

MEMO: Hardwick Select Board, David Upson & Mike Henry

FROM: Tonia Chase

Date: April 01, 2026

Subject: Liquor, Tobacco & Tobacco Substitute Endorsement License Request

Hello Everyone:

Tonight you have the following permits for consideration.

**First Class license for:**

Hardwick House of Pizza, Inc.

**Second Class Licenses for:**

Agri-Mark, Inc. d/b/a Agri-Mark/Yellow Barn

**Third Class Licenses for:**

**Outside Consumption Permit for:**

**Tobacco License:**

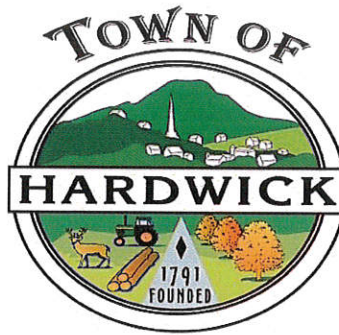
**Tobacco Substitute Endorsement:**

All applications are renewals and have no violations.

**Paper Ballots.** *Robert's* requires a majority vote of those present and voting to demand a paper ballot. State law allows a paper ballot on the request of seven voters, unless the town has provided some other procedure. 17 V.S.A. § 2658. One town, for instance, decided at the beginning of a municipal meeting that paper ballot votes were too time-consuming to remain at the whim of seven voters, and voted to require a majority vote on a request for a paper ballot. A moderator may, of course, decide at any time to use any form of voting, paper included, by saying as a preface, "If there is no objection, we'll vote by paper ballot on this motion." If a single voter objects, then seven voters may request a paper ballot. If seven will not support a ballot, then no paper ballot may be used for that question.

**Reconsideration.** State law also prohibits a town from reconsidering an article once it is voted and the assembly has begun work on another article. 17 V.S.A. § 2661. It is good practice for the moderator to instruct the assembly that this is the rule at the beginning of the meeting, and then to allow adequate time for a motion for reconsideration to be made before taking up the next article. Once a new article has been taken up, the prior article may be reconsidered or rescinded only at a new meeting, petitioned by five percent of the voters. *Robert's* is more generous in allowing reconsideration, but must be ignored on the subject, given state law. The moderator must be diligent in ruling out of order all motions on articles previously decided, even when those "decisions" have been defeats of main motions, if the assembly has taken up the next article.

**Consider only properly warned articles.** State law also prohibits consideration of articles that have not been warned. If somebody forgot to warn an article or even if a majority of the voters want to add an article that did not appear on the warning, it's too bad, but it's too late to consider them at this meeting. You will need another warning and another meeting to consider it. This is also why you cannot take binding action under the article "Other business"



## MEMORANDUM

To: Hardwick Select Board  
From: Casey Rowell, Finance Director  
Date: April 2, 2026  
Re: Adoption of Federal Grant Policies (Compensation, Travel, and Cash Management)

As part of the Town's annual audit recommendations and ongoing compliance with the federal Uniform Grant Guidance (2 CFR Part 200), the auditors recommended that the Town formally document certain policies related to federal awards. Specifically, they noted the need for written policies addressing:

- Compensation costs charged to federal awards
- Travel costs charged to federal awards
- Payment and cash management procedures, including drawdowns and reimbursement requests

The Town has already adopted Financial Management and Procurement Policies that meet Uniform Guidance requirements. The attached proposed policies are short supplemental policies intended to document existing practices and ensure full alignment with federal terminology and documentation standards.

These policies do not change the Town's current payroll, reimbursement, or grant management practices. Instead, they formalize procedures already in place and provide clear written documentation of internal controls for federal funds. Adoption of these policies will address the auditors' recommendations and strengthen the Town's internal control documentation for federal grants.

Recommended Action:

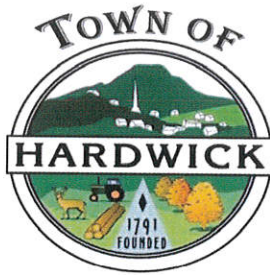
Adopt the following policies:

- Federal Grant Compensation Policy
- Travel Cost Policy
- Payment and Cash Management Policy

Suggested Motion:

I move that the Select Board adopt the Federal Grant Compensation Policy, Travel Cost Policy, and Payment and Cash Management Policy dated April 2, 2026, to ensure compliance with the federal Uniform Grant Guidance.

Please let me know if the Board would like any revisions prior to adoption.



## FEDERAL GRANT COMPENSATION POLICY

### Purpose

This policy establishes standards for compensation charged to federal grant awards in accordance with Uniform Grant Guidance (2 CFR Part 200), including §200.430.

### Scope

This policy applies to all Town departments and employees whose wages, salaries, or benefits are charged in whole or in part to a federal award.

### Policy

#### 1. Allowability and Reasonableness

Compensation charged to federal awards must be reasonable, necessary, and consistent with compensation paid for similar work performed with non-federal funds and established pay schedules.

#### 2. Payroll Documentation

All compensation costs must be supported by payroll records and documentation of actual work performed.

#### 3. Time and Effort Reporting

Employees whose time is charged to federal awards shall maintain accurate time records. Supervisors will review and approve records.

#### 4. Internal Controls


The Town will maintain internal controls to ensure compensation is properly authorized, recorded, and allocable to the benefiting program.

#### 5. Consistency with Other Policies


This policy supplements the Town's Personnel and Financial Management Policies.

Adopted by the Hardwick Select Board on April 2, 2026.

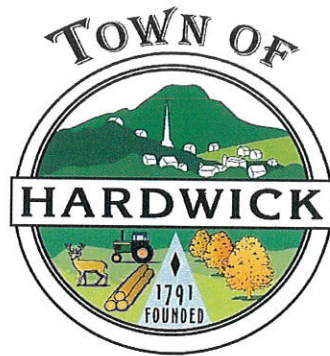
  
Ceilidh Galloway-Kane, Chair

  
Shari Cornish, Vice Chair

  
Larry Fliegelman, Member

  
Derek Richardson, Member

  
Tim Ricciardello, Member



## **PAYMENT AND CASH MANAGEMENT POLICY**

### **Purpose**

This policy establishes procedures for payment, cash management, drawdowns, and reimbursement requests for federal awards in accordance with Uniform Grant Guidance (2 CFR Part 200, including §200.302 and §200.305).

### **Scope**

This policy applies to all Town departments administering or expending federal grant funds.

### **Policy**

#### **1. Timing of Drawdowns**

Federal funds will be requested only as needed to meet immediate cash requirements for approved expenditures. The Town will minimize the time between receipt of federal funds and disbursement in accordance with federal cash management standards.

#### **2. Reimbursement Requests**

When federal programs operate on a reimbursement basis, the Town will submit reimbursement requests based on actual expenditures incurred and documented. Requests will be supported by invoices, payroll records, or other appropriate documentation.

#### **3. Approvals**

All drawdown or reimbursement requests must be reviewed and approved by the Finance Director or Town Manager prior to submission. Supporting documentation will be maintained in the grant file.

#### **4. Payment Processing**

Payments made from federal awards will follow the Town's Financial Management and Procurement Policies. All invoices will be reviewed for accuracy and allowability prior to payment.

#### **5. Internal Controls**

The Town will maintain internal controls to ensure accurate accounting of federal funds, proper authorization of payments, segregation of duties where feasible, and periodic review of grant balances and expenditures.

#### **6. Record Retention**

Documentation related to drawdowns, reimbursements, and payments will be retained in accordance with federal record retention requirements and the Town's record retention policy.

Consistency with Other Policies

This policy supplements the Town of Hardwick Financial Management Policy and applies specifically to federal awards. In the event of a conflict, federal grant requirements shall apply.

Adopted by the Hardwick Select Board on April 2, 2026.

Select Board:

  
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Ceilidh Galloway-Kane, Chair

  
\_\_\_\_\_

Shari Cornish, Vice Chair

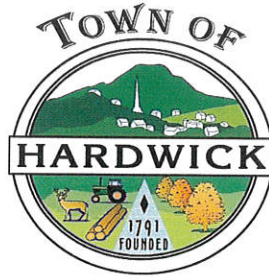
  
\_\_\_\_\_

Larry Fliegelman, Member

  
\_\_\_\_\_

Derek Richardson, Member

\_\_\_\_\_  
Tim Ricciardello, Member



## TRAVEL COST POLICY

### Purpose

This policy establishes standards for travel costs charged to federal awards in accordance with Uniform Grant Guidance (2 CFR §200.475).

### Scope

This policy applies to all Town officials and employees traveling on Town business when costs are charged to federal awards.

### Policy

#### 1. Prior Approval

Travel must be approved in advance by the Town Manager or designee.

#### 2. Allowable Costs

Travel costs must be reasonable and necessary and may include mileage, lodging, meals, registration, and transportation.

#### 3. Mileage

Mileage reimbursement shall be at the current IRS rate unless otherwise required by a grant.

#### 4. Lodging and Meals

Costs must be reasonable and supported by receipts or per diem limits.

#### 5. Documentation

Reimbursement requests must include purpose, dates, destination, and receipts.

#### 6. Unallowable Costs

Personal or unapproved travel expenses will not be reimbursed.

#### 7. Consistency with Other Policies

This policy supplements the Town's Financial Management and Personnel Policies.

Adopted by the Hardwick Select Board on April 2, 2026.

  
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Ceilidh Galloway-Kane, Chair

  
\_\_\_\_\_

Shari Cornish, Vice Chair

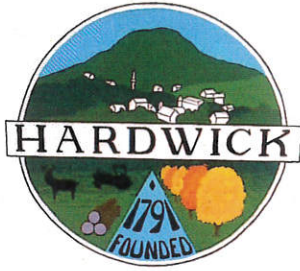
  
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Larry Fliegelman, Member

  
\_\_\_\_\_

Derek Richardson, Member

\_\_\_\_\_  
Tim Ricciardello, Member



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

March 25, 2026

Dear Governor Scott and Vermont Legislators:

During Hardwick's Town Meeting on Tuesday, March 3rd, 2026, the majority of the voters present approved the following pledge and asked the Selectboard to send this message to the Vermont Legislature and Governor Scott. We ask that you read the pledge and consider what Vermont can do in the spirit of the pledge to keep our taxes from supporting apartheid:

WE AFFIRM our commitment to freedom, justice, and equality for the Palestinian people and all people.

WE OPPOSE all forms of racism, bigotry, discrimination, and oppression; and

WE DECLARE ourselves an Apartheid-free community and to that end,

WE PLEDGE to join others in working to end support to Israel's Apartheid system, settler colonialism, and military occupation, and

WE REQUEST that the selectboard send this message to the Vermont Legislature and the Governor.

Thank you for your consideration,

Ceilidh Galloway-Kane, Chair  
on behalf of the Hardwick Selectboard

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

# Town of Hardwick FY 2026 Budget Update Through 03-31-2026

## Revenues:

Overall, revenues from the General Fund are on track to meet 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 that has not been all collected.

If we estimate that the Town has collected 75% of our *expected* tax revenues (75% of \$3,799,474), the overall percentage would be about 84%. Therefore, we are slightly ahead of schedule for revenue. Revenue is ahead of schedule due to grant revenue that we don’t budget for.

We would expect revenues to be at about 75% at this point in the fiscal year. Police revenue is a little over budget due to more consistent SIU revenue, grant revenue, and ticket revenue. Grant revenue is over budget due to a Municipal Planning grant. Other revenue is over budget due to interest income, which will be redistributed at year end to other funds, such as capital, cemetery, water, sewer, etc. We also received \$20,000 from the State for the annual “Budget Adjustment Act”. The FEMA grant for flood repairs and engineering work represents a large portion of the other revenue that is over budget.

<b>Town of Hardwick Revenue Summary</b>			
<b>Department</b>	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>
Tax Revenues	\$3,799,474	\$7,194,585	189.36%
Office Revenues [Licenses, Recordings, etc.]	\$40,250	\$36,061	89.59%
Highway Revenues	\$195,476	\$154,647	79.11%
Police Revenues [Tickets, Grants, etc.]	\$41,150	\$46,664	113.40%
Grant Revenue - Other	\$400	\$16,539	4134.84%
Other Revenue [Misc, Interest, W/S Transfers]	\$394,963	\$646,071	163.58%
	<b>\$4,471,713.00</b>	<b>\$8,094,567.55</b>	<b>181.02%</b>

## Expenses:

Overall, total expenses are at 71.46% when we would typically expect them to be at about 75%. Hardwick Rescue hasn't requested their funds yet. Highway has a few expenses that are almost entirely spent but won't have much more in those categories between now and the end of the year (examples – salt and sand). Appropriations are being paid as organizations submit their requests. County and gravel pit taxes are paid in full for the year.

Line items are about 6% over budget, primarily because we've paid the majority of our debt payments for the fiscal year already. There will be an interest payment due in May for the bonds, but otherwise, we are done with the largest part of the annual payments. We are still on track to meet our expense budget.

It's important to see the numbers without the flood because we have corresponding revenue to cover those flood expenses, some funds that we already have in our possession and other revenue that will come in once we request reimbursement on projects.

<b>Town of Hardwick Expense Summary</b>				
<b>Department</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ (Remaining) or Over Budget</b>	<b>% Used</b>
Office [Clerk/Manager/Supplies, Etc.]	\$815,189	\$524,039	(\$291,150)	64.28%
Other Payroll [Stipend employees, etc.]	\$108,569	\$75,591	(\$32,978)	69.62%
Buildings	\$66,767	\$46,719	(\$20,048)	69.97%
Police Department	\$1,014,585	\$687,461	(\$327,124)	67.76%
Fire Department	\$61,421	\$37,609	(\$23,812)	61.23%
Highway Department	\$1,121,981	\$884,284	(\$237,697)	78.81%
Flood Expenses	\$0	\$486,908	\$486,908	100.00%
Rescue Squad	\$96,472	\$0	(\$96,472)	0.00%
Appropriations	\$56,743	\$31,561	(\$25,182)	55.62%
County & Gravel Pit Taxes	\$36,008	\$34,204	(\$1,804)	94.99%
Line Items	\$1,064,772	\$863,605	(\$201,167)	81.11%
Recreation	\$20,412	\$4,965	(\$15,447)	24.32%
Trails	\$11,577	\$7,243	(\$4,334)	62.57%
	<b>\$4,474,495.50</b>	<b>\$3,684,189.04</b>	<b>\$ (790,306.46)</b>	<b>82.34%</b>
<i>Without Flood</i>	<b>\$4,474,495.50</b>	<b>\$3,197,280.59</b>	<b>\$ (1,277,214.91)</b>	<b>71.46%</b>



LETTER OF INTENT TO PARTICIPATE IN THE SFY27 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of Hardwick certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2027.
Construct the road BMPs on hydrologically connected road segments - roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for hydrologically connected municipal roads in Vermont. This map layer is available at: http://anr.vermont.gov/maps/nr-atlas.
Prior to construction of the BMPs, receive Construction Authorization from VTrans to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
Post a Clean Water Project sign during construction (select projects only).
Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
Complete all reporting and invoicing requirements using the VTrans requested format.
Submit all Performance Reports and Request reimbursement no later than 12/30/2027 (90 days from end of grant period).
Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are "fully compliant" with MRGP.

[Handwritten signature]

Date: 4/2/26

(Duly Authorized Representatives)

Municipality: Hardwick

Primary Contact Name: David Upson, Town Manager

Address: 20 Church Street Hardwick VT 05843

Street Address

Town

Zip

Email: david.upson@hardwickvt.gov Phone: (802) 472-6120

Town Clerk (2nd contact): Casey Rowell, Finance Director Email: casey.rowell@hardwickvt.gov

Unique Entity Identifier (SAM #): LN97JTJ7JAZ5 Fiscal Year End Month (MM): 06

Note: Primary Contact is responsible for grant execution on Town's behalf, Secondary Contact must be Town Clerk.

This form must be submitted via email by May 1st, 2026, to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.