

## Manager's Report

- I received word back from the Rural Business Development Grant (RBDG) folks on the pedestrian bridge proposal from SE Group. They are good with the proposal and requested the agreement to be signed by both SE Group and the Town.
- Looking into marketing strategy for Hardwick and the surrounding area. Kristen Bogovich from WCAX reached out to me regarding collaboration efforts around promoting day trips to the Northeast Kingdom. After the first meeting with Kristen, I included Darcie McCann from the NEK Chamber which also manages the Heart of the Chamber. We will be looking for some photos and short footage for a 30 second commercial in the near future at a time on the air TBD.
- I recently met with Rose Friedman, Tara Reese and Erica Heilman along with Ray Small who owns the Gazette building. The trio are planning to start a non-profit and rent the building to develop a space for youth and adults to foster creativity and community.
- Parking spots & lines on the new asphalt are temporary. I will meet with the state engineer after the final coat and before the permanent lines get painted to hash some of the more controversial parking spaces.
- Huge thanks to Sherry Lussier, to include all the Kiwanis members, Modern Times Theater, CAE (Bethany Dunbar) and crew, Nancy Notterman, and members of the Hardwick Fire Department, for their work in putting Spring Festival back on the radar for the Town of Hardwick.

DWU

06/02/2022

# DRAFT

## 2022-2023 WATER FUND BUDGET

	2020-2021 Actual	2021-2022 Budget	2022-2023 Proposed	Difference	% Diff.
Office/Salary & Benefits	\$78,066	\$77,797	\$72,047	-\$5,750	-7.39%
PW/Salary & Benefits	\$54,612	\$49,652	\$52,992	\$3,340	6.73%
Sewer Fund Transfer	\$2,080	\$1,500	\$1,500	\$0	0.00%
VLCT/PACIF	\$1,182	\$1,500	\$1,500	\$0	0.00%
Admin/Office Supplies	\$2,438	\$2,500	\$2,500	\$0	0.00%
Training & Safety	\$513	\$1,000	\$750	(\$250)	-25.00%
Audit	\$6,000	\$7,500	\$8,000	\$500	6.67%
Professional Services	\$300	\$200	\$300	\$100	50.00%
Utilities	\$30,424	\$30,000	\$30,500	\$500	1.67%
Line Maintenance	\$2,330	\$6,000	\$5,000	(\$1,000)	-16.67%
Reservoir Maintenance	\$0	\$500	\$500	\$0	0.00%
Administrative Charge	\$10,468	\$11,298	\$10,845	-\$453	-4.01%
Pumphouse Maint.	\$6,115	\$4,000	\$5,000	\$1,000	25.00%
Town Equip. Charge	\$10,000	\$0	\$5,000	\$5,000	100.00%
Hydrants	\$0	\$500	\$500	\$0	0.00%
Generators	\$0	\$500	\$500	\$0	0.00%
Communications	\$1,814	\$800	\$2,000	\$1,200	150.00%
Depreciation	\$0	\$100	\$100	\$0	0.00%
Water Testing	\$1,450	\$2,000	\$2,000	\$0	0.00%
Chlorination	\$0	\$500	\$500	\$0	0.00%
Permit Fees	\$3,253	\$3,500	\$3,500	\$0	0.00%
Minor Repair & Maint	\$231	\$500	\$500	\$0	0.00%
Truck Maintenance	\$551	\$1,000	\$750	-\$250	-25.00%
Gasoline	\$333	\$500	\$500	\$0	0.00%
Debt Principal - Bridgman Res.	\$0	\$7,000	\$7,215	\$215	3.07%
Debt Interest/Admin - Bridgman Res.	\$0	\$11,000	\$9,290	-\$1,710	-15.55%
Debt Service - Water Meters	\$0	\$0	\$33,100	\$33,100	100.00%
Capital Fund Transfer	\$92,000	\$77,000	\$47,000	-\$30,000	-38.96%
<b>TOTALS</b>	<b>\$ 304,160</b>	<b>\$ 298,346</b>	<b>\$ 303,888</b>	<b>\$ 5,542</b>	<b>1.86%</b>

nothing in FY22, going back up to half

EOS annual fee

\*easier to track principal & interest separately  
original est. annual payment was about \$18K, ended up being \$16,503

# DRAFT

## Town of Hardwick Water Fund Capital Improvements Four Year Plan FY 2023 - FY 2026

Project	Current Balances	FY 2023	FY 2024	FY 2025	FY 2026	Projected Future Balance	Estimated Project Cost
Well Replacement	\$ 143,757	\$ 12,000	\$ 12,000	\$ 12,000	\$ 14,000	\$ 193,757	\$ 500,000
Well Refurbishment	\$ 18,500	\$ 12,000	\$ 12,000	\$ 12,000	\$ 14,000	\$ 68,500	\$ 40,000
Pumphouse #1-Wolcott	\$ 21,169	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 25,169	\$ 40,000
Pumphouse #2-Wolcott	\$ 34,360	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 38,360	\$ 40,000
Pumphouse #3-Hideaway	\$ 24,200	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 28,200	\$ 25,000
Pumphouse #4-Glenside	\$ 24,530	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 28,530	\$ 25,000
Pumphouse #5-Putnam	\$ 6,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 10,000	\$ 12,500
Glenside Reservoir/Meters Bond	\$ 1,412	\$ -	\$ -	\$ -	\$ -	\$ 1,412	\$ -
Line Upgrades/New Meters	\$ 136,185	\$ 8,000	\$ 8,000	\$ 10,000	\$ 10,000	\$ 172,185	\$ 200,000
New Reservoir	\$ 11,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 19,000	\$ 860,000
Reservoir Roof Replacement	\$ 110,523	\$ -	\$ -	\$ -	\$ -	\$ 110,523	\$ 600,000
Technology Upgrades to Existing Meters	\$ 41,833	\$ 3,000	\$ 4,500	\$ 5,000	\$ 6,000	\$ 60,333	\$ 100,000
Hydrants	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 20,000
Water/Sewer Utility Truck	\$ (1,317)	\$ 2,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 11,684	\$ 10,000
Backhoe Replacement	\$ 6,000	\$ 3,000	\$ 4,500	\$ 6,000	\$ 6,000	\$ 25,500	\$ 75,000
Water Connection Fees	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Interest	\$ 20,069	\$ -	\$ -	\$ -	\$ -	\$ 20,069	\$ -
<b>Totals</b>	<b>\$ 614,221</b>	<b>\$ 47,000</b>	<b>\$ 51,000</b>	<b>\$ 56,000</b>	<b>\$ 61,000</b>	<b>\$ 829,221</b>	<b>\$ 2,547,500</b>

paying out of regular budget - transfer to New meters?

not specific to Bridgman (include Hideaway)

# DRAFT

## Town of Hardwick Sewer Fund Capital Improvements Four Year Plan 2023-2026

<u>Project</u>	<u>Current Balance</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Projected Future Balance</u>	<u>Estimated Cost</u>
Sewer Connection fees (A)							
Plant Upgrades	-\$27,512	\$3,000	\$3,000	\$2,000	\$2,000	-\$17,512	\$200,000
Generator	\$13,778	\$500	\$500			\$14,778	\$37,000
Anaerobic Cover	\$126,000	\$2,000	\$2,000			\$130,000	\$175,000
Sewer Line Mapping	\$11,500	\$500	\$500			\$12,500	\$20,000
New Boiler	\$18,000					\$18,000	
Grit Removal System	\$72,655					\$72,655	
Aeration Systems	\$47,055					\$47,055	
Sludge Disposal	-\$61,016	\$81,000	\$22,000	\$20,000	\$20,000	\$81,984	\$500,000
Line Replacement	\$31,610	\$5,000	\$5,000			\$41,610	\$100,000
Manhole Rehabilitation	\$36,342	\$3,000	\$3,000			\$42,342	\$50,000
Future Slip-Lining	\$81,889	\$16,000	\$16,000			\$113,889	\$150,000
Control Panel Replacement	\$3,500	\$1,000	\$1,000			\$5,500	\$5,000
Industrial Permitting	\$12,000					\$12,000	
Lagoon Liner	\$81,754					\$81,754	
Water/Sewer Utility Truck	-\$2,157	\$5,000	\$5,000	\$4,000	\$4,000	\$15,843	\$10,000
Public Works Equipment	\$5,019	\$2,000	\$2,000			\$9,019	\$10,000
Backhoe Replacement	\$4,000	\$5,000	\$4,000	\$4,000	\$4,000	\$21,000	\$75,000
Lift Station Renovations	\$11,930	\$6,000	\$6,000			\$23,930	\$40,000
Interest	\$11,312					\$11,312	
<b>Totals</b>	<b>\$477,505</b>	<b>\$130,000</b>	<b>\$70,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$737,660</b>	<b>\$1,372,000</b>

\*some of current (-) balance is due to Bond expenses

\*water/sewer split \$37,500 each

(A) Fees collected at time of connecting to system.

# DRAFT

## 2022-2023 Sewer Budget

	2020-2021 Actual	2021-2022 Budget	2022-2023 Proposed	\$ Difference	% Diff.
Plant Operator	\$51,086	\$53,893	\$55,765	\$1,872	3.47%
Plant Operator Overtime	\$9,647	\$9,000	\$9,500	\$500	5.56%
Assistant Sewer Operator	\$1,140	\$1,200	\$1,200	\$0	0.00%
Public Works Salary & Benefits	\$54,612	\$49,652	\$42,393	(\$7,259)	-14.62% lowering annually over a few years until at 8%
Office Salary & Benefits	\$78,066	\$77,797	\$72,047	(\$5,750)	-7.39% lowering annually over a few years until at 8%
Health Insurance	\$22,184	\$23,510	\$23,625	\$115	0.49%
Dental, Vision, Life/Disability	\$1,532	\$1,700	\$1,700	\$0	0.00%
Retirement	\$3,551	\$3,900	\$4,405	\$505	12.96%
Social Security	\$4,229	\$4,402	\$4,569	\$166	3.77%
Worker's Comp	\$4,253	\$4,300	\$4,500	\$200	4.65%
Unemployment Insurance	\$91	\$120	\$120	\$0	0.00%
VLCT/PACIF	\$5,246	\$6,500	\$6,000	(\$500)	-7.69%
Admin Expense/Supplies	\$2,294	\$2,000	\$2,500	\$500	25.00% cost of stamps and supplies increased
Uniforms	\$1,063	\$1,000	\$1,100	\$100	10.00%
Training	\$275	\$1,000	\$500	(\$500)	-50.00%
Safety Supplies	\$992	\$1,000	\$1,000	\$0	0.00%
Auditing	\$6,000	\$7,500	\$8,000	\$500	6.67%
Phone & Internet Expense	\$2,527	\$2,000	\$2,000	\$0	0.00%
Electricity - Plant	\$33,226	\$32,500	\$33,500	\$1,000	3.08%
Electricity - Lift Station	\$3,436	\$3,000	\$3,500	\$500	16.67% aligning with previous yr usage
Fuel Oil	\$2,948	\$3,000	\$6,000	\$3,000	100.00% rising fuel costs
Sewer Alarms	\$864	\$900	\$900	\$0	0.00%
Lab Operations	\$7,640	\$7,500	\$8,000	\$500	6.67%
Process Chemicals	\$19,509	\$26,000	\$26,000	\$0	0.00%
Lift Station Maintenance	\$0	\$2,000	\$2,000	\$0	0.00%
Insurance Deductible	\$0	\$0	\$0	\$0	0.00%
Sewer Line Maintenance	\$3,136	\$4,000	\$4,000	\$0	0.00%
Sewer Line Cleaning	\$6,000	\$5,000	\$5,000	\$0	0.00%
Grit Disposal	\$0	\$750	\$500	(\$250)	-33.33%
Plant Maint	\$4,735	\$5,000	\$5,000	\$0	0.00%
Capital Fund Transfer	\$94,000	\$92,000	\$130,000	\$38,000	41.30% Future sludge and building capital fund back up after sludge costs
Debt Service - Mill Street Bond	\$1,755	\$2,000	\$2,000	\$0	0.00%
Debt Service - WWTF Upgrade	\$0	\$40,000	\$0	(\$40,000)	100.00% No payment this FY
Administrative Charge	\$10,468	\$11,298	\$9,477	(\$1,821)	-16.12%
Town Equipment Charge	\$10,000	\$0	\$5,000	\$5,000	100.00% Dropped this in FY22, but picking back up at half what it was
Professional Services/Legal	\$625	\$500	\$500	\$0	0.00%
Licenses & Fees	\$1,113	\$1,500	\$1,200	(\$300)	-20.00%
Truck/Equipment Maintenance	\$551	\$500	\$500	\$0	0.00%
Gasoline	\$333	\$500	\$500	\$0	0.00%
Water Expense	\$288	\$350	\$350	\$0	0.00%
<b>TOTALS</b>	<b>\$449,417</b>	<b>\$488,771</b>	<b>\$484,851</b>	<b>(\$3,920)</b>	<b>-0.80%</b>