

Vermont Fish & Wildlife Department

1 National Life Drive, Davis 2
Montpelier VT 05620-3702
<http://www.vtfishandwildlife.com/>

Agency of Natural Resources

[phone] 802-828-1000
[fax] 802-828-1250

Hardwick Selectboard
Town of Hardwick
20 Church Street
Hardwick, VT 0584

November 25, 2024

Selectboard Members:

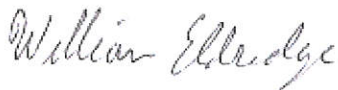
The Vermont Department of Fish and Wildlife (VFWD) is seeking Hardwick's support for the proposed acquisition of 2659 and 2701 VT-15, Hardwick. These properties were flooded in 2024 and the owners have approached the Town and Vermont Emergency Management about a buyout. VFWD is interested in owning these properties to protect habitat for fish and wildlife, and to provide public space for fishing, hunting and wildlife-based activities such as birding.

These buyouts would necessitate removing infrastructure on the properties along with deed restrictions on future development, which are consistent with VFWD's goals for the parcel. As part of this acquisition, VFWD would work with the Town and VEM to remove the infrastructure, and would take steps to restore a forested floodplain which would further enhance flood resiliency and improve aquatic habitat. VFWD would also assume future management requirements that come with the buyout.

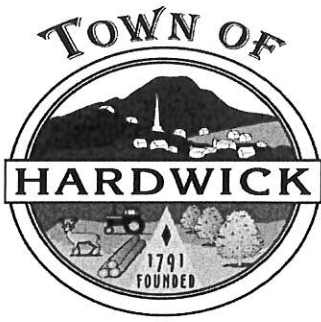
The Agency of Natural Resources, VFWD's parent agency, makes annual payment in lieu of taxes (PILOT) to the municipalities in which it owns property. PILOT payments are based on the property's listed real value and the municipal tax rate in the year of acquisition. An estimate of the PILOT payments could not be determined at this time but will be provided to the town prior to closing.

A sample letter of support is attached which you may edit as you like. Please let me know if you would like someone from VFWD to join the December 5th Selectboard meeting.

Thank you for your consideration,



Will Eldridge
Aquatic Habitat Biologist
Vermont Fish and Wildlife Department
Email: william.eldridge@vermont.gov
Cell: 802-585-4499



Town of Hardwick

Select Board

P.O. Box 523

Hardwick, Vermont 05843

Phone: (802) 472-6120 • E-mail: eric.remick@hardwickvt.gov

SAMPLE TEMPLATE

December 5, 2024

Will Eldridge
Vermont Fish & Wildlife Department
Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier VT 05620-3702

Dear Mr. Eldridge,

The Select Board reviewed your proposal summarizing the Vermont Department of Fish and Wildlife's (VFWD) planned acquisition of the properties at 2659 and 2701 VT 15, Hardwick at our meeting on December 5th. We are writing to affirm our support for VFWD's acquisition.

Sincerely,

Eric Remick
Select Board Chair

Hardwick Town Manager
Hardwick Town Clerk
Hardwick Public Works Director

David Upson
Tonia Chase
Tom Fadden

(802) 472-6120
(802) 472-5971
(802) 472-6029

Town of Hardwick

Property Management Policy

Policy Purpose:

The Town of Hardwick establishes this Property Management Policy to outline procedures for managing property acquired or improved with federal grant funds. This policy is in accordance with the Federal Uniform Grant Guidance (UGG) under 2 CFR Part 200, ensuring appropriate use, safeguarding, and disposal of property purchased or managed under federal grants.

1. Scope and Applicability

This policy applies to all Town of Hardwick departments and personnel who acquire, use, or dispose of property with federal grant funds. Property under this policy includes both **real property** (land and buildings) and **personal property** (equipment, supplies, and other tangible items) as defined under 2 CFR Part 200.

2. Property Classifications

- **Real Property:** Land, including any permanent buildings and improvements.
- **Personal Property:** Equipment, supplies, and other tangible items purchased, leased, or improved with federal funds.
- **Equipment:** Tangible personal property with a useful life of more than one year and a per-unit cost of \$5,000 or more (or lower threshold per grant terms).
- **Supplies:** All other tangible property, including items with a useful life of less than one year or a per-unit cost of less than \$5,000.

3. Property Management Standards

The Town of Hardwick will maintain effective control over all property acquired with federal funds to ensure its use for authorized purposes, safeguard against loss or damage, and follow proper disposal procedures when necessary.

4. Inventory and Record-Keeping

The Town will maintain an inventory system to track property acquired, improved, or retained through federal grants. Inventory records will include:

- Description of the property
- Serial number, model number, or other identifying details
- Source of funding (grant number)
- Title holder
- Acquisition date and cost
- Percentage of federal participation in the cost of the property

- Current location, use, and condition of the property
- Disposal date (if applicable) and sale price or method of disposal

Inventory Verification: A physical inventory of property will be conducted and reconciled with property records at least once every two years, as required by federal regulations.

5. Use of Property

Property acquired with federal funds must be used in the program or project for which it was acquired, as long as it is needed. If the original purpose no longer requires the property, it may be used in other federally funded projects, provided that:

- The new use is consistent with the original grant's authorized purpose.
- The federal awarding agency is notified as necessary for the reallocation of the property.

6. Maintenance Procedures

The Town will ensure that property is maintained in good condition, securing it from loss, damage, or theft. Maintenance activities will be documented, and any incidents of loss, damage, or theft will be investigated and reported to appropriate authorities, including the federal awarding agency when required.

7. Property Disposition

When property acquired with federal funds is no longer needed, disposition will follow these guidelines:

- **Equipment and Personal Property:** Disposal options include selling, trading, transferring, or discarding. Federal guidance (2 CFR Part 200.313) will be followed for any equipment with a residual fair market value of \$5,000 or more.
 - **Sale of Equipment:** If sold, the Town will calculate and return the federal share of the sale proceeds to the awarding agency, less any permitted deductions for sale-related costs.
 - **Transfer of Equipment:** Transfer to another federal project or to the awarding agency may occur with appropriate documentation and permission.
- **Real Property:** If no longer needed, the Town must request disposition instructions from the awarding federal agency, which may include:
 - Retaining title and compensating the federal agency.
 - Selling the property and paying the federal agency its proportional share of the proceeds.
 - Transferring title to the federal agency or another eligible entity as directed by the awarding agency.

8. Property Loss, Damage, or Theft

Any loss, damage, or theft of property acquired with federal funds must be investigated and documented. The Town will:

- Report losses or damages to the appropriate federal awarding agency as required.

- Maintain records of investigations, corrective actions, and insurance claims, if applicable.

9. Insurance Requirements

The Town will ensure adequate insurance coverage for federally funded property, including liability and hazard insurance, as stipulated by the specific grant requirements. Any insurance proceeds from the loss or damage of property will be allocated as directed by the federal awarding agency.

10. Compliance and Oversight

The Town Manager, or designee, will ensure that all Town employees handling federal property are trained in this policy. Regular audits and reviews will be conducted to ensure compliance with federal guidelines.

11. Policy Review and Revisions

This Property Management Policy will be reviewed annually and revised as necessary to reflect any changes in federal guidance, grant terms, or Town needs.

The foregoing Policy is hereby adopted by the Select Board of the Town of Hardwick, Vermont, this 5th day of December 2024 and is effective as of this date until amended or repealed.

Select Board:

Eric Remick, Chair

Danny Hale

Ceilidh Galloway-Kane, Vice Chair

Tim Ricciardello

Shari Cornish

Town of Hardwick

Financial Management Policy

Policy Purpose:

This Financial Management Policy is established to provide consistent financial oversight and management practices for federal grants received by the Town of Hardwick. This policy complies with the Federal Uniform Grant Guidance (UGG) under 2 CFR Part 200, ensuring transparency, accountability, and integrity in the administration of federal funds.

1. Scope and Applicability

This policy applies to all Town of Hardwick departments and personnel involved in managing, spending, or reporting on federal grant funds. The policy outlines the requirements for budgeting, accounting, reporting, and auditing all federal grant funds received by the Town.

2. General Financial Management Standards

The Town of Hardwick will maintain an effective financial management system that ensures:

- **Accurate Reporting:** Consistent, accurate, and timely reporting of financial information.
- **Internal Controls:** Strong internal controls to safeguard federal funds and prevent misuse.
- **Compliance:** Adherence to all federal regulations, including allowable costs, proper cost allocation, and financial documentation standards.

3. Accounting and Internal Controls

- **Fund Accounting:** Federal grant funds will be recorded in separate accounts within the Town's financial system to ensure clear tracking of funds by grant.
- **Segregation of Duties:** Roles and responsibilities related to the handling, recording, and reporting of federal funds will be segregated to prevent errors, misappropriation, and fraud.
- **Bank Reconciliation:** Monthly reconciliations will be conducted to ensure federal funds align with bank statements and financial records.
- **Internal Audits:** Periodic internal audits will be conducted to ensure compliance with this policy and federal guidelines.

4. Budgeting for Federal Awards

- The Town will prepare a detailed budget for each federal award as part of the grant application or acceptance process.
- All expenses must align with the approved budget, and any deviations must be approved according to grantor and town policies.
- Budget-to-actual comparisons will be conducted periodically to monitor financial performance.

5. Allowable and Allocable Costs

- Costs charged to federal awards must be allowable, reasonable, and allocable as defined by 2 CFR 200.403-405.
- **Allowable Costs:** Costs must be necessary, reasonable, and conform to grant requirements.
- **Allocable Costs:** Costs must be assignable to a specific award based on relative benefits received. Shared costs will be allocated using a documented methodology.
- **Documentation:** All expenses must be adequately documented to show compliance with federal regulations.

6. Procurement Standards

Procurement of goods and services using federal funds will follow the Town's procurement policy and comply with 2 CFR 200.317-326:

- **Competitive Process:** Procurement will follow a competitive process to ensure fair and open competition.
- **Cost Reasonableness:** Purchases will be made at a fair and reasonable price, documented by at least three quotes for purchases over the micro-purchase threshold.
- **Conflict of Interest:** Employees involved in procurement must avoid conflicts of interest, including financial, personal, or family relationships.

7. Payment Management

- **Cash Management:** Federal funds will be drawn down as close to the time of expenditure as possible, minimizing cash-on-hand to avoid interest obligations.
- **Timely Payments:** The Town will ensure all invoices are reviewed, approved, and paid on time, in compliance with federal regulations.
- **Record Keeping:** All payment documentation, including invoices, receipts, and approvals, will be maintained in grant files for audit purposes.

8. Financial Reporting

- **Quarterly/Annual Reports:** The Town will prepare and submit financial reports to the grantor as required in the grant agreement, ensuring accuracy and timeliness.
- **Closeout Reporting:** Upon completion of each federal award, the Town will prepare a final financial report (if required in grant agreement) and submit it to the federal awarding agency or pass-through entity.

9. Cash Management

- **Minimizing Cash on Hand:** Federal funds will be requested only when they are needed to cover immediate disbursements.

- **Interest Requirements:** Interest earned on federal funds will be remitted to the federal government as required under federal law.

10. Audit Requirements

- **Single Audit:** If federal expenditures exceed the Single Audit threshold (currently \$1,000,000), the Town will arrange an audit in compliance with 2 CFR 200 Subpart F.
- **Audit Findings:** Any audit findings related to federal awards will be addressed with corrective actions. Findings, responses, and corrective actions will be reported to the grantor as required.

11. Record Retention

- **Retention Period:** Financial records and supporting documents for federal awards must be retained for at least three years from the date of the final expenditure report submission.
- **Electronic and Physical Records:** Records will be maintained in secure locations, both physically and electronically, ensuring accessibility and protection from damage or loss.
- **Access to Records:** Authorized representatives of the federal awarding agency, the Comptroller General of the United States, or the Town’s auditors will have access upon request to grant records for audit and examination.

12. Compliance and Oversight

- **Responsibility:** The Town Manager, or designated representative, will be responsible for overseeing the implementation and adherence to this Financial Management Policy.
- **Training:** Employees involved in federal grants management will receive training on UGG requirements, this policy, and applicable regulations.
- **Regular Reviews:** The policy will be reviewed periodically and updated to reflect changes in federal requirements or internal practices.

13. Policy Review and Revisions

This policy will be reviewed annually and updated as needed to reflect changes in federal guidance, grant terms, or Town needs.

The foregoing Policy is hereby adopted by the Select Board of the Town of Hardwick, Vermont, this 5th day of December 2024 and is effective as of this date until amended or repealed.

Select Board:

Shari Cornish

Eric Remick, Chair

Danny Hale

Ceilidh Galloway-Kane, Vice Chair

Tim Ricciardello

Town of Hardwick

Cost Principles Policy

Policy Purpose:

This Cost Principles Policy outlines the Town of Hardwick's standards for determining allowable, reasonable, and allocable costs for federal grants and subawards, in compliance with the Federal Uniform Grant Guidance (UGG) under 2 CFR Part 200. These standards are established to ensure responsible and effective financial management of federal funds in alignment with applicable regulations.

1. Policy Overview

The Town of Hardwick is committed to managing federal grants and awards in compliance with federal regulations, particularly the UGG cost principles. All costs charged to federal awards must be:

- **Allowable:** Incurred specifically for the purpose of the grant, necessary, and compliant with federal, state, and local laws.
- **Reasonable:** Reflecting fair market value for goods or services and representing sound business practices.
- **Allocable:** Proportionally assignable to a specific federal award based on benefits received.

2. Allowable Costs

Costs are allowable when they meet the following criteria:

- **Compliance with Grant Terms:** Costs must align with the terms and conditions of the federal award.
- **Federal Regulations Compliance:** All costs must comply with federal cost principles, as well as state and local laws.
- **Necessity:** Costs should be necessary to achieve the objectives of the project, grant, or program.
- **Documentation:** Costs must be adequately documented, with records retained in accordance with 2 CFR 200.334 for audit and review purposes.

Examples of allowable costs include, but are not limited to:

- Personnel costs directly related to the project
- Supplies and materials essential to the grant activities
- Contracted services that meet procurement and cost principles

3. Reasonable Costs

Costs are deemed reasonable if they:

- Reflect what a prudent person would incur under similar circumstances in conducting business.

- Are consistent with established policies and practices.
- Take into consideration market prices, the complexity of services, and the urgency of need.

4. Allocable Costs

A cost is allocable to a federal award if:

- It benefits the specific grant or project to which it is charged.
- The allocation is proportionate to the benefits received by the project or program.
- It is reasonable to split costs across multiple projects when they jointly benefit, using a clear and documented methodology.

5. Unallowable Costs

Costs that do not comply with the UGG principles of being allowable, reasonable, or allocable, as well as costs specified as unallowable under federal guidelines, cannot be charged to a federal award. Examples of unallowable costs include:

- Entertainment expenses
- Alcoholic beverages
- Fines and penalties
- Lobbying activities

6. Direct and Indirect Costs

- **Direct Costs:** Costs directly attributed to a specific grant or project, such as salaries, supplies, and equipment.
- **Indirect Costs:** Costs not directly linked to one project but necessary for the general operation, such as utilities or administrative support. These may be allocated if a federally approved indirect cost rate is applied.

7. Cost Allocation Methodology

For costs shared across multiple programs, the Town of Hardwick will use a documented, fair, and consistent cost allocation methodology. This methodology will be periodically reviewed and revised to ensure accuracy and compliance.

8. Documentation and Record-Keeping

All costs associated with federal grants must be supported by detailed records that include:

- A description of the purpose of the cost
- Allocation basis (if applicable)
- Proof of payment and approval
- Retention of records as per the federal and town record retention policy

9. Compliance and Oversight

The Town Manager, or designee, is responsible for ensuring compliance with this Cost Principles Policy. All town employees and departments working on federal grant projects will receive training to understand and implement this policy. Compliance will be monitored through regular audits, both internal and external, as required.

10. Policy Review and Revisions

This policy will be reviewed at least annually and updated as necessary to reflect any changes in federal guidance or town policy.

The foregoing Policy is hereby adopted by the Select Board of the Town of Hardwick, Vermont, this 5th day of December 2024 and is effective as of this date until amended or repealed.

Select Board:

Eric Remick, Chair

Ceilidh Galloway-Kane, Vice Chair

Shari Cornish

Tim Ricciardello

Danny Hale

2025-2026 HARDWICK TOWN BUDGET

Projected Revenues

	<u>ACTUAL</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>	<u>PROPOSED</u> <u>2025-2026</u>	<u>\$</u> <u>DIFF.</u>	<u>%</u> <u>DIFF.</u>
School Tax Admin Fee	\$6,872	\$6,500	\$7,078	\$578	8.90%
PILOT	\$204,949	\$140,398	\$147,898	\$7,500	5.34%
Current Use Hold Harm	\$176,485	\$174,470	\$181,780	\$7,310	4.19%
Delinquent Charges	\$22,617	\$22,000	\$22,500	\$500	2.27%
Tax Sale Interest	\$56	\$500	\$100	(\$400)	-80.00%
Zoning Permits	\$2,815	\$4,000	\$4,000	\$0	0.00%
Licenses and Fees	\$3,102	\$3,500	\$3,500	\$0	0.00%
Recording Fees	\$15,776	\$23,000	\$19,000	(\$4,000)	-17.39%
Dog Licenses	\$1,514	\$2,500	\$1,500	(\$1,000)	-40.00%
DMV Fees	\$207	\$350	\$250	(\$100)	-28.57%
State Highway Aid	\$157,830	\$154,823	\$167,476	\$12,653	8.17%
Grant-in-Aid Revenue	\$0	\$21,000	\$20,000	(\$1,000)	-4.76%
West Woodbury Revenue	\$6,000	\$6,000	\$6,000	\$0	100.00%
Copying Fees	\$11,037	\$12,000	\$12,000	\$0	0.00%
Hardwick PD Ticket Rev	\$16,881	\$15,000	\$17,000	\$2,000	13.33%
PD SIU Revenue	\$3,750	\$0	\$3,500	\$3,500	100.00%
Outside Services-PD	\$1,376	\$500	\$1,000	\$500	100.00%
Sale of Equipment/Vehicles	\$0	\$0	\$0	\$0	0.00%
Interest on Investments	\$42,511	\$20,000	\$30,000	\$10,000	50.00%
Miscellaneous Revenue	\$1,676	\$500	\$1,000	\$500	100.00%
Insurance Payout	\$101,206	\$0	\$0	\$0	0.00%
Water Transfer	\$141,671	\$167,939	\$186,651	\$18,712	11.14%
Sewer Transfer	\$128,550	\$154,264	\$172,182	\$17,918	11.61%
ARPA One-time Funds	\$9,930	\$0	\$0	\$0	0.00%
Room Rent	\$0	\$50	\$50	\$0	0.00%
PD Vest Grant	\$664	\$850	\$650	(\$200)	-23.53%
PD Vast Patrol	\$1,760	\$6,500	\$4,000	(\$2,500)	100.00%
State Highway Safety Grants	\$21,397	\$15,000	\$15,000	\$0	0.00%
Misc. Grants	\$114,489	\$0	\$0	\$0	0.00%
Green Up Day Grant	\$400	\$400	\$400	\$0	0.00%
Total Revenues	\$1,195,521	\$952,044	\$1,024,515	\$72,471	7.61%
Total Budget	\$3,935,484	\$4,018,083	\$4,495,769	\$477,685	11.89%
Property Taxes	\$2,739,963	\$3,066,040	\$3,471,254	\$405,214	13.22%

HED calculations overstated in FY24

Budget Summary

Highway/Garage	\$ 1,466,230	\$ 1,072,256	\$ 1,112,725	\$ 40,469	3.77%
Police Department	\$ 826,244	\$ 893,902	\$ 1,015,145	\$ 121,243	13.56%
Office Expenses	\$ 644,847	\$ 709,750	\$ 905,465	\$ 195,714	27.58%
Payroll (Elected & Appointed)	\$ 16,181	\$ 16,863	\$ 17,239	\$ 376	2.23%
Fire Department	\$ 84,616	\$ 45,684	\$ 46,610	\$ 926	2.03%
Line Items	\$ 1,081,710	\$ 1,181,348	\$ 1,304,111	\$ 122,763	10.39%
Buildings	\$ 93,441	\$ 98,281	\$ 94,475	\$ (3,806)	-3.87%
Total Budget	\$ 4,213,269	\$ 4,018,083	\$ 4,495,769	\$ 477,685	11.89%

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2025-2026 HARDWICK TOWN BUDGET

Highway Department

	<u>ACTUAL</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>	<u>PROPOSED</u> <u>2025-2026</u>	<u>\$</u> <u>DIFF.</u>	<u>%</u> <u>DIFF.</u>	
Public Works Payroll	\$359,670	\$382,029	\$394,992	\$12,963	3.39%	
Overtime	\$36,223	\$29,000	\$30,000	\$1,000	3.45%	4 yr avg is \$24,000
Sewer Operator	\$768	\$500	\$750	\$250	50.00%	
Social Security Expense	\$28,399	\$28,772	\$31,619	\$2,847	9.90%	
Workers' Compensation	\$22,487	\$23,859	\$25,052	\$1,193	5.00%	
Unemployment Insurance	\$416	\$600	\$600	\$0	0.00%	
VLCT/PACIF	\$12,416	\$13,022	\$13,673	\$651	5.00%	
Health Insurance	\$132,123	\$135,278	\$154,770	\$19,492	14.41%	*premium increases/status changes
Dental/Vision/Life/Disability	\$6,843	\$8,124	\$8,157	\$34	0.41%	
Retirement Expense	\$27,835	\$28,772	\$30,812	\$2,040	7.09%	
Operating Expense/Supplies	\$19,260	\$17,000	\$18,000	\$1,000	5.88%	
Permits/Fees	\$4,088	\$4,000	\$4,000	\$0	0.00%	
Telephone/Internet	\$1,341	\$1,500	\$1,500	\$0	0.00%	
Culverts	\$11,412	\$6,500	\$7,500	\$1,000	15.38%	
Grant-in-Aid Expense	\$0	\$6,200	\$6,200	\$0	0.00%	
Uniforms	\$7,799	\$7,500	\$8,000	\$500	6.67%	
Line Painting/Crosswalks	\$861	\$1,000	\$1,000	\$0	0.00%	
Road Signs	\$2,729	\$1,000	\$1,500	\$500	50.00%	
Streetscape Maintenance	\$906	\$1,000	\$1,000	\$0	0.00%	
Storm Drains	\$3,268	\$2,000	\$2,500	\$500	25.00%	
Safety/Training	\$330	\$1,500	\$1,000	(\$500)	-33.33%	
Equipment Expense	\$90,889	\$65,000	\$80,000	\$15,000	23.08%	*based on \$90K last yr
Gasoline Fuel	\$4,024	\$5,000	\$4,500	(\$500)	-10.00%	
Diesel Fuel	\$58,643	\$75,000	\$65,000	(\$10,000)	-13.33%	
July 2023 Flood	\$426,002	\$0	\$0	\$0	0.00%	
Gravel Pit Operation	\$47,064	\$60,000	\$70,000	\$10,000	16.67%	crushing more material
Ditch Stone	\$7,806	\$3,500	\$0	(\$3,500)	-100.00%	
Hydroseeding	\$1,751	\$1,500	\$1,500	\$0	0.00%	
Mud Season Material	\$28,174	\$4,000	\$0	(\$4,000)	-100.00%	
Chloride	\$10,827	\$20,000	\$12,000	(\$8,000)	-40.00%	
E. Hardwick Sidewalks	\$599	\$600	\$599	(\$1)	-0.17%	
Roadside Mowing	\$0	\$8,000	\$10,000	\$2,000	25.00%	
Paving/Patching	\$5,683	\$4,500	\$5,000	\$500	11.11%	
Brush Cutting	\$12,010	\$10,000	\$8,000	(\$2,000)	-20.00%	
Downtown Beauty remove?	\$2,717	\$1,500	\$3,500	\$2,000	133.33%	portable toilets at Depot
Street Sweeping	\$4,500	\$4,500	\$5,000	\$500	11.11%	
Winter Sand	\$2,000	\$10,000	\$15,000	\$5,000	50.00%	screening
Salt	\$84,368	\$100,000	\$90,000	(\$10,000)	-10.00%	
Totals	\$1,466,230	\$1,072,256	\$1,112,725	\$40,469	3.77%	

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2025-2026 HARDWICK TOWN BUDGET

Police Department

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>\$</u>	<u>%</u>	
	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>DIFF</u>	<u>DIFF</u>	
Police Payroll	\$387,981	\$464,695	\$538,971	\$74,276	15.98%	add'l officer
Overtime	\$56,771	\$54,898	\$58,716	\$3,818	6.95%	
Part-Time Officers	\$46,898	\$60,000	\$45,000	(\$15,000)	-25.00%	
Social Security Expense	\$38,178	\$40,572	\$47,816	\$7,244	17.85%	
Workers' Compensation	\$34,104	\$36,299	\$37,514	\$1,216	3.35%	
Unemployment Insurance	\$893	\$1,200	\$982	(\$218)	-18.14%	
VLCT/PACIF	\$18,693	\$21,175	\$21,498	\$323	1.52%	
July 2023 Flood	\$9,975	\$0	\$0	\$0	-100.00%	
Health Insurance	\$43,184	\$52,549	\$88,689	\$36,140	68.77%	add'l officer
Dental/Vision/Life/Disability	\$5,148	\$5,383	\$8,004	\$2,621	48.69%	
Retirement Expense	\$47,034	\$59,475	\$69,332	\$9,857	16.57%	
Supplies	\$7,463	\$7,000	\$7,500	\$500	7.14%	
Training	\$4,607	\$4,000	\$4,500	\$500	12.50%	
Memberships	\$0	\$350	\$150	(\$200)	-57.14%	
Legal Expenses	\$68	\$2,000	\$1,500	(\$500)	-25.00%	
Internet Communications	\$2,877	\$2,800	\$3,000	\$200	7.14%	
Dispatch Services	\$30,588	\$31,506	\$32,423	\$917	2.91%	
Telephone	\$3,739	\$3,800	\$4,000	\$200	5.26%	
Vehicle Maintenance	\$26,865	\$6,000	\$7,500	(\$2,000)	-33.33%	
Advertising	\$1,214	\$400	\$500	\$100	25.00%	
Radio Service	\$453	\$1,000	\$800	(\$200)	-20.00%	
Investigation Expense	\$4,620	\$1,000	\$2,000	\$1,000	100.00%	
Uniforms (Cleaning)	\$289	\$1,200	\$1,000	(\$200)	-16.67%	
Uniform Purchases	\$1,702	\$4,000	\$3,000	(\$1,000)	-25.00%	
Gasoline	\$9,434	\$13,000	\$11,000	(\$2,000)	-15.38%	
Tires	\$1,350	\$2,000	\$1,500	(\$500)	-25.00%	
Education	\$0	\$1,000	\$500	(\$500)	-50.00%	
Equipment	\$3,757	\$4,000	\$4,000	\$0	0.00%	
Total PD Operating Exp.	\$787,885	\$881,302	\$1,001,395	\$120,093	13.63%	
SIU Expense	\$1,615	\$1,000	\$1,750	\$750	75.00%	
Enforcement/Safety/Misc. Grants	\$7,562	\$7,500	\$7,500	\$0	0.00%	
Equipment Grants	\$26,599	\$3,000	\$3,000	\$0	0.00%	
Vest Grant	\$2,584	\$1,100	\$1,500	\$400	36.36%	
Total Special PD Expenses	\$38,359	\$12,600	\$13,750	\$1,150	9.13%	
Total PD Expenses	\$826,244	\$893,902	\$1,015,145	\$121,243	13.56%	

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2025-2026 HARDWICK TOWN BUDGET

Office Expenses

	<u>ACTUAL</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>	<u>PROPOSED</u> <u>2025-2026</u>	<u>\$</u> <u>DIFF</u>	<u>%</u> <u>DIFF</u>	
Town Manager's Office Staff Payroll (6)	\$273,339	\$320,386	\$428,431	\$108,045	33.72%	*new position/increases
Town Clerk's Office Payroll	\$104,654	\$110,196	\$117,201	\$7,005	6.36%	*increases
Social Security/Child Care Tax	\$26,143	\$30,141	\$40,595	\$10,454	34.68%	
Workers' Compensation	\$2,841	\$2,004	\$3,068	\$1,064	53.07%	
Unemployment Insurance	\$506	\$520	\$540	\$20	3.85%	
VLCT/PACIF	\$2,812	\$2,673	\$2,952	\$279	10.44%	
Health Insurance	\$127,480	\$159,245	\$197,226	\$37,981	23.85%	*new position/increases/status change
Dental/Vision/Life/Disability	\$6,577	\$6,544	\$8,135	\$1,591	24.31%	*new position
Retirement Expense	\$22,213	\$30,141	\$37,316	\$7,175	23.80%	*new position/increases
Town Manager Supplies	\$5,068	\$5,500	\$5,500	\$0	0.00%	
Town Clerk Supplies	\$3,942	\$4,000	\$4,000	\$0	0.00%	
Town Report Expense	\$3,573	\$3,500	\$3,800	\$300	8.57%	
Conferences/Dues/Mileage	\$805	\$1,200	\$1,000	(\$200)	-16.67%	
Tax Billing/Collection Exp.	\$1,233	\$1,600	\$1,400	(\$200)	-12.50%	
Telephone	\$3,768	\$3,800	\$4,000	\$200	5.26%	
Advertising	\$1,868	\$2,500	\$2,200	(\$300)	-12.00%	
Copier	\$0	\$250	\$100	(\$150)	-60.00%	
Election Expense	\$238	\$2,000	\$500	(\$1,500)	-75.00%	
Software/Computer/Tech. Services	\$17,292	\$14,000	\$37,000	\$23,000	164.29%	*managed IT services
Misc Grant Expense	\$10,675	\$0	\$0	\$0	0.00%	
July 2023 Flood	\$21,452	\$0	\$0	\$0	0.00%	
Equipment Purchases	\$2,570	\$3,000	\$3,000	\$0	0.00%	
Assessor Supplies	\$2,122	\$2,300	\$2,500	\$200	8.70%	
Education/Training	\$425	\$750	\$1,500	\$750	100.00%	NESGFOA new england conf.
Zoning Supplies	\$3,253	\$3,500	\$3,500	\$0	0.00%	
Totals	\$644,847	\$709,750	\$905,465	\$195,714	27.58%	

Other Payroll

Public Official's Liability	\$3,280	\$2,813	\$3,379	\$566	20.12%
Election Officials	\$0	\$500	\$200	(\$300)	-60.00%
Planning/DRB Board	\$2,775	\$2,800	\$2,800	\$0	0.00%
Board of Civil Authority	\$60	\$50	\$60	\$10	20.00%
Moderator	\$50	\$50	\$50	\$0	0.00%
Select Board	\$5,000	\$5,000	\$5,000	\$0	0.00%
Energy Coordinator	\$50	\$50	\$50	\$0	0.00%
Solid Waste Rep	\$150	\$150	\$150	\$0	0.00%
TEC - Conference Fees	\$25	\$100	\$100	\$0	0.00%
Town Service Officer	\$50	\$150	\$150	\$0	0.00%
Part Time Labor	\$453	\$500	\$500	\$0	0.00%
Health Officer	\$600	\$600	\$600	\$0	0.00%
Town Website Coordinator	\$600	\$600	\$900	\$300	50.00%
Social Security Expense	\$3,088	\$3,500	\$3,300	(\$200)	-5.71%
Totals	\$16,181	\$16,863	\$17,239	\$376	2.23%

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2025-2026 HARDWICK TOWN BUDGET

Buildings

<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>\$</u>	<u>%</u>
<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>DIFF.</u>	<u>DIFF.</u>

Memorial Building

Custodial Services Expense	\$10,738	\$11,324	\$11,060	\$ (264)	-2.33%
Custodial S.S. Expense	\$733	\$793	\$823	\$ 30	3.81%
VLCT/PACIF	\$3,057	\$2,969	\$3,668	\$ 699	23.54%
Operating Exp/Supplies	\$4,393	\$4,000	\$4,400	\$ 400	10.00%
Building Maint./Repair	\$4,336	\$4,000	\$4,300	\$ 300	7.50%
Flood 2023	\$3,464	\$0	\$0	\$ -	-100.00%
Utilities	\$5,183	\$5,289	\$5,598	\$ 309	5.85%
Fuel Oil	\$8,468	\$12,000	\$10,000	\$ (2,000)	-16.67%
Elevator/Fire Alarm	\$2,103	\$2,500	\$2,500	\$ -	0.00%
Generator	\$0	\$200	\$100	\$ (100)	-50.00%
Totals	\$42,475	\$43,075	\$42,449	\$ (626)	-1.45%

Public Safety Building

VLCT/PACIF	\$3,423	\$3,293	\$4,107	\$ 814	24.73%
Operating Expenses	\$659	\$1,500	\$750	\$ (750)	-50.00%
Building Maint./Repair	\$1,603	\$2,000	\$1,500	\$ (500)	-25.00%
Utilities	\$2,889	\$2,962	\$3,178	\$ 216	7.28%
Fuel Oil	\$4,505	\$6,500	\$6,000	\$ (500)	-7.69%
Custodial Services Expense	\$6,615	\$6,430	\$4,500	\$ (1,930)	-30.02%
Custodial Serv. S.S. Expense	\$505	\$450	\$335	\$ (115)	-25.62%
Totals	\$20,199	\$23,135	\$20,370	\$ (2,765)	-11.95%

Fire Station

VLCT/PACIF	\$3,216	\$3,308	\$3,860	\$ 552	16.67%
Utilities	\$2,820	\$2,600	\$2,961	\$ 361	13.88%
Fuel Oil	\$4,982	\$8,500	\$7,000	\$ (1,500)	-17.65%
Building Maint./Repair	\$161	\$1,000	\$1,000	\$ -	0.00%
Totals	\$ 11,179	\$ 15,408	\$14,820	\$ (588)	-3.81%

Highway Garage

Heating Fuel	\$3,696	\$5,500	\$5,000	\$ (500)	-9.09%
Building Maint./Repair	\$3,462	\$1,500	\$3,000	\$ 1,500	100.00%
Utilities - Garage	\$3,768	\$4,650	\$4,144	\$ (506)	-10.87%
Totals	\$10,926	\$11,650	\$12,144	\$ 494	4.24%

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2025-2026 HARDWICK TOWN BUDGET

Buildings continued...

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>\$</u>	<u>%</u>
	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>DIFF.</u>	<u>DIFF.</u>

Town House

VLCT/PACIF	\$1,868	\$1,851	\$2,241	\$390	21.08%
Building Maint./Repair	\$402	\$1,000	\$1,000	\$0	0.00%
Utilities	\$375	\$375	\$425	\$50	13.33%
Totals	\$2,644	\$3,226	\$3,666	\$440	13.65%

Historical Depot

VLCT/PACIF	\$178	\$187	\$225	\$38	20.32%
Building Maint./Repair	\$4,151	\$300	\$300	\$0	0.00%
Totals	\$4,329	\$487	\$525	\$38	7.80%

Carey Rd. Property

VLCT/PACIF	\$148	\$163	\$0	-\$163	-100.00%
Totals	\$148	\$163	\$0	-\$163	-100.00%

Yellow Barn

VLCT/PACIF	\$177	\$188	\$0	-\$188	-100.00%
Maintenance	\$1,214	\$500	\$500	\$0	0.00%
Utilities	\$150	\$450	\$0	-\$450	-100.00%
Totals	\$1,541	\$1,138	\$500	-\$638	-56.06%

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2025-2026 HARDWICK TOWN BUDGET

Fire Department

	<u>ACTUAL</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>	<u>PROPOSED</u> <u>2025-2026</u>	<u>\$</u> <u>DIFF.</u>	<u>%</u> <u>DIFF.</u>
Labor	\$6,825	\$7,000	\$7,000	\$0	0.00%
Social Security	\$502	\$500	\$500	\$0	0.00%
Workers' Compensation	\$1,219	\$1,280	\$1,317	\$37	2.85%
Liability Insurance	\$4,511	\$4,251	\$4,736	\$485	11.40%
Operating Exp./Supplies	\$3,981	\$2,500	\$3,000	\$500	20.00%
Dispatch Service	\$13,109	\$13,502	\$14,158	\$656	4.86%
Phone/Internet	\$1,201	\$1,500	\$1,300	(\$200)	-13.33%
Gasoline	\$0	\$100	\$50	(\$50)	-50.00%
Diesel Fuel	\$1,231	\$1,650	\$1,250	(\$400)	-24.24%
July 2023 Flood	\$41,210	\$0	\$0	\$0	0.00%
Equipment Purchases	\$6,696	\$7,000	\$7,000	\$0	0.00%
Equipment Repair	\$4,131	\$6,000	\$6,000	\$0	0.00%
Training	\$0	\$400	\$300	(\$100)	-25.00%
Totals	\$84,616	\$45,684	\$46,610	\$926	2.03%

2025-2026 HARDWICK TOWN BUDGET

Line Items

	<u>ACTUAL</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>	<u>PROPOSED</u> <u>2025-2026</u>	<u>\$</u> <u>DIFF.</u>	<u>%</u> <u>DIFF.</u>	
Auditing	\$20,130	\$18,750	\$29,000	\$10,250	54.67%	single audit
Animal Control	\$2,596	\$3,200	\$3,000	(\$200)	-6.25%	
Professional Services	\$16,381	\$15,000	\$15,000	\$0	0.00%	
Assessor Services	\$41,400	\$43,200	\$45,000	\$1,800	4.17%	
NVDA	\$2,482	\$2,482	\$2,482	\$0	0.00%	
VLCT	\$4,949	\$5,196	\$5,214	\$18	0.35%	
Jeudevine Memorial Library	\$138,528	\$161,449	\$181,010	\$19,561	12.12%	
Memorial Day	\$600	\$500	\$500	\$0	0.00%	
Caspian Lake	\$3,650	\$4,500	\$4,750	\$250	5.56%	
Cemeteries	\$26,563	\$23,000	\$28,000	\$5,000	21.74%	
Capital Equipment Fund	\$150,000	\$175,000	\$250,000	\$75,000	42.86%	
Capital Fire Equipment Fund	\$20,000	\$40,000	\$50,000	\$10,000	25.00%	
Capital Road Fund	\$170,000	\$160,000	\$160,000	\$0	0.00%	
Capital General Fund	\$129,000	\$100,000	\$100,000	\$0	0.00%	
Loader & Grader Payment	\$0	\$57,000	\$57,012	\$12	0.02%	
Loader Debt Payment	\$11,506	\$0	\$0	\$0	-100.00%	pd off and traded
Mackville Rd. Bond Payment	\$21,575	\$21,377	\$20,519	(\$858)	-4.01%	
Gravel Pit Bond Payment	\$15,451	\$43,650	\$43,160	(\$490)	-1.12%	
Library Bond Payment	\$0	\$48,000	\$47,500	(\$500)	100.00%	
2014 Fire Truck Bond Payment	\$32,613	\$32,200	\$30,454	(\$1,746)	-5.42%	
2021 Fire Truck Bond Payment	\$22,671	\$21,218	\$21,079	(\$139)	-0.66%	
Tax Mapping	\$3,300	\$8,000	\$4,000	(\$4,000)	-50.00%	
Solid Waste District	\$2,920	\$2,920	\$2,920	\$0	0.00%	
Streetlights	\$23,392	\$23,866	\$24,562	\$696	2.92%	
Memorial Park Electricity	\$128	\$175	\$150	(\$25)	-14.29%	
Employment Practices Ins.	\$5,883	\$5,605	\$6,178	\$573	10.22%	
Community Crime Ins.	\$1,014	\$867	\$1,065	\$198	22.82%	
Town Service Officer Expenses	\$0	\$750	\$500	(\$250)	-33.33%	
Hazard Mitigation	\$0	\$0	\$1,000	\$1,000	0.00%	
Cyber Security	\$1,400	\$1,500	\$1,500	\$0	0.00%	
Tax Sale Expense	\$2,049	\$1,500	\$2,000	\$500	33.33%	
Tax Abatement Expense	\$15,431	\$300	\$500	\$200	66.67%	
Restricted Donation Expense	\$0	\$0	\$0	\$0	0.00%	
Insurance Deductibles	\$1,000	\$0	\$0	\$0	0.00%	
Pedestrian Bridge Planning	\$73,790	\$0	\$0	\$0	0.00%	
Conservation Commission	\$500	\$500	\$500	\$0	0.00%	
Equity Committee	\$911	\$2,500	\$500	(\$2,000)	-80.00%	
Recreation Dept.	\$18,526	\$21,565	\$21,447	(\$118)	-0.55%	
Hardwick Trails	\$8,886	\$11,158	\$11,129	(\$29)	-0.26%	
County & Gravel Pit Taxes	\$19,719	\$34,200	\$36,008	\$1,808	5.29%	
Rescue Squad	\$72,762	\$90,220	\$96,472	\$6,252	6.93%	
Totals	\$1,081,710	\$1,181,348	\$1,304,111	\$122,763	10.39%	

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Option 1

TOWN OF HARDWICK
CAPITAL EQUIPMENT PURCHASE SCHEDULE

YEAR	Dump Truck 1	Dump Truck 2	Dump Truck 3	Dump Truck 4	F-550 Truck 5	F250 Truck 6	F150 Truck 7	Lawn Mower	Excavator	Toolcat	Police Cruiser	SPEND TOTAL	FUNDS SET ASIDE	ACCOUNT BALANCE
Bal 6/30/24												\$0	\$175,000	\$ 38,267
2025												\$158,000	\$130,000	\$213,267
2026				\$110,000							\$48,000	\$170,000	\$140,000	\$185,267
2027		\$80,000				\$60,000				\$60,000	\$50,000	\$147,000	\$150,000	\$155,267
2028								\$15,000			\$52,000	\$292,000	\$160,000	\$158,267
2029			\$110,000		\$130,000						\$52,000	\$162,000	\$170,000	\$26,267
2030	\$120,000						\$42,000				\$52,000	\$52,000	\$175,000	\$34,267
2031											\$52,000	\$117,000	\$175,000	\$157,267
2032									\$65,000		\$52,000	\$337,267	\$175,000	\$215,267
2033											\$53,000	\$318,000	\$175,000	\$337,267
2034				\$125,000	\$140,000						\$53,000	\$83,000	\$175,000	\$194,267
2035						\$65,000		\$18,000			\$83,000	\$179,000	\$180,000	\$286,267
2036		\$125,000									\$54,000	\$249,000	\$180,000	\$287,267
2037			\$125,000							\$70,000	\$54,000	\$180,000	\$180,000	\$218,267
2038	\$125,000										\$55,000	\$390,000	\$180,000	\$218,267
2039					\$150,000				\$185,000		\$55,000	\$50,000	\$180,000	\$8,267
2040							\$50,000				\$55,000	\$55,000	\$180,000	\$138,267
2041											\$55,000	\$350,000	\$180,000	\$263,267
2042				\$130,000		\$70,000		\$20,000		\$75,000	\$56,000	\$56,000	\$180,000	\$93,267
2043											\$56,000	\$348,000	\$180,000	\$217,267
2044		\$130,000			\$160,000						\$56,000	\$130,000	\$180,000	\$51,267
2045			\$130,000								\$130,000	\$130,000	\$180,000	\$101,267

- 1) Increases in costs are based on a "best guess" scenario with input from dealers
- 2) Loader & Grader purchased in Summer 2023. Replace in FY 2038. Borrow.
- 3) Police Cruisers traded or replaced around every 5 years
- 4) Dump trucks 1, 2, 3, 4 are traded around every 8 years Purchase body, Borrow for chassis
- 5) Truck 5 is traded every 5 years
- 6) Truck 6 is traded about every 8 years
- 7) Truck 7 is traded about every 10 years
- 8) Excavator purchased 2023. Replace in FY2039

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Option 2

TOWN OF HARDWICK
CAPITAL EQUIPMENT PURCHASE SCHEDULE

YEAR	Dump Truck 1	Dump Truck 2	Dump Truck 3	Dump Truck 4	F-550 Truck 5	F250 Truck 6	F150 Truck 7	Lawn Mower	Excavator	Toolcat	Radio Repeater	Police Cruiser	SPEND TOTAL	FUNDS SET ASIDE	ACCOUNT BALANCE
Bal 6/30/24													\$0	\$175,000	\$ 38,267
2025														\$250,000	\$213,267
2026				\$280,000							\$100,000	\$48,000	\$428,000	\$250,000	\$35,267
2027										\$65,000		\$50,000	\$115,000	\$275,000	\$195,267
2028		\$180,000						\$15,000				\$52,000	\$247,000	\$300,000	\$248,267
2029			\$290,000		\$130,000	\$60,000						\$53,000	\$533,000	\$300,000	\$15,267
2030	\$290,000						\$42,000						\$332,000	\$325,000	\$8,267
2031												\$54,000	\$54,000	\$250,000	\$204,267
2032										\$75,000		\$54,000	\$129,000	\$250,000	\$325,267
2033												\$55,000	\$55,000	\$250,000	\$520,267
2034				\$300,000								\$55,000	\$355,000	\$250,000	\$415,267
2035					\$140,000			\$18,000					\$158,000	\$250,000	\$507,267
2036		\$190,000										\$57,000	\$247,000	\$250,000	\$510,267
2037			\$300,000							\$80,000		\$57,000	\$437,000	\$250,000	\$323,267
2038	\$300,000											\$58,000	\$358,000	\$250,000	\$215,267
2039						\$65,000			\$185,000			\$58,000	\$308,000	\$250,000	\$157,267
2040							\$50,000						\$50,000	\$250,000	\$357,267
2041					\$150,000							\$58,000	\$208,000	\$250,000	\$399,267
2042				\$310,000				\$20,000		\$85,000		\$58,000	\$473,000	\$250,000	\$176,267
2043												\$60,000	\$60,000	\$250,000	\$366,267
2044		\$200,000										\$60,000	\$260,000	\$250,000	\$356,267
2045			\$310,000										\$310,000	\$250,000	\$296,267

- 1) Increases in costs are based on a "best guess" scenario with input from dealers
- 2) Loader & Grader purchased in Summer 2023. Replace in FY 2038. Borrow.
- 3) Police Cruisers traded or replaced around every 5 years
- 4) Dump trucks 1, 2, 3, 4 are traded about every 8 years
- 5) Truck 5 is traded about every 6 years
- 6) Truck 6 and 7 are traded about every 10 years
- 7) Excavator purchased 2023. Replace in FY2039.

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TOWN OF HARDWICK
CAPITAL FIRE EQUIPMENT PURCHASE SCHEDULE

YEAR	Ladder L1	Pumper E1	Fire E2	Tanker W1	SPEND TOTAL	FUNDS SET ASIDE	ACCOUNT BALANCE
Bal 6/30/24							\$235,423
2025					\$0	\$40,000	\$275,423
2026					\$0	\$50,000	\$325,423
2027					\$0	\$70,000	\$395,423
2028					\$0	\$90,000	\$485,423
2029					\$0	\$100,000	\$585,423
2030	\$600,000				\$600,000	\$110,000	\$95,423
2031					\$0	\$110,000	\$205,423
2032				\$300,000	\$300,000	\$110,000	\$15,423
2033					\$0	\$100,000	\$115,423
2034					\$0	\$100,000	\$215,423
2035					\$0	\$100,000	\$315,423
2036					\$0	\$100,000	\$415,423
2037					\$0	\$100,000	\$515,423
2038					\$0	\$100,000	\$615,423
2039		\$350,000			\$350,000	\$100,000	\$365,423
2040					\$0	\$100,000	\$465,423
2041					\$0	\$100,000	\$565,423
2042					\$0	\$100,000	\$665,423
2043					\$0	\$100,000	\$765,423
2044					\$0	\$100,000	\$865,423

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- 1) Ladder Truck L1 is replaced every 25 years. Replace in 2030.
- 2) Pumper E1 is replaced every 25 years. Replace in 2039.
- 3) Pumper E2 is replaced every 25 years. Replace in 2046.
- 4) Tanker W1 is replaced every 25 years. Replace in 2032.
- 5) These are best guess estimates for used equipment.

TOWN OF HARDWICK
CAPITAL ROAD SCHEDULE

Year	Center Road	Hardwick Street	Paving (see below)	Spend		Funds Set Aside	Account Balance
				Total			
Bal 6/30/24							\$443,102
2025			-\$70,000	-\$70,000		\$160,000	\$533,102
2026	-\$650,000		\$0	-\$650,000		\$160,000	\$43,102
2027			-\$80,000	-\$80,000		\$165,000	\$128,102
2028			-\$80,000	-\$80,000		\$165,000	\$213,102
2029			-\$90,000	-\$90,000		\$165,000	\$288,102
2030	-\$450,000		\$0	-\$450,000		\$170,000	\$8,102
2031			-\$100,000	-\$100,000		\$175,000	\$83,102
2032			-\$100,000	-\$100,000		\$175,000	\$158,102
2033			-\$100,000	-\$100,000		\$175,000	\$233,102
2034			-\$100,000	-\$100,000		\$175,000	\$308,102

Paving Projects:

FY 2026:	Center Road partial
FY 2027:	To Be Determined
FY 2028:	To Be Determined
FY 2029:	To Be Determined
FY 2030:	To Be Determined

*Prices based on current market prices; increases are expected, schedule may vary depending on price

*Conditions of roads may change, resulting in a change to the paving schedule

*FY 2024 no paving done due to flooding

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Town of Hardwick Capital Improvements Three-Year Plan

	Balance 6/30/2024	FY 2025 <i>Last Year</i>	FY 2026	FY 2027	FY 2028	Future Balance
Buildings						
Memorial Building	\$21,897	\$12,000	\$12,000	\$12,000	\$12,000	\$69,897
Public Safety Building	\$7,523	\$5,000	\$5,000	\$5,000	\$5,000	\$27,523
Highway Garage	\$54,301	\$30,000	\$30,000	\$30,000	\$30,000	\$174,301
Fire Department	\$18,168	\$2,000	\$2,000	\$2,000	\$2,000	\$26,168
Library	\$31,361	\$0	\$0	\$0	\$0	\$31,361
Library Bond	\$13,004	\$0	\$0	\$0	\$0	\$13,004
Town House	\$34,379	\$5,000	\$5,000	\$5,000	\$5,000	\$54,379
Carey Rd. Property	\$1,376	\$0	\$0	\$0	\$0	\$1,376
Historical Depot	\$14,216	\$1,000	\$1,000	\$1,000	\$1,000	\$18,216
Subtotal	\$196,225	\$55,000	\$55,000	\$55,000	\$55,000	\$416,225
Public Works						
Gravel Pit Reclaim	\$26,486	\$0	\$0	\$0	\$0	\$26,486
Bike Path (all Phases) <small>(take \$7331 from interest?)</small>	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalk Expense	\$51,270	\$10,000	\$10,000	\$10,000	\$10,000	\$91,270
Guardrails	\$16,992	\$5,000	\$5,000	\$5,000	\$5,000	\$36,992
Road Signs/Crosswalks	\$3,460	\$2,000	\$2,000	\$2,000	\$2,000	\$11,460
Bridge #4 East Hardwick	\$141,034	\$10,000	\$10,000	\$10,000	\$10,000	\$181,034
Bridge Fund	\$62,098	\$10,000	\$10,000	\$10,000	\$10,000	\$102,098
Subtotal	\$301,340	\$37,000	\$37,000	\$37,000	\$37,000	\$449,340
General Government						
Trails Capital Account	\$21,172	\$0	\$0	\$0	\$0	\$21,172
Recreation Capital Fund	\$6,351	\$0	\$0	\$0	\$0	\$6,351
Fire Department Equipment/Clothing	\$11,338	\$8,000	\$8,000	\$8,000	\$8,000	\$43,338
New Vault Door	\$25,500	\$0	\$0	\$0	\$0	\$25,500
Cemetery Upgrades	\$22,500	\$0	\$0	\$0	\$0	\$22,500
Recruitment - Police <small>change to Trailheads?</small>	\$6,061	\$0	\$0	\$0	\$0	\$6,061
Accrued Interest	\$18,783	\$0	\$0	\$0	\$0	\$18,783
Subtotal	\$111,705	\$8,000	\$8,000	\$8,000	\$8,000	\$143,705
CAPITAL IMPROVEMENT FUND	\$609,269	\$100,000	\$100,000	\$100,000	\$100,000	\$1,009,269

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2025-2026 HARDWICK TOWN BUDGET

Library Budget

	<u>ACTUAL</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>	<u>PROPOSED</u> <u>2025-2026</u>	<u>\$</u> <u>DIFF.</u>	<u>%</u> <u>DIFF.</u>
Library Payroll	\$83,812	\$93,184	\$108,169	\$14,985	16.08%
Social Security/FICA Expense	\$6,093	\$6,523	\$8,048	\$1,525	23.37%
Worker's Comp	\$671	\$550	\$725	\$175	31.76%
Unemployment	\$299	\$300	\$319	\$19	6.47%
VLCT/PACIF	\$669	\$625	\$702	\$77	12.37%
Health Insurance - Librarian only	\$17,138	\$21,320	\$22,804	\$1,484	6.96%
Dental/Vision/Life/Disability	\$975	\$1,541	\$1,547	\$6	0.36%
Retirement	\$3,112	\$3,629	\$6,059	\$2,430	66.96%
Books- Adult	\$3,641	\$3,500	\$3,750	\$250	7.14%
Books - Juvenile	\$2,200	\$2,200	\$2,200	\$0	0.00%
Books - Young Adult	\$414	\$700	\$700	\$0	0.00%
Magazines- Adult	\$415	\$600	\$400	(\$200)	-33.33%
Magazines - Juvenile	\$0	\$50	\$0	(\$50)	-100.00%
Audio books/ DVDs - Adult	\$449	\$600	\$400	(\$200)	-33.33%
Audio books/ DVDs - Juvenile	\$214	\$600	\$200	(\$400)	-66.67%
Computer Software/Technology	\$172	\$435	\$400	(\$35)	-8.05%
Computer Databases	\$1,656	\$1,800	\$1,800	\$0	0.00%
Courier Expense	\$586	\$400	\$600	\$200	50.00%
Internet Expense	\$1,054	\$900	\$0	(\$900)	-100.00%
Equipment	\$0	\$200	\$200	\$0	0.00%
Telephone	\$1,029	\$1,000	\$1,700	\$700	70.00%
Supplies - General	\$1,811	\$2,500	\$2,500	\$0	0.00%
Youth Supplies	\$695	\$600	\$700	\$100	16.67%
Postage	\$538	\$725	\$725	\$0	0.00%
Professional Services	\$54	\$200	\$200	\$0	0.00%
Conferences / Memberships	\$644	\$400	\$400	\$0	0.00%
Mileage	\$317	\$200	\$200	\$0	0.00%
Advertising	\$40	\$150	\$150	\$0	0.00%
Restricted Donation Expense	\$193	\$0	\$0	\$0	0.00%
Jeudevine Friends Expense	\$0	\$0	\$0	\$0	0.00%
Internet Transition Grant Expense	\$0	\$0	\$3,000	\$3,000	100.00%
Interlibrary Grant Expense	\$636	\$550	\$650	\$100	100.00%
Misc. Grant Expense	\$921	\$0	\$500	\$500	0.00%
Total Operating Budget	\$130,448	\$145,982	\$169,748	\$23,765	16.28%
Custodial Services Expense	\$6,026	\$8,614	\$9,273	\$659	7.65%
Custodial Services S.S. Expense	\$460	\$603	\$690	\$87	14.41%
Building Insurance	\$1,331	\$2,000	\$2,500	\$500	25.00%
Electricity	\$2,519	\$2,000	\$2,800	\$800	40.00%
Fuel Oil	\$2,886	\$6,500	\$6,000	(\$500)	-7.69%
Water/Sewer	\$684	\$750	\$750	\$0	0.00%
Maintenance Expense	\$1,546	\$1,200	\$2,500	\$1,300	108.33%
Total Library Building Budget	\$15,452	\$21,667	\$24,513	\$2,846	13.13%
Friends of Jeudevine Donations	\$ (200.00)				
Restricted Donations	\$ -				
Interest on Investments	\$ (692.00)	\$ (300.00)	\$ (500.00)		
Grant Income	\$ (1,557.25)	\$ (1,500.00)	\$ (5,000.00)		
Courier Revenue	\$ (230.99)	\$ (200.00)	\$ (250.00)		
Fund Balance Contribution			\$ (3,000.00)		
Misc. Income	\$ (3,869.63)	\$ (6,000.00)	\$ (4,500.00)		
Town Appropriation	\$138,528	\$161,449	\$181,010	\$19,561	12.12%
Fund Balance as of 06.30.2024	4,817				

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2025-2026 HARDWICK TOWN BUDGET

Recreation Budget

	<u>ACTUAL</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>	<u>PROPOSED</u> <u>2025-2026</u>	<u>\$</u> <u>DIFF.</u>	<u>%</u> <u>DIFF.</u>
Recreation Coordinator Salary	\$3,980	\$5,000	\$5,000	\$0	0.00%
Social Security/FICA	\$304	\$350	\$372	\$22	6.29%
VLCT Workers Comp/Insurance	\$104	\$165	\$145	(\$20)	-12.12%
VLCT Unemployment Insurance	\$33	\$50	\$40	(\$10)	-20.00%
VLCT PACIF/Liability Insurance	\$71	\$100	\$90	(\$10)	-10.00%
Youth Program: Soccer, Swim, Ski	\$6,715	\$6,000	\$6,000	\$0	0.00%
Mileage	\$0	\$100	\$0	(\$100)	-100.00%
Community Programming (all)	\$7,165	\$8,500	\$8,500	\$0	0.00%
Supplies and Advertising	\$154	\$300	\$300	\$0	0.00%
Maintenance	\$0	\$1,000	\$1,000	\$0	0.00%
Total Expenses	\$18,526	\$21,565	\$21,447	-\$118	-0.55%

2025-2026 HARDWICK TOWN BUDGET

Trails Budget

	<u>ACTUAL</u> <u>2023-2024</u>	<u>BUDGET</u> <u>2024-2025</u>	<u>PROPOSED</u> <u>2025-2026</u>	<u>\$</u> <u>DIFF.</u>	<u>%</u> <u>DIFF.</u>
Trails Salaries	\$3,103	\$4,074	\$3,750	(\$324)	-7.95%
Social Security/Child Care Tax	\$237	\$285	\$279	(\$6)	-2.11%
Trail Repair & New Construction	\$414	\$800	\$800	\$0	0.00%
Equipment Repair and Maintenance	\$350	\$1,200	\$900	(\$300)	-25.00%
Gas, Oil and Diesel	\$319	\$600	\$500	(\$100)	-16.67%
Publicity/Advertising/Signage & Maps	\$670	\$500	\$600	\$100	20.00%
Program and Activities	\$2,470	\$2,000	\$2,800	\$800	40.00%
VLCT Workers Comp/Insurance	\$126	\$200	\$150	(\$50)	-25.00%
VLCT Unemployment Insurance	\$33	\$50	\$50	\$0	0.00%
VLCT PACIF/Liability Insurance	\$1,163	\$1,448	\$1,300	(\$148)	-10.22%
TOTALS	\$8,886	\$11,158	\$11,129	-\$28	-0.25%

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