

Hardwick Bylaw Modernization Project Kick-Off Meeting Agenda April 11th, 2023

- I. Introductions
- II. Establish communication and reporting protocols
 - Hardwick primary point of contact: Kristen Leahy with David Upson cc'd on communications. Consultant proposes to email monthly invoices, work summary, and completed deliverables to Kristen on the 1st of each month.
- III. Scheduling – monthly project management Zoom meetings and 1-day site visit. The following are proposed meeting dates for 2023. The dates for 2024 will be scheduled in late 2023 based on the progress to date and anticipated work plan milestones.
 - Planning Commission Meetings: Each of the proposed meetings below are pre-existing dates and times for publicly warned planning commission meetings. As such, the Town of Hardwick will presumably provide the warnings to meet Vermont Open Meeting Law.
 - April 11th Kick-off Meeting (Remote meeting via Zoom)
 - May 9th
 - June 13th
 - July 11th
 - August 8th
 - October 10th
 - Project Management Zoom meetings – These meetings will be held during months that the consultant does not meet directly with the planning commission to keep the Town updated on project progress. Consultant and Town project manager, possibly Chair of Planning Commission?
 - September 2023
 - November 2023
 - December 2023
 - Public Engagement Meetings (2) – Summer 2023
- IV. Identify background inventory materials for consultant review (plans, studies, data, reports, etc.)
 - Hardwick Unified Development Bylaws (10-6-22)
 - Hardwick Municipal Master Plan 2019
 - Village Center Designation Materials
 - Downtown Designation Materials
- V. Develop an initial list of key stakeholders to be interviewed
 - Town staff
 - Hardwick Planning Commission (Chair?)
 - Heart of Vermont Chamber of Commerce
 - Northeastern Vermont Development Association
 - Non-profit affordable housing partners
 - Local real estate and development professionals
 - Downtown Hardwick and East Hardwick Village property owners
 - Downtown Hardwick and East Hardwick Village residents
 - Major area employers
- VI. Discuss major issues, opportunities, obstacles and key steps to successfully adopting new zoning bylaws
- VII. Adjourn

CCDS, LLC

Heather Carrington, Principal
heather@ccdsvt.com | 802.999.4689