



Town of Hardwick  
Office of the Town Manager  
P.O. Box 523  
Hardwick, Vermont 05843

Phone: (802) 472-6120 • E-mail: amanda.fecteau@hardwickvt.gov • Fax: (802) 472-3793

## MEMO

### Re: Personnel Policy

Hi All,

The following changes are proposed to the Personnel Policy:

1. **Section 5 – Conflicts of Interest**  
Revised the definition of *family/close relatives* to ensure consistency used throughout the document.
2. **Section 12 – Outside Employment**  
Updated the reference to *family/close relatives* to align with language used in other sections of the policy.
3. **Section 17 – Compensation**  
Added a paragraph stating that employees are eligible for additional compensation when covering a vacant position or an employee on extended leave.
4. **Section 18 – Holidays**  
Added **Juneteenth** as a recognized holiday.
5. **Section 19 – Vacation**
  - Added the accrual rate per pay period to the table under subsection B.
  - Clarified that leave time is loaded in full on July 1; however, upon separation from employment, vacation time will be prorated based on the established accrual rate.
  - Added subsection J, including two paragraphs outlining the proration process.
6. **Section 20 – Sick Leave**  
Updated the definition of *family/close relatives* to ensure consistency with other sections of the policy.
7. **Administrative Updates**
  - Updated the effective date on the front page.
  - Updated the list of Select Board members on page 25.

Hardwick Town Manager  
Hardwick Town Clerk  
Hardwick Road Foreman

David Upson Jr.  
Tonia Chase  
Tom Fadden

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

MEMO: Hardwick Select Board, David Upson & Mike Henry

FROM: Tonia Chase

Date: February 19, 2026

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:**

Tops Market, LLC

**Third Class Licenses for:**

**Outside Consumption Permit for:**

**Tobacco License:**

Tops Market, LLC

**Tobacco Substitute Endorsement:**

All applications are renewals and have no violations.

## DRAFT

Title: Zoning & Floodplain Administrator / Planning & Resilience Coordinator

### Purpose of Position

This position serves the Town of Hardwick in a dual capacity, divided evenly between:

- Zoning, Floodplain, and Planning Administration (50%) – regulatory and community development functions to administer bylaws, oversee permitting, and support long-range planning.
- Resilience & Adaptation Coordination (50%) – municipal and community-wide efforts to strengthen resilience, hazard mitigation, and climate adaptation.

The position ensures the Town complies with state and federal regulatory obligations while also advancing long-term planning and preparedness initiatives.

### Essential Duties and Responsibilities

#### Zoning, Floodplain, and Planning Administration – 50%

- Serve as the Town's Zoning Administrator, responsible for implementing and enforcing the Unified Development Bylaws.
- Receive, review, and process zoning permit applications; issue approvals or denials consistent with bylaws and Vermont statutes.
- Provide guidance and technical assistance to applicants, property owners, and residents regarding zoning standards, procedures, and land use policies.
- Maintain official zoning records, permits, and files, including a public log of applications and decisions.
- Conduct field inspections to verify compliance with permits; investigate complaints and pursue enforcement actions when necessary.
- Prepare staff reports, draft public notices, and attend Development Review Board (DRB) meetings to present permit reviews and provide technical support.
- Serve as the Town's Certified Floodplain Administrator, reviewing and issuing permits for development within Special Flood Hazard Areas and River Corridors.
- Ensure compliance with FEMA National Flood Insurance Program (NFIP) and Vermont Flood Hazard and River Corridor regulations.
- Maintain floodplain maps, regulatory records, and documentation for state reporting and ERAF compliance.
- Support and staff the Planning Commission, providing professional planning assistance, technical research, and policy recommendations.
- Draft and update the Town Plan, zoning bylaws, hazard mitigation plan, and related municipal policies.
- Conduct public outreach and engagement to inform and involve residents in planning initiatives.
- Track state and federal legislation, regulations, and programs relevant to land use, zoning, and planning.

#### Resilience & Adaptation Coordination – 50%

- Lead the Town's efforts in climate adaptation, flood resilience, and hazard mitigation planning.
- Integrate resilience strategies into municipal planning documents, bylaws, and policies.
- Assist with grant applications, budgets, and reporting related to resilience and adaptation projects.
- Coordinate with state agencies, regional planning commissions, watershed groups, and nonprofit partners on resilience initiatives.

- Support community preparedness, including volunteer coordination, public education, and development of Local Emergency Management Plan addenda.
- Maintain and expand partnerships with local organizations to strengthen community-based resilience efforts.
- Facilitate public forums, workshops, and information sessions to engage residents in resilience planning.
- Track emerging best practices in climate adaptation and hazard mitigation; provide recommendations to the Town Manager and Select Board.
- Prepare reports, data summaries, and maps to support resilience decision-making and funding requests.
- Other duties as assigned.

## Qualifications

- Bachelor's degree in Planning, Environmental Studies, Public Administration, or related field; or equivalent professional experience.
- Strong knowledge of municipal planning, Vermont zoning statutes, and floodplain management.
- Certification as a Floodplain Administrator (or ability to obtain within one year).
- Experience with hazard mitigation, resilience planning, or emergency management preferred.
- Strong written and verbal communication skills, with ability to convey technical information to the public.
- Proficiency in GIS mapping, Microsoft Office, and permitting record systems.
- Ability to work independently, manage multiple priorities, and meet deadlines.

## Supervision

- Reports to the Town Manager.
- Works in collaboration with the Planning Commission, Development Review Board, Select Board, Conservation Commission, and Emergency Management Director.

## Working Conditions

- Primarily office-based, with regular interaction with the public.
- Frequent attendance at evening meetings of the DRB, Planning Commission, or Select Board.
- Field inspections in varied weather conditions.
- Occasional travel to regional and state training courses, workshops, and conferences.