

MUNICIPAL OFFICES



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TOWN OF NORTHFIELD, VERMONT SELECT BOARD REGULAR MEETING Tuesday, January 28, 2025 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/85388131685?pwd=2KFApbCduzHOE7vEGZ0rRNOIEwOGGR.1>

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

Meeting ID: 853 8813 1685

Passcode: 605082

AGENDA

- I. ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. SET/ADJUST AGENDA
- IV. PUBLIC PARTICIPATION (SCHEDULED): None.
- V. APPROVAL OF MINUTES
 - a. January 9, 2025 (Special Meeting)
 - b. January 14, 2025 (Regular Meeting)
- VI. APPROVAL OF BILLS
 - a. Approval of Warrant #14-25 & #14-25A-B
 - b. Receipt of Biweekly Payroll through January 19, 2025: \$127,452.96
- VII. SELECT BOARD
 - a. Approval of 2025 Northfield Town Meeting Warning
 - b. Tax Stabilization Policy and Application
 - c. Northfield Cemetery Fee Adjustments
 - d. Northfield Energy Committee Appointments
 - e. Appointment of Individual to Receive Municipal Code of Ethics
Alleged Violation Complaints
- VIII. TOWN MANAGER'S REPORT
- IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS
- X. PUBLIC PARTICIPATION (UNSCHEDULED)
- XI. EXECUTIVE SESSION (IF NEEDED)
 - a. Legal/Personnel/Contracts [1 VSA 313 (a)(1)]
- XII. ADJOURNMENT

TOWN OF NORTHFIELD, VERMONT
SELECT BOARD SPECIAL MEETING
Minutes of January 9, 2025

- 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), Susan Stillinger, Sarah Capron, 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

- 1. Economic Development.** Manager Schulz said this is the one departmental budget that the Select Board members have not yet reviewed in depth. The bulk of this budget is devoted to the salary and benefits for the full-time Economic Development Director (Thomas Davis), which rise from \$91,120 to \$96,810 in the next fiscal year. Manager Schulz did some research regarding how other Vermont communities compensate their economic development directors and found that although the job titles might vary, the position responsibilities are usually about the same. From what he has found, Manager Schulz believes Northfield is paying Mr. Davis a comparable salary. He has spoken to Mr. Davis about this and he has no objections regarding his current salary or the proposed budget for this department. Chair Maxwell would like to see figures regarding how nearby towns Randolph and Waterbury compensate their economic development directors. Manager Schulz then stated Mr. Davis performs commendable service to the community that has included locating and successfully applying for grant opportunities. The successful grant applications have provided lasting benefits for the community and Manager Schulz said Mr. Davis also serves as a valuable sounding board for him when potential civic improvement projects are first brought up for discussion. Board member Petty felt it was good to have someone on the municipal staff who can work with local business owners regarding their individual concerns. Chair Maxwell agreed and said that it was a good development for Northfield that Mr. Davis has brought his past experience and expertise to this position. Chair Maxwell added he has received several compliments from residents related to the many already completed and upcoming civic improvement projects that will result in the further development of our downtown area. He felt this has established important momentum for additional civic improvements. Manager Schulz said an unexpectedly high number of grant opportunities have become available during Mr. Davis's tenure so it has been very good to have a full-time EDD on board at this time. It then was noted that American Rescue Plan Act (ARPA) funds were used to pay part of the EDD salary and benefits over the past couple of years. However, it was confirmed by Ms. Baroffio that with the next fiscal year budget, this position will be wholly funded out of the Town General budget. Chair Maxwell felt it was important to create a private space for Mr. Davis so that he can discuss potentially confidential business matters with local entrepreneurs. Mr. Davis currently shares an office with the part-time Zoning Administrator. Manager Schulz said we are looking at a number of possible options to achieve this in the Municipal Building. It has been suggested that a permanent wall be installed that would fully separate the Lister's Office and the Conference Room. This would allow Mr. Davis to hold private meetings there when needed. It was noted most line items in this budget are level funded in the next fiscal year and this concluded the discussion of the Economic Development budget.
- 2. Town Budget Recap.** A handout was distributed to the Select Board members that included recent revisions to the proposed budget. Some of these have been approved by Select Board consensus but some are still under consideration. For example, there were some adjustments in the revenue budget such as lowering the amount projected for Town Clerk fees from \$35,000 to \$30,000 based on past actuals. In addition, since it has been proposed to provide free swim lessons for Northfield residents this summer, the Pool Department line item for swim lesson revenue has been decreased from \$2,900 to \$500. Also based on past actuals, the revenue anticipated for income interest in the Town General Fund and the Capital Improvement Plan (CIP) budgets has been increased by a total of \$15,000.

In the municipal operations and maintenance (O&M) budgets, the Vermont League of Cities & Towns (VLCT) has provided updated cost figures for its workers compensation, property insurance, auto insurance, liability insurance, etc. coverage for the 2025 calendar year. The overall impact is a \$11,180 budget increase that will be spread over multiple departments. In the Northfield Fire Department (NFD) budget, there was Board consensus that the amount budgeted for equipment recertification be increased from \$8,000 to \$10,000. The Northfield Police Department (NPD) personnel budget will increase by \$32,450 in order to fully budget for five (5) full-time officers. The proposed budget previously had taken into account that a full-time officer would be on military leave for at least part of the next fiscal year. In the Northfield Ambulance Service (NAS) personnel budget, there will be a \$1,610 increase to cover the extra cost of increasing the hourly wage of NAS paramedics from \$22.00 to \$23.00. In the Highway Department budget, \$500 was added to the Catch Basin Cleaning line item and the Cemetery budget saw an increase in the Tree Removal budget from \$1,500 to \$5,500. In the Pool budget, there will be a \$1,120 increase in the personnel budget to cover the additional cost of having lifeguards working theme nights and special events.

In the CIP budgets, the Brown Public Library CIP budget will be increased by \$5,000 in order to add additional funding for the future replacement of the library roof. This will supplement the \$25,000 already in this budget account. In the Highway Department CIP budget, \$5,000 was removed from the Water Street Footbridge account and \$6,000 was put into a new line item for the Vine Street Footbridge. In the Capital Equipment Plan (CEP) budgets, the amount budgeted in the Pool CEP budget for new diving boards was increased from \$1,000 to \$2,000. In the Highway Department CEP budget, \$9,650 was added to the $\frac{3}{4}$ Ton-18 Chevy account to cover the extra expense of purchasing a new plow for the replacement truck.

Manager Schulz said as a result of these budget revisions, the change to the tax levy is an additional \$61,910, which will result in an estimated tax rate increase of 9.3%. All of these aforementioned revisions were approved by consensus by the Select Board members at previous budget meetings. He then noted that another item that needs to be approved is to determine how unallocated ARPA funds will be incorporated into the proposed budget. At the last regular meeting (12/10/24), the Select Board members approved a resolution that would redesignate unallocated ARPA funds as Town General surplus funds. Manager Schulz will explain this process and the reasoning behind it in his annual report to be included in the 2025 Town Report (and also distributed on local social media). However, he and Ms. Baroffio are still working on the best way to include these funds in the proposed FY 2025/2026 budget. This would not affect the overall budget figures or the estimated local tax rate. Manager Schulz added that there now are \$35,000 in former ARPA funds that are not linked to any specific project and the current plan is just to indicate them as surplus funds. They could be linked to a specific purpose at a later time. Ms. Baroffio said these funds could be included in the Highway CIP accounts for bridge maintenance, etc. It was requested that management provide a recommendation regarding these former ARPA funds for the next budget meeting.

Board member Petty noted there has been some discussion over the last year for using the income interest generated from banked ARPA funds (and possibly other ARPA funds) in order to create a local match fund for future state/federal grant applications. Ms. Baroffio noted that as of December 5, 2024, the total amount of ARPA interest income was \$130,424. This amount has increased in the interim and is expected to further increase in the next year. The amount of the increase will diminish over time as those banked funds are spent on designated projects. Manager Schulz felt state grant opportunities should remain fairly constant in the coming year even if federal grant opportunities decrease due to the incoming administration. He would recommend that should a reserve fund be created for this purpose, there should be some flexibility how its establishment is worded so that future use of these funds is not too restricted. Board member Morse suggested adding an article on the 2025 Town Meeting Warning as follows: "Shall the voters authorize the Town of Northfield to establish a reserve fund for the purpose of funding matching grants?" There were no objections to this. Board member Petty thought it would be very good to have this reserve fund in place as grant opportunities often arise without much advance notice. Also, indicating on the grant application form that local match funds are already on hand improves the chances of a successful grant application.

Manager Schulz noted that in recent years, a good number of local civic improvement projects have been largely funded through state and/or federal grant monies including the Stony Brook Bridge project, South Main Street sidewalk improvements, etc. Board member Petty noted that several of these projects were urgently needed and the availability of these grant funds certainly hastened the process. She then asked how much should be put into this new reserve fund. Chair Maxwell said management should be able to provide a recommendation on this. Ms. Baroffio noted about \$44,000 remains from the original \$100,000 in the Economic Development Fund that Northfield voters authorized at the 2014 Town Meeting.

Chair Maxwell said in the NAS proposed budget, there is an increase in the school/training line item from \$4,000 to \$6,000. However, the NAS Chief (Meggan McCusker) had asked that this line item be raised to \$11,000, which Manager Schulz felt was too much of an increase in one fiscal year. Board member Petty suggested raising this line item to \$7,000. In addition, Chief McCusker had asked the overnight standby duty stipend be increased from \$3.00 to \$5.00 per hour in the next fiscal year. Manager Schulz said paying the stipend itself is a relatively new development. Ms. Baroffio said the proposed NAS budget does increase this stipend to \$3.50 per hour. There was no objection to leaving the stipend amount at that figure.

3. **Other items.** Board member Morse noted Economic Development Director Davis had provided the Select Board members with a proposal to form a non-profit organization in order to build affordable housing in Northfield. Board member Petty felt since this was not really a budget matter, this discussion should not be held tonight as not properly warned. Chair Maxwell agreed and said that this matter would be added to the agenda for next week's regular meeting (01/14/25). There was no objection to this. Board member Morse said he would have a number of questions for Mr. Davis at that time regarding the feasibility of his proposal.

IV. PUBLIC PARTICIPATION (UNSCHEDULED).

- a. **Elroy Hill: Future Dump Truck Purchases.** Mr. Hill asked when the municipality started purchasing tandem dump trucks rather than the less expensive single-axle dump trucks. Board member Morse thought this happened when he was Town Manager about twenty-five (25) years ago. Mr. Hill thought the extra expense (\pm \$75,000) of the tandem dump trucks was not really justified in terms of timely road material delivery, fuel consumption, etc. Board member Morse believes the reason for the switch to tandem trucks was in order to get more material on the backroads early in the morning before the school buses starting running. However, due to the ever increasing costs of heavy trucks in recent years, Board member Morse would not oppose revisiting this preference in order to save money in future. He added that there are some steep roads, such as Turkey Hill Road, that the tandem trucks cannot navigate. Chair Maxwell also would not oppose researching this matter further but added that in the last twenty-five (25) years, residents seem to have developed less realistic expectations about having their backroads cleared and prepped in time for their early morning commutes. Chair Maxwell agreed that the cost of new highway equipment has been increasing out of sight so he would welcome any feasible option to lower future costs.

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

The Board adjourned at 7:10 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

A video recording of this meeting is available at <https://youtu.be/piQ9IzS2X6U>

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

**TOWN OF NORTHFIELD, VERMONT
SELECT BOARD REGULAR MEETING
Minutes of January 14, 2025**

- I. ROLL CALL.** Chair K. David Maxwell, Board members Charles Morse, Lydia Petty, Merry Shernock, and John Stevens. Also present were Manager Jeff Schulz, Acting Clerk Kenneth McCann, Thomas Davis (Economic Development Director), Debbie Zuaro (Chair, VOREC Grant Implementation Committee), Rhonda Doyon, Pam Ricker, 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. Debbie Zuaro, Chair, Vermont Outdoor Recreation Economic Collaborative (VOREC) Grant Implementation Committee: Economic Impact Study Report.**

Ms. Zuaro noted the VOREC committee's activities are drawing to a close as the grant funds have either been spent or are committed to projects soon to be completed. For example, the new wayfinding and trail signage has been purchased but the bulk of it cannot be installed along the Town Forest trail system and some other locations until springtime. One requirement of this state grant program was the production of an economic impact study that documented how these grant funds provided real and lasting benefits to the community. Ms. Zuaro said the SE Group consulting firm was engaged to produce this report and she then provided a slideshow presentation of the report's highlights and conclusions. (This document also is available on the Northfield municipal website at <https://www.northfield-vt.gov/town-forest>.) Ms. Zuaro said that to assist in the production of this study, trail counters were placed in the Town Forest to document usage of marked trails, surveys were distributed to Northfield residents and local business leaders, trail users were "intercepted" for their opinions, etc. The study did show Town Forest trail usage did increase in 2023 and 2024, which was the period when grant funds were used for trail improvements, etc. For example, use of the "Red Trail" saw a 48% increase over this period. It also was found that the trail system is used fairly steadily throughout the week and not just on weekends. Ms. Zuaro said it was also documented that 78% of survey respondents felt it was important to have outdoor recreation opportunities for community members even though many of them were not fully aware of what is now currently available in Northfield, i.e. Town Forest, Dog River Park, Memorial Park, the Northfield Falls Park, etc. Another discovery was that 23% of Town Forest trail users are Northfield residents and the most of rest live less than thirty (30) minutes from the trail system. Also, most trail users learned about their existence from family, friends, or neighbors. The Shaw Outdoor Center is the most popular entry location for the Town Forest trail system, which is what the VOREC committee members have tried to encourage due to the availability of nearby public parking. Based on the intercept surveys, it was found that 81% of trail users purchase food and/or drink from local businesses while in Northfield, 62% visit local gas stations, and 92% shop at local retail stores. Ms. Zuaro said the study also includes public suggestions for how the trail system experience could be improved, which included improved signage and having trail maps available, more convenient parking locations, better trail maintenance, etc. It was noted that these concerns were addressed either directly or indirectly through the use of the VOREC grant funds. Ms. Zuaro then thanked the Select Board members for authorizing that \$40,000 in American Rescue Plan Act (ARPA) funds be used to supplement the grant funds spent to complete the purchase of the wayfinding signage. Board member Morse asked how long the VOREC committee has been working on the grant implementation process. Ms. Zuaro said it has been a few years as the committee first started holding regular meetings in June 2022. Before this, Ms. Zuaro said she had worked on similar projects as a member of the Northfield Conservation Commission (NCC) and as a member of various ad hoc committees before then. She added that she has been grateful for the support of the Select Board members throughout the process. She probably will address them again after all the new signage has been installed and the grant totally closed out this spring. Chair Maxwell and the other Select Board members then thanked Ms. Zuaro and the other VOREC committee members for all that they have been able to accomplish through this state grant program.

- b. Thomas Davis, Economic Development Director: Non-Profit Housing Proposal.**
- Mr. Davis recently sent a proposal to the Select Board members stating that the best way to generate additional affordable housing in Northfield would be to form a non-profit organization that would be able to apply for grant funds as well as private investments to accomplish this goal. He added that the rental units built would charge below the local market price, which would mean rental costs of about \$1,100 per month rather than \$1,700 per month. Mr. Davis said Downstreet Housing & Community Development has provided this role in Montpelier and some neighboring communities in the Central Vermont area. Unfortunately, their focus has shifted northward towards Lamoille County rather than in our direction. In this light, Mr. Davis proposes that a new non-profit organization based in Northfield be formed and he would be willing to help guide its creation and steer its initial operations in a capacity separate from his role as Economic Development Director. He added that this non-profit would supplement what private developers have been able to accomplish locally in recent years but its focus would be squarely on the creation of affordable housing for the community. As the expansion of certain local businesses has been hampered by a lack of suitable housing for current and potential employees, Mr. Davis feels such businesses might be willing to invest funds in this non-profit in order to improve their own financial interests. There also could be investments from local banking institutions once the feasibility of the program has shown itself. Board member Morse though this was an admirable goal but asked where the new housing would be built as there is not enough suitable municipal property for this purpose. Mr. Davis said the non-profit would purchase appropriate property lots from local landowners. The initial target areas would be in the downtown area and along the Vermont Route 12/12A corridor where there now is access to municipal water and wastewater lines. The target area could be expanded at a later time should those lines be extended northward towards Northfield Falls and southward along Vermont Routes 12 and 12A. It is possible some of these property owners had envisioned building housing units on their lands themselves but have neither the financing nor other needed resources to do it alone. In that case, they may prefer to sell their property to the non-profit rather than pay taxes on vacant lots for the foreseeable future. Board member Morse said to meet federal requirements, the non-profit would need to have a board of directors, hold open meetings, etc. He then asked if there are any local businesses that might be interested in investing in the non-profit. Mr. Davis said Mayo Healthcare has considered expanding its independent living facilities for some time and could be assisted by the non-profit in accomplishing this. He has contacted other potential investors who might be interested in the available tax breaks, etc. Mr. Davis also noted that Darn Tough has had problems recruiting new employees due to local affordable housing shortages so they might be another possible interested party. Board member Shernock asked what would be the initial financial investment in the non-profit. Mr. Davis said the non-profit would probably start small with one or two potential projects and for this he thought \$250,000 would be a sufficient starting point. He added that this scenario is very similar to what a Randolph non-profit has been able to achieve in recent years. The non-profit would directly own any rental units but their maintenance and rent collection probably would be outsourced. Such property ownership also could serve as good leverage for future investments from banking institutions and private interests. It also is possible that a successful apartment complex could be sold at a future time in order to raise additional capital to fund new projects. Board member Shernock asked if potential investors from outside Northfield would be solicited. Mr. Davis said that was a possibility as recent civic improvements and other developments have made Northfield a good Vermont community in which to invest. This includes the future Cyber Fusion Center at Norwich University (NU) that should attract considerable interest from the cybersecurity global community. Board member Stevens asked if the property purchased by the non-profit organization would be taken off the town's tax rolls. Mr. Davis said it would not although there might be a request for a tax stabilization agreement for the property. Board member Petty asked if existing non-profits might be interested in getting involved should this new local non-profit organization be established. Mr. Davis said it was possible that existing regional non-profit organizations might be interested in some potential interaction.

Board member Petty said she would like to have additional affordable housing units created in Northfield but is concerned about potential conflict of interest issues emanating from such a close connection between the municipality and the non-profit organization. She asked if it would be possible to completely separate the two entities once the non-profit proved sufficiently successful in its endeavors. Mr. Davis said that was a possibility. As the non-profit grew, it would require additional staffing and other resources that the municipality probably would not be able to provide. Such a separation would be a natural step in the process. Chair Maxwell said at the time Jon Ignatowski was hired as Northfield's first Economic Development Director several years ago, there was a meeting with potential local investors that had discussed following in the footsteps of the Town of Bennington, which also established a non-profit organization to help with local economic development, create new housing units, etc. Bennington has benefited considerably from this and Chair Maxwell felt Northfield should view their success story as a good example of what can be achieved through such a public-private partnership. However, Chair Maxwell felt the potential conflict of interest concern should be worked out before he would endorse this proposal. Mr. Davis said the most important method of dispelling such concerns would be to maintain full transparency with public meetings, press releases, etc. in order to provide full accountability. He added there might be some future local development projects that could be handled better by private interests than a non-profit. That determination could be made by the non-profit's board of directors on a case-by-case basis. Mr. Davis said the first step for the newly established non-profit would be to locate and pursue grant funding that may or might not also be available to municipalities. Board member Morse asked if Downstreet Housing & Community Development might be willing to partner with the Northfield municipality on this. Mr. Davis said they are already involved with several Central Vermont communities and they probably wouldn't want to expand their operations into Northfield. Manager Schulz said he did reach out to Downstreet a few years ago regarding various local projects but they did not have much interest due to their other commitments. He added that establishing a new non-profit here would allow it to take advantage of local funding sources that have been largely untapped in the past. Mr. Davis emphasized that the non-profit would start its operations slowly at first while building up its resources. Board member Morse thought this would be a big step for the municipality but Northfield definitely has benefited from private development projects in recent years and this could provide even more opportunities for future community growth. Chair Maxwell asked what Mr. Davis would like from the Select Board members at this time. Mr. Davis would like an endorsement from them as he pursues this proposal. Manager Schulz said he has been in contact with the Town Attorney regarding this proposal and he has confirmed that it would pass legal muster. There would have to be a Memorandum of Understanding (MOU) drafted and later approved by the Select Board members that would resolve any conflict of interest issues and any other possible concerns. Board member Petty would like to see some examples of other such situations in which a municipal employee was able to simultaneously serve as the head of a non-profit organization. Manager Schulz said the Town Attorney can provide some research on this and other related matters. Chair Maxwell feels Mr. Davis's proposal has real merits and could bring definite benefits to the Northfield community but he also would like to make sure there are no unresolved issues before the Select Board decides to formally endorse it. He then thanked Mr. Davis for bringing this proposal to the Select Board members and looks forward to discussing it further and perhaps moving forward on it after more information has been received so that due diligence can be performed.

V. APPROVAL OF MINUTES

- a. **December 5, 2024 (Special Meeting).** Motion by Board member Morse, seconded by Board member Stevens, to approve the minutes. **Motion passed 5-0-0.**
- b. **December 10, 2024 (Special Meeting).** Motion by Board member Morse, seconded by Board member Stevens, to approve the minutes. Board member Shernock found one typo that will be corrected. **Motion passed 5-0-0.**
- c. **December 10, 2024 (Regular Meeting).** Motion by Board member Morse, seconded by Board member Stevens, to approve the minutes. **Motion passed 5-0-0.**
- d. **December 12, 2024 (Special Meeting).** Motion by Board member Morse, seconded by Board member Stevens, to approve the minutes. **Motion passed 5-0-0.**

- e. **December 17, 2024 (Special Meeting).** Motion by Board member Morse, seconded by Board member Stevens, to approve the minutes. **Motion passed 5-0-0.**
- f. **January 7, 2025 (Special Meeting).** Motion by Board member Morse, seconded by Board member Stevens, to approve the minutes. **Motion passed 5-0-0.**

VI. APPROVAL OF BILLS

- a. **Approval of Warrant #13-25 & #13-25A-B.** Motion by Board member Morse, seconded by Board member Stevens, to approve Warrant #13-25 & #13-25A-B in the amount of \$634,704.29. Board member Shernock asked about a \$2,083 payment to the Northfield Senior Center. Manager Schulz said this is the monthly allocation paid from the municipality's "Human Services" budget. Board member Shernock then asked about the purchase of a new Chevrolet Silverado. Manager Schulz said this was a budgeted purchase for the Highway Department and the state bid process was used to obtain a lower price. A new plow and lightbar had to be purchased separately. **Motion passed 5-0-0.**
- b. **Receipt of Biweekly Payroll through December 22, 2024.** Motion by Board member Morse, seconded by Board member Stevens, to receive the biweekly payroll in the amount of \$139,285.02. **Motion passed 5-0-0.**
- c. **Receipt of Biweekly Payroll through January 5, 2025.** Motion by Board member Morse, seconded by Board member Stevens, to receive the biweekly payroll in the amount of \$130,579.31. **Motion passed 5-0-0.**

VII. SELECT BOARD

- a. **Non-Profit Housing Proposal Discussion.** This item was added to the agenda in case the Select Board members decided to take action on this matter tonight. As indicated earlier, no action will be taken as the Select Board members have requested additional information regarding Mr. Davis's proposal. Chair Maxwell said the Town Attorney should be able to provide a legal opinion in a timely manner regarding potential conflict of interest concerns and other matters. Manager Schulz said we also should get some information regarding the past experiences of non-profits organizations that started in the manner Mr. Davis has proposed. Board member Petty would like to see a written document that would clarify the governance of this non-profit and its operations. She also would like to have a legal opinion on the appropriate role of the Economic Development Director in the process. Board member Petty said all Northfield residents want what's best for the community but there might be honest disagreements on the correct course of action. Chair Maxwell also would like to see what would be the impact on local taxpayers. No public funds would be used in establishing the non-profit organization but there might be indirect costs. Board member Petty noted taxpayer money does fund the Economic Development Director's salary so that might be a concern. Also, should the non-profit attempt to purchase a desirable property for future development, that might create a potential conflict with local private parties with similar interests. Chair Maxwell said the Town Attorney and Manager Schulz should be able to get some answers for the concerns raised tonight. It is likely that this information should be available in time for review and discussion at one of next month's regular meetings.
- b. **Town Meeting Article re: Approving Budget by Australian Ballot.** At a previous meeting, Board member Petty suggested adding an article on the 2025 Town Meeting warning that would allow Northfield residents to decide whether or not the municipal budget should continue to be voted on from the floor at the Town Meeting open session or whether it should be voted on by Australian ballot in future years. This matter was put on the 2017 Town Meeting warning and the request had been rejected at that time. Chair Maxwell asked if the Select Board members want to put this on the warning again for this year's Town Meeting in March 2025. Board member Morse felt if there really was strong local sentiment for this change, its backers should have been able to add it to the warning through the petition process. Board member Petty noted that when the Town Meeting open session was cancelled in 2021 and 2022 due to the COVID-19 pandemic, the municipal budget was by necessity voted on by Australian ballot and many residents thought that was a good development as it allowed for more public participation in the process. The usual attendance at the open session is usually around 100 people whereas over 600 residents voted on the budget by Australian ballot in 2021 and over 650 the following year. Chair Maxwell said there are some home-confined residents who do not feel it is right that they are being excluded from the process.

After some discussion, there was Select Board consensus to add this article to the warning. There will be a second article asking if non-budget items as well should be voted on by Australian ballot as this also was done during the pandemic.

- c. **Approval of the Vermont Agency of Transportation (VTrans) 2025 Certificate of Highway Mileage.** VTrans requires each municipality to confirm whether it added or subtracted any town highway mileage during the previous calendar year. Failure to approve and submit the form can result in delays in receiving state funding for local road operations, etc. Manager Schulz confirmed that there were no changes in local highway mileage in the past year. Motion by Board member Morse, seconded by Board member Stevens, to approve and sign the VTrans Certificate of Highway Mileage. **Motion passed 5-0-0.**
- d. **FY 2025-2026 Town Budget Process.** Manager Schulz said he and Finance Director Laurie Baroffio are now finalizing the proposed budget by including the revisions the Select Board members approved by consensus at their budget meetings. There were \$36,500 in untagged ARPA funds that by Select Board resolution were reallocated as Town General surplus funds. The management recommendation is to use \$32,500 to fund a portion of the Economic Development Director position and the remaining \$4,000 be set aside for Community Room upgrades. In addition, the \$44,000 that would have been allocated for a fourth Northfield Police Department (NPD) patrol vehicle will be redesignated for other purposes. In future, the municipality will budget for only three (3) NPD patrol vehicles. The next budget meeting was scheduled for Thursday, January 23, 2025 at 6:00 p.m. in the Community Room.

VIII. TOWN MANAGER'S REPORT

- a. **Main Street Bridge Replacement Project.** Manager Schulz said this project is still on track for the summer of 2026. VTrans is still negotiating easements with some private property owners in or near the construction site.
- b. **Cross Brother Dam Removal Project.** Manager Schulz said the final engineering plans for this year's dam removal are now sixty percent (60%) complete. The plans will be presented to the Select Board members at their February 11, 2025 regular meeting.
- c. **Pool House Renovation Project.** An architectural firm has been hired for this project and the Town Buildings & Energy Subcommittee will be holding a kickoff meeting with them on Wednesday, January 22, 2025 at 3:00 p.m. Members of the Accessibility, Walkability, and Pedestrian Safety Task Force will be invited to participate as well.
- d. **Pearl Street Retaining Wall.** Manager Schulz reported structural engineers have inspected the retaining wall at the corner of Pear Street and School Street. They found that it was in poor condition and needs to be replaced. The cost estimate for doing this is \$4,000 and Manager Schulz has signed an agreement for the project design.
- e. **Main Street Potholes.** There have been a number of complaints about bad potholes along Main Street and Manager Schulz said the worst of them either have been or will be repaired soon with hot mix. Chair Maxwell also has received many phone calls about these and other potholes and would like prompt action taken.
- f. **Depot Square Pedestrian Signal Post Damage.** Manager Schulz stated the post that supported the pedestrian crossing signal near the Common Café was knocked down over the weekend. The investigation to determine who was responsible is ongoing. He will file a claim with our insurance company so that the pole and crossing signal can be restored as soon as possible.

IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **Slaughterhouse Road Covered Bridge Damage.** Board member Shernock was alarmed by the amount of damage to this covered bridge, which seems to have been struck by numerous vehicles. Manager Schulz said the damage probably was done some time ago but he was unsure when it happened. Board member Shernock suggested contacting the residents who live on the other side of the bridge to see if they know anything about this. She added that many tourists come to Northfield to view and take pictures of our covered bridges so they should be kept in good condition. Board member Stevens asked about the possibility of adding a steel bar at each entrance of our covered bridges to prevent oversized vehicles from going onto them. The covered bridges in Lyndonville have this installed. Manager Schulz has looked into this possibility and is obtaining cost estimates. Board member Shernock felt that the bars might not be too attractive but the alternative of regular covered bridge damage is less appealing.

- b. **Zoning Regulations Consultant.** When the zoning regulation updates were recently approved by the Select Board members, there was an understanding that the municipality would be looking to hire a zoning law consultant in order to pursue further revisions that would encourage the building of additional housing units, etc. Board member Shernock asked about the status of this. Manager Schulz said the municipality will be applying for a state grant to cover the expense.
- c. **Vermont Department of Taxes Equalization Study Results.** A copy of the 2024 report was included in the board packets and it indicated that the Common Level of Appraisal (CLA) in Northfield had dropped to 60.77%. Board member Stevens asked if this report required any further action. Manager Schulz said a townwide reappraisal is required when the CLA drops below seventy percent (70%) and this happened a couple years ago already. The Board of Listers have started the process for a townwide reappraisal that is scheduled to start in April 2026. The delay is due to the fact that many Vermont communities are in the same position and there is a limited number of professional appraisers who can perform the work.
- d. **Northfield Citizens' Planning Project Meetings.** Board member Petty was pleased with the number of Northfield residents who attended and participated in the meetings held last Friday and Saturday at the Northfield Middle & High School (NMHS). These meetings were led by professional community planners seeking public input on how best to revitalize the community. There will be a final meeting held on Thursday, January 16, 2025 at 6:00 p.m. in the NMHS auditorium. At that time, the consultant findings to date will be presented and members of the public will be asked for their views on what should be done in future. The ultimate objective of this project is to create "a proposed Community Master Plan for Northfield's future growth and character. It will focus on downtown Northfield, Northfield Falls, and the Rte. 12 corridor connecting them. The goal is to ensure that future growth retains the town's character, while making new development affordable to construct and maintaining a reasonable quality standard."

X. PUBLIC PARTICIPATION (UNSCHEDULED)

- a. **Carolyn Stevens: Moseley Covered Bridge Maintenance.** Ms. Stevens is pleased that the Select Board members are paying much attention to the four (4) covered bridges located in Northfield Falls but she would like more done to maintain and protect the Moseley Covered Bridge located on Stony Brook Road. Ms. Stevens said this covered bridge, which also is very popular with tourists, now needs repair urgently. Chair Maxwell agreed that we need to protect and provide needed repairs for all our covered bridges and make those responsible for the damage pay for their restoration.
- b. **Elroy Hill: Sidewalk Plowing Concern, etc.** Mr. Hill noted that the sidewalk clearing machine now seems to leave a snow ridge in the middle of the sidewalk after sweeping over it. Manager Schulz will speak to the Highway Foreman about making the proper machine adjustments so that this doesn't happen in future. He added that the extreme cold weather recently has made the use of salt on the sidewalks less effective. Mr. Hill also would like to remind people to be more kind to each other in their daily interactions.

XI. EXECUTIVE SESSION. Motion by Board member Morse, seconded by Board member Petty, to go into executive session, in accordance with 1 VSA 313 (a)(1)], in order to discuss a personnel matter with Manager Schulz present. **Motion passed 5-0-0.**

The Board went into executive session at 9:17 p.m.

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

The Board came out of executive session at 9:45 p.m. No action was taken.

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

The Board adjourned at 9:45 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

A video recording of this meeting is available at <https://youtu.be/A992YzyojQw>

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: 01/31/25

WARRANT 14-25 & 14-25A-B

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>52,489.39</u>	ELECTRIC FUND	<u>120,360.66</u>
MUNICIPAL PLANNING GRANT	_____	WATER FUND	<u>9,306.02</u>
FLOOD BUYOUT GRANT	_____	SEWER FUND	<u>37,507.89</u>
COMMON FUND	_____		
COMMUNITY DEVELOPMENT FUND	_____		
ARPA FUND	_____		
TOWN CIP	<u>64,145.95</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>\$116,635.34</u>	SUBTOTAL	<u>\$167,174.57</u>

GRAND TOTAL

\$283,809.91

YEAR/PERIOD: 2024/12 TO 2025/7

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

10000	TOWN GEN - BALANCE SHEET						
10000	01340	UNUSED POSTAGE INVENTORY					
040191	NEOPOST-NEOFUNDS	83811	0	2025 7 INV A	1,500.00	14-25	JAN 25 POSTAGE
INVOICE:		FULL DESC: JAN 25 POSTAGE					
ACCOUNT TOTAL					1,500.00		
ORG 10000					TOTAL	1,500.00	
10130	TOWN MANAGER						
10130	07070	DUES/MEETINGS/SUBSCRIPTIONS					
021684	BUSINESS CREDIT CARD	83835	0	2025 7 INV A	27.05	14-25	24-25 WIX WEBSITE A
INVOICE:		FULL DESC: 24-25 WIX WEBSITE APP-CALENDAR FEE					
021684	BUSINESS CREDIT CARD	83836	0	2025 7 INV A	77.81	14-25	FLOWERS
INVOICE:		FULL DESC: FLOWERS					
021684	BUSINESS CREDIT CARD	83837	0	2025 7 INV A	10.74	14-25	12/21-1/20 GOTOMEET
INVOICE:		FULL DESC: 12/21-1/20 GOTOMEET TMGR					
021684	BUSINESS CREDIT CARD	83838	0	2025 7 INV A	196.62	14-25	24-25WIX WEBSITE FE
INVOICE:		FULL DESC: 24-25WIX WEBSITE FEE-BUSINESS BASIC PREMIUM					
					312.22		
061968	VT TOWN/CITY MANAGE.	83792	0	2025 7 INV A	100.00	14-25	CY 25 MEMBERSHIP RE
INVOICE:		FULL DESC: CY 25 MEMBERSHIP RENEW					
ACCOUNT TOTAL					412.22		
ORG 10130					TOTAL	412.22	
10140	TOWN CLERK/TREASURER						
10140	05152	HRA					
039617	MVP-HRA	83744	0	2025 7 DIR P	1,364.79	14-25	3315 JAN 14, 2025 HRA CL
INVOICE:		FULL DESC: JAN 14, 2025 HRA CLAIMS CARD					
ACCOUNT TOTAL					1,364.79		
10140	07050	OFFICE SUPPLIES					
035892	MAGEE OFFICE PLUS	83787	0	2025 7 INV A	28.40	14-25	BLACK PENS-TC
INVOICE:		FULL DESC: BLACK PENS-TC					
ACCOUNT TOTAL					28.40		
ORG 10140					TOTAL	1,393.19	
10230	ACCOUNTING						
10230	07050	OFFICE SUPPLIES					
035892	MAGEE OFFICE PLUS	83785	0	2025 7 INV A	15.24	14-25	POST-IT FLAGS
INVOICE:		FULL DESC: POST-IT FLAGS					
052902	SECURSHRED	83815	0	2025 7 INV A	24.00	14-25	1/9 SHREDDING PICKU
INVOICE: 478629		FULL DESC: 1/9 SHREDDING PICKUP SRVC					

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
056769 TYLER BUSINESS FORMS	83824	0	2025	7 INV A	119.64	14-25	W-2 EMPLOYER
INVOICE: 101107		FULL DESC: W-2 EMPLOYER					
		ACCOUNT TOTAL			158.88		
		ORG 10230	TOTAL		158.88		
10260		LISTERS					
10260 06220							
040389 N.E. MUN RESOURCE CT	83810	0	2025	7 INV A	852.34	14-25	JUL24-JUN25 MARSHAL
INVOICE: 56458		FULL DESC: JUL24-JUN25 MARSHALLSWIFT RES/COMM TABLES					
		ACCOUNT TOTAL			852.34		
		ORG 10260	TOTAL		852.34		
10320		FIRE DEPARTMENT					
10320 06223							
051216 REYNOLDS & SONS	83813	0	2025	7 INV A	1,087.25	14-25	FLOW TEST-AIR PACKS
INVOICE:		FULL DESC: FLOW TEST-AIR PACKS					
		ACCOUNT TOTAL			1,087.25		
10320 08020							
028560 GILLESPIE FUELS	83779	0	2025	7 INV A	247.66	14-25	150.1 GALS PROPANE
INVOICE:		FULL DESC: 150.1 GALS PROPANE 12/16 FD					
028560 GILLESPIE FUELS	83780	0	2025	7 INV A	314.00	14-25	190.3 GALS PROPANE
INVOICE:		FULL DESC: 190.3 GALS PROPANE 12/28 FD					
028560 GILLESPIE FUELS	83781	0	2025	7 INV A	82.66	14-25	50.1 GALS PROPANE 1
INVOICE:		FULL DESC: 50.1 GALS PROPANE 1/2 FD					
028560 GILLESPIE FUELS	83782	0	2025	7 INV A	229.02	14-25	138.8 GALS PROPANE
INVOICE:		FULL DESC: 138.8 GALS PROPANE 1/10 FD					
					873.34		
		ACCOUNT TOTAL			873.34		
10320 08160							
023172 DESORCIE EM.PRODUCTS	83771	0	2025	7 INV A	2,929.00	14-25	PUMP SRVC-07,17 ENG
INVOICE: 20006		FULL DESC: PUMP SRVC-07,17 ENG, 00TOWER, 22TANKER					
		ACCOUNT TOTAL			2,929.00		
10320 08250							
051216 REYNOLDS & SONS	83814	0	2025	7 INV A	238.00	14-25	STRAPS
INVOICE:		FULL DESC: STRAPS					
		ACCOUNT TOTAL			238.00		
		ORG 10320	TOTAL		5,127.59		

YEAR/PERIOD: 2024/12 TO 2025/7

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

10330	POLICE DEPARTMENT						
10330 06090	JANITORIAL SERVICES						
053855 SPOTLESS CLEANING	83818	0	2025	7 INV A	200.00	14-25	1/13-1/19 CLEANING
INVOICE: 158	FULL DESC: 1/13-1/19 CLEANING SRVCS						
053855 SPOTLESS CLEANING	83819	0	2025	7 INV A	200.00	14-25	1/20-1/26 CLEANING
INVOICE: 159	FULL DESC: 1/20-1/26 CLEANING SRVCS						

					400.00		
ACCOUNT TOTAL					400.00		
10330 07050	OFFICE SUPPLIES						
035892 MAGEE OFFICE PLUS	83784	0	2025	7 INV A	14.58	14-25	COFFEE/TRASH LINERS
INVOICE:	FULL DESC: COFFEE/TRASH LINERS-PD						
ACCOUNT TOTAL					14.58		
10330 08070	GASOLINE						
042896 NFLD TOWN GEN FUND	83881	0	2025	7 INV A	820.49	14-25	DEC24 GAS/DIESEL
INVOICE:	FULL DESC: DEC24 GAS/DIESEL						
ACCOUNT TOTAL					820.49		
10330 08300	DEPARTMENT SUPPLIES						
042767 TDS LEASING INC	83820	0	2025	7 INV A	105.00	14-25	1/25-4/25 WATER COO
INVOICE: 1089701	FULL DESC: 1/25-4/25 WATER COOLER RENT						
052902 SECURSHRED	83816	0	2025	7 INV A	24.00	14-25	1/9 PD SHREDDING PI
INVOICE: 478654	FULL DESC: 1/9 PD SHREDDING PICKUP SRVCS						
ACCOUNT TOTAL					129.00		
10330 08380	BUILDING MAINT/SUPPLIES						
035892 MAGEE OFFICE PLUS	83784	0	2025	7 INV A	11.25	14-25	COFFEE/TRASH LINERS
INVOICE:	FULL DESC: COFFEE/TRASH LINERS-PD						
ACCOUNT TOTAL					11.25		
ORG 10330 TOTAL					1,375.32		
10340	AMBULANCE DEPARTMENT						
10340 06220	MAINTENANCE CONTRACTS						
034875 LEAF	83800	0	2025	7 INV A	46.00	14-25	1/19 COPIER CONTRAC
INVOICE: 17788356	FULL DESC: 1/19 COPIER CONTRACT AMB/HWY						
ACCOUNT TOTAL					46.00		
10340 07010	TELEPHONE						
012544 AT & T	83765	0	2025	7 INV A	82.46	14-25	1/4MOBILE 28729397
INVOICE:	FULL DESC: 1/4MOBILE 287293977820						

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL					82.46		
MILEAGE							
10340 07140							
040435 NHDOT E-Z PASS	83807	0	2025 7	INV A	10.00 14-25		22AMB TOLLS-12/6,8
INVOICE:							
040435 NHDOT E-Z PASS	83808	0	2025 7	INV A	2.50 14-25		22AMB TOLLS-11/1 TR
INVOICE:							
040435 NHDOT E-Z PASS	83809	0	2025 7	INV A	6.00 14-25		22AMB TOLLS-11/1 TR
INVOICE:							
-----					18.50		
ACCOUNT TOTAL					18.50		
COLLECTION EXPENSE							
10340 07290							
010301 RCMC	83812	0	2025 7	INV A	348.48 14-25		DEC COLL EXP
INVOICE:							
FULL DESC:							DEC COLL EXP
ACCOUNT TOTAL					348.48		
GASOLINE/DIESEL							
10340 08070							
042896 NFLD TOWN GEN FUND	83881	0	2025 7	INV A	642.60 14-25		DEC24 GAS/DIESEL
INVOICE:							
FULL DESC:							DEC24 GAS/DIESEL
ACCOUNT TOTAL					642.60		
MEDICAL SUPPLIES							
10340 08150							
010461 HAUN WELDING SUPPLIY	83783	0	2025 7	INV A	97.92 14-25		JAN 1 OXYGEN
INVOICE: 341590							
FULL DESC:							JAN 1 OXYGEN
014864 BOUND TREE	83795	0	2025 7	INV A	168.82 14-25		TEST STRIPS, ORAL A
INVOICE: 85623652							
FULL DESC:							TEST STRIPS, ORAL AIRWAYS
014864 BOUND TREE	83796	0	2025 7	INV A	410.51 14-25		THERAPEUTIC LENS,EL
INVOICE: 85611284							
FULL DESC:							THERAPEUTIC LENS,ELECTRODES-PEDIATRIC
014864 BOUND TREE	83797	0	2025 7	INV A	958.57 14-25		ELECTRODES,NASAL CA
INVOICE: 85609641							
FULL DESC:							ELECTRODES,NASAL CANNULA
-----					1,537.90		
ACCOUNT TOTAL					1,635.82		
VEHICLE MAINTENANCE							
10340 08160							
021684 BUSINESS CREDIT CARD	83842	0	2025 7	INV A	23.13 14-25		17AMB SPRING LIFT S
INVOICE:							
FULL DESC:							17AMB SPRING LIFT SUPPORT
037470 MCGEE FORD	83805	0	2025 7	INV A	288.86 14-25		22FORD AMB-OIL CHAN
INVOICE: 6017383							
FULL DESC:							22FORD AMB-OIL CHANGE/INSPECTION
056350 T&T VENTURES	83823	0	2025 7	INV A	543.25 14-25		17FORD AMB-WINDSHIE
INVOICE:							
FULL DESC:							17FORD AMB-WINDSHIELD
ACCOUNT TOTAL					855.24		

YEAR/PERIOD: 2024/12 TO 2025/7

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

10340	08300	DEPARTMENT SUPPLIES						
033557 KENYON'S TRUE VALUE	83846	0		2025	7 CRM A	-9.99	14-25	RETURN XMAS LIGHTS-
INVOICE:		FULL DESC: RETURN XMAS LIGHTS-AMB						
033557 KENYON'S TRUE VALUE	83848	0		2025	7 INV A	9.49	14-25	COUPLING/PLUG-AMB
INVOICE:		FULL DESC: COUPLING/PLUG-AMB						
033557 KENYON'S TRUE VALUE	83851	0		2025	7 INV A	10.32	14-25	MOUSE TRAPS-AMB
INVOICE:		FULL DESC: MOUSE TRAPS-AMB						
033557 KENYON'S TRUE VALUE	83852	0		2025	7 INV A	18.78	14-25	CABLE TIES-AMB
INVOICE:		FULL DESC: CABLE TIES-AMB						
033557 KENYON'S TRUE VALUE	83853	0		2025	7 INV A	16.49	14-25	ROOF SCREWS-AMB
INVOICE:		FULL DESC: ROOF SCREWS-AMB						
033557 KENYON'S TRUE VALUE	83858	0		2025	7 INV A	11.75	14-25	STEEL HANDLE-AMB
INVOICE:		FULL DESC: STEEL HANDLE-AMB						
033557 KENYON'S TRUE VALUE	83859	0		2025	7 INV A	44.13	14-25	NAILS/PAINT-AMB
INVOICE:		FULL DESC: NAILS/PAINT-AMB						
033557 KENYON'S TRUE VALUE	83860	0		2025	7 INV A	15.78	14-25	JOINT COMPOUND/SCRE
INVOICE:		FULL DESC: JOINT COMPOUND/SCREWS-AMB						
033557 KENYON'S TRUE VALUE	83873	0		2025	7 INV A	19.49	14-25	AA BATTERIES-AMB
INVOICE:		FULL DESC: AA BATTERIES-AMB						
033557 KENYON'S TRUE VALUE	83877	0		2025	7 INV A	65.34	14-25	PAINT-AMB
INVOICE:		FULL DESC: PAINT-AMB						

						201.58		
ACCOUNT TOTAL						201.58		
ORG 10340 TOTAL						3,830.68		
10420	HIGHWAY DEPT							
10420	05152	HRA						
039617 MVP-HRA	83744	0		2025	7 DIR P	260.00	14-25	3315 JAN 14, 2025 HRA CL
INVOICE:		FULL DESC: JAN 14, 2025 HRA CLAIMS CARD						
ACCOUNT TOTAL						260.00		
10420	06220	MAINTENANCE CONTRACTS						
034875 LEAF	83800	0		2025	7 INV A	46.00	14-25	1/19 COPIER CONTRAC
INVOICE: 17788356		FULL DESC: 1/19 COPIER CONTRACT AMB/HWY						
ACCOUNT TOTAL						46.00		
10420	08070	GASOLINE/DIESEL						
042896 NFLD TOWN GEN FUND	83881	0		2025	7 INV A	5,398.03	14-25	DEC24 GAS/DIESEL
INVOICE:		FULL DESC: DEC24 GAS/DIESEL						
ACCOUNT TOTAL						5,398.03		
10420	08090	SALT						
017040 CARGILL SALT	83768	0		2025	7 INV A	1,957.52	14-25	21.69 TONS SALT 1/7
INVOICE: 2910439244		FULL DESC: 21.69 TONS SALT 1/7						
017040 CARGILL SALT	83769	0		2025	7 INV A	1,926.84	14-25	21.35 TONS SALT 1/6

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
INVOICE: 2910431273		FULL DESC: 21.35 TONS SALT 1/6					
017040 CARGILL SALT	83899	0	2025	7 INV A	1,977.38	14-25	21.91 TONS SALT-1/8
INVOICE: 2910448730		FULL DESC: 21.91 TONS SALT-1/8					
					5,861.74		
		ACCOUNT TOTAL			5,861.74		
10420 08160		VEHICLE/EQUIPMENT MAINTENANCE					
013584 BAROFFIO'S	83893	0	2025	7 INV A	30.00	14-25	21 CHEVY INSPECT
INVOICE: 663		FULL DESC: 21 CHEVY INSPECT					
016330 CAMEROTA TRUCK PARTS	83896	0	2025	7 INV A	5,740.60	14-25	14WSTAR-REAR DIFFER
INVOICE: 4094043		FULL DESC: 14WSTAR-REAR DIFFERENTIAL					
016330 CAMEROTA TRUCK PARTS	83897	0	2025	7 CRM A	-1,500.00	14-25	14WSTAR CRDT-CORE
INVOICE: 4094223		FULL DESC: 14WSTAR CRDT-CORE					
016330 CAMEROTA TRUCK PARTS	83898	0	2025	7 CRM A	-950.00	14-25	14WSTAR CRDT-REAR D
INVOICE: 1631142		FULL DESC: 14WSTAR CRDT-REAR DIFF-LABOR					
					3,290.60		
021684 BUSINESS CREDIT CARD	83839	0	2025	7 INV A	404.37	14-25	DODGE SALT-HYDRAULI
INVOICE:		FULL DESC: DODGE SALT-HYDRAULIC TANK					
026640 FAIRFIELD	83900	0	2025	7 INV A	1,387.86	14-25	20WSTAR-SIDE DUMP C
INVOICE: 9312479		FULL DESC: 20WSTAR-SIDE DUMP CYLINDER					
033557 KENYON'S TRUE VALUE	83854	0	2025	7 INV A	2.67	14-25	14WSTAR-EYE BOLT
INVOICE:		FULL DESC: 14WSTAR-EYE BOLT					
033557 KENYON'S TRUE VALUE	83855	0	2025	7 INV A	7.98	14-25	MV-RUBBER STRAP
INVOICE:		FULL DESC: MV-RUBBER STRAP					
033557 KENYON'S TRUE VALUE	83856	0	2025	7 INV A	4.98	14-25	MV-RUBBER STRAP
INVOICE:		FULL DESC: MV-RUBBER STRAP					
033557 KENYON'S TRUE VALUE	83865	0	2025	7 INV A	68.98	14-25	LEAF VAC-TARP, TIE
INVOICE:		FULL DESC: LEAF VAC-TARP, TIE DOWN RATCHET					
033557 KENYON'S TRUE VALUE	83874	0	2025	7 INV A	12.15	14-25	MV-CABLE TIES/HARDW
INVOICE:		FULL DESC: MV-CABLE TIES/HARDWARE					
					96.76		
037470 MCGEE FORD	83804	0	2025	7 INV A	58.80	14-25	21 CHEVY-CABLE
INVOICE: 5018573		FULL DESC: 21 CHEVY-CABLE					
037470 MCGEE FORD	83806	0	2025	7 INV A	11.10	14-25	18CHEVY-PLOW PINS
INVOICE: 5017909		FULL DESC: 18CHEVY-PLOW PINS					
					69.90		
037776 LOWELL MCLEODS	83801	0	2025	7 INV A	574.46	14-25	DODGE SAND-SPRING/U
INVOICE:		FULL DESC: DODGE SAND-SPRING/UBOLT					
037776 LOWELL MCLEODS	83802	0	2025	7 INV A	228.68	14-25	VOLVO EXCAVATOR-LIG
INVOICE:		FULL DESC: VOLVO EXCAVATOR-LIGHTS, WASHERS, HOOKS					
037776 LOWELL MCLEODS	83803	0	2025	7 INV A	34.34	14-25	CAT LOADER-GRAB HOO

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
INVOICE:		FULL DESC: CAT LOADER-GRAB HOOK					
						837.48	
045720 OLD FORGE POWER EQU	83906	0	2025	7 INV P	5,580.00	14-25	99504 ENGINE-VAC/JETTER
INVOICE: 123007		FULL DESC: ENGINE-VAC/JETTER					
053284 SIMPLY FORDS AUTO	83817	0	2025	7 INV A	40.00	14-25	25 CHEVY-TIRE BALAN
INVOICE: 24160		FULL DESC: 25 CHEVY-TIRE BALANCING					
055702 TRANSEASTERN	83821	0	2025	7 INV A	49.63	14-25	05 MACK-SWITCH
INVOICE:		FULL DESC: 05 MACK-SWITCH					
055702 TRANSEASTERN	83822	0	2025	7 INV A	61.03	14-25	05 MACK-VALVE
INVOICE:		FULL DESC: 05 MACK-VALVE					
						110.66	
062043 VIKING-CIVES	83833	0	2025	7 INV A	755.19	14-25	20WSTAR SPINNER ASS
INVOICE: 4539221		FULL DESC: 20WSTAR SPINNER ASSEMBLY,DISC BRACKET					
		ACCOUNT TOTAL			12,602.82		
10420 08300		DEPARTMENT SUPPLIES					
011015 ALLEGIANCE TRUCKS	83760	0	2025	7 INV A	190.00	14-25	55G DRUM-DEF
INVOICE:		FULL DESC: 55G DRUM-DEF					
014931 BRENNTAG LUBRICANTS	83894	0	2025	7 INV A	1,000.32	14-25	55GAL MOBILNUTOH46/
INVOICE:		FULL DESC: 55GAL MOBILNUTOH46/WINDSHIELDWASH					
014931 BRENNTAG LUBRICANTS	83895	0	2025	7 CRM A	-40.00	14-25	DRUM RETURN
INVOICE:		FULL DESC: DRUM RETURN					
						960.32	
021684 BUSINESS CREDIT CARD	83841	0	2025	7 INV A	119.94	14-25	JAN 25 IMAGE TRANSF
INVOICE:		FULL DESC: JAN 25 IMAGE TRANSFER FEE BRIDGE CAMERAS					
033557 KENYON'S TRUE VALUE	83857	0	2025	7 INV A	5.99	14-25	FOAM TAPE-HWY
INVOICE:		FULL DESC: FOAM TAPE-HWY					
033557 KENYON'S TRUE VALUE	83861	0	2025	7 INV A	6.99	14-25	12V BATTERIES-HWY
INVOICE:		FULL DESC: 12V BATTERIES-HWY					
033557 KENYON'S TRUE VALUE	83863	0	2025	7 INV A	10.99	14-25	TRASH BAGS
INVOICE:		FULL DESC: TRASH BAGS					
033557 KENYON'S TRUE VALUE	83864	0	2025	7 INV A	21.23	14-25	PLUGS-HWY
INVOICE:		FULL DESC: PLUGS-HWY					
033557 KENYON'S TRUE VALUE	83866	0	2025	7 INV A	2.49	14-25	CAULK-HWY
INVOICE:		FULL DESC: CAULK-HWY					
033557 KENYON'S TRUE VALUE	83870	0	2025	7 INV A	33.98	14-25	BIT & HOLE SAW-HWY
INVOICE:		FULL DESC: BIT & HOLE SAW-HWY					
033557 KENYON'S TRUE VALUE	83871	0	2025	7 INV A	20.99	14-25	ARBOR SAW-HWY
INVOICE:		FULL DESC: ARBOR SAW-HWY					
033557 KENYON'S TRUE VALUE	83872	0	2025	7 INV A	24.47	14-25	DRILL BIT, AIR FRES
INVOICE:		FULL DESC: DRILL BIT, AIR FRESHENER-HWY					

YEAR/PERIOD: 2024/12 TO 2025/7

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

							127.13			
056775 UNIFIRST CORP.	83829		0	2025	7	INV A	15.81	14-25	12/5 UNIFORMS/TOWEL	
INVOICE: 1070377977		FULL DESC:	12/5	UNIFORMS/TOWELS	HWY					
056775 UNIFIRST CORP.	83830		0	2025	7	INV A	15.81	14-25	12/12 UNIFORMS/TOWE	
INVOICE: 1070379866		FULL DESC:	12/12	UNIFORMS/TOWELS	HWY					
056775 UNIFIRST CORP.	83831		0	2025	7	INV A	15.81	14-25	12/19 UNIFORMS/TOWE	
INVOICE: 1070381433		FULL DESC:	12/19	UNIFORMS/TOWELS	HWY					
056775 UNIFIRST CORP.	83832		0	2025	7	INV A	15.81	14-25	12/26 UNIFORMS/TOWE	
INVOICE: 1070383162		FULL DESC:	12/26	UNIFORMS/TOWELS	HWY					

							63.24			
ACCOUNT TOTAL							1,460.63			
10420	08350				UNIFORMS					
056775 UNIFIRST CORP.	83829		0	2025	7	INV A	78.32	14-25	12/5 UNIFORMS/TOWEL	
INVOICE: 1070377977		FULL DESC:	12/5	UNIFORMS/TOWELS	HWY					
056775 UNIFIRST CORP.	83830		0	2025	7	INV A	77.57	14-25	12/12 UNIFORMS/TOWE	
INVOICE: 1070379866		FULL DESC:	12/12	UNIFORMS/TOWELS	HWY					
056775 UNIFIRST CORP.	83831		0	2025	7	INV A	71.39	14-25	12/19 UNIFORMS/TOWE	
INVOICE: 1070381433		FULL DESC:	12/19	UNIFORMS/TOWELS	HWY					
056775 UNIFIRST CORP.	83832		0	2025	7	INV A	83.19	14-25	12/26 UNIFORMS/TOWE	
INVOICE: 1070383162		FULL DESC:	12/26	UNIFORMS/TOWELS	HWY					

							310.47			
ACCOUNT TOTAL							310.47			
ORG 10420							TOTAL	25,939.69		
10440				TOWN GARAGE						
10440	06060				TRASH DISPOSAL					
010062 MYERS CONTAINER, CORP	83879		0	2025	7	INV A	31.64	14-25	11936 FEB25 RECYCLI	
INVOICE:		FULL DESC:	11936	FEB25 RECYCLING						
010062 MYERS CONTAINER, CORP	83880		0	2025	7	INV A	159.53	14-25	11732 FEB25 DUMPSTE	
INVOICE:		FULL DESC:	11732	FEB25 DUMPSTER						

							191.17			
ACCOUNT TOTAL							191.17			
ORG 10440							TOTAL	191.17		
10445				LIBRARY/HISTORICAL SOCIETY BLD						
10445	06090				JANITORIAL SERVICES					
053855 SPOTLESS CLEANING	83818		0	2025	7	INV A	200.00	14-25	1/13-1/19 CLEANING	
INVOICE: 158		FULL DESC:	1/13-1/19	CLEANING SRVCS						
053855 SPOTLESS CLEANING	83819		0	2025	7	INV A	200.00	14-25	1/20-1/26 CLEANING	
INVOICE: 159		FULL DESC:	1/20-1/26	CLEANING SRVCS						

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
					400.00		
ACCOUNT TOTAL					400.00		
10445 08380	BUILDING MAINT/SUPPLIES						
028560 GILLESPIE FUELS	83844	0	2025 7	INV A	115.00 14-25		12/4 RESEAL PIPE LI
INVOICE:	FULL DESC: 12/4 RESEAL PIPE LIBRARY						
ACCOUNT TOTAL					115.00		
ORG 10445 TOTAL					515.00		
10447	MUNICIPAL BUILDING						
10447 06060	TRASH DISPOSAL						
010062 MYERS CONTAINER, CORP	83879	0	2025 7	INV A	31.64 14-25		11936 FEB25 RECYCLI
INVOICE:	FULL DESC: 11936 FEB25 RECYCLING						
010062 MYERS CONTAINER, CORP	83880	0	2025 7	INV A	159.52 14-25		11732 FEB25 DUMPSTE
INVOICE:	FULL DESC: 11732 FEB25 DUMPSTER						
					191.16		
ACCOUNT TOTAL					191.16		
10447 06090	JANITORIAL SERVICES						
053855 SPOTLESS CLEANING	83818	0	2025 7	INV A	200.00 14-25		1/13-1/19 CLEANING
INVOICE: 158	FULL DESC: 1/13-1/19 CLEANING SRVCS						
053855 SPOTLESS CLEANING	83819	0	2025 7	INV A	200.00 14-25		1/20-1/26 CLEANING
INVOICE: 159	FULL DESC: 1/20-1/26 CLEANING SRVCS						
					400.00		
ACCOUNT TOTAL					400.00		
10447 08380	BUILDING MAINT/SUPPLIES						
028560 GILLESPIE FUELS	83843	0	2025 7	INV A	384.99 14-25		12/11-ZONE VALVE-MU
INVOICE:	FULL DESC: 12/11-ZONE VALVE-MUN BLDG						
033557 KENYON'S TRUE VALUE	83850	0	2025 7	INV A	14.99 14-25		TAPE MEASURE-MUN BL
INVOICE:	FULL DESC: TAPE MEASURE-MUN BLDG						
035892 MAGEE OFFICE PLUS	83786	0	2025 7	INV A	145.80 14-25		COFFEE
INVOICE:	FULL DESC: COFFEE						
ACCOUNT TOTAL					545.78		
ORG 10447 TOTAL					1,136.94		
10510	HUMAN SERVICES						
10510 06250	BROWN PUBLIC LIBRARY						
015248 BROWN PUBLIC LIBRARY	83798	0	2025 7	INV A	9,041.00 14-25		FEB 25 ALLOCATION
INVOICE:	FULL DESC: FEB 25 ALLOCATION						

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL					9,041.00		
ORG 10510 TOTAL					9,041.00		
10520			GROUNDS/PARKS/FACILITIES				
10520	08070		GASOLINE/DIESEL				
042896	NFLD TOWN GEN FUND	83881	0	2025 7 INV A	165.79	14-25	DEC24 GAS/DIESEL
	INVOICE:		FULL DESC: DEC24 GAS/DIESEL				
ACCOUNT TOTAL					165.79		
10520	08160		VEHICLE MAINTENANCE				
013584	BAROFFIO'S	83893	0	2025 7 INV A	30.00	14-25	21 CHEVY INSPECT
	INVOICE: 663		FULL DESC: 21 CHEVY INSPECT				
037470	MC GEE FORD	83804	0	2025 7 INV A	58.80	14-25	21 CHEVY-CABLE
	INVOICE: 5018573		FULL DESC: 21 CHEVY-CABLE				
ACCOUNT TOTAL					88.80		
10520	08350		UNIFORMS				
056775	UNIFIRST CORP.	83829	0	2025 7 INV A	5.88	14-25	12/5 UNIFORMS/TOWEL
	INVOICE: 1070377977		FULL DESC: 12/5 UNIFORMS/TOWELS HWY				
ACCOUNT TOTAL					5.88		
10520	08570		FACILITY SUPPLIES/MAINTENANCE				
056208	TROMBLY'S GREEN	83903	0	2025 7 INV A	298.00	14-25	WREATHS-4/EASELS-2
	INVOICE: 32231		FULL DESC: WREATHS-4/EASELS-2				
ACCOUNT TOTAL					298.00		
ORG 10520 TOTAL					558.47		
10610			MANAGEMENT SUPPORT				
10610	06380		HEALTH ADMIN/FEES				
010037	COMBINED SERVICES, L	83770	0	2025 7 INV A	19.05	14-25	DEC24 HRA ADMIN FEE
	INVOICE:		FULL DESC: DEC24 HRA ADMIN FEE				
039617	MVP-HRA	83788	0	2025 7 INV A	32.82	14-25	DEC24 HRA ADMIN FEE
	INVOICE:		FULL DESC: DEC24 HRA ADMIN FEE				
ACCOUNT TOTAL					51.87		
ORG 10610 TOTAL					51.87		
10645			ECONOMIC DEVELOPMENT				
10645	05152		HRA				
039617	MVP-HRA	83744	0	2025 7 DIR P	8.38	14-25	3315 JAN 14, 2025 HRA CL
	INVOICE:		FULL DESC: JAN 14, 2025 HRA CLAIMS CARD				

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL					8.38		
10645 07070	DUES/MEETINGS/SUBSCRIPTIONS						
021684 BUSINESS CREDIT CARD 83840		0	2025	7 INV A	20.00	14-25	JAN 25 CHATGPT
INVOICE:	FULL DESC: JAN 25 CHATGPT						
ACCOUNT TOTAL					20.00		
ORG 10645 TOTAL					28.38		
=====							
FUND 010 TOWN GENERAL FUND					TOTAL:	52,112.74	
=====							

YEAR/PERIOD: 2024/12 TO 2025/7

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

36012	CIP - SELECTBOARD						
36012	09569	VOREC GRANT					
064801 WOOD & WOOD SIGNS,	83790	0	2025	7 INV A	2,022.50	14-25	VOREC-WAYFINDING SI
INVOICE:	FULL DESC: VOREC-WAYFINDING SIGN DESIGN						
064801 WOOD & WOOD SIGNS,	83791	0	2025	7 INV A	18,025.00	14-25	VOREC-WAYFINDING SI
INVOICE: 10662	FULL DESC: VOREC-WAYFINDING SIGN 12/10,12,18						

					20,047.50		
ACCOUNT TOTAL					20,047.50		
ORG 36012 TOTAL					20,047.50		
36014	CIP - TOWN CLERK						
36014	09320	RECORDS RESTORATION					
021446 VALSOFT	83884	0	2025	7 INV A	160.00	14-25	JAN25 RECORDROOM SO
INVOICE:	FULL DESC: JAN25 RECORDROOM SOLUTION						
021446 VALSOFT	83885	0	2025	7 INV A	160.00	14-25	DEC24 RECORDROOM SO
INVOICE:	FULL DESC: DEC24 RECORDROOM SOLUTION						
021446 VALSOFT	83886	0	2025	7 INV A	160.00	14-25	NOV24 RECORDROOM SO
INVOICE:	FULL DESC: NOV24 RECORDROOM SOLUTION						

					480.00		
033715 KOFIELD PRESERVATION	83799	0	2025	7 INV A	1,246.73	14-25	LAND RECS/RECORDING
INVOICE:	FULL DESC: LAND RECS/RECORDING PAPER						
ACCOUNT TOTAL					1,726.73		
ORG 36014 TOTAL					1,726.73		
36023	CIP - TECHNOLOGY						
36023	09670	COMPUTER/SYSTEMS					
054400 SYMQUEST GROUP INC.	83882	0	2025	7 INV A	850.31	14-25	KONICA5000I PRINTER
INVOICE:	FULL DESC: KONICA5000I PRINTER-TC						
054400 SYMQUEST GROUP INC.	83883	0	2025	7 INV A	1,162.64	14-25	KONICAC3301I PRINTE
INVOICE:	FULL DESC: KONICAC3301I PRINTER-LISTERS						

					2,012.95		
ACCOUNT TOTAL					2,012.95		
ORG 36023 TOTAL					2,012.95		
36032	CIP - FIRE DEPT						
36032	095703	GENERATORS					
047820 PRECISION ELECTRICAL	83902	0	2025	7 INV A	4,200.00	14-25	GENERATOR-FD FINAL
INVOICE:	FULL DESC: GENERATOR-FD FINAL PYT						
ACCOUNT TOTAL					4,200.00		

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
		ORG 36032	TOTAL		4,200.00		
36033		CIP - POLICE DEPT					
36033	09333	SPEED WARNING SIGNS					
011283	ALL TRAFFIC SOLUTION	83764	0	2025 7 INV A	7,074.56	14-25	SPEED RADAR
INVOICE:		FULL DESC: SPEED RADAR					
					ACCOUNT TOTAL		7,074.56
		ORG 36033	TOTAL		7,074.56		
36042		CIP - TOWN HIGHWAY					
36042	09187	SIDEWALK-VINE ST					
025240	DUFRESNE GROUP	83772	0	2025 7 INV A	925.00	14-25	DEC24 VINE ST SW BI
INVOICE: 19400		FULL DESC: DEC24 VINE ST SW BID FF					
					ACCOUNT TOTAL		925.00
36042	09243	BRIDGES-MAIN ST					
058000	VT AGCY TRANS.	83789	0	2025 7 INV A	794.74	14-25	DEC24-MAIN ST BRIDG
INVOICE:		FULL DESC: DEC24-MAIN ST BRIDGE60					
					ACCOUNT TOTAL		794.74
36042	09670	COMPUTER ACCOUNT					
010134	ACK COMPUTING	83757	0	2025 7 INV A	75.00	14-25	INSTALL MICROSOFT O
INVOICE: 8193		FULL DESC: INSTALL MICROSOFT OFFICE BASIC-TG					
					ACCOUNT TOTAL		75.00
36042	09719	STORMWATER/CSO SO MAIN					
025240	DUFRESNE GROUP	83773	0	2025 7 INV A	455.00	14-25	DEC24 CSO POST ARPA
INVOICE: 19393		FULL DESC: DEC24 CSO POST ARPA-FF					
					ACCOUNT TOTAL		455.00
36042	09761	STORMWATER 3 ACRE CABOT					
063106	WATERSHED CONSULT	83904	0	2025 7 INV A	18,010.90	14-25	3ACRE CABOT-PLAN DE
INVOICE:		FULL DESC: 3ACRE CABOT-PLAN DEVELOP, ENGINEER ANALYSIS					
063106	WATERSHED CONSULT	83905	0	2025 7 INV A	6,042.00	14-25	PLAN DEVELOP-3ACRE
INVOICE:		FULL DESC: PLAN DEVELOP-3ACRE IND PK CABOT					
					-----		24,052.90
					ACCOUNT TOTAL		24,052.90
36042	09762	CROSS BROTHERS DAM-FEDERAL GR					
061330	VT NATURAL RESOURCES	83887	0	2025 7 INV A	2,745.60	14-25	CROSS BROS. DAM-CON
INVOICE:		FULL DESC: CROSS BROS. DAM-CONSULT&TRAVEL REIMB					
					ACCOUNT TOTAL		2,745.60

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|TOWN OF NORTHFIELD
|INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2024/12 TO 2025/7

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

				ORG 36042	TOTAL		29,048.24			
36053				CIP - REC COMMITTEE						
36053	09373			HOLIDAY ENHANCEMENTS						
033557	KENYON'S TRUE VALUE	83847	0	2025	7	INV A	12.99	14-25	EXT CORD-XMAS	
	INVOICE:			FULL DESC:						
033557	KENYON'S TRUE VALUE	83849	0	2025	7	INV A	22.98	14-25	XMAS LIGHTS/EXT COR	
	INVOICE:			FULL DESC:						

							35.97			
				ACCOUNT TOTAL			35.97			
				ORG 36053	TOTAL		35.97			
=====										
FUND 360	TOWN C.I.P. FUND			TOTAL:			64,145.95			
=====										

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL					2,729.35		
OFFICE SUPPLIES							
51047 92114							
056775 UNIFIRST CORP.	83825	0	2025 7	INV A	.74	14-25	12/5 UNIFORMS/MAT-E
INVOICE: 1070377978		FULL DESC:	12/5 UNIFORMS/MAT-EWS				
056775 UNIFIRST CORP.	83826	0	2025 7	INV A	.74	14-25	12/12-UNIFORMS/MAT
INVOICE: 1070379867		FULL DESC:	12/12-UNIFORMS/MAT EWS				
056775 UNIFIRST CORP.	83827	0	2025 7	INV A	.74	14-25	12/19 UNIFORMS/MAT
INVOICE: 1070381434		FULL DESC:	12/19 UNIFORMS/MAT EWS				
056775 UNIFIRST CORP.	83828	0	2025 7	INV A	.74	14-25	12/26 UNIFORMS/MAT
INVOICE: 1070383163		FULL DESC:	12/26 UNIFORMS/MAT EWS				

					2.96		
ACCOUNT TOTAL					2.96		
LEGAL							
51047 92310							
048400 PRIMMER PIPER EGGLES	83890	0	2025 6	INV A	1,290.00	14-25	DEC24 INTERCONNECT
INVOICE:		FULL DESC:	DEC24 INTERCONNECT AGREEMNT				
ACCOUNT TOTAL					1,290.00		
HEALTH ADMIN/FEES							
51047 92338							
039617 MVP-HRA	83788	0	2025 7	INV A	5.04	14-25	DEC24 HRA ADMIN FEE
INVOICE:		FULL DESC:	DEC24 HRA ADMIN FEE				
ACCOUNT TOTAL					5.04		
UNIFORMS							
51047 92617							
056775 UNIFIRST CORP.	83825	0	2025 7	INV A	13.62	14-25	12/5 UNIFORMS/MAT-E
INVOICE: 1070377978		FULL DESC:	12/5 UNIFORMS/MAT-EWS				
056775 UNIFIRST CORP.	83826	0	2025 7	INV A	13.62	14-25	12/12-UNIFORMS/MAT
INVOICE: 1070379867		FULL DESC:	12/12-UNIFORMS/MAT EWS				
056775 UNIFIRST CORP.	83827	0	2025 7	INV A	13.62	14-25	12/19 UNIFORMS/MAT
INVOICE: 1070381434		FULL DESC:	12/19 UNIFORMS/MAT EWS				
056775 UNIFIRST CORP.	83828	0	2025 7	INV A	13.62	14-25	12/26 UNIFORMS/MAT
INVOICE: 1070383163		FULL DESC:	12/26 UNIFORMS/MAT EWS				

					54.48		
ACCOUNT TOTAL					54.48		
DUES/MEETINGS/SUBSCRIPTIONS							
51047 93010							
021684 BUSINESS CREDIT CARD	83835	0	2025 7	INV A	10.53	14-25	24-25 WIX WEBSITE A
INVOICE:		FULL DESC:	24-25 WIX WEBSITE APP-CALENDAR FEE				
021684 BUSINESS CREDIT CARD	83837	0	2025 7	INV A	4.18	14-25	12/21-1/20 GOTOMEET
INVOICE:		FULL DESC:	12/21-1/20 GOTOMEET TMGR				
021684 BUSINESS CREDIT CARD	83838	0	2025 7	INV A	76.56	14-25	24-25WIX WEBSITE FE
INVOICE:		FULL DESC:	24-25WIX WEBSITE FEE-BUSINESS BASIC PREMIUM				

					91.27		

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL					91.27		
51047 93310				VEHICLE/EQUIP MAINTENANCE			
033557 KENYON'S TRUE VALUE	83875	0	2025 7	INV A	1.92	14-25	VAC TRAILER-BUSHING
INVOICE:		FULL DESC: VAC TRAILER-BUSHING & NIPPLE					
045720 OLD FORGE POWER EQU	83906	0	2025 7	INV P	5,580.00	14-25	99504 ENGINE-VAC/JETTER
INVOICE: 123007		FULL DESC: ENGINE-VAC/JETTER					
ACCOUNT TOTAL					5,581.92		
51047 93311				GASOLINE			
042896 NFLD TOWN GEN FUND	83881	0	2025 7	INV A	130.95	14-25	DEC24 GAS/DIESEL
INVOICE:		FULL DESC: DEC24 GAS/DIESEL					
ACCOUNT TOTAL					130.95		
ORG 51047 TOTAL					106,599.18		
=====							
FUND 510 ELECTRIC FUND					TOTAL:	120,344.85	
=====							

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
WATER DEPARTMENT							
53045							
53045 06380							HEALTH ADMIN/FEES
039617 MVP-HRA	83788	0	2025	7 INV A	4.28	14-25	DEC24 HRA ADMIN FEE
INVOICE:		FULL DESC:	DEC24 HRA ADMIN FEE				
					ACCOUNT TOTAL	4.28	
TESTING							
53045 06510							
026230 ENDYNE, INC	83774	0	2025	7 INV A	50.00	14-25	1/15 COLIFORM TEST
INVOICE: 518140		FULL DESC:	1/15 COLIFORM TEST				
026230 ENDYNE, INC	83777	0	2025	7 INV A	50.00	14-25	1/8 COLIFORM
INVOICE: 517453		FULL DESC:	1/8 COLIFORM				
					-----	100.00	
					ACCOUNT TOTAL	100.00	
DUES/MEETINGS/SUBSCRIPTIONS							
53045 07070							
021684 BUSINESS CREDIT CARD	83835	0	2025	7 INV A	5.99	14-25	24-25 WIX WEBSITE A
INVOICE:		FULL DESC:	24-25 WIX WEBSITE APP-CALENDAR FEE				
021684 BUSINESS CREDIT CARD	83837	0	2025	7 INV A	2.38	14-25	12/21-1/20 GOTOMEET
INVOICE:		FULL DESC:	12/21-1/20 GOTOMEET TMGR				
021684 BUSINESS CREDIT CARD	83838	0	2025	7 INV A	43.50	14-25	24-25WIX WEBSITE FE
INVOICE:		FULL DESC:	24-25WIX WEBSITE FEE-BUSINESS BASIC PREMIUM				
					-----	51.87	
					ACCOUNT TOTAL	51.87	
PROPERTY TAXES							
53045 07280							
014128 BERLIN	83793	0	2025	7 INV A	156.80	14-25	3Q24 PROP TX-DARLIN
INVOICE:		FULL DESC:	3Q24 PROP TX-DARLING RD				
					ACCOUNT TOTAL	156.80	
GASOLINE/DIESEL							
53045 08070							
042896 NFLD TOWN GEN FUND	83881	0	2025	7 INV A	113.05	14-25	DEC24 GAS/DIESEL
INVOICE:		FULL DESC:	DEC24 GAS/DIESEL				
					ACCOUNT TOTAL	113.05	
CHEMICALS							
53045 08100							
011024 ALLEN ENGIN	83763	0	2025	7 INV A	3,009.00	14-25	600 GALS 25%CAUSTIC
INVOICE:		FULL DESC:	600 GALS 25%CAUSTIC SODA 12/26				
					ACCOUNT TOTAL	3,009.00	
LINE MAINTENANCE							
53045 08180							
033557 KENYON'S TRUE VALUE	83878	0	2025	7 INV A	1.50	14-25	HARDWARE-PUMP REPAI
INVOICE:		FULL DESC:	HARDWARE-PUMP REPAIR-WELLFIELD				

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION	
ACCOUNT TOTAL					1.50			
53045 08250	EQUIPMENT MAINTENANCE							
033557 KENYON'S TRUE VALUE	83875	0	2025	7 INV A	1.93	14-25	VAC TRAILER-BUSHING	
INVOICE:		FULL DESC:	VAC TRAILER-BUSHING & NIPPLE					
033557 KENYON'S TRUE VALUE	83876	0	2025	7 INV A	13.79	14-25	TIE DOWNS-W/S	
INVOICE:		FULL DESC:	TIE DOWNS-W/S					

					15.72			
045720 OLD FORGE POWER EQU	83906	0	2025	7 INV P	5,580.00	14-25	99504 ENGINE-VAC/JETTER	
INVOICE: 123007		FULL DESC:	ENGINE-VAC/JETTER					
ACCOUNT TOTAL					5,595.72			
53045 08300	DEPARTMENT SUPPLIES							
033557 KENYON'S TRUE VALUE	83862	0	2025	7 INV A	2.32	14-25	MOUSE TRAPS-W/S	
INVOICE:		FULL DESC:	MOUSE TRAPS-W/S					
033557 KENYON'S TRUE VALUE	83869	0	2025	7 INV A	54.99	14-25	WORK LIGHT-METER MA	
INVOICE:		FULL DESC:	WORK LIGHT-METER MAINT					

					57.31			
056775 UNIFIRST CORP.	83825	0	2025	7 INV A	2.16	14-25	12/5 UNIFORMS/MAT-E	
INVOICE: 1070377978		FULL DESC:	12/5 UNIFORMS/MAT-EWS					
056775 UNIFIRST CORP.	83826	0	2025	7 INV A	2.16	14-25	12/12-UNIFORMS/MAT	
INVOICE: 1070379867		FULL DESC:	12/12-UNIFORMS/MAT EWS					
056775 UNIFIRST CORP.	83827	0	2025	7 INV A	2.16	14-25	12/19 UNIFORMS/MAT	
INVOICE: 1070381434		FULL DESC:	12/19 UNIFORMS/MAT EWS					
056775 UNIFIRST CORP.	83828	0	2025	7 INV A	2.16	14-25	12/26 UNIFORMS/MAT	
INVOICE: 1070383163		FULL DESC:	12/26 UNIFORMS/MAT EWS					

					8.64			
ACCOUNT TOTAL					65.95			
53045 08350	UNIFORMS							
056775 UNIFIRST CORP.	83825	0	2025	7 INV A	38.53	14-25	12/5 UNIFORMS/MAT-E	
INVOICE: 1070377978		FULL DESC:	12/5 UNIFORMS/MAT-EWS					
056775 UNIFIRST CORP.	83826	0	2025	7 INV A	38.53	14-25	12/12-UNIFORMS/MAT	
INVOICE: 1070379867		FULL DESC:	12/12-UNIFORMS/MAT EWS					
056775 UNIFIRST CORP.	83827	0	2025	7 INV A	38.53	14-25	12/19 UNIFORMS/MAT	
INVOICE: 1070381434		FULL DESC:	12/19 UNIFORMS/MAT EWS					
056775 UNIFIRST CORP.	83828	0	2025	7 INV A	38.53	14-25	12/26 UNIFORMS/MAT	
INVOICE: 1070383163		FULL DESC:	12/26 UNIFORMS/MAT EWS					

					154.12			
ACCOUNT TOTAL					154.12			
ORG 53045 TOTAL					9,252.29			

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|TOWN OF NORTHFIELD
|INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
FUND 530 WATER FUND			TOTAL:			9,252.29	

YEAR/PERIOD: 2024/12 TO 2025/7

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

55000			SEWER - BALANCE SHEET				
55000	01360		CAPITAL IMPROVEMENT STUDY				
010850 ALDRICH & ELLIOTT	83759	0	2025	7 INV A	2,060.00	14-25	12/1-31 ENGINEER EV
INVOICE: 82751			FULL DESC: 12/1-31 ENGINEER EVAL-20YR WWTP				
			ACCOUNT TOTAL		2,060.00		
55000	01571		STORMWATER/CSO SO MAIN				
025240 DUFRESNE GROUP	83773	0	2025	7 INV A	455.00	14-25	DEC24 CSO POST ARPA
INVOICE: 19393			FULL DESC: DEC24 CSO POST ARPA-FF				
			ACCOUNT TOTAL		455.00		
			ORG 55000	TOTAL	2,515.00		
55046			SEWER DEPARTMENT				
55046	06380		HEALTH ADMIN/FEES				
039617 MVP-HRA	83788	0	2025	7 INV A	2.86	14-25	DEC24 HRA ADMIN FEE
INVOICE:			FULL DESC: DEC24 HRA ADMIN FEE				
			ACCOUNT TOTAL		2.86		
55046	06500		SLUDGE MANAGEMENT				
010062 MYERS CONTAINER,CORP	83901	0	2025	7 INV A	204.28	14-25	36736 FEB25 SLUDGE
INVOICE:			FULL DESC: 36736 FEB25 SLUDGE				
026264 ENGLOBE CORP	83766	0	2025	7 INV A	10,340.16	14-25	70.76TONS WW BIOSOL
INVOICE:			FULL DESC: 70.76TONS WW BIOSOLID NOV24				
026264 ENGLOBE CORP	83767	0	2025	7 INV A	4,994.72	14-25	34.18 TONS WW BIOSO
INVOICE:			FULL DESC: 34.18 TONS WW BIOSOLID DEC24				
					15,334.88		
			ACCOUNT TOTAL		15,539.16		
55046	06510		TESTING-SAMPLING				
010568 ADVANCED ANALYTICAL	83758	0	2025	7 INV A	339.34	14-25	PH SOLIDS,RESIDUAL
INVOICE: 37847			FULL DESC: PH SOLIDS,RESIDUAL CHLORINE SAMPLES				
026230 ENDYNE, INC	83775	0	2025	7 INV A	25.00	14-25	1/15 WW ECOLI
INVOICE: 518139			FULL DESC: 1/15 WW ECOLI				
026230 ENDYNE, INC	83776	0	2025	7 INV A	55.00	14-25	12/31 WW
INVOICE: 517504			FULL DESC: 12/31 WW				
026230 ENDYNE, INC	83778	0	2025	7 INV A	25.00	14-25	1/8 WW ECOLI
INVOICE: 517452			FULL DESC: 1/8 WW ECOLI				
					105.00		
			ACCOUNT TOTAL		444.34		
55046	07070		DUES/MEETINGS/SUBSCRIPTIONS				

YEAR/PERIOD: 2024/12 TO 2025/7

ACCOUNT/VENDOR	DOCUMENT	VOUCHER PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
021684 BUSINESS CREDIT CARD	83835	0	2025	7 INV A	4.31	14-25	24-25 WIX WEBSITE A
INVOICE:		FULL DESC:	24-25 WIX WEBSITE APP-CALENDAR FEE				
021684 BUSINESS CREDIT CARD	83837	0	2025	7 INV A	1.70	14-25	12/21-1/20 GOTOMEET
INVOICE:		FULL DESC:	12/21-1/20 GOTOMEET TMGR				
021684 BUSINESS CREDIT CARD	83838	0	2025	7 INV A	31.32	14-25	24-25WIX WEBSITE FE
INVOICE:		FULL DESC:	24-25WIX WEBSITE FEE-BUSINESS BASIC PREMIUM				
					37.33		
		ACCOUNT TOTAL			37.33		
55046 08070			GASOLINE/DIESEL				
042896 NFLD TOWN GEN FUND	83881	0	2025	7 INV A	152.46	14-25	DEC24 GAS/DIESEL
INVOICE:		FULL DESC:	DEC24 GAS/DIESEL				
		ACCOUNT TOTAL			152.46		
55046 08100			CHEMICALS				
011024 ALLEN ENGIN	83761	0	2025	7 INV A	7,084.99	14-25	2300LB BIN SF8827 1
INVOICE:		FULL DESC:	2300LB BIN SF8827 12/31				
011024 ALLEN ENGIN	83762	0	2025	7 INV A	5,943.00	14-25	1200GALS 25% CAUSTI
INVOICE:		FULL DESC:	1200GALS 25% CAUSTIC SODA 12/26				
					13,027.99		
		ACCOUNT TOTAL			13,027.99		
55046 08250			EQUIPMENT MAINTENANCE				
033557 KENYON'S TRUE VALUE	83867	0	2025	7 INV A	40.99	14-25	STEEL SHEET-GRIT CL
INVOICE:		FULL DESC:	STEEL SHEET-GRIT CLASSIFIER				
033557 KENYON'S TRUE VALUE	83875	0	2025	7 INV A	1.93	14-25	VAC TRAILER-BUSHING
INVOICE:		FULL DESC:	VAC TRAILER-BUSHING & NIPPLE				
033557 KENYON'S TRUE VALUE	83876	0	2025	7 INV A	9.20	14-25	TIE DOWNS-W/S
INVOICE:		FULL DESC:	TIE DOWNS-W/S				
					52.12		
045720 OLD FORGE POWER EQU	83906	0	2025	7 INV P	5,580.00	14-25	99504 ENGINE-VAC/JETTER
INVOICE: 123007		FULL DESC:	ENGINE-VAC/JETTER				
		ACCOUNT TOTAL			5,632.12		
55046 08300			DEPARTMENT SUPPLIES				
033557 KENYON'S TRUE VALUE	83862	0	2025	7 INV A	1.55	14-25	MOUSE TRAPS-W/S
INVOICE:		FULL DESC:	MOUSE TRAPS-W/S				
033557 KENYON'S TRUE VALUE	83868	0	2025	7 INV A	10.98	14-25	WHEEL-SWR
INVOICE:		FULL DESC:	WHEEL-SWR				
					12.53		
056775 UNIFIRST CORP.	83825	0	2025	7 INV A	1.41	14-25	12/5 UNIFORMS/MAT-E
INVOICE: 1070377978		FULL DESC:	12/5 UNIFORMS/MAT-EWS				

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TOWN OF NORTHFIELD
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2025/7 TO 2025/7

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

10230							ACCOUNTING
10230 05152							HRA
039617 MVP-HRA	83745	0	2025 7	DIR P	135.00 14-25A	3316	JAN 14,2025 HRA CLA
INVOICE:							FULL DESC: JAN 14,2025 HRA CLAIMS CY24 CK
					ACCOUNT TOTAL		135.00
					ORG 10230 TOTAL		135.00
10645							ECONOMIC DEVELOPMENT
10645 05152							HRA
039617 MVP-HRA	83745	0	2025 7	DIR P	193.40 14-25A	3316	JAN 14,2025 HRA CLA
INVOICE:							FULL DESC: JAN 14,2025 HRA CLAIMS CY24 CK
					ACCOUNT TOTAL		193.40
					ORG 10645 TOTAL		193.40
=====							
FUND 010	TOWN GENERAL FUND			TOTAL:			328.40
=====							

** END OF REPORT - Generated by Tanya Law **

YEAR/PERIOD: 2025/7 TO 2025/7

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

10140							TOWN CLERK/TREASURER
10140 05152							HRA
039617 MVP-HRA	83746	0	2025	-7 DIR P	28.57 14-25B	3317	JAN 22, 2025 HRA CL
INVOICE:							FULL DESC: JAN 22, 2025 HRA CLAIMS CARD CY25
					ACCOUNT TOTAL		28.57
			ORG 10140	TOTAL			28.57
10230							ACCOUNTING
10230 05152							HRA
039617 MVP-HRA	83746	0	2025	7 DIR P	4.68 14-25B	3317	JAN 22, 2025 HRA CL
INVOICE:							FULL DESC: JAN 22, 2025 HRA CLAIMS CARD CY25
					ACCOUNT TOTAL		4.68
			ORG 10230	TOTAL			4.68
10420							HIGHWAY DEPT
10420 05152							HRA
039617 MVP-HRA	83746	0	2025	7 DIR P	15.00 14-25B	3317	JAN 22, 2025 HRA CL
INVOICE:							FULL DESC: JAN 22, 2025 HRA CLAIMS CARD CY25
					ACCOUNT TOTAL		15.00
			ORG 10420	TOTAL			15.00
=====							
FUND 010 TOWN GENERAL FUND					TOTAL:		48.25
=====							

YEAR/PERIOD: 2025/7 TO 2025/7

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

51047	ELECTRIC DEPARTMENT						
51047 05152	HRA						
039617 MVP-HRA	83746	0	2025	7 DIR P	15.81	14-25B	3317 JAN 22, 2025 HRA CL
INVOICE:	FULL DESC: JAN 22, 2025 HRA CLAIMS CARD CY25						
ACCOUNT TOTAL					15.81		
ORG 51047 TOTAL					15.81		
=====							
FUND 510	ELECTRIC FUND	TOTAL:			15.81		
=====							

YEAR/PERIOD: 2025/7 TO 2025/7

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

53045							WATER DEPARTMENT	
53045 05152							HRA	
039617 MVP-HRA	83746	0	2025	7 DIR P	53.73	14-25B	3317 JAN 22, 2025 HRA CL	
INVOICE:		FULL DESC: JAN 22, 2025 HRA CLAIMS CARD CY25						
				ACCOUNT TOTAL	53.73			
		ORG 53045		TOTAL	53.73			
=====								
FUND 530 WATER FUND				TOTAL:	53.73			
=====								

YEAR/PERIOD: 2025/7 TO 2025/7

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

55046							SEWER DEPARTMENT
55046	05152						HRA
039617 MVP-HRA	83746	0	2025	7 DIR P	35.82	14-25B	3317 JAN 22, 2025 HRA CL
INVOICE:			FULL DESC: JAN 22, 2025 HRA CLAIMS CARD CY25				
				ACCOUNT TOTAL	35.82		
			ORG 55046	TOTAL	35.82		
=====							
FUND 550	SEWER FUND			TOTAL:	35.82		
=====							

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WARRANT 152425

PAY PERIOD 01/06/2025 to 01/19/2025

CHECK DATE 01/24/2025

YEAR 2025 PERIOD 7
EXPENDITURE ENTRIES
SHORT DESC 01/24/25PR

GL EFF DATE 01/24/2025
REFERENCE 152425
REFERENCE2 1152425

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2025	PERIOD 7			GL EFF DATE 01/24/2025	
10130	05020		TOWN MANAGER	APPOINTED	2,271.30
10130	05050		TOWN MANAGER	CLERICAL	1,261.08
10130	05154		TOWN MANAGER	HEALTH INSURANCE PREMIUM	951.10
10130	05156		TOWN MANAGER	DENTAL INSURANCE	38.66
10130	05158		TOWN MANAGER	LIFE/DISABILITY INSURANCE	86.57
10130	05170		TOWN MANAGER	FICA	251.92
10130	05175		TOWN MANAGER	CHILD CARE CONTRIB TAX	13.30
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	05154		TOWN CLERK/TREASURER	HEALTH INSURANCE PREMIUM	2,024.24
10140	05156		TOWN CLERK/TREASURER	DENTAL INSURANCE	94.20
10140	05158		TOWN CLERK/TREASURER	LIFE/DISABILITY INSURANCE	119.19
10140	05170		TOWN CLERK/TREASURER	FICA	314.81
10140	05175		TOWN CLERK/TREASURER	CHILD CARE CONTRIB TAX	16.38
10140	05180		TOWN CLERK/TREASURER	RETIREMENT-VMERS	266.02
10230	05030		ACCOUNTING	SUPERVISOR	3,560.80
10230	05050		ACCOUNTING	CLERICAL	4,173.09
10230	05154		ACCOUNTING	HEALTH INSURANCE PREMIUM	1,666.53
10230	05156		ACCOUNTING	DENTAL INSURANCE	71.32
10230	05158		ACCOUNTING	LIFE/DISABILITY INSURANCE	185.15
10230	05170		ACCOUNTING	FICA	559.67
10230	05175		ACCOUNTING	CHILD CARE CONTRIB TAX	28.98
10230	05180		ACCOUNTING	RETIREMENT-VMERS	505.77
10260	05010		LISTERS	ELECTED	432.00
10260	05070		LISTERS	PART-TIME	113.64
10260	05170		LISTERS	FICA	41.74
10260	05175		LISTERS	CHILD CARE CONTRIB TAX	2.40
10330	05030		POLICE DEPARTMENT	SUPERVISOR	3,703.20
10330	05040		POLICE DEPARTMENT	OFFICERS	11,301.18
10330	05050		POLICE DEPARTMENT	CLERICAL	3,049.60
10330	05080		POLICE DEPARTMENT	OVERTIME	3,180.26
10330	05154		POLICE DEPARTMENT	HEALTH INSURANCE PREMIUM	3,473.28
10330	05156		POLICE DEPARTMENT	DENTAL INSURANCE	171.72
10330	05158		POLICE DEPARTMENT	LIFE/DISABILITY INSURANCE	341.28
10330	05170		POLICE DEPARTMENT	FICA	1,559.06
10330	05175		POLICE DEPARTMENT	CHILD CARE CONTRIB TAX	78.62
10330	05180		POLICE DEPARTMENT	RETIREMENT-VMERS	2,256.42
10340	05030		AMBULANCE DEPARTMENT	SUPERVISOR	2,880.00
10340	05050		AMBULANCE DEPARTMENT	CLERICAL	88.89
10340	05070		AMBULANCE DEPARTMENT	PART-TIME	4,900.50
10340	05072		AMBULANCE DEPARTMENT	RUN PAY	2,099.75
10340	05090		AMBULANCE DEPARTMENT	STAND-BY/ON CALL	939.00
10340	05091		AMBULANCE DEPARTMENT	WEEKEND SUPERVISOR	250.00
10340	05110		AMBULANCE DEPARTMENT	NON EMERGENCY TRANSFERS	770.25
10340	05111		AMBULANCE DEPARTMENT	TRANSFER CREW-PD SHIFT	612.00

POLICE OVERTIME
BUDGET YTD
\$45,000 \$39,523.21

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WARRANT 152425

PAY PERIOD 01/06/2025 to 01/19/2025

CHECK DATE 01/24/2025

YEAR 2025 PERIOD 7
EXPENDITURE ENTRIES
SHORT DESC 01/24/25PR

GL EFF DATE 01/24/2025
REFERENCE 152425
REFERENCE2 1152425

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
10340	05151		AMBULANCE DEPARTMENT	EMPLOYEE HEALTH BUYOUT	500.00
10340	05154		AMBULANCE DEPARTMENT	HEALTH INSURANCE PREMIUM	16.83
10340	05156		AMBULANCE DEPARTMENT	DENTAL INSURANCE	60.74
10340	05158		AMBULANCE DEPARTMENT	LIFE/DISABILITY INSURANCE	79.26
10340	05170		AMBULANCE DEPARTMENT	FICA	997.07
10340	05175		AMBULANCE DEPARTMENT	CHILD CARE CONTRIB TAX	55.79
10340	05180		AMBULANCE DEPARTMENT	RETIREMENT-VMERS	207.82
10420	05040		HIGHWAY DEPT	TECHNICAL	15,336.95
10420	05080		HIGHWAY DEPT	OVERTIME	6,420.05
10420	05151		HIGHWAY DEPT	EMPLOYEE HEALTH BUYOUT	500.00
10420	05154		HIGHWAY DEPT	HEALTH INSURANCE PREMIUM	3,007.33
10420	05156		HIGHWAY DEPT	DENTAL INSURANCE	232.15
10420	05158		HIGHWAY DEPT	LIFE/DISABILITY INSURANCE	365.08
10420	05170		HIGHWAY DEPT	FICA	1,671.60
10420	05175		HIGHWAY DEPT	CHILD CARE CONTRIB TAX	87.68
10420	05180		HIGHWAY DEPT	RETIREMENT-VMERS	1,496.00
10620	05020		PLANNING/ZONING	ZONING ADMINISTRATOR	978.00
10620	05170		PLANNING/ZONING	FICA	74.82
10620	05175		PLANNING/ZONING	CHILD CARE CONTRIB TAX	4.30
10645	05051		ECONOMIC DEVELOPMENT	ECONOMIC DEVEL COORDINATO	2,834.80
10645	05154		ECONOMIC DEVELOPMENT	HEALTH INSURANCE PREMIUM	413.34
10645	05156		ECONOMIC DEVELOPMENT	DENTAL INSURANCE	18.93
10645	05170		ECONOMIC DEVELOPMENT	FICA	216.86
10645	05175		ECONOMIC DEVELOPMENT	CHILD CARE CONTRIB TAX	11.35
10645	05180		ECONOMIC DEVELOPMENT	RETIREMENT-VMERS	198.44

FUND TOTALS					101,340.28
51047	05151		ELECTRIC DEPARTMENT	EMPLOYEE HEALTH BUYOUT	200.00
51047	05154		ELECTRIC DEPARTMENT	HEALTH INSURANCE PREMIUM	1,792.15
51047	05156		ELECTRIC DEPARTMENT	DENTAL INSURANCE	99.77
51047	05158		ELECTRIC DEPARTMENT	LIFE/DISABILITY INSURANCE	144.22
51047	05170		ELECTRIC DEPARTMENT	FICA	483.61
51047	05175		ELECTRIC DEPARTMENT	CHILD CARE CONTRIB TAX	25.36
51047	05180		ELECTRIC DEPARTMENT	RETIREMENT-VMERS	387.15
51047	90210		ELECTRIC DEPARTMENT	METER READING	412.42
51047	92010		ELECTRIC DEPARTMENT	MUNICIPAL MANAGER	884.40
51047	92012		ELECTRIC DEPARTMENT	CLERICAL LABOR	1,711.71
51047	92013		ELECTRIC DEPARTMENT	OVERTIME LABOR	47.56
51047	92014		ELECTRIC DEPARTMENT	SUPERINTENDENT	850.00
51047	92016		ELECTRIC DEPARTMENT	ASSISTANT	1,797.25
51047	92018		ELECTRIC DEPARTMENT	TECHNICAL LABOR	826.05
51047	92019		ELECTRIC DEPARTMENT	STAND-BY	45.00

FUND TOTALS					9,706.65
53045	05020		WATER DEPARTMENT	APPOINTED	502.50
53045	05030		WATER DEPARTMENT	SUPERVISOR	1,530.00

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WARRANT 152425

PAY PERIOD 01/06/2025 to 01/19/2025

CHECK DATE 01/24/2025

YEAR 2025 PERIOD 7
EXPENDITURE ENTRIES
SHORT DESC 01/24/25PR

GL EFF DATE 01/24/2025
REFERENCE 152425
REFERENCE2 1152425

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE

53045	05042		WATER DEPARTMENT	TECHNICAL/ADMIN/CLERICAL	4,074.28
53045	05080		WATER DEPARTMENT	OVERTIME	204.66
53045	05090		WATER DEPARTMENT	STAND-BY/ON CALL	153.00
53045	05151		WATER DEPARTMENT	EMPLOYEE HEALTH BUYOUT	480.00
53045	05154		WATER DEPARTMENT	HEALTH INSURANCE PREMIUM	1,113.36
53045	05156		WATER DEPARTMENT	DENTAL INSURANCE	90.12
53045	05158		WATER DEPARTMENT	LIFE/DISABILITY INSURANCE	129.69
53045	05170		WATER DEPARTMENT	FICA	509.64
53045	05175		WATER DEPARTMENT	CHILD CARE CONTRIB TAX	26.74
53045	05180		WATER DEPARTMENT	RETIREMENT-VMERS	426.52

FUND TOTALS					9,240.51

55046	05020		SEWER DEPARTMENT	APPOINTED	361.80
55046	05030		SEWER DEPARTMENT	SUPERVISOR	1,020.00
55046	05042		SEWER DEPARTMENT	TECHNICAL/ADMIN/CLERICAL	2,701.16
55046	05080		SEWER DEPARTMENT	OVERTIME	889.18
55046	05090		SEWER DEPARTMENT	STAND-BY/ON CALL	102.00
55046	05151		SEWER DEPARTMENT	EMPLOYEE HEALTH BUYOUT	320.00
55046	05154		SEWER DEPARTMENT	HEALTH INSURANCE PREMIUM	852.94
55046	05156		SEWER DEPARTMENT	DENTAL INSURANCE	67.09
55046	05158		SEWER DEPARTMENT	LIFE/DISABILITY INSURANCE	96.72
55046	05170		SEWER DEPARTMENT	FICA	396.12
55046	05175		SEWER DEPARTMENT	CHILD CARE CONTRIB TAX	20.75
55046	05180		SEWER DEPARTMENT	RETIREMENT-VMERS	337.76

FUND TOTALS					7,165.52

GRAND TOTALS					127,452.96

**TOWN OF NORTHFIELD, VERMONT
WARNING OF 2025 ANNUAL MEETING**

The legal voters of the Town of Northfield, Vermont, are hereby notified and warned to meet in the Mary Granai Corrigan Auditorium at the Northfield Middle/High School on Monday, March 3, 2025, at half past six o'clock in the evening (6:30 P.M.) to act upon the following articles. Voting for all Australian Ballot articles and elections will be held in the Cafeteria of the Northfield Middle/High School on Tuesday, March 4, 2025 from seven o'clock in the forenoon until seven o'clock in the evening [7:00 A.M.–7:00 P.M.]:

Reciting of the Pledge of Allegiance.

- Article 1.** To elect a Moderator.
- Article 2.** To elect all requisite officers: Select Board member, 3-year seat; Select Board member, 2-year seat; Lister, 3-year seat; Town Treasurer, 3-year seat; Trustee of the Brown Public Library, 3-year seat; Trustee of the Brown Public Library, 3-year seat; Trustee of the Brown Public Library, 3-year seat; Water & Wastewater Commissioner, 3-year seat; and Electric Utility Commissioner, 3-year seat. (Australian Ballot)
- Article 3.** Shall the voters authorize the Town of Northfield to establish a reserve fund called Grant Matching Reserve for the purpose of providing local matching funds for grants and appropriate \$134,000 this year from the interest earnings on the ARPA State & Local Fiscal Recovery Fund?
- Article 4.** Shall the voters authorize total fund expenditures of \$6,710,790 of which \$4,320,880 shall be raised by property taxes and \$2,389,910 by non-tax revenues?
- Article 5.** Shall the Town of Northfield adopt its budget article or articles by Australian ballot pursuant to 17 V.S.A. § 2680(c)?
- Article 6.** Shall the Town of Northfield vote on all public questions by Australian ballot pursuant to 17 V.S.A. § 2680(d)?
- Article 7.** Shall the voters authorize the expenditure of an amount not to exceed twenty-one thousand dollars (\$21,000) for FY26 towards the Northfield Commuter year-round commuter with service between Northfield and Montpelier? (Australian Ballot)
- Article 8.** Shall the voters authorize the expenditure of \$14,800 for the Central Vermont Home Health and Hospice? (Australian Ballot)
- Article 9.** Shall the voters authorize the expenditure of \$2,800 for the Good Samaritan Haven? (Australian Ballot)
- Article 10.** Shall the voters authorize the expenditure of \$2,500 for Washington County Mental Health Services, Inc.? (Australian Ballot)
- Article 11.** Shall the voters authorize the expenditure of \$1,200 for Central Vermont Adult Education? (Australian Ballot)
- Article 12.** Shall the voters authorize the expenditure of \$1,200 for Mosaic Vermont (formerly the Sexual Assault Crisis Team of Washington County)? (Australian Ballot)
- Article 13.** Shall the voters authorize the expenditure of \$1,000 for Capstone Community Action, Inc.? (Australian Ballot)
- Article 14.** Shall the voters authorize the expenditure of \$1,000 for Circle? (Australian Ballot)
- Article 15.** Shall the voters authorize the expenditure of \$1,000 for the Vermont Center for Independent Living? (Australian Ballot)
- Article 16.** Shall the voters authorize the expenditure of \$800 for the Family Center of Washington County? (Australian Ballot)
- Article 17.** Shall the voters authorize the expenditure of \$600 for Elevate Youth Services (formerly the Washington County Youth Service Bureau/Boys & Girls Club)? (Australian Ballot)
- Article 18.** Shall the voters authorize the expenditure of \$400 for Community Harvest of Central Vermont? (Australian Ballot)
- Article 19.** Shall the voters authorize the expenditure of \$400 for the Friends of the Winooski River? (Australian Ballot)
- Article 20.** Shall the voters authorize the expenditure of \$300 for Green Up Vermont? (Australian Ballot)
- Article 21.** Shall the voters authorize the expenditure of \$250 for OUR House of Central Vermont? (Australian Ballot)
- Article 22.** Shall the Town of Northfield collect property taxes in four (4) installments, which shall be due on August 15, 2025 and November 14, 2025 and February 13, 2026 and May 15, 2026?
- Article 23.** To transact any other non-binding business proper to be brought before said meeting.

**DATED AT NORTHFIELD, VERMONT
THIS 28th DAY OF JANUARY, 2025**

K. DAVID MAXWELL, Chair

LYDIA PETTY

JOHN B. STEVENS , Vice-Chair

MERRY SHERNOCK

CHARLES L. MORSE

Select Board, Town of Northfield, Vermont



Notice: Requests for mailed absentee ballots for this meeting must be received by Monday, March 3, 2025 at 4:30 p.m. at the Town Clerk's Office. Voters may also vote absentee at the Town Clerk's Office until 4:30 p.m. on Monday, March 3, 2025. Further information on voter registration and absentee voting or any other appropriate information may be obtained from the Town Clerk at the Municipal Building during normal business hours.

Town of Northfield Tax Stabilization Policy and Application

In accordance with 24 V.S.A. §2741, the legislative branch of the municipal corporation of the Town of Northfield, Vermont, (the Town) has the general authority to enter into a contract with the owners, lessees, bailees, or operators of industrial or commercial real property to fix the tax applicable to such property at a percentage of the annual tax, as follows.

For tax stabilization agreements of a three-year duration

- Applicant or applicants will
 - Provide and maintain construction or improvements that are at least 25% of the greater of (i) the tax assessed value of the property or (ii) the fair market value of the property at the time of the application, with a minimum of \$200,000 investment
 - Demonstrate current access to capital necessary to complete the project as presented in the application
 - Demonstrate good standing with the Internal Revenue Service, the State of Vermont, the Town of Northfield, and all other applicable Vermont municipalities
- The proposed project
 - Is consistent with the Town plan
 - Has received all applicable zoning and Act 250 permits
 - Shall include all improvements and repairs necessary such that, upon completion of the project, the property is fully compliant with all zoning, building, plumbing, electrical, life safety statutes, codes, and/or ordinances, and all other applicable federal, state, and/local statutes, codes, ordinances, and rules
- A job creation bonus, which further lowers the annual tax rate steps, will be applied if development results in creating 10 full time positions in the Town
- The annual tax rate, based on 100% of assessed value of improved property, shall be as follows

	Without Job Creation Bonus	With Job Creation Bonus
Year 1:	25%	15%
Year 2:	50%	40%
Year 3:	75%	65%

For tax stabilization agreements of a five-year duration

- Applicant or applicants will
 - Provide and maintain construction or improvements that are at least 35% of the greater of (i) the tax assessed value of the property or (ii) the fair market value of the property at the time of the application, with a minimum of \$800,000 investment
 - Demonstrate current access to capital necessary to complete the project as presented in the application
 - Demonstrate good standing with the Internal Revenue Service, the State of Vermont, the Town of Northfield, and all other applicable Vermont municipalities
- The proposed project
 - Is consistent with the Town plan
 - Has received all applicable zoning and Act 250 permits

- o Shall include all improvements and repairs necessary such that, upon completion of the project, the property is fully compliant with all zoning, building, plumbing, electrical, life safety statutes, codes, and/or ordinances, and all other applicable federal, state, and/local statutes, codes, ordinances, and rules
- A job creation bonus, which further lowers the annual tax rate steps, will be applied if development results in creating 15 full time positions in the Town
- The annual tax rate, based on 100% of assessed value of improved property, shall be as follows

	Without Job Creation Bonus	With Job Creation Bonus
Year 1:	10%	5%
Year 2:	20%	15%
Year 3:	40%	25%
Year 4	60%	35%
Year 5	80%	75%

For tax stabilization agreements of a seven-year duration

- Applicant or applicants will
 - o Provide and maintain construction or improvements that are at least 45% of the greater of (i) the tax assessed value of the property or (ii) the fair market value of the property at the time of the application, with a minimum of \$1,400,000 investment
 - o Demonstrate current access to capital necessary to complete the project as presented in the application
 - o Demonstrate good standing with the Internal Revenue Service, the State of Vermont, the Town of Northfield, and all other applicable Vermont municipalities
- The proposed project
 - o Is consistent with the Town plan
 - o Has received all applicable zoning and Act 250 permits
 - o Shall include all improvements and repairs necessary such that, upon completion of the project, the property is fully compliant with all zoning, building, plumbing, electrical, life safety statutes, codes, and/or ordinances, and all other applicable federal, state, and/local statutes, codes, ordinances, and rules
- A job creation bonus, which further lowers the annual tax rate steps, will be applied if development results in creating 15 full time positions in the Town
- The annual tax rate, based on 100% of assessed value of improved property, shall be as follows

	Without Job Creation Bonus	With Job Creation Bonus
Year 1:	10%	5%
Year 2:	20%	15%
Year 3:	30%	25%
Year 4	45%	40%
Year 5	60%	55%
Year 6	75%	70%
Year 7	90%	85%

At the conclusion of the applicable agreement, the tax rate, based on 100% of assessed value of improved property, shall revert to 100%.

The Town Manager shall prepare and present to the legislative body for approval a policy that includes the following

- An application process that includes
 - Advice to the applicant that the application and its review are a public process and are considered public information, with exception made for information and documents exempt from public inspection or copying pursuant to 1 V.S.A. §317(c)
 - Restriction of the application to projects that have not begun construction, with the exception of any projects that were underway in the six months prior to voter approval of this process
 - Preliminary review by the economic development committee, with recommendations to the Select Board.
 - An appeal process that allows appeals to the Select Board regarding any preliminary rejection of the application by the economic development committee, prior to submission to the Select Board.
- Criteria considered during preliminary review by the economic subcommittee and review by the legislative body that includes
 - Creation and/or retention of jobs
 - Preservation of historic or current structures, eliminates blight, and/or improves aesthetics
 - Removal of environmental hazards
 - Impact on municipal, public safety, and public education services
- An annual reporting process that will ensure an agreement is being upheld

The voters retain the right to provide the legislative body limited authority to negotiate ten-year contracts, as follows, which shall be effective upon ratification by a majority of those present and voting at an annual or special meeting warned for that purpose.

For tax stabilization agreements of a ten-year duration

- Applicant or applicants will
 - Provide and maintain construction or improvements that are at least 50% of the greater of (i) the tax assessed value of the property or (ii) the fair market value of the property at the time of the application, with a minimum of \$2,000,000 investment
 - Demonstrate current access to capital necessary to complete the project as presented in the application
 - Demonstrate good standing with the Internal Revenue Service, the State of Vermont, the Town of Northfield, and all other applicable Vermont municipalities
- The proposed project
 - Will provide a mixed use of commercial/industrial and residential uses in the Village core
 - Is consistent with the Town plan
 - Has received all applicable zoning and Act 250 permits
 - Shall include all improvements and repairs necessary such that, upon completion of the project, the property is fully compliant with all zoning, building, plumbing, electrical, life safety statutes, codes, and/or ordinances, and all other applicable federal, state, and/local statutes, codes, ordinances, and rules
- A job creation bonus, which further lowers the annual tax rate steps, will be applied if development results in creating 20 full time positions in the Town

- The annual tax rate, based on 100% of assessed value of improved property, shall be as follows

	Without Job Creation Bonus	With Job Creation Bonus
Year 1:	10%	5%
Year 2:	15%	10%
Year 3:	20%	15%
Year 4:	30%	25%
Year 5:	40%	35%
Year 6:	50%	45%
Year 7:	60%	55%
Year 8:	70%	65%
Year 9:	80%	75%
Year 10:	90%	85%

At the conclusion of the applicable agreement, the tax rate, based on 100% of assessed value of improved property, shall revert to 100%.

Also recognizing the importance of maintaining viable multi-family housing stock for economic growth, the legislative body of the Town has the general authority to enter contracts with the owners, lessees, or bailees of said properties to fix and maintain the valuation of such properties in the grand list as follows.

For tax stabilization agreements of a three-year duration

- Applicant or applicants will
 - Provide and maintain construction or improvements that are at least 25% of the greater of (i) the tax assessed value of the property or (ii) the fair market value of the property at the time of the application
 - Demonstrate current access to capital necessary to complete the project as presented in the application
 - Demonstrate good standing with the Internal Revenue Service, the State of Vermont, the Town of Northfield, and all other applicable Vermont municipalities
- The proposed project
 - Has a minimum of two (2) units
 - Is consistent with the Town plan
 - Has received all applicable zoning and Act 250 permits
 - Shall include all improvements and repairs necessary such that, upon completion of the project, the property is fully compliant with all zoning, building, plumbing, electrical, life safety statutes, codes, and/or ordinances, and all other applicable federal, state, and/local statutes, codes, ordinances, and rules
- The annual tax rate shall be 100% based on the percentage of assessed value of the improved property as follows
 - Year 1: 25% of assessed value
 - Year 2: 50% of assessed value
 - Year 3: 75% of assessed value

For tax stabilization agreements of a five-year duration

- Applicant or applicants will
 - Provide and maintain construction or improvements that are at least 50% of the greater of (i) the tax assessed value of the property or (ii) the fair market value of the property at the time of the application, with a minimum of \$500,000 investment
 - Demonstrate current access to capital necessary to complete the project as presented in the application
 - Demonstrate good standing with the Internal Revenue Service, the State of Vermont, the Town of Northfield, and all other applicable Vermont municipalities.
- The proposed project
 - Has a minimum of three (3) units
 - Has one third of the units reserved for low income or senior housing
 - Is consistent with the Town plan
 - Has received all applicable zoning and Act 250 permits
 - Shall include all improvements and repairs necessary such that, upon completion of the project, the property is fully compliant with all zoning, building, plumbing, electrical, life safety statutes, codes, and/or ordinances, and all other applicable federal, state, and/local statutes, codes, ordinances, and rules
- The annual tax rate shall be 100% based on the percentage of assessed value of the improved property as follows
 - Year 1: 10% of assessed value
 - Year 2: 20% of assessed value
 - Year 3: 40% of assessed value
 - Year 4: 60% of assessed value
 - Year 5: 80% of assessed value

At the conclusion of the applicable agreement, the tax rate shall be based on 100% of assessed value of the improved property.

The Town Manager shall prepare and present to the legislative body for approval a policy that includes the following

- An application process that includes
 - Advice to the applicant that the application and its review are a public process and are considered public information, with exception made for information and documents exempt from public inspection or copying pursuant to 1 V.S.A. §317(c)
 - Restriction of the application to projects that have not begun construction, with the exception of any projects that were underway in the six months prior to voter approval of this process
 - Preliminary review by the economic development committee, with recommendations to the Select Board.
 - An appeal process that allows appeals to the Select Board regarding any preliminary rejection of the application by the economic development committee, prior to submission to the Select Board.
- Criteria considered during preliminary review by the economic review subcommittee and review by the legislative body
- An annual reporting process that will ensure an agreement is being upheld

Any party granted a tax stabilization agreement must submit a yearly report to the Town Manager.

Any and all tax stabilization agreements are non-transferable, unless approved by the Select Board. Any request for approval of a transfer shall be submitted to the Town Manager no later than 30 days prior to any transfer of ownership of property that is subject to a tax stabilization agreement.

Any owners, lessees, bailees, or operators of industrial or commercial real property who have entered into a tax stabilization agreement with the Town shall submit a yearly report showing compliance in all elements of the agreement. The economic development committee and the Town manager shall notify the Select Board of any circumstances during the term of the tax stabilization agreement that may impact compliance with the agreement. If the Select Board determines that the property or parties to the agreement are out of compliance with the agreement, the board will direct the town manager to issue a written notice of non-compliance that must be addressed within ninety (90) days from the determination of non-compliance. The Select Board may adjust the compliance timeframe for good cause. The notice may be served by certified mail.

Failure of the party or parties to comply with the agreement may, at the discretion of the Select Board, result in the termination of the agreement, and may require repayment of back taxes. If fraud or willful misrepresentation is found, the Select Board may additionally impose a ten (10) percent penalty.


APPROVED AT NORTHFIELD, VERMONT THIS
14th DAY OF OCTOBER, 2014



JOHN N. QUINN III, Chair



DENNIS DONAHUE, Vices Chair



KEVIN T. BEAL



BRAEARD DENNY



LYNN DONEY



MATTHEW G ADBOIS



KENNETH W. GOSLANT



K. DAVID ELL



JAMES R. WILSON

Town of Northfield, Board of Selectmen





Tax Stabilization Request
 Town of Northfield, Vermont
 51 South Main St.
 Northfield, Vermont
 Voice 802-485-9820

Instructions	Follow the guidelines outlined in the Northfield, Vermont Stabilization Policy. Insert N/A if not applicable
Site Information	
Physical Location (E911 Address)	
Parcel ID #, Current Assessment	ID # _____ Assessed Value \$ _____
Current Property Owner Name	
Applicant's Name, New Owner	
Applicant's Mailing Street Address, City, State and Zip	
Applicant's Phone Number	Day: _____ Cell Phone: _____
Applicant's email address	
Zoning District	
Tax Stabilization Request is for:	Industrial/Commercial <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/>
Estimated Cost of Improvements:	
The applicant has the capital required to complete the project	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the applicant in good standing with the IRS, State of Vermont and Town of Northfield?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the applicant received all required permits for the project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many years of tax stabilization are you requesting (see guidelines)	3 <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/>
Requesting a job creation bonus?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated Construction Start Date	

Criteria considered during preliminary review by the economic subcommittee and review by the Select board include: **Creation and/or retention of jobs. **Preservation of historic or current structures, eliminates blight, and/or improve aesthetics, **And removal of environmental hazards, **Impact on municipal, public safety, and public education services.

PROJECT DESCRIPTION (Describe below as much detail as possible about new construction or renovations to include breakdown of work by trade. Add extra sheets if necessary.)

Check List of information to be included in Application:

Copies of current Lister's Card and most recent tax bill

Site Plan showing existing property lines and buildings

Scaled drawing of construction including floor plans and elevations for the project

Written estimate of construction costs by Contractor or subcontractors to perform the work

For commercial and industrial projects, please provide company's current employment and estimated post-project employment data: Number of current employees: ___ Projected Number: _____

In the space below, please provide any additional information that the Applicant believes will assist the town in evaluating and justifying a request for Tax Stabilization in accordance with the Town's Tax Stabilization Policy, including the Policy's Statement of Purpose. (Add extra sheets if necessary.)

The Applicant or its authorized agent attest the information provided in this application is accurate to the best of their knowledge.

Signature: _____

Printed Name: _____ Date: _____

If applicable, attach a Corporate Resolution authorizing an Agent to sign an application for tax stabilization.

NORTHFIELD, VERMONT CEMETERY FEES

	Resident	Revised	Non-Resident	Revised
Full Lot (4 Graves)	\$2,400.00	No Change	\$2,880.00	No Change
Half Lot (2 Graves)	\$1,200.00	<u>\$1,580</u>	\$1,440.00	<u>\$1,700</u>
One Lot (1 Grave)	\$600.00	<u>\$800</u>	\$720.00	<u>\$900</u>
Grave Opening (Regular Lot)	\$500.00	<u>\$650</u>	\$500.00	<u>\$650</u>
Grave Opening (Winter Burial)	\$800.00	<u>\$900</u>	\$800.00	<u>\$900</u>
Cremation	\$300.00	<u>\$400</u>	\$350.00	<u>\$450</u>
Infant Interment	\$200.00	No Change	\$200.00	No Change
Setting Markers (for VA Marker)	\$200.00	No Change	\$200.00	No Change
Setting Markers (with Cement)	\$200.00	No Change	\$200.00	No Change
Vault Fee	\$250.00	No Change	\$250.00	No Change
Weekend/Holiday Burial	\$700.00	<u>\$800</u>	\$700.00	<u>\$900</u>
Weekend/Holiday Cremation	\$350.00	<u>\$450</u>	\$350.00	<u>\$550</u>

Proposal

Cemetery Rate Increase 2024-2025

PROPOSAL SUBMITTED TO: TOWN OF Northfield VT	JOB NAME	JOB #
ADDRESS: MAIN Street Northfield VT 05663	JOB LOCATION	
PHONE #	DATE	DATE OF PLANS 1/2/2025
FAX #	ARCHITECT	

We hereby submit specifications and estimates for: Cemetery Rates

	2017-2023 Now	Resident New Rate	Non-Resident
1 grave lot	600 per lot	900 / Lot	1000 / Lot
2 grave lot	1200 / lot	1800 / Lot	2000 / Lot

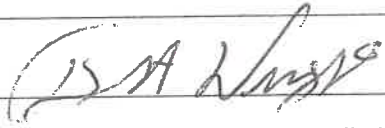
Grave opening

		Summer	Winter
Full Burial	Mon-Thurs 500 ⁻	800 ⁻	1000 ⁻
	Fr./Sat 700 ⁻	1000 ⁻	1200 ⁻
	Sunday	add 200 ⁻	
Cremation	Mon-Thurs 300	500 ⁻	600 ⁻
	Fr./Sat 350	700 ⁻	800 ⁻
	Sunday	add 200 ⁻	
Grass marker Installed	100 ⁻	250 ⁻	
Corner Post Installed	set of 4 - 80	100 ⁻	
Concrete Foundation Monument	150 / sq ft	175 / sq ft	

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of: _____ Dollars

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted
 1/2/25
Note - this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance _____ Signature _____

From: Bannister, Sheila C. <Sheila.Bannister@vermontstate.edu>

Sent: Wednesday, January 22, 2025 9:06 AM

To: Jeff Schulz <jschulz@northfield.vt.us>

Cc: Joe Wantuch <jcwantuch@gmail.com>;

Subject: Energy Committee vacancy

Hello Jeff,

I have lived in Northfield since 2006, and I'm writing to indicate my interest in applying for one of the vacant two year positions on the Northfield Energy Committee. I have met with the current committee members and they are all in favor. My background is in education and healthcare, and my purpose for getting involved is to assist in educating the community about energy issues while helping to create positive change for our town.

Could you tell me what steps I need to take next? If you need more information, please let me know.

Thanks for your time,
Sheila Bannister

Sheila Bannister, RDH, M.Ed.
Professor
Department of Oral Health Science



From: Chandler Murch <cwmurch@gmail.com>
Sent: Thursday, January 16, 2025 4:17 PM
To: cassie and charlie <clmorse@tds.net>
Cc: Jeff Schulz <jschulz@northfield.vt.us>
Subject: Re: Energy Committee Thermal Energy Network

Hi Jeff,

I'm interested in joining the Northfield Energy Committee. Our neighbor Patrick's interest in a thermal energy network happens to coincide with recent conversations I've had with a client in the geothermal power industry. I'm currently working for a Vermont software company, Faraday, and worked for other software companies as well as my own consumer electronics startup. I hope that I can contribute meaningfully to our community through this committee, in both service of current residents and future growth.

I'm happy to answer any questions and take the next steps.

Thank you,
Chandler Murch
1260 Smith Hill Rd
802-279-0235

From: Joe Wantuch <jcwantuch@gmail.com>
Sent: Thursday, January 23, 2025 10:17 AM
To: Kenneth Mccann
Subject: Re: NEC Appointments

Ken,

That's great. Both Chandler and Sheila attended our last meeting. Gail, Pat, and myself are welcome to them joining the committee. We are excited for them to come on board.

Thank you,

Joe

On Thu, Jan 23, 2025, 8:30 AM Kenneth Mccann <kennethmccann@northfield.vt.us> wrote:

Joe:

I have the letters of interest for NEC appointment from Chandler Murch and Sheila Bannister. Both NEC appointments are on the agenda for next Tuesday night's Select Board meeting.

However, I would be grateful if you could send me a brief email confirming that these appointments are recommended by the current NEC members. That email will make sure that there are no delays in the process.

Thanks, Ken



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.



Municipal Ethics Training

Introduction

Training

Training Completion

Review

Who is required to complete training on the statewide Municipal Code of Ethics?

As of January 1, 2025, all members of legislative bodies; quasi-judicial bodies; chief administrative officers; mayors; and town and city managers are required to complete training on the new statewide municipal code of ethics. Municipal officers who are in office on January 1, 2025, must complete the training no later than September 25th, 2025, and every three years thereafter. Municipal officers who start after January 1, 2025, must complete the training within 120 days of the start of their position, and every three years thereafter.

While training is required only for the municipal officers listed above, it is recommended that all municipal officers subject to the statewide Municipal Code of Ethics take the training. Municipal officers subject to the Code are: 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.

Where can I complete the training?

Municipal officers can complete free online municipal ethics training via the link below. The training covers the statewide Municipal Code of Ethics, the State Ethics Commission's role in the municipal ethics complaint process, and the services that are available to municipalities through the State Ethics Commission. It is approximately 45 minutes long.

How can I document that I completed the online training?

Pursuant to Act 171, "The officer, the officer's employer, or another individual designated by the municipality shall document the officer's completed ethics training." When you finish the training, you will be asked to complete a form that asks for your name, municipal title, municipality, email address, and, if you choose, the email address of an additional municipal contact. It will also ask you to answer some questions to check your understanding of the training. A notification email that you have completed the ethics training will then be sent to the email addresses you provided. You should save this notification as documentation that you have completed the training.

From: Jeff Schulz

Sent: Saturday, January 25, 2025 2:20 PM

To: David Maxwell <dmaxwell@northfield.vt.us>; David Maxwell <ddmaxwell372000@yahoo.com>; John Stevens Sr. <stevens@norwich.edu>; John B. Stevens <stevensgeotech@yahoo.com>; Lydia Petty <lpetty@northfield.vt.us>; Lydia Bright <lydbright@gmail.com>; Cassie & Charlie Morse <clmorse@tds.net>; Merry Shernock <merrykays@yahoo.com>

Subject: Town Manager Report

Approval of Town Meeting Warning

The Board is being asked to approve the 2025 Town Meeting Warning which includes budget expenditures of \$6,710,790, of which \$4,320,880 is to be raised from property taxes. Other items of note include the article to establish a reserve fund to provide \$134,000 in local matching funds for future grant applications. In addition, it includes the article asking the voters to vote all public questions by Australian Ballot.

Annual Report

We are currently preparing reports and documents for inclusion in the annual report with a goal of delivering a copy to the printer on 2/4/2025. The report will be added to the Town web-site on 2/4/2025.

Tax Stabilization Policy and Application

In the Board packet is a copy of the Town's Tax Stabilization Policy and Application. We have prepared a new application and are seeking Board approval of the application.

Northfield Cemetery Fees – Proposed Changes

In the Board packet is a copy of Bruce Wright's suggested cemetery fee changes and a copy of a revised recommended cemetery fee schedule (changes in red) by the Town Manager.

I recommend more moderate fee increases based on my experience in Northfield, past community comments on the fees, and the amount of the cemetery fees that go to the Town.

ACT 171 Ethics – Appointment of Individual to Receive Municipal Ethic Code Alleged Violations Complaints

As part of ACT 171, the Town is required to appoint an individual to receive and secure municipal ethic code alleged violations complaints and provide a copy to the Ethic's Liaison. I recommend the Board appoint Ken McCann.

As discussed previously, pursuant to ACT 171, municipalities are required to complete other steps to be in compliance with ACT 171. At the next Board meeting we will present a draft Code of Ethics and a procedures/policy for the receipt and investigation of ethic complaints for the Board's review.

VLCT has some very helpful information on the process at: https://www.vlct.org/topics-all/ethics-and-conflicts-interest?utm_source=CC&utm_medium=email&utm_campaign=News+2024-1231.

Historic Bridge Improvements – VAOT Funding

In the Broad packet is a letter from VAOT, dated 12-17-2025, received 1-17-2025, notifying the Town that funding for the scoping process and construction of improvements for the four historic bridges (Rabbit Hollow and three covered bridges) has changed. Originally, VAOT stated that the recommended construction improvements for these bridges would be 100% funded through the Infrastructure Investment and Jobs Act. However, VAOT is informing the Town that these funds are no longer available and funding for the construction will require a local match – similar to the Main Street Bridge Replacement Project. The amount of the local match will be determined after the alternatives process is completed and an alternative has been selected. The required local match is likely to five percent of project costs.

Cross Brothers Dam Removal

As noted previously, the engineer has prepared the final plans for the Cross Brother Dam Removal Project to 60% complete and will present the plans to the Board on February 11. We have held several project meetings with the engineer and FEMA to review the plans, to further discuss FEMA's project requirements and next projects steps. FEMA is currently reviewing the plans and will need to review and approve several project elements. Karina Daily and the engineer remain confident that the project can be bid and completed this construction season.

Pool House Project

We held the kick-off meeting with the architectural firm AES Northeast to start the pool house building evaluation process. The meeting was attended by the Board Subcommittee, the architect, and members of the Walkability Committee. The consultant presented three basic preliminary concepts: two of which consist of comprehensive design changes to the building interior, and the third includes minor interior restructuring with the required ADA compliance changes, and other code and lighting updates. The consultant noted that based on current material costs and contractor pricing the cost of the two more comprehensive options will likely be high. The next steps are for the architect to provide cost estimates and more information on the questions raised at the meeting.

Wall Street Pedestrian Improvements – Engineering Design Services

I have prepared and released an RFP for engineering design services for the pedestrian improvements along Wall Street to the Dog River Park. A copy of the RFP is in the Board packet and on the Town web-site. Proposals are due to the Town on 2/21/2025. As discussed previously, 80% of the project engineering and construction costs are being funded by the State of VT.

Highway – Street Sweeping and Line Striping

We have contacted the street sweeping contractor and are now first on their list to start the sweeping early spring after last snow. We also are now contacting street striping contractors to get early scheduling.

Jeff

Jeff Schulz, Northfield Town Manager
802-485-9822

Project Tracker

Project List 1/24/2025

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. VTrans to present final plans to Board in March. 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	Construction In Spring 2025. Contractor is currently purchasing pipe.
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. Tenants have relocated. Next step is real estate closing
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 submitted to State of VT.
Wall St. Pedestrian - Design Phase	In Progress		State of Vermont	TM, Vtrans	01/1/2025	10/1/2025	Pedestrian Improvements on Wall Street to Dog River Park. Town awarded grant funds for design and construction. RFP for design services released.
Cross Brothers Dam Project	In Progress	\$955,000	FEMA, State Vermont	VNRC, TM	10/1/2023	TBD	Engineer is preparing final plans, will present plans to Board 2/11/2025. 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	The property owner signed required documents. State processing the documents.
Historic Bridges	Scoping Phase	TBD	State of Vermont	State of Vermont	3/23/2023	TBD	The State selected four bridges in Northfield: Rabbit Hollow 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
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 meters. Meter installation in late Summer 2025
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. Project kickoff meeting was held 1/22/2025.
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	Notice of award send to contractor. Contract signed. Construction Spring/summer 2025

Northfield STP BP24(12) - Design/Construction Grant

**Request for Proposals
Design Engineering Services
Town of Northfield Vermont**

Date Issued: January 24, 2025

Date Due: February 21, 2025

**Contact person: Jeff Schulz, Project Manager. 802-485-9822, jschulz@northfield.vt.us
51 South Main Street, Northfield, VT. 05663**

All questions related to this request for proposal shall be addressed to this individual no later than 5 business days prior to the Date Due above.

I. INTRODUCTION

The Town of Northfield is requesting proposals for engineering services for a project to construct pedestrian improvements (see project description in scope of work) funded in part by the Federal Highway Administration and the Town of Northfield, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS).

The project is managed locally by Jeff Schulz Municipal Project Manager. The owner of the project is the Town and the ultimate authority for the design engineering.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by the VTrans Project Supervisor / Manager Chris Hunt, Municipal Assistance Section, at email Chris.Hunt@vermont.gov.

All work will be accomplished in accordance with the following:

- MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website <https://vtrans.vermont.gov/highway/local-projects>).
- MAS Project Development Process flow chart (found on the VTrans MAS website).
- Specifications for Contractor Services (found on the VTrans MAS website).

II. SCOPE OF WORK

The Town of Northfield has entered into an agreement with the Vtrans to add pedestrian improvements along Wall Street from the Downtown Common to the Dog River Park on Water Street. The goal of the project is to enhance pedestrian connections in Northfield and specifically from the Downtown. The project area includes Wall Street and Water Street from the intersection with Wall Street to south end of the Dog River Park. The proposed improvements will cross the railroad tracks on Wall Street which will require discussions and approval by road rail representatives. An extension scoping process for this project was recently completed and a copy of the scoping report is located on the Town's web-site www.northfield-vt.gov

This project is funded in part by the Federal Highway Administration (FHA) and Vtrans. Accordingly, all aspects of project development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations.

In general, the scope of this project will follow the project development process used by the VTrans Municipal Assistance Section as follows:

- Project kick-off and development of conceptual plans.
- Submission of documentation and plans for NEPA process.
- Development of preliminary plans.
- Develop Right of Way (ROW) plans, if necessary, and assist with ROW documents.
- Develop contract plans, technical specifications, final engineer's estimate and bid documents and assist with the bidding process.
- Assistance during construction.

Consultants should note that general guidance, templates and other relevant design information can be accessed on the MAS SharePoint site found at:

<https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/MAB-LP.aspx>

The development of Conceptual Plans through Contract Plans, Specifications and Estimates will consist of the following Scope of Work phases and tasks:

Phase A- PROJECT DEFINITION

Task 1: Project Kick-off

The consultant will convene a project kick-off meeting to discuss the goals and objectives of the municipality and define the project development process. The VTrans project Supervisor / Manager will be a participant in this meeting and will provide an overview of the typical project development schedule for locally managed projects. The Consultant will discuss the project

schedule and arrange to collect all information relevant to the project, including all existing project files, underground utility information, tax maps of the affected properties, etc. The consultant will coordinate and schedule this meeting and take notes to document the discussions and decisions made and to distribute to parties of interest.

Task 2: Topographic Survey and Base Mapping

2.1 Right-of-Way and Deed Information

The consultant is to develop a base map that shows the approximate limits of the existing Right-of-Way. The municipality will provide available roadway plans, land records, property deeds and tax maps on file for the properties within the project limits. The purpose will be to document the property lines and owners within the project limits for subsequent Right-of-Way use. This right of way and property information will be compiled and presented on the plans.

1.2 Utility Location

The consultant shall identify all existing overhead and underground utilities that may be affected by project construction and depict their location on project plans.

2.3 Ground Survey

The consultant will perform the topographic survey for this project in general accordance with VTrans survey guidelines and requirements. The survey will include enough information to design, permit, acquire Right-of-Way and construct the project.

Task 3: Conceptual Plans

The consultant will prepare Conceptual Plans and a conceptual construction cost estimate for the improvements. The Conceptual Plans will indicate the existing topography and other base information and illustrate the proposed work. The design will be in accordance with the Vermont Pedestrian and Bicycle Facility Planning and Design Manual, 2018 VTrans Standard Specifications for Construction, the current editions of the Vermont State Standards, the Public Rights of Way Accessibility Guidance issued by the US Access Board, and the most recent edition of the Manual on Uniform Traffic Control Devices. Identified rights-of-ways, utilities, natural and cultural resources, and other features affecting the design will be indicated on the plans. The basis for project pay items will be the 2018 VTrans Standard Specifications for Construction. Note that if the project falls primarily within the right of way of a state highway, the plans shall be developed using MicroStation software and shall generally follow the 2014 VTrans CADD Standards and Procedure - <http://vtranscaddhelp.vermont.gov/> .

The Conceptual Plans are anticipated to consist of:

- Title Page
- Layout Sheets showing existing and proposed features

- Preliminary profiles
- Approximate right of way lines and construction limits (consultant shall provide supporting information addressing how right of way limits were determined)
- Typical Sections for the proposed improvements
- Cross Sections

Together, these drawings illustrate the information necessary to define the project and will include information such as:

- Roadway, sidewalk and/or path design (Cross Slope, material type, and Thickness)
- New or modified subsurface drainage
- Limits of Construction
- Pavement Markings and signs
- Conceptual Traffic Control (at a minimum, plans shall reference VTrans standard drawings or Typical Applications from the MUTCD that illustrate how work zone traffic will be addressed)

The consultant will submit two full size copies of the Conceptual Plans and construction cost estimate to the municipality, along with one set of the plans and estimate for VTrans in .pdf format. VTrans distributes plans electronically for review and they must be in .pdf format for this purpose. The conceptual cost estimate must be prepared in a complete and concise tabular format and will be submitted in .pdf format. The consultant will develop the construction cost estimate utilizing individual items and unit prices consistent with the 2018 VTrans Standard Specifications for Construction, including any revisions, supplements or addenda.

The consultant will also submit a written assessment of the possible impacts of the project on existing vehicle, pedestrian and bicycle traffic. Based on the [VTrans Work Zone Safety and Mobility Policy and Guidance document](#):

- Determine project significance (Project Type - A, B, C or D).
- All Project Types require the design engineer to fill out and submit the Traffic Management Plan (TMP) checklist to the MAS Project Supervisor / Manager.
- Depending on significance, the selected firm must be prepared to develop Temporary Traffic Control (TTC) plans, Traffic Operations (TO) requirements and Public Information (PI) strategies.
- Submit TMP checklist and supporting documentation with Conceptual Plans.

If traffic control measures, including any needed temporary pedestrian facilities, are needed, their cost shall be included in the project cost estimate.

Task 4: Resource Constraints and CE Documentation

The consultant is expected to identify natural and cultural resources on the project plans to support the municipality in satisfying the NEPA process which is expected to be at the level of Categorical Exclusion (CE).

4.1 Natural Resource Identification

The consultant will confirm the presence or absence of any known natural resources in the project vicinity and will identify these resources on plans of the project area. Please refer to the MAS Share point site at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/Environmental.aspx> for a detailed outline of the requirements for Natural Resource Identification.

4.2 Historical/Archaeological

The consultant will determine any historical or archaeological impacts and VTrans staff will provide concurrence as part of completing the CE. Please refer to MAS Share point site at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/Environmental.aspx> for a detailed outline of the requirements for Historical/Archaeological identification.

4.3 Other Permitting and Investigations

The Consultant will determine the need for other environmental permits and will assist the municipality in acquiring all necessary federal, state, and local environmental permits necessary to complete the project. The municipality is generally responsible for any permit fees, although these are waived for some permits.

4.4 Preparation of the Categorical Exclusion Document

Because federal funding is involved with this project, the National Environmental Policy Act (NEPA) process and requirements must be followed. To meet the requirements of this act, a Categorical Exclusion (CE) Document must be completed. The consultant will prepare the VTrans environmental analysis sheet and supporting documentation will be submitted to VTrans for review and concurrence. VTrans will complete the process with the FHWA.

Phase B- PROJECT DESIGN

Task 5: Preliminary Plans

Once the NEPA process has concluded, the consultant will develop preliminary plans for the project. The preliminary plans will include all the information from the conceptual plans and will add further detail, including any stormwater drainage and required erosion prevention and sediment control measures. The preliminary plans will contain:

- Title Sheet
- Typical Section
- Base Plan with a project centerline and existing ROW information
- Profiles

- Cross Sections
- Driveway treatments
- Drainage details
- Erosion Prevention measures and details
- Signs and pavement markings
- Lighting
- Traffic control plans for motor vehicles, bicycles (if accommodated separately from motor vehicles) and pedestrians including any details not covered by VTrans standard drawings or MUTCD Typical Applications. Submit revised/ updated TMP checklist and supporting documentation with Preliminary Plans.

In addition to the preliminary plans, the consultant will develop a revised Engineer's Estimate.

A submittal to VTrans is expected at this stage for VTrans review. The plans, estimate and draft TMP (if applicable) will be submitted to VTrans in a .pdf format. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans.

Task 6: Right-of-Way Plans and Acquisition Process

Using the project construction limits and any anticipated need for temporary rights during construction, the need for additional right of way will be confirmed by the Consultant. They will determine if any additional right-of-way (ROW), including all permanent and temporary easements, beyond the existing ROW is required to construct the project.

6.1 Right of Way Plans

Existing ROW, and all areas of additional ROW, whether temporary or permanent, will be clearly indicated on ROW plans prepared by the Consultant in accordance with standard survey practices. Draft ROW plans and draft easements will be submitted to VTrans for review and approval prior to negotiating with property owners. Easement language must be consistent with guidance provided by the VTrans ROW section.

Easements are typically developed by municipal attorneys, but their content must match information shown on the ROW plans. ROW plans must include all the elements of preliminary plans with the addition of the following:

- Right-of-Way detail sheet
- Property Acquisition Table

If Right-of-Way acquisition is simple and/or does not involve many parcels, it is acceptable to include Right-of-Way information on the project plan sheets.

6.2 Right of Way Coordination

The municipality will be responsible for appraisals, negotiations and completing the acquisitions. The Consultant will provide assistance and work closely with the municipality throughout the ROW phase, including any Necessity and Condemnation procedures. ROW acquisition must conform to Public Law 91-646 and 100-17, which together are referred to as the "Uniform Act."

Task 7: Final Design/Bidding

The consultant will prepare the final construction design of the project. Final Design will include final plans, an updated construction cost estimate, and draft special provisions. These provisions will supplement the VTrans Standard Specifications for Construction (2018) which will serve as the basis for the construction of the project. Final plans will be submitted to VTrans for review and comments. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans. The contract plans will include all information necessary to put the project out to bid.

7.1 Final (85%) Plans

The Consultant will submit Final plans along with an updated listing of items and quantities, and an associated cost estimate for municipal and VTrans review and concurrence. These plans will incorporate all comments and conditions received from permitting agencies. Final utility relocations will be shown. ROW plans (if necessary) showing acquisition lines and any agreements made with property owners will be included. The Consultant will certify through the signature of an engineer registered in the state of Vermont to practice "structural or civil" engineering that these plans and subsequent 100% plans meet all applicable standards, codes and requirements for design and public safety (design certification.) The Consultant will also provide a "Utility & Railroad Clearance" that indicates that all necessary utility coordination has been completed. Submit revised/ updated TMP checklist and supporting documentation with Final Plans.

7.2 Special Provisions

The Consultant will develop any project special provisions to cover items not contained in the VTrans 2018 Standard Specifications for Construction or those items that vary from the standard specifications.

7.3 Final Estimate

The consultant will develop a final engineer's estimate.

Task 8: Contract Plans, Construction Bidding and Award

The consultant will take all the necessary steps to provide the municipality with a complete package which can be put out to bid. The municipality is responsible for the bid advertising process.

8.1 Contract Plans

The consultant will submit Contract (100%) Plans along with an updated list of items, quantities and an associated cost estimate for municipal and VTrans review and concurrence. These plans will incorporate any final changes since the review and acceptance of 85% Plans. These plans will be signed and stamped by the Consultant's licensed PE.

8.2 Construction Bid Package

Once the Contract Plans are approved, the Consultant will be responsible for assembling the Construction Bid Package. The complete Construction Bid Package will include all of the following items:

- Complete Contract (100%) plans.
- Construction cost estimate.
- Final utility relocations, clearances, and special provisions.
- Right-of-way clearances and special agreements.
- Construction special provisions.
- All necessary permits acquired, and conditions noted.
- Construction Contract specifications.
- Include Final TMP checklist and supporting documentation in the project bid documents.
- Bid Documents including instructions to bidders, bid form and all required federal documents (Note: VTrans has developed a bid document template that should be used as a starting point.)

8.3 Bid Process

The Consultant will be available during the bidding process to answer any technical questions about the project design. Once bids are opened, the consultant will confirm that all required components of the bid have been submitted. The consultant will conduct an analysis of the bids and will provide a recommendation to the municipality and VTrans on award of the contract after review of the bids. The bid analysis will generally follow FHWA's Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation dated January 20, 2004. This can be found at <https://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>. Additionally, please refer to the MAS – Recommended Bid Analysis Procedures in SharePoint for detailed instructions.

Task 9: Construction Services

The Consultant shall be prepared to hand off the responsibility for the TMP checklist and supporting documentation to the construction inspector at the pre-construction conference.

The Consultant will provide limited assistance during the construction phase, primarily to answer any design questions that come up. The consultant will also review for conformance any required material and drawing submittals. It is anticipated that three to six visits to the project site during construction will be required.

III. RESPONSE FORMAT

Responses to this RFP shall consist of a separate Technical Proposal and Cost Proposal.

A. A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town of Northfield including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A list of individuals that will be committed to this project and their professional qualifications including the names and qualifications of any sub-consultants. The individual's names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the MPM prior to utilization or invoicing.
5. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
6. A proposed schedule that indicates project milestones and overall time for completion. Federal Aid projects often take at least 4 years from Grant award to construction completion. See the MAS Project Development Process flow chart at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/MAB%20Process%20Flowchart.pdf> for additional information.

7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

B. A separate cost proposal consisting of:

1. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

IV. CONSULTANT SELECTION

A Selection Committee will make a recommendation to the MAS Project Supervisor and the Town to award a contract.

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding the Scope of Work	5	5	25
Knowledge of Project Area	2	5	10
Qualifications/Experience of Proposed Staff	3	5	15
Availability of Technical Disciplines	2	5	10
Past Performance on Similar Projects	5	5	25
Reasonableness of Proposed Schedule and Labor Hour Estimates	3	5	15
TOTAL			100

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final selection. The Town of Northfield reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposal will be evaluated and awarded based on the personnel presented. Should the awarded consultant propose any substitutions to the project personnel in the future, they must submit a letter to VTrans for review in consultation with the Municipality, requesting approval of such a change.

The Town will select the consultant on or about (allow at least 2 weeks from the date that the

proposals are due) to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

V. SUBMISSION

Consultants interested in this project should submit their proposal to the contact name and address indicated.

Utilize either:

Five copies of the technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents (technical or cost proposal)
- Project name

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Or:

Submit as an electronic submission via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile - machine transmitted proposals will be accepted.

All proposals, upon submission, become the property of the Town of Northfield. The cost of preparing, submitting and presenting is the sole expense of the firm. The Town of Northfield reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, or cancel this RFP in part or in its entirety, if it is in the best interest of the Town. This Request for Proposals in no way obligates the Town of Northfield to award a contract.

VI. CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street

Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>

Please note that no billable work can take place until a grant agreement between the State of Vermont and the Town is in effect.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Northfield Selectboard, 51 South Main, Northfield, VT 05663. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located on the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.



RECEIVED

JAN 17 2025

Municipal Offices

Agency of Transportation

State of Vermont
Highway Division
Project Delivery Bureau
Structures Design Section
219 North Main Street, 3rd Floor
Barre, Vermont 05641

[ttd] 800-253-0191

December 18, 2024

Town of Northfield
Jeff Schulz, Town Manager
jschulz@northfield.vt.us
51 South Main Street
Northfield, VT 05663

**Re: Northfield BO CVBR(4), Town Highway 57, Bridge 65 over NECRR & Dog River;
"Northfield Falls Covered Bridge" - Northfield BO CVBR(7), Town Highway 3, Bridge 10
over Cox Brook; "Lower Cox Brook Covered Bridge" - Northfield BO CVBR(8), Town
Highway 3, Bridge 11 over Cox Brook; "Upper Cox Brook Covered Bridge" - Northfield
BO CVBR(9), Town Highway 3, Bridge 15 over Dog River**

Dear Jeff Schulz,

In June of 2022, the municipality was notified that the construction phase of the BO CVBR(4), BO CVBR(7), BO CVBR(8), and BO CVBR(9) projects would utilize 100% federal funds. These limited funds were established by the Infrastructure Investment and Jobs Act (IIJA) under the General Bridge Program. Unfortunately, those 100% federal funds have been exhausted. As a result, the BO CVBR(4), BO CVBR(7), BO CVBR(8), and BO CVBR(9) projects will need to utilize other qualifying federal funds for construction, which will require a local match.

We understand that this change may impact the planning and project execution and given this development, we would like to know how you wish to proceed with the project. Specifically, please let us know if you still wish to continue with the BO CVBR(4), BO CVBR(7), BO CVBR(8), and BO CVBR(9) projects, or if you would prefer to have the project removed from the Town Highway Bridge Program.

Please feel free to reach out to me at (802) 917-4891, if you have any questions or need further assistance. Thank you for your understanding and cooperation.

Sincerely,

DocuSigned by:
A handwritten signature in black ink that reads "Carolyn Cota".
4726E89B394B431...

Carolyn W. Cota, P.E.
Structures Program Manager



INFORMATION ONLY

MUNICIPAL OFFICES



Jeff Schulz, Town Manager
jschulz@northfield.vt.us

Phone 1-802-485-9822
Fax 1-802-485-8426

51 SOUTH MAIN STREET
NORTHFIELD, VERMONT 05663

January 20, 2025

Re: Slaughterhouse Road Bridge Damage

Dear Resident of Slaughterhouse Road Neighborhood,

As you may be aware, the Slaughterhouse Road Covered Bridge has sustained damage to both sides of the bridge. As I understand, the damage to the bridge includes both recent damage and damage that likely occurred sometime ago.

The covered bridges are very important to the Town of Northfield, and as a result, the Town wishes gain information about how the damaged occurred and prevent future damage. Accordingly, we are asking for your assistance in identifying how the recent and past damaged may have occurred.

If you have any information regarding this issue, please contact me at either jschulz@northfield.vt.us or 802-485-9822.

Thank you!

Sincerely

A handwritten signature in black ink, appearing to read "Jeff Schulz", written in a cursive style.

Jeff Schulz, Northfield Town Manager