

January-March 2025
Select Board Report from Jeudevine Memorial Library
Diane Grenkow

Visitors

	January 2025	February 2025	March 2025	TOTAL
Adult Visits	491	447	549	1487
Kid Visits	188	140	170	498
	679	587	719	1985

Circulation

	January 2025	February 2025	March 2025	TOTAL
Physical Books	827	772	927	2526
Audiobooks	200	194	98	492
eBooks	65	79	98	242
Total	1092	1045	1123	3260

Reference Questions: 228
Computer Help: 116
Computer Use: 285
Interlibrary Loans Lent: 205
Interlibrary Loans Borrowed: 199
Program Hours: 27
Volunteer Hours: 28

One Day in January 2025 at the Library Notes:

- Troubleshoot public computer malfunction - fixed
- Storytime 10 AM
- Patrons calling to re-up Libby
- Post office - just under \$1,000 came in for the day from the appeal
- Patrons with questions about books, interlibrary loans
- Computers full most of the afternoon
- Patron requesting a medical text: search in-state, call to Dana Medical Center Library of UVM to try to locate a copy, search WorldCat.
- Read to a Dog program 1 PM - Both kids and adults who were here and who stopped into the library visited with Forest, the dog; some shared read-alouds.
- Kids playing LEGOs
- Conversations by phone and email with architect and project manager about addition details
- Troubleshoot toilet
- Assist patrons with many printing jobs and questions, legal research questions, Covid test questions, etc.
- Young patron looking for Golden Dome Award nominees
- Clear out the Southeast corner of the basement to access the water outlet for tomorrow
- Separate check-ins with four of the seven board members

Flood Recovery Update
Lamoille Watershed - Hardwick
Select Board version
April 17, 2025

- A. **Economic Development Administration (EDA) grant** – This grant was received by Lamoille County Planning Commission (LCPC) in 2024 and supports the flood modeling of the Lamoille River (to the edge of Hardwick) and the Cooper Brook. SLR was retained and has started the work. This should be done by the end of 2025. This will serve as a foundation piece for several other studies and mitigation work. (No funding match necessary).
- B. **Building Resilient Infrastructure and Communities (BRIC) grant** – Scoping and Cost Estimates and Engineering for the Downtown Lamoille River Corridor – submitted, *but the program was eliminated at the Federal level*. Vermont Emergency Management (VEM) identifies the project as critical for Hardwick and is actively seeking alternative funds with the town. (Funding match of 25 % or \$56,250 was approved but is no longer necessary due to the cancellation of the program)
- C. **Hazard Mitigation Grant Program (HMGP)** – Three projects were submitted to NVDA in consultation with VEM. The projects focused on Flood Mitigation and Stabilization for three sections of the Lamoille River – above town at the former Inn by the River location, the central corridor, and downstream, below the intersection of Cooper Brook and the Lamoille River. The central corridor concept and the downstream project were removed by NVDA and Stantec without consultation with the Town. A project is still being developed by NVDA and Stantec through the RIVER grant. The grant is due on April 30 and no funding match would be necessary.
- D. **Emergency Watershed Protection program (EWP) through Natural Resources Conservation Service (NRCS)** – Five projects were funded for 2024 and the engineering is being completed by NRCS. The work is expected to be completed in 2025. This includes three privately owned locations and two town-owned locations. This grant will fund the stabilization work at the former Inn by the River location if the HMGP does not manifest. (Funding match of 25% was approved for town properties – approximately \$60,937).
- E. **Municipal Planning Grant (MPG)** – This grant was submitted to the State of Vermont. We will hear this month. Also waiting to hear about the correlating grant, Partners in Place, from CAE. This would fund a Community Resilience plan for the Granite Street Historic District. (A funding match of 10% was approved - \$3,333).
- F. **Granite Street Historic District improvement funding** – NVDA, the Town of Hardwick, and Vermont Preservation Trust are looking at funding sources for assisting with flood proofing residential and multi-family properties. (No funding match necessary).
- G. **Community Development Block Grant – Disaster Relief (CDBG – DR)** – In response to the 2023 flooding, federal funds will be received in Vermont for flood mitigation, housing, etc. Hardwick was not identified as greatly impacted which reduces the amount funds available to us. The funding will be targeted at the Wastewater Treatment Facility or possibly a flood mitigation project. The application would occur in late 2025. (No funding match necessary).
- H. **Vermont Land Trust** – we have two properties that are in the Vermont Land Trust program and are no longer viable for agriculture. Conversations are occurring to pursue the creation of flood storage in these fields. One is upstream from the Hardwick downtown and one is downstream of Jackson Dam. No monetary request at this time.
- I. **Jackson Dam** – a feasibility study has been funded by a grant with the Caledonia County Natural Resources Conservation District (NRCD). SLR, the same company that is creating the flood modeling for the EDA grant, has been hired to work with Hardwick. The steering committee will be meeting on May 20 from 9-11.
- J. **Community Resilience and Disaster Mitigation Grant Program and Fund (CRDMF)** – This grant from Vermont provides funds to elevate residential houses in the floodplain. There were 6 identified

properties. Base Flood Elevations were commissioned. We'll be meeting with homeowners over the next few weeks to discuss options and to sign MOUs. (No funding match necessary).

- K. **Private enterprise** – I've been working with three business owners in the floodplain who will be elevating or floodproofing their properties. DRB hearings and state permits are being navigated. (No funding match necessary).
- L. **Buyouts** – Two versions of Buyouts – if a property is not in the floodplain, then we have used the **Flood Resilient Communities Fund (FRCF)**. This fund paid for the initial four buyouts from the 2023 floods (Inn by the River et al). Two additional properties in East Hardwick were identified in 2024 and have just received funding. This funding source has local administration of the elements (appraisal, title work, demolition, etc). If a property is in the mapped floodplain, then **FEMA's** program is utilized. 5 properties from 2023 are at the closing stage, 1 is still in the appraisal stage. Of the 8 that are being funded by FEMA in 2024, 3 have received Acknowledgement of Programmatic Requirements which is FEMA's alert that the money should follow soon, 4 are at FEMA, and 1 is still being reviewed at the State level. The buyout program is currently closed due to lack of funding. Any additional buyouts may require a local monetary match. (No funding match was necessary for the 20 properties that were supported in the program).
- M. **Education Series** – there will be a series of panels and talks in late summer, early fall at the library. The identified topics include Beavers, Dredging, Dam Removal, and Climatology. In addition, we are actively pursuing a Writing for Flood Recovery class in July at the library (No funding match necessary).
- N. **Hardwick Gazette articles** – I have been working on bi-weekly articles on flood recovery in Hardwick as another source of information for residents and neighbors.
- O. **Stream Gauges** – Lamoille Country Planning Commission is working on a stream gauge approach with the Lamoille Watershed. We'll be working with other towns in the watershed, Hardwick Electric (Dams), and USGS. The funding proposal is not available yet but this would be a low-cost approach with no operations and maintenance budget needs. This would consist of manual gauges instead of the satellite linked versions that require a \$50,000 per unit, per year, operation and maintenance budget.
- P. **Streamwise** – The stream bank program is focused on the upstream locations in the Lamoille Watershed (East Hardwick, Greensboro, Stannard, etc) but I remain in contact with the program and we will be working to match homeowners to support a healthy Lamoille River. (No funding match requested).
- Q. **Neighbor to Neighbor, the Town of Hardwick, the OSSU, and the Civic Standard – Local Addendum project.** This collaboration began in 2023. With the assistance of two consultants, who were paid by an MTAP grant through Vermont Council on Rural Development (VCRD), draft local addendums to the Local Emergency Management Plan (LEMP) were created. The draft was presented on Saturday, April 12, as a class in Hardwick State. 45 people participated. Next steps include recruitment of volunteers, integration with the Town's systems, and web page resources. You each have a copy of the draft. If you have suggestions or questions, I'm happy to respond. There will be an official submission made to the Select Board in May. (No funding match necessary).



Trailer Quotes:

CM Truck & Trailer	20-ton	\$39,995
Beauregard Equipment	25-ton	\$36,600
Charlebois	20-ton	\$31,342
Lucky's Trailer	20-ton	\$29,344

GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE**Form PM-1**

WHEREAS, the (check one) ☒ Town ☐ City ☐ Village of Hardwick
has applied for funding under the Vermont Community Development Program, as provided for in 10 VSA Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant Agreement # _____ to this municipality for said funding:

Now, THEREFORE, BE IT RESOLVED as follows:

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;
- 2) that (Name) Casey Rowell Title Business Manager
is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 3) that (Name) David Upson Title Town Manager
who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 17th day of April, 2025.

LEGISLATIVE BODY

(Typed Name)

(Signature)

Eric Remick

Ceilidh Galloway-Kane

Shari Cornish

Danny Hale

Tim Ricciardello

For Agency Use:

Processed By: _____ Date: _____

Town of Hardwick FY 2025 Budget Update Through 03-31-2025

Revenues:

Overall, revenues from the General Fund are on track to exceed the budget.

The tax revenue shows over 100% because we have not paid the school their portion yet. The budget amount is what the Town expects to receive after paying the schools and the actual amount that you see below is a "billed" amount.

If we assume that the Town has collected 75% of our *expected* tax revenues (75% of \$3,456,808), the overall percentage would be 90.76%. We are ahead of schedule primarily due to the expense reimbursement of \$394,000 we received for the 2023 flood.

We would expect revenues to be at about 75% at this point in the fiscal year. Grant revenue is over budget due to the bylaw modernization grant and an election supplies grant that the Town Clerk obtained. Other revenue is significantly over budget due to a few different factors: a miscellaneous revenue item where Hardwick Area Community Coalition (HACC) dissolved and returned a few years of appropriations to the Town [\$11,000,] interest revenue [\$111,000] is a lot more than expected since the rate for our deposit accounts has been very favorable, FEMA revenue from the 2023 disaster [\$394,000], and [\$75,000] from the sale of real estate.

Town of Hardwick Revenue Summary			
Department	Budget	Actual	% Collected
Tax Revenues	\$3,456,808	\$6,620,724	191.53%
Office Revenues [Licenses, Recordings, etc.]	\$45,350	\$33,736	74.39%
Highway Revenues	\$181,823	\$198,483	109.16%
Police Revenues [Tickets, Grants, etc.]	\$37,850	\$31,645	83.61%
Grant Revenue - Other	\$400	\$12,085	3021.32%
Other Revenue [Misc, Interest, W/S Transfers]	\$342,753	\$820,644	239.43%
	\$4,064,984.00	\$7,717,316.71	189.85%

Expenses:

Total expenses are at 86.21% when we would typically expect them to be at about 75%. Most departments are right where expected, around 75% or a little below. Highway is at 83.94%, but we don't expect more winter expenses, such as salt, so it is not a big concern right now. We have \$443,957 in flood expenses, some of which were from the 2023 flood, and we received insurance proceeds, but didn't spend until this year to replace the equipment. Appropriations are paid out as entities request the funds, so this is based on how many have requested the funds to date. These will be fully paid out in the next quarter. *If we estimate we will get 75% of our flood expenses back, we are at about 79%.*

At this point, we are close to being on track to meet our expense budget (excluding flood expenses).

Town of Hardwick Expense Summary				
Department	Budget	Actual	\$ (Remaining) or Over Budget	% Used
Office [Clerk/Manager/Supplies, Etc.]	\$633,616	\$490,916	(\$142,700)	77.48%
Other Payroll [Stipend employees, etc.]	\$92,997	\$61,969	(\$31,028)	66.64%
Buildings	\$71,224	\$50,812	(\$20,412)	71.34%
Police Department	\$893,902	\$641,150	(\$252,752)	71.72%
Fire Department	\$61,091	\$40,526	(\$20,565)	66.34%
Highway Department	\$1,083,906	\$909,821	(\$174,085)	83.94%
Flood Expenses - 2023	\$0	\$43,850	\$43,850	100.00%
Flood Expenses - 2024	\$0	\$390,107	\$390,107	100.00%
Rescue Squad	\$90,220	\$0	(\$90,220)	0.00%
Appropriations	\$46,900	\$26,200	(\$20,700)	55.86%
County/Gravel Pit Taxes	\$34,200	\$34,960	\$760	102.22%
Line Items	\$1,024,205	\$794,177	(\$230,028)	77.54%
Recreation	\$21,565	\$11,583	(\$9,982)	53.71%
Trails	\$11,158	\$8,464	(\$2,694)	75.86%
	\$4,064,984.00	\$3,504,534.49	-\$560,449.51	86.21%
<i>Without Flood</i>	\$4,064,984.00	\$3,070,577.09	-\$604,299.88	75.54%
<i>Factoring in our portion of flood</i>	\$4,064,984.00	\$3,212,054.24	-\$470,229.51	79.02%

Public Works Project Coordinator – Job Description

Position Title:	Public Works Project Coordinator
Department:	Public Works
Reports To:	Town Manager
FLSA Status:	Non-Exempt
Location:	Town of Hardwick, Vermont

Position Summary

The Public Works Project Coordinator will be responsible for project development and coordination within the Town of Hardwick's Public Works Department, with a primary focus on project development and management. This role oversees the planning, coordination, execution, and inspection of multiple public works projects to ensure quality of services provided meets community needs and complies with all applicable standards. This position combines coordination with field staff to ensure strategic and efficient management of infrastructure investments including roads, bridges, stormwater systems, all forms of municipal facilities, and capital improvement projects.

Key Responsibilities

Project Development & Management

- Plan and manage municipal infrastructure projects from concept to completion, including budgeting, scheduling, design review, and compliance.
- Collaborate with engineers, contractors, utility companies, and regulatory agencies to develop scope, timelines, and project deliverables.
- Prepare and track project documentation such as RFPs, RFQs, cost estimates, assist staff with grant applications, and grant reporting.

- Serve as Owner's Representative during construction; monitor project progress, coordinate field adjustments, and ensure timely and within-budget completion.
- Track and report on all capital projects and assist in preparing and amending multi-year capital improvement plans.

Operations & Maintenance Oversight

- Oversee the maintenance and inventory of all town equipment and vehicles to include Police Department fleet.
- Coordinate preventative maintenance and long-term improvement programs for roads, bridges, culverts, and town infrastructure.

Staff Coordination & Project Administration

- Coordinates and schedules daily, weekly and monthly tasks with Road Foreman.
- Coordinates training and site specific safety guidance for public works operations.
- Maintain records of work orders, maintenance logs, timekeeping, and incident reports.

Community & Interagency Engagement

- Serve as a liaison between the Public Works Department and residents, contractors, vendors, and regional/state agencies.
- Respond to citizen inquiries and service requests in a timely and professional manner.
- Attend Select Board meetings and public hearings as needed to present updates or gather community input on public works matters.

Required Qualifications

- Associate's or Bachelor's degree in Engineering, Construction Management, Public Administration, or related field preferred. Equivalent experience considered.
- 5+ years of progressively responsible experience in public works, construction, or project management, including supervisory experience.
- Strong understanding of municipal infrastructure, public procurement, permitting, and funding sources (including grants).
- Experience with project scheduling software, asset management systems, and GIS is a plus.
- Must hold a valid Driver's License and will be subject to a criminal background check.

Knowledge, Skills, and Abilities

- Strong project management and organizational skills, able to manage multiple projects at once.
- Ability to read and interpret construction plans, specifications, and regulatory documents.
- Effective written and verbal communication skills, including technical report writing and public presentations. Proficient with current Information Technology solutions.

- Knowledge of municipal government.
- Familiarity with state and federal infrastructure standards, MSHA/OSHA regulations, and environmental compliance.
- Ability to lift up to 50 lbs.
- Commitment to teamwork, safety, and responsive public service.