

Manager Report

- The Sons of the American Legion (SOL) Post #7 and the Daughter's of the American Revolution (DAR) will be partnering to take on the flower garden in Memorial Park.
- Beverly Shepherd, on behalf of the Catholic Daughters, has announced their plans to gift to the Town of Hardwick a new sign for Fairview Cemetery. This sign would be placed at the brick towers at the beginning of the drive.

Both projects are in the early planning stages, so more details are to come.

- FEMA has decided to merge the two disasters into one bi-weekly meeting, which should simplify the process for approvals and reimbursements. The primary focus of recovery at this stage is the Fire Department and Wastewater Treatment Facility. We will continue to coordinate with FEMA and the State on needed repairs and funding support for these two facilities.
- The VHB Project continues to move forward with scoping on Mill Street and South Main Street. Staff attended the monthly progress meeting and were presented the findings of the public engagement meeting and the beginnings of the
- All Pedestrian Bridge documents signed by the town and the contractor (CCS) have been sent to USDA. The next step is a review of the documents so a notice to proceed can be issued. The hope is to have a pre-construction meeting in the very near future.

DWU

09/04/2025

POLICE OFFICER APPOINTMENT

KNOW ALL PERSONS BY THESE PRESENT: That we, the undersigned Selectpersons and Town Manager of the Town of Hardwick, Vermont hereby appoint:

Ariana Morris

Police Officer for said Town, under Title 24, Section §1931, VSA, with all the powers granted under this section and Title 24, Section §1935, VSA.

Date of Appointment: **September 04, 2025**

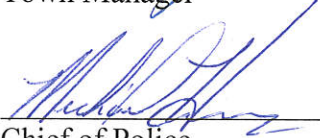
Term of Appointment: Until Further Notice

Dated at Hardwick, Vermont this 4th day of September A.D. 2025



Town Manager

Eric Remick, Chair



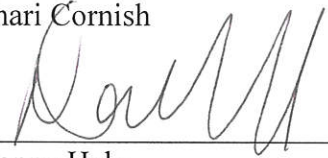
Chief of Police



Ceilidh Galloway-Kane, Vice Chair



Shari Cornish



Danny Hale

Timothy Ricciardello

OATH OF OFFICE

I, **Ariana Morris**, solemnly swear that I will faithfully execute the office of Police Officer for the Town of Hardwick, to the best of my judgment and abilities, according to law.

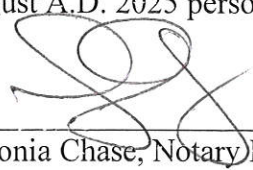


Ariana Morris

State of Vermont}
Caledonia County, ss}

At Hardwick in said County this 26 day of August A.D. 2025 personally appeared **Ariana Morris** who subscribed to the foregoing oath.

Before Me



Tonia Chase, Notary Public

01/31/2027

My Commission Expires

FY2026 Jeudevine Building Fund

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>	
7/1/2025	Starting Balance	\$ 40,447.62	\$ 40,447.62	
8/7/2025	NBF Architects	\$ (2,993.40)	\$ 37,454.22	
8/7/2025	Donations	\$ 11,700.00	\$ 49,154.22	
8/7/2025	ReArch	\$ (135,748.36)	\$ (86,594.14)	
8/7/2025	TCM Bank- tables	\$ (433.58)	\$ (87,027.72)	
8/12/2025	VOID NBF Check	\$ 2,993.40	\$ (84,034.32)	
9/2/2015	Donation	\$ 1,000.00	\$ (83,034.32)	
9/2/2025	Check from Efficiency VT	\$ 3,995.20	\$ (79,039.12)	
9/2/2025	From landscaping fund & Friends	\$ 26,000.00	\$ (53,039.12)	Current Balance
9/15/2025	USDA CFG reimbursement*	\$ 64,667.50	\$ 11,628.38	*not rec'd yet
9/15/2025	VDOL contingency*	\$ 87,429.53	\$ 99,057.91	*not rec'd yet
9/15/2025	USDA CFG reimbursement*	\$ 30,111.99	\$ 129,169.90	*not rec'd yet
9/15/2025	From VCF endowment*	\$ 7,000.00	\$ 136,169.90	*not rec'd yet
9/15/2025	Asking Town for capital	\$ 20,000.00	\$ 156,169.90	*not rec'd yet
	Balance to finish ReArch	\$ 185,260.96		
	Shortfall	\$ (29,091.06)		

Job Description

Business Manager, Town of Hardwick

DEFINITION AND DISTINGUISHING CHARACTERISTICS

This is a highly responsible position for the Town that reports directly to the Town Manager. The position is responsible for municipal accounting, handling municipal funds, grants and reporting. The position is responsible for some project management, acting as the town's senior accountant and supporting efforts of the Town Manager.

Work is performed in accordance with accounting policies, professional practices, and accepted administrative procedures. This is a confidential position. The employee is expected to exercise discretion and independent judgment. Work may involve taking the lead on project management. Work originates from both the normal operating needs of the town and from the Town Manager, and is reviewed in terms of accuracy and efficiency. Work involves considerable contact with the public and professionals.

TYPICAL EXAMPLES OF WORK

The position serves as bookkeeper. The employee operates the town's computer based accounting system New England Municipal Resource Center, which is Excel based. Work involves accounts payable, general revenue accounts, and general ledger. Work includes entering data, processing entries, and performing and tracking inter-fund transfers. Performs monthly closing of general ledger and produces various financial reports. Closes general ledger at year end and prepares for annual audit with Town auditors.

The position assists the Town Manager in management of grants as the Town Fiscal Agent, and manages the town's revolving loan fund. The employee maintains a master file for scheduling use of public facilities, and maintaining purchasing and master files for the Town Manager's office. The employee prepares budget sheets, and assists the Town Manager and other department heads with compiling budget figures and tracking revenues and expenses. The employee generates budget numbers for planning purposes and for Town Meeting

May answer calls to the Town Manager's office, providing information and assistance as necessary.

May perform work relating to real-estate matters, labor relations, and loan initiation including: developing closing documents and working with the town attorney and performing other related duties requiring a high level of discretion and confidentiality.

Prepares agendas, packets, and maintains minutes for Select Board meetings.

Performs other related work as assigned.

WORK ENVIRONMENT

Mainly office work with some field work required. Night meetings at least twice per month, but may be more depending on time of year.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to manage multiple tasks, including project management.

Knowledge of accounting terminology and procedures.

Skill in using NEMRC municipal computer software, Excel, and Microsoft Word.

Ability to communicate and correspond effectively with the general public and professionals.

Considerable knowledge of office practices, procedures, and equipment.

Thorough knowledge of business English and grammar.

Must have tolerance for others and a desire to be helpful.

MINIMUM REQUIREMENTS OF EDUCATION AND EXPERIENCE

Graduation from a two year college or university with a degree in Accounting/Business Management or Public Administration. Two years of responsible accounting or administrative assistance with accounting experience preferred.

DISCLAIMER

The above information is intended to describe the general nature of this position and is not considered to be a complete statement of duties, responsibilities, and requirements.

EMPLOYEE ACKNOWLEDEMENT

I acknowledge that I have received and understand the job description for which I am assigned.

Print Name

Signature

Date

****PROPOSED REVISED TITLE AND JOB DESCRIPTION****

**Finance Director
Town of Hardwick**

This is a highly responsible leadership position for the Town that reports directly to the Town Manager. The Finance Director is responsible for all municipal financial operations, including accounting, budget development, financial reporting, and oversight of municipal funds and grants. This position also supports the Town Manager in strategic planning, compliance with state and federal regulations, and may manage special financial and administrative projects.

Work is performed in accordance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), professional practices, and established administrative procedures. This position requires discretion, independent judgment, and the ability to collaborate with elected officials, department heads, auditors, and the public. The Finance Director may take the lead on complex projects and initiatives, and is evaluated based on accuracy, efficiency, and effectiveness in supporting the Town's fiscal health. In the absence of the Town Manager, the Finance Director will function as an authorized Administrator for the Town.

TYPICAL EXAMPLES OF WORK

Serves as the Town's Chief Financial Officer, overseeing all accounting functions using the New England Municipal Resource Center (NEMRC) system, Excel, and other financial tools.

Manage accounts payable, general ledger, interfund transfers, compliance monitoring, monthly reconciliations of bank accounts, and back-up payroll processing when needed.

Performs monthly general ledger closing, produces detailed financial reports, and prepares for and coordinates the annual audit and single audit (if applicable) with Town auditors.

Respond to public records requests, annual compliance monitoring, audit confirmations, and various information requests from lenders, grantors, companies, etc.

Oversee all grant management activities as the Town's Fiscal Agent, ensuring compliance with grant terms and funding regulations. Maintain all grant files and keep records of expenditures.

Manages the Town's revolving loan fund, ensuring proper documentation, reporting, and loan servicing.

Prepare annual and multi-year budget documents in collaboration with the Town Manager and department heads, including forecasting revenues and expenses for planning and Town Meeting purposes. Prepare the Town's annual Town report.

Maintain schedules for use of public facilities, purchasing records, and administrative files for the Town Manager's office.

Provides direct support to the Select Board, including preparing agendas and packets, maintaining meeting minutes, and ensuring timely dissemination of materials.

Assists in real estate transactions, labor relations contract matters, and other sensitive projects, coordinating with legal counsel and maintaining strict confidentiality.

Represents the Town professionally in meetings, public interactions, and with external agencies.

Performs other related work as assigned.

WORK ENVIRONMENT

Primarily office-based with occasional field work. Attendance at night meetings is required at least twice per month, with additional meetings as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated leadership in municipal finance, accounting, and budget administration.

Proficiency in NEMRC, Excel, Microsoft Word, Google Workspace, and related software.

Ability to manage multiple priorities, lead projects, and meet short deadlines.

Strong communication skills for collaborating with elected officials, staff, and the public.

Strong leadership skills which demonstrate the ability to make effective decisions in the absence of the Town Manager.

Knowledge of grant management, audit processes, and regulatory compliance.

Thorough understanding of business English, grammar, and professional correspondence.

Commitment to confidentiality, integrity, and public service.

MINIMUM REQUIREMENTS OF EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration (associate's degree with substantial relevant experience may be considered). At least two years of responsible municipal accounting or financial administration experience; supervisory experience preferred.

DISCLAIMER

The above information is intended to describe the general nature of this position and is not considered to be a complete statement of duties, responsibilities, and requirements.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and understand the job description for which I am assigned.

Print Name:

Signature:

Date: