

**MINUTES REGULAR SELECT BOARD MEETING  
6:00 P.M. THURSDAY, April 3, 2025  
HARDWICK MEMORIAL BUILDING  
20 CHURCH ST. 3<sup>rd</sup> FLOOR AND VIA ZOOM**

**Select Board**

Eric Remick, Chair  
Ceilidh Galloway-Kane  
Shari Cornish  
Tim Ricciardello  
Danny Hale

**Others Present**

David Upson Jr. Town Manager  
Amanda Fecteau, Payroll Administrator  
Mike Henry, Police Chief  
Alberta Miller, Assistant Town Clerk

**Others Present**

Michael Lew-Smith

**Regular Meeting**

**6:00 P.M.** Eric Remick, Select Board Chair, called the meeting to order.

**6:00 P.M.** – Set/Adjust Agenda – None

**6:00 P.M.** – Communication from the audience – None

**6:01 P.M.** – Select Board to approve the minutes of the Regular Select Board meeting of March 20, 2025

*Upon motion by Tim Ricciardello, seconded by Shari Cornish, the Select Board voted to approve the minutes of the Regular Select Board meeting of March 20, 2025.*

**6:02 P.M. – 6:12 P.M.** Hardwick Town Manager's Report – Given by David Upson Jr.

David reported on the Fisher Folly, Tucker Brook, and Carey Road bridge projects, the School Street landslide, the Pedestrian Bridge project, the Storm Water project on Putnam Ave and Caspian Ave, Community Beautification, the Municipal Energy Resilience program (MERP) project, and continued coordination with FEMA on the 2024 disaster projects.

Furthermore, David reported that the Town has been using the TextMyGov system, and the Town has received positive feedback from not only residents but from our representative at TextMyGov.

Please note that the Town Manager's office, Zoning Administrator's office, and the Community Development Coordinator's office will be closed on April 10, 2025, to allow staff to attend a town wide Capital Plan training. This session will provide essential guidance for a year-long Capital Plan development project.

Please see the Town Manager's report for further detail.

**6:13 P.M. – 6:13 P.M.** Road Foreman Report – Given by David Upson Jr.

David reported that the road crew has been busy hauling and grading many roads.

**6:13 P.M. – 6:15 P.M.** Hardwick Police Department (HPD) Report – Given by Mike Henry

Mike reported that Dan Brunelle has been promoted to Sergeant, and that Joe Donna is at the Academy to finish level 1 and level 2 training. Once Joe finishes the Academy, he will then need to complete 200 hours of field training.

Ceilidh mentioned that she's noticed the cruisers in many different areas of the Town doing patrol, and she wanted to make a statement to say that she appreciates the staff for doing that.

**6:15 P.M. – 6:18 P.M.** Item #1- Hardwick Rescue to request additional annual appropriations than originally requested- *Action Needed*

Michael Lew- Smith presented to the Select Board that when Hardwick Rescue did their calculations for the FY25 invoices for all of the responding Town's the formulas were incorrect, making the total billed incorrect. The Town of Hardwick was billed \$95,820.00, but in the 2023 Town Report, it was stated and approved by voters that Hardwick Rescue would get \$90,220 in FY25. The Business Manager questioned the difference when they presented an invoice for payment and wanted to have the Select Board weigh in on how to handle this significant difference.

Ceilidh asked how this would affect the budget. David mentioned that this was a line item (page 17), and the Town would overspend that particular line.

David asked Michael to make sure that their invoice totals for FY26 match up to what the Town report states.

*Upon motion by Ceilidh Galloway-Kane, seconded by Danny Hale, the Select Board voted to approve the increase in the Hardwick Rescue appropriation from \$90,220.00 to \$95,820.00.*

**6:19 P.M. – 6:20 P.M.** Item #2- Select Board to consider appointing Joseph Donna as a Part-Time Police Officer- *Action Needed*

*Upon motion by Shari Cornish, seconded by Tim Ricciardello, the Select Board voted to appoint Joseph Donna as a Part-Time Police Officer.*

**6:20 P.M. – 6:21 P.M.** Item #3 – Select Board to consider approving several liquor and tobacco licenses- *Action Needed*

Eric presented the liquor and tobacco licenses as listed below:

Second Class Licenses for:

Tops Market, LLC

GSB, LLC d/b/a D&L Beverage & Deli

Tobacco License:  
Tops Market, LLC  
GSB, LLC d/b/a D&L Beverage & Deli  
DG Retail, LLC d/b/a Dollar General

Tobacco Substitute Endorsement:  
GSB, LLC d/b/a D&L Beverage & Deli

*Upon motion by Ceilidh Galloway-Kane, seconded by Danny Hale, the Select Board voted to approve the liquor and tobacco licenses as presented.*

**6:21 P.M. – 6:28 P.M.** Item #4 – Select Board to discuss the purchase of a new Police Cruiser- *Possible Action Needed*

The Town of Hardwick is looking to purchase a new Police Cruiser. The three bids that were given to the Town are as follows:

Lamoille Valley Ford gave the Town a purchase price of \$47,840.00.  
McGee Ford gave the Town a purchase price of \$46,684.00  
McGovern gave the Town a purchase price of \$45,486.05

Ceilidh asked what the Town had in Capital and David answered that we have \$50,000 available.

Eric asked if the price includes fit up, and Mike stated that no, the fit up would be an additional \$15,000 roughly, and the fit up would be done locally.

Tim asked if Lamoille Valley Ford would price match, and Lamoille Valley Ford declined the opportunity.

*Upon motion by Shari Cornish, seconded by Tim Ricciardello, the Select Board voted to approve the Town to purchase the new Police Cruiser from McGovern for a total of \$45,486.05.*

**6:28 P.M. – 6:38 P.M.** Item #5 – Select Board to discuss the Water Meter project

The Town installed Water Meters in the past, but there are still properties without meters. This Town is looking to finish this project and getting everyone within the water system on a water meter.

Eric asked if there's money in the budget to hire someone to finish this project. David said yes, in the water capital budget; however, he would like to talk to Aldrich & Elliot (A&E) to ask about the need for a licensed plumber and engineer to be on site before proceeding with the project.

David mentioned that there's about a dozen meters in the town garage that he would like to install this summer. Eric stated that the Town needs to come up with a plan on installing all of the remaining meters.

Danny mentioned that the Town needs to look to employees for assistance with these types of projects. He requested that David and Tom present a plan for the next board meeting as far as what needs to be done, what the Town has for material, and what we have for funds to finish this project.

**6:38 P.M. – 6:50 P.M.** Item #6 – Select Board to discuss the new Ethics training

David stated that there is an Ethics training that the public officials need to take every three years, and this is the first year of that training.

Danny stated that the Town has a conflict-of-interest policy and now is required to do the ethics training. He stated there's a perception of others and what conflicts may arise during situations and is wondering at what degree will the board hold each other accountable due to the concern of perception.

Ceilidh stated that when she took the training that she realized that there's questions that arise during Select Board meetings that potentially is only asked to one vendor, where it should be asked to all of the vendors. She asked if the Select Board could have a check list of questions to make final decisions.

David stated that he looks at this as guilty before being proven innocent. We must continue business the way we have been doing business and follow our policies, and if a situation arises then the Select Board needs to designate a specific body to investigate the compliant other than the Select Board itself.

**6:50 P.M. – 6:57 P.M.** Item #7 – Select Board to discuss the job description for the new Public Works Director

Danny stated that the job description is a project manager job description not a public works director. Danny looked at other Towns that have Public Works Director and would like to see this position to oversee the Highway Department, the Water & Sewer Department, and the Recreation Department.

Danny would like each department to be defined and a specific structure to be determined before writing the Public Works Director job description. He would like to change the systems in order to make Hardwick a better town.

Ceilidh asked that in the job description that the Town should place the salary range.

Danny asked that this be discussed more at the next Select Board meeting.

**6:57 P.M. – 6:59 P.M.** Item #8 – Select Board to consider a grant proposal for Downtown Transportation Fund grant for the Pedestrian Bridge for \$200,000- *Action needed*

*This is a technicality item.* The Town has already discussed and gone forward with this grant, but the Town has a grant proposal that needs to be placed in the grant file. This grant proposal needs signatures from the Select Board and a specific motion.

*Upon motion by Ceilidh Galloway-Kane, seconded by Shari Cornish, the Select Board voted to approve the grant proposal for the Downtown Transportation Fund for \$200,000.*

Eric mentioned that on the grant proposal going forward, he would like to see the name of the person specifically filling out the proposal.

**Select Board Reports:** None

**New Business:** Shari mentioned that she resigned from the Planning Commission so there's now a vacancy. There are alternatives, but Kristen Leahy, the Zoning Administrator, wanted Shari to mention it to the Select Board in case anyone was interested. No one volunteered, so Kristen will reach out to an alternative.

**Old Business:**

- Mike was looking at the Police Cruiser quotes and realized that one of them stated hybrid. He wants to go back to all three of the vendors and make sure the quotes are apples to apples.
  - *Upon motion by Tim Ricciardello, seconded by Danny Hale, the Select Board voted to authorize the Town Manager to go with the best cost-effective decision on the new police cruiser.*
- Ceilidh asked about the fund balance. Amanda stated that Casey had provided a summary to the Select Board last week regarding the fund balance. Ceilidh hadn't yet seen the report. Eric stated that an official update on the fund balance can't be done until after July 1; however, Danny mentioned that the board is looking for what is committed, and he wanted to thank Casey for providing that within her report.
- The Select Board is looking for what flood recovery bridge and culvert projects that the Town is working on. A report in the future will be given.
- Shari mentioned that the Town should discuss the traffic ordinance, and David mentioned that the signs should alert owners that the towing cost would be at their expense. This will also be worked on and discussed in the future.

**7:09 P.M.** *Upon motion by Ceilidh Galloway Kane, seconded by Tim Ricciardello, the Select Board voted to enter executive session pursuant to 1 V.S.A. § 313 for contract discussion to include Town Manager.*

**7:16 P.M.** Exited Executive Session. *No action taken.*

**7:16 P.M.** Eric Remick, Select Board Chair, adjourned the meeting.

Minutes taken by: \_\_\_\_\_  
Amanda Fecteau, Payroll Administrator

Minutes approved by: \_\_\_\_\_  
Eric Remick, Select Board Chair