

Manager's Report

- Tracy Martin started as our new Community Development Coordinator on July 5 and has been getting acquainted with the job and has jumped in with both feet.
- The meet the "new" Town Manager community gatherings concluded with the last meeting on June 27. The meetings were attended by 211 people which led to constructive discussions and thought-provoking dialogue. A document outlining the themes, quotes from individual participants, and potential solutions to some of the hot topics, is available on the Town's website. Stay tuned for another round of gatherings hosted by the Neighbor 2 Neighbor group.
- Gary Nolan Consulting LLC has presented me with a preliminary report to the feasibility of purchasing the Davis' Gravel Pit. Gary concluded this would be a positive long-term investment for the town. There is currently an estimated 36,000-48,000 yd³ left in the southern extraction area and on the conservative end would be about 9 years of sand reserves. The area of long-term interest is the southern future extraction area which is approximately 5.2 acres with the potential to yield 125-165K yd³. At our current rate of 4,000 yd³/year and using the median of 145K yd³ in available sand we are looking at 36 years of just sand. We budget for \$30K/year for sand & \$60K/year for crushed gravel which would also be available as a byproduct of screening sand for an average of \$3.50 per yd³ (current rates are \$4.75-\$5.00 per yd³). What would also be available with the approval of an act 250 amendment, would be the extraction of the northern phase for the quarrying of ditch stone and coarse and fine stamat. Gary suggested we dig test holes rather than boring (cost saving measure) to provide a better understanding of available materials.
- The Planning Commission has recommended that the Town of Hardwick pursue an "Action Plan Grant" through the newly-formed *Safe Streets and Roads for All* program of the U.S. Department of Transportation. The program, funded with new infrastructure dollars, offers both planning and implementation grants. The minimum grant awarded for planning is \$200,000; a 20% match is required. The match can be cash (from non-federal sources) and/or in-kind. We are hoping to have a member of the Selectboard and a member of the Planning Commission work with the Community Development Coordinator to explore this opportunity further to determine if it is a good match for our current needs.


DWU

07/21/2022

Internal Financial Controls Checklist for Municipalities – Cities and Towns
 Document referenced in 24 V.S.A. § 1571(d)

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		Tonia, Casey, Alberta & Amanda
Do you reconcile bank and ledger balances monthly?	X			Casey
Are checks always written to specified payees and not to cash?		X		Petty Cash (PDI) library \$100 each, TC/TM share \$300
Does the same individual open the mail and deposit checks?	X			Tonia & Alberta
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?		X		To Casey
Do you always provide a numbered receipt for any cash payment made to the town?	X			
Have select board members attended financial trainings?			X	
Are bank statements reconciled on a regular basis?	X			Casey
Does someone other than the treasurer review bank reconciliations?	X			Casey
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?		X		
Is interest in town accounts apportioned to each account?	X			By Casey Yearly
Have there been any changes in authorized signatures during the fiscal year?		X		Still Tonia & Alberta
Has a signature stamp ever been used for any town account?	X			Alberta A. Miller
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		NEMRC
Are financial records maintained in a computerized system?	X			
Does the town have written policies and procedures for financial operations?	X			
Does each town official have copies of these policies and procedures?	X			
Have you attended trainings on recordkeeping?	X			Tonia, Casey, Alberta, Amanda
Are checks written by the same individual who approves payments?		X		Casey & Amanda write/Tonia & Alberta sign
Are you a participant in any business which does business with the town?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			Casey
Do elected town auditors attend financial trainings?		X		We use outside professionals
Are bank accounts and fund balances reconciled on a monthly basis?	X			Casey
Does the town loan money to town employees?		X		

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: Hardwick, Vermont.

Preparer: (signature)  (printed name): Tonia Chase Title: Town Clerk & Treasurer

Received by Select Board (signature): _____ on (date): _____

MEMO: Hardwick Select Board

FROM: Tonia Chase

Date: July 14, 2022

Subject: 2022-2023 Tax Rates

Hello Everyone:

It is that time again to set the tax rate.

The Grand List for FY23 is up from last year by \$1,911,200.00 or at the 1% per \$100,000.00 of value an increase of \$19,112.00 dollars. This means that \$19,302.88 generates \$.01 cents on our tax rate.

So we are looking at an increase in the Municipal Tax Rate of .0.0276. This means that for every \$100,000 of assessed value your taxes will be \$27.60 more than the 2022-2023 Municipal Tax Rate.

The Local Agreement also had a decrease this year 0.0104 to 0.0101, so that line decreased by \$.30 per \$100,000 of assessed value.

You will also notice in the information I have sent you that the Homestead Education Rate has a decreased this year. The rate is \$95.10 less this year than last on \$100,000 of assessed value. The Non-Residential Education Rate saw a decrease of \$54.80 more than last year per \$100,000 of assessed value.

***** So to be clear if you have a Homestead in the Town of Hardwick your taxes for the 2022-2023 tax year will be \$67.80 less per \$100,000 of assessed value than they were last year.**

***** Also if you have a Non Residential property in the Town of Hardwick your taxes for the 2022-2023 tax will be \$27.50 less per \$100,000 of assessed value than they were last year.**

If you have any questions before the meeting please email me, I prefer we go into the meeting with a full understanding of how the rate is set.

Thank you,

**TOWN OF HARDWICK 2022-2023 TAX RATE
INFORMATION BREAKDOWN SHEETS**

GENERAL FUND TAX RATE:

TAXES TO BE RAISED (APPROVED AT TOWN MEETING 2022)	\$	2,696,670.00
HIGHWAY BUDGET LESS STATE AID	\$	(810,225.62)
HIGHWAY PORTION OF CAPITAL IMPROVEMENTS FUND	\$	(66,500.00)
CAPITAL ROADS SCHEDULE	\$	(305,000.00)
HIGHWAY PORTION OF EQUIPMENT REPLACEMENT FUND	\$	(150,000.00)
FUND BALANCE CONTRIBUTION	\$	(175,000.00)
APPROPRIATIONS APPROVED AT TOWN MEETING	\$	39,761.00
ADJUSTMENT FOR 2023 HOLD HARMLESS OVERAGE	\$	(1,004.00)
TOTAL GENERAL FUND TAXES TO BE RAISED	\$	1,228,701.38
1 % OF 2022-2023 MUNICIPAL GRAND LIST	\$	1,930,288.00
GENERAL FUND TAX RATE FOR 2022-2023 TAX YEAR:	\$	0.6365

HIGHWAY FUND TAX RATE:

TOTAL HIGHWAY BUDGET	\$	963,516.00
VERMONT STATE AID TO HIGHWAY CREDIT FOR FY23	\$	(153,290.38)
HIGHWAY PORTION OF CAPITAL IMPROVEMENTS FUND	\$	66,500.00
CAPITAL ROAD IMPROVEMENTS FUND	\$	305,000.00
HIGHWAY PORTION OF EQUIPMENT REPLACEMENT FUND	\$	150,000.00
TOTAL HIGHWAY FUND TAXES TO BE RAISED	\$	1,331,725.70
1 % OF 2022-2023 MUNICIPAL GRAND LIST	\$	1,930,288.00
HIGHWAY FUND TAX RATE FOR 2022-2023 TAX YEAR:	\$	0.6899
TOTAL 2022-2023 MUNICIPAL TAX RATE	\$	1.3264
LOCAL AGREEMENT (SEE ATTACHED PAGE)	\$	0.0101
TOTAL 2022-2023 TAX RATE TO BE APPROVED BY SELECT BOARD	\$	1.3365

**TOWN OF HARDWICK 2022-2023 TAX RATE
INFORMATION BREAKDOWN SHEETS**

TAX RATE TOTALS FOR 2022-2023

MUNICIPAL	\$	1.3264
LOCAL AGREEMENT	\$	0.0101
HOMESTEAD EDUCATION TAX RATE	\$	1.6831
TOTAL TAX RATE FOR 2022-2023 (RESIDENTIAL)	\$	3.0196

MUNICIPAL	\$	1.3264
LOCAL AGREEMENT	\$	0.0101
NON RESIDENTIAL EDUCATION TAX RATE	\$	1.6574
TOTAL TAX RATE FOR 2022-2023 (NON - RESIDENTIAL)	\$	2.9939