

**MINUTES SELECT BOARD MEETING**  
**5:30 P.M. Thursday, February 16, 2017**  
**HARDWICK MEMORIAL BUILDING**  
**3<sup>RD</sup> FLOOR MEETING ROOM**

**Select Board**

Eric Remick, Chair  
Kathleen Hemmens, Vice Chair  
Kory Barclay  
Shari Cornish  
Elizabeth Dow

**Others Present**

Jon Jewett, Town Manager  
Brittany Currie, Business Manager  
Alberta Miller- Town Clerk  
Matt Moore, Housing Vermont  
Jim Lovinsky, Lamoille Housing

**Others Present**

Charlie Burbank  
Mike Bielawski-Gazette  
Ray & Kim Small-Gazette  
Katharine Ingram, RecComm

**5:37 P.M. – Eric Remick, Select Board Chair, called Pre-Town Meeting to order**

Eric Remick reviewed the FY2018 proposed budget for Town Meeting Day. Kory asked what the change to the tax rate would be, and Eric explained that the estimated increase with all appropriations being approved would be an increase of \$24.72 on a \$100,000 home but reminded the Board that they only were responsible for voting on the expense budget which increased roughly 3%. Eric reviewed the capital road schedule which was new for FY2018 and explained the future paving projects. Shari asked if the sidewalk projects were going to happen in the future, and Brittany explained there were two lines in the general capital budget named sidewalk and bike path which included money for sidewalk projects such as South Main Street. Jon mentioned he hoped the Bike Path sidewalk and parking lot projects would both happen in the summer of 2017, but could not promise this. Jon also mentioned the Main Street bridge in East Hardwick being on a priority list for funding as it needed repairs, but would eventually cost nearly a million dollars so funding for that would need to be considered in the near future.

**5:51 P.M. - Eric Remick, Select Board Chair, adjourned the Pre-Town Meeting.**

**6:00 P.M. – Eric Remick, Select Board Chair, called the regular Select Board meeting to order**

**6:00 P.M. – Select Board to consider approval of the minutes for its regular Select Board meeting of February 2, 2017**

*Upon motion by Kathleen Hemmens, seconded by Elizabeth Dow, the Select Board voted to approve the minutes of the regular Select Board meeting of February 2, 2017 as written.*

**6:01 P.M. – Set/Adjust Agenda-** Jon mentioned there would be no police report as Aaron was absent.

**6:01 P.M. – Communication from the Audience -** Alberta mentioned that absentee ballots were available to be picked up at the Town Clerk's Office. Eric mentioned all ballots were available to be previewed now as well in the Memorial Building, both Post Offices, and Hardwick Electric.

**6:02 P.M. – 6:10 P.M. Town Manager Report – Given by Jon Jewett**

Jon reported about meeting with the Vermont Community Development Program, Lamoille Housing, and Housing Vermont to discuss funding options and discovered that money may not be available this round of grants for simple refinance projects that do not include adding additional housing. He also reported about the Federal Economic Development Administration Grant, an upcoming Economic Development meeting, Old Town Road, Buffalo Mountain Trail, and Town job descriptions (See attached report for more details).

**6:11 P.M. – 6:17 P.M. Road Foreman Report – Given by Jon Jewett**

Jon reported about recent road work, equipment repair/maintenance, wastewater support, and village support (See attached report for more details). Elizabeth asked about how the road crew members dealt with working so many hours, if there was a protocol giving them specific break times. Jon explained that because their work is emergency road management, there was not a protocol to follow but they rested when they could.

Brittany added that when spring time came, the Town would encourage the guys to take time off to rest and regroup.

**6:17 P.M. – 6:20 P.M. Town Audit overview by Brittany Currie**

Brittany reported about the FY16 Town audit. She explained that since the auditors had attended the previous year, the Town had met the short term goal for the fund balance of 10% of the total budget. The long term goal was 20% and she had hoped the Town could continue to work towards that goal, but did not expect much addition this year due to the harsh winter weather. She reported that overall the FY16 audit was positive with only one material weakness being a year-end journal entry being forgotten and an error in an inventory spreadsheet. She explained there were no significant deficiencies to respond to.

**6:21 P.M. – 6:50 P.M. Item #1, Select Board to consider Lamoille Housing Partnership and Housing Vermont's request to refinance a Community Development mortgage of \$530,000 for 7 South Main Street, in the Town of Hardwick.**

Matt explained that there were actually two loans that they were asking to refinance, one for Highland Hill from 1998 in the amount of \$327,820 and one for Hardwick Housing from 1993 in the amount of \$530,000. They were proposing to combine the two partnerships that included 4 buildings and refinance the debt into one new partnership that included 3 buildings, with Lamoille Housing owning the 4th building directly. Matt further explained they were asking a few things from the Select Board: 1.) Refinance the two existing loans into two new loans; one for the new partnership and one for Lamoille Housing for the Church Street building. 2.) To stop the accrual of interest on the Hardwick Housing Loan and change that loan to a 0% interest loan at a date selected by the Select Board. 3.) Forgive the accrued interest (\$235,674) on the 1993 loan, which isn't necessary but requested. Kory asked how forgiving the interest would be in the best interest of the Town, and Matt said that it would clean up the Town books during the refinance and the interest would inflate the cost of the project. Elizabeth asked if the money was ever tax payer money, and Matt explained that the money was from federal funds in the form of a HUD community block grant which specifies the money to be given in the form of a loan. Elizabeth asked what happened to the interest money if it were to be repaid, and Matt said it was highly unlikely that any of the loan would be repaid. Brittany explained that if the money were ever repaid, the original loan documents would state what amount would go to the Town and what amount would go back to VCDP but the Town was not first priority to be repaid if a foreclosure were to happen. Eric added that the Town's attorney had recommended not making any decision on refinancing these loans without him being able review the original documents first. Matt said he would like to close on these loans towards late summer 2017. Eric asked if they did not get the new money, if they would still want to refinance the old money, and Matt said it would all go together. Matt asked if there were any major issues at this time, and both Kory and Eric explained that because the lawyer suggested to not make any decisions at this time, they would not make any comment. Charlie Burbank suggested to first determine if the money were to be repaid, if the Town would receive the funds and what percentage.

**6:50 P.M. – 6:53 P.M. Item #2, Select Board to review and consider approval of a public records policy and fees for public records request to the Hardwick Police Department.**

Jon explained that the Police Department had requested a policy be adopted to allow the Department to charge fees for public records. If the policy were not adopted, the Department were only allowed to charge what the state has set for fees and that amount is considerably low and not enough to cover costs. Alberta mentioned that she was unsure if the Police Department were allowed to set their own rates above the state rates as she thought the State set the maximum amount. The Board decided to look further into this and discuss it again at a later date.

**6:53 P.M. – 7:01 P.M. Item #3, Select Board to review and consider approval of a Select Board policy regarding the Hardwick Town Recreation Committee. This is a general operations policy that outlines roles and responsibilities including the committee's relationship to the Hardwick Trails**

**Committee.**

Katharine Ingram explained that the proposed policy was a much needed update to the current outdated one which included language naming the Trails Committee as a standing sub-committee. Elizabeth asked if the policy covered all recreation programs in Town, meaning that any recreation-type programs had to go through the Recreation Committee, and Katharine said no. Katharine explained that the policy was to direct the Recreation Committee towards supporting recreation programs, but not having to oversee every recreation program. She also asked if the Board wanted a list of Trails members to officially approve the members as a block or if they preferred a paragraph from each member asking to be placed on the Trails Committee, and Elizabeth asked for the paragraphs. Katharine also mentioned that the Recreation Committee's new event calendar was up and running at [hardwickrecreation.org](http://hardwickrecreation.org).

*Upon motion by Shari Cornish, seconded by Kathleen Hemmens, the Select Board voted to adopt the Hardwick Town Recreation Committee as presented.*

**7:01 P.M. – 7:03 P.M. Item #4, Select Board to consider approval of various liquor licenses for businesses located in the Town of Hardwick.**

Alberta read off the list of applicants for liquor and tobacco licenses to include a first class liquor license for Hardwick House of Pizza and second class liquor and tobacco licenses for Hardwick Kwik Stop & Deli, Rite-Aid, Jiffy Mart, and Buffalo Mountain Co-op.

*Upon motion by Shari Cornish, seconded by Elizabeth Dow, the Select Board voted to approve the various liquor licenses as presented.*

**Select Board Reports-** Shari reported that the Town House would open on March 1<sup>st</sup> with the first performance on March 18<sup>th</sup> (Groundhog Opera) and March 24th-25th (Wolcott Ballet recitals).

Shari mentioned March 18<sup>th</sup> was the Hardwick Historical Society's annual corn beef cabbage dinner, including a raffle.

Kathleen thanked the Board that had served with her during her time on the Select Board as that was her final meeting.

Jon introduced the new owners of the Hardwick Gazette, Ray and Kim Small.

**New Business-** None

**Old Business-** None

**7:09 P.M. - Eric Remick, Select Board Chair, adjourned the meeting.**

Minutes approved by: \_\_\_\_\_  
Eric Remick, Chair of the Select Board

Minutes taken by: \_\_\_\_\_  
Brittany Currie, Business Manager