

Hardwick Downtown Designation Project Kick-Off Meeting
Meeting Minutes April 4th, 2022, 12:00 PM

Attendees: Shari Cornish, Bethany Dunbar, Gary Michaels, Katie Tandy, Emily Hershberger,
Tobin Porter, Sandy Scott, David Upson

Facilitator: Heather Carrington

- I. Introductions
- II. Establish communication and reporting protocols
 - Hardwick primary point of contact: Shari Cornish with David Upson cc'd on communications. Consultant will email Shari monthly invoices, work summary, and completed deliverables on the 1st of each month.
- III. Scheduling – monthly project management Zoom meetings and 1-day site visit in April
 - In-person Meetings: Each of the proposed meetings below are pre-existing dates for publicly warned meetings (except December event). As such, the Town of Hardwick will presumably provide the warnings to meet Vermont Open Meeting Law.
 - April 18th Downtown Meeting & Site Visit, Front Seat Coffee 9 AM meeting, Downtown Commission will take consultant on a downtown site tour to highlight key assets and opportunities and issues in the proposed designated downtown, consultant will hold in-person key stakeholder meetings.
 - May 16th Downtown Meeting, Front Seat Coffee - SWOT analysis – downtown organization priorities
 - August 4th Select Board Presentation (Conceptual Framework)
 - October 20th Select Board Presentation
 - December Fundraising Event – Date TBD
 - Project Management Zoom meetings – Consultant and Town project manager will touch base as needed on the following dates (stick with 3rd Mondays schedule of Commission?)
 - June 20th
 - July 18th
 - September - TBD
 - November 21st
- IV. Identify background inventory materials for consultant review (plans, studies, data, reports, etc.) The Commission identified the following documents for review:
 - Hardwick Municipal Master Plan 2019 (consultant has access)
 - Village Center Designation Materials
 - Proposed Downtown Designation Boundary Map (already provided)
 - Downtown Survey Results (already provided by Gary)
 - Hardwick Marketing Plan document (already provided by Shari)
 - Gateway Park Plan

- Granite Shed Rehab Plan
 - Replacement Bridge Plan
 - Grant details – AARP Placemaking, Welcome to Hardwick (already provided by Shari)
 - Library plans
- V. Develop an initial list of key stakeholders to be interviewed – The Commission discussed recommendations for key stakeholder interviews based on the categories provided. Several additional categories and associated stakeholders were suggested. The resulting list of key stakeholders is provided below.
- Downtown business owners
 - Lynn DeLaricheliere, The Village Restaurant
 - Mike Brochu, Mike’s Service Center
 - Nora DeMuth, The Flower Basket
 - Downtown residents
 - Town staff
 - New Community Development staff once hired
 - Intern
 - Coordinate with Town Manager
 - Non-profit and institutional partners
 - School district – emphasis on middle school
 - American Legion,
 - Hardwick Historical Society, Elizabeth Dow?
 - Local real estate/development professionals
 - Lamoille Housing Partnership
 - Downtown Landlord, Isaac Jacobs
 - Leasing agent, Larry???
 - Major employers
 - Jasper Hill
 - High Mowing
 - Major downtown event holders
 - Sherry Lussier, Kiwanis Spring Festival
 - Volunteer groups working in Hardwick
 - Hardwick Neighbor to Neighbor,
 - Hardwick Community Allies
 - Farming Community
 - Snug Valley, Nancy Notterman
 - NEK Chamber of Commerce
 - Darcy McCann
- VI. Discussed major issues, opportunities, and obstacles to establishing the downtown organization and designation
- VII. Adjourn