



Manager's Report

- There is a new crosswalk that exists crossing N. Main Street by the Library. This is a temporary crosswalk that will be in place for the duration of the library project. The side walk is closed after the lower cross walk and the goal is to not have people walking in the roadway. Please use the crosswalks rather than walking next to the fence as it is already hard for people to when they are pulling out of W. Church. As will all construction projects, conditions will improve with every day that passes.
- If you haven't noticed yet, we have beautified the area around the Depot and Town House as the first phase of trail head development for the LVRT commences. More improvements will come. I want to also direct folks' attention to the new parking area on Creamery Road. This parking area can be used for LVRT Trail access as well as long term parking for employees of downtown businesses. It is less than a quarter mile from many of the Mill and Main Street businesses and is located in our designated downtown. I would say this area could easily fit 30-40 cars which would alleviate all the parking issues in the immediate downtown. In my opinion This is a good way to start and end your shift with a short walk to decompress before heading into work or after leaving work.
- The Town Managers office is working with the library and HED to coordinate the service upgrade to the library. This will cause W. Church Street to be closed for a period of time not to exceed two days. In reality it will be the better part of the day so don't be alarmed if you see road closure signs there.
- Update on the Sludge cleanout project. We are still looking for a disposal solution for the Lagoon #1 cleanout. We are in conversations with the state regarding stock piling the dewatered sludge at the plant for future disposal when locations open up that are closer to us. Due to the further distance and the increasing cost to dispose of dewatered sludge, we are looking at an additional 600K that the project doesn't have. The conversations with the State, our engineers and the general contractor will continue to make sure we can get the project completed with the least amount of additional costs.
- The Yellow Barn NMTC Closing happened today....There will be equipment there soon jacking the barn up and preparing the site for the accelerator building. This will be huge for the area!

DWU

06/01/2023

Road Foreman Report June 1, 2023

- New Cat excavator arrived last week
- Tom attended a training course with NVDA to go over updates to the Municipal Roads General Permit (MRGP) program. There is a new tool where road segments that are out of compliance can be updated in their program right in the field using an iPad or tablet and then when you get into service, it will automatically update.
- The crew worked on the beautification over by the Depot and Town House.
- Started painting sidewalks in the village
- New parking lot area on Creamery Rd.
- Hauled more winter sand

MEMO: Hardwick Select Board, David Upson & Mike Henry

FROM: Tonia Chase

Date: June 01, 2023

Subject: Liquor, Tobacco & Tobacco Substitute Endorsement License Request

Hello Everyone:

Tonight you have the following permits for consideration.

First Class license for:

Second Class Licenses for:

Third Class Licenses for:

Outside Consumption Permit for:

Tobacco License:

Penny French d/b/a Dragons Nest Gift Shop

Tobacco Substitute Endorsement:

Penny French is a tobacco license renewal. Dragons Nest Gift Shop is located at 138 Craftsbury Road and has been in business for 20 years. There are no infractions with Department of Liquor and Lottery.

2023-2024 WATER FUND BUDGET

	<u>2021-2022</u> <u>Actual</u>	<u>2022-2023</u> <u>Budget</u>	<u>2023-2024</u> <u>Proposed</u>	<u>Difference</u>	<u>%</u> <u>Diff.</u>
Office/Salary & Benefits	\$77,797	\$72,047	\$69,312	-\$2,735	-3.80%
PW/Salary & Benefits	\$49,652	\$52,992	\$58,734	\$5,743	10.84%
Sewer Fund Transfer	\$1,120	\$1,500	\$1,288	-\$212	-14.13%
VLCT/PACIF	\$1,353	\$1,500	\$1,750	\$250	16.67%
Admin/Office Supplies	\$2,328	\$2,500	\$3,500	\$1,000	40.00%
Training & Safety	\$565	\$750	\$750	\$0	0.00%
Audit	\$7,241	\$8,000	\$8,000	\$0	0.00%
Professional Services	\$300	\$300	\$300	\$0	0.00%
Utilities	\$29,389	\$30,500	\$33,797	\$3,297	10.81%
Line Maintenance	\$7,109	\$5,000	\$7,000	\$2,000	40.00%
Reservoir Maintenance	\$0	\$500	\$550	\$50	10.00%
Administrative Charge	\$11,298	\$10,845	\$11,624	\$779	7.19%
Pumphouse Maint.	\$2,251	\$5,000	\$4,000	-\$1,000	-20.00%
Town Equip. Charge	\$0	\$5,000	\$2,000	-\$3,000	100.00%
Hydrants	\$0	\$500	\$500	\$0	0.00%
Generators	\$0	\$500	\$250	-\$250	-50.00%
Communications	\$1,978	\$2,000	\$2,200	\$200	10.00%
Depreciation	\$89,830	\$100	\$100	\$0	0.00%
Water Testing	\$1,150	\$2,000	\$1,500	-\$500	-25.00%
Chlorination	\$0	\$500	\$300	-\$200	-40.00%
Permit Fees	\$3,712	\$3,500	\$3,800	\$300	8.57%
Minor Repair & Maint	\$597	\$500	\$600	\$100	20.00%
Truck Maintenance	\$441	\$750	\$750	\$0	0.00%
Gasoline	\$486	\$500	\$600	\$100	20.00%
Debt Principal - Bridgman Res.	\$0	\$7,215	\$7,430	\$215	2.98%
Debt Interest/Admin - Bridgman Res.	\$9,500	\$9,290	\$9,075	-\$215	-2.31%
Debt Service - Water Meters	\$0	\$33,100	\$33,100	\$0	100.00%
Capital Fund Transfer	\$77,000	\$47,000	\$50,000	\$3,000	6.38%
TOTALS	\$ 375,096	\$ 303,888	\$312,811	\$8,922	2.94%

Software annual fee split with sewer fund

Based on spend history

Planned decrease

Town of Hardwick Water Fund
Capital Improvements Four Year Plan
FY 2024 - FY 2027

Project	Current Balances	FY 2024	FY 2025	FY 2026	FY 2027	Projected Future Balance	Estimated Project Cost
Well Replacement	\$ 151,022	\$ 12,000	\$ 12,000	\$ 14,000	\$ 16,000	\$ 205,022	\$ 500,000
Well Refurbishment	\$ 27,500	\$ 12,000	\$ 12,000	\$ 14,000	\$ 15,000	\$ 80,500	\$ 40,000
Pumphouse #1-Wolcott	\$ 28,169	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 32,169	\$ 40,000
Pumphouse #2-Wolcott	\$ 34,360	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 38,360	\$ 40,000
Pumphouse #3-Hideaway	\$ 25,200	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 29,200	\$ 25,000
Pumphouse #4-Glenside	\$ 25,530	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 29,530	\$ 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	\$ 136,574	\$ 8,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 174,574	\$ 200,000
New Reservoir	\$ 11,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 19,000	\$ 860,000
Reservoir Roof Replacement	\$ 105,523	\$ -	\$ -	\$ -	\$ -	\$ 105,523	\$ 600,000
Technology Upgrades to Existing Meters	\$ 41,833	\$ 3,500	\$ 4,000	\$ 5,000	\$ 6,000	\$ 60,333	\$ 100,000
Hydrants	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 20,000
Water/Sewer Utility Truck	\$ 684	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 17,684	\$ 15,000
Backhoe Replacement	\$ 8,000	\$ 3,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 29,500	\$ 75,000
Water Connection Fees	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Interest	\$ 22,435	\$ -	\$ -	\$ -	\$ -	\$ 22,435	\$ -
Totals	\$ 641,242	\$ 50,000	\$ 55,000	\$ 60,000	\$ 65,000	\$ 871,242	\$ 2,552,500

split 50/50 with sewer

2023-2024 Sewer Budget

	<u>2021-2022</u> <u>Actual</u>	<u>2022-2023</u> <u>Budget</u>	<u>2023-2024</u> <u>Proposed</u>	<u>\$</u> <u>Difference</u>	<u>%</u> <u>Diff.</u>
Plant Operator	\$45,962	\$55,765	\$60,200	\$4,435	7.95%
Plant Operator Overtime	\$7,025	\$9,500	\$10,300	\$800	8.42%
Assistant Sewer Operator	\$6,712	\$1,200	\$4,500	\$3,300	275.00%
Public Works Salary & Benefits	\$49,652	\$42,393	\$46,988	\$4,594	10.84%
Office Salary & Benefits	\$77,797	\$72,047	\$69,312	(\$2,735)	-3.80%
Health Insurance	\$27,236	\$23,625	\$26,832	\$3,207	13.57%
Dental, Vision, Life/Disability	\$1,590	\$1,700	\$1,700	\$0	0.00%
Retirement	\$3,155	\$4,405	\$4,406	\$1	0.02%
Social Security	\$4,315	\$4,569	\$5,250	\$681	14.92%
Worker's Comp	\$3,577	\$4,500	\$4,000	(\$500)	-11.11%
Unemployment Insurance	\$104	\$120	\$120	\$0	0.00%
VLCT/PACIF	\$4,076	\$6,000	\$5,000	(\$1,000)	-16.67%
Admin Expense/Supplies	\$2,423	\$2,500	\$3,600	\$1,100	44.00%
Uniforms	\$1,031	\$1,100	\$1,300	\$200	18.18%
Training	\$206	\$500	\$500	\$0	0.00%
Safety Supplies	\$685	\$1,000	\$750	(\$250)	-25.00%
Auditing	\$7,241	\$8,000	\$8,000	\$0	0.00%
Phone & Internet Expense	\$2,598	\$2,000	\$2,900	\$900	45.00%
Electricity - Plant	\$35,742	\$33,500	\$37,855	\$4,355	13.00%
Electricity - Lift Station	\$2,841	\$3,500	\$3,300	(\$200)	-5.71%
Propane	\$5,055	\$6,000	\$5,500	(\$500)	-8.33%
Sewer Alarms	\$953	\$900	\$1,000	\$100	11.11%
Lab Operations	\$5,193	\$8,000	\$7,000	(\$1,000)	-12.50%
Process Chemicals	\$26,733	\$26,000	\$36,000	\$10,000	38.46%
Lift Station Maintenance	\$638	\$2,000	\$1,000	(\$1,000)	-50.00%
Sewer Line Maintenance	\$3,156	\$4,000	\$4,000	\$0	0.00%
Sewer Line Cleaning	\$4,575	\$5,000	\$5,000	\$0	0.00%
Grit Disposal	\$746	\$500	\$500	\$0	0.00%
Plant Maint	\$5,343	\$5,000	\$5,500	\$500	10.00%
Capital Fund Transfer	\$92,000	\$130,000	\$140,000	\$10,000	7.69%
Debt Service - Mill Street Bond	\$1,660	\$2,000	\$1,700	(\$300)	-15.00%
Debt Service - WWTF Upgrade	\$0	\$0	\$0	\$0	100.00%
Administrative Charge	\$11,298	\$9,477	\$10,251	\$774	8.17%
Town Equipment Charge	\$0	\$5,000	\$2,000	(\$3,000)	100.00%
Professional Services/Legal	\$300	\$500	\$500	\$0	0.00%
Licenses & Fees	\$1,593	\$1,200	\$1,600	\$400	33.33%
Truck/Equipment Maintenance	\$493	\$500	\$600	\$100	20.00%
Gasoline	\$486	\$500	\$600	\$100	20.00%
Water Expense	\$288	\$350	\$350	\$0	0.00%
TOTALS	\$444,476	\$484,851	\$519,914	\$35,063	7.23%

New software annual fee split with water fund

Cost of 2 chemicals has increased by \$1.00/gallon, spent \$38K in FY23

First bond payment of \$139,000 won't be until FY25 [will be Bond plus \$20K to capital]

Option 1
Town of Hardwick Sewer Fund
Capital Improvements Four Year Plan
2024-2027

<u>Project</u>	<u>Current Balance</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>	<u>Projected Future Balance</u>	<u>Estimated Cost</u>
Sewer Connection fees (A)							
Plant Upgrades	-\$143,406	\$35,000	\$1,000	\$1,000	\$1,000	-\$105,406	
Generator	\$14,278	\$500				\$14,778	\$35,000
Anaerobic Cover	\$128,000	\$10,000				\$138,000	\$175,000
Sewer Line Mapping	\$12,000	\$2,500				\$14,500	\$20,000
New Boiler	\$18,000					\$18,000	
Grit Removal System	\$73,655					\$73,655	
Aeration Systems	\$48,055					\$48,055	
Sludge Disposal	-\$33,112	\$51,000	\$10,000	\$10,000	\$10,000	\$47,888	\$500,000
Line Replacement	\$33,610	\$5,000				\$38,610	\$100,000
Manhole Rehabilitation	\$39,342	\$3,000				\$42,342	\$50,000
Future Slip-Lining	\$101,889	\$16,000				\$117,889	\$150,000
Control Panel Replacement	\$4,500	\$1,000				\$5,500	\$5,000
Industrial Permitting	\$13,000					\$13,000	
Lagoon Liner	\$91,754					\$91,754	
Water/Sewer Utility Truck	\$2,843	\$4,000	\$4,000	\$4,000	\$4,000	\$18,843	\$18,000
Public Works Equipment	\$7,019	\$2,000				\$9,019	\$10,000
Backhoe Replacement	\$7,500	\$5,000	\$5,000	\$5,000	\$5,000	\$27,500	\$75,000
Lift Station Renovations	\$17,930	\$5,000				\$22,930	\$40,000
Interest	\$12,679					\$12,679	
Totals	\$449,381	\$140,000	\$20,000	\$20,000	\$20,000	\$649,536	\$1,178,000

*water/sewer split \$37,500 each

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

Option 1 is current allocation by category.

Option 2
Town of Hardwick Sewer Fund
Capital Improvements Four Year Plan
2024-2027

<u>Project</u>	<u>Current Balance</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>	<u>Projected Future Balance</u>	<u>Estimated Cost</u>
Sewer Connection fees (A)							
Plant Upgrades	-\$143,406	\$35,000	\$1,000	\$1,000	\$1,000	-\$105,406	
Generator	\$14,278	\$500				\$14,778	\$35,000
Anaerobic Cover	\$28,000	\$10,000				\$38,000	\$175,000
Sewer Line Mapping	\$12,000	\$2,500				\$14,500	\$20,000
New Boiler	\$3,000					\$3,000	
Grit Removal System	\$73,655					\$73,655	
Aeration Systems	\$3,055					\$3,055	
Sludge Disposal	\$209,888	\$51,000	\$10,000	\$10,000	\$10,000	\$290,888	\$500,000
Line Replacement	\$33,610	\$5,000				\$38,610	\$100,000
Manhole Rehabilitation	\$39,342	\$3,000				\$42,342	\$50,000
Future Slip-Lining	\$101,889	\$16,000				\$117,889	\$150,000
Control Panel Replacement	\$1,500	\$1,000				\$2,500	\$5,000
Industrial Permitting	\$13,000					\$13,000	
Lagoon Liner	\$11,754					\$11,754	
Water/Sewer Utility Truck	\$2,843	\$4,000	\$4,000	\$4,000	\$4,000	\$18,843	\$18,000
Public Works Equipment	\$7,019	\$2,000				\$9,019	\$10,000
Backhoe Replacement	\$7,500	\$5,000	\$5,000	\$5,000	\$5,000	\$27,500	\$75,000
Lift Station Renovations	\$17,930	\$5,000				\$22,930	\$40,000
Interest	\$12,679					\$12,679	
Totals	\$449,381	\$140,000	\$20,000	\$20,000	\$20,000	\$649,536	\$1,178,000

*water/sewer split \$37,500 each

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

Option 2 is moving \$ from categories done in upgrade into sludge for future use.