

MEMO: Hardwick Select Board, David Upson & Mike Henry

FROM: Tonia Chase

Date: May 15, 2025

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:

Hardwick Convenience & Deli, LLC
Buffalo Mountain Co-Op, Inc.

Third Class Licenses for:

Outside Consumption Permit for:

Tobacco License:

Hardwick Convenience & Deli, LLC

Tobacco Substitute Endorsement:

Hardwick Convenience & Deli, LLC

All applications are renewals and have no infractions.



VERMONT

STATE OF VERMONT
AGENCY OF NATURAL RESOURCES
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
Salvage Yard Program
1 National Life Drive, Davis 1, Montpelier, VT 05620-3803



CERTIFICATE OF APPROVAL FOR LOCATION OF A SALVAGE YARD

The application of Gates Salvage Yard Inc. whose address is
231 Craftsburg Road Hardwick VT 05843
dated 05/15/2025 to locate a junkyard on the land and premises in the city/town of
Hardwick owned by Joseph Rivard
and described as follows 115.15 acres bordered by Route
14N and west Hill Rd.

has been duly heard and acted upon by the Selectboard
(City Council, Selectboard, Trustees)

of said Hardwick pursuant to the provisions of 24 V.S.A., §§ 2251- 2257

the same is approved this 15 day of may, 20 25.

The certificate is valid for 5 years from date of issuance, subject to the provisions
(1 through 5)

of State Statute or Municipal Ordinance presently or hereafter appertaining thereto. This
certificate is for the exclusive use of the named applicant and is not assignable.

The application fee of \$25.00 and all other assessments authorized by 24 V.S.A. §2256 have
been paid.

Selectboard

(City Council, Selectboard, Board of Trustees)

of the City/Town/Village of Hardwick

[Signature]
Shari Cormier

[Signature]
Tina O'Reilly

Column 1	Category	Store #1 & Price	In Stock?	Price Overall
Fans: Floor version - 1/2 HP Air Mover	6	Home Depot - 1/2 HP Air Mover Floor Fan - \$115 (13 in stock in Williston)	Yes	\$690.00
Fans: 24" Portable Tilt Fans	10	Home Depot - Commercial Electric - 24" - \$149 (13 in stock in Williston)	Yes	\$1,490.00
Fans: 18" TPI	5	Home Depot - Commercial Electric - 20" - 3 speed floor - \$55 (75 in stock in Williston)	Yes	\$275.00
Fans: Box Fans	10	Home Depot - Lasko - 20 inch 3 speed - \$24 each	Yes	\$240.00
Heavy duty extension cords - outdoor - 50'/100'	20	Home Depot - Southwire - 50' heavy duty - Outdoor - \$31.31 each (free delivery)	Yes	\$626.20
Garden Hoses	6	Home Depot - Waterworks - 100' Contractor Water hose - \$30 (111 in stock in Williston)	Yes	\$180.00
Dehumidifiers	10	Home Depot - GE - 25 pints up to 1500 sf ft \$209 - ships to Littleton	Yes	\$2,000.00
Sump pumps	6	Home Depot - Superior pump - 55/gal per minute - 1/2 horse power - \$102 (pick up)	Yes	\$600.00
Trash Pump	1	Home Depot - Honda, 6HP, 3 inch, Gasoline Powered - \$749	Yes	\$1,181.00
Tarps - Basic 10x15	50	Aubuchon (Hardwick) - 10x12 - \$15 each - 17 in stock	Yes	\$750.00
N95 Masks	100	Amazon - 20 pack 3M \$28/sale \$12.20	Yes	\$61.00
Gloves: Surgical	2-3 boxes	Uline - 100 count - Nitrile Industrial - M, L, XL - \$13 each	Yes	\$39.00
Gloves: Latex Coated Knit Gloves	2-3 boxes	Uline - 12 count - L and XL - 3+ - \$12 each	Yes	\$36.00
Gloves: Leather Palm Cut - M, L, XC	20+ each box	Uline - 12 pairs - M, L, XL - 3+ - \$34 each	Yes	\$102.00

Contractor Trash Bags - 55 gal.	5 boxes of 50			Yes	\$235.00
Wheelbarrows - solid	2 - 6cu steel	Home Depot - True Temper Steel - 219		Yes	\$438.00
Wet & Dry Vaccums	6	Home Depot - Ridgid - 14 gal. 6 HP - \$119 (18 in stock in Williston)		Yes	\$714.00
First Aid Kits for Work Crews	5	Home Depot - HDX - 25 person kit - \$22 - 8 in Littleton		Yes	\$110.00
Clorax	Quarts of it	Dollar Store /Home Depot - In stock - Clorox - 121 oz - \$10 - limit 5		Yes	
Total					\$9,767.00

EMERGENCY SHELTER START-UP

Shelter & Sleeping - Cots - 20-30	Fire Supply Depot - 12+ - \$110 free shipping	1,320 - 12	
Shelter & Sleeping - Sleeping pads/mats - 10-20	Fire Supply Depot - SE Myler emergency sleeping bags - 24+ \$7.95 (free shipping over \$75)	190.80 - 24	
Shelter & Sleeping - Blankets - 40-60	Amazon - 10 pack Sherpa fleece - 60x50 Buryeah - \$55.99 free shipping	279.95 - 50	
Shelter & Sleeping - Privacy Screens - 5-10	DQE - Privacy Screen - \$81.13 each - from USA	405.65 - 5	
Shelter & Sleeping - Pillows - 20-30	Fire Supply Depot - Camper pillow 14x18 washable - 24+ \$10.99 (free shipping)	274.75 - 25	
Shelter Operations - Charging Stations - 2-3 stations	Amazon - 300W USB C Charger - 8 port multi device - space saver - \$35.98 free shipping - Lcassico Store	107.94 - 3	
Pet Shelter Supplies - pet crates/carriers - 20-30	Petco - Kaytee - cat carriers - on sale \$12.49 free shipping (10?)	124.90 - 10	
	Petco - Popup pet crate - large - collapses! - \$49.99 free shipping (10)	299.94 - 6	
		Total	
			\$3,003.93

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.