

MUNICIPAL OFFICES



Town of Northfield, Vermont
www.northfield-vt.gov

Phone 1-802-485-6121
Fax 1-802-485-8426

51 SOUTH MAIN STREET
NORTHFIELD, VERMONT 05663

TOWN OF NORTHFIELD, VERMONT SELECT BOARD REGULAR MEETING Tuesday, December 10, 2024 COMMUNITY ROOM - 7:00 P.M.

This ZOOM meeting can be attended either in person
or from your computer, tablet, or smartphone.

<https://us06web.zoom.us/j/81572680896?pwd=qidwGhiN3RqaiW42RIRGOqe4aEEqxb.1>

You can also dial in using your phone: 1-929-436-2866

Meeting ID: 815 7268 0896

Passcode: 002991

AGENDA

- I. ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. SET/ADJUST AGENDA
- IV. PUBLIC PARTICIPATION (SCHEDULED):
 - a. Paine Mountain School District Board Member updates
 - b. State Representatives Anne B. Donahue and Kenneth W. Goslant: 2025 Vermont Legislative Priorities
- V. LIQUOR CONTROL COMMISSION
 - a. Liquor License Application: Fig Hospitality LLC (DBA Folino's Pizza)
- VI. APPROVAL OF MINUTES
 - a. November 26, 2024 (Regular Meeting)
 - b. December 3, 2024 (Special Meeting)
- VII. APPROVAL OF BILLS
 - a. Approval of Warrant #11-25 & 11-25A-D
 - b. Receipt of Biweekly Payroll through November 24, 2024: \$103,832.83
- VIII. SELECT BOARD
 - a. American Rescue Plan Act (ARPA) Fund Requests
 - b. Approval of ARPA Fund Allocation Resolution
 - c. Appointment of Ethics Liaison
 - d. Revolving Loan Fund – Loan Agreement for Main Street Water Line Project
 - e. Authorize Select Board Chair to Review and Approve Future Payroll and Operating Expenses through December 2024 [24 V.S.A. §961(b)]
- IX. TOWN MANAGER'S REPORT
- X. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS
- XI. PUBLIC PARTICIPATION (UNSCHEDULED)
- XII. EXECUTIVE SESSION (IF NEEDED)
 - a. Legal/Personnel/Contracts [1 VSA 313 (a)(1)]
- XIII. ADJOURNMENT



Application ID: DLL - Application - 50083
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Fig Hospitality LLC
Business ID: 0010558

Business Address: 129 Market St. #5,
Williston, Vermont 05495
Entity Type: Limited Liability Corporation

Phone: 802-764-0359
Management Type if LLC:

Email: bobby@folinopizza.com

People Information

- **Person:**
Robert A Seaman

Business Role: Business Principal
Email: bobby@folinopizza.com

Business Address: 129 Market St, STE 5,
Williston, Vermont, Unit 5
US Citizen?

Phone: 802-338-6459
Political Position

Name: Robert A Seaman
Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Jack Barron

Business Role: **Email:**

Member/Manager

johnbarronart@gmail.com

Business Address:

163 Fairway Dr,
South Burlington, Vermont, 05403

US Citizen?

Yes

Phone:

(802) 503-8297

Political Position

Name: Jack Barron

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Folino's Northfield

Do you lease this Premises:

Health License:

Food:14604

Lodging:

Location Address:

70 Depot Square,
Northfield, Vermont 05663

Vermont Tax Department:

86-1762801

Local Jurisdiction/ Town Clerk:

Northfield

Education Details

Student Name:

Bobby Seaman

Training Completion Date:

Fri Apr 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Associated With
D-02225	Other	Fig Hospitality LLC

D-16316	Document listing for employee	Fig Hospitality LLC
D-20824	Health License	Fig Hospitality LLC

Payment and Acknowledgement

Signed by:

Robert A Seaman

Date of Submission:

2024-12-02 21:09:03

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false

**TOWN OF NORTHFIELD, VERMONT
SELECT BOARD REGULAR MEETING
Minutes of November 26, 2024**

- I. ROLL CALL.** Chair K. David Maxwell, Board members Charles Morse (9:05 p.m.), Lydia Petty, Merry Shernock, and John Stevens. Also present were Manager Jeff Schulz, Acting Clerk Kenneth McCann, Laurie Baroffio (Finance Director), Andrew Bachand (Kittell Branagan & Sargent), Derek Hungerford (Kittell Branagan & Sargent), Mary Nadon Scott (Accessibility, Walkability, and Pedestrian Safety [AWPS] Task Force), Tim Swartz (AWPS Task Force), Dan Anderson (AWPS Task Force), Carolyn Stevens (AWPS Task Force), Kaitlyn Keating (AWPS Task Force/NCDN), Janan Hamm, Susan Stillinger, and Elroy C. Hill.

Chair Maxwell called the meeting to order at 7:00 p.m.

- II. PLEDGE OF ALLEGIANCE.** Those present were asked to join the Select Board members in reciting the Pledge of Allegiance.

- III. SET/ADJUST AGENDA.** There were no changes to the posted agenda.

IV. PUBLIC PARTICIPATION (SCHEDULED):

- a. Andrew Bachand and Derek Hungerford, Kittell Branagan & Sargent (KBS): FY 2023/2024 Financial Audit Reports.** Manager Schulz noted that this is the time of year when the outside auditing firm that reviews the municipality's financial statements for the previous year provides a written and oral report on its findings. Based on his reading of the written report, Manager Schulz said there were no negative findings. Mr. Bachand, a KBS Co-Managing Shareholder, confirmed this fact. Mr. Hungerford, a KBS Manager, stated the audit produced an unmodified or "clean" opinion, which is the best result that you can achieve. He said this was a true testament to Finance Director Laurie Baroffio and her Accounting Department staff. Mr. Hungerford said due to their hard work and diligence throughout the year, the auditing process went as smoothly and streamlined this year as it has in previous years. He then went through the municipality's financial statements briefly, noting that the Town General and utility department accounts are operating very well with a favorable year-end balance of \$215,738 of actual spending compared to budget projections. Mr. Hungerford stated that \$1,400,000 in American Rescue Plan Act (ARPA) funds remain unspent but noted that these funds only need to be obligated by the end of this year. All ARPA funds must be completely expended by the end of 2026. Mr. Hungerford then asked if the Select Board members had any questions regarding the audit report. Board members Shernock, Stevens, and Petty had no specific questions but all were grateful for the positive comments regarding the work performance of Ms. Baroffio and her staff. Chair Maxwell also was very appreciative of their efforts. He then noted that the Select Board members have recently discussed the topic of year-end budget surpluses and would like to know what would be considered proper or excessive amounts. Mr. Bachard said that municipalities should have healthy unassigned budget balances due to the possibility of unexpected but necessary emergency expenditures that might otherwise result in deficit spending. He did add that if the surplus funds end up "sitting around" unused for a considerable amount of time, it might be wise to consider adjusting upcoming local property tax rates. Mr. Bachard had no firm number for the proper amount of year-end surplus funds but warned that it is not wise to try cutting the anticipated amount significantly as deficit spending is a much less desirable outcome. Chair Maxwell believes the municipality has done a tremendous job on its budget process and that there have only been a couple of years recently where unanticipated spending led to concerns about the possibility of deficit spending. Mr. Hungerford said there are many uncertain factors in Vermont, especially the unpredictable severity of its winters, that made it preferable to keep a healthy surplus amount within reason. Mr. Bachard agreed that municipalities don't want to face the possibility of deficit spending due to an unexpectedly bad winter. Chair Maxwell then thanked Mr. Bachard and Mr. Hungerford for providing a very favorable report regarding the municipality's finances.

V. APPROVAL OF MINUTES

- a. November 12, 2024 (Regular Meeting).** Motion by Board member Stevens, seconded by Board member Shernock, to approve the minutes. Board member Shernock had a correction. **Motion to approve the revised minutes passed 4-0-0.**

VI. APPROVAL OF BILLS

- a. **Approval of Warrant #10-25 & 10-25A-D.** Motion by Board member Shernock, seconded by Board member Petty, to approve Warrant #10-25 & 10-25A-D in the amount of \$137,212.15. Board member Stevens asked about a payment for paving work on Cox Brook Road. Manager Schulz said the work was actually done on Jerry Road, which is located off Cox Brook Road and had suffered damage during the flooding rainstorm this past July. **Motion passed 4-0-0.**
- b. **Receipt of Biweekly Payroll through November 10, 2024.** Motion by Board member Petty, seconded by Board member Stevens, to receive the biweekly payroll in the amount of \$119,987.28. **Motion passed 4-0-0.**

VII. SELECT BOARD

- a. **American Rescue Plan Act (ARPA) Fund Requests.** Chair Maxwell said that a new ARPA fund request has been received from management. Manager Schulz said he sent out RFPs to hire an architect to redesign the pool bathhouse. \$22,000 in ARPA funds had been authorized for this purpose but the bids received exceeded that amount. Manager Schulz would like another \$14,400 in ARPA funds for this project as the resulting \$36,400 would match the low bid amount by a qualified architectural firm. This action would reduce the amount of unallocated ARPA funds in the ARPA Fund Allocation Resolution. Manager Schulz felt approval of the resolution should be postponed until the next regular meeting (12/10/24) so that this and other possible fund reductions can be included. Motion by Board member Stevens, seconded by Board member Petty, to authorize an additional \$14,400 in ARPA funds in order to engage an architect to redesign the pool bathhouse. Board member Shernock asked why the bids were so much higher than anticipated. Manager Schulz said the project probably will require the architect(s) to conduct onsite assessments, hold meetings with local interests, etc. and that will add to the project expense. He added that the low bidder does seem to be very well qualified and should produce proper workplans in a timely manner. Board member Petty supports the bathhouse redesign project but has concerns whether such cost overruns will become part of the overall project. She does hope outside funding, i.e. grant funds, will become available for the actual construction work. Board member Petty hopes such renovations will lead to increased usage of the municipal pool as this is a major local resource but is currently underutilized. **Motion passed 4-0-0.**

Board member Petty said she had asked previously about some ARPA fund-awarded projects that still don't seem to be fully allocated through either the funds being fully spent, having a work contract in place, etc. This includes the \$25,000 allocated to the Vermont Outdoor Recreation Economic Collaborative (VOREC) Grant Implementation Committee in order to complete the first phase of its signage project. Ms. Baroffio said the final invoices for this project have not yet been received and she would rather make sure all the grant funds are expended first before using any of the ARPA funds. Otherwise, those unspent grant funds would have to be returned to the state. Ms. Baroffio added that since the intent of the aforementioned resolution is to redesignate ARPA funds as Town General surplus funds, any remaining payments for the signage project could come from surplus at a later date. Board member Petty said the Select Board members have been considering the request from Economic Development Director (EDD) Tom Davis to allocate \$200,000 in ARPA funds to be used for local match funds for future grant applications. She asked if the income interest generated from banking the ARPA funds could be used for this purpose as those funds aren't subject to the same guidelines as regular ARPA funds. Ms. Baroffio said that was a possibility and there could be a discussion at the upcoming budget meetings of setting up a voter-approved reserve fund for this purpose. She added that the interest income amount will not be included in the resolution as there is no deadline for designating those funds.

Chair Maxwell looks forward to this discussion and warned about defining too narrowly how the monies in this reserve funds can be used. If the Select Board members decide at some time to use these funds for another purpose, that would require another authorization from voters. Board member Petty thought the fund reserve could be specified as for local economic development, which might include local match funds for grant applications but not limited to just that purpose. Ms. Baroffio will review the guidelines for setting up such reserve funds and determine the best course of action. As for the ARPA Fund Allocation Resolution, it was noted that Board member Morse has asked that an explanatory document be produced that would explain to Northfield residents how and why the undesignated ARPA funds will be converted into Town General surplus funds. This would include some indication of how these reallocated funds would be used in future. Manager Schulz said he could include this explanation in his departmental report in the next Town Report.

Ms. Baroffio noted that once the ARPA funds have been thus reallocated, they will no longer be considered ARPA funds but will be treated like any other surplus funds in the Town General budget. The exact amount of these surplus funds would be unknown until the current fiscal year ends on June 30, 2025 and its financial statements audited. Those surplus funds could be used to fund various projects in the FY 2026-2027 municipal budget and/or used to lower the local property tax rate. Ms. Baroffio said the aforementioned reserve fund could be set up and voter-authorized at the 2025 Town Meeting.

- b. **Approval of ARPA Fund Allocation Resolution.** As indicated above, action on this item has been tabled until the next regular meeting.
- c. **Review of Select Board Goals (Short-, Medium-, and Long-Term).** The list of these goals were last reviewed in early September and Chair Maxwell would like to see which goals are on track and which require additional attention at this time.

The list of **Annual Goals/Activities** and updates is as follows:

Open Meeting Law Training. Chair Maxwell said all local board, commission, and committee members are encouraged to participate in Vermont League of Cities & Towns (VLCT) Open Meeting Law training sessions whenever they become available.

DEI Training. Manager Schulz said grant funds have been received to cover the cost of these training sessions. The Select Board members would prefer that this be in-person training rather than online training as the latter is more effective.

Honor Volunteers Annually. There are plans to select the first volunteers thus honored by the municipality over the next couple of months so that this public recognition can be included in the next Town Report.

Joint Meetings with School Board and others. Chair Maxwell stated that he has invited members of the Paine Mountain School Board to attend the next regular meeting in order to provide an update on their recent activities and future plans.

State Representative Updates. Chair Maxwell also has invited Northfield's state representatives to attend the next regular meeting.

Review and Update Municipal Policies and Ordinances. It was noted that the update of the Employee Personnel Policies is nearly complete. Manager Schulz was asked to forward the latest draft to the VLCT to determine whether its provisions remain in compliance with state law.

Northfield Representation on the CVRPC (Transportation Advisory Committee) TAC. It was noted that EDD Tom Davis now serves as Northfield's representative on this committee.

Update Employee Succession Plan. Chair Maxwell would like a copy of the updated plan in the next Select Board meeting packet.

Maintain Electronic Tickler File. It was noted that an updated tickler file is included in every Select Board meeting packet.

Marketing of Town Parks, Pool, and Trail Events. Chair Maxwell felt it was necessary to develop a strong marketing plan for the municipality's outdoor recreation resources. He suggested that perhaps EDD Davis could assist with this effort. Board member Petty thought such marketing could be added to the list of EDD goals and expectations. Chair Maxwell said this might require an adjustment of the EDD job description. Board member Petty will provide a written summary of how this marketing program should be conducted.

The list of **Short-Term Goals (16 months)** and updates is as follows:

Subcommittee Reclassification & Refine Duties. Chair Maxwell would like the various Select Board Subcommittees reviewed so that each have properly defined and not overlapping responsibilities. He would like this review completed within the next year.

Emergency Operations Center (EOC) Improvements. Board member Shernock reported that this work has been completed so this item may be removed from the list.

Rehabilitation of Town Common and Fountain. Chair Maxwell said the engineering firm DuBois & King has provided a rehabilitation plan for the Town Common based on local feedback. The Select Board members will need to determine how to fund this project, whether it should be accomplished in phases, etc.

Address Municipal Building Deferred Maintenance Issues. Manager Schulz said the grant application to provide funds for building upgrades was not successful. Chair Maxwell would like short- and long-term plans established for this building. He felt this has been an ongoing issue for several years. It was noted that the building's restrooms have been upgraded fairly recently but it was felt a more comprehensive upgrade plan was needed.

Refine Town Policy for Road Discontinuance. Manager Schulz noted an updated policy was adopted a couple of years ago (03/28/23) but perhaps this matter should be revisited in case the process can be further streamlined. This would include facilitating the process for discontinuing a one-house road when ownership of the sole abode changes.

Purchase Emergency Generators for Municipal Facilities. Manager Schulz noted the generators for the Municipal Building, Police Station, Fire Station, and Ambulance Bay have been purchased and should be installed in the coming weeks. Therefore, this item can be removed for the list.

Municipal Park Policy and Maintenance Plan. Manager Schulz said this plan has been revised and completed so this item can be removed from the list.

Explore Options for Screening Junk Vehicles. Manager Schulz felt requiring this screening might require a municipal ordinance so he will review possible options. Board member Petty would prefer that the focus of the screening proposal should be based on public safety rather than just reducing sight pollution.

Complete Engineering for Sewer Line Extension on Vermont Route 12A. Manager Schulz said the State of Vermont has agreed to cover half the costs of updating existing engineering plans for this project. The plans should be completed by mid-2025 so this item also can be removed from the list.

Add Steel/Street Turnabout for Slaughterhouse Covered Bridge. Chair Maxwell would like to discuss this possible project during the upcoming FY 2025-2026 budget meetings.

Add Zoning Categories (Engage Professional). Manager Schulz will be applying for a planning grant so that the local zoning regulations can be further updated with the assistance of a consultant in order to encourage local development. This would include revising the current zoning districts in order to promote creation of additional affordable housing units.

Paint/Clean Bridges – Develop Maintenance Plan. Chair Maxwell said the Select Board members received some sticker shock recently when quotes were received for repainting the covered bridges on Cox Brook Road. Chair Maxwell would like this matter discussed further during the budget meetings. Options include creating a new Capital Improvement Plan (CIP) account for this purpose.

Covered Bridge Signage (Aseltine Road). Manager Schulz said this warning signage has been installed so this item can be removed from the list.

Grant Funding for Wall Street Sidewalk Construction. It was noted that the grant application for this project was successful so this item will be removed from the list.

Refine Costs/Sidewalk Needs. It was noted that ARPA funds have been designated for sidewalk work but this matter also can be discussed further during the budget meetings.

Bridge Inventory/Repairs. Manager Schulz has had some additional bridge inspections performed that would supplement the biennial inspections that the Vermont Agency of Transportation (VTrans) conducts. Chair Maxwell said any identified problems can be addressed during the budget meetings.

Work with Norwich University (NU) on Long-Term PILOT Agreement. Chair Maxwell said negotiations on this matter have been ongoing and there have been some recent positive developments.

Address Housing Issues (Task Force). Chair Maxwell felt EDD Davis should be engaging with these issues since the local housing committee has suspended its activities.

Support Working Groups. This item refers to the various task forces that formed as a result of the Vermont Council on Rural Development (VCRD) Community Visit public forums held in early 2023. These include groups focusing on Community Center Development; Accessibility, Walkability, and Pedestrian Safety (AWPS) Improvements; Norwich/Northfield Partnership Development; and Downtown Development and Housing. Chair Maxwell said the AWPS Task Force has been regularly interacting with the Select Board members over the past year and the Select Board members have been largely supportive of their efforts.

Road Surface Management System (RSMS) Update. Manager Schulz said the Central Vermont Regional Planning Commission (CVRPC) should be able to help with this update, which should be completed by next spring.

Recreation Vision 1-3-5 Year Combined Effort. Chair Maxwell felt we need to find a local recreation champion who would take on this project. This item fits together with the previous ongoing goal to better market Northfield's outdoor recreation opportunities.

Finish Covered Bridge Assessment. Manager Schulz said VTrans will be providing an update on their assessment of the Cox Brook Covered Bridges in a few months.

Create Social Infrastructure/Park Recreation Full-time Position. Chair Maxwell said this possibility also will be explored during the budget meetings.

Pool & Sidewalk ADA Compliance. Chair Maxwell said this is an ongoing concern but some accessibility improvements have been already completed at the Municipal Pool, etc.

Complete Phase I of Riverwalk Project. Board member Shernock said the municipality will need to work with Dollar General in order to adjust their Act 250 permit to allow for the riverside trail to be constructed. Manager Schulz has been in contact with Dollar General about this and for a trail easement. Board member Petty asked if it were possible to build this trail on municipal property alone. Manager Schulz said the steep terrain in the area does require traversing Dollar General property for river access. Access to Dollar General property also will be needed for the upcoming Cross Brothers Dam Removal Project and the Main Street Bridge Replacement Project, which will occur in 2025 and 2026 respectively.

RSMS Training for Highway Subcommittee Members. Manager Schulz will explore the options for such training (VLCT, CVRPC, ?).

Due to the lateness of the hour, Chair Maxwell said the lists of **medium- and long-term goals** will be reviewed at the next regular meeting.

- d. **Ratification of IBEW Union Contract.** Manager Schulz advised that this discussion should take place in executive session as a contract negotiation. There was no objection.

VIII. TOWN MANAGER'S REPORT

- a. **Vine Street Sidewalk Project.** Manager Schulz said three (3) bids were received for this project. He plans to sign an agreement with the low bidder, Northwoods Excavation, in the amount of \$346,900. This bid amount is very close to the engineer's estimate (\$347,500).
- b. **FY 2025-2026 Municipal Budget.** The initial draft of the proposed budget has been completed and soon will be distributed to the Select Board members in anticipation of the upcoming budget meetings. Chair Maxwell noted that the budget meetings for this month have been scheduled for Tuesday, December 3, 2024; Thursday, December 5, 2024; Tuesday, December 10, 2024; Thursday, December 12, 2024; and Tuesday, December 17, 2024. After the holiday break, the budget meetings will recommence in the new year with the first held on Tuesday, January 7, 2025. All these meetings will be held in the Community Room and start at 6:00 p.m.
- c. **Delinquent Property Tax Sale.** Manager Schulz said the delinquent tax sale will take place tomorrow (11/27/24) at 3:00 p.m. in the Municipal Building. Due to recent payments, the number of tax sale parcels has been reduced from the original seven (7) to four (4).
- d. **New Speed Monitoring Devices.** Manager Schulz said new speed monitoring devices have been purchased and once installed roadside will record travelling speeds. This will allow for traffic data to be compiled and analyzed to determine what future action should be taken. The devices are solar-powered and will be relocated around the community on a regular basis.
- e. **Proposed Skateboard Park update.** Manager Schulz said he spoke to Police Chief Pierre Gomez about the possibility of siting a skateboard park behind the Police Station. Chief Gomez did not think this would be a good idea due to the close proximity to the building and the possible impediment of emergency vehicles entering and exiting the Police Station and Fire Station. Alternative sites for the skateboard park will be considered.

IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **Downtown Designation update.** Board member Stevens asked about the status of obtaining Downtown Designation for downtown Northfield. Manager Schulz said EDD Davis has been working on this over the past few months and there is a considerable amount of paperwork involved. There also is a resolution that the Select Board members must approve. Chair Maxwell felt achieving this status should be a priority. Board member Petty agreed as this would open up additional grant opportunities for the municipality.
- b. **Highway Department Winter Weather Preparations.** Board member Stevens asked if the Highway Department crew was ready for winter. Manager Schulz confirmed that was the case and the road salt purchase agreement already is in place.
- c. **Northfield Falls Pedestrian Safety Improvements.** Board member Petty asked about the status of this project. Manager Schulz said VTrans recently did require revised project plans, which delayed the project somewhat. The sidewalk contractor has not started work yet despite earlier promises to have everything completed this month.
- d. **Northfield Common Revitalization Recommendations.** Chair Maxwell would like a recommendation from DuBois & King regarding whether this project could (or should) be completed in phases and how this would best be accomplished. Manager Schulz said this would probably require a new engineering agreement as such a determination was not considered part of the original project scope. Chair Maxwell would like to know if project phasing is possible as that would help determine the budgeting approach for this project.

X. PUBLIC PARTICIPATION (UNSCHEDULED)

- a. **Tim Swartz, Accessibility, Walkability, and Pedestrian Safety (AWPS) Task Force: Pool Bathhouse Redesign Project.** Mr. Swartz first wanted to thank the Select Board members for their past support for the AWPS Task Force members and for their previous recommendations regarding Brown Public Library improved access, etc. He is disappointed that the architect bids for the pool house renovations were higher than expected and he added that he was willing to work with the chosen architect(s) to hasten the process and reduce costs. Manager Schulz said the architects who bid on the project said the site plans that Mr. Swartz provided were very helpful for their visualization of the proposed project. Mr. Swartz said Pool Director Shannon Palone also provided a number of helpful suggestions.

XI. EXECUTIVE SESSION. Motion by Board member Stevens, seconded by Board member Shernock, to go into executive session, in accordance with 1 VSA 313 (a)(1)], in order to discuss legal matters and contract negotiations with Manager Schulz present. **Motion passed 4-0-0.**

The Board went into executive session at 9:05 p.m.

Board member Morse remotely joined the executive session at this time.

Motion by Board member Morse, seconded by Board member Stevens, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 9:45 p.m.

Motion by Board member Morse, seconded by Board member Stevens, to authorize Manager Schulz to sign the four (4) year contract with the IBEW and the union employees. **Motion passed 5-0-0.**

XII. ADJOURNMENT. Motion by Board member Morse, seconded by Board member Stevens, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 9:50 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

A video recording of this meeting is available at https://youtu.be/GcdOB_MBWt4

These minutes are subject to approval at the next Select Board regular meeting.

**TOWN OF NORTHFIELD, VERMONT
SELECT BOARD SPECIAL MEETING
Minutes of December 3, 2024**

- I. ROLL CALL.** Select Board Chair K. David Maxwell, Board members Charles Morse, Lydia Petty, Merry Shernock, and John Stevens. Also present were Manager Jeff Schulz, Laurie Baroffio (Finance Director), and Elroy C. Hill.

Chair Maxwell called the meeting to order at 6:00 p.m.

- II. PUBLIC PARTICIPATION (SCHEDULED):** None.

III. DISCUSSION

- a. **Proposed FY 2025/2026 Town Budget.** Before Manager Schulz begins his review of the proposed budget, Chair Maxwell wanted it noted that he attended two (2) Budget & Financial Review Subcommittee meetings with Board member Morse (11/15/24) and Board member Stevens (11/25/24) before the proposed budget presented tonight was finalized. A major theme at these meetings was that the same approach to drafting municipal budgets cannot be taken every year due to ever-changing conditions and increased costs for capital equipment, etc. Chair Maxwell felt it was important to think outside the box and perhaps looks at new ways of determining whether the right kind of heavy equipment is being purchased, whether these purchases are occurring at the right times, etc.

1. **Municipal Budget Overview.** Manager Schulz said he and Financial Director Baroffio have been working on the current budget draft over the past couple of months with valuable input from the various department heads. As a result of their efforts, the property tax increase required to support this budget has been kept below eight percent (8%). Manager Schulz added that this initial budget doesn't include the use of American Rescue Plan Act (ARPA) funds. However, should the Select Board members approve the ARPA Fund Allocation Agreement at their next regular meeting (12/10/24), any unallocated ARPA funds would be converted to Town General surplus funds and could be used for specific projects, etc. if Select Board members so choose. Manager Schulz noted that the 7.7% increase in the local property tax rate would produce \$4,352,450 in tax revenue. The budget also would be supported by \$1,469,560 in non-tax revenue and \$339,710 in prior year surplus funds. Looking at the revenue side of the proposed budget, Manager Schulz did not see significant increases in the municipality's revenue accounts. There will be a 2.9% increase that will result in \$41,020 of additional revenue. Board member Morse believes the amount projected for Town Clerk's fees (\$35,000) is not realistic given lower actual expenditures in recent years. He would like this amount reduced to \$28,000. Ms. Baroffio noted that Town Clerk's fees did go down in recent years with the State of Vermont allowing Town Clerks in other towns to collect fees on Northfield-related matters, such as birth certificates, etc. After further discussion, Board member Morse suggested setting this revenue amount at \$30,000. He also noted that passport processing fees had provided \$11,435 of revenue during FY 2023-2024 but only \$3,000 has been projected for this revenue account in the next fiscal year. Manager Schulz noted that the cited fiscal year saw a great increase in municipal passport processing due to the closure of the Montpelier passport office for over a year due to the July 2023 flooding. This office reopened a few months ago and at the same time a new passport processing location opened at the Northfield Post Office. Those are the main reasons anticipated revenue for this municipal service has been set at \$3,000, which is now a more accurate projection. Board member Morse then noted that the Interest of Investments account had actual revenue of \$70,740 during FY 2023-2024 but the anticipated amount in the next fiscal year was set at \$30,000. Ms. Baroffio noted that a good part of the surplus funds that had earned that interest have been spent over the past couple of fiscal years, which reduces bank balances and lowers the amount of interest being collected. Manager Schulz said the \$30,000 figure could be revisited and perhaps raised slightly. It was noted that this was the interest income for Town General funds only as the interest earned on Capital Improvement Plan (CIP) and the utility accounts are tracked separately.

Manager Schulz noted Northfield Ambulance Service (NAS) revenue has been increasing in recent years due to the increased number of emergency responses, non-emergency transfers, etc. He added that the per capita fee charged to West Berlin and Roxbury for NAS coverage has been adjusted in recent years to better cover the actual costs of this service. In the next fiscal year, Manager Schulz would like to increase the per capita fee by \$3.00 to \$38.00. Even with this increase, this amount is below what Barre Town Ambulance and some other ambulance services charge for providing emergency coverage for neighboring towns. Chair Maxwell remembers a few years ago when the per capita fee was set at \$18, which now seems quite low. This increase in the per capita fee will provide an additional \$2,900 in NAS revenue in the next fiscal year. Board member Petty felt these incremental increases were the appropriate course of action. Chair Maxwell agrees that we now seem to be moving in the right direction. Manager Schulz noted that in addition to the per capita fee, the NAS also collects fees from the West Berlin and Roxbury patients it has treated. Manager Schulz then provided a brief overview of the budget pages that indicate the use of surplus funds and CIP account interest income.

2. **Operations & Maintenance (O&M) Budgets.** Manager Schulz stated that the O&M budgets will see an overall increase of four percent (4.0%) in the next fiscal year. This is mainly due to increased personnel costs due to scheduled wage rises in the employee union contracts. Another factor is the higher cost of employee health insurance costs. Board member Morse felt this was a reasonable overall increase. Manager Schulz then provided brief overviews of the O&M budgets, focusing on those areas where the specific budget line items have significant increases or reductions.

In the Manager's budget, the 5.7% overall budget increase is mainly due to higher wages and increased health insurance costs. Liability and other insurance coverage usually increase annually and Ms. Baroffio said we cannot know the actual figures until the Vermont League of Cities & Towns (VLCT) provides its updated rates for the next calendar year in January 2025. In the Town Clerk/Treasurer budget, there will be a 6.5% overall increase mainly due (again) to higher personnel and health insurance costs. Board member Morse is pleased to see a bump in the compensation for the Town Clerk. Manager Schulz then noted that the Board of Civil Authority budget will be level-funded in the next fiscal year. The Accounting Department budget will see a 7.0% increase due to higher personnel and health insurance costs.

In the Listers budget, Manager Schulz noted that although the hourly wage for the Listers and their assistant has been raised, personnel costs for this department have decreased in recent years due to a reduction in their work hours. As a result, the budget increase for this department is only 0.3%. Board member Morse asked when the townwide reappraisal will commence. Manager Schulz said it is scheduled to start in the spring of 2026. Any increase in Lister personnel costs due to increased time in the office will be figured into the reappraisal budget.

Regarding the Northfield Fire Department (NFD) budget, Manager Schulz said NFD Chief Peter J. DeMasi will attend one of next week's budget meetings to answer any questions. He added that NFD personnel costs in the next fiscal year will be lowered by \$2,000 to \$29,000 in order to better reflect recent actuals. The overall budget will increase 6.6%. Board member Petty noted an increase in the Personal Protection Equipment line item from \$10,000 to \$14,000. She added that the need to increase spending for this particular line item was discussed at a recent meeting of the Public Safety Oversight & Planning Subcommittee.

Manager Schulz said the Northfield Police Department (NPD) O&M budget has seen significant year-end surpluses due to the difficulty in filling all six (6) full-time NPD officer positions. He and Ms. Baroffio thoroughly examined this matter and their recommendation is to reduce the potential surplus amount by reducing the number of budgeted full-time positions from six (6) to five (5). It was noted that other law enforcement departments in the area also have had difficulty recruiting and many have resorted to offering expensive hiring incentives. Board member Morse would prefer continuing to budget for six (6) officers in case additional applicants become available due to such factors as the expected officer flight from the Burlington Police Department, etc. He would like the possible budget surplus reduced but by cutting other NPD line items to the bone.

Board member Shernock believes NPD Chief Pierre Gomez supports budgeting for five (5) officers and felt the Select Board members should accede to him on this. Manager Schulz agreed that Chief Gomez did not object to this proposed staff reduction. Chair Maxwell asked when was the last time the NPD was fully staffed. Manager Schulz believes it was at least four (4) years ago. Chair Maxwell asked how much one NPD officer costs the municipality. Manager Schulz estimated that the average officer received salary and benefits in the amount of \$150,000. Ms. Baroffio noted that the municipality did not budget for six (6) officers for the current fiscal year as one officer was on military leave. That is why the NPD personnel costs in the next fiscal year will still see a 1% increase. Board member Shernock felt it might be more cost-effective in the long term for the municipality to hire a qualified social worker to handle mental health situation callouts that now require a police response. Board member Petty said there have been several recent public conversations regarding whether Northfield really needs 24/7 police coverage when NPD costs keep spiraling. Chair Maxwell looks forward to receiving input from Chief Gomez on this and other related matters. He felt that such complex issues really do require a full and open discussion. In the Northfield Ambulance Service (NAS) O&M budget, Manager Schulz said we are looking at a 5.2% increase in the next fiscal year in order to support modest pay rises for the full-time NAS Chief and the part-time EMTs.

The Highway Department O&M budget will see a 6.3% increase, which is mostly due to higher wages and health insurance costs. There will be a 4.2% increase in the Material/Supply budget due to slightly higher costs for road materials, i.e. gravel/stone, road salt, sand, etc. Fortunately, those costs seem to have stabilized over the past year. Manager Schulz said the department will go back to applying liquid chloride on the backroads as that seems to be more effective than the solid material they had been using. Board member Petty then asked about the contracted line marking account, which has a \$15,000 budget. She noted that the contractors the municipality hires seems to show up later and later each year. Manager Schulz said he would start the outreach earlier next year to avoid this problem. Chair Maxwell said Norwich University (NU) seems to have its contracted line striping and street sweeping done in a timely manner each spring so perhaps Manager Schulz should find out whom they have been using and hire them.

The Cemetery budget will see a 3.3% increase mainly due to the annual three percent (3%) increase in the cost of the cemetery care contract. The Town Garage budget is basically level-funded with a 0.3% increase. The budget for the Brown Public Library/Historical Society building will decrease by 2.4% primarily due to lowering the amount budgeted for heating the building from \$19,000 to \$16,000. The budget for the Municipal Building will similarly decrease by 5.6% mainly due to reductions in the amounts budgeted for janitorial costs, heating oil, water, and sewer. The Human Services budget that helps support the operations of the Northfield Senior Center and the Brown Public Library will increase 2.6%.

The budget for the Grounds, Parks, & Facilities department will see a 10.9% increase mainly due to increased compensation and health insurance costs for the maintenance worker. In addition, since TDS Telecom doesn't assist with installing holiday decorations and banners as much as it used to do, there is a new line item in the budget for equipment rental. Board member Shernock suggested contacting local tree trimming companies to see if they could be hired to use their bucket trucks for these projects. The Municipal Pool O&M budget will increase 5.7% to cover wage increases for the Pool Director and lifeguards.

The Support Services budget will increase 4.8% in the next fiscal year. The amount budgeted for legal services will increase from \$24,000 to \$25,000. The cost of printing the Town Report remains level-funded at \$2,200. In addition, Manager Schulz will ask Green Mountain Transit to discuss their future service plans for Northfield as this budget includes \$3,350 to operate the local shuttle bus service. The Planning & Zoning budget will see a 3.4% increase mainly due to higher budgeted amounts for postage and for advertising & legal notices. The Economic Development budget will increase 5.8% mainly due to a wage increase and higher health insurance costs for the Economic Development Director. The Debt Retirement/Capital budget will see a 11.5% reduction as the payment amounts for old bond notes have been reduced in recent years.

3. **Future Budget Meeting Schedule.** Chair Maxwell noted that another budget meeting will be held this Thursday night (12/05/24) and the Police Department, Brown Public Library, and Municipal Pool budgets will be discussed at that time. Manager Schulz said the upcoming meetings scheduled for Tuesday, December 10, 2024 (prior to the regular meeting); Thursday, December 12, 2024; and Tuesday, December 17, 2024 will include discussions of the Ambulance Service, Fire Department, and Highway Department budgets. The budget meetings will recommence after the holiday season with the first held on Tuesday, January 7, 2025. Additional budget meetings will be scheduled that month as needed.
4. **Other Matters.** Board member Petty will be attending a flood resilience roundtable tomorrow and asked if any of the other Select Board members had any local concerns they would like brought up at that time. Chair Maxwell feels Northfield has become a good example of how Vermont communities should address such concerns. After the Tropical Storm Irene flooding caused significant damage to structures along the Dog River and other locations, the municipality responded by purchasing and razing flood-damaged structures through the FEMA buyout process and thus creating the Dog River Park and the adjacent floodwater retention area. Chair Maxwell noted that former Zoning Administrator Michele Braun spearheaded this effort and the Northfield community owes her a real debt of gratitude. Chair Maxwell thought it also could be mentioned that the upcoming Cross Brothers Dam Removal project is another Northfield effort at flood hazard mitigation. Board member Morse would like to see the rules regarding dredging riverbeds relaxed somewhat in order to reduce the threat of flooding at recurrent locations. Locally, that includes the NU Rugby field. Chair Maxwell would like to see additional state funding so that affected municipalities can remove knotweed situated along riverbanks. Board members Petty and Shernock said some state assistance also could be sought to reduce the stormwater flooding hazards at the Town Garage, Ambulance Bay, and Wastewater Treatment Facility. This could include creating nearby floodwater retention areas where stormwater could be diverted away from these buildings.

IV. PUBLIC PARTICIPATION (UNSCHEDULED). There was none.

V. EXECUTIVE SESSION. Motion by Board member Morse, seconded by Board member Stevens, to go into executive session, in accordance with 1 VSA 313 (a)(1)], in order to discuss legal matters and contract negotiations with Manager Schulz present. **Motion passed 5-0-0.**

The Board went into executive session at 7:29 p.m.

Motion by Board member Morse, seconded by Board member Stevens, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 9:30 p.m. No action was taken.

VI. ADJOURNMENT. Motion by Board member Morse, seconded by Board member Stevens, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 9:31 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

A video recording of this meeting is available at <https://youtu.be/iEDx36CaKTY>

These minutes are subject to approval at the next Select Board regular meeting.

TOWN OF NORTHFIELD

THE UNDERSIGNED HEREBY AUTHORIZE THE EXPENDITURES LISTED
HEREIN, ACCORDING TO THE LAWS OF THE STATE OF VERMONT.

DISBURSEMENT DATE: 12/13/24

WARRANT 11-25 & 11-25A-D

NORTHFIELD TOWN SELECT BOARD

K. DAVID MAXWELL, Chair _____

CHARLIE MORSE _____

LYDIA PETTY _____

MERRY SHERNOCK _____

JOHN B. STEVENS, Vice Chair _____

JEFFREY SCHULZ, Manager _____

TOWN GENERAL	<u>1,418,332.89</u>	ELECTRIC FUND	<u>482,904.12</u>
MUNICIPAL PLANNING GRANT	_____	WATER FUND	<u>131,760.87</u>
FLOOD BUYOUT GRANT	_____	SEWER FUND	<u>24,165.04</u>
COMMON FUND	_____		
COMMUNITY DEVELOPMENT FUND	<u>20,000.00</u>		
ARPA FUND	<u>30,000.00</u>		
TOWN CIP	<u>68,944.17</u>		
AMBULANCE DONATION FUND	_____		
FIRE DONATION FUND	_____		
RECREATION COMMITTEE FUND	_____		
POOL DONATION FUND	_____		
CONSERVATION FUND	_____		
POLICE DONATION FUND	_____		
ENERGY COMMITTEE DONATION FUND	_____		
AGENCY FUND	_____		
SUBTOTAL	<u>\$1,537,277.06</u>	SUBTOTAL	<u>\$638,830.03</u>

GRAND TOTAL \$2,176,107.09

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10000			TOWN GEN - BALANCE SHEET				
10000 02601			TAXES DUE TO SCHOOL				
046587 PAINE MTN SCHOOL DIS	83155	0	2025	6 INV P	1,373,600.00	11-25	99279 24-25 TAX PAYMENT#2
INVOICE:		FULL DESC:	24-25 TAX PAYMENT#2				
				ACCOUNT TOTAL	1,373,600.00		
		ORG 10000		TOTAL	1,373,600.00		
10130			TOWN MANAGER				
10130 07010			TELEPHONE				
010495 VERIZON WIRELESS	83240	0	2025	6 INV A	25.67	11-25	11/16 CELL PHONE
INVOICE: 9978893645		FULL DESC:	11/16 CELL PHONE				
042768 TDS TELECOM	83268	0	2025	6 INV A	68.24	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:	12/4 PHONE-8024855411				
				ACCOUNT TOTAL	93.91		
10130 07020			POSTAGE				
042896 NFLD TOWN GEN FUND	83244	0	2025	6 INV A	76.76	11-25	NOV 24 POSTAGE
INVOICE:		FULL DESC:	NOV 24 POSTAGE				
				ACCOUNT TOTAL	76.76		
10130 07050			OFFICE SUPPLIES				
055824 TRANS-VIDEO	83270	0	2025	6 INV A	14.17	11-25	DEC24 INTERNET
INVOICE:		FULL DESC:	DEC24 INTERNET				
				ACCOUNT TOTAL	14.17		
10130 07070			DUES/MEETINGS/SUBSCRIPTIONS				
021684 BUSINESS CREDIT CARD	83159	0	2025	6 INV A	10.74	11-25	11/21-12/20 GOTOMEE
INVOICE:		FULL DESC:	11/21-12/20 GOTOMEET T.MGR				
				ACCOUNT TOTAL	10.74		
		ORG 10130		TOTAL	195.58		
10140			TOWN CLERK/TREASURER				
10140 07010			TELEPHONE				
042768 TDS TELECOM	83268	0	2025	6 INV A	69.91	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:	12/4 PHONE-8024855411				
				ACCOUNT TOTAL	69.91		
10140 07020			POSTAGE				
042896 NFLD TOWN GEN FUND	83244	0	2025	6 INV A	136.87	11-25	NOV 24 POSTAGE
INVOICE:		FULL DESC:	NOV 24 POSTAGE				
				ACCOUNT TOTAL	136.87		

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10140 07050							OFFICE SUPPLIES
055824 TRANS-VIDEO	83270	0	2025	6 INV A	25.07	11-25	DEC24 INTERNET
INVOICE:		FULL DESC:	DEC24 INTERNET				
				ACCOUNT TOTAL	25.07		
			ORG 10140	TOTAL	231.85		
10160							BOARD OF CIVIL AUTHORITY
10160 07020							POSTAGE
042896 NFLD TOWN GEN FUND	83244	0	2025	6 INV A	16.34	11-25	NOV 24 POSTAGE
INVOICE:		FULL DESC:	NOV 24 POSTAGE				
				ACCOUNT TOTAL	16.34		
			ORG 10160	TOTAL	16.34		
10230							ACCOUNTING
10230 07010							TELEPHONE
042768 TDS TELECOM	83268	0	2025	6 INV A	103.35	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:	12/4 PHONE-8024855411				
				ACCOUNT TOTAL	103.35		
10230 07020							POSTAGE
042896 NFLD TOWN GEN FUND	83244	0	2025	6 INV A	125.73	11-25	NOV 24 POSTAGE
INVOICE:		FULL DESC:	NOV 24 POSTAGE				
				ACCOUNT TOTAL	125.73		
10230 07050							OFFICE SUPPLIES
055824 TRANS-VIDEO	83270	0	2025	6 INV A	37.12	11-25	DEC24 INTERNET
INVOICE:		FULL DESC:	DEC24 INTERNET				
				ACCOUNT TOTAL	37.12		
			ORG 10230	TOTAL	266.20		
10260							LISTERS
10260 07010							TELEPHONE
042768 TDS TELECOM	83268	0	2025	6 INV A	69.21	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:	12/4 PHONE-8024855411				
				ACCOUNT TOTAL	69.21		
10260 07020							POSTAGE
042896 NFLD TOWN GEN FUND	83244	0	2025	6 INV A	20.70	11-25	NOV 24 POSTAGE
INVOICE:		FULL DESC:	NOV 24 POSTAGE				
				ACCOUNT TOTAL	20.70		
10260 07050							OFFICE SUPPLIES

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
055824 TRANS-VIDEO	83270		0	2025	6	INV A	25.07	11-25	DEC24 INTERNET
INVOICE:									
		FULL DESC:		DEC24		INTERNET			
						ACCOUNT TOTAL	25.07		
				ORG 10260		TOTAL	114.98		
10320						FIRE DEPARTMENT			
10320	07010					TELEPHONE			
010495 VERIZON WIRELESS	83240		0	2025	6	INV A	20.22	11-25	11/16 CELL PHONE
INVOICE: 9978893645		FULL DESC:		11/16		CELL PHONE			
042768 TDS TELECOM	83268		0	2025	6	INV A	38.50	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:		12/4		PHONE-8024855411			
						ACCOUNT TOTAL	58.72		
10320	08013					ELECTRIC-SOLAR			
052905 SENIOR RENEWABLES, L	83267		0	2025	6	INV A	58.51	11-25	NOV 24 BULL RUN SOL
INVOICE: 182		FULL DESC:		NOV 24		BULL RUN SOLAR			
						ACCOUNT TOTAL	58.51		
10320	08030					WATER			
043552 NORTHFIELD	83299		0	2025	6	INV A	28.03	11-25	11/15-FIRE STATION
INVOICE:		FULL DESC:		11/15-FIRE		STATION			
						ACCOUNT TOTAL	28.03		
10320	08050					SEWER			
043552 NORTHFIELD	83299		0	2025	6	INV A	27.61	11-25	11/15-FIRE STATION
INVOICE:		FULL DESC:		11/15-FIRE		STATION			
						ACCOUNT TOTAL	27.61		
10320	08160					VEHICLE MAINTENANCE			
046265 O'REILLY AUTO PARTS	83224		0	2025	6	INV A	142.58	11-25	FUEL/OIL FILTER-17F
INVOICE:		FULL DESC:		FUEL/OIL		FILTER-17FIRE E-2			
046265 O'REILLY AUTO PARTS	83225		0	2025	6	INV A	55.08	11-25	SEALED BEAM-17 FIRE
INVOICE:		FULL DESC:		SEALED		BEAM-17 FIRE E-2			
							197.66		
						ACCOUNT TOTAL	197.66		
10320	08250					EQUIPMENT MAINTENANCE			
051216 REYNOLDS & SONS	83231		0	2025	6	INV A	50.50	11-25	BUDDY LIGHT REPAIR-
INVOICE: 3447273		FULL DESC:		BUDDY		LIGHT REPAIR-FD AIRPACK			
051216 REYNOLDS & SONS	83232		0	2025	6	INV A	491.85	11-25	AIR COMPRESSOR SRVC
INVOICE: 3446914		FULL DESC:		AIR		COMPRESSOR SRVC/PARTS-FD			
							542.35		

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL					542.35		
ORG 10320 TOTAL					912.88		
10330		POLICE DEPARTMENT					
10330	05152		HRA				
010037	COMBINED SERVICES, L 83141	0	2025	5 DIR P	424.42 11-25	3303	NOV 25, 2024 HRA CL
	INVOICE:	FULL DESC: NOV 25, 2024 HRA CLAIMS					
ACCOUNT TOTAL					424.42		
10330	06090	JANITORIAL SERVICES					
053855	SPOTLESS CLEANING 83236	0	2025	6 INV A	200.00 11-25		11/25-12/1 CLEANING
	INVOICE: 151	FULL DESC: 11/25-12/1 CLEANING SRVCS					
053855	SPOTLESS CLEANING 83237	0	2025	6 INV A	200.00 11-25		12/2-12/8 CLEANING
	INVOICE: 152	FULL DESC: 12/2-12/8 CLEANING SERVICES					
-----					400.00		
ACCOUNT TOTAL					400.00		
10330	06391	STATE OF VT RECORDS MGMNT					
055824	TRANS-VIDEO 83271	0	2025	6 INV A	237.98 11-25		DEC24 INTERNET-PD
	INVOICE:	FULL DESC: DEC24 INTERNET-PD					
ACCOUNT TOTAL					237.98		
10330	07010	TELEPHONE					
010495	VERIZON WIRELESS 83240	0	2025	6 INV A	561.92 11-25		11/16 CELL PHONE
	INVOICE: 9978893645	FULL DESC: 11/16 CELL PHONE					
028854	GOMEZ, PIERRE 83201	0	2025	6 INV A	75.00 11-25		DEC 24 CELL PHONE
	INVOICE:	FULL DESC: DEC 24 CELL PHONE					
042768	TDS TELECOM 83268	0	2025	6 INV A	379.83 11-25		12/4 PHONE-80248554
	INVOICE:	FULL DESC: 12/4 PHONE-8024855411					
ACCOUNT TOTAL					1,016.75		
10330	07020	POSTAGE					
042896	NFLD TOWN GEN FUND 83244	0	2025	6 INV A	5.88 11-25		NOV 24 POSTAGE
	INVOICE:	FULL DESC: NOV 24 POSTAGE					
ACCOUNT TOTAL					5.88		
10330	08013	ELECTRIC-SOLAR					
052905	SENIOR RENEWABLES, L 83267	0	2025	6 INV A	162.59 11-25		NOV 24 BULL RUN SOL
	INVOICE: 182	FULL DESC: NOV 24 BULL RUN SOLAR					
ACCOUNT TOTAL					162.59		

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10330 08030							WATER
043552 NORTHFIELD	83300	0	2025 6	INV A	33.16 11-25		11/15-PD
INVOICE:		FULL DESC:	11/15-PD				
		ACCOUNT TOTAL			33.16		
10330 08050							SEWER
043552 NORTHFIELD	83300	0	2025 6	INV A	37.03 11-25		11/15-PD
INVOICE:		FULL DESC:	11/15-PD				
		ACCOUNT TOTAL			37.03		
10330 08160							VEHICLE MAINTENANCE
046265 O'REILLY AUTO PARTS	83226	0	2025 6	INV A	296.37 11-25		BRAKE PADS/ROTOR-2
INVOICE:		FULL DESC:	BRAKE PADS/ROTOR-20 EXPLORER				
052611 SANEL NAPA	83261	0	2025 6	INV A	34.10 11-25		OIL/FILTER-19 EXPLO
INVOICE: 524643		FULL DESC:	OIL/FILTER-19 EXPLORER				
061988 VERMONT WHOLESALE	83310	0	2025 6	INV A	1,006.00 11-25		20 EXPLORER-TIRES (4
INVOICE: 474852		FULL DESC:	20 EXPLORER-TIRES (4)				
		ACCOUNT TOTAL			1,336.47		
10330 08300							DEPARTMENT SUPPLIES
042767 TDS LEASING INC	83239	0	2025 6	INV A	105.00 11-25		10/25/24-01/24/25WA
INVOICE: 1088955		FULL DESC:	10/25/24-01/24/25WATER COOLER RENT				
		ACCOUNT TOTAL			105.00		
10330 08350							UNIFORMS
044255 NORWICH	83221	0	2025 6	INV A	60.00 11-25		SEW ON RANK-CPL GOS
INVOICE:		FULL DESC:	SEW ON RANK-CPL GOSSELIN				
054390 SYMBOL ARTS	83238	0	2025 6	INV A	305.00 11-25		BADGES-CPL GOSSELIN
INVOICE: 511026		FULL DESC:	BADGES-CPL GOSSELIN				
		ACCOUNT TOTAL			365.00		
10330 08380							BUILDING MAINT/SUPPLIES
035892 MAGEE OFFICE PLUS	83308	0	2025 6	INV A	12.66 11-25		CLEANER-PD
INVOICE:		FULL DESC:	CLEANER-PD				
		ACCOUNT TOTAL			12.66		
		ORG 10330	TOTAL		4,136.94		
10340							AMBULANCE DEPARTMENT
10340 07010							TELEPHONE
012544 AT & T	83183	0	2025 6	INV A	82.46 11-25		11/4-MOBILE-AMB
INVOICE:		FULL DESC:	11/4-MOBILE-AMB				

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
037459 MCCUSKER, MEGGAN INVOICE:	83206	0	2025 6	INV A	50.00 11-25		DEC 24 CELL PHONE
		FULL DESC:		DEC 24 CELL PHONE			
042768 TDS TELECOM INVOICE:	83268	0	2025 6	INV A	104.16 11-25		12/4 PHONE-80248554
		FULL DESC:		12/4 PHONE-8024855411			
					ACCOUNT TOTAL	236.62	
10340 07020				POSTAGE			
042896 NFLD TOWN GEN FUND INVOICE:	83244	0	2025 6	INV A	1.38 11-25		NOV 24 POSTAGE
		FULL DESC:		NOV 24 POSTAGE			
					ACCOUNT TOTAL	1.38	
10340 07050				OFFICE SUPPLIES			
055824 TRANS-VIDEO INVOICE:	83270	0	2025 6	INV A	.51 11-25		DEC24 INTERNET
		FULL DESC:		DEC24 INTERNET			
					ACCOUNT TOTAL	.51	
10340 07160				RENT			
042896 NFLD TOWN GEN FUND INVOICE:	83209	0	2025 6	INV A	923.00 11-25		DEC 24 INTERCOMPANY
		FULL DESC:		DEC 24 INTERCOMPANY CHARGES			
					ACCOUNT TOTAL	923.00	
10340 08010				ELECTRICITY			
041616 NFLD ELEC DEPT INVOICE:	83280	0	2025 6	INV A	17.38 11-25		11/15-AMB DEPT
		FULL DESC:		11/15-AMB DEPT			
					ACCOUNT TOTAL	17.38	
10340 08150				MEDICAL SUPPLIES			
014864 BOUND TREE INVOICE: 85562775	83184	0	2025 6	INV A	540.54 11-25		ELECTRODES,COLD PAC
		FULL DESC:		ELECTRODES,COLD PACKS, ETC			
017936 CVH INVOICE:	83187	0	2025 6	INV A	874.89 11-25		OCT PHARMACY/SUPPLI
		FULL DESC:		OCT PHARMACY/SUPPLIES			
					ACCOUNT TOTAL	1,415.43	
10340 08160				VEHICLE MAINTENANCE			
022550 DEMALIO, STEPHEN INVOICE:	83188	0	2025 6	INV A	23.73 11-25		17AMB1-SENSOR ASSEM
		FULL DESC:		17AMB1-SENSOR ASSEMBLY			
052611 SANEL NAPA INVOICE: 524284	83253	0	2025 6	INV A	132.23 11-25		17FORD AMB-OIL/FILT
		FULL DESC:		17FORD AMB-OIL/FILTER			
052611 SANEL NAPA INVOICE: 524453	83257	0	2025 6	INV A	55.96 11-25		DEF-22AMB A-2
		FULL DESC:		DEF-22AMB A-2			
					-----	188.19	

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL					211.92		
10340 08350							UNIFORMS
037459 MCCUSKER, MEGGAN	83205	0	2025	6 INV A	171.84	11-25	REIMBURSE PANTS
INVOICE:		FULL DESC:	REIMBURSE PANTS				
ACCOUNT TOTAL					171.84		
ORG 10340 TOTAL					2,978.08		
10420							HIGHWAY DEPT
10420 07010							TELEPHONE
010495 VERIZON WIRELESS	83240	0	2025	6 INV A	40.44	11-25	11/16 CELL PHONE
INVOICE: 9978893645		FULL DESC:	11/16 CELL PHONE				
042768 TDS TELECOM	83268	0	2025	6 INV A	42.24	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:	12/4 PHONE-8024855411				
ACCOUNT TOTAL					82.68		
10420 08010							ELECTRICITY
041616 NPLD ELEC DEPT	83281	0	2025	6 INV A	16.09	11-25	11/15-TUCKERS PIT O
INVOICE:		FULL DESC:	11/15-TUCKERS PIT ON 12A				
041616 NPLD ELEC DEPT	83282	0	2025	6 INV A	16.23	11-25	11/15-FALLS-SALT SH
INVOICE:		FULL DESC:	11/15-FALLS-SALT SHED				
-----					32.32		
ACCOUNT TOTAL					32.32		
10420 08060							GRAVEL/STONE
037457 MCCULLOUGH CRUSHING	83218	0	2025	6 INV A	280.00	11-25	14YDS 8" DITCH STON
INVOICE: 118548		FULL DESC:	14YDS 8" DITCH STONE-DAVIS AVE EXT 11/15				
ACCOUNT TOTAL					280.00		
10420 08070							GASOLINE/DIESEL
026552 EVANS GROUP INC	83216	0	2025	6 INV A	635.83	11-25	210.0 GALS GASOLINE
INVOICE:		FULL DESC:	210.0 GALS GASOLINE-11/25				
ACCOUNT TOTAL					635.83		
10420 08090							SALT
017040 CARGILL SALT	83156	0	2025	6 INV A	4,058.54	11-25	44.97 TONS SALT-11/
INVOICE: 2910228229		FULL DESC:	44.97 TONS SALT-11/13				
ACCOUNT TOTAL					4,058.54		
10420 08160							VEHICLE/EQUIPMENT MAINTENANCE
019180 CHARLEBOIS	83157	0	2025	6 INV A	149.67	11-25	14WSTAR-OIL/FUEL FI
INVOICE:		FULL DESC:	14WSTAR-OIL/FUEL FILTER KITS				
019180 CHARLEBOIS	83165	0	2025	6 INV A	122.88	11-25	20WSTAR-SLACK ADJUS

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
INVOICE:		FULL DESC: 20WSTAR-SLACK ADJUSTER					
							272.55
026640 FAIRFIELD	83162	0	2025	6 INV A	135.87	11-25	14&20 WSTAR-BEARING
INVOICE: 9257385		FULL DESC: 14&20 WSTAR-BEARING DRIVE SHAFT					
026640 FAIRFIELD	83217	0	2025	6 INV A	795.72	11-25	CABLE CLAMPS-DODGE
INVOICE: 9265804		FULL DESC: CABLE CLAMPS-DODGE SAND/SALT					
							931.59
036508 MARSHALL TIRE GROUP	83164	0	2025	6 INV A	314.00	11-25	14WSTAR-TIRE RIM
INVOICE: 77453		FULL DESC: 14WSTAR-TIRE RIM					
046265 O'REILLY AUTO PARTS	83223	0	2025	6 INV A	24.48	11-25	SEAL-A,TANK REPAIR-
INVOICE:		FULL DESC: SEAL-A,TANK REPAIR-05MACK					
046265 O'REILLY AUTO PARTS	83227	0	2025	6 INV A	76.96	11-25	HYD FITTING-DODGE S
INVOICE:		FULL DESC: HYD FITTING-DODGE SAND					
046265 O'REILLY AUTO PARTS	83228	0	2025	6 INV A	117.98	11-25	HOSE, FITTINGS, CRIMP
INVOICE:		FULL DESC: HOSE, FITTINGS, CRIMPS-DODGE SAND					
046265 O'REILLY AUTO PARTS	83229	0	2025	6 INV A	63.78	11-25	HYD FITTINGS-STOCK
INVOICE:		FULL DESC: HYD FITTINGS-STOCK					
							283.20
051386 RICHARDS SPECIALIZED	83166	0	2025	6 INV A	350.00	11-25	TRANSPORT VOLVO LOA
INVOICE:		FULL DESC: TRANSPORT VOLVO LOADER TO TGRAGE					
052611 SANEL NAPA	83251	0	2025	6 INV A	198.66	11-25	HOSE FITTINGS-05MAC
INVOICE: 524087		FULL DESC: HOSE FITTINGS-05MACK					
052611 SANEL NAPA	83259	0	2025	6 INV A	410.64	11-25	HOSE/FITTINGS-20 CH
INVOICE: 172819		FULL DESC: HOSE/FITTINGS-20 CHEVY					
052611 SANEL NAPA	83260	0	2025	6 INV A	34.99	11-25	ADAPTER, COUPLING-DO
INVOICE: 524576		FULL DESC: ADAPTER, COUPLING-DODGE SALT					
052611 SANEL NAPA	83265	0	2025	6 INV A	61.16	11-25	21 CHEVY-FILTERS/OI
INVOICE: 524853		FULL DESC: 21 CHEVY-FILTERS/OIL					
							705.45
064800 WOOD'S CRW CORP.	83179	0	2025	6 INV A	13,695.42	11-25	VOLVO LOADER-COOLAN
INVOICE:		FULL DESC: VOLVO LOADER-COOLANT LEAK/A/C					
		ACCOUNT TOTAL			16,552.21		
10420 08300		DEPARTMENT SUPPLIES					
021684 BUSINESS CREDIT CARD	83158	0	2025	6 INV A	186.69	11-25	BRIDGE CAMERAS-6 ME
INVOICE:		FULL DESC: BRIDGE CAMERAS-6 MEMORY CARDS					
037776 LOWELL MCLEODS	83163	0	2025	6 INV A	47.13	11-25	GREASE GUNS-SHOP
INVOICE:		FULL DESC: GREASE GUNS-SHOP					
046265 O'REILLY AUTO PARTS	83222	0	2025	6 INV A	19.19	11-25	LUBE BUCKET-TIRE MA

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

INVOICE:		FULL DESC:	LUBE BUCKET-TIRE MACHINE				
052611 SANEL NAPA	83258	0	2025 6	INV A	7.49	11-25	16OZ AIR TOOL LUBE
INVOICE: 524532		FULL DESC:	16OZ AIR TOOL LUBE				
052611 SANEL NAPA	83264	0	2025 6	INV A	28.14	11-25	WINDSHIELD WASH
INVOICE: 524773		FULL DESC:	WINDSHIELD WASH				

					35.63		
057200 USA BLUE BOOK	83173	0	2025 6	INV A	293.22	11-25	BOLLARD COVERS-EAST
INVOICE:		FULL DESC:	BOLLARD COVERS-EAST ST/CENTRAL ST				
					ACCOUNT TOTAL		581.86
10420 08422							PIT LOT RENT
056465 TUCKER, RONALD E	83211	0	2025 6	INV A	1,000.00	11-25	DEC 24 LOT RENT
INVOICE:		FULL DESC:	DEC 24 LOT RENT				
					ACCOUNT TOTAL		1,000.00
10420 08450							SMALL TOOLS/ EQUIPMENT
063248 WEBB, F. W. CO.	83242	0	2025 6	INV A	492.84	11-25	3 BATTERY CHARGERS
INVOICE:		FULL DESC:	3 BATTERY CHARGERS				
063248 WEBB, F. W. CO.	83243	0	2025 6	INV A	1,005.99	11-25	3 CHAINSAW KITS
INVOICE:		FULL DESC:	3 CHAINSAW KITS				

					1,498.83		
					ACCOUNT TOTAL		1,498.83
		ORG 10420	TOTAL		24,722.27		
10430							CEMETERY
10430 08010							ELECTRICITY
041616 NFLD ELEC DEPT	83283	0	2025 6	INV A	10.16	11-25	11/15-CEMETERIES-EL
INVOICE:		FULL DESC:	11/15-CEMETERIES-ELMWOOD				
041616 NFLD ELEC DEPT	83284	0	2025 6	INV A	10.16	11-25	11/15-CEMETERIES-MT
INVOICE:		FULL DESC:	11/15-CEMETERIES-MT HOPE				

					20.32		
					ACCOUNT TOTAL		20.32
10430 08030							WATER
043552 NORTHFIELD	83301	0	2025 6	INV A	40.80	11-25	11/15-MOUNT HOPE CE
INVOICE:		FULL DESC:	11/15-MOUNT HOPE CEMETERY				
					ACCOUNT TOTAL		40.80
		ORG 10430	TOTAL		61.12		

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
10440		TOWN GARAGE					
10440 06060							TRASH DISPOSAL
010062 MYERS CONTAINER, CORP 83248		0	2025	6 INV A	31.64	11-25	11936 DEC 24 RECYCL
INVOICE:		FULL DESC:	11936	DEC 24 RECYCLING			
010062 MYERS CONTAINER, CORP 83249		0	2025	6 INV A	159.53	11-25	11732 DEC24 DUMPSTE
INVOICE:		FULL DESC:	11732	DEC24 DUMPSTER			

					191.17		
					ACCOUNT TOTAL	191.17	
10440 07010							TELEPHONE
042768 TDS TELECOM 83268		0	2025	6 INV A	69.19	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:	12/4	PHONE-8024855411			
					ACCOUNT TOTAL	69.19	
10440 08010							ELECTRICITY
041616 NPLD ELEC DEPT 83285		0	2025	6 INV A	25.83	11-25	11/15-RADIO SHACK
INVOICE:		FULL DESC:	11/15-	RADIO SHACK			
041616 NPLD ELEC DEPT 83286		0	2025	6 INV A	258.33	11-25	11/15-MUN GARAGE
INVOICE:		FULL DESC:	11/15-	MUN GARAGE			

					284.16		
					ACCOUNT TOTAL	284.16	
10440 08013							ELECTRIC-SOLAR
052905 SENIOR RENEWABLES, L 83267		0	2025	6 INV A	298.21	11-25	NOV 24 BULL RUN SOL
INVOICE: 182		FULL DESC:	NOV 24	BULL RUN SOLAR			
					ACCOUNT TOTAL	298.21	
10440 08020							HEATING FUEL
028560 GILLESPIE FUELS 83198		0	2025	6 INV A	86.13	11-25	52.2 GALS PROPANE-R
INVOICE:		FULL DESC:	52.2	GALS PROPANE-READ AMB 10/31			
					ACCOUNT TOTAL	86.13	
10440 08030							WATER
043552 NORTHFIELD 83302		0	2025	6 INV A	81.69	11-25	11/15-MUN GARAGE
INVOICE:		FULL DESC:	11/15-	MUN GARAGE			
					ACCOUNT TOTAL	81.69	
10440 08050							SEWER
043552 NORTHFIELD 83302		0	2025	6 INV A	101.81	11-25	11/15-MUN GARAGE
INVOICE:		FULL DESC:	11/15-	MUN GARAGE			
					ACCOUNT TOTAL	101.81	

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10440 08380							BUILDING MAINT/SUPPLIES
028560 GILLESPIE FUELS	83199	0	2025 6	INV A	79.99	11-25	D210 THERMOSTAT-TGA
INVOICE:		FULL DESC:	D210 THERMOSTAT-TGARAGE 10/30				
		ACCOUNT TOTAL			79.99		
		ORG 10440	TOTAL		1,192.35		
10445							LIBRARY/HISTORICAL SOCIETY BLD
10445 06090							JANITORIAL SERVICES
053855 SPOTLESS CLEANING	83236	0	2025 6	INV A	200.00	11-25	11/25-12/1 CLEANING
INVOICE: 151		FULL DESC:	11/25-12/1 CLEANING SRVCS				
053855 SPOTLESS CLEANING	83237	0	2025 6	INV A	200.00	11-25	12/2-12/8 CLEANING
INVOICE: 152		FULL DESC:	12/2-12/8 CLEANING SERVICES				
					400.00		
		ACCOUNT TOTAL			400.00		
10445 08010							ELECTRICITY
041616 NPLD ELEC DEPT	83287	0	2025 6	INV A	115.44	11-25	11/15-LIBRARY
INVOICE:		FULL DESC:	11/15-LIBRARY				
		ACCOUNT TOTAL			115.44		
10445 08013							ELECTRIC-SOLAR
052905 SENIOR RENEWABLES, L	83267	0	2025 6	INV A	321.71	11-25	NOV 24 BULL RUN SOL
INVOICE: 182		FULL DESC:	NOV 24 BULL RUN SOLAR				
		ACCOUNT TOTAL			321.71		
10445 08030							WATER
043552 NORTHFIELD	83303	0	2025 6	INV A	28.03	11-25	11/15-LIBRARY
INVOICE:		FULL DESC:	11/15-LIBRARY				
		ACCOUNT TOTAL			28.03		
10445 08050							SEWER
043552 NORTHFIELD	83303	0	2025 6	INV A	27.61	11-25	11/15-LIBRARY
INVOICE:		FULL DESC:	11/15-LIBRARY				
		ACCOUNT TOTAL			27.61		
10445 08380							BUILDING MAINT/SUPPLIES
028560 GILLESPIE FUELS	83200	0	2025 6	INV A	420.25	11-25	BEARING ASSEMBLY-LI
INVOICE:		FULL DESC:	BEARING ASSEMBLY-LIBRARY BOILER PUMP10/24				
		ACCOUNT TOTAL			420.25		
		ORG 10445	TOTAL		1,313.04		

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10447							MUNICIPAL BUILDING
10447	06060						TRASH DISPOSAL
010062 MYERS CONTAINER, CORP	83248	0	2025	6 INV A	31.64	11-25	11936 DEC 24 RECYCL
INVOICE:		FULL DESC:	11936 DEC 24 RECYCLING				
010062 MYERS CONTAINER, CORP	83249	0	2025	6 INV A	159.52	11-25	11732 DEC24 DUMPSTE
INVOICE:		FULL DESC:	11732 DEC24 DUMPSTER				

					191.16		
					ACCOUNT TOTAL	191.16	
10447	06090						JANITORIAL SERVICES
053855 SPOTLESS CLEANING	83236	0	2025	6 INV A	200.00	11-25	11/25-12/1 CLEANING
INVOICE: 151		FULL DESC:	11/25-12/1 CLEANING SRVCS				
053855 SPOTLESS CLEANING	83237	0	2025	6 INV A	200.00	11-25	12/2-12/8 CLEANING
INVOICE: 152		FULL DESC:	12/2-12/8 CLEANING SERVICES				

					400.00		
					ACCOUNT TOTAL	400.00	
10447	08010						ELECTRICITY
041616 NFLD ELEC DEPT	83288	0	2025	6 INV A	4.31	11-25	11/15-MUN BLDG
INVOICE:		FULL DESC:	11/15-MUN BLDG				
041616 NFLD ELEC DEPT	83289	0	2025	6 INV A	16.09	11-25	11/15-KENT ST GARAG
INVOICE:		FULL DESC:	11/15-KENT ST GARAGE(OLD TDS)				

					20.40		
					ACCOUNT TOTAL	20.40	
10447	08013						ELECTRIC-SOLAR
052905 SENIOR RENEWABLES, L	83267	0	2025	6 INV A	231.82	11-25	NOV 24 BULL RUN SOL
INVOICE: 182		FULL DESC:	NOV 24 BULL RUN SOLAR				
					ACCOUNT TOTAL	231.82	
10447	08030						WATER
043552 NORTHFIELD	83304	0	2025	6 INV A	52.07	11-25	11/15-MUN BLDG
INVOICE:		FULL DESC:	11/15-MUN BLDG				
					ACCOUNT TOTAL	52.07	
10447	08050						SEWER
043552 NORTHFIELD	83304	0	2025	6 INV A	55.29	11-25	11/15-MUN BLDG
INVOICE:		FULL DESC:	11/15-MUN BLDG				
					ACCOUNT TOTAL	55.29	
10447	08380						BUILDING MAINT/SUPPLIES
014906 BRADY PLUS	83247	0	2025	6 INV A	81.80	11-25	PAPER TOWELS

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ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

INVOICE: 9487244	FULL DESC: PAPER TOWELS						
ACCOUNT TOTAL					81.80		
ORG 10447			TOTAL	1,032.54			
10510	HUMAN SERVICES						
10510 06150	SENIOR CENTER						
042512 NFLD SENIOR CTR.	83207	0	2025	6 INV A	2,083.00	11-25	DEC 24 ALLOCATION
INVOICE:	FULL DESC: DEC 24 ALLOCATION						
ACCOUNT TOTAL					2,083.00		
ORG 10510			TOTAL	2,083.00			
10520	GROUNDS/PARKS/FACILITIES						
10520 08010	ELECTRICITY						
041616 NFLD ELEC DEPT	83290	0	2025	6 INV A	16.09	11-25	11/15-FALLS PARK FI
INVOICE:	FULL DESC: 11/15-FALLS PARK FIELD LIGHTS						
041616 NFLD ELEC DEPT	83291	0	2025	6 INV A	16.09	11-25	11/15-MEMORIAL PK(P
INVOICE:	FULL DESC: 11/15-MEMORIAL PK(POLE)						
041616 NFLD ELEC DEPT	83292	0	2025	6 INV A	19.10	11-25	11/15-WELCOME SIGN
INVOICE:	FULL DESC: 11/15-WELCOME SIGN IN SOUTH NFLD						
					51.28		
ACCOUNT TOTAL					51.28		
10520 08030	WATER						
043552 NORTHFIELD	83305	0	2025	6 INV A	46.44	11-25	11/15- MEM PK BATHR
INVOICE:	FULL DESC: 11/15- MEM PK BATHROOMS						
043552 NORTHFIELD	83306	0	2025	6 INV A	90.81	11-25	11/15-FALLS FIELD
INVOICE:	FULL DESC: 11/15-FALLS FIELD						
					137.25		
ACCOUNT TOTAL					137.25		
10520 08050	SEWER						
043552 NORTHFIELD	83305	0	2025	6 INV A	24.69	11-25	11/15- MEM PK BATHR
INVOICE:	FULL DESC: 11/15- MEM PK BATHROOMS						
ACCOUNT TOTAL					24.69		
10520 08160	VEHICLE MAINTENANCE						
052611 SANEL NAPA	83265	0	2025	6 INV A	61.16	11-25	21 CHEVY-FILTERS/OI
INVOICE: 524853	FULL DESC: 21 CHEVY-FILTERS/OIL						
ACCOUNT TOTAL					61.16		
10520 08420	EQUIPMENT RENTAL						
054324 SUNBELT RENTALS	83309	0	2025	6 INV A	838.80	11-25	11/18-20 LIFT RENTA

YEAR/PERIOD: 2025/1 TO 2025/6									
ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION		
INVOICE:		FULL DESC: 11/18-20 LIFT RENTAL-XMAS							
					ACCOUNT TOTAL			838.80	
10520 08570	FACILITY SUPPLIES/MAINTENANCE								
052611 SANEL NAPA	83252	0	2025 6	INV A	10.98	11-25	ANTIFREEZE-FALLS BA		
INVOICE: 524099		FULL DESC: ANTIFREEZE-FALLS BALLFIELD BTHRMS							
055824 TRANS-VIDEO	83272	0	2025 6	INV A	54.95	11-25	DEC24 INTERNET-PK C		
INVOICE:		FULL DESC: DEC24 INTERNET-PK CAMERA							
					ACCOUNT TOTAL			65.93	
					ORG 10520	TOTAL		1,179.11	
10550	POOL								
10550 08013	ELECTRIC-SOLAR								
052905 SENIOR RENEWABLES, L	83267	0	2025 6	INV A	269.67	11-25	NOV 24 BULL RUN SOL		
INVOICE: 182		FULL DESC: NOV 24 BULL RUN SOLAR							
					ACCOUNT TOTAL			269.67	
					ORG 10550	TOTAL		269.67	
10610	MANAGEMENT SUPPORT								
10610 06220	MAINTENANCE CONTRACTS								
021684 BUSINESS CREDIT CARD	83160	0	2025 6	INV A	6.48	11-25	NOV24 WEBHOSTING		
INVOICE:		FULL DESC: NOV24 WEBHOSTING							
054400 SYMQUEST GROUP INC.	83167	0	2025 6	INV A	759.26	11-25	DEC24 SAFETY NET CO		
INVOICE: 1951893		FULL DESC: DEC24 SAFETY NET CONTRACT							
054400 SYMQUEST GROUP INC.	83168	0	2025 6	INV A	328.00	11-25	OCT24 M365 OFFICE C		
INVOICE: 1950995		FULL DESC: OCT24 M365 OFFICE CONTRACT							
054400 SYMQUEST GROUP INC.	83169	0	2025 6	INV A	108.00	11-25	OCT24 DUO MFA CONTR		
INVOICE: 1951256		FULL DESC: OCT24 DUO MFA CONTRACT							
054400 SYMQUEST GROUP INC.	83170	0	2025 6	INV A	162.50	11-25	DEC24 DEFENDER CONT		
INVOICE: 1951075		FULL DESC: DEC24 DEFENDER CONTRACT							
054400 SYMQUEST GROUP INC.	83171	0	2025 6	INV A	131.00	11-25	OCT24 BACKUP CONTRA		
INVOICE: 1951406		FULL DESC: OCT24 BACKUP CONTRACT							
054400 SYMQUEST GROUP INC.	83172	0	2025 6	INV A	144.00	11-25	OCT24 MEDR CONTRACT		
INVOICE: 1951633		FULL DESC: OCT24 MEDR CONTRACT							
								----- 1,632.76	
					ACCOUNT TOTAL			1,639.24	
10610 06380	HEALTH ADMIN/FEES								
010037 COMBINED SERVICES, L	83186	0	2025 6	INV A	25.40	11-25	OCT24 HRA ADMIN FEE		
INVOICE:		FULL DESC: OCT24 HRA ADMIN FEE							
					ACCOUNT TOTAL			25.40	

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10610 08040	STREET LIGHTS							
041616 NFLD ELEC DEPT	83293		0	2025 6	INV A	110.33	11-25	11/15-LIGHTS ON COM
INVOICE:		FULL DESC:		11/15-LIGHTS ON COMMON & SO SIDE				
041616 NFLD ELEC DEPT	83294		0	2025 6	INV A	42.31	11-25	11/15-LIGHTS-NORTH/
INVOICE:		FULL DESC:		11/15-LIGHTS-NORTH/WEST SIDE COMMON				
041616 NFLD ELEC DEPT	83295		0	2025 6	INV A	16.09	11-25	11/15-TRAFFIC LIGHT
INVOICE:		FULL DESC:		11/15-TRAFFIC LIGHT				
041616 NFLD ELEC DEPT	83296		0	2025 6	INV A	120.50	11-25	11/15-WALL STREET F
INVOICE:		FULL DESC:		11/15-WALL STREET FLOOD LIGHT				
041616 NFLD ELEC DEPT	83297		0	2025 6	INV A	1,395.52	11-25	11/15-TOWN ST LIGHT
INVOICE:		FULL DESC:		11/15-TOWN ST LIGHTS				

						1,684.75		
						ACCOUNT TOTAL		1,684.75
				ORG 10610	TOTAL			3,349.39
10620	PLANNING/ZONING							
10620 07010	TELEPHONE							
042768 TDS TELECOM	83268		0	2025 6	INV A	33.44	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:		12/4 PHONE-8024855411				
						ACCOUNT TOTAL		33.44
10620 07020	POSTAGE							
042896 NFLD TOWN GEN FUND	83244		0	2025 6	INV A	2.76	11-25	NOV 24 POSTAGE
INVOICE:		FULL DESC:		NOV 24 POSTAGE				
						ACCOUNT TOTAL		2.76
10620 07050	OFFICE SUPPLIES							
055824 TRANS-VIDEO	83270		0	2025 6	INV A	12.54	11-25	DEC24 INTERNET
INVOICE:		FULL DESC:		DEC24 INTERNET				
						ACCOUNT TOTAL		12.54
				ORG 10620	TOTAL			48.74
10645	ECONOMIC DEVELOPMENT							
10645 07010	TELEPHONE							
042768 TDS TELECOM	83268		0	2025 6	INV A	35.77	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:		12/4 PHONE-8024855411				
						ACCOUNT TOTAL		35.77
10645 07050	OFFICE SUPPLIES							
055824 TRANS-VIDEO	83270		0	2025 6	INV A	12.54	11-25	DEC24 INTERNET
INVOICE:		FULL DESC:		DEC24 INTERNET				
						ACCOUNT TOTAL		12.54

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10645	07070						DUES/MEETINGS/SUBSCRIPTIONS
021684	BUSINESS CREDIT CARD 83161	0	2025	6 INV A	125.92	11-25	BOOMERANG-EMAIL MGM
	INVOICE:	FULL DESC: BOOMERANG-EMAIL MGMT SOFTWARE					
				ACCOUNT TOTAL	125.92		
		ORG 10645		TOTAL	174.23		
=====							
FUND 010	TOWN GENERAL FUND			TOTAL:	1,417,878.31		
=====							

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|TOWN OF NORTHFIELD
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YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
28064							VILL COMMUNITY DEVELOPMNT
28064 06338							COMMUNITY CAPITAL OF VT
020558 COMMUNITY CAPITAL	83214	0	2025	6 INV A	20,000.00	11-25	CCVT-LOAN FUND-CORE
INVOICE:							FULL DESC: CCVT-LOAN FUND-CORE CAPITAL
					ACCOUNT TOTAL		20,000.00
					ORG 28064 TOTAL		20,000.00
=====							
FUND 280	VILL COMMUNITY DEVEL FUND				TOTAL:		20,000.00
=====							

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
28561							ARPA-MGMT SUPPORT
28561 06338							COMMUNITY CAPITAL OF VT
020558 COMMUNITY CAPITAL	83214	0	2025 6	INV A	30,000.00	11-25	CCVT-LOAN FUND-CORE
INVOICE:		FULL DESC:	CCVT-LOAN FUND-CORE CAPITAL				
				ACCOUNT TOTAL	30,000.00		
			ORG 28561	TOTAL	30,000.00		
=====							
FUND 285	AMERICAN RECOVERY PLAN			TOTAL:	30,000.00		
=====							

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

36012							CIP - SELECTBOARD
36012 09558							COMMON UPDATE PROJECT-ARPA
025232 DUBOIS/KING	83307	0	2025	6 INV A	3,665.00	11-25	SRVCS THRU 11/28 CO
INVOICE:							FULL DESC: SRVCS THRU 11/28 COMMON PROJECT
					ACCOUNT TOTAL		3,665.00
				ORG 36012	TOTAL		3,665.00
36032							CIP - FIRE DEPT
36032 09870							FIRE-AIR PACS
051216 REYNOLDS & SONS	83233	0	2025	6 INV A	6,002.20	11-25	AIR PACK CYLINDERS (
INVOICE: 3446921							FULL DESC: AIR PACK CYLINDERS(4),FACE PIECE(2)
051216 REYNOLDS & SONS	83234	0	2025	6 INV A	11,415.42	11-25	AIR PACS-2
INVOICE: 6446922							FULL DESC: AIR PACS-2

							17,417.62
					ACCOUNT TOTAL		17,417.62
				ORG 36032	TOTAL		17,417.62
36033							CIP - POLICE DEPT
36033 09054							18 FORD EXPLORER
038550 MHQ MUNICIPAL VEH	83312	0	2025	6 INV A	47,495.39	11-25	2022 FORD EXPLORER
INVOICE:							FULL DESC: 2022 FORD EXPLORER
					ACCOUNT TOTAL		47,495.39
				ORG 36033	TOTAL		47,495.39
36042							CIP - TOWN HIGHWAY
36042 09670							COMPUTER ACCOUNT
010134 ACK COMPUTING	83212	0	2025	6 INV A	120.00	11-25	CONFIGURE NEW LAPTO
INVOICE: 8186							FULL DESC: CONFIGURE NEW LAPTOP-TGARAGE
					ACCOUNT TOTAL		120.00
36042 900135							DOYON ROAD
048144 PRESCOTT, E. J.	83230	0	2025	6 INV A	246.16	11-25	BOX TOP EXT-DOYON R
INVOICE: 6409081							FULL DESC: BOX TOP EXT-DOYON RD PAVING
					ACCOUNT TOTAL		246.16
				ORG 36042	TOTAL		366.16
					TOTAL:		68,944.17
=====							
FUND 360 TOWN C.I.P. FUND							
=====							

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

51000							ELECTRIC - BALANCE SHEET
51000 12410							STOCK-VELCO/TRANSCO
061982 VERMONT TRANSCO	83241	0	2025	6 INV A	208,000.00	11-25	9152 CLASSA, 11648
INVOICE:		FULL DESC:	9152 CLASSA, 11648 CLASSE				
		ACCOUNT TOTAL			208,000.00		
51000 23612							SALES TAX PAYABLE
059376 VT. DEPT. OF TAXES	83176	0	2025	6 INV A	2,229.12	11-25	NOV 24 SALES TAX
INVOICE:		FULL DESC:	NOV 24 SALES TAX				
		ACCOUNT TOTAL			2,229.12		
51000 23615							ENERGY EFF CHARGE PAID
039875 NECA VEEU	83178	0	2025	6 INV A	23,111.49	11-25	EEC NOV 24
INVOICE:		FULL DESC:	EEC NOV 24				
		ACCOUNT TOTAL			23,111.49		
51000 36710							PRIMARY U/G INSTALL
020760 CONSOLIDATED ELECTRI	83185	0	2025	6 INV A	132.02	11-25	3" CONDULATOR-SCENI
INVOICE:		FULL DESC:	3" CONDULATOR-SCENIC VIEW				
		ACCOUNT TOTAL			132.02		
		ORG 51000 TOTAL			233,472.63		
51047							ELECTRIC DEPARTMENT
51047 40815							FUEL GROSS RECEIPTS TAX
059376 VT. DEPT. OF TAXES	83177	0	2025	6 INV A	1,570.75	11-25	NOV 24 FUEL TAX
INVOICE:		FULL DESC:	NOV 24 FUEL TAX				
		ACCOUNT TOTAL			1,570.75		
51047 40816							PILOT PAYMENT
042896 NFLD TOWN GEN FUND	83245	0	2025	6 INV A	15.00	11-25	AUG 24 PILOT BALANC
INVOICE:		FULL DESC:	AUG 24 PILOT BALANCE				
042896 NFLD TOWN GEN FUND	83246	0	2025	6 INV A	15.00	11-25	NOV 24 PILOT BALANC
INVOICE:		FULL DESC:	NOV 24 PILOT BALANCE				
					30.00		
		ACCOUNT TOTAL			30.00		
51047 55510							PURCHASED POWER
061456 VT PUBLIC POWER SUPP	83175	0	2025	6 INV A	225,362.19	11-25	POWER BILL OCT 24
INVOICE:		FULL DESC:	POWER BILL OCT 24				
		ACCOUNT TOTAL			225,362.19		
51047 58110							PLANT-SUPPLIES/SM TOOLS/EQUIP

YEAR/PERIOD: 2025/1 TO 2025/6									
ACCOUNT/VENDOR	DOCUMENT	VOUCHER	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION	
052611 SANEL NAPA INVOICE: 524430	83255	0		2025 6	INV A	70.00	11-25	12/24V WHEEL BATTER	
		FULL DESC:	12/24V WHEEL BATTERY						
		ACCOUNT TOTAL				70.00			
OVERHEAD MAINT									
51047 59310 030352 GREEN MTN. POWER INVOICE: 45545	83202	0		2025 6	INV A	1,400.92	11-25	DC/RC SERVICE UPGRA	
		FULL DESC:	DC/RC SERVICE UPGRADE CUSTOMER100.00						
030352 GREEN MTN. POWER INVOICE: 45546	83203	0		2025 6	INV A	608.66	11-25	COVER SRVC WIRE W/B	
		FULL DESC:	COVER SRVC WIRE W/BLANKET CUSTOMER100.00						
						2,009.58			
		ACCOUNT TOTAL				2,009.58			
TELEPHONE									
51047 92111 010495 VERIZON WIRELESS INVOICE: 9978893645	83240	0		2025 6	INV A	23.28	11-25	11/16 CELL PHONE	
		FULL DESC:	11/16 CELL PHONE						
042768 TDS TELECOM INVOICE:	83268	0		2025 6	INV A	138.32	11-25	12/4 PHONE-80248554	
		FULL DESC:	12/4 PHONE-8024855411						
042768 TDS TELECOM INVOICE:	83269	0		2025 6	INV A	52.04	11-25	12/04SOLARBONEHILL	
		FULL DESC:	12/04SOLARBONEHILL 8024854903						
						190.36			
		ACCOUNT TOTAL				226.14			
DEC 24 CELL PHONE									
052051 RUSSO JAMES INVOICE:	83210	0		2025 6	INV A	12.50	11-25	DEC 24 CELL PHONE	
		FULL DESC:	DEC 24 CELL PHONE						
		ACCOUNT TOTAL				226.14			
POSTAGE									
51047 92112 042896 NFLD TOWN GEN FUND INVOICE:	83244	0		2025 6	INV A	693.54	11-25	NOV 24 POSTAGE	
		FULL DESC:	NOV 24 POSTAGE						
		ACCOUNT TOTAL				693.54			
OFFICE SUPPLIES									
51047 92114 055824 TRANS-VIDEO INVOICE:	83270	0		2025 6	INV A	21.57	11-25	DEC24 INTERNET	
		FULL DESC:	DEC24 INTERNET						
		ACCOUNT TOTAL				21.57			
MAINTENANCE CONTRACT COMP									
51047 92119 021684 BUSINESS CREDIT CARD INVOICE:	83160	0		2025 6	INV A	3.24	11-25	NOV24 WEBHOSTING	
		FULL DESC:	NOV24 WEBHOSTING						
054400 SYMQUEST GROUP INC. INVOICE: 1951893	83167	0		2025 6	INV A	379.63	11-25	DEC24 SAFETY NET CO	
		FULL DESC:	DEC24 SAFETY NET CONTRACT						
054400 SYMQUEST GROUP INC. INVOICE: 1950995	83168	0		2025 6	INV A	164.00	11-25	OCT24 M365 OFFICE C	
		FULL DESC:	OCT24 M365 OFFICE CONTRACT						
054400 SYMQUEST GROUP INC.	83169	0		2025 6	INV A	54.00	11-25	OCT24 DUO MFA CONTR	

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
INVOICE: 1951256		FULL DESC: OCT24 DUO MFA CONTRACT					
054400 SYMQUEST GROUP INC.	83170	0	2025	6 INV A	81.25	11-25	DEC24 DEFENDER CONT
INVOICE: 1951075		FULL DESC: DEC24 DEFENDER CONTRACT					
054400 SYMQUEST GROUP INC.	83171	0	2025	6 INV A	65.50	11-25	OCT24 BACKUP CONTRA
INVOICE: 1951406		FULL DESC: OCT24 BACKUP CONTRACT					
054400 SYMQUEST GROUP INC.	83172	0	2025	6 INV A	72.00	11-25	OCT24 MEDR CONTRACT
INVOICE: 1951633		FULL DESC: OCT24 MEDR CONTRACT					

					816.38		
ACCOUNT TOTAL					819.62		
51047	92318	VPPSA-NON POWER FEES					
061456 VT PUBLIC POWER SUPP	83175	0	2025	6 INV A	12,395.83	11-25	POWER BILL OCT 24
INVOICE:		FULL DESC: POWER BILL OCT 24					
ACCOUNT TOTAL					12,395.83		
51047	93010	DUES/MEETINGS/SUBSCRIPTIONS					
021684 BUSINESS CREDIT CARD	83159	0	2025	6 INV A	4.18	11-25	11/21-12/20 GOTOMEE
INVOICE:		FULL DESC: 11/21-12/20 GOTOMEET T.MGR					
ACCOUNT TOTAL					4.18		
51047	93013	GENERAL GOVERNMENT ADMIN					
042896 NFLD TOWN GEN FUND	83209	0	2025	6 INV A	715.00	11-25	DEC 24 INTERCOMPANY
INVOICE:		FULL DESC: DEC 24 INTERCOMPANY CHARGES					
ACCOUNT TOTAL					715.00		
51047	93014	ACCOUNTING FEE					
042896 NFLD TOWN GEN FUND	83209	0	2025	6 INV A	4,345.00	11-25	DEC 24 INTERCOMPANY
INVOICE:		FULL DESC: DEC 24 INTERCOMPANY CHARGES					
ACCOUNT TOTAL					4,345.00		
51047	93015	ELECTRIC					
041616 NFLD ELEC DEPT	83275	0	2025	6 INV A	81.26	11-25	11/15-KING STREET S
INVOICE:		FULL DESC: 11/15-KING STREET SUB					
041616 NFLD ELEC DEPT	83276	0	2025	6 INV A	22.25	11-25	11/15-NU SUBSTATION
INVOICE:		FULL DESC: 11/15-NU SUBSTATION					

					103.51		
ACCOUNT TOTAL					103.51		
51047	93112	RENT					
042896 NFLD TOWN GEN FUND	83209	0	2025	6 INV A	524.00	11-25	DEC 24 INTERCOMPANY
INVOICE:		FULL DESC: DEC 24 INTERCOMPANY CHARGES					
ACCOUNT TOTAL					524.00		

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TOWN OF NORTHFIELD
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ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
51047 93310							VEHICLE/EQUIP MAINTENANCE
019097 CHAMPLAIN VALLEY EQU	83213	0	2025 6	INV A	221.49	11-25	GLASS REPAIR-SKIDST
INVOICE:		FULL DESC:	GLASS REPAIR-SKIDSTEER				
052611 SANEL NAPA	83254	0	2025 6	INV A	.39	11-25	COTT PIN-SKIDSTEER/
INVOICE: 524302		FULL DESC:	COTT PIN-SKIDSTEER/TOWELS/RAGS				
061988 VERMONT WHOLESALE	83274	0	2025 6	INV A	316.50	11-25	TIRES-4-25CHEVY BLA
INVOICE: 472948		FULL DESC:	TIRES-4-25CHEVY BLAZER				
		ACCOUNT TOTAL			538.38		
		ORG 51047	TOTAL		249,429.29		
=====							
FUND 510	ELECTRIC FUND		TOTAL:		482,901.92		
=====							

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

53000							WATER - BALANCE SHEET
53000	02344						BOND PAY-STATE-CENTRAL/KING
019368	CHITTENDEN BANK	83219	0	2025 6 INV A	81,362.58	11-25	CENTRAL/WASH/KING S
	INVOICE:			FULL DESC: CENTRAL/WASH/KING ST BOND			
				ACCOUNT TOTAL	81,362.58		
				ORG 53000 TOTAL	81,362.58		
53045							WATER DEPARTMENT
53045	06080						PERMIT FEES
054160	VERMONT, STATE OF	83174	0	2025 6 INV A	1,045.25	11-25	7/24-9/24 OP FEE
	INVOICE: 72683			FULL DESC: 7/24-9/24 OP FEE			
				ACCOUNT TOTAL	1,045.25		
53045	06220						MAINTENANCE CONTRACTS
021684	BUSINESS CREDIT CARD	83160	0	2025 6 INV A	1.88	11-25	NOV24 WEBHOSTING
	INVOICE:			FULL DESC: NOV24 WEBHOSTING			
054400	SYMQUEST GROUP INC.	83167	0	2025 6 INV A	220.19	11-25	DEC24 SAFETY NET CO
	INVOICE: 1951893			FULL DESC: DEC24 SAFETY NET CONTRACT			
054400	SYMQUEST GROUP INC.	83168	0	2025 6 INV A	95.12	11-25	OCT24 M365 OFFICE C
	INVOICE: 1950995			FULL DESC: OCT24 M365 OFFICE CONTRACT			
054400	SYMQUEST GROUP INC.	83169	0	2025 6 INV A	31.32	11-25	OCT24 DUO MFA CONTR
	INVOICE: 1951256			FULL DESC: OCT24 DUO MFA CONTRACT			
054400	SYMQUEST GROUP INC.	83170	0	2025 6 INV A	47.13	11-25	DEC24 DEFENDER CONT
	INVOICE: 1951075			FULL DESC: DEC24 DEFENDER CONTRACT			
054400	SYMQUEST GROUP INC.	83171	0	2025 6 INV A	37.99	11-25	OCT24 BACKUP CONTRA
	INVOICE: 1951406			FULL DESC: OCT24 BACKUP CONTRACT			
054400	SYMQUEST GROUP INC.	83172	0	2025 6 INV A	41.76	11-25	OCT24 MEDR CONTRACT
	INVOICE: 1951633			FULL DESC: OCT24 MEDR CONTRACT			
					473.51		
				ACCOUNT TOTAL	475.39		
53045	06510						TESTING
026230	ENDYNE, INC	83192	0	2025 6 INV A	50.00	11-25	11/20-COLIFORM TEST
	INVOICE: 512699			FULL DESC: 11/20-COLIFORM TEST			
026230	ENDYNE, INC	83193	0	2025 6 INV A	50.00	11-25	11/13 COLIFORM TEST
	INVOICE: 512095			FULL DESC: 11/13 COLIFORM TEST			
026230	ENDYNE, INC	83195	0	2025 6 INV A	50.00	11-25	11/6-COLIFORM TEST
	INVOICE: 511448			FULL DESC: 11/6-COLIFORM TEST			
					150.00		
				ACCOUNT TOTAL	150.00		
53045	06650						ACCOUNTING FEE
042896	NFLD TOWN GEN FUND	83209	0	2025 6 INV A	3,323.00	11-25	DEC 24 INTERCOMPANY

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ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

INVOICE:		FULL DESC:	DEC 24	INTERCOMPANY CHARGES			
		ACCOUNT TOTAL			3,323.00		
53045 07010		TELEPHONE					
010495 VERIZON WIRELESS	83240	0	2025	6 INV A	34.43	11-25	11/16 CELL PHONE
INVOICE:	9978893645	FULL DESC:	11/16	CELL PHONE			
042768 TDS TELECOM	83268	0	2025	6 INV A	151.66	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:	12/4	PHONE-8024855411			
052051 RUSSO JAMES	83210	0	2025	6 INV A	22.50	11-25	DEC 24 CELL PHONE
INVOICE:		FULL DESC:	DEC 24	CELL PHONE			
		ACCOUNT TOTAL			208.59		
53045 07020		POSTAGE					
042896 NFLD TOWN GEN FUND	83244	0	2025	6 INV A	382.69	11-25	NOV 24 POSTAGE
INVOICE:		FULL DESC:	NOV 24	POSTAGE			
		ACCOUNT TOTAL			382.69		
53045 07050		OFFICE SUPPLIES					
055824 TRANS-VIDEO	83270	0	2025	6 INV A	8.66	11-25	DEC24 INTERNET
INVOICE:		FULL DESC:	DEC24	INTERNET			
055824 TRANS-VIDEO	83273	0	2025	6 INV A	26.97	11-25	DEC24 INTERNET-W/S
INVOICE:		FULL DESC:	DEC24	INTERNET-W/S			

					35.63		
		ACCOUNT TOTAL			35.63		
53045 07070		DUES/MEETINGS/SUBSCRIPTIONS					
021684 BUSINESS CREDIT CARD	83159	0	2025	6 INV A	2.38	11-25	11/21-12/20 GOTOMEE
INVOICE:		FULL DESC:	11/21-12/20	GOTOMEET T.MGR			
		ACCOUNT TOTAL			2.38		
53045 07140		MILEAGE					
037335 MCCANN, KENNETH	83204	0	2025	6 INV A	10.77	11-25	12/4MILEAGE REIMBUR
INVOICE:		FULL DESC:	12/4MILEAGE	REIMBURSE-ENDYNE SAMPLES			
		ACCOUNT TOTAL			10.77		
53045 07160		RENT					
042640 NFLD SEWER	83208	0	2025	6 INV A	300.00	11-25	DEC 24 BUILDING REN
INVOICE:		FULL DESC:	DEC 24	BUILDING RENT			
042896 NFLD TOWN GEN FUND	83209	0	2025	6 INV A	349.00	11-25	DEC 24 INTERCOMPANY
INVOICE:		FULL DESC:	DEC 24	INTERCOMPANY CHARGES			
		ACCOUNT TOTAL			649.00		

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ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

53045 07214				INTEREST-CENTRAL & KING			
019368 CHITTENDEN BANK	83219	0	2025 6	INV A	38,121.11	11-25	CENTRAL/WASH/KING S
INVOICE:		FULL DESC:	CENTRAL/WASH/KING ST BOND				
				ACCOUNT TOTAL	38,121.11		
53045 07260				GEN GOVT ADMIN			
042896 NFLD TOWN GEN FUND	83209	0	2025 6	INV A	408.00	11-25	DEC 24 INTERCOMPANY
INVOICE:		FULL DESC:	DEC 24 INTERCOMPANY CHARGES				
				ACCOUNT TOTAL	408.00		
53045 07282				PILOT PAYMENT			
042896 NFLD TOWN GEN FUND	83245	0	2025 6	INV A	1.00	11-25	AUG 24 PILOT BALANC
INVOICE:		FULL DESC:	AUG 24 PILOT BALANCE				
042896 NFLD TOWN GEN FUND	83246	0	2025 6	INV A	3.00	11-25	NOV 24 PILOT BALANC
INVOICE:		FULL DESC:	NOV 24 PILOT BALANCE				

					4.00		
				ACCOUNT TOTAL	4.00		
53045 08010				ELECTRICITY			
041616 NFLD ELEC DEPT	83277	0	2025 6	INV A	16.09	11-25	11/15-WATER PUMP VA
INVOICE:		FULL DESC:	11/15-WATER PUMP VAULT(GARVEY)				
041616 NFLD ELEC DEPT	83278	0	2025 6	INV A	19.38	11-25	11/15-CHENEY FARM V
INVOICE:		FULL DESC:	11/15-CHENEY FARM VAULT				

					35.47		
				ACCOUNT TOTAL	35.47		
53045 08013				ELECTRIC-SOLAR			
052905 SENIOR RENEWABLES, L	83267	0	2025 6	INV A	1,822.07	11-25	NOV 24 BULL RUN SOL
INVOICE: 182		FULL DESC:	NOV 24 BULL RUN SOLAR				
				ACCOUNT TOTAL	1,822.07		
53045 08100				CHEMICALS			
011024 ALLEN ENGIN	83182	0	2025 6	INV A	3,009.00	11-25	600 GALS 25% CAUSTI
INVOICE:		FULL DESC:	600 GALS 25% CAUSTIC SODA-10/23				
				ACCOUNT TOTAL	3,009.00		
53045 08160				VEHICLE MAINTENANCE			
061988 VERMONT WHOLESALE	83274	0	2025 6	INV A	183.57	11-25	TIRES-4-25CHEVY BLA
INVOICE: 472948		FULL DESC:	TIRES-4-25CHEVY BLAZER				
				ACCOUNT TOTAL	183.57		
53045 08250				EQUIPMENT MAINTENANCE			

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
019097 CHAMPLAIN VALLEY EQU	83213	0	2025 6	INV A	221.50	11-25	GLASS REPAIR-SKIDST
INVOICE:		FULL DESC:	GLASS REPAIR-SKIDSTEER				
040720 NORTH MAIN SERVICE	83220	0	2025 6	INV A	178.95	11-25	BATTERIES-VAC TRAIL
INVOICE: 16095		FULL DESC:	BATTERIES-VAC TRAILER				
052611 SANEL NAPA	83254	0	2025 6	INV A	.39	11-25	COTT PIN-SKIDSTEER/
INVOICE: 524302		FULL DESC:	COTT PIN-SKIDSTEER/TOWELS/RAGS				
052611 SANEL NAPA	83256	0	2025 6	INV A	19.76	11-25	ANTIFREEZE-W/S
INVOICE: 524439		FULL DESC:	ANTIFREEZE-W/S				
052611 SANEL NAPA	83262	0	2025 6	INV A	63.94	11-25	FILTERS,OIL-VAC TRA
INVOICE: 524672		FULL DESC:	FILTERS,OIL-VAC TRAILER				
052611 SANEL NAPA	83263	0	2025 6	CRM A	-39.61	11-25	RETURN FUEL FILTERS
INVOICE: 524680		FULL DESC:	RETURN FUEL FILTERS-VAC TRAILER				
					44.48		
		ACCOUNT TOTAL			444.93		
53045 08300							DEPARTMENT SUPPLIES
052611 SANEL NAPA	83254	0	2025 6	INV A	16.19	11-25	COTT PIN-SKIDSTEER/
INVOICE: 524302		FULL DESC:	COTT PIN-SKIDSTEER/TOWELS/RAGS				
		ACCOUNT TOTAL			16.19		
53045 08460							EQUIPMENT/TOOL PURCHASE
052611 SANEL NAPA	83255	0	2025 6	INV A	70.00	11-25	12/24V WHEEL BATTER
INVOICE: 524430		FULL DESC:	12/24V WHEEL BATTERY				
		ACCOUNT TOTAL			70.00		
		ORG 53045 TOTAL			50,397.04		
=====							
FUND 530 WATER FUND					TOTAL:	131,759.62	
=====							

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

55046							SEWER DEPARTMENT
55046	06220						MAINTENANCE CONTRACTS
	021684 BUSINESS CREDIT CARD	83160	0	2025 6 INV A	1.35	11-25	NOV24 WEBHOSTING
	INVOICE:			FULL DESC: NOV24 WEBHOSTING			
054400	SYMQUEST GROUP INC.	83167	0	2025 6 INV A	159.44	11-25	DEC24 SAFETY NET CO
	INVOICE: 1951893			FULL DESC: DEC24 SAFETY NET CONTRACT			
054400	SYMQUEST GROUP INC.	83168	0	2025 6 INV A	68.88	11-25	OCT24 M365 OFFICE C
	INVOICE: 1950995			FULL DESC: OCT24 M365 OFFICE CONTRACT			
054400	SYMQUEST GROUP INC.	83169	0	2025 6 INV A	22.68	11-25	OCT24 DUO MFA CONTR
	INVOICE: 1951256			FULL DESC: OCT24 DUO MFA CONTRACT			
054400	SYMQUEST GROUP INC.	83170	0	2025 6 INV A	34.12	11-25	DEC24 DEFENDER CONT
	INVOICE: 1951075			FULL DESC: DEC24 DEFENDER CONTRACT			
054400	SYMQUEST GROUP INC.	83171	0	2025 6 INV A	27.51	11-25	OCT24 BACKUP CONTRA
	INVOICE: 1951406			FULL DESC: OCT24 BACKUP CONTRACT			
054400	SYMQUEST GROUP INC.	83172	0	2025 6 INV A	30.24	11-25	OCT24 MEDR CONTRACT
	INVOICE: 1951633			FULL DESC: OCT24 MEDR CONTRACT			

					342.87		
				ACCOUNT TOTAL	344.22		
55046	06500						SLUDGE MANAGEMENT
	010062 MYERS CONTAINER, CORP	83250	0	2025 6 INV A	204.28	11-25	36736 DEC24 SLUDGE
	INVOICE:			FULL DESC: 36736 DEC24 SLUDGE			
				ACCOUNT TOTAL	204.28		
55046	06510						TESTING-SAMPLING
	026230 ENDYNE, INC	83189	0	2025 6 INV A	55.00	11-25	11/20-WW
	INVOICE: 513160			FULL DESC: 11/20-WW			
	026230 ENDYNE, INC	83190	0	2025 6 INV A	125.00	11-25	11/13 WW
	INVOICE: 512994			FULL DESC: 11/13 WW			
	026230 ENDYNE, INC	83191	0	2025 6 INV A	200.00	11-25	11/6-WW
	INVOICE: 512826			FULL DESC: 11/6-WW			
	026230 ENDYNE, INC	83194	0	2025 6 INV A	25.00	11-25	11/13 WW ECOLI
	INVOICE: 512094			FULL DESC: 11/13 WW ECOLI			
	026230 ENDYNE, INC	83196	0	2025 6 INV A	25.00	11-25	11/6-WW ECOLI
	INVOICE: 511447			FULL DESC: 11/6-WW ECOLI			
	026230 ENDYNE, INC	83197	0	2025 6 INV A	55.00	11-25	10/30-WW
	INVOICE: 511383			FULL DESC: 10/30-WW			

					485.00		
				ACCOUNT TOTAL	485.00		
55046	06650						ACCOUNTING FEE
	042896 NFLD TOWN GEN FUND	83209	0	2025 6 INV A	2,812.00	11-25	DEC 24 INTERCOMPANY
	INVOICE:			FULL DESC: DEC 24 INTERCOMPANY CHARGES			
				ACCOUNT TOTAL	2,812.00		

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

55046 07010				TELEPHONE			
010495 VERIZON WIRELESS	83240	0	2025	6 INV A	23.26	11-25	11/16 CELL PHONE
INVOICE: 9978893645		FULL DESC:	11/16 CELL PHONE				
042768 TDS TELECOM	83268	0	2025	6 INV A	59.05	11-25	12/4 PHONE-80248554
INVOICE:		FULL DESC:	12/4 PHONE-8024855411				
052051 RUSSO JAMES	83210	0	2025	6 INV A	15.00	11-25	DEC 24 CELL PHONE
INVOICE:		FULL DESC:	DEC 24 CELL PHONE				
				ACCOUNT TOTAL	97.31		
55046 07020				POSTAGE			
042896 NFLD TOWN GEN FUND	83244	0	2025	6 INV A	266.62	11-25	NOV 24 POSTAGE
INVOICE:		FULL DESC:	NOV 24 POSTAGE				
				ACCOUNT TOTAL	266.62		
55046 07050				OFFICE SUPPLIES			
055824 TRANS-VIDEO	83270	0	2025	6 INV A	5.78	11-25	DEC24 INTERNET
INVOICE:		FULL DESC:	DEC24 INTERNET				
055824 TRANS-VIDEO	83273	0	2025	6 INV A	17.98	11-25	DEC24 INTERNET-W/S
INVOICE:		FULL DESC:	DEC24 INTERNET-W/S				

					23.76		
				ACCOUNT TOTAL	23.76		
55046 07070				DUES/MEETINGS/SUBSCRIPTIONS			
021684 BUSINESS CREDIT CARD	83159	0	2025	6 INV A	1.70	11-25	11/21-12/20 GOTOMEE
INVOICE:		FULL DESC:	11/21-12/20 GOTOMEET T.MGR				
				ACCOUNT TOTAL	1.70		
55046 07140				MILEAGE			
037335 MCCANN, KENNETH	83204	0	2025	6 INV A	7.19	11-25	12/4MILEAGE REIMBUR
INVOICE:		FULL DESC:	12/4MILEAGE REIMBURSE-ENDYNE SAMPLES				
				ACCOUNT TOTAL	7.19		
55046 07160				RENT			
042896 NFLD TOWN GEN FUND	83209	0	2025	6 INV A	244.00	11-25	DEC 24 INTERCOMPANY
INVOICE:		FULL DESC:	DEC 24 INTERCOMPANY CHARGES				
				ACCOUNT TOTAL	244.00		
55046 07260				GEN GOVT ADMIN			
042896 NFLD TOWN GEN FUND	83209	0	2025	6 INV A	307.00	11-25	DEC 24 INTERCOMPANY
INVOICE:		FULL DESC:	DEC 24 INTERCOMPANY CHARGES				
				ACCOUNT TOTAL	307.00		

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

55046 07282							PILOT PAYMENT
042896 NFLD TOWN GEN FUND	83245	0	2025 6	INV A	10.00	11-25	AUG 24 PILOT BALANC
INVOICE:		FULL DESC:	AUG 24 PILOT BALANCE				
042896 NFLD TOWN GEN FUND	83246	0	2025 6	INV A	10.00	11-25	NOV 24 PILOT BALANC
INVOICE:		FULL DESC:	NOV 24 PILOT BALANCE				

					20.00		
					ACCOUNT TOTAL	20.00	
55046 07350							LEASE AGREEMENTS
018320 CV PROPERTIES	83215	0	2025 6	INV A	50.00	11-25	1/25-12/25 PIPE XIN
INVOICE: 9500269170		FULL DESC:	1/25-12/25 PIPE KING 887596				
					ACCOUNT TOTAL	50.00	
55046 08010							ELECTRICITY
041616 NFLD ELEC DEPT	83279	0	2025 6	INV A	24.11	11-25	11/15-JARVIS LANE
INVOICE:		FULL DESC:	11/15-JARVIS LANE				
					ACCOUNT TOTAL	24.11	
55046 08013							ELECTRIC-SOLAR
052905 SENIOR RENEWABLES, L	83267	0	2025 6	INV A	3,256.19	11-25	NOV 24 BULL RUN SOL
INVOICE: 182		FULL DESC:	NOV 24 BULL RUN SOLAR				
					ACCOUNT TOTAL	3,256.19	
55046 08030							WATER
043552 NORTHFIELD	83298	0	2025 6	INV A	2,198.68	11-25	11/15-SEWER PLANT
INVOICE:		FULL DESC:	11/15-SEWER PLANT				
					ACCOUNT TOTAL	2,198.68	
55046 08100							CHEMICALS
011024 ALLEN ENGIN	83180	0	2025 6	INV A	4,890.00	11-25	1000GAL LIQ CHLORIN
INVOICE:		FULL DESC:	1000GAL LIQ CHLORINE-10/23				
011024 ALLEN ENGIN	83181	0	2025 6	INV A	5,943.00	11-25	1200 GALS 25% CAUST
INVOICE:		FULL DESC:	1200 GALS 25% CAUSTIC SODA-10/23				

					10,833.00		
					ACCOUNT TOTAL	10,833.00	
55046 08160							VEHICLE MAINTENANCE
061988 VERMONT WHOLESALE	83274	0	2025 6	INV A	132.93	11-25	TIRES-4-25CHEVY BLA
INVOICE: 472948		FULL DESC:	TIRES-4-25CHEVY BLAZER				
					ACCOUNT TOTAL	132.93	
55046 08250							EQUIPMENT MAINTENANCE

YEAR/PERIOD: 2025/1 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
019097 CHAMPLAIN VALLEY EQU	83213		0	2025 6	INV A	221.50	11-25	GLASS REPAIR-SKIDST
INVOICE:		FULL DESC:			GLASS REPAIR-SKIDSTEER			
040720 NORTH MAIN SERVICE	83220		0	2025 6	INV A	178.95	11-25	BATTERIES-VAC TRAIL
INVOICE: 16095		FULL DESC:			BATTERIES-VAC TRAILER			
052611 SANEL NAPA	83254		0	2025 6	INV A	.38	11-25	COTT PIN-SKIDSTEER/
INVOICE: 524302		FULL DESC:			COTT PIN-SKIDSTEER/TOWELS/RAGS			
052611 SANEL NAPA	83256		0	2025 6	INV A	13.18	11-25	ANTIFREEZE-W/S
INVOICE: 524439		FULL DESC:			ANTIFREEZE-W/S			
052611 SANEL NAPA	83262		0	2025 6	INV A	63.93	11-25	FILTERS,OIL-VAC TRA
INVOICE: 524672		FULL DESC:			FILTERS,OIL-VAC TRAILER			
052611 SANEL NAPA	83263		0	2025 6	CRM A	-39.61	11-25	RETURN FUEL FILTERS
INVOICE: 524680		FULL DESC:			RETURN FUEL FILTERS-VAC TRAILER			
						37.88		
		ACCOUNT TOTAL				438.33		
55046 08300					DEPARTMENT SUPPLIES			
052611 SANEL NAPA	83254		0	2025 6	INV A	10.79	11-25	COTT PIN-SKIDSTEER/
INVOICE: 524302		FULL DESC:			COTT PIN-SKIDSTEER/TOWELS/RAGS			
		ACCOUNT TOTAL				10.79		
55046 08380					BUILDING MAINT/SUPPLIES			
051850 ROUX ELECTRIC	83235		0	2025 6	INV A	2,004.04	11-25	WIRE NEW BOILER-WWT
INVOICE: 1872		FULL DESC:			WIRE NEW BOILER-WWTP			
		ACCOUNT TOTAL				2,004.04		
55046 08420					EQUIP RENTAL - HIGHWAY			
042896 NFLD TOWN GEN FUND	83209		0	2025 6	INV A	333.00	11-25	DEC 24 INTERCOMPANY
INVOICE:		FULL DESC:			DEC 24 INTERCOMPANY CHARGES			
		ACCOUNT TOTAL				333.00		
55046 08460					EQUIPMENT/TOOL PURCHASE			
052611 SANEL NAPA	83255		0	2025 6	INV A	69.99	11-25	12/24V WHEEL BATTER
INVOICE: 524430		FULL DESC:			12/24V WHEEL BATTERY			
		ACCOUNT TOTAL				69.99		
		ORG 55046 TOTAL				24,164.14		
=====								
FUND 550 SEWER FUND		TOTAL:				24,164.14		
=====								

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|TOWN OF NORTHFIELD
|INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2025/5 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10130		TOWN MANAGER					
10130 05152				HRA			
039617 MVP-HRA	83143	0	2025	5 DIR P	5.65 11-25A	3304	NOV 26,2024 HRA CLA
INVOICE:		FULL DESC:	NOV 26,2024	HRA CLAIMS CARD			
				ACCOUNT TOTAL	5.65		
				ORG 10130 TOTAL	5.65		
10420		HIGHWAY DEPT					
10420 05152				HRA			
039617 MVP-HRA	83143	0	2025	5 DIR P	30.09 11-25A	3304	NOV 26,2024 HRA CLA
INVOICE:		FULL DESC:	NOV 26,2024	HRA CLAIMS CARD			
				ACCOUNT TOTAL	30.09		
				ORG 10420 TOTAL	30.09		
10645		ECONOMIC DEVELOPMENT					
10645 05152				HRA			
039617 MVP-HRA	83143	0	2025	5 DIR P	6.58 11-25A	3304	NOV 26,2024 HRA CLA
INVOICE:		FULL DESC:	NOV 26,2024	HRA CLAIMS CARD			
				ACCOUNT TOTAL	6.58		
				ORG 10645 TOTAL	6.58		
=====							
FUND 010	TOWN GENERAL FUND			TOTAL:	42.32		
=====							

YEAR/PERIOD: 2025/5 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

51047	ELECTRIC DEPARTMENT						
51047	05152						HRA
039617 MVP-HRA	83143	0	2025	5 DIR P	2.20	11-25A	3304 NOV 26,2024 HRA CLA
INVOICE:	FULL DESC: NOV 26,2024 HRA CLAIMS CARD						
ACCOUNT TOTAL					2.20		
ORG 51047 TOTAL					2.20		
=====							
FUND 510	ELECTRIC FUND	TOTAL:			2.20		
=====							

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|TOWN OF NORTHFIELD
|INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2025/5 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
53045							
							WATER DEPARTMENT
53045	05152						HRA
039617 MVP-HRA	83143	0	2025	5 DIR P	1.25 11-25A	3304	NOV 26,2024 HRA CLA
INVOICE:							FULL DESC: NOV 26,2024 HRA CLAIMS CARD
							ACCOUNT TOTAL
							1.25
							ORG 53045 TOTAL
							1.25
FUND 530 WATER FUND					TOTAL:		1.25

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TOWN OF NORTHFIELD
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2025/5 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

55046							SEWER DEPARTMENT
55046	05152						HRA
039617 MVP-HRA	83143	0	2025	5 DIR P	.90 11-25A	3304	NOV 26,2024 HRA CLA
INVOICE:							FULL DESC: NOV 26,2024 HRA CLAIMS CARD
							ACCOUNT TOTAL .90
							ORG 55046 TOTAL .90
=====							
FUND 550	SEWER FUND						TOTAL: .90
=====							

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YEAR/PERIOD: 2025/5 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10230							ACCOUNTING
10230 05152							HRA
039617 MVP-HRA	83144	0	2025	5 DIR P	252.34	11-25B	3305 NOV 26, 2024 HRA CL
INVOICE:			FULL DESC: NOV 26, 2024 HRA CLAIMS CHECK				
				ACCOUNT TOTAL	252.34		
			ORG 10230	TOTAL	252.34		
=====							
FUND 010	TOWN GENERAL FUND			TOTAL:	252.34		
=====							

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YEAR/PERIOD: 2025/5 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10230		ACCOUNTING					
10230 05152		HRA					
039617 MVP-HRA	83153	0	2025	6 DIR P	7.29 11-25C	3306	DEC 3, 2024 HRA CLA
INVOICE:		FULL DESC:	DEC 3, 2024	HRA CLAIMS CARD			
		ACCOUNT TOTAL			7.29		
		ORG 10230	TOTAL		7.29		
10340		AMBULANCE DEPARTMENT					
10340 05152		HRA					
039617 MVP-HRA	83153	0	2025	6 DIR P	.24 11-25C	3306	DEC 3, 2024 HRA CLA
INVOICE:		FULL DESC:	DEC 3, 2024	HRA CLAIMS CARD			
		ACCOUNT TOTAL			.24		
		ORG 10340	TOTAL		.24		
10420		HIGHWAY DEPT					
10420 05152		HRA					
039617 MVP-HRA	83153	0	2025	6 DIR P	1.84 11-25C	3306	DEC 3, 2024 HRA CLA
INVOICE:		FULL DESC:	DEC 3, 2024	HRA CLAIMS CARD			
		ACCOUNT TOTAL			1.84		
		ORG 10420	TOTAL		1.84		
10645		ECONOMIC DEVELOPMENT					
10645 05152		HRA					
039617 MVP-HRA	83153	0	2025	6 DIR P	37.99 11-25C	3306	DEC 3, 2024 HRA CLA
INVOICE:		FULL DESC:	DEC 3, 2024	HRA CLAIMS CARD			
		ACCOUNT TOTAL			37.99		
		ORG 10645	TOTAL		37.99		
=====							
FUND 010 TOWN GENERAL FUND					TOTAL:	47.36	
=====							

YEAR/PERIOD: 2025/6 TO 2025/6

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION

10645	ECONOMIC DEVELOPMENT						
10645 05152	HRA						
039617 MVP-HRA	83154	0	2025	6 DIR P	112.56 11-25D	3307	DEC 3, 2024 HRA CLA
INVOICE:	FULL DESC: DEC 3, 2024 HRA CLAIMS CK						
ACCOUNT TOTAL					112.56		
ORG 10645			TOTAL		112.56		
=====							
FUND 010 TOWN GENERAL FUND			TOTAL:		112.56		
=====							

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|TOWN OF NORTHFIELD
|GENERAL LEDGER DISTRIBUTION JOURNAL: BIWEEKLY

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WARRANT 112425

PAY PERIOD 11/11/2024 to 11/24/2024

CHECK DATE 11/27/2024

YEAR 2025 PERIOD 5
EXPENDITURE ENTRIES
SHORT DESC 11/27/24PR

GL EFF DATE 11/27/2024
REFERENCE 112425
REFERENCE2 1112425

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2025	PERIOD 5			GL EFF DATE 11/27/2024	
10130	05020		TOWN MANAGER	APPOINTED	2,271.30
10130	05050		TOWN MANAGER	CLERICAL	1,261.07
10130	05170		TOWN MANAGER	FICA	270.22
10130	05175		TOWN MANAGER	CHILD CARE CONTRIB TAX	14.36
10130	05180		TOWN MANAGER	RETIREMENT-VMERS	224.56
10140	05010		TOWN CLERK/TREASURER	ELECTED	2,634.40
10140	05012		TOWN CLERK/TREASURER	ELECTED TREASURER	192.00
10140	05020		TOWN CLERK/TREASURER	APPOINTED	1,799.26
10140	05170		TOWN CLERK/TREASURER	FICA	353.85
10140	05175		TOWN CLERK/TREASURER	CHILD CARE CONTRIB TAX	18.64
10140	05180		TOWN CLERK/TREASURER	RETIREMENT-VMERS	266.02
10230	05030		ACCOUNTING	SUPERVISOR	3,560.80
10230	05050		ACCOUNTING	CLERICAL	3,969.82
10230	05080		ACCOUNTING	OVERTIME	156.06
10230	05170		ACCOUNTING	FICA	588.02
10230	05175		ACCOUNTING	CHILD CARE CONTRIB TAX	30.62
10230	05180		ACCOUNTING	RETIREMENT-VMERS	502.47
10260	05010		LISTERS	ELECTED	342.00
10260	05070		LISTERS	PART-TIME	113.64
10260	05170		LISTERS	FICA	34.86
10260	05175		LISTERS	CHILD CARE CONTRIB TAX	2.00
10320	05070		FIRE DEPARTMENT	PART-TIME	2,761.34
10320	05170		FIRE DEPARTMENT	FICA	211.23
10320	05175		FIRE DEPARTMENT	CHILD CARE CONTRIB TAX	11.98
10320	05180		FIRE DEPARTMENT	RETIREMENT-VMERS	36.36
10330	05030		POLICE DEPARTMENT	SUPERVISOR	3,703.20
10330	05040		POLICE DEPARTMENT	OFFICERS	9,476.40
10330	05043		POLICE DEPARTMENT	POLICE HOLIDAY	906.24
10330	05050		POLICE DEPARTMENT	CLERICAL	2,749.60
10330	05080		POLICE DEPARTMENT	OVERTIME	3,667.68
10330	05081		POLICE DEPARTMENT	POLICE OT DUE TO HOLIDAYS	649.44
10330	05170		POLICE DEPARTMENT	FICA	1,615.75
10330	05175		POLICE DEPARTMENT	CHILD CARE CONTRIB TAX	81.76
10330	05180		POLICE DEPARTMENT	RETIREMENT-VMERS	2,281.20
10340	05030		AMBULANCE DEPARTMENT	SUPERVISOR	2,880.00
10340	05050		AMBULANCE DEPARTMENT	CLERICAL	84.60
10340	05060		AMBULANCE DEPARTMENT	SPECIAL DETAIL	55.25
10340	05070		AMBULANCE DEPARTMENT	PART-TIME	5,020.00
10340	05072		AMBULANCE DEPARTMENT	RUN PAY	1,450.25
10340	05073		AMBULANCE DEPARTMENT	TRAINING PAY	850.00
10340	05083		AMBULANCE DEPARTMENT	OT - HALF RATE ONLY	58.99
10340	05090		AMBULANCE DEPARTMENT	STAND-BY/ON CALL	918.00
10340	05091		AMBULANCE DEPARTMENT	WEEKEND SUPERVISOR	250.00
10340	05110		AMBULANCE DEPARTMENT	NON EMERGENCY TRANSFERS	711.50
10340	05111		AMBULANCE DEPARTMENT	TRANSFER CREW-PD SHIFT	730.00
10340	05170		AMBULANCE DEPARTMENT	FICA	995.13
10340	05175		AMBULANCE DEPARTMENT	CHILD CARE CONTRIB TAX	55.64

POLICE OVERTIME
BUDGET YTD
\$45,000 \$24,920.81

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YEAR 2025 PERIOD 5
EXPENDITURE ENTRIES
SHORT DESC 11/27/24PR

GL EFF DATE 11/27/2024
REFERENCE 112425
REFERENCE2 1112425

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
10340	05180		AMBULANCE DEPARTMENT	RETIREMENT-VMERS	207.52
10420	05040		HIGHWAY DEPT	TECHNICAL	13,169.20
10420	05080		HIGHWAY DEPT	OVERTIME	169.07
10420	05170		HIGHWAY DEPT	FICA	1,020.36
10420	05175		HIGHWAY DEPT	CHILD CARE CONTRIB TAX	53.71
10420	05180		HIGHWAY DEPT	RETIREMENT-VMERS	908.65
10520	05040		GROUNDS/PARKS/FACILITIES	TECHNICAL	996.41
10520	05170		GROUNDS/PARKS/FACILITIES	FICA	76.23
10520	05175		GROUNDS/PARKS/FACILITIES	CHILD CARE CONTRIB TAX	3.93
10520	05180		GROUNDS/PARKS/FACILITIES	RETIREMENT-VMERS	69.75
10620	05020		PLANNING/ZONING	ZONING ADMINISTRATOR	904.65
10620	05170		PLANNING/ZONING	FICA	69.21
10620	05175		PLANNING/ZONING	CHILD CARE CONTRIB TAX	3.98
10645	05051		ECONOMIC DEVELOPMENT	ECONOMIC DEVEL COORDINATO	2,872.10
10645	05170		ECONOMIC DEVELOPMENT	FICA	219.72
10645	05175		ECONOMIC DEVELOPMENT	CHILD CARE CONTRIB TAX	11.50
10645	05180		ECONOMIC DEVELOPMENT	RETIREMENT-VMERS	201.05

FUND TOTALS					81,774.55
51047	05170		ELECTRIC DEPARTMENT	FICA	467.27
51047	05175		ELECTRIC DEPARTMENT	CHILD CARE CONTRIB TAX	24.36
51047	05180		ELECTRIC DEPARTMENT	RETIREMENT-VMERS	393.70
51047	90210		ELECTRIC DEPARTMENT	METER READING	412.42
51047	92010		ELECTRIC DEPARTMENT	MUNICIPAL MANAGER	884.40
51047	92012		ELECTRIC DEPARTMENT	CLERICAL LABOR	1,625.29
51047	92014		ELECTRIC DEPARTMENT	SUPERINTENDENT	850.00
51047	92016		ELECTRIC DEPARTMENT	ASSISTANT	1,237.24
51047	92018		ELECTRIC DEPARTMENT	TECHNICAL LABOR	1,068.48
51047	92019		ELECTRIC DEPARTMENT	STAND-BY	30.00

FUND TOTALS					6,993.16
53045	05020		WATER DEPARTMENT	APPOINTED	502.50
53045	05030		WATER DEPARTMENT	SUPERVISOR	1,530.00
53045	05042		WATER DEPARTMENT	TECHNICAL/ADMIN/CLERICAL	4,868.81
53045	05080		WATER DEPARTMENT	OVERTIME	234.59
53045	05090		WATER DEPARTMENT	STAND-BY/ON CALL	102.00
53045	05170		WATER DEPARTMENT	FICA	553.70
53045	05175		WATER DEPARTMENT	CHILD CARE CONTRIB TAX	28.90
53045	05180		WATER DEPARTMENT	RETIREMENT-VMERS	480.66

FUND TOTALS					8,301.16
55046	05020		SEWER DEPARTMENT	APPOINTED	361.80
55046	05030		SEWER DEPARTMENT	SUPERVISOR	1,020.00
55046	05042		SEWER DEPARTMENT	TECHNICAL/ADMIN/CLERICAL	3,231.75
55046	05080		SEWER DEPARTMENT	OVERTIME	1,212.79

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ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
55046	05090		SEWER DEPARTMENT	STAND-BY/ON CALL	68.00
55046	05170		SEWER DEPARTMENT	FICA	450.90
55046	05175		SEWER DEPARTMENT	CHILD CARE CONTRIB TAX	23.54
55046	05180		SEWER DEPARTMENT	RETIREMENT-VMERS	395.18

FUND TOTALS					6,763.96

GRAND TOTALS					103,832.83

Potential ARPA Projects – 12-06-2024		
Projects in Board Goals, Board Meetings, Planning Documents, Community Requests	Estimated Cost	COMMENTS
Sidewalk Improvements **	\$600,000	\$100,000 in Budget. Approved \$500,000 in ARPA Funds
Common Update Project Study**	\$40,268	Approved. \$40,268. Study to be completed in September
Upgrade EOC and Install Generators for Police, Fire, Municipal Building, Ambulance**	\$100,000	Approved \$100,000 to purchase generators. Released Bid.
Rebuild Bleachers at Memorial Park	\$10,500	Approved \$11,000.
Retaining Wall Replacement Projects - Elm St, Water St, King Street, Pearl St.		TBD
Install Enhanced Pedestrian Amenities on Wall Street from the Common to Dog River Park.	\$150,000	Approved \$150,000 for estimated local project match
Continue to Support and Assist with Economic Incentives, including full-time ECD.	FY 24/25 \$62,120	Plan is to shift full funding for ECD into Budget over 3 years
Digitize Municipal Records	\$20,000	Approved \$20,000. Project is in process.
Clerk and Utility Billing System	\$20,000	Startup for equipment and software. \$5.9 per transaction
Northfield EDD Grant Matching Funds	\$200,000	To be discussed as part of resolution
River Walk Project - Project Scoping, Plan Design and Grant Matching Funds	\$50,000	Approved \$55,000 for study and constructing one section of path
Senior Center Building Improvements - Revised Request - Roof Repairs, HVAC	\$28,000,\$36,000	Approved \$49,000 for Roof Improvements
Community Room Kitchen Update	\$15,000	Approved \$15,000.
Woods Lodge - Feed Every Need	\$145,271	Approved \$42,372
Norwich Disc Golf - Course Design	\$7,800	Approved \$7,800
Farmers Market - Matching Funds for USDA Grant	\$7,000	Approved \$7,000, contingent on grant award
NCC / Northfield Middle School Trail Project	\$75,000	Approved \$40,000
Footbridge Repair - Overage	\$17,500	Approved \$17,500
American Legion - Building Improvements	\$100,000	Approved \$25,000
Architectural Design - Pool House	\$22,000	Approved \$22,000
Community Capital of Vermont	\$30,000	Approved \$30,000

** Select Board Current Priority Projects

**AMERICAN RESCUE PLAN ACT STATE & LOCAL FISCAL RECOVERY (ARPA-SLFRF)
SUMMARY**

Updated as of 12/05/24-Payments thru 12/13/24

ARPA FUNDING RECEIVED

1,950,055.26

EXPENDITURES	APPROVED	SPENT	BALANCE OBLIGATED	SPENT & OBLIGATED	NOT OBLIGATED
COMPLETED FY 21-22:					
MISC SURVEY/POSTERS/PAMPHLETS	1,057.66	1,057.66		1,057.66	0.00
COMPLETED FY 22-23:					
MISC FLYERS/COMMUNITY MEETING	4,119.03	4,119.03		4,119.03	0.00
CVFIBER BROADBAND SERVICE	90,000.00	90,000.00		90,000.00	0.00
NORTHFIELD TOWN GENERAL FUND XFR TO T GENERAL FY 22-23 ECONOMIC DEVEL OPERATING BUDGET	86,274.81	86,274.81		86,274.81	0.00
NORTHFIELD TOWN GENERAL FUND POLICE DISPATCHING \$20,000 FY 22-23 BUDGET	N/A	N/A	N/A	N/A	N/A
NORTHFIELD WATER DEPARTMENT XFR TO WATER DEPARTMENT FY 22-23 BUDGET	70,000.00	70,000.00		70,000.00	0.00
NORTHFIELD SEWER DEPARTMENT XFR TO SEWER DEPARTMENT FY 22-23 BUDGET	78,000.00	78,000.00		78,000.00	0.00
COMPLETED FY 23-24:					
FEED EVERY NEED/LISA & JONATHAN BURR CAPITAL INVESTMENT IN EQUIPMENT & MEAL SUBSIDIES	42,372.20	42,372.20		42,372.20	0.00
NORTHFIELD TOWN GENERAL FUND XFR TO T GENERAL FY 23-24 ECONOMIC DEVEL OPERATING BUDGET	93,385.76	93,385.76		93,385.76	0.00
NORTHFIELD TOWN GENERAL FUND POLICE DISPATCHING \$25,000 FY 23-24 BUDGET	N/A	N/A	N/A	N/A	N/A
NORTHFIELD WATER DEPARTMENT XFR TO WATER DEPARTMENT FY 23-24 BUDGET	20,000.00	20,000.00		20,000.00	0.00
NORTHFIELD SEWER DEPARTMENT XFR TO SEWER DEPARTMENT FY 23-24 BUDGET	20,000.00	20,000.00		20,000.00	0.00
NORTHFIELD CAPITAL FUND GUARDRAILS FY 23-24 BUDGET	2,000.00	2,000.00		2,000.00	0.00
NORTHFIELD CAPITAL FUND STORMWATER-SLATE FY 23-24 BUDGET	12,759.67	12,759.67		12,759.67	0.00
NORTHFIELD CAPITAL FUND STORMWATER-CENTRAL FY 23-24 BUDGET	13,672.06	13,672.06		13,672.06	0.00
NORTHFIELD CAPITAL FUND DIGITIZE LAND RECORDS	20,000.00	20,000.00		20,000.00	0.00
NORTHFIELD CAPITAL FUND FOOTBRIDGE \$55,000 FY 24-25 BUDGET-BRIDGE COMPLETED FY 23-24 \$72,500 Transferred \$55,000 in FY 23-24 & \$17,500 Approved in FY 24-25	72,500.00	72,500.00		72,500.00	0.00
COMPLETED FY 24-25:					
NORTHFIELD SENIOR CENTER ROOF	49,000.00	49,000.00		49,000.00	0.00
AMERICAN LEGION POST #63 ROOF	25,000.00	25,000.00		25,000.00	0.00
NORWICH UNIVERSITY DISC GOLF COURSE DESIGN	7,800.00	7,800.00		7,800.00	0.00
NORTHFIELD ENERGY FUND EV CHARGING STATIONS-NTE	11,000.00	11,000.00		11,000.00	0.00
NORTHFIELD CAPITAL FUND DEPOT SQ COMMON UPDATE - DUBOIS & KING CONTRACT - PLANNING & DESIGN	43,957.21	43,957.21	0.00	43,957.21	0.00
COMMUNITY CAPITAL OF VERMONT LOCAL BUSINESS/NON-PROFIT LOAN PROGRAM	30,000.00	30,000.00	0.00	30,000.00	0.00
ONGOING PROJECTS & DESIGNATED FUNDS:					
NORTHFIELD FARMERS MARKET LOCAL MATCH FOR GRANT \$7,000 - Grant not Approved - Removed	0.00			0.00	0.00
NORTHFIELD TOWN GENERAL FUND XFR TO T GENERAL FY 24-25 ECONOMIC DEVEL OPERATING BUDGET	62,120.00	43,372.51		43,372.51	18,747.49
NORTHFIELD TOWN GENERAL FUND SWIMMING LESSONS FY 24-25 BUDGET	2,000.00			0.00	2,000.00
NORTHFIELD CAPITAL FUND SIDEWALKS FY 23-24 & FY 24-25 \$130,000 BUDGETED & \$500,000 NON-BUDGETED	630,000.00	119,489.80	351,555.82	471,045.62	158,954.38
NORTHFIELD CAPITAL FUND HISTORICAL SOCIETY BASEMENT FY 24-25 BUDGET	10,000.00	9,272.03		9,272.03	727.97
NORTHFIELD CAPITAL FUND BROWN PUBLIC LIBRARY - COMMUNITY ROOM KITCHEN UPDATE	15,050.00	8,668.38		8,668.38	6,381.62
NORTHFIELD CAPITAL FUND RIVER WALK PROJECT	55,000.00	5,211.62		5,211.62	49,788.38
NORTHFIELD CAPITAL FUND VOREC-SIGNAGE-ESTIMATE-UNKNOWN COST AT THIS TIME	25,000.00			0.00	25,000.00
NORTHFIELD CAPITAL FUND GENERATORS-MUNICIPAL BLDG, POLICE, FIRE, AMBULANCE-CONTRACT \$83,700	100,000.00	57,000.00	26,700.00	83,700.00	16,300.00
NORTHFIELD CAPITAL FUND WALL ST PEDESTRIAN SAFETY IMPROVEMENTS-LOCAL MATCH	136,000.00			0.00	136,000.00
NCC/NMHS TRAIL SYSTEMS GARVEY HILL & TOWN FOREST	40,000.00		40,000.00	40,000.00	0.00
NORTHFIELD CAPITAL FUND PORTABLE STEEL SEATING	11,000.00		10,387.87	10,387.87	612.13
NORTHFIELD CAPITAL FUND ARCHITECTUAL DESIGN OF POOL BATHHOUSE	36,400.00		36,400.00	36,400.00	0.00
TOTAL EXPENDITURES & OBLIGATIONS & DESIGNATIONS	1,915,468.40	1,035,912.74	465,043.69	1,500,956.43	414,511.97
UNDESIGNATED ARPA BALANCE	34,586.86				34,586.86
INTEREST EARNINGS TO DATE - NOT SUBJECT TO ARPA REGULATIONS	130,424.49			TOTAL NOT OBLIGATED	449,098.83
UNDESIGNATED ARPA BALANCE PLUS INTEREST EARNINGS	165,011.35				

RESOLUTION

**RESOLUTION FOR AMERICAN RESCUE PLAN ACT (ARPA)
ALLOCATION**

WHEREAS, on March 11, 2021, the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the public health and economic impacts of the COVID-19 public health emergency; and

WHEREAS, ARPA created the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) that provided direct funding to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency; and

WHEREAS, the Town of Northfield has accepted an allocation of SLFRF in the amount of \$ 1,950,055.26; and

WHEREAS, SLFRF provides needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency; and

WHEREAS, Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.”; and

WHEREAS, Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance; and

WHEREAS, All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula provided by the U.S. Department of the Treasury, including those with total allocations of \$10 million or less; and

WHEREAS, the Town of Northfield has the need to fund government services while in the recovery phase of the COVID-19 pandemic.

NOW, THEREFORE IT BE RESOLVED, the Selectboard of the Town of Northfield, Vermont, authorize the following:

Section 1. The following allocation of SLFRF funding to fund government services under the replacing lost public sector revenue spending category as follows:

Expend SLFRF funds in an amount up to \$449,098.83 for the purpose of municipal workforce retention to pay for payroll expenses for the period 07/01/2024 through 12/31/2024.

Passed and Adopted by the Selectboard of the Town of Northfield, Vermont
on the ____ day of _____, 2024.

ATTEST:



Vermont State Ethics Commission

Quick Summary: Municipal Code of Ethics for Municipal Officers

Parties subject to the Municipal Code of Ethics: The Municipal Code of Ethics applies to “municipal officers.” Municipal officers is defined as: members of municipal legislative bodies, members of municipal quasi-judicial bodies, advisory budget committee members, auditors, building inspectors, cemetery commissioners, chief administrative officers, tax collectors, department heads, first constables, listers, assessors, town clerks, treasurers, mayors, department heads, moderators, planning commission members, road commissioners, town or city managers, village or town trustees, trustees of public funds, and water commissioners.

Core provisions of the Municipal Code of Ethics:

The purpose of the proposed Municipal Code of Ethics is to set minimum, common statewide governmental ethics standards.

Summary of Sections (in order of substance):

1. **Recusal and disclosure for conflicts of interest:** Municipal officers faced with a conflict of interest, or the appearance of a conflict of interest, shall publicly recuse themselves from the matter in question. A public recusal can be accomplished by informing a supervisor or other relevant party, or by making a statement during a public meeting. If the municipal officer believes they may proceed with the matter despite the conflict, they must disclose the nature of the conflict and the reason for the non-recusal in writing.¹ If a municipal official first becomes aware of a potential conflict during a public

¹ Reasons why a municipal officer may proceed with the matter include: the matter is de minimis in nature; the municipal officer’s action on the matter is ministerial or clerical; the action will not benefit the municipal officer any more than others who are generally affected by the outcome of the matter; the conflict is amorphous, intangible, or speculative; or, the matter cannot be legally or practically delegated to another person.

meeting and decides to proceed, the written non-recusal statement may be filed after the meeting. Confidential information need not be disclosed.

2. No directing others to act unethically: Municipal officers cannot direct others to do what they cannot ethically do themselves.
3. No participation after recusal due to a conflict: Once a municipal officer recuses because of a conflict, that recusal is full and complete.
4. Avoiding appearance of unethical conduct: Municipal officers should reasonably try to avoid even the appearance of ethical impropriety.
5. No improper preferential treatment: Municipal officers should not show any favoritism or prejudice to anyone in carrying out municipal work, unless permitted by law and written policy or rule.
6. No using municipal position for improper personal or financial gain: Municipal officers may not use their positions for improper personal gain.
7. No using municipal information for improper financial gain: Municipal officers may not use nonpublic information for improper personal gain.
8. No using municipal resources for improper financial gain: Municipal officers must use municipal equipment and resources only for their intended public purpose, unless expressly permitted by law or written policy or rule.
9. Limitations on gifts to municipal officers: Municipal officers may not solicit or accept gifts when the intent of the gift is to influence the municipal officer's official actions.
10. No making unauthorized commitments on behalf of the municipality: Municipal officers may not make any commitments for the municipality, or any of its resources, unless authorized to do so.
11. No benefitting from contracts: Municipal officers cannot personally benefit from municipal contracts executed as part of their official duties, unless the benefit is no greater than that of others generally affected by the contract, the contract is an employment contract with the municipality, the contract is valued at less than \$2,000 or the contract is awarded through an open and public process of competitive bidding.

Other Provisions:

Ethics training and education: Requires Municipal Code of Ethics training for members of legislative bodies or quasi-judicial bodies, or a chief administrative officer, mayor, town or city

manager. The municipal officer and the municipality are responsible for tracking and enforcing the training requirement in accordance with the municipality's own policies and procedures.

Ethics liaison officers: Requires municipalities to designate an ethics liaison, who is an existing municipal employee or selectboard member, to serve as the point of contact for communications with the Ethics Commission. Ethics liaisons also receive ethics complaints referred by the Ethics Commission.

Ethics complaints: Requires municipalities to establish rules and procedures for the receipt and investigation of ethics complaints. Municipalities must keep a record of complaints received, and the disposition of the complaints.

Supplemental ethics policies: The Municipal Code of Ethics sets minimum, common statewide standards. The bill allows municipalities to adopt ethics policies that supplement or exceed the requirements of the Municipal Code of Ethics.

Role of the Ethics Commission:

Allows the Commission to provide the following services:

- Advice: Upon request, provide confidential ethics advice to municipal officers regarding the officer's own conduct as it relates to the Municipal Code of Ethics.
- Complaints: Accept confidential complaints from any source, review complaints for sufficiency, and refer complaints to the municipality's designated representative for further action by the municipality in accordance with the municipality's own policies and procedures. The Ethics Commission does not prosecute or enforce complaints against municipal officers.
- Training: The Commission will develop, approve, and provide free training to municipal officers on the Municipal Code of Ethics.
 - If municipalities do not want to use the Commission's free training resources, they may provide training on the Municipal Code of Ethics themselves. However, the portions of the training that are specific to the Municipal Code of Ethics needs to be approved in advance by the Ethics Commission to ensure accuracy and consistency.

Due to the new role of the Ethics Commission with respect to municipalities, the Commission's membership will expand from five members to seven: the two new members must be former municipal officials, appointed by the Speaker of the House and the Senate Committee on Committees.

LOAN AGREEMENT

Vermont State Revolving Fund

Loan RF3-483-2.0

Loan Amount: \$128,500.00

1. Town of Northfield, the Municipality, hereby certifies to the Vermont Bond Bank (“Bond Bank”) that:
 - (a) It will secure all state and federal permits, licenses and approvals necessary to construct and operate the improvements to be financed by the Loan (the “Project”), if any, as described in Exhibit A;
 - (b) It has established, or covenants with the Bond Bank to establish, by ordinance, rule or regulation, a rate charge or assessment schedule which will generate annually sufficient revenue to pay:
 - (i) Principal, administrative fees and interest of the Municipal Note, as the same becomes due; and
 - (ii) reasonably anticipated cost of operating and maintaining the improvements to be financed by the Loan, if any, and the system of which is a part;
 - (c) It has duly established a fund under Title 24 of the Vermont Statutes Annotated, or by other means permitted by law which, for so long as the Municipal Note shall remain outstanding, shall be maintained and replenished from time to time, and used solely to repair, replace, improve and enlarge the improvement to be financed by the Loan, if any.
2. The Municipality shall make funds sufficient to pay the principal, administrative fees and interest as the same matures (based upon the Maturity Schedule appended hereto as Exhibit C) available to the Bond Bank at least five business days prior to each principal payment date.
3. The Bond Bank and Municipality agree that Loan proceeds will be paid to the Municipality as Project costs are incurred and paid by the Municipality over the course of the Project, but in no event shall payments be made more often than monthly, and only on Municipality’s certification, through its authorized representative, that such costs have been paid.
4. The Municipality is obligated to make the principal, administrative fee and interest portion of the Municipal Note payments scheduled by the Bond Bank on an annual basis. The Municipality may prepay the Loan at its option without penalty.
5. The Municipality shall be obligated to inform in writing to the Bond Bank, or such agent designated by the Bond Bank, at least thirty days prior to each principal payment date of any

changes to the name of the official or address to whom invoices for the payment of principal, administrative fees and interest should be sent.

6. The period of performance for this agreement begins upon execution and ends five years after execution.

7. Notwithstanding paragraph 14 hereof, prior to payment of the amount of the Loan, or any portion thereof, the Bond Bank shall have the right to cancel all or any part of its obligations hereunder and after payment of any portion thereof to require a refund of amounts paid if:

(a) Any representation made by the Municipality to the Bond Bank in connection with its application for a loan or additional loans shall be incorrect or incomplete in any material respect; or

(b) The Municipality has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.

8. The Municipality shall at all times comply with all applicable federal and state requirements pertaining to the Project, including but not limited to requirements of Federal Safe Drinking Water Act, Title 24 of the Vermont Statutes Annotated, and the list of Federal Laws and Authorities included as Exhibit B. The enumeration of the Federal Laws and Authorities in Exhibit B shall not be construed as a waiver by the Municipality of any exemption or exception, jurisdictional or otherwise.

9. If any provisions of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

10. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.

11. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement. Any delay in exercising rights or requirements of the Loan Agreement does not constitute a waiver of such rights or requirements.

12. The Municipality agrees to indemnify and hold the Bond Bank, the state, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Municipality or any of its officials, agents, or employees of the Municipality's obligations under this Agreement, as it

may be amended or supplemented from time to time. It is further understood that such indemnity shall not be limited by an insurance coverage.

13. The Municipality agrees that the Loan will be adjusted upon final audit to an amount equal to or less than the project costs determined eligible by the Department of Environmental Conservation and recommended to the Bond Bank for loan participation.

14. The Municipality agrees that if actual final eligible costs are less than the amount paid under the Loan Agreement, repayment of the excess funds will be made within sixty days of the request made by the Department of Environmental Conservation.

15. Increases, amendments, or modifications to the project during construction will be processed for record keeping purposes only, except for the addition of major approved Project Elements, Exhibit A. The Loan Agreement will also be amended upon completion of the project based upon final audited eligible costs, and any increases in the Loan will be made contingent upon availability of funds. All Project records will be retained by the Municipality and made available for state inspection upon request for three years after Project completion or until any audit questions have been resolved, whichever is later.

16. The Municipality will obtain flood insurance for any insurable portion of the Project.

17. The Municipality agrees to use the Loan proceeds solely for the Project for which the Loan is made and any approved amendments thereto. The Municipality further agrees to make prompt payment to the contractors and to apply any interest received to the Project. Once payment has been made to contractors, the applicant shall submit a payment request to the Department of Environmental Conservation (DEC). Disbursements from DEC are made on a reimbursement basis. Funds will be disbursed from Federal Award ID Number FS991218## (## equals last two digits of award year). Upon disbursement, DEC will notify the Municipality of the standard terms and conditions applicable based on the exact amount of federal funds disbursed and relevant capitalization grant being drawn down. Please see <https://dec.vermont.gov/water-investment/water-financing/srf/reimbursement-help> for the standard terms and conditions. If the foregoing link is not accessible, contact DEC for assistance.

18. The terms of this Loan Agreement shall be controlling over those of any prior Agreement with respect to this Loan Agreement. However, this Loan Agreement shall not otherwise supersede the terms of any other agreements between the Municipality and the State.

19. The Municipality agrees to furnish to the Bond Bank such financial statements as the Bond Bank may reasonably request, which statements and supporting records shall be prepared and maintained in accordance with Generally Accepted Accounting Principles (GAAP).

20. This agreement will be funded by approximately 80 percent federal funds. These funds are being awarded in accord with the Federal Drinking Water State Revolving Fund, CFDA number 66.468, under the authority of the Environmental Protection Agency. This is not a research and development award. For any accounting year in which the Municipality expends Loan proceeds

and other Federal funds of \$750,000.00 or more from all Federal sources, the Municipality shall have an audit performed in accord with the Federal Single Audit Act and furnish a copy to the Vermont Department of Environmental Conservation within 9 months of the end of Municipality's accounting period.

21. By acceptance of this Agreement, the Municipality agrees to complete a Subrecipient Annual Report as provided by the Department of Finance. Prior to submitting the Subrecipient Annual Report, the Municipality must review previous fiscal year disbursements from the Facilities Engineering Division to determine the actual amount of federal funds disbursed from the loan proceeds. The Subrecipient Annual Report must then be submitted to the State of Vermont Department of Finance within 45 days after its fiscal year end, informing the State whether or not a single audit is required for the prior fiscal year. If a single audit is required, the Municipality will submit a copy of the audit report to the Vermont Department of Environmental Conservation within 9 months of its fiscal year end. If a single audit is not required, only the Subrecipient Annual Report to the State Department of Finance is required.

22. The Municipality understands that the provisions of the Davis-Bacon Act, which is codified at Subchapter IV of Chapter 31 of Title 40 of the United States Code and U.S. Department of Labor Memorandum No. 208 ("Memorandum 208"), apply to the Project, and the Municipality certifies and agrees that with respect to the Project, it has complied and will continue to comply with the requirements of the Davis-Bacon Act and Memorandum 208.

23. The effective date of the Loan Agreement is the execution date of the General Obligation Note.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Attest:



Secretary

VERMONT BOND BANK

By: 

Executive Director

Attest:

Clerk

Town of Northfield

By: _____
Chair of the Governing Body

And by:

Treasurer

Date _____

List of Loan Exhibits

EXHIBIT A: Project description and conditions

EXHIBIT B: List of Federal Laws and Authorities

EXHIBIT C: General Obligation Note

EXHIBIT D: Resolution and Certificate

EXHIBIT A

PROJECT DESCRIPTION AND CONDITIONS FOR THIS AGREEMENT

Description:

Replacement of Rte 12 main, service lines including some with lead goosenecks, and replacement of existing storage tanks with new Cheney Tank. To fund a supplement to 2005 Preliminary Engineering Report; project design; and construction.

Conditions:

- 1) Repayment of this loan shall commence five (5) years after the execution of the loan, unless the terms of the loan indicate the loan principal will be completely forgiven.
- 2) If this loan does not result in a constructed project by the anticipated repayment start date, repayment shall commence immediately.
- 3) After completion of planning, if project construction is to be fully funded by grants and/or loans administered by other federal, state, or local funding agencies (referred to as "alternative funding"), the Applicant will, within sixty (60) days of receiving alternative funds, repay the entire portion of the DWSRF planning loan. Under certain circumstances partial or full planning loan forgiveness may be allowable, such as when planning costs are not being paid for from alternative funds.
- 4) The engineer will meet with the Drinking Water and Groundwater Protection Division (DWGWPD) to present work summaries at 30% work completion, 60% work completion, and 90% work completion, or as otherwise directed by the DEC engineer. Disbursements will not be made without each required meeting and disbursements above 90% of the loan amount will not be made until the final documents have been received, reviewed, and approved by DWGWPD.
- 5) The Applicant shall, as a condition of the loan, provide the Department with a digitally formatted copy of any plan or surveys developed with funds awarded under the loan, if the Applicant or any subcontractor develops plans or surveys in digital format. By acceptance of the loan, the Applicant agrees to pass through this requirement to any subcontracts awarded and funded by the loan. This condition is included pursuant to Section 56 of Act 233 of 1994. Such digital formats are subject to the Federal Freedom of Information Act and the State Access to Public Records and Document Statute and, unless otherwise restricted, the Department will release copies of such information to the general public upon request. It shall be acceptable to submit read only copies or copies marked archival copies only. The Applicant, by acceptance of this loan agrees not to copyright any plans or surveys developed pursuant to this action. Acceptable electronic formats include pdf and pdf/A.

EXHIBIT B

LIST OF FEDERAL LAWS AND AUTHORITIES WHERE APPLICABLE

ENVIRONMENTAL:

- “American Iron and Steel” requirements of P.L. 113-76 the Consolidated Appropriations Act of 2014
- Archeological and Historic Preservation 16 USC §469a-1
- Bald and Golden Eagle Protection Act, 16 USC §668-668c
- Clean Air Act, 42 USC §7401
- Coastal Barrier Resources Act, 16 USC §3501
- Coastal Zone Management 16 USC §1451
- Davis-Bacon Act (40 CFR '31.36(i)(5))
- Davis Bacon and Related Acts Wage Rate Requirements (29 CFR 5.5)
- Endangered Species Act, 16 USC §1531
- Floodplain Management, Executive Order 11988, as amended by Executive Order 12148
- Protection of Wetlands, Executive Order 11990 (1977) as amended by Executive Order 12608 (1997)
- Environmental Justice, Executive Order 12898
- Protection and Enhancement of the Cultural Environment, Executive Order 11990 (1977), as amended by Executive Order
- Farmland Protection Policy Act, 7 USC §4201
- Fish and Wildlife Coordination Act, 16 USC §661
- Magnuson-Stevens Fishery Conservation and Management Act, 16 USC §1801 *et seq.*
- Marine Mammal Protection Act, 16 USC §7703 *et seq.*
- Migratory Bird Act 16 USC Chapter 7, Subchapter II: Migratory Bird Treaty
- National Historic Preservation Act 54 USC § 300101 *et seq.*
- Rivers and Harbors Act, 33 USC §403
- Safe Drinking Water Act, 42 USC §300f
- Wild and Scenic Rivers Act 16 USC §1271

ECONOMIC:

- Demonstration Cities and Metropolitan Development Act of 1966, PL 89-754 as amended
- Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans

SOCIAL LEGISLATION:

- Age Discrimination Act, PL 94-135
- Civil Rights Act of 1964, PL 88-352
- Disadvantaged Business Enterprise, 49 USC § 47113 - Minority and disadvantaged business participation
- Equal Employment Opportunity, Executive Order 11264
- Women's and Minority Business Enterprise, Executive Orders 11625 and 12138
- Section 13 of PL 92-500; Prohibition against sex discrimination under the Federal Water Pollution Control Act
- Rehabilitation Act of 1973, PL 93-112 (including Executive Orders 11914 and 11250)

MISCELLANEOUS AUTHORITY:

- Executive Order 12549 - Debarment and Suspension
- Trafficking and Violence Protection Act of 2000 (P.L. 106-386)
- Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646
- Signage requirements per 2015 EPA guidance
- 2 CFR 200.216 and section 889 of Public Law 115-232, Prohibition of certain telecommunication and video surveillance services or equipment
- Build America, Buy America (BABA) provisions of the Federal Infrastructure Investment and Jobs Act (IIJA)

EXHIBIT C

\$128,500.00

UNITED STATES OF AMERICA
STATE OF VERMONT
Town of Northfield
GENERAL OBLIGATION NOTE

The Town of Northfield (hereinafter called the "Municipality"), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Bond Bank, or registered assigns, the not-to-exceed sum of \$128,500.00 with a preliminary interest at the rate of 0.00% per annum and with a preliminary administrative fee of 0.00%, subject to change based on final disbursed value, beginning on 10/1/2029 as follows:

Loan Agreement
Vermont EPA Drinking Water State Revolving Fund

Northfield, Vermont
Loan RF3-483-2.0
Prepared on 9/13/2024

Loan Terms

Loan Amount: \$128,500.00
Loan Term Years: 5
Interest rate: 0.0000%
Administrative Fee: 0.0000%

Repayment Date	Payment Number	Principal Due	Principal Payment	Interest Payment	Administrative Fees	Total Payment	Date of Repayment
10/1/2029	1	128,500.00	25,700.00	0.00	0.00	25,700.00	
10/1/2030	2	102,800.00	25,700.00	0.00	0.00	25,700.00	
10/1/2031	3	77,100.00	25,700.00	0.00	0.00	25,700.00	
10/1/2032	4	51,400.00	25,700.00	0.00	0.00	25,700.00	
10/1/2033	5	25,700.00	25,700.00	0.00	0.00	25,700.00	
			128,500.00	0.00	0.00	128,500.00	

The Step III Loan Application was received on December 20, 2023, and is being processed concurrently with the Step I and Step II loans. The Step III loan is expected to receive 50% principal forgiveness applied to all three steps. This loan amortization schedule is for planning purposes only; subject to change based on actual disbursements. The repayment start date is October 1, 2029.

EXHIBIT C

This Note is payable in lawful money of the United States at M&T Bank in the City of Burlington, State of Vermont. Repayment terms shall comply with 24 V.S.A. Chapter 120, §4755 which prohibits deferral of payment. Final payment of this Note shall be made upon surrender of this Note for cancellation.

This Note is issued by the Municipality for the purpose of financing planning and design of infrastructure improvements under and by virtue of Title 24 of the Vermont Statutes Annotated, and a vote of the governing body of the Municipality duly passed on 10/25/2022.

This Note is transferable only upon presentation to the Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Note have been done, have happened, and have been performed in regular and due form, as required by such law and vote, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Municipality are hereby irrevocably pledged.

IN TESTIMONY WHEREOF, the Municipality has caused this Note to be signed by its Treasurer, and a majority of its Selectboard and its seal to be affixed hereto.

Town of Northfield

By: _____

Majority of its Governing Body

Treasurer

EXHIBIT C

\$128,500.00

Town of Northfield
GENERAL OBLIGATION NOTE

CERTIFICATE OF REGISTRATION

It is hereby certified that this Note is a fully registered Note payable only to the holder of record as appears of record in the office of the Treasurer of the issuing Municipality. This Note may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Municipality at his office and he shall record such transfer in his records and on the Note. The name and address of the original registered owner of this Note is Vermont Bond Bank, 100 Bank St., Suite 401, Burlington, VT 05402.

Treasurer

EXHIBIT D

RESOLUTION AND CERTIFICATE
(General Obligation)
(Vermont Drinking Water State Revolving Fund)

WHEREAS, at meetings of the municipal legislative body of the Town of Northfield (herein called the "Municipality") at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held as appears of record, it was found and determined that the public interest and necessity required certain public water system improvements described in Exhibit A, and it was further found and determined that the cost of making such public improvements would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds of the Municipality to pay for its share of the cost of the same was submitted to the legal voters at meetings thereof, and it was ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, the Municipality has applied for financial assistance in planning for the authorized improvements which application has been approved by the Department of Environmental Conservation and the Vermont Bond Bank, as evidenced by the Funding Application Approval, the terms and conditions of which are found in Exhibit A; and

WHEREAS, pursuant to powers vested in them by law the said governing board is about to enter into a Loan Agreement on behalf of the Municipality with the Vermont Bond Bank respecting a Loan from said Bank in the amount of \$128,500.00, to be discounted by the amount of up to \$0, repayable with interest at the rate of 0.00% per annum, together with an administrative fee of 0.00%.

AND WHEREAS, the Note to be given by the Municipality to the Vermont Bond Bank at the time of receiving the proceeds of said Loan shall be substantially in the form found in Exhibit C;

THEREFORE, be it resolved that the Governing Body proceed forthwith to cause said Note to be executed and delivered to the Vermont Bond Bank upon the price and terms stated, and be registered as the law provides; and

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

BE IT FURTHER RESOLVED, that in addition to all other taxes, there shall annually be assessed and collected in the manner provided by law each year until the Note, or any bond or bonds issued to refund or replace the same, is fully paid, a tax, charge or assessment sufficient to pay the note and bond or bonds as the same shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Vermont Bond Bank is hereby authorized, the presiding officer of the legislative body and Treasurer of the borrower being directed to execute said Loan Agreement on behalf of the Municipality and the legislative branch thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in Exhibit A to be delivered in connection with the issuance and sale of the Note, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in said Loan Agreement are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its Governing Body, in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Note in the face amount of \$128,500.00 to the Vermont Bond Bank, execution and delivery of the Note, this Resolution Certificate, Loan Agreement and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that M&T Bank in the City of Burlington, Vermont, is hereby designated the Municipality's paying agent with respect to the Note and the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Note payable as aforesaid, and reciting that it is issued under and pursuant to the vote herein above mentioned, and we also certify that the Note is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the said officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; that the Note is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

EXHIBIT D

We further certify that no litigation is pending or threatened affecting the validity of the Note nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Note, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

ATTEST:

Town of Northfield

Clerk

By: _____

Majority of its Governing Body

And By:

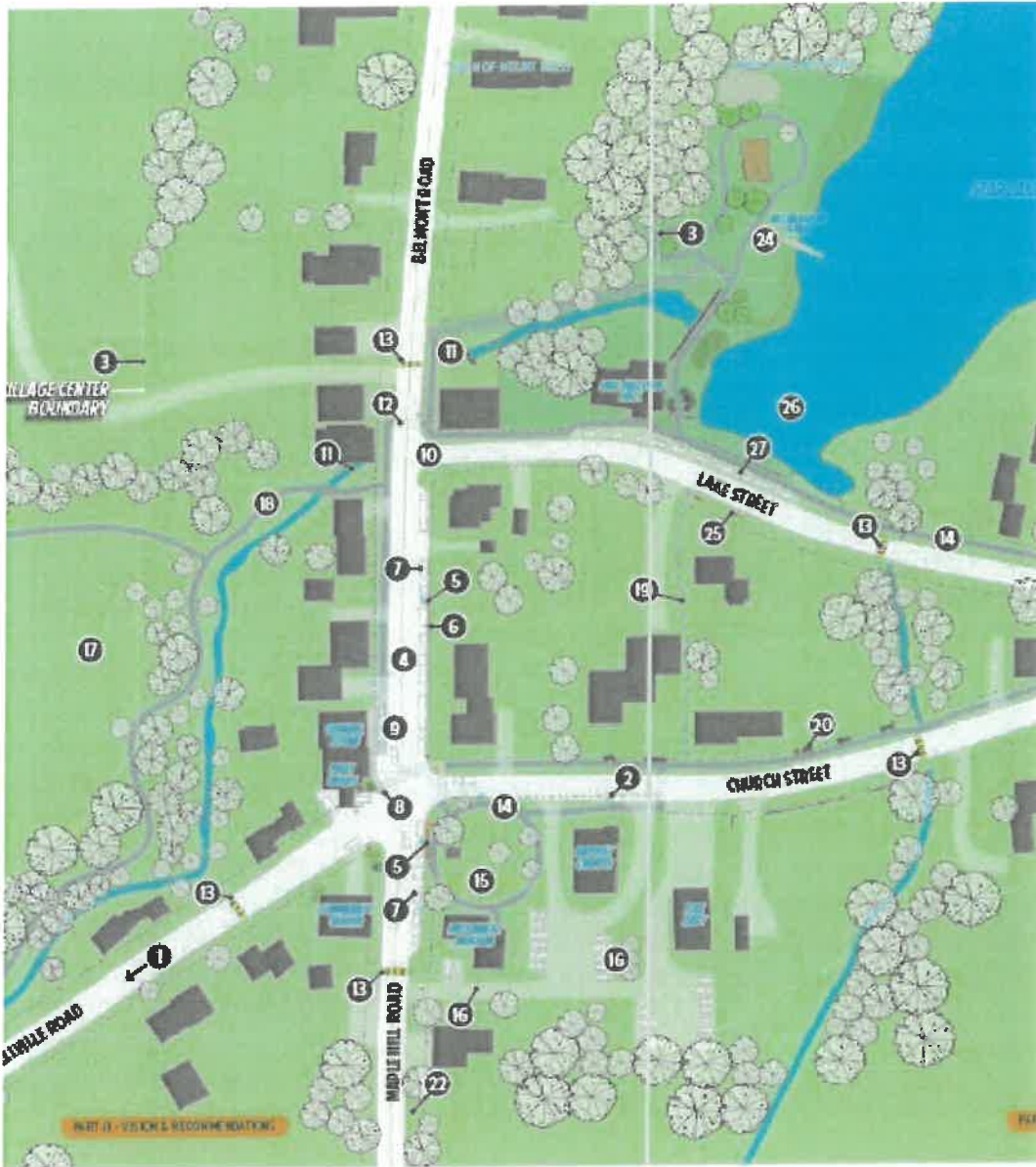
Its Treasurer

Project Tracker

					Project List 12/6/2024		
Project List	Status	Project Cost	Funding Source	Assigned	Start Date/Bid	Completion Date	Project Notes
Main St. Stormwater and CSO Project	Completed	\$1,775,000	State of Vermont	Engineer, TM	7/1/2022	12/31/2024	Working on closure of the CSO pipe on East Street
Main St. Bridge Replacement Project	In Progress	\$8,900,000	State of VT, Municipality	VTrans and TM	3/1/2026	10/1/2026	VTrans is developing final engineering plans. Project construction Spring 2026
Main St. Water Line and Tank Replacement Project	Planning Phase	\$7,230,000	State of VT , Municipality	Engineer, TM	7/15/2024	10/31/2025	Project Bids awarded. Notice to Proceed signed. Construction in Spring 2025
Route 12 and 12 A Sewer Expansion	Planning Phase	TBD	TBD	TM, Engineer	TBD	TBD	State approved 50% funding for study and plan update. Engineer working on update.
Common Project Update Planning	Completed	\$40,000	ARPA Funds	Consultant	2/1/2024	11/1/2024	Consultant hired to complete Common Update Plan. Planning process is complete.
July Flooding, FEMA Disaster	In Progress	TBD	FEMA, State,Town	Town Staff	8/1/2023	TBD	FEMA is reviewing final project sheets for funding.
Cabot/Northfield Stormwater	In Progress	\$125,000	State of Vermont	TM, Consultant	10/1/2022	9/1/2024	ARPA grant for required stormwater planning and permitting. Engineer is developing plans.
Northfield Falls Pedestrian	In Progress	\$33,000	State of Vermont, ARPA	TM, VTrans	3/1/2024	4/30/2025	Town awarded grant for 50% of project cost. Bid was awarded.
Lovers Lane	Planning Phase	TBD	State of Vermont, Town	TM, HF, SB Comm.	TBD	TBD	Town received \$200,000 State grant. Need to define project scope and additional funding.
310 Water Street - FEMA Buyout	In Progress	\$285,000	FEMA, State Vermont	FEMA, State, TM	7/1/2022	TBD	FEMA buyout of commercial property fully funded by FEMA. FEMA and State of VT. have awarded full funding for buyout. Property owner working on Tenant relocation.
Sewer Plant 20 Year Evaluation	In Progress	\$41,000	State of VT, Sewer Depart	Engineer, Utilities, TM	9/1/2023	10/1/2024	Sewer Utility to perform a 20 year evaluation of the Sewer Plant and System. Draft report received and presented to Utility Commission and SB. Report due to State by 12/31/2024.
Wall St. Pedestrian Improvements	In Progress	\$38,500	State of Vermont	Consultant	6/1/2023	9/1/2025	Pedestrian improvements on Wall Street to Dog River Park. Scoping Report completed. Town awarded grant funds for construction. Drafting RFP for Design Services.
Cross Brothers Dam Project	In Progress	\$955,000	FEMA, State Vermont	VNRC, TM	10/1/2023	TBD	Town awarded project funding. Engineer is preparing final plans. Dam Removal 2025.
VOREC Grant	In Progress	\$122,000	State of Vermont	VOREC Comm., TM	9/1/2022	12/31/2024	VOREC Committee is implementing a grant for recreation and trail related improvements.
491 Water Street	In Progress	TBD	State of Vermont	TM,	5/1/2024	TBD	State of Vermont is reviewing buyout request. Property owner reviewing documents.
Historic Bridges	Scoping Phase	TBD	State of Vermont	State of Vermont	3/23/2023	TBD	The State selected four bridges in Northfield: Rabbit Hallow Bridge and three covered bridges on Cox Brook Road. Scoping for all bridges is underway.
Sewer Plant Permit Issues	Pending	TBD	Utility Commission	Town Manager	4/1/2023	TBD	Sewer Plant Permit Issues
Water Service Line Inventory	Completed	\$60,000	State of Vermont	Staff	9/1/2023	12/31/2024	State of VT is requiring water utilities to inventory services lines for copper and lead. State is funding the inventory. Inventory is completed. State approved Inventory.
Advanced Meter Infrastructure (AMI)	Planning Phase	\$950,000	State of VT and Utilities	TM, Utilities	9/1/2023	3/1/2025	Installing electric and water smart meter technology. Project funding is secured.
King Street Battery Storage	Planning Phase	TBD	Developer	Developer, VPPSA	TBD	TBD	Developer needs to prepare and submit agreements to VPPSA and Town
River Walk Path	Planning Phase	TBD	Town - ARPA	Committee	TBD	TBD	ACT 250 opinion received. Property owner contacted to obtain easement for path.
Pool House Rebuild Plans	Planning Phase	\$36,000	Town- APRA	TM, SB Committee	TBD	TBD	Building evaluation and design plans. Agreement with architectural firm signed
Dole Hill sump issues	Engineering Phase	TBD	Town	Engineer, TM	4/1/2024	TBD	Engineer working on engineering plan. Received preliminary engineering report.
Vine and Cross Sidewalk Project	Engineering Phase	\$500,000	ARPA Funds	TM, Engineer	6/15/2024	9/15/2025	Engineer has completed engineering plans. Project Bid. Notice of award send to contractor.

Municipal Planning Grant

Fiscal Year 2025 Program Description



Mount Holly Master Plan - MPG FY22

Vermont Agency of Commerce and Community Development
Department of Housing and Community Development
Community Planning + Revitalization Division
Issued: November 2024

Program Basics

In fiscal year 2025 (July 1, 2024 – June 30, 2025)¹, the Vermont Department of Housing and Community Development (DHCD) will grant funds to municipalities to promote planning, revitalization, and development activities that maintain Vermont’s land use goal of compact settlements separated by rural lands.

The Municipal Planning Grant (MPG) Program funds a wide range of municipal planning projects as allowed by [Title 24 of Vermont Statutes Annotated \(V.S.A.\) Section 4306 \(b\) and \(c\)](#). Projects that promote Vermont’s historic pattern of compact settlements surrounded by working farms, forest, and open space are given priority.

Each municipality may submit one application per year. The maximum grant amount is \$30,000 for individual municipalities and \$45,000 for group (consortium) applications. All applications are required to provide a minimum cash match of 10%, except for applications seeking funding for zoning/subdivision bylaws in municipalities without zoning/subdivision bylaws.

Grant funds are regionally apportioned based on the percentage of municipalities with confirmed planning processes within each of Vermont’s [11 regional planning commission \(RPC\) regions](#). Municipal planning processes are confirmed by the regional planning commission. Eligible municipalities compete within their region for grant funding. Funding decisions are made by the DHCD Commissioner based on the competitive criteria listed under the *Grant Selection Process* later in this guide.

Grant Timeline

MPG projects must be completed within 24 months.

- December 31, 2024: Deadline for RPC confirmation of municipal planning process
- November 2024: Program announced
- January 27, 2025: Online application opens
- **March 31, 2025: Application deadline, 6 p.m.**
- April 30, 2025: Award decisions

Purpose of MPGs: To Carry out Statewide Planning Goals (24 V.S.A. § 4302)

b) It is also the intent of the legislature that municipalities... shall engage in a continuing planning process that will further the following goals:

- (1) To establish a coordinated, comprehensive planning process and policy framework to guide decisions by municipalities, regional planning commissions, and state agencies.
- (2) To encourage citizen participation at all levels of the planning process...
- (3) To consider the use of resources and the consequences of growth and development...

(c) In addition, this chapter shall be used to further the following specific goals:

- (1) To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside...

¹ Act 74 <https://legislature.vermont.gov/bill/acts/2022>

- May 1, 2025: Start of grant term
- April/May 2026: Mid-project report due
- April 30, 2027: End of grant term; Project is complete, and all funds spent
- May 31, 2027: Final report and products submitted

Eligible Applicants

Single Municipality

Individual municipalities with a local planning process confirmed by the RPC (including an unexpired plan) on or before December 31, 2024, are eligible to apply. To be confirmed, a locally adopted plan must be approved by the regional planning commission, and the municipality must maintain efforts to provide local funds for municipal and regional planning purposes as required by [24 V.S.A. §4350](#). The Department does not require the submission of a plan confirmation letter from the Regional Planning Commission.

Municipalities without a confirmed local planning process may apply for funding only to create a municipal plan approvable by the RPC and must have voted to provide local funds for municipal and regional planning purposes. Grant proposals from municipalities that have received RPC recommendations to bring their plan into compliance with statewide requirements must propose to address the changes identified by the RPC.

Municipal organizations other than the governing body and the planning commission (such as the conservation or economic development commission) may also apply for a grant, but only with prior approval of the municipal governing body and planning commission.

Municipalities may not receive funding if they are suspended or debarred by the State or Federal Government; delinquent in submitting their subrecipient annual report; or delinquent in submitting their single audit reports (if required).

Consortium

Two or more municipalities may apply jointly for a consortium application (requests of up to \$45,000). The application must address a shared issue and identify a lead municipality for financial administration of the project. The RPC may serve as grant administrator for a consortium (see consultant selection below). All municipalities in the consortium must have a confirmed planning process by December 31, 2024, and each municipality must submit a separate resolution form in support of the project. The consortium may involve or benefit municipalities that are not identified as a consortium member in the application. No member of a consortium application may apply for an individual MPG the same year. A municipality can only serve as a lead municipality for one application but may be part of multiple consortia.

Eligible Municipalities

For the purposes of the Municipal Planning Grant Program, a municipality is defined by [24 V.S.A. §4303\(12\)](#). Under this definition an incorporated village is not considered a separate municipality unless the village adopts its own plan one or more bylaws either before, concurrently with, or subsequent to such action by the town.

Funding Amounts & Match

Single municipalities may apply for a grant of any amount between \$2,500 and \$30,000 with a minimum local cash match requirement of 10%, based on the total project cost. The local match is not required for applications seeking funding for zoning/subdivision bylaws in municipalities without existing zoning/subdivision bylaws

A consortium of municipalities may apply for a grant of any amount between \$2,500 and \$45,000 with a minimum local cash match of 10%, based on the total project cost. The local match is not required for applications seeking funding for zoning/subdivision bylaws in municipalities without existing zoning/subdivision bylaws

Any source of cash match funds may be used: federal, other state grants, municipal, private, or non-profit. Projects that demonstrate financial partnership with outside organizations or propose a local match that exceeds the minimum match amounts are considered to have higher levels of community support in the competitive criteria listed under the *Grant Selection Process* later in this guide.

In-kind contributions or contributions of municipal staff or others' time **cannot** be offered as a match. Documentation of total expenditures (including grant and match funds) are required at the close out of the grant. If a project is completed with less than the total project cost expended, the grant award and match funds required will be reduced proportionately.

Grant Amount	10% Match Amount	Total Project Cost
\$2,500 (Minimum)	\$278	\$2,777+
\$30,000 (Max. for Single Applicant)	\$3,333	\$33,333+
\$45,000 (Max. for Consortium)	\$5,000	\$50,000+

Municipalities seeking funds for large, multi-year projects are encouraged to separate projects into related, stand-alone phases, each with a defined product upon completion, and apply for a grant each year to complete the phases (See *Single Project Scope Requirement* below). Because funds are allocated competitively each year, MPG support for subsequent phases cannot be guaranteed.

DHCD reserves the right to award less than the amount requested, based on the availability of funds.

Note: Please keep in mind that municipalities that accept MPG funding are not eligible to apply for a [Better Connections Grant](#) for the same state fiscal year as the MPG award.

Eligible Activities

The Municipal Planning Grant Program supports a wide range of projects relating to planning, land use, and resilience and promotes cooperation, collaboration, and the exchange of ideas. Eligible projects must have a clear connection to planning and implementation of the municipal plan and will be reviewed for conformance with the

regional plan, as well as statewide smart growth principles, planning goals, and land use policies.

Funds *may* be used to:

- ✓ Underwrite expenses for public meetings and hearings, informational workshops, citizen surveys, outreach, and notification costs
- ✓ Support research, data collection, capacity studies, inventories, and mapping
- ✓ Pay consultants, interns, regional planning commission staff, or legal fees associated with the project
- ✓ Purchase development rights, easements, and titles of properties for housing and conservation purposes identified in the municipal plan
- ✓ Purchase materials needed to produce a plan, bylaw, or implement or administer the project -- like writing supplies, maps, and copies
- ✓ Conduct other non-prohibited activities
- ✓ Pay a Regional Planning Commission with 'agent' status for project management expenses up to 5% of sub-contracted (non-RPC) expenses. This must be disclosed in the application and be included as a line in the work plan and budget.

Funds *may not* be used to:

- ✗ Support political activities
- ✗ Support projects incompatible with the Regional Plan
- ✗ Pay regional planning commission dues
- ✗ Reimburse expenses incurred before the grant is awarded
- ✗ Subsidize tax mapping (see *Mapping Requirements* below)
- ✗ Pay municipal officials or municipal staff
- ✗ Capitalize a "reserve" fund for use beyond the grant period
- ✗ Purchase computer hardware, software licenses or subscriptions, or other equipment not related to a specific grant funded planning event
- ✗ Pay for the cost of administering the MPG grant such as municipal or regional staff time for documenting grant expenditures and submitting the progress report and close-out
- ✗ Support plans, bylaws and policies that violate the State or Federal Fair Housing Act. Fair housing training is available to all grantees and is encouraged for projects relating to housing and/or revisions to zoning bylaws. Please contact Shaun Gilpin, Housing Policy Specialist at shaun.gilpin@vermont.gov if you are interested in training opportunities.

Mapping Requirement

- All GIS mapping must follow applicable [VCGI data guidelines or standards](#).
- Parcel mapping projects may not be funded through MPGs.

Single Project Scope Requirement

MPG grants are limited to projects with a singular and well-defined focus – even if the proposal is part of a larger project (see example below). If multiple products or separate consultant projects are proposed for MPG funds, the application may not meet the single project scope requirement. This finding will result in a lower score and only one of the projects will be funded if a grant is awarded. Applicants with questions about scope should call the program's staff.

Example: work on both a municipal plan and bylaws in the same application will usually be considered two separate projects and typically both are not funded. However, a focused issue-oriented amendment of a plan element and the associated bylaws to implement that section of the plan, can be proposed as one project. For instance, a housing element of a plan and a bylaw amendment to adopt housing-ready regulations may be considered one project.

Use of MPG as Part of a Larger Project

MPGs may be used as part of a larger or phased project. An MPG may also be used in conjunction with grants from other programs. If you propose to use the MPG for a larger project, begin by assigning a discrete part of the larger project to the MPG. Choose a component that best meets the competitive criteria and can easily be completed within the 24-month MPG timeframe. If applicable, applicants must explain use of an MPG as part of a larger project. Applicants may contact DHCD to ensure that the activity will meet the grant requirements.

Example: A municipality could use an MPG for the community outreach component of a major public project. In this instance, include the workplan for just the MPG portion of the project in the online application, explain the project in the application, and submit the overall work plan for the larger project as an attachment.

Coordination with State Agencies

Some local planning and regulatory projects require coordination with state agencies that have planning and regulatory authority over the project. For projects where state authority can be anticipated, applicants must identify the relevant agencies as project partners and include a task for coordinating with that agency in the work plan. Applicants are also encouraged to review the work plan with any such agency and include comments from the agency as an attachment to the application.

Example 1: Any project (streetscape, traffic calming, sidewalk, water, wastewater etc.) that proposes work within a state highway right-of-way must coordinate with appropriate sections at the Agency of Transportation. At a minimum, the District Transportation Administrator and the Permitting Services section should be involved. Early coordination will increase the likelihood that the work product(s) can be implemented in the future.

Example 2: A project to consider village wastewater solutions must coordinate with the [Department of Environmental Conservation \(DEC\) Water Infrastructure Financing Program](#) before submitting an MPG application, to ensure the work plan will result in a product that can be used to obtain state and federal infrastructure funding. The best evidence of this coordination is an email from DEC indicating review of the work plan. This can be attached to the application.

Grant Selection Process (Competitive Criteria)

DHCD uses competitive criteria to score and rank applications. The statewide priorities are updated annually to comply with policy initiatives, legislation, or current events. Grants are awarded based on the application’s score and ranking compared to the scores from the other applications in the same region, as well as the amount of grant funds available. Applications scoring at or below 60 points will not be funded, and regional funds may be reallocated to high-scoring projects in other regions. The DHCD Commissioner reserves the sole right and responsibility to allocate grant funding. Applications are scored as follows:

Competitive Criteria Scoring Summary	Points
Project Readiness & Need	Section: 20
Issue & Urgency	5
Funding Need	5
Project Readiness	5
Project Management	5
Public Outreach & Project Partnership	Section: 15
Public Outreach	10
Project Partnership & Support	5
Statewide Priorities	Section: 40
Project Outcomes & Goal Consistency	5
Priority Projects	15
State Designated Area Projects	20
Project Approach	Section: 35
Work Plan	20
Budget & Cost Estimates	15
Application Quality & Past Performance	Section: 10
	TOTAL: 120

Project Readiness & Need (20 points)

Projects with a specific and documented problem the community is trying to solve, and a well-organized management team, demonstrate project readiness. Projects that are unable to qualify for funding through other sources demonstrate need, as well as projects that address an urgent matter.

Public Outreach & Project Partnership (15 points)

Planning projects are more successful: 1) when there is sustained public outreach throughout a project that involves those affected, including harder-to-reach and under-represented or under-served people, 2) when they begin with strong community support, and 3) when they are done in partnership with organizations outside the municipal government. Competitive applications will demonstrate how the project will outreach to the broader public and who supports and is part of the project from the outset. This includes necessary coordination with State agencies.

Statewide Priorities (40 points)

Each year the program recognizes projects with outcomes that meet statewide priorities. Projects that meet one priority receive 5 points. Projects meeting more than one priority score 10 points. Projects that relate to state designated areas receive priority in accordance with 24 V.S.A. Chapter 76A. Refer to the [Application Guide](#) for scoring specifics. Because housing continues to be a concern statewide, projects that implement [Zoning for Great Neighborhoods](#) will receive highest priority. Refer to the [Application Guide](#) for examples of diverse projects that meet these categories:

- Projects focused on the implementation of the Act 47 of 2023 and Act 181 of 2024
- Projects related to climate resilience and flood recovery
- Projects related to housing development
- Capital programs and plans for municipal improvements
- Physical improvement plans for a designated area, which may include pre-engineering water/wastewater visioning
- Pre-requisite planning to prepare for a center or center 'step-up' designation application (please coordinate with DHCD designation program staff)
- Projects that support communities for all ages and help implement [Age Strong Vermont: A Roadmap for an Age-friendly State](#)
- Innovative and statewide projects that serve as a replicable model for other communities

Project Approach (35 points)

Projects should have a well-considered work plan and budget. Once grants are awarded, the work plan can only be changed via a grant amendment, so the scope of work and tasks described should be as accurate as possible. The work plan and budget submitted with the application will become part of the grant agreement.

Application Quality & Past Performance (10 points)

Reviewers consider the overall quality and clarity of the application, as well as applicants past performance on timely grant reporting, accurate and complete closeout documentation, and completion of past projects that were awarded funds.

Application Guide

The [Application Guide](#) assists applicants in preparing a competitive application and allows applicants to prepare draft responses before submitting the application online.

Applicants can see each application question, read advice on answering the question, view how the response will be evaluated and scored by DHCD, and prepare a draft response – all on one form. DHCD recommends applicants prepare their responses offline, and then applicants can later copy and paste their narrative responses into the online form. The GEARS system will time out after forty minutes on one-page, even if you are actively entering in information. Please “save” often so applicants do not lose their work.

Grant Awards and Administration

Award notices are sent via email to successful applicants through the online Grants Management System. In the event of partial funding, applicants are asked to submit a modified work plan and budget. Grant agreements and other required documents will be available shortly thereafter. Completion and electronic submittal of these forms will be required for payment. All grants management forms and instructions will be available through the Grants Management System. Grant payments and reporting requirements are as follows:

- **First Payment** – Upon execution of the grant agreement, a requisition may be submitted for an advance payment of 40% of the award amount.
- **Second Payment** – Mid-project reports are due April/May 2026. Requisition for 30% of the award may be submitted along with a progress report.
- **Final or Close Out Reimbursement** – Up to 30% of the award is made on a *reimbursement basis*. The reimbursement is made when the project and its deliverables, as detailed in Attachment A of the Grant Agreement, are complete, and the expenditures are properly budgeted and documented (copies of invoices and canceled checks or a detailed transaction report) showing that the funds were spent for the purposes specified in the grant agreement. Invoices must show that grantees have spent all grant funds and match funds, if applicable, no later than May 31, 2027. Funds that are unused as of that date, as well as expenditures that are ineligible or are not documented, must be returned to DHCD.

While grant activities must be completed by April 30, 2027, grantees have up to one month after that date to assemble a final report. Final reports must be submitted online no later than May 31, 2027.

Purchase of goods and services through the grant must conform with the procurement requirements defined in [Attachment D to the Grant Agreement](#). In most cases, consultants must be selected through a competitive process.

All final products and public communication must acknowledge funding from the Municipal Planning Grant Program, administered by the Vermont Department of Housing and Community Development, Agency of Commerce and Community Development. This means there should be a statement, usually on the cover page of the final plan or product, such as “*This project was funded in part by a Municipal Planning Grant, administered by the Vermont Department of Housing and Community Development.*”

Amendments

Amendments include the following options:

- 1) Minor alterations to the work plan or the approved budget may be allowed, but only upon request and approval from DHCD. Substantial alterations are not allowed, and the final product must remain the same.
- 2) Time extensions are offered for up to one additional year only. Projects that cannot be completed within the grant period under the terms of the grant agreement are closed out. The grant will cover eligible work completed for documented costs; however, ineligible or undocumented costs will not be funded, and associated funds must be returned.

Consultant Selection

The rules for consultant selection are detailed in the grant agreement’s procurement provisions (see [Attachment D of the MPG Grant Agreement](#)). A Regional Planning Commission may help a municipality prepare a grant application and bid on a grant-funded project; this is not a prohibited activity.

Pre-Application Process

Consultants may be selected before the application is submitted. If a municipality is engaged in a competitive procurement process while developing the grant application and selects a contractor at that time, there is no requirement to re-open the selection process if the grant is awarded, provided the scope of work remains substantially similar to what was in the contractor’s proposal.

Simplified Bid Process

For contracts up to and including \$10,000, the grantee is required to obtain price or rate quotations from a reasonable number of sources, but no less than two, and maintain a record of the same in its files.

Regional Planning Commission as Agent

For [rural towns](#) with a population of less than 2,500 as defined in [24 V.S.A. §4303\(25\)](#), the regional planning commission may serve as an agent of the town for the Municipal Planning Grant.

The agent is expected to prepare the application, support grant administration and will be exempt from competitive selection if serving as a project consultant, but the municipality must remain the financial administrator. RPCs may also serve as the agent for any consortium project.

Competitive Bid Process

For contracts more than \$10,000, the grantee is required to use a competitive selection method, soliciting from an adequate number of sources. A Request for Proposals (RFP) or Request for Qualifications (RFQ) should be broadly publicized to permit reasonable competition. The grantee must maintain records in its files to document how the decision was made.

Exceptions

If the grantee is a “[rural town](#)” or a multi-town consortium and has identified the regional planning commission as its agent, the simplified bid and competitive processes for hiring the RPC are not required.

Consultants working on an earlier phase of a multi-phase project may be re-selected for the project phase funded by the MPG, to maintain continuity between phases.

Information

MPG Application Webpage - instructions and resources:

<https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant/applicant-guidance>

Jenni Lavoie
DHCD Contracts & Grants Administrator
802-828-1948
jennifer.lavoie@vermont.gov

Susie Powers
DHCD Grants Management Specialist
802-505-3158
susan.powers@vermont.gov



INFORMATION ONLY

Downtown Transportation Fund

2025 Application and Guidelines



AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

2025 Downtown Transportation Fund Grant Program Guidance

Program Overview

The Downtown Transportation Fund (DTF) has funding available to help municipalities make a variety of transportation-related capital improvements (within or serving eligible designated downtown or village center districts and supporting economic development, as allowed by [24 V.S.A. §2796 \(c\)](#) pursuant to [§B.1103\(a\)\(1\) & §G300\(b\)\(8\)](#). The DTF is intended to support safe, multi-modal, and resilient transportation systems that reinforce downtown and village center economic development and revitalization efforts.

Eligibility for Designated Village Centers

Designated Village Centers that have participated in the [Better Connections Program](#) administered by the Vermont Agency of Transportation and the Department of Housing and Community Development and Designated Village Centers within Chittenden County that have completed a comprehensive downtown/village center/community area planning process with public input, comparable to the Better Connections Program, are eligible to apply. Applicants must demonstrate that proposed projects are the result of such planning processes and provide excerpts from final planning documents. If you believe your municipality does qualify but is not listed as eligible, please contact Natalie Elvidge, ACCD Planning Coordinator at natalie.elvidge@vermont.gov or 802-261-0681.

Eligible Designated Village Centers

- Bethel, Brighton, Chester, Danville, Enosburgh, Essex Junction, Fairlee, Hinesburg, Hyde Park, Jericho Riverside, Lyndon, Moretown, Northfield, Poultney, St Albans Town, Underhill Flats, Waitsfield, Warren, Westford, West Rutland.

Timeline

- Grant Announcement: November 2024
- State Historic Preservation Review completed prior to application deadline (allow 30 days)
- Application Deadline: February 17, 2025 @ 5:00 p.m.
- Award Decisions: April 2025

Eligibility and Standard Provisions

- Eligible municipalities include:
 - Municipalities with a [State Designated Downtown District](#)
 - Municipalities with a [State Designated Village Center that have participated in the Better Connections Program](#)
 - Municipalities with a Designated Village Center in Chittenden County that have completed a comprehensive downtown/village center/community area planning process with public input, comparable to the Better Connections Program.
- Proposed projects must be on municipally owned land.

- Projects must be within or serving an eligible State Designated Downtown District or a qualified Village Center.
- The maximum grant award for a municipality is \$200,000.
- Eligible costs may include acquisition, demolition, design and engineering, project management, permitting, and environmental remediation when an essential element of an eligible project and cost is incurred after grant agreement is in place. Historic preservation review (building project assessments and archaeological investigations) costs are also eligible.
- All applications must include implementation. The project scope cannot be planning and design only.
- Grant funds may **not** exceed 80% of the overall project cost and a 20% match is required (see Attachment A for an example of match calculation).
- In-kind costs are an eligible source of matching funds.
- Grant funds may **not** be used to pay for costs incurred prior to the grant award.
- Grants funds may **not** be used for general operating and maintenance costs such as repaving or administrative costs.
- Municipalities are ineligible to receive funding if they have two or more active Downtown Transportation Fund grants.
- Grantees are ineligible to receive funding if they are (a) suspended or debarred by the State or Federal Government; (b) delinquent in submitting their sub-recipient annual reports; or (c) delinquent in submitting their Single Audit Reports (if required).

Funding Alternatives

Additional project funding may be available through the [Vermont State Infrastructure Bank](#) that provides below market rates, currently 1%, to municipalities for qualified transportation related improvements. For additional information please contact the Vermont Economic Development Authority at info@veda.org or 802-828-5627.

The [Designated Downtown and Village Center Funding Directory](#) provides a list of other grant programs and funding sources that can support your community and project. You can also keep up to date on new grant opportunities and initiatives by subscribing to our newsletter [here](#).

Project Readiness

Projects must be under construction within 24 months and completed within 36 months of the date of award. Projects involving Right of Way (ROW) acquisitions or railroad crossings, must provide evidence that necessary permits and property agreements are in place. A list of other required permits necessary for the project and the status of the permits is a component of the application. Applications without clear evidence to prove project readiness will be invited to re-apply at a subsequent application round.

Phased Projects

Phased projects are allowed, provided that each phase of the project is self-contained and does not require completion of another phase to serve the project's intended function.

Applications for subsequent phases compete with other applications on an equal basis. When planning a phased project, keep in mind that municipalities are ineligible to receive funding if they have two or more active Downtown Transportation Fund grants.

Historic Preservation Review

The Vermont Historic Preservation Act (22 V.S.A. Chapter 14) requires consultation for projects with state funding, licenses, or permits with the Vermont Division for Historic

Preservation (VDHP). The project review consists of evaluating the project's potential impacts to historic buildings and structures, districts, landscapes and settings, and known or potential archaeological resources. **To aid in this review, a DTF Historic Preservation Project Review form is a component of the application. The review form, project plans and maps, and site photographs should be submitted to VDHP a minimum of 30 days prior to the DTF application deadline to allow for sufficient review time to identify if an architectural historian or archaeological consultant (qualified preservation consultant) will be required.** Any associated costs should be included in the application project budget. If awarded a grant, final plan review by VDHP or other conditions may be included in your grant agreement if it has been determined that the project has the potential to impact historic resources.

Please note if the project involves federal or other state funding or permitting (therefore subject to Section 106 or Act 250), the historic preservation review by VDHP will need to be coordinated with the appropriate agencies.

Please contact VDHP for consultation and review of your Historic Preservation Project Review Form and include the form (Attachment F) in your application. Please contact VDHP at accd.projectreview@vermont.gov.

Vermont Agency of Transportation (VTrans) Review

Staff from the Vermont Agency of Transportation will review applications after submittal to access project schedule and readiness, budget, and other technical aspects of the project.

When developing projects, it is important to provide enough detail to ensure that ensure that state and national design standards (e.g. sidewalk width, bike lane width, accessibility requirements) are complied with.

For more information see Vermont Agency of Transportation's [Bicycle & Pedestrian Design Resources](#) specifically the section "Cost Estimating Resources".

Amendment Policy

Minor alterations to the work plan, approved budget, or schedule may be allowed but only upon written request and approval. Substantial alterations are not allowed, and the end product must remain the same. Projects that cannot be completed within the grant period under the terms of the grant agreement will be rescinded. The grant will cover eligible work completed and documented costs, however, ineligible or undocumented costs will not be funded, and associated funds must be returned.

Applicants are encouraged to set up a pre-application meeting to discuss project ideas and eligibility with Natalie Elvidge, ACCD Planning Coordinator at natalie.elvidge@vermont.gov or 802-261-0681.