Town of Hardwick
Zoning, Planning, Resilience & Adaptation
Select Board Office Report — November 5, 2026

Since my August report, I have focused on moving mitigation projects into their next phases, preparing funding applications, continuing public education and supporting the Town's land use boards. Regular zoning and floodplain administration continues alongside this work.

1. Granite Street Flood Resilience

- Completed the September 30 neighborhood meeting and public comment period for the neighborhood flood resilience plan. Final revisions, plans and cost estimates are being prepared with an overview on lessons gained as per the request of ACCD.
- Neighborhood priorities include Spring Street Extension flood storage and drainage, Granite Street culvert improvements and road-grade adjustments.
- Coe & Coe was selected as the owner's representative for the utility elevation program. Survey work is being scoped for the 11 participating homes to establish appropriate elevations for heating, electrical and other equipment.

2. Buyouts and Future Use of Properties

- East Church Street abatement and demolition work took place in late summer and September.
- Continued coordinating remaining acquisitions with owners and funding agencies, including appraisal review, owner decisions, cleanout requirements and closing preparation.
- Developed the East Hardwick recreation planning proposal approved by the Board for a VOREC pre-application. The proposed work covers three buyout parcels and one municipal parcel, with site assessments, community engagement, accessible gathering spaces, walking connections and preliminary designs consistent with buyout restrictions.

3. Jackson Dam

- The October 5 public presentation reviewed the feasibility study and hydraulic modeling.
- Developed public information materials explaining modeled flood reductions, alternatives, sediment, costs and dam terminology.
- **An ecology and wildlife discussion is being planned for January 11, 2027.**
- No vote is requested until November 2027 – additional requests will follow in early 2027.

4. River Corridor and Watershed Projects

- **Confluence:** Continued environmental review and engineering coordination, including October archaeological borings and wetlands coordination. Environmental review is anticipated to continue into early 2027; construction is currently planned for spring 2028.
- **Downtown:** Stone Environmental's corridor study has progressed through retaining wall inspection and collection of photographs and damage records to support mitigation recommendations. **A public meeting is scheduled for December 15, 2026, in the Parker Ladd Room at the Jeudevine Memorial Library.**
- **Wolcott Street:** Continued coordination regarding potential changes to the Lamoille Valley Rail Trail, where modeling indicates opportunities to reduce flooding. Further development requires VTrans coordination in spring 2027.
- **Watershed monitoring:** Continued working with LCPC on the Lamoille River Watershed Hydrologic Monitoring Network to improve information about changing water levels across communities.
- **Basin 7 planning:** Provided input on watershed priorities, including the status of earlier recommendations and the need for upstream modeling in communities above Hardwick.

5. Municipal Plan and Housing

- Continued preparing and revising Municipal Plan chapters for Planning Commission review, including an updated Transportation and Flood Resilience chapters. Revisions focus on clear goals, current information and less repetition.
- Further developed the proposed Housing Opportunity and Resilience Assessment. It would identify vacant and underused properties, upper-story housing opportunities and redevelopment sites, then screen them for infrastructure capacity and natural hazards.
- The Municipal Planning Grant application is due December 2. The proposed budget is $33,333, including a $30,000 grant request and $3,333 Town contribution.

6. Development Review Board and Planning Commission

- The DRB is back to a full board, with one (two?) alternates. Kole has stepped forward to serve as Chair, with Andy Gilbert as Vice Chair.
- Training and updated forms will follow to support members and improve the application and review process.
- The Planning Commission could use a few alternates.

7. Emergency Planning and Preparedness

- Continued updating the Local Emergency Management Plan and its supporting information.
- Maintained coordination through the Caledonia, Central Vermont and Lamoille Regional Emergency Management Committees.

8. Public Education and Watershed Work

- Finished *Ripple Effects* presentations, *From the Watershed* articles and project-specific public education.
- Helped connect Cooper Brook property owners with StreamWise assistance. An October planting added approximately 150 trees and shrubs, with additional owners interested in participating.
- Coordinated follow-up on neighborhood drainage questions, including a proposed spring discussion about the Cherry Street rain garden and its downstream connections.

9. State and National Contributions

- Presented with Wiz Dow at the Vermont Emergency Management Conference on using historical information and resident knowledge to support hazard mitigation.
- Presented Hardwick's experience to the Vermont Citizens Advisory Committee on Lake Champlain and a Lake Champlain Basin Program advisory group, emphasizing mitigation needs, upstream land management and municipal capacity.
- Invited to participate nationally in the Better Buyouts Working Group and the Association of State Floodplain Managers' advisory committee for its *Essentials of Local Floodplain Management* program.
- Asked to present Hardwick's work at two additional regional conferences and one national conference.

Jackson Dam: What Do We Know?

Jackson Dam, also called Hardwick Lake Dam, is at the confluence of the Lamoille River and Alder Brook in Hardwick, just upstream of the Route 15 bridge. It is owned by Hardwick Electric Department. The dam was built in 1911 and rebuilt in 1952. The entire structure is approximately 523 feet long, including a 144-foot principal spillway, a 38-foot emergency spillway, approximately 300 feet of concrete wall, and outlet structures that help control water levels. The dam creates Hardwick Lake.



What is the condition of the dam? Jackson Dam has been rated "Poor" in multiple Vermont dam safety inspections, including in 2024. A Poor condition rating indicates significant structural or operational deficiencies that require attention. Inspectors have documented cracking, deterioration of concrete and outlet structures, possible leakage, and some settlement.

Jackson Dam is also classified as a Significant Hazard dam. This classification describes the potential consequences of a dam failure, not the likelihood of failure. It means that failure could cause significant damage to property or infrastructure or disrupt important services. The dam overtopped during the 2011, July 2023, and July 2024 floods.

Why is the lake lowered in winter? Hardwick Lake has been lowered during the winter since 1975. The drawdown helps reduce the risk of ice jams by giving ice more room to move through the river.

What about the sediment? A large amount of sediment has built up behind the dam over many years. The feasibility study estimated that there may be between about 640,000 and 2.52 million cubic yards of sediment in the lake. That is roughly 45,000 to 180,000 dump-truck loads, assuming about 14 cubic yards per truck.

What did the flood modeling show? Engineers modeled what could happen if the dam were removed and the river channel and floodplain were restored. The results showed lower flood levels for about 3 miles upstream.

During the modeled 100-year flood, water levels immediately upstream of the dam were more than 2 feet lower. The amount of flood lowering decreases farther upstream, but the modeled effect extends to near Cottage Street. The modeling also showed that the LVRT bridge and Route 15 bridge continue to affect how water moves through this part of the river.

What did the 2025 feasibility study recommend? The study recommended moving forward with planning for dam removal rather than major repair. It did not recommend removing all the sediment. Instead, it recommended removing sediment in selected areas and stabilizing and planting other areas.

The study also recommended temporarily lowering the lake levels before removal so engineers can learn more about the sediment and river channel before finalizing the design. A temporary drawdown will also allow vegetation to establish and stabilize parts of the impoundment.

What would it cost? The current estimate for dam removal is approximately $4 million to $9 million. This is an early estimate and will become more precise as engineering and design continue. Funding has been secured for the next phase of engineering and design. Additional state, federal, and other funding sources may be available for removal, so the estimated project cost does not necessarily represent a cost to Hardwick taxpayers.

What happens next? No final decision has been made about Jackson Dam. The next phase will provide more detailed information about the design, costs, sediment, flooding, environmental effects, and other questions raised by the community. That information will help the community understand the choices before a final decision is made.

Understanding Jackson Dam: Common Terms

Technical terms are often used when discussing dams, flooding, and river restoration. These definitions explain some of the terms you may hear during the Jackson Dam discussions.

Term	Meaning
Abutment	A constructed support.
Crest	The top of a dam.
Spillway	A structure designed to allow water to pass safely over or around a dam.
Non-overflow Wall	A section of a dam designed to hold back water rather than allow water to flow over it. Jackson Dam includes approximately 300 feet of non-overflow concrete wall.
Floodgate	A movable gate used to control the flow of water.
Overtopping	When water rises high enough to flow over the top of a dam or a section not designed to carry that flow.
Impoundment	Water and sediment held back by a dam. Hardwick Lake is an impoundment created by Jackson Dam.
Drawdown	Lowering the water level behind a dam.
Sediment	Sand, gravel, silt, and other materials carried by the river.
Hydraulic Modeling	Computer modeling used to estimate how water moves through a river under different conditions, including floods.
Significant Hazard Classification	A dam safety classification indicating that failure could result in significant property or infrastructure damage or disruption of important services.
Dam Removal	Removing a dam &, where appropriate, restoring the river channel & surrounding areas.
Confluence	The location where two rivers or streams meet. In Hardwick, Cooper Brook joins the Lamoille River near the Cottage Street Bridge and Alder Brook joins the Lamoille River just upstream of Jackson Dam.
Training Wall	A wall built along a river or channel to guide the direction of flowing water, help manage currents, and protect nearby structures or riverbanks.
Floodplain Flood bench	Low lying land alongside a river that routinely becomes covered with water during flooding. Floodplains and flood benches can be natural or constructed. These features provide space for floodwater to spread out during high flows, reducing flood levels.

Why this matters now?

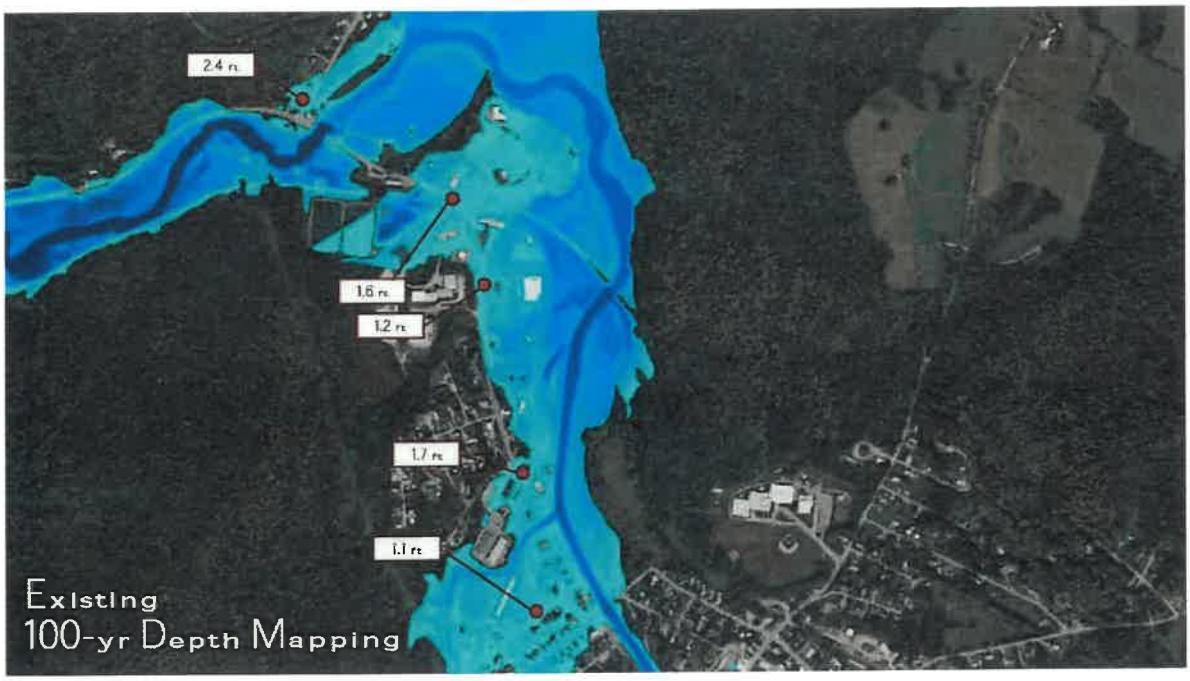


AOT, 7/11/2024

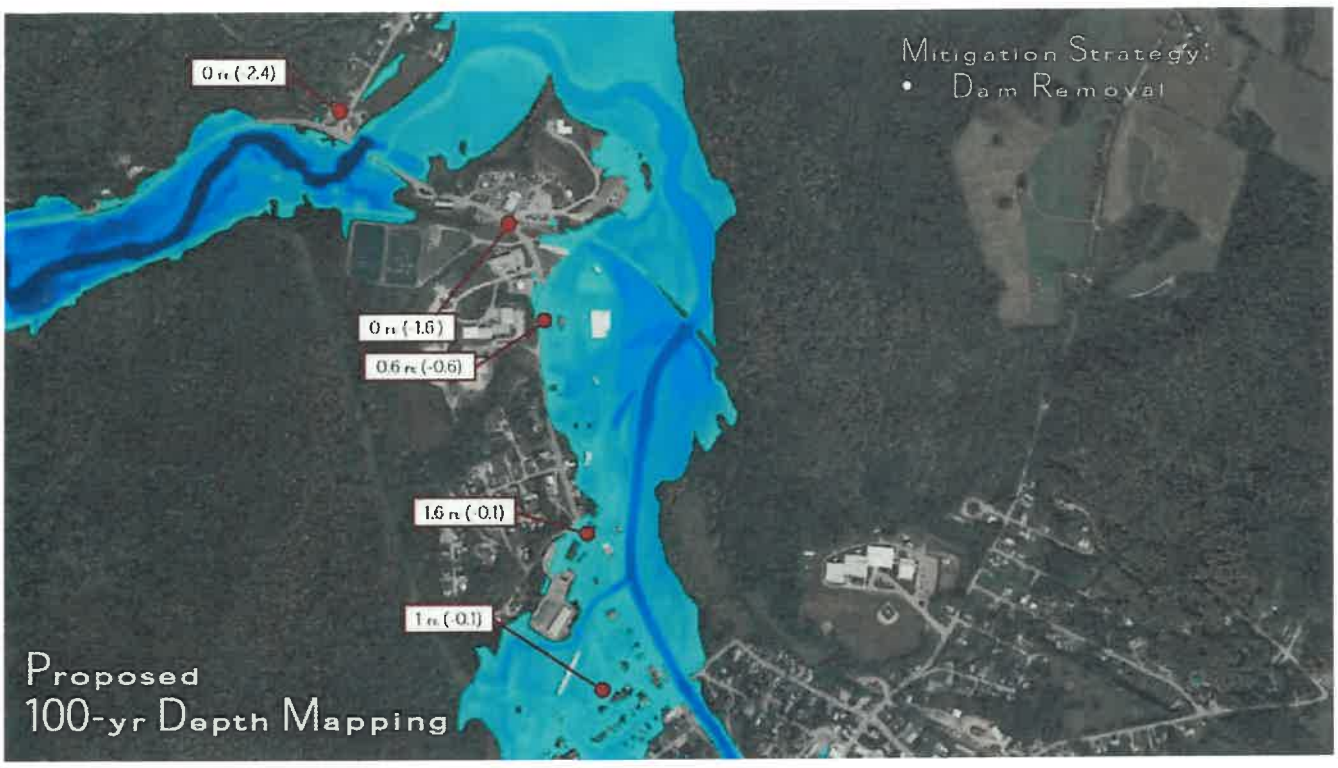
What do the flood depth maps show?

These maps compare flooding during a modeled 100-year flood under three conditions: Jackson Dam in place, the dam removed, and dam removal combined with additional flood mitigation projects. A 100-year flood has a 1% chance of occurring in any given year. Hardwick experienced significant flooding in 2011, 2023, and 2024, although these events were not necessarily 100-year floods.

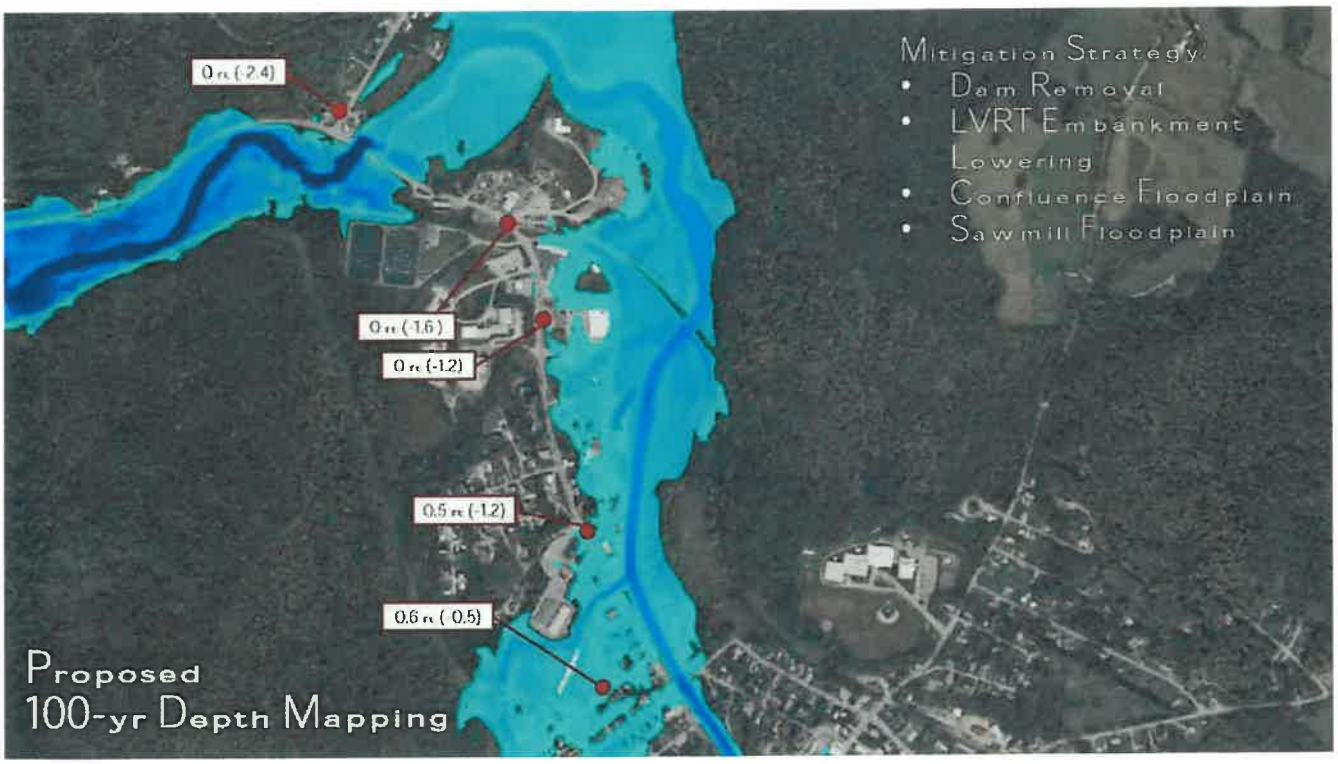
The numbers show estimated flood depths at selected locations. The models show how these improvements could reduce flooding in parts of Hardwick but would not eliminate it.



Dam Removal Only



Dam Removal + Additional Flood Mitigation - Additional projects include lowering part of the Lamoille Valley Rail Trail embankment and restoring floodplain areas near the confluence and former sawmill.



Numbers indicate modeled flood depth in feet. Numbers in parentheses indicate the change from existing conditions.

Trails Department	Actual 2025-2026	Budget 2026-2027	*Proposed 2027-2028*	$ Change	% Change
Worker's Comp Insurance	$176.00	$160	$190	$30	18.75%
Unemployment Insurance	$35.00	$50	$40	-$10	-20.00%
VLCT PACIF Insurance	$1,551.22	$1,711	$1,706	-$5	-0.27%
Salaries	$2,759.40	$3,920	$3,379	-$542	-13.81%
Social Security	$202.91	$272	$253	-$19	-6.84%
Child Care Tax	$12.69	$20	$15	-$5	-25.67%
Programs & Activities	$2,883.73	$2,800	$3,000	$200	7.14%
Advertising/Signage/Maps	$357.41	$400	$500	$100	25.00%
Equipment Maintenance	$117.42	$1,200	$1,000	-$200	-16.67%
Repair & Construction	$588.89	$800	$800	$0	0.00%
Gas & Diesel	$475.86	$500	$600	$100	20.00%
Total Trails Department Expenses	$9,160.53	$11,833	$11,483	-$350	-2.96%

Highway Department	Actual 2025-2026	Budget 2026-2027	*Proposed 2027-2028*	$ Change	% Change	
Gravel Pit Operation (materials/crushing)	$110,434.51	$80,000	$85,000	$5,000	6.25%	fuel will increase crushing cost
Chloride	$20,059.14	$12,000	$20,000	$8,000	66.67%	
East Hardwick sidewalks	$700.00	$599	$750	$151	25.21%	
Roadside Mowing	$9,100.00	$10,000	$15,000	$5,000	50.00%	
Summer Paving/Patching	$2,653.83	$5,500	$5,000	-$500	-9.09%	
Brush Cutting	$4,850.00	$6,000	$7,000	$1,000	16.67%	
Hydroseeding	$12.71	$1,000	$250	-$750	-75.00%	
Downtown Maintenance	$4,107.83	$5,000	$5,000	$0	0.00%	
Street Sweeping	$850.00	$5,500	$5,500	$0	0.00%	can take out if purchase Avant
DR4810 FEMA Expenses	$1,023.00	$0	$0	$0	0.00%	
Winter Sand	$16,327.00	$15,000	$15,000	$0	0.00%	
Winter Salt	$82,317.27	$100,000	$100,000	$0	0.00%	
02140-84720-059 *Reimburseable Expenses*	$1,776,510.93	$0	$0	$0	0.00%	
DR4720 *State ERAF Reimburseable Expenses*	$300,804.56	$0	$0	$0	0.00%	
Worker's Comp Insurance	$23,555.56	$24,518	$25,911	$1,393	5.68%	
Unemployment Insurance	$391.00	$387	$411	$24	6.09%	
VLCT/PACIF	$14,290.41	$12,802	$15,005	$2,203	17.21%	
Highway Salaries [6 FTE]	$394,643.60	$412,604	$422,757	$10,153	2.46%	regular increases
Overtime	$45,760.77	$40,000	$45,000	$5,000	12.50%	aligning wth FY26 spending
Sewer Operator Time	$423.00	$500	$500	$0	0.00%	
Social Security	$31,425.49	$31,638	$35,082	$3,444	10.88%	
Child Care Tax	$1,458.44	$2,036	$2,058	$22	1.09%	
Health Insurance	$130,926.60	$145,090	$153,151	$8,061	5.56%	6.2% increase in premiums
Dental Insurance	$4,559.73	$6,207	$6,309	$102	1.64%	
Vision Insurance	$495.24	$500	$525	$25	5.00%	
Life/Disability Insurance	$1,324.80	$1,325	$1,325	$0	-0.02%	
Retirement Expense	$33,562.24	$33,945	$36,251	$2,306	6.79%	rate set by VMERS
Operating Expenses	$13,046.18	$19,000	$18,000	-$1,000	-5.26%	
Permits/Fees	$3,652.00	$3,800	$4,000	$200	5.26%	
Phone/Internet	$1,341.81	$1,500	$1,500	$0	0.00%	
Culverts	$8,688.12	$5,000	$8,000	$3,000	60.00%	
Grant-in-Aid Expense	$9,272.89	$9,000	$9,000	$0	0.00%	
Work Clothing & Uniforms	$9,805.88	$9,700	$10,200	$500	5.15%	
Crosswalk/Line Paint	$2,056.20	$1,500	$2,000	$500	33.33%	
Streetscape Maintenance	$910.03	$1,000	$1,000	$0	0.00%	
Storm Drain/Catch Basins	$4,039.60	$3,000	$4,500	$1,500	50.00%	regular cleaning needed
Road Signs	$1,548.91	$2,500	$3,500	$1,000	40.00%	
Safety/Training	$530.00	$500	$500	$0	0.00%	
Equipment Expense	$76,901.14	$80,000	$80,000	$0	0.00%	
Gasoline	$2,929.68	$4,000	$9,000	$5,000	125.00%	F600 is gas
Diesel Fuel	$54,225.28	$65,000	$108,000	$43,000	66.15%	18K gallons @$6.00/gallon
Total Highway Department Expenses	$3,201,515.38	$1,157,652	$1,261,984	$104,332	9.01%	

Buildings	Actual 2025-2026	Budget 2026-2027	*Proposed 2027-2028*	$ Change	% Change	
Mem. Bldg. - VLCT/PACIF	$3,575.24	$3,466	$3,897	$431	12.44%	
Mem. Bldg. - Custodial Services	$7,763.57	$11,747	$8,500	-$3,247	-27.64%	
Mem. Bldg. - Custodian S.S. Expense	$551.11	$874	$680	-$194	-22.20%	
Mem. Bldg. - Operating	$3,822.92	$4,500	$4,000	-$500	-11.11%	
Mem. Bldg. - Building Maintenance	$4,157.24	$4,000	$4,000	$0	0.00%	
Mem. Bldg. - Utilities	$6,021.49	$5,637	$6,925	$1,288	22.84%	
Mem. Bldg. - Fuel Oil	$10,763.02	$9,500	$14,000	$4,500	47.37%	
Mem. Bldg. - Generator	$137.50	$100	$100	$0	0.00%	
Mem. Bldg - Elevator	$2,459.83	$3,500	$3,000	-$500	-14.29%	
Town House - Building Maintenance	$481.20	$750	$1,000	$250	33.33%	
Town House - Utilities	$570.18	$450	$600	$150	33.33%	
Town House - VLCT/PACIF Insurance	$1,932.70	$2,087	$2,165	$78	3.72%	
Depot - Building Maintenance	$293.39	$300	$300	$0	0.00%	
Depot - VLCT/ PACIF Insurance	$165.52	$200	$175	-$25	-12.50%	
Yellow Barn - Permit/State Lease Fees	$1,256.20	$800	$1,300	$500	62.50%	
Public Safety - VLCT/PACIF Insurance	$2,900.36	$3,359	$3,335	-$24	-0.70%	
Public Safety - S.S. Expense	$251.29	$335	$300	-$35	-10.45%	
Public Safety - Operating	$61.83	$500	$500	$0	0.00%	
Public Safety - Building Maintenance	$1,896.17	$2,000	$2,000	$0	0.00%	
Public Safety - Custodial Services	$3,233.04	$4,500	$3,750	-$750	-16.67%	
Public Safety - Utilities	$7,249.20	$3,658	$8,500	$4,842	132.37%	
Public Safety - Propane	$6,443.57	$5,500	$6,500	$1,000	18.18%	converted to propane
Fire Station - Building Maintenance	$216.87	$1,000	$700	-$300	-30.00%	
Fire Station - Utilities	$3,431.99	$3,060	$3,947	$887	28.98%	
Fire Station - Fuel Oil	$5,824.84	$7,000	$10,000	$3,000	42.86%	
Fire Station - VLCT/PACIF Insurance	$3,557.84	$3,758	$3,985	$227	6.03%	
Highway Garage - Utilities	$3,970.09	$4,033	$4,447	$414	10.25%	
Highway Garage - Propane	$6,849.81	$5,000	$7,500	$2,500	50.00%	
Highway Garage - Building Maintenance	$799.11	$3,000	$2,000	-$1,000	-33.33%	
Total Building Expenses	$90,637.12	$94,614	$ 108,105	$13,491	14.26%	

Town of Hardwick Capital Improvement Fund - Three-Year Funding Schedule						
	Balance 6/30/2026	***FY 2027***	**FY 2028**	**FY 2029**	**FY 2030**	**Future Balance**
Buildings		***Last Year***				
Memorial Building	$45,897	$12,000	$15,000	$17,000	$18,000	$107,897
Public Safety Building	$12,808	$5,000	$5,000	$5,000	$5,000	$32,808
Highway Garage	$105,574	$35,000	$25,000	$20,000	$20,000	$205,574
Fire Station	$22,168	$0	$0	$0	$0	$22,168
Library	$6,131	$0	$1,000	$2,000	$2,000	$11,131
Town House	-$48,323	$5,000	$8,000	$9,000	$10,000	-$16,323
Historical Depot	$13,729	$1,000	$1,000	$1,000	$1,000	$17,729
Subtotal	**$157,984**	***$58,000***	**$55,000**	**$54,000**	**$56,000**	**$380,984**
Public Works						
Gravel Pit Reclaim	$17,152	$0	$0	$0	$0	$17,152
Sidewalks	$58,536	$12,000	$18,000	$20,000	$20,000	$128,536
Guardrails	$26,992	$5,000	$5,000	$5,000	$5,000	$46,992
Road Signs/Crosswalks	$7,460	$2,000	$0	$0	$0	$9,460
Bridge #4 East Hardwick	$161,034	$10,000	$10,000	$10,000	$10,000	$201,034
Bridge Fund	$42,711	$10,000	$10,000	$10,000	$10,000	$82,711
FEMA Local Share	-$49,427	$100,000	$65,000	$62,000	$60,000	$237,573
Subtotal	**$264,458**	***$139,000***	**$108,000**	**$107,000**	**$105,000**	**$723,458**
General Government						
Trails Capital Account	$7,963	$0	$0	$0	$0	$7,963
Recreation Capital Fund	$6,512	$0	$0	$0	$0	$6,512
Fire Department Equipment/Clothing	$22,168	$8,000	$8,000	$10,000	$10,000	$58,168
Vault Expenses	$6,738	$0	$0	$0	$0	$6,738
Cemetery Upgrades	$22,500	$0	$2,000	$2,000	$2,000	$28,500
Police Equipment	$2,270	$2,000	$2,000	$2,000	$2,000	$10,270
Accrued Interest	$33,440	$0	$0	$0	$0	$33,440
Subtotal	**$101,591**	***$10,000***	**$12,000**	**$14,000**	**$14,000**	**$151,591**
Total Capital Improvement Fund	**$417,693**	***$207,000***	**$175,000**	**$175,000**	**$175,000**	**$1,256,033**

TOWN OF HARDWICK
CAPITAL FIRE EQUIPMENT PURCHASE SCHEDULE

YEAR	Ladder L1	Pumper E1	Fire E2	Tanker W1	SPEND TOTAL	FUNDS SET ASIDE	ACCOUNT BALANCE
Bal 6/30/26							$144,423
2027					$0	**$50,000**	$194,423
2028					$0	**$60,000**	$254,423
2029					$0	**$70,000**	$324,423
2030					$0	**$80,000**	$404,423
2031					$0	**$90,000**	$494,423
2032				$400,000	$400,000	**$100,000**	$194,423
2033					$0	**$110,000**	$304,423
2034					$0	**$120,000**	$424,423
2035					$0	**$130,000**	$554,423
2036					$0	**$140,000**	$694,423
2037					$0	**$150,000**	$844,423
2038					$0	**$160,000**	$1,004,423
2039		$1,000,000			$1,000,000	**$170,000**	$174,423
2040					$0	**$180,000**	$354,423
2041					$0	**$190,000**	$544,423
2042					$0	**$195,000**	$739,423
2043					$0	**$200,000**	$939,423
2044					$0	**$205,000**	$1,144,423
2045	$ 800,000				$800,000	**$210,000**	$554,423
2046			$ 650,000		$650,000	**$215,000**	$119,423
2047						**$220,000**	$339,423

1) Ladder Truck L1 is replaced every 25 years. Replace in 2045.
2) Pumper E1 is replaced every 25 years. Replace in 2039.
3) Pumper E2 is replaced every 25 years. Replace in 2046.
4) Tanker W1 is replaced every 25 years. Replace in 2032.
5) These are best guess estimates for used equipment.

TOWN OF HARDWICK
CAPITAL ROAD PAVING SCHEDULE

Year	Center Road	Hardwick Street	Paving (see below)	Spend Total	Funds Set Aside	Account Balance	Planned Paving Projects*
Bal 6/30/26						$127,073	
2027			-$110,000	-$110,000	**$100,000**	$117,073	West Church St, Buffalo St, Perry Ln, Marshall St.
2028			-$110,000	-$110,000	**$100,000**	$107,073	West Hill Rd. (partial), Wakefield, High St., PD lot
2029			-$80,000	-$80,000	**$110,000**	$137,073	Hideaway? Sewer lines need to be done first
2030			-$80,000	-$80,000	**$120,000**	$177,073	TBD
2031			-$80,000	-$80,000	**$125,000**	$222,073	TBD
2032		-$250,000		-$250,000	**$130,000**	$102,073	paving grant possible
2033			-$80,000	-$80,000	**$130,000**	$152,073	
2033			-$80,000	-$80,000	**$135,000**	$207,073	
2034			-$80,000	-$80,000	**$135,000**	$262,073	
2035			-$90,000	-$90,000	**$140,000**	$312,073	
2036			-$90,000	-$90,000	**$140,000**	$362,073	
2037			-$90,000	-$90,000	**$145,000**	$417,073	
2038			-$90,000	-$90,000	**$150,000**	$477,073	
2039			-$90,000	-$90,000	**$150,000**	$537,073	
2040	-$600,000			-$600,000	**$150,000**	$87,073	
2041			-$100,000	-$100,000	**$150,000**	$137,073	
2042			-$100,000	-$100,000	**$150,000**	$187,073	
2043			-$100,000	-$100,000	**$150,000**	$237,073	
2044			-$100,000	-$100,000	**$150,000**	$287,073	

**Prices based on current market prices; increases are expected, schedule may vary depending on price*
**Conditions of roads may change, resulting in a change to the paving schedule*

TOWN OF HARDWICK
CAPITAL EQUIPMENT PURCHASE SCHEDULE

YEAR	Dump Truck 1	Dump Truck 2	Dump Truck 3	Dump Truck 4	F-550 Truck 5	F250 Truck 6	F150 Truck 7	Lawn Mower	Excavator	(Skidsteer) AVANT	Police Cruiser	SPEND TOTAL	FUNDS SET ASIDE	ACCOUNT BALANCE
Bal 6/30/26														$246,887
2027		$150,000									$63,000	$213,000	$185,000	$218,887
2028										$110,000	$63,000	$173,000	$200,000	$245,887
2029											$65,000	$65,000	$210,000	$390,887
2030					$150,000			$25,000				$175,000	$220,000	$435,887
2031			$320,000			$60,000					$65,000	$445,000	$230,000	$220,887
2032	$330,000						$40,000				$67,000	$437,000	$240,000	$23,887
2033											$67,000	$67,000	$250,000	$206,887
2034											$69,000	$69,000	$250,000	$387,887
2035								$27,000				$27,000	$250,000	$610,887
2036				$340,000							$69,000	$409,000	$250,000	$451,887
2037		$170,000			$155,000						$71,000	$396,000	$255,000	$310,887
2038									$200,000	$130,000	$71,000	$401,000	$255,000	$164,887
2039						$80,000					$73,000	$153,000	$255,000	$266,887
2040							$60,000					$60,000	$255,000	$461,887
2041			$350,000								$73,000	$423,000	$255,000	$293,887
2042	$350,000							$29,000			$75,000	$454,000	$260,000	$99,887
2043											$75,000	$75,000	$260,000	$284,887
2044					$160,000						$77,000	$237,000	$260,000	$307,887
2045												$0	$260,000	$567,887
2046											$77,000	$77,000	$260,000	$750,887
2047		$180,000									$79,000	$259,000	$265,000	$756,887
2048										$150,000	$79,000	$229,000	$265,000	$792,887

1) Increases in costs are based on a "best guess" scenario with input from dealers.
2) Loader & Grader purchased in Summer 2023. Replace in FY 2038. Borrow.
3) Police Cruisers traded or replaced about every 5 years
4) Dump trucks 1, 2, 3, 4 are traded about every 10 years
5) Truck 5 is traded about every 7 years
6) Truck 6 and 7 are traded about every 10 years
7) Excavator purchased 2023. Replace in FY2038.

Office of the Town Manager
P.O. Box 523
Hardwick, Vermont 05843
Phone: (802) 472-6120 • E-mail: casey.rowell@hardwickvt.gov • Fax: (802) 472-3793

MEMO

To: Hardwick Select Board
From: Casey Rowell, Finance Director
Re: Procurement Policy Update

The State's recent financial monitoring review of the Town's DR4720 expenditures identified the need to clarify how required contract provisions are incorporated into federally funded procurements.

The proposed amendment adds a section titled **"When Expending Federal Award Funding."** This section requires the Town Manager or Finance Director to verify, before execution, that applicable State and Federal contract provisions are included in contracts and purchase orders. This applies regardless of the procurement method, including professional services, sole-source purchases, and emergency procurements. Documentation of compliance must be maintained with the procurement and grant records.

This amendment is being presented for Select Board approval as part of the Town's corrective action response to the monitoring review.

TOWN OF HARDWICK
PROCUREMENT POLICY

Adopted December 4, 2025
Amended November 5, 2026

PURPOSE

The purpose of this Procurement Policy is to obtain the highest quality goods and services for the Town of Hardwick at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the procurement function, to allow fair and equal opportunity among qualified suppliers, and to ensure compliance with applicable state and federal laws, including the procurement standards established under Uniform Grant Guidance (2 CFR §§ 200.317–200.327) when federal funds are used.

AFFIRMATIVE ACTION AND LOCAL PREFERENCE

Whenever possible, qualified small, minority, and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. For purchases funded in whole or in part by federal awards, the Town shall comply with 2 CFR §200.321, which requires affirmative steps to ensure the use of minority businesses, women's business enterprises, and labor surplus area firms. These steps include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Ensuring such businesses are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, to permit maximum participation by such businesses;
4. Establishing delivery schedules, where requirements permit, to encourage participation;
5. Using the services of the Small Business Administration and the Minority Business Development Agency as appropriate.

The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or restrict fair competition. No local preference shall be applied to federally funded procurements.

CODE OF CONDUCT

Employees, officers, and agents of the Town who are involved in procurement shall avoid real, apparent, or potential conflicts of interest. No employee, officer, or agent shall participate in the selection, award, or administration of a contract if a conflict of interest exists, including when:
- The employee, officer, or agent,
- Any member of his or her immediate family,
- His or her partner, or
- An organization employing any of the above has a financial or personal interest in the firm selected for award.

Conflicts of interest shall be disclosed publicly at a duly warned Select Board meeting before the bid selection or purchase occurs and documented in meeting minutes. Officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value (other than items of nominal

value not exceeding $50) from contractors, potential contractors, or parties to subagreements. Violations of this Code may result in disciplinary action.
The Town shall also comply with 2 CFR §200.318(c)(2) regarding organizational conflicts of interest, ensuring that contractors or consultants who develop specifications or requirements for a procurement shall be excluded from competing for that procurement.

DOCUMENTATION
Records documenting the procurement process for any Moderate or Major purchase, including justification for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract price, shall be maintained for a minimum of three (3) years after submission of the final expenditure report to the federal awarding agency, or longer if required by audit, litigation, or other federal or state retention schedules.

PURCHASING AUTHORITY
Purchasing Agent: The Town Manager, or his/her designee as stipulated in the Town Charter §704J, shall serve as the Purchasing Agent.

Purchasing Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase and shall review all proposed procurements to avoid unnecessary or duplicative purchases. Purchasing Agents must ensure open and fair competition and compliance with federal procurement standards where applicable.

Routine Purchases
Purchases up to $4,999.99 may be made without prior approval, provided they are within the approved budget. Quotations should be solicited periodically when practicable.

Moderate Purchases
Purchases between $5,000 and $14,999.99 require prior approval of the Town Manager and must remain within the approved budget. Competitive quotes from at least two qualified vendors should be obtained whenever possible.

Major Purchases
Purchases of $15,000 or more require prior approval of the Select Board and shall follow the sealed bid process unless an exception applies. The Select Board shall ensure that competition is open and unrestricted.

For federally funded procurements:
- Micro-purchases (< $10,000): May be awarded without soliciting competitive quotations if the price is reasonable.
- Small purchases (< $250,000): Require price or rate quotations from at least two qualified sources.
- Sealed bids/competitive proposals (≥ $250,000): Require formal solicitation and compliance with 2 CFR §200.320.

A cost or price analysis shall be conducted for all procurements exceeding the Simplified Acquisition Threshold ($250,000) and for noncompetitive procurements as required under 2 CFR §200.324.

WHEN EXPENDING FEDERAL AWARD FUNDING

For any procurement funded in whole or in part with Federal award funds, the Town shall ensure that all applicable State and Federal contract provisions are included in contracts and purchase orders, as required by 2 CFR §200.327, Appendix II to 2 CFR Part 200, and applicable State award requirements.
Prior to execution of a federally funded contract or purchase order, the Town Manager or Finance Director shall review the procurement to ensure that the applicable State and Federal contract provisions have been incorporated. This requirement applies regardless of the procurement method used, including competitive procurements, professional services, sole-source procurements, and procurements made under emergency or exigent circumstances.

Documentation demonstrating compliance with these requirements shall be maintained with the procurement and grant records.

SEALED BID PROCESS

The sealed bid process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Proposals (RFP) prepared by the Town Manager or designee. Notice shall be made via letters to known providers, public postings in at least three locations, and publication in a newspaper of general circulation.

Bid specifications shall include project scope, insurance and bond requirements, and applicable federal provisions. For federally funded construction projects, Davis-Bacon Act compliance and current wage determinations must be included.

Bids must be submitted in sealed envelopes marked with the bid name and opening time. Bids received after the deadline shall not be considered. Bids will be publicly opened and read aloud.

In evaluating bids, the Select Board shall consider price, quality, capacity, performance, experience, financial responsibility, and compliance with requirements. No award shall be made to a contractor listed on the federal SAM.gov exclusion database.

EXCEPTIONS

1. Competitive Proposals: May be used if sealed bidding is not feasible or if award will be based on factors other than price. Proposals must be solicited from at least two qualified sources.
2. Sole Source Purchases: Permitted only when one source is available, and the rationale is documented per 2 CFR §200.320(f).
3. Recurring Purchases: Annual or recurring contracts exceeding $15,000 shall be bid periodically.
4. Emergency Purchases: The Town Manager may authorize emergency purchases without a bid process when delay would endanger persons or property or substantially impair services.
5. Professional Services: Competitive proposals should be used for architectural or engineering services, with selection based on qualifications and fees negotiated thereafter per 2 CFR §200.320(d)(5).

ADOPTION

This Procurement Policy amends the Town's Procurement Policy adopted December 4, 2025, and is effective upon adoption by the Select Board.

Adopted by the Hardwick Select Board on November 5, 2026.

Ceilidh Galloway-Kane, Chair

Shari Cornish, Vice Chair

Tim Ricciardello

Larry Fliegelman

Derek Richardson