

**REGULAR COUNCIL MEETING**  
**Tuesday, December 8, 2020, 7:00pm**  
City Council Chambers

**Join Zoom Meeting**

<https://zoom.us/j/98161112707?pwd=V2FSZ0pYcEVkOXI2RVpXNWd5TS9Xdz09>

**Meeting ID: 981 6111 2707**

**Passcode: 193732**

**One tap mobile**

**+19292056099 US (New York)**

1. Call to Order – 7:00 p.m.
2. Adjustments to the Agenda
3. Consent Agenda
  - A. Approval of Minutes of the Regular City Council Meeting December 1, 2020
  - B. Approval of City Warrants from Week of Wednesday December 9, 2020
  - C. Clerk's Office Licenses and Permits
  - D. Approve Hazard Mitigation Planning Grant Local Share Commitment
  - E. Authorization to Submit VOREC Grant Application
4. City Clerk & Treasurer Report
5. Liquor Control Board
6. City Manager's Report
7. Visitors and Communications
8. Old Business:
9. New Business
  - A. Barre Holiday House Decorating Contest (Councilor Boutin)
  - B. FY22 Budget Discussion: Clerk's Departments (Clerk)
  - C. Discussion: Good Samaritan Voter-Approved Property Tax Exemption (Clerk)
  - D. Speed Enforcement Program Concept (Manager)
  - E. Social Media Policy Revisions re: Facebook Page Protocols (Manager)
  - F. Acceptance of Stowe Street as a Municipal Street (DPW Director)
  - G. Citywide Reassessment RFP Status (Manager)
10. Round Table
11. Executive Session – As Needed
12. Adjourn

Steven E. Mackenzie, P.E., City Manager

*The portion of this meeting starting at 7:00pm will be taped for re-broadcast on Channel 194 CVTV  
and will be re-broadcast on Wednesday at 9:00 a.m. and 12:00 noon  
CVTV Link for meetings online – [cvtv723.org/](http://cvtv723.org/)*

---

**OTHER MEETINGS AND EVENTS**

Until further notice, Committee and Board meetings may be held only via video (virtual) platforms. **Check the City Web Site for Meeting Warnings, Agendas and log-in instructions.**

**Monday, December 7**

Diversity & Equity Committee, 6:15pm, Virtual (ZOOM)

**Tuesday, December 8**

Civic Center Committee, 8am, Virtual (ZOOM)

## Ground Rules for Debating

- Rules may be reviewed periodically
- Practice Mutual Respect
  - Assume Good Intent and Explain Impact
  - Ask Clarifying Questions
  - If off course, interrupt and redirect
- Think, then A.C.T.
  - Alternatives – Identify All Choices
  - Consequences – Project Outcomes
  - Tell Your Story – Prepare Your Defense
- Ethics checks
  - Is it legal?
  - Is it in scope (Charter, Ordinance, Policy)?
  - Is it balanced?
- “ELMO” – Enough, Let’s Move On
  - Honor Time Limits
  - Be attentive, not repetitive
- Be open minded to different solutions or ideas
  - Remarks must be relevant and appropriate to the discussion; stay on subject.
  - Don’t leave with “silent disagreement”
  - Decisions agreed on by consensus when possible, majority when necessary
  - All decisions of Council are final
- No blame
  - Articulate Expectations of each other
  - We all deeply care about the City in our own way
  - Debate issues, not personalities
- Electronics
  - No texting/email/or videogames during the meeting
  - No notes are taken during Executive Session

**Regular Meeting of the Barre City Council  
Held December 1, 2020**

The Regular Meeting of the Barre City Council was called to order on video conference by Mayor Lucas Herring at 7:00 PM. In attendance, participating on video or phone, were: From Ward I, Councilors Jake Hemmerick and John Steinman; from Ward II, Councilors Michael Boutin and Teddy Waszazak; and from Ward III, Councilors Rich Morey (arrived 7:05 PM) and Ericka Reil. City staff members present via video or phone were City Manager Steven Mackenzie, Fire Chief Doug Brent, Deputy Fire Chief Joe Aldsworth, Finance Director Dawn Monahan, and Clerk/Treasurer Carol Dawes.

**Absent:** NONE

**Adjustments to the Agenda:** NONE

**Approval of Consent Agenda:**

Mayor Herring noted a few corrections for the November 24<sup>th</sup> Council meeting minutes. Council approved the following consent agenda items as amended on motion of Councilor Waszazak, seconded by Councilor Reil. **Motion carried on roll call vote, with all voting in favor.**

- Minutes of the following meetings:
  - Regular Meeting of November 24, 2020
- City Warrants as presented:
  - Approval of Week 2020-48, dated December 3, 2020:
    - Accounts Payable: \$2,192,031.30
    - Payroll (gross): \$136,566.32
- 2020 Licenses & Permits: NONE

**The City Clerk/Treasurer Report –**

Clerk/Treasurer Dawes reported on the following:

- Water/sewer bills went in the mail yesterday and are due by the end of December.
- Have processed 20 applications to date totaling just under \$10,000 for the VT COVID Relief program that assists water/sewer customers with delinquent bills. Flyers giving details on the program were mailed out today with this month's delinquent water/sewer bills. The application deadline is December 15<sup>th</sup>.

**Liquor Control –** NONE

**City Manager's Report -** Manager Mackenzie reported on the following:

- City Hall remains closed to the public for the foreseeable future. Recreation facilities and programs remain closed at least through December 15<sup>th</sup>, as per the Governor's emergency orders.
- The FY21 budget assessment remains positive, with expenses currently running under budget.
- The pool refurbishment project has closed for the season.
- Solicitation notices continue for the animal & fowl advisory committee. Letters of interest are due by December 16<sup>th</sup>.
- The free holiday parking program is up and running. Thanks to Councilors Hemmerick and Waszazak for posting signs on all the meters, letting people know funds deposited in parking meters through the end of December will be donated to the Vermont Foodbank.
- The Black Lives Matter flag was raised in City Hall Park this morning.
- The FY20 audit will be presented to the Council at the December 15<sup>th</sup> meeting.

Councilor Waszazak said some of the benches in City Hall Park have been damaged, and he asked who his photos should be sent to. Manager Mackenzie said they should be sent to Buildings and Community Services director Jeff Bergeron.

Councilor Hemmerick asked about prior discussions on a city-wide solid waste pick-up contract. Mayor Herring said the program is in the hands of the joint Barre City-Montpelier solid waste management committee, which has not met. The Mayor said the City could talk about taking on the project by itself.

**Visitors and Communications –NONE**

**Old Business – NONE**

**New Business –**

**A) Planning Commission Appointment:**

**i. Amanda Gustin**

Amanda Gustin shared her interest and relevant experience with regard to serving on the Planning Commission. Mayor Herring said Council will make a decision following discussion in executive session at the end of the meeting.

**B) FY22 Budget Discussion:**

**i. Fire Department**

**ii. General Administration & Manager's Office**

**iii. Finance**

Fire Chief Doug Brent reviewed the past year's activities in the department. The Chief thanked his employees for their careful and dedicated work under COVID conditions. He said calls for service have been down during the pandemic, and the City received state and federal funding to offset decreased ambulance billing revenues due by COVID. The Chief noted the department has come in under budget the last two fiscal years, and the proposed FY22 budget is lower than the current year. There was discussion on the source of ambulance revenues, growing the call force, management of overtime, and whether City employees from other departments could serve on the call force.

Manager Mackenzie reviewed the draft general administration budget, and said there are extra funds included for the planned manager's search, matching funds for the working communities grant, and placeholder funds for interpretive services. There was discussion on exploring options for meeting management software.

The Manager reviewed the manager's office budget, and noted that most of the increases are associated with personnel.

Finance Director Dawn Monahan said expenses associated with the delinquent collections clerk has been moved from the finance department to the clerk's office to better reflect staffing supervision and operations. There was discussion on the projected increase in health insurance. Ms. Monahan said she will research the numbers. There was discussion on the training and development budget line, and Ms. Monahan said it's adequate.

**C) Brusa Trust Allocation for Children's Holiday Gifts.**

Councilor Boutin made the motion to allocate \$5,000 from the Brusa Trust to the Barre City School Sunshine Fund specifically to be used to purchase gifts for children in Barre City that are in need. The motion was seconded by Councilor Steinman. Clerk Dawes said past donations had gone to the BCEMS Holiday Fund, and suggested the same process be followed this year. Councilors Boutin and Steinman amended their motion. **Motion carried on roll call vote, with all voting in favor.**

To be approved at 12/08/20 Barre City Council Meeting

Councilor Boutin said the Barre Partnership is setting up a Donorbox.org page for additional donations towards the children's Christmas fund, and requested Council endorse the fundraising program and partner in promoting the website. Manager Mackenzie said the link can be posted on the City's website. Council approved on motion of Councilor Boutin, seconded by Councilor Hemmerick. **Motion carried on roll call vote, with all voting in favor.**

**Round Table –**

Councilor Waszazak thanked Morse Block Deli and Gusto's for providing meals to families in need over the Thanksgiving holiday.

Councilor Reil encouraged people to remember others while doing their holiday shopping, and to stay safe.

Councilor Hemmerick encouraged people to support downtown businesses.

Councilor Boutin made the motion to have Council endorse the Barre Partnership holiday house decorating contest, and participate as they did last year, seconded by Councilor Steinman. There was discussion on Christmas and holiday celebrations, the appropriateness of taking up an action item during round table, and the option to ratify and action at next week's meeting. Councilors Boutin and Steinman withdrew the motion.

Councilor Morey encouraged people to stay safe and practice safe habits.

Mayor Herring encouraged people to continue to follow health and safety guidelines.

**Executive Session –**

Councilor Waszazak made the motion to find that premature general public knowledge of personnel to be discussed would clearly place the City of Barre at a substantial disadvantage should the discussion be public. The motion was seconded by Councilor Reil. **Motion carried on roll call, with Councilor Steinman voting against.**

Council went into executive session at 8:23 PM to discuss personnel under the provisions of 1 VSA § 313 on motion of Councilor Waszazak, seconded by Councilor Reil. **Motion carried on roll call, with Councilor Steinman voting against.**

Council came out of executive session at 8:27 PM on motion of Councilor Boutin, seconded by Councilor Waszazak. **Motion carried on roll call, with all voting in favor.**

Council appointed Amanda Gustin to the Planning Commission on motion of Councilor Boutin, seconded by Councilor Waszazak. **Motion carried on roll call vote, with all voting in favor.**

The Council meeting was adjourned by Mayor Herring at 8:28 PM.

There is no audio recording of this meeting. The meeting was recorded by the video conference platform.

Respectfully submitted,

Carolyn S. Dawes, City Clerk

By check number for check acct 01(GENERAL FUND) and check dates 12/09/20 thru 12/09/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----							
01013	ALLAN JONES & SONS INC						
	74886	tires	001-8050-320.0743	TRUCK MAINT - STS	0.00	807.68	139032
01093	AMERICAN ROCK SALT CO LLC						
	0647843	salt	001-8050-360.1184	SALT - SNO	0.00	2,821.32	139033
01177	AQUAPLATES INC						
	I1348	lab services, freight	003-8330-320.0737	LAB MAINT	0.00	76.93	139034
01057	AT&T MOBILITY						
	2796-1120	service 10/12-11/11/20	001-5040-200.0214	TELEPHONE	0.00	47.93	139035
	2796-1120	service 10/12-11/11/20	001-6040-200.0214	PHONE /LANDLINE/INTERNET	0.00	87.65	139035
	2796-1120	service 10/12-11/11/20	001-6050-310.0616	PAGERS/CELL/AIR CARDS	0.00	581.33	139035
	2796-1120	service 10/12-11/11/20	001-7020-200.0214	TELEPHONE	0.00	62.23	139035
	2796-1120	service 10/12-11/11/20	001-7030-200.0214	TELEPHONE	0.00	18.06	139035
	2796-1120	service 10/12-11/11/20	001-8050-200.0214	TELEPHONE	0.00	9.56	139035
	2796-1120	service 10/12-11/11/20	002-8200-200.0214	TELEPHONE	0.00	87.60	139035
	2796-1120	service 10/12-11/11/20	002-8220-200.0214	TELEPHONE	0.00	9.56	139035
	2796-1120	service 10/12-11/11/20	003-8300-200.0214	TELEPHONE	0.00	9.56	139035
	2796-1120	service 10/12-11/11/20	003-8330-200.0214	TELEPHONE	0.00	9.56	139035
	2796-1120	service 10/12-11/11/20	001-6055-200.0214	TELEPHONE LANDLINE	0.00	37.47	139035
	2796-1120	service 10/12-11/11/20	001-8500-200.0214	TELEPHONE	0.00	51.40	139035
	2796-1120	service 10/12-11/11/20	001-6045-310.0616	PAGERS/AIR CARDS	0.00	131.85	139035
					-----	0.00	1,143.76
01187	ATC GROUP SERVICES LLC						
	2309971	services through 11/13/20	048-8315-200.0210	ENT ALY O&M	0.00	660.00	139036
23018	AUBUCHON HARDWARE						
	497285	brass couplings, nipples	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	31.46	139037
	497351A	stain, brush set	001-8050-310.0620	BARRACADES, LIGHTS - STS	0.00	84.34	139037
	497378	staples	001-8050-350.1061	SUPPLIES - GARAGE	0.00	4.76	139037
					-----	0.00	120.56
01209	AVENU INSIGHTS & ANALYTICS						
	B-019922	perfect vision system	001-5070-220.0417	RECORDING OF RECORDS	0.00	950.00	139038
02045	BARRE CITY WATER & SEWER DEPT						
	00019DEC20	88 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	270.05	139039
	00020DEC20	62 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	1,367.65	139039
	00021DEC20	59 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	69.15	139039
	00022DEC20	69 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	804.15	139039
	00023DEC20	49 Treatment Plt Dr	001-7015-200.0215	WATER BILLS	0.00	328.85	139039
	00471DEC20	20 Auditorium Hill	001-7020-200.0215	WATER BILLS	0.00	876.87	139039
	00472DEC20	20 Auditorium Hill	001-7020-200.0215	WATER BILLS	0.00	270.50	139039
	00473DEC20	25 Auditorium Hill	001-7030-200.0215	WATER BILLS	0.00	1,035.09	139039
	00474DEC20	25 Auditorium Hill	001-7030-200.0215	WATER BILLS	0.00	273.00	139039

By check number for check acct 01(GENERAL FUND) and check dates 12/09/20 thru 12/09/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00736DEC20	201 Maple Ave	001-8500-320.0727	BUILDING MAINT (HOPE)	0.00	120.93	139039
	00737DEC20	226 E Montpelier Rd	001-8500-320.0735	DUFRESNE GROUNDS & BLDGS	0.00	118.15	139039
	00884DEC20	6 N Main St	001-6043-200.0215	WATER BILLS	0.00	446.16	139039
	00885DEC20	6 N Main St	001-6043-200.0215	WATER BILLS	0.00	175.00	139039
	00953DEC20	135 N Main St	001-7015-200.0215	WATER BILLS	0.00	261.57	139039
	02569DEC20	6 Burnham St	001-8050-320.0727	BLDG & GROUNDS MAINT	0.00	305.52	139039
	02570DEC20	4 Burnham St	002-8200-200.0216	SEWER CHARGES	0.00	59.56	139039
	02573DEC20	12 Burnham St	003-8300-320.0727	BLDG & GROUNDS MAINS	0.00	200.04	139039
	04163DEC20	Beckley St	001-8500-320.0733	BLDG/GRNDS MAINT ST MONIC	0.00	62.79	139039
	04165DEC20	Washington St	001-8040-320.0725	PUB PARKS/TREES MAINT	0.00	170.55	139039
	04172DEC20	2 Maple Ave	001-8040-320.0725	PUB PARKS/TREES MAINT	0.00	82.13	139039
	04176DEC20	36 Parkside Terr	001-7015-200.0215	WATER BILLS	0.00	82.13	139039
	04177DEC20	13 Washington St	001-8040-320.0725	PUB PARKS/TREES MAINT	0.00	82.13	139039
	04181DEC20	69 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	672.80	139039
	04182DEC20	55 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	168.20	139039
	04187DEC20	3 Franklin St	001-7015-200.0215	WATER BILLS	0.00	82.13	139039
	04247DEC20	59 Parkside Terr	001-7015-200.0215	WATER BILLS	0.00	173.83	139039
	04314DEC20	Maple Ave	001-8500-320.0732	GROUNDS MAINT (HOPE)	0.00	348.45	139039
	04322DEC20	15 Fourth St	001-7035-200.0215	WATER BILLS	0.00	613.17	139039
	04414DEC20	15 Fourth St	001-7035-200.0215	WATER BILLS	0.00	104.00	139039
	04686DEC20	58 Depot Sq	048-8315-200.0210	ENT ALY O&M	0.00	64.25	139039
					0.00	9,688.80	
<b>02123 BARRE PARTNERSHIP THE</b>							
	21CITYDEC	Dec FY21 payment	001-8035-120.0172	BARRE PARTNERSHIP	0.00	5,416.66	139044
<b>02189 BAY STATE ELEVATOR CO</b>							
	549529	maint service	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	370.16	139045
	549829	maint service	001-7020-320.0729	ANNEX MAINT	0.00	188.08	139045
	550085	maint service	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	291.06	139045
					0.00	849.30	
<b>02112 BCEMS HOLIDAY FUNDS</b>							
	120220	Christmas for Kids fund	001-2000-200.0222	XMAS FOR KIDS	0.00	500.00	139046
<b>02221 BEAUREGARD EQUIPMENT INC</b>							
	2020-0005	2020 Loader Backhoe	002-8200-320.0740	EQUIPMENT MAINT	0.00	1,450.00	139047
	2020-0005	2020 Loader Backhoe	003-8300-320.0740	EQUIPMENT MAINT	0.00	1,450.00	139047
	2020-0005	2020 Loader Backhoe	050-5830-370.1161	2020 \$1.7M BOND EXP DPW E	0.00	45,000.00	139047
	2020-0005	2020 Loader Backhoe	002-8620-510.1400	1.7M BOND - MULTI-USE EQU	0.00	22,500.00	139047
	2020-0005	2020 Loader Backhoe	003-8630-510.1400	1.7M BOND - MULTI-USE EQU	0.00	22,500.00	139047
					0.00	92,900.00	
<b>02120 BIGRAS AUTO &amp; TIRE INC</b>							
	4515	labor	001-6050-320.0720	VEHICLE MAINTENANCE	0.00	60.00	139048
	4517	labor,tire disposal	001-6050-320.0720	VEHICLE MAINTENANCE	0.00	88.00	139048

By check number for check acct 01(GENERAL FUND) and check dates 12/09/20 thru 12/09/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	4535	labor,tie rod ends	001-6050-320.0720	VEHICLE MAINTENANCE	0.00	348.54	139048
					0.00	496.54	
02291	BOWEN TRAVIS & KIMBERLY OR CITY OF						
	03174D	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	11.44	139049
02294	BULLARD JONATHAN						
	120120	clothing allowance	001-6050-340.0940	CLOTHING	0.00	419.87	139050
02031	BUZZI'S GARAGE						
	30605	labor,tires,mirror,bulb	001-7015-320.0720	CAR/TRUCK MAINT	0.00	1,027.01	139051
03062	C FORD PROFESSIONAL LETTERING						
	15029	banners	048-8000-320.0762	BOR BANNER EXP	0.00	785.00	139052
03267	CHARBONNEAU MICHAEL						
	061920	eye exam	001-6040-340.0944	GLASSES	0.00	200.00	139053
	111620	eye exam	001-6040-340.0944	GLASSES	0.00	200.00	139053
					0.00	400.00	
03012	CLARKS TRUCK CENTER						
	8693	2020 proline body	050-5830-370.1161	2020 \$1.7M BOND EXP DPW E	0.00	69,400.00	139054
03070	COMPETITIVE ENERGY SERVICES LLC						
	1407266	procurement fees	001-7020-330.0831	FUEL OIL - AUD/ANNEX	0.00	631.20	139055
	1407266	procurement fees	001-8050-330.0829	FUEL OIL - GARAGE	0.00	631.21	139055
	1407266	procurement fees	001-7035-330.0834	FUEL OIL	0.00	631.21	139055
					0.00	1,893.62	
04063	DURGIN STEVEN						
	113020	clothing allowance	001-6050-340.0940	CLOTHING	0.00	498.50	139056
05003	EASTERN INDUSTRIAL AUTOMATION						
	4841048	chilled rim/chain savers	003-8330-320.0740	EQUIPMENT MAINT	0.00	818.93	139057
05030	ESMI OF NEW YORK LLC						
	21984	sludge disposal	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	14,816.35	139058
05007	EVERETT J PRESCOTT INC						
	5778612	rubber packing,repair kit	002-8200-320.0750	MAIN LINE MAINT	0.00	721.14	139059
	5798416	meters,gaskets	002-8200-320.0750	MAIN LINE MAINT	0.00	770.14	139059
					0.00	1,491.28	
06009	F W WEBB CO						
	69527231	cplgs,nipples	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	24.82	139060



By check number for check acct 01(GENERAL FUND) and check dates 12/09/20 thru 12/09/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	69538743	unions	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	70.28	139060
					0.00	95.10	
07006 GREEN MT POWER CORP							
	00492-1020	135 N Main St Wheelock	001-7015-200.0210	WHEELLOCK ELECTRICITY	0.00	79.77	139061
	044230-1020	public works garage	001-8050-200.0210	ELECTRICITY	0.00	682.54	139061
	19335-1020	Merchants Row ev station	001-6045-200.0211	EVCS ELECTRICITY-PEARL	0.00	39.82	139061
	20586-1020	N Main St/Maple Ave lgt	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	217.14	139061
	21123-1120	12 N Main St City Hall	001-6043-200.0210	CITY HALL ELECTRICITY	0.00	837.18	139061
	30586-1020	Maple Ave/Summer St signa	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	138.64	139061
	48336-1120	Prospect St bridge	002-8200-200.0204	ELECTRICITY-PROSPECT BDGE	0.00	22.21	139061
	53423-1020	water dept yard light	002-8200-200.0207	Electricity-Burnham Yd Li	0.00	31.10	139061
	579510-1020	Hill St/Washington St lgt	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	111.79	139061
	60586-1020	Summer/Elm St light	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	131.55	139061
	62174-1020	N Front St WWTP	003-8330-200.0210	ELECTRICITY	0.00	8,046.56	139061
	69716-1120	Bailey St tank	002-8200-200.0208	Electricity-Bailey St	0.00	23.19	139061
	83423-1020	sewer dept bldg	003-8300-200.0210	ELECTRICITY	0.00	129.53	139061
	89392-1020	15 Fourth St PSB	001-7035-200.0210	ELECTRICITY	0.00	1,550.97	139061
	95693-1020	N Main St Dente Park	001-8040-200.0210	ELECTRICITY CURRIER/DENTE	0.00	49.63	139061
					0.00	12,091.62	
08060 HASTINGS CLARK							
	112420	glasses	001-6043-340.0944	GLASSES	0.00	180.00	139064
	112420	glasses	001-7035-340.0944	GLASSES	0.00	180.00	139064
					0.00	360.00	
09021 IRVING ENERGY							
	205110	propane	001-7030-330.0836	BOTTLED GAS	0.00	333.79	139065
	242697	propane	001-7020-330.0836	BOTTLED GAS	0.00	329.63	139065
	243289	propane	001-7030-330.0836	BOTTLED GAS	0.00	225.29	139065
	243674	propane	001-7030-330.0836	BOTTLED GAS	0.00	420.82	139065
	244254	propane	001-7020-330.0836	BOTTLED GAS	0.00	30.96	139065
	739836	propane	001-7035-330.0836	BOTTLED GAS	0.00	557.70	139065
	741260	propane	001-7030-330.0836	BOTTLED GAS	0.00	107.90	139065
	946405	propane	001-8500-330.0828	FUEL OIL - OFFICE	0.00	23.74	139065
					0.00	2,029.83	
12106 LAPERLE JESSICA							
	112320	glasses	002-8200-340.0944	GLASSES	0.00	282.50	139067
	112320	glasses	003-8300-340.0944	GLASSES	0.00	282.50	139067
					0.00	565.00	
12054 LAWSON PRODUCTS INC							
	9308028637	hex nuts,washers,freight	001-8050-350.1061	SUPPLIES - GARAGE	0.00	517.37	139068

By check number for check acct 01(GENERAL FUND) and check dates 12/09/20 thru 12/09/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
<b>12045 LHS ASSOCIATES INC</b>							
	67389	accuvote coding 11/3,frt	001-5060-360.1165	PROGRAM MATERIALS	0.00	723.00	139069
<b>13102 MACKENZIE STEVEN E</b>							
	120420	renewal fee,Zoom,dues	001-5040-130.0182	TRAINING/DEVELOPMENT	0.00	30.00	139070
	120420	renewal fee,Zoom,dues	001-5040-130.0184	MANAGER'S EXPENSES	0.00	27.22	139070
	120420	renewal fee,Zoom,dues	001-5040-220.0413	DUES/MEMBERSHIPS	0.00	30.00	139070
	120420	renewal fee,Zoom,dues	001-9130-370.1380	COVID-19 MATERIALS	0.00	95.34	139070
					0.00	182.56	
<b>13075 MCWILLIAM JAMES</b>							
	2020-16	services 11/23-11/27/20	051-0280-360.1165	SEMP VCF TRUST PROJECTS	0.00	175.00	139071
	2020-17	services 11/30-12/4/20	051-0280-360.1165	SEMP VCF TRUST PROJECTS	0.00	250.00	139071
					0.00	425.00	
<b>13044 MECHANICAL SOLUTIONS INC</b>							
	1021969	floway bowl	002-8220-320.0740	EQUIPMENT MAINT	0.00	10,721.94	139072
<b>13054 MICHELI STEVE</b>							
	113020	eye exam	001-8050-340.0944	GLASSES	0.00	28.00	139073
	113020	eye exam	002-8200-340.0944	GLASSES	0.00	28.00	139073
	113020	eye exam	002-8220-340.0944	GLASSES	0.00	28.00	139073
	113020	eye exam	003-8300-340.0944	GLASSES	0.00	28.00	139073
	113020	eye exam	003-8330-340.0944	GLASSES	0.00	28.00	139073
					0.00	140.00	
<b>13189 MILES SUPPLY INC</b>							
	014302101	trash liners	001-7035-350.1049	CUSTODIAL SUPPLIES	0.00	74.04	139074
	0143666-02	tissue,gloves,dispenser	001-8050-320.0727	BLDG & GROUNDS MAINT	0.00	153.64	139074
					0.00	227.68	
<b>14120 NORTH EAST MATERIALS GROUP LLC</b>							
	6787	clean stone	002-8200-320.0750	MAIN LINE MAINT	0.00	406.92	139075
<b>14121 NORTHFIELD AUTO SUPPLY</b>							
	327286	zamboni supplies	001-7015-320.0720	CAR/TRUCK MAINT	0.00	59.94	139076
	327287	barricade hose	001-7015-320.0720	CAR/TRUCK MAINT	0.00	2.31	139076
	327366	counteract bal beads	001-6040-320.0720	CAR/TRUCK MAINT	0.00	42.92	139076
	327408	hyd fluid	001-8050-320.0743	TRUCK MAINT - STS	0.00	22.58	139076
	327644	signal switch	001-8050-320.0743	TRUCK MAINT - STS	0.00	47.66	139076
	327676	air filters	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	103.65	139076
					0.00	279.06	
<b>14059 NOVUS BECKLEY HILL SOLAR LLC</b>							
	39	est monthly generation	002-8220-200.0212	BECKLEY HILL SOLAR PROJ	0.00	6,042.00	139077

12/04/20  
02:24 pm

City of Barre Accounts Payable  
Warrant/Invoice Report # 21-23

Page 6 of 7  
dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 12/09/20 thru 12/09/20

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
16003 PIKE INDUSTRIES INC		1112367	asphalt	001-8050-360.1172	BITUMINOUS HOT MIX-ST5	0.00	202.34	139078
		1112367	asphalt	002-8200-320.0750	MAIN LINE MAINT	0.00	940.68	139078
						0.00	1,143.02	
16027 POSTMASTER		120220	annual PO Box 418 fee	001-5070-360.1165	PROGRAM MATERIALS	0.00	168.00	139079
17005 QUADIENT LEASING USA INC		N8597669	lease 12/25/20-3/21/21	001-5010-220.0416	POSTAGE METER CONTRACT	0.00	394.32	139080
17002 QUILL CORP		12467410	frames,copy paper	001-5070-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	28.63	139081
		12467410	frames,copy paper	002-8220-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	32.30	139081
						0.00	60.93	
18148 R K MILES		728/7	plywood	001-8050-320.0727	BLDG & GROUNDS MAINT	0.00	51.46	139082
18053 RECREONICS INC		848436	sockets,plates	001-7050-310.0617	POOL EQUIPMENT	0.00	109.02	139083
19086 SAFELITE FULFILLMENT INC		06709033967	solar windshield,labor	001-8050-320.0743	TRUCK MAINT - STS	0.00	260.46	139084
19118 SEVIGNY MARY & ANTONIA JARVIS OR C		03302	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	17.05	139085
19211 SULLIVAN POWERS & CO		128231	audit services	001-5010-220.0410	ANNUAL AUDIT	0.00	16,362.00	139086
		128231	audit services	001-5050-120.0171	CONSULTANT FEES	0.00	166.00	139086
						0.00	16,528.00	
19188 SURPASS CHEMICAL CO INC		352537	chemicals	003-8330-360.1140	SODIUM HYPOCHLORITE	0.00	3,835.61	139087
20010 TAKE A POWDER INC		7964	electronic mechanism,frt	001-6045-320.0744	METER MAINT	0.00	354.50	139088
20002 TIMES ARGUS ASSOC INC		1705	advertise transportation	001-5010-230.0510	ADVERTISING/PRINTING	0.00	88.48	139089
		1759	advertise agenda 11/24	001-5010-230.0510	ADVERTISING/PRINTING	0.00	121.80	139089
		1786	advertise task force	001-5010-230.0510	ADVERTISING/PRINTING	0.00	115.94	139089
		2448	advertise task force	001-5010-230.0510	ADVERTISING/PRINTING	0.00	107.44	139089
		2504	advertise agenda 12/1	001-5010-230.0510	ADVERTISING/PRINTING	0.00	165.30	139089

By check number for check acct 01(GENERAL FUND) and check dates 12/09/20 thru 12/09/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
					0.00	598.96	
20077	TREASURER, STATE OF VERMONT						
	62668	operating fee	002-8220-120.0172	PERMIT TO OPERATE	0.00	5,820.17	139090
21002	UNIFIRST CORP						
	4540115	uniform rental	001-8050-320.0743	TRUCK MAINT - STS	0.00	69.00	139091
	4540115	uniform rental	001-8050-340.0940	CLOTHING	0.00	174.28	139091
	4540115	uniform rental	002-8200-340.0940	CLOTHING	0.00	87.76	139091
	4540115	uniform rental	003-8300-340.0940	CLOTHING	0.00	53.10	139091
	4540117	uniform rental	002-8200-340.0940	CLOTHING	0.00	70.13	139091
					0.00	454.27	
22036	VEPC						
	113020	TIF education increment	001-4005-405.4005	GENERAL TAXES	0.00	1,646.72	139092
				Report Total		274,243.12	

To the Treasurer of City of Barre, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*274,243.12  
 Let this be your order for the payments of these amounts.

---



---



---

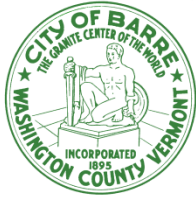


---



---





# *City of Barre, Vermont*

*“Granite Center of the World”*

Janet E. Shatney, Planning Director  
Planning, Permitting & Assessing  
[PPADirector@barrecity.org](mailto:PPADirector@barrecity.org)  
Direct Line (802) 477-1465

6 N. Main St., Suite 7  
Barre, VT 05641  
Office Telephone (802) 476-0245

## **INTEROFFICE MEMORANDUM**

TO: City Council

CC: Steven E. Mackenzie, P.E., Manager

FROM: Janet E. Shatney, Planning Director

DATE: December 2, 2020

RE: Request to Ratify Grant Funding Request for Hazard Mitigation Plan Development

---

VEM (Vermont Emergency Management) is in the process of developing a grant application to fund a LHMP (Local Hazard Mitigation Plan) update [or new plan development] under FEMA’s Building Resilient Infrastructure and Communities (BRIC) grant program. This application they are preparing will allow municipalities such as ours to contract out the work of updating our Plan. Because we have an approved Plan (approved by FEMA on Dec. 7, 2017 and expires on December 7, 2022), we have the ability to apply for other FEMA mitigation grant opportunities.

FEMA funding will cover 75% of the plan update costs, and we will be responsible for 25% of those costs. That 25% of the funding we are applying for is covered by the line item in the Planning budget under my Grant Match line.

The commitment letter was due by December 4, 2020, and I wanted to take advantage of this opportunity. The letter I drafted for the City Manager’s signature was submitted on December 1, 2020 and is attached for your use.

This memo is a request to ratify approval to apply for funding with VEM for updating the City’s LHMP beginning in early 2022.

Should you have any further questions, please do not hesitate to contact me, thank you.



# City of Barre, Vermont

*“Granite Center of the World”*

Steven E. Mackenzie, P.E.  
 City Manager  
[manager@barrecity.org](mailto:manager@barrecity.org)

6 N. Main St., Suite 2  
 Barre, VT 05641  
 Office Telephone (802) 476-0240  
 Facsimile (802) 476-0264

December 1, 2020

Stephanie A. Smith, MUPP  
 State Hazard Mitigation Officer  
 Vermont Emergency Management  
 45 State Drive  
 Waterbury, VT 05671-1300

Via Email only to [Stephanie.A.Smith@vermont.gov](mailto:Stephanie.A.Smith@vermont.gov); 2 pages

**RE: Hazard Mitigation Assistance (HMA) Sub-application Local Match Commitment Letter  
 Local Hazard Mitigation Plan Grant**

Dear Ms. Smith:

Barre City’s Local Hazard Mitigation Plan received FEMA approval on December 7, 2017, and therefore expires on December 7, 2022. With our plan expiring in the next 2 years, we are very interested in applying for grant funds to assist us with a plan update at the beginning of the 2022 calendar year. As part of the Hazard Mitigation Assistance Program process, a local match funding commitment is required. This letter serves as the City of Barre’s commitment to meet the local match fund requirements for this grant.

Source of Local Match Commitment Funds:	Local Agency Funding <input checked="" type="checkbox"/>	Other Agency Funding <input type="checkbox"/>	Private Nonprofit Funding <input type="checkbox"/>	In-Kind Match <input checked="" type="checkbox"/>
Name of Local Match Commitment Funding Source:	Financial Match Source: Planning Department’s Grant Match line In-Kind Match Source: <ul style="list-style-type: none"> <li>• Staff time for hiring a consultant and plan coordination/development tasks</li> <li>• Volunteer time at planning meetings and travel</li> </ul>			
Total Project Cost:	\$ 10,150.00			
Requested Federal Share (75%):	\$ 7,612.00			
Local Match Commitment (25%):	\$ 2,537.50			

Ms. Stephanie A. Smith  
Hazard Mitigation Officer  
December 1, 2020  
Page 2 of 2

We understand that in order for match to be accepted, it must be allowable, reasonable, allocable, consistently applied, and included in the approved budget. We are aware that appropriate documentation is required to record the cost match being provided. The records of all cash and in-kind contributions, including volunteer time will be documented.

We are aware that none of the cash or in-kind contributions can be paid from a federally funded source (including salaries) or currently being utilized as a cost match toward another federal grant.

Please contact Janet E. Shatney, Planning Director at (802) 476-1465, and/or [PPADirector@barrecity.org](mailto:PPADirector@barrecity.org) with questions.

Sincerely,

A handwritten signature in blue ink that reads "Steven E. Mackenzie". The signature is written in a cursive style with a large initial "S".

Steven E. Mackenzie, P.E., City Manager  
(802) 476-0240 | [Manager@barrecity.org](mailto:Manager@barrecity.org)





# City of Barre, Vermont

"GRANITE CENTER OF THE WORLD"

Stephanie L. Quaranta, C.P.R.P.  
A.D. Buildings & Community Services

20 Auditorium Hill  
Barre, VT 05641  
City: (802) 476-0257  
Fax: (802) 476-0271  
Email: [squaranta@barrecity.org](mailto:squaranta@barrecity.org)

To: Steven Mackenzie, City Manager  
Barre City Council  
From: Stephanie L. Quaranta, A.D. Buildings & Community Services *sq*  
Date: December 1, 2020  
Subj: VOREC grant application – request to apply

I submitted a letter of interest covering support funding for Lifeguard and Swim Instructor certification costs that would help our youth seek gainful summer employment. Other areas were funding to assist families with the costs of season passes and swim lessons. The outdoor recreation benefits of the swimming pool and the positive impact on the community and economy were stated. Enclosed is a proposal template.

I am requesting permission to apply for this VOREC grant administered through the Vermont Community Foundation. The amount of the grant is \$10,000. The VCF is collaborating with VOREC in support of outdoor recreation in VT communities. These funds are coming from their COVID relief Fund, specifically the initiative focused on entrepreneurship.

I am sure there will be a quick turnaround time so I am seeking permission to proceed.

## **Outdoor Recreation Proposal Template**

You are being invited to submit this proposal because of your leadership to support outdoor recreation in your community. These are flexible grants meant to build organizational capacity with the goal of increasing the number of “outdoor recreation friendly communities” in Vermont. We will be collaborating closely with the Vermont Outdoor Recreation Economic Council (VOREC) as we make these grants. The grant period will go from December 2020 through December 31, 2021. If you have questions, please contact Chelsea Bardot Lewis at [clewis@vermontcf.org](mailto:clewis@vermontcf.org).

### **CONTACT INFORMATION**

**Organization Name:**

**Primary Contact Name:**

**Mailing address**

**Phone**

**Email**

### **PROPOSAL NARRATIVE**

**Region:** Please describe your region of focus.

**Describe the opportunity you see:** What are your current priorities and how would you anticipate using these funds? How will funding build organizational capacity to support outdoor recreation? How will you ensure equity, inclusivity and diversity?

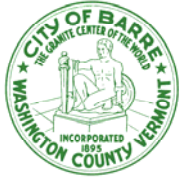
**AMOUNT REQUESTED (up to \$10,000):**

**PROJECT BUDGET:** Please attach a budget showing use of funds for the amount requested

**REPORTING:** We look forward to staying engaged with you and learning alongside you throughout the course of 2021. We will ask that you submit a report via the Online Grants Manager ([www.vermontcf.org/OGM](http://www.vermontcf.org/OGM)) no later than 45 days after grant funds are fully expended, or the end of the grant period, whichever comes first. Reporting metrics will be co-created with the grantees included in this initiative, and we will be in touch to develop those by the end of 2020.

**Suggested reporting metrics:** What 2-3 impact metrics do you think are most important to collect to track the impact of this grant on supporting outdoor recreation?

**ORGANIZATIONAL FINANCIALS:** Please attach a P&L for your most recent fiscal year



# City of Barre, Vermont

*“Granite Center of the World”*

Carolyn S. Dawes  
City Clerk/Treasurer

6 N. Main St., Suite 6  
P. O. Box 418  
Barre VT 05641  
Telephone (802) 476-0242  
FAX (802) 476-0264  
cdawes@barrecity.org

To: Mayor, Councilors, Manager  
From: Carol Dawes, clerk/treasurer  
Date: December 4, 2020  
Re: FY22 proposed budget review

Below are my notes regarding the revenue and expenses lines and departments that are under my control or on my radar. The line numbers match up the attached pages from the budget spreadsheet.

**REVENUES:**

Line #	Line title	FY22 proposed	Notes
2	Delinquent taxes	\$0.00	We don't project delinquent tax revenue, as it's not predictable. As a general rule our total tax revenue runs right around 100%.
5	Voter Approved Assist.	\$134,601	Council isn't waiving requirement for petitions, so not expecting any changes from FY21
11-18	Business revenue	\$13,702	Decrease reflects no more animal licenses (approx.. \$600/year). Also reduction for less taxi drivers, and possible reduction in restaurant/liquor licenses
23	Capstone PILOT	\$24,000	PILOT is based on formula included in MOU following construction of Gable Place campus. Annual escalator equal to percentage increase in budget.
29	Animal control licenses	\$5,500	Reflects FY20 actuals
32	Act 68 admin revenue	\$15,500	Difficult to estimate, as it depends on timely filing of homestead declarations and rebate paperwork. Late filings generate fees for the City to help cover costs associated with processing and issuing revised tax bills. The increase represents past performance.
34	Vehicle registration	\$350	The City processes registration renewals and receives \$3/renewal. Renewals down for FY21 due to COVID and people not being able to come into the office.
35	Delinquent tax fees	\$42,000	FY20 low due to waiving delinquent late fees April – June. The FY22 proposed budgeted amount is more in line with past years.

<b>Line #</b>	<b>Line title</b>	<b>FY22 proposed</b>	<b>Notes</b>
36	Meters	\$80,000	FY20 and F21 numbers depressed due to parking moratoriums and nobody in the downtown because of COVID. Meter fee increases not yet in place. The FY22 proposed budget should be on target.
37	Green MT Passports	\$50	We sell GM passports which allow seniors and retired military to visit state parks for free for life. Passports sell for \$2, so revenue is negligible.
38	Parking permits	\$85,000	We've seen an increase over the past few years due to annual fee escalator and more people transitioning from feeding meters to purchasing permits. However, we're not sure what the impact of COVID and tele-working will have on the state's usual permit purchases, so reduced the FY22 budget.
39	Marriage licenses	\$600	City gets \$10 for each license sold.
40	Miscellaneous income	\$4,000	Mostly for copies of non-land record documents, including tax bills. We're sending more and more of these electronically at no charge, so reduction in budget is warranted.
42	Recording fees	\$75,000	We saw a substantial increase a couple years ago when the legislature approved increasing recording fees by 37%.
46	Vault fees	\$1,000	Charges for time spent in the vault doing land records research. This likely will be reduced as more people are researching on-line.
52	Credit card processing fees	\$4,000	Increase due to more credit card payment options during COVID. Will likely continue to be a popular choice.
54	EV charging stations	\$300	With the Pearl Street station off-line and less vehicles in the downtown, we're seeing less usage of the Merchant's Row station. This projected budget number also takes into consideration Council's discussions on doing away with Chargepoint contract.
60-61	Delinquent MAR & tax interest	\$2,600 and \$26,000	Reflect prior years' actual numbers.
64	Parking tickets	\$31,500	Reflects plans to increase collections efforts of unpaid tickets, and increased parking ticket fines, which haven't gone into effect yet.

**EXPENSES:**

<b>Line #</b>	<b>Line title</b>	<b>FY22 proposed</b>	<b>Notes</b>
232-236	Elections	\$8,250	Our elections budgets fluctuate depending on whether we're in a general election cycle or not. FY22 is not a general election year, so expenses are lower.
238-261	City Clerk	\$266,395	The increase reflected in the FY22 proposed budget is entirely tied to moving the delinquent clerk position from the Finance Department to the Clerk Department to reflect current supervisory structure. When comparing non-personnel related expenses in the Clerk's office budget, the expenses are actually being reduced by \$500 or 1.4%. That includes a significant (\$4,000) increase in credit card fees, which are offset by increased credit card fee revenue.
923	VGM parking lot lease	\$15,965	This amount is calculated each year based on the 2015 MOU between the City and the VT Granite Museum. There is an annual escalator in the lease price, based on the CPI-U, and the City reimburses the museum for the property taxes on the parking lot.

FY22 GF Budget - DRAFT #1  
 UPDATED 10-12-20 (sem)

HIGHLIGHTED LINES TO BE REVIEWED BY CLERK 12/8/20

Line No.	Account No.	Account Description	FY 22 Proposed	FY 21 Approved (8-10-2020)	FY 20 Un-Audited (9-21-2020)	FY 20 Approved	FY 19 Audited (12-13-19)
<b>REVENUE</b>							
1	<b>(4005-405) TAX REVENUE</b>						
2	001-4005-405.4002	Delinquent Taxes	\$ -	\$ -	\$ 756,587	\$ -	\$ 776,954
3	001-4005-405.4005	GENERAL TAXES	\$ 9,346,139	\$ 9,008,072	\$ 7,611,054	\$ 8,454,190	\$ 7,393,744
4	001-4005-405.4008	Washington County Tax	\$ 42,305	\$ 41,073	\$ 39,921	\$ 39,921	\$ 38,739
5	001-4005-405.4009	Voter Approved Assistance	\$ 134,601	\$ 134,601	\$ 159,401	\$ 161,901	\$ 142,901
6	001-4005-405.4010	CV Public Safety Authority	\$ -	\$ 26,500	\$ -	\$ -	\$ 31,800
7	001-4005-405.4011	BADC Rock Solid Program Ballot Item	\$ -	\$ 40,000	\$ -	\$ -	\$ -
8	<b>Sub Total</b>		\$ 9,523,045	\$ 9,250,246	\$ 8,566,963	\$ 8,656,012	\$ 8,384,138
9							
10	<b>(4010-410) BUSINESS REVENUE</b>						
11	001-4010-410.4010	Liquor Licenses	\$ 2,516	\$ 2,960	\$ 2,845	\$ 3,700	\$ 3,445
12	001-4010-410.4011	Miscellaneous Licenses	\$ 816	\$ 960	\$ 1,330	\$ 1,200	\$ 1,002
13	001-4010-410.4012	Restaurant Licenses	\$ 2,720	\$ 3,200	\$ 3,360	\$ 4,000	\$ 3,450
14	001-4010-410.4014	Taxicab and Driver Licenses	\$ 1,360	\$ 1,600	\$ 756	\$ 1,500	\$ 2,760
15	001-4010-410.4015	Theater Licenses	\$ 170	\$ 200	\$ 252	\$ 250	\$ 240
16	001-4010-410.4016	Trucking, Rubbish and Waste	\$ 3,264	\$ 3,840	\$ 6,140	\$ 4,800	\$ 4,570
17	001-4010-410.4017	Entertainment Licenses	\$ 2,856	\$ 3,360	\$ 2,682	\$ 3,800	\$ 4,154
18	001-4010-410.4018	Video Machine Licenses	\$ -	\$ -	\$ -	\$ 1,300	\$ 665
19	<b>Sub Total</b>		\$ 13,702	\$ 16,120	\$ 17,365	\$ 20,550	\$ 20,286
20							
21	<b>(4015-430) PILOTS (PAYMENTS IN LIEU OF TAXES)</b>						
22	001-4015-430.4026	VHFA - In Lieu of Taxes	\$ -	\$ -	\$ -	\$ 4,000	\$ -
23	001-4015-430.4029	Capstone - PILOT	\$ 24,000	\$ 23,000	\$ 22,948	\$ 22,000	\$ 22,108
24	001-4015-430.4031	Barre Housing - PILOT	\$ 45,000	\$ 30,000	\$ 45,377	\$ 58,000	\$ 51,200
25	001-4015-430.4032	State of Vermont - PILOT	\$ 240,000	\$ 240,000	\$ 240,961	\$ 220,000	\$ 222,988
26	<b>Sub Total</b>		\$ 309,000	\$ 293,000	\$ 309,286	\$ 304,000	\$ 296,296
27							
28	<b>(4030-430) FEES</b>						
29	001-4030-430.4020	Animal Control Licenses	\$ 5,500	\$ 6,000	\$ 5,466	\$ 8,000	\$ 7,320
30	001-4030-430.4023	Tax Equalization	n/a	n/a	\$ 3,323	\$ -	\$ 3,320
31	001-4030-430.4025	Hold Harmless	n/a	n/a	\$ 7,369	\$ -	\$ 6,214
32	001-4030-430.4027	Act 68 Administrative Revenue	\$ 15,500	\$ 12,000	\$ 15,601	\$ 12,000	\$ 15,972
33	001-4030-430.4033	Building & Zoning Permits	\$ 48,000	\$ 50,000	\$ 48,749	\$ 70,000	\$ 46,263
34	001-4030-430.4034	Vehicle Registration (City Portion)	\$ 350	\$ 450	\$ 286	\$ 450	\$ 352
35	001-4030-430.4035	Delinquent Tax Collector Fees	\$ 42,000	\$ 42,000	\$ 24,152	\$ 42,000	\$ 38,322
36	001-4030-430.4036	Meters	\$ 80,000	\$ 80,000	\$ 73,499	\$ 115,000	\$ 97,149
37	001-4030-430.4037	Green Mountain Passports	\$ 50	\$ 100	\$ 36	\$ 100	\$ 48
38	001-4030-430.4038	Parking Permits	\$ 85,000	\$ 95,000	\$ 86,061	\$ 75,000	\$ 86,489

**FY22 GF Budget - DRAFT #1**  
**UPDATED 10-12-20 (sem)**

**HIGHLIGHTED LINES TO BE REVIEWED BY CLERK 12/8/20**

Line No.	Account No.	Account Description	FY 22 Proposed	FY 21 Approved (8-10-2020)	FY 20 Un-Audited (9-21-2020)	FY 20 Approved	FY 19 Audited (12-13-19)	
39	001-4030-430.4039	Marriage Licenses (City Portion)	\$ 600	\$ 700	\$ 580	\$ 700	\$ 564	
40	001-4030-430.4040	Miscellaneous Income	\$ 4,000	\$ 4,500	\$ 3,760	\$ 3,000	\$ 5,090	
41	001-4030-430.4041	Police Dept. - Public Reports Fees	\$ 5,000	\$ 5,000	\$ 5,100	\$ 5,000	\$ 4,410	
42	001-4030-430.4042	Recording Fees	\$ 75,000	\$ 75,000	\$ 73,060	\$ 60,000	\$ 53,742	
43	001-4030-430.4043	Recreation (Rental) Fees (Rotary Park)	\$ 1,000	\$ 750	\$ 868	\$ 1,000	\$ 1,506	
44	001-4030-430.4044	Swimming Pool Admissions/CY20 Day Camp Fees	\$ 14,000	\$ -	\$ 8,591	\$ 12,500	\$ 12,738	
45	001-4030-430.4045	BOR Concession Fees	\$ 1,500	\$ 1,250	\$ -	\$ 2,250	\$ -	
46	001-4030-430.4046	Vault Fees	\$ 1,000	\$ 1,200	\$ 883	\$ 1,000	\$ 934	
47	001-4030-430.4048	Cell Tower Fees (75%; 25% to Civic Center Fund)	\$ 46,818	\$ 46,050	\$ 75,775	\$ 110,760	\$ 107,198	
48	001-4030-430.4049	Fire Alarm (Master Box) Maint Fees	\$ 14,000	\$ 15,000	\$ 14,025	\$ 12,000	\$ 13,650	
49	001-4030-430.4051	Rental Property Registration (May-April)	\$ 110,000	\$ 100,000	\$ 110,025	\$ 100,000	\$ 97,954	
50	001-4030-430.4052	Rental Permits - Delinquent Fees	\$ 1,000	\$ 1,000	\$ 2,591	\$ 1,000	\$ 1,281	
51	001-4030-430.4055	Burn Permits	\$ 3,500	\$ 3,500	\$ 3,585	\$ 3,500	\$ 3,585	
52	001-4030-430.4056	Credit Card Processing Fees	\$ 4,000	\$ 2,000	\$ 3,659	\$ 2,000	\$ 1,949	
53	001-4030-430.4057	FD Public Report Fee	\$ 100	\$ 100	\$ 80	\$ 100	\$ -	
54	001-4030-430.4058	EV Charging Stations	\$ 300	\$ 400	\$ 839	\$ 300	\$ 649	
55	001-4030-430.4059	Time of Sale Inspection Fee	\$ 3,500	\$ -	\$ 275	\$ -	\$ -	
56	<b>Sub Total</b>		\$ 561,718	\$ 542,000	\$ 568,236	\$ 637,660	\$ 606,699	
57								
58	<b>(4060-460) FINES AND PENALTIES</b>							
59	001-4060-460.4061	City Ord. Violations (Traffic Control, Towing Fees, Muni & Civil Fines)	\$ 2,500	\$ 1,000	\$ 3,012	\$ 1,000	\$ 3,735	
60	001-4060-460.4062	Del MAR Interest Penalty	\$ 2,600	\$ 2,600	\$ 3,560	\$ 2,600	\$ 2,846	
61	001-4060-460.4063	Delinquent Tax Interest	\$ 26,000	\$ 35,000	\$ 23,329	\$ 35,000	\$ 26,094	
62	001-4060-460.4064	Traffic Tickets - Judicial Bureau	\$ 7,500	\$ 3,000	\$ 8,008	\$ 3,000	\$ 2,689	
64	001-4060-460.4066	Parking Tickets	\$ 31,500	\$ 30,000	\$ 24,780	\$ 55,000	\$ 33,997	
66	<b>Sub Total</b>		\$ 70,100	\$ 71,600	\$ 62,688	\$ 96,600	\$ 69,360	
67								
128	<b>REVENUE TOTAL</b>			#REF!	#REF!	#REF!	\$ 12,528,689	\$ 12,007,386
129				#REF!	#REF!	#REF!	6.88%	
130	<b>EXPENSES</b>							
232	<b>(5060) ELECTIONS</b>							
233	001-5060-100.0110	Salaries and Wages	\$ 3,000	\$ 5,500	\$ 2,742	\$ 2,500	\$ 4,942	
234	001-5060-360.1165	Program Materials	\$ 5,000	\$ 5,000	\$ 4,740	\$ 4,500	\$ 4,768	
235	001-5060-360.1170	Board of Civil Authority	\$ 250	\$ 500	\$ 132	\$ 500	\$ 296	
236	<b>Sub Total</b>		\$ 8,250	\$ 11,000	\$ 7,614	\$ 7,500	\$ 10,006	
237			-25.00%	46.67%	-168.18%	-25.04%		
238	<b>(5070) CITY CLERK</b>							
239	001-5070-100.0110	Base Salary , Longevity (3.0 FTE - <b>changed to 3.5 FTE FY22</b> )	\$ 170,559	\$ 138,735	\$ 126,280	\$ 139,424	\$ 126,527	
242	001-5070-100.0113	Overtime	\$ 500	\$ 1,000	\$ 118	\$ 1,000	\$ 101	

FY22 GF Budget - DRAFT #1

UPDATED 10-12-20 (sem)

HIGHLIGHTED LINES TO BE REVIEWED BY CLERK 12/8/20

Line No.	Account No.	Account Description	FY 22 Proposed	FY 21 Approved (8-10-2020)	FY 20 Un-Audited (9-21-2020)	FY 20 Approved	FY 19 Audited (12-13-19)
243	001-5070-110.0150	FICA	\$ 13,086	\$ 10,690	\$ 9,289	\$ 10,742	\$ 9,548
244	001-5070-130.0180	Training & Development	\$ 500	\$ 750	\$ 265	\$ 750	\$ 329
245	001-5070-130.0182	Travel & Meals	\$ 100	\$ 200	\$ -	\$ 200	\$ 105
246	001-5070-200.0214	Telephone	\$ 1,500	\$ 1,600	\$ 1,447	\$ 1,300	\$ 1,636
247	001-5070-210.0312	Office Machines Maintenance	\$ 200	\$ 300	\$ 153	\$ 300	\$ -
248	001-5070-220.0417	Recording of Records	\$ 14,000	\$ 14,000	\$ 12,458	\$ 14,000	\$ 13,369
250	001-5070-230.0510	Advertising	\$ 4,000	\$ 4,500	\$ 6,207	\$ 4,500	\$ 558
251	001-5070-230.0511	Credit Card Service Charges	\$ 7,000	\$ 3,000	\$ 4,638	\$ 3,000	\$ 2,761
252	001-5070-340.0944	Glasses	\$ 658	\$ 590	\$ 547	\$ 570	\$ 125
253	001-5070-350.1053	Office Supplies	\$ 1,500	\$ 2,000	\$ 981	\$ 2,000	\$ 1,833
254	001-5070-360.1165	Program Materials	\$ 3,500	\$ 4,500	\$ 2,939	\$ 4,500	\$ 3,508
255	001-5070-440.1240	Computer Equipment and Software	\$ 500	\$ 2,000	\$ -	\$ 2,000	\$ 2,434
256	001-9020-110.0151	Health Insurance	\$ 34,655	\$ 28,234	\$ -	\$ 29,058	\$ -
257	001-9020-110.0152	Life/Disability	\$ 1,501	\$ 1,013	\$ -	\$ 1,333	\$ -
258	001-9020-110.0153	Dental Insurance	\$ 1,620	\$ 1,388	\$ -	\$ 1,285	\$ -
259	001-9030-110.0154	Pension	\$ 11,016	\$ 8,943	\$ -	\$ 7,843	\$ -
260	<b>Sub Total</b>		<b>\$ 266,395</b>	<b>\$ 223,443</b>	<b>\$ 165,321</b>	<b>\$ 223,805</b>	<b>\$ 162,834</b>
261			<b>19.22%</b>	<b>-0.16%</b>	<b>1.53%</b>	<b>37.44%</b>	
922	<b>(9130) MISC ACCOUNTS</b>						
923	001-9130-360.1201	VGM - South Parking Lot Lease	\$ 15,965	\$ 15,500	\$ 15,270	\$ 14,800	\$ 14,924
925	001-9130-360.1203	Barre City Energy Committee	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 455
927	001-9130-360.1326	Miscellaneous Expenses	\$ 10,000	\$ -	\$ 1,065	\$ -	\$ 347
930	001-9130-360.1371	BCJC Stipend	\$ 7,000	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,830
931	001-9130-360.1380	Semp VCF Trust Income Assignment	\$ 50,000	\$ 4,047	\$ 61,567	\$ 50,000	\$ 59,950
932	001-9130-360.1381	VT Youth Conservation Corps	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 15,000
934	001-9130-360.xxxx	Teen Center Staff & Misc. Allowance	\$ -	\$ -	\$ -	\$ -	\$ -
935	001-9130-370.1380	COVID-19 Materials	\$ 15,000	\$ 15,000	\$ 23,506		
936	001-9130-370.1381	COVID-19 Payroll	\$ -	\$ -	\$ 20,797		
937	001-9130-370.1382	COVID-19 FICA	\$ -	\$ -	\$ 1,581		
938	001-9130-360.1206	BADC Rock Solid Program Ballot Item	\$ -	\$ 40,000	\$ -		
939	<b>Sub Total</b>		<b>\$ 106,465</b>	<b>\$ 81,387</b>	<b>\$ 139,126</b>	<b>\$ 80,140</b>	<b>\$ 97,506</b>
940			<b>30.81%</b>	<b>1.56%</b>	<b>42.68%</b>	<b>-17.81%</b>	
947							





# *City of Barre, Vermont*

## *“Granite Center of the World”*

Carolyn S. Dawes  
City Clerk/Treasurer

6 N. Main St., Suite 6  
P. O. Box 418  
Barre VT 05641  
Telephone (802) 476-0242  
FAX (802) 476-0264  
cdawes@barrecity.org

To: Mayor, Councilors, Manager  
From: Carol Dawes, clerk/treasurer  
Date: December 3, 2020  
Re: Good Samaritan voter-approved property tax exemption

As per 32 VSA §3840, when a “society or body of persons associated for a charitable purpose... owns real estate used exclusively for the purposes of the... organization, such real estate may be exempted from taxation... for a period not exceeding 10 years, if the town so votes.” “...a town may vote additional periods of exemption not exceeding five years each.”

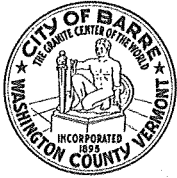
Good Samaritan Haven has had voter-approved property tax exemption since its inception in 1985, and is due to have their exemption status expire on June 30, 2021. Under past circumstances such a ballot item request requires a petition with signatures from at least 10% of the City’s registered voters, the total of which is currently 6,000.

However, under COVID, Council might want to consider waiving the petition requirement and treating it like the funding requests, in that those who have been approved in the past and are seeking level funding may have their request placed on the ballot upon submission of an application, request letter and supporting documents. As the voters have approved this property tax exemption since establishment of the Haven in 1985, the situation appears to be similar.

#### Approval history:

- Established in 1985, received approval for 10 years
- March 1995 annual meeting – 5 year renewal
- Nothing in records for a vote in 2000. May have been skipped by mistake
- March 2005 annual meeting. – 5 year renewal
- March 2011 annual meeting. – 5 year renewal
- March 2016 annual meeting. – 5 year renewal

I have invited GSH executive director Rick DeAngelis to attend Tuesday’s meeting.



# *City of Barre, Vermont*

*"Granite Center of the World"*

*Steven E. Mackenzie, P.E.*  
*City Manager*

*6 N. Main St., Suite 2*  
*Barre, VT 05641*  
*Telephone (802) 476-0240*  
*FAX (802) 476-0264*  
*[manager@barrecity.org](mailto:manager@barrecity.org)*

## MEMO

**TO:** City Council  
**FR:** The Manager  
**DATE:** 12/04/20  
**CC:** TAC Committee; Bill Ahearn. DPW; Chief Bombardier, DC Eastman

**SUBJECT:** 12/08 Council Agenda Item 9.D:  
Concept Proposal re: Speed Enforcement Initiative

Councilors:

Attached please find a Concept Proposal regarding a Speed Enforcement Initiative I'm spearheading as I mentioned a month so ago in my Manger's Report. While I consider this to be substantially complete, please consider this a "Work in Progress" at this time, as I have not yet circled back to vet this with the above Department Heads. In addition, I'd like to run this by the TAC for any feedback the Committee might have.

However, in order to avoid any further delay in following through with Council, I have placed on the 12/8 Agenda. I would appreciate Council reaction and feedback.

12/03/04

**City of Barre  
Speed Enforcement Initiative  
Draft Concept Proposal**

**Overview:**

The City Manager, Police Chiefs and Director of Public Works are in the process of collaborating to develop a trial program to address chronic vehicular speeding complaints on some of the more heavily traveled Streets within the City of Barre. This initiative generally consists of the following elements:

1. Delineation of Speed Enforcement Zones on selected problem Streets
2. Installation of high visibility Speed Enforcement Signage
3. Increased deployment of the RADAR Speed Carts within these Zones
4. Increased Speed Enforcement Directed Patrols within the identified Speed Zones.
5. Speed and Citation Data Collection to Monitor the effectiveness of the Enforcement Zones and program.

**Details:**

Speed Enforcement Zones will only be established on arterial and/or convector streets with high traffic volumes subject to chronic speeding complaints. These Zones are not intended for installation on residential neighborhood streets. Installed signage would be 24" x 36" (?) black & white (black & yellow?) signs at both ends of each Enforcement Zone reading:

**SPEED  
ENFORCEMENT  
ZONE  
25 mph**

The enforcement goal would be a minimum of 2 hours per day of directed patrols for speed monitoring and enforcement. That said, this patrol time would be spread across the enforcement Zones in effect at the time, and is not intended to be 2 hours per day at each Zone. Further, this patrol time will be as any shift officer can allocate the time during their shift; it will likely be in 15 to 30 +/- minute increments. The daily patrol time will be logged under a Case Number assigned by the Chief(s) so that it can be documented and monitored for effectiveness.

## Street Selection

There are a number of Streets worthy of this initiative, but to start the program, the following streets are candidates for the first trial group:

1. Washington Street (Academy St. to Waterman St.)
2. Circle St. (Hale St. to Ayer St.)
3. Ayer St. (RR Tracks to Circle St.)
4. Maple Avenue (Seminary St. to Merchant St.)
5. Hill Street (Washington to Garden)
6. Merchant Street (Wellington to Rte. 14)

It remains to be determined how many Zones will be established to start. The suggested goal is a minimum of three. The above streets are the Manager's suggestions, but the Council or TAC may have input as to which streets are selected for the initial trial. In addition, there are likely other locations, but the above locations have been selected based on current public feedback/complaints to make initial assessments the logistics and effectiveness of this trial program.

## Schedule:

With the impending on-set of winter, it is unlikely the Zones can be established before spring (May 1?). In addition, the forthcoming hiring of an Engineering Technician in the Department of Public Works will provide a badly needed technical resource to assist with the signage acquisition, deployment and most importantly – speed cart baseline data collection and analysis to develop solid baseline speed data before the installation of the speed Zones. This will facilitate future monitoring assessments, and will also allow us time to vet this proposal before the Transportation Advisory Committee (TAC) as well.

In the meantime, baseline data will be collected by weekly rotating deployments of directed patrols as well as the speed cart throughout the proposed Speed Enforcement Zones. Once the enforcement Zones are established, the intent is to monitor data on a monthly basis in an effort to ultimately determine the effectiveness of this initiative. In addition, as with the trial speed table program initiated late fall, anecdotal feedback from the public will be helpful in the assessment to determine if this initiative is effective, and whether it is successful and should be expanded (contingent upon available staff resources)

Random patrols of varying duration will help to avoid enforcement “predictability” by motorists. While the random patrols will increase speed monitoring and enforcement visibility to motorists, the more unpredictable the monitoring, then the more likely we will increase the consciousness on motorists’ part to responsibly manage speeds.



# *City of Barre, Vermont*

*“Granite Center of the World”*

Steven E. Mackenzie, P.E.  
City Manager

6 N. Main St., Suite 2  
Barre, VT 05641  
Telephone (802) 476-0240  
FAX (802) 476-0264  
[manager@barrecity.org](mailto:manager@barrecity.org)

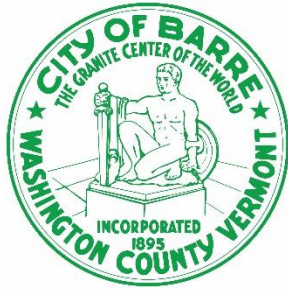
## MEMO

**TO: City Council**  
**FR: The Manager**  
**DATE: 12/04/20**  
**CC:**

**SUBJECT: 12/08 Council Agenda Item 9.E:  
Social Media Policy Revisions**

Councilors:

I have the above item on the 12/08 Agenda, but as I write his memo just before Friday packet preparation and distribution, I have yet to reconcile my notes from my November 5<sup>th</sup> meeting with the Council Social Media Working Group (Councilors Boutin, Reil) and invited Department Heads or representatives of those Departments with Facebook Pages. Over the week-end I will work to prepare the Policy revisions from that working session. I will also try to obtain some feedback/vetting from eth attendees such that I can forward Policy revisions by (late?) Sunday. Whether I'm successful in accomplishing all that or not, if I am able to provide a review document to the Council by Tuesday, but you feel you have had insufficient time to review/consider the document, we can defer this item to the 12/22 meeting.



Department of Public Works  
6 North Main St Suite 1  
Barre, VT 05641

## Street Acceptance – Stowe St

To: Steven Mackenzie P.E. City Manager  
From: William Ahearn P.E. Director Public Works and Engineering  
Subject: City Acceptance of Stowe Street as a city street  
Date: December 4, 2020

The City of Barre has the right and authority to accept or deny acceptance of streets constructed within the City limits. The purpose of the authority is to provide the capability to enforce appropriate legal interest, alignment, materials and construction standards for streets that will be maintained by the City.

In the approval of subdivision and lots, the City obtains rights of way for transportation and utilities. These rights of way are a prerequisite for City acceptance of a street. Stowe street has a clearly defined right of way that includes all of the existing street and extends further from its current terminus at 260 feet, to meet Gordon Lane at a distance of 150 feet and extends further to meet Crockett Street (paper) at a distance of 235 feet. There are two additional lots on the Stowe St right-of way (single owner) and five additional lots on the Crockett St right of way. The Stowe St ROW is a 2 rod (33 ft) width which will limit the pavement width to 22 feet maximum indefinitely.

**Finding:** There appears to be sufficient legal interest for the proper operation and maintenance of the street and City utilities in the street to accept the constructed portion of the street. In addition, there is significant supplemental value in future development potential that can be improved by the Acceptance Decision.

The existing street construction is an essentially straight road segment with adequate sight distance in both directions at Prospect St. Grades range from 2 to 6%, as you proceed southerly away from Prospect St.

**Finding:** The street grade and alignment are acceptable and pose no unusual issues or difficulties for normal maintenance or reconstruction if needed.

Materials and construction were modified and re-installed by the city in its street reconstruction program. The street was reconstructed in FY 12 with completion in late 2012. There was subsequent work in the intersection of Stowe and Prospect Sts. in 2017. The pavement condition is mostly good with a portion in fair condition (12'x80') showing some fatigue cracking. The street will be a candidate for an overlay within 8 years to preserve the existing pavement. This is very consistent with a projected pavement life for a street constructed to City standards which is 20 years. Water line replacement occurred prior to the street reconstruction and the sewer line was assessed and found to be in good condition in 2011.

**Finding:** The street and utilities were assessed in 2211 with reconstruction by the City in 2012. The current pavement conditions confirm adequate base and surface course preparation in those efforts. The street is in compliance with City of Barre recommended standards.

Based on findings in the four essential areas for acceptance, **I recommend that the City Council accept 260 feet of Stowe St as a city street for full maintenance by the City effective on passage of a motion to accept by the City Council.**

Attachments: Stowe St. pictures





Stowe St intersection facing East on Prospect St



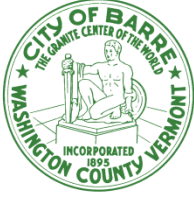


Stowe St intersection facing West on Prospect St





Stowe St facing S across Prospect



# *City of Barre, Vermont*

*“Granite Center of the World”*

*Janet E. Shatney, Planning Director  
Planning, Permitting & Assessing  
[PPADirector@barrecity.org](mailto:PPADirector@barrecity.org)  
Direct Line (802) 477-1465*

*6 N. Main St., Suite 7  
Barre, VT 05641  
Office Telephone (802) 476-0245*

## **INTEROFFICE MEMORANDUM**

TO: City Council

CC: City Manager Steve Mackenzie, P.E.; City Clerk/Treasurer Carol Dawes

FROM: Janet E. Shatney, Planning Director

DATE: December 4, 2020

RE: Draft City-Wide Reappraisal RFP

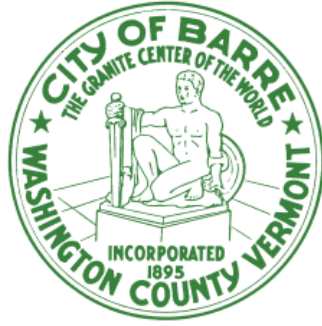
---

In follow-up to a request of me by the City Manager, I have prepared this draft RFP (Request for Proposal) for a city-wide reappraisal discussion Tuesday evening.

This draft has been shared with the Contract Assessor, and I am waiting for comments from him. I have already been discussing this reappraisal with a member of the Tax Department who stated that they “wholeheartedly support a city-wide reappraisal particularly considering [our] last reappraisal was completed 16 years ago”.

Note that according to the Department of Taxes, the requirements for reporting to them of our reappraisal are to submit a completed RA-309 form. The deadlines are January 1<sup>st</sup> is a notification date that we are done or will be done with the appraisal, so that PVR (Property Valuation and Review) has time to prepare the City’s equalization information. The January 1<sup>st</sup> deadline is of the year that the reappraisal will go into effect. PVR wants to have the RA-309 form no later than May 1<sup>st</sup> prior to starting. Therefore, as the draft is written currently, the work wouldn’t be done until calendar year 2022 at some point, so we would need to submit RA-309 in its entirety prior to December 31, 2021.

Thank you.



**REQUEST FOR PROPOSALS**  
**FOR**  
**2021 CITY-WIDE REAPPRAISAL**

ISSUED BY

**City of Barre, Vermont**  
**Planning, Permitting & Assessing Office**  
**6 N. Main Street, Suite 7**  
**Barre, VT 05641**

Date of Issue: **January 1, 2021**

Due Date for Proposal: **June 1, 2021**

**2021 BARRE CITY CITY-WIDE REAPPRAISAL**

**Contents**

REQUEST FOR PROPOSAL ..... 1

INTRODUCTION ..... 1

DESCRIPTION OF PROJECT..... 2

PROJECT PURPOSE & OBJECTIVES..... 2

SCOPE OF SERVICES ..... 2

DELIVERABLES ..... 4

PROJECT SCHEDULE..... 4

PAYMENT SCHEDULE ..... 5

ADMINISTRATIVE INSTRUCTIONS..... 5

ADDITIONAL REQUIREMENTS..... 5

    Equal Employment Opportunity ..... 5

    Insurance ..... 5

    Indemnification ..... 6

AVAILABLE INFORMATION..... 6

ASSESSOR AND CITY INVOLVEMENT (SUCH AS, BUT NOT LIMITED TO) ..... 6

QUALIFICATIONS AND EVALUATION..... 7

CITY CONTACTS ..... 7

ATTACHMENTS..... 8

## REQUEST FOR PROPOSAL

The City of Barre is requesting proposals from qualified, licensed reappraisal Contractors to work with the City of Barre Assessing Team to complete a city-wide reappraisal of real taxable and nontaxable property for the 2023 Grand List.

The selected Contractor will be responsible for a thorough analysis of local real estate market conditions and review of the existing Computer Assisted Mass Appraisal (CAMA) data leading to the development of computer models for estimating the fair market value of all taxable property in the City of Barre.

Completed proposals will be accepted until **4:00 PM, June 1, 2021.** Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative. Copies of this request for proposal may be obtained by calling Janet Shatney, Planning Director at (802) 477-1465, or by email at [PPADirector@barrecity.org](mailto:PPADirector@barrecity.org).

The City of Barre, Vermont reserves the right to refuse any or all bids.

## INTRODUCTION

The City of Barre is situated centrally within Washington County. It is southeast of the capital City of Montpelier, and is 4 square miles, with 48.9 miles of roads. There were an estimated 9,052 residents as of the 2010 census, with an estimated median household income of \$39,187 for 2018.

We have a broad mix of land uses including residential, commercial, retail and industrial properties. There is a broad mix of housing that includes mobile homes, single family homes, 2+ multifamily housing, condominiums, town houses, multi-unit apartments. The City of Barre has one municipal TIF District, a Historic District, and a Designated Downtown District. Our 2019 CLA (Common Level of Appraisal) is 96.37%, the COD (Coefficient of Dispersion) is 11.89%.

For the 2020 Grand List there were 3,145 taxable parcels. The parcel breakout was as follows:

R1	2,316	I	60
R2	4	UE	2
MHU	1	F	2
MHL	43	O	74
C	245	M	309
CA	89		

There are 216 non-taxable properties. The selected Contractor will collect data and take pictures of these properties.

The City uses ProVal by Thomson Reuters, and the reappraisal project will be completed using this software.



## DESCRIPTION OF PROJECT

The reappraisal project shall involve:

- An exterior measurement of each structure as well as an interior inspection<sup>1</sup> to gather pertinent data.
- One digital photo will be taken of each property, unless multiple structures are present.
- The development of new land schedules and neighborhood delineations to estimate land values for every site within the City.
- Collection and analysis of income and expense information and market rental data to update the income approach for commercial and industrial properties.
- Detailed analysis of residential sales over a three-year period to develop direct sale comparison and multiple Regression Analysis (MRA) approaches as well as formulating accurate, localized cost and depreciation schedules to develop a cost approach for all types of properties.

These, and any other applicable methods, shall be incorporated into existing ProVal software system and the existing property listing data will be reviewed to assure compliance with the new analyses.

The last reappraisal was completed in 2006, which was a partial, using data from the 2002 reappraisal, and inspecting most of those missed in 2002, resulting in a percentage increase on the rest bringing the CLA back to 100%. Prior to that, a city-side reappraisal was completed in 2002 by the then City Assessor, and before that one was completed in 1990.

## PROJECT PURPOSE & OBJECTIVES

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in the City of Barre as of April 1, 2023. In addition, the models shall be integrated into the CAMA system so that future construction, subdivisions and changes to existing properties may be valued using the same methodologies.

## SCOPE OF SERVICES

- a. The Contractor shall review existing CAMA property descriptions, neighborhood delineations, tax maps, zoning descriptions and other relevant information to understand the current assessment system.
- b. The Contractor shall analyze up to three (3) years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.

---

<sup>1</sup> Inability to complete interior inspections must be beyond control of the reviewer and noted on the record

- c. The Contractor shall review and refine neighborhood delineations, analyze vacant and improved property sales and develop land-pricing schedules that result in accurate estimates for land values for every property in the City. The new land schedules must also produce current **Act # 60 or 68?** Homestead and Housesite site values, where applicable.
- d. The Contractor shall solicit and analyze income and expense and market rental information from applicable commercial and industrial properties.
- e. The Contractor shall review existing CAMA property descriptions to assure compliance with new market models for valuation using the ProVal software.
- f. The Contractor shall produce new models in the ProVal system for cost and depreciation, sales comparison, MRA, income and any other applicable valuation methods for all types of real property in the City of Barre.
- g. The Contractor shall test the various computer models against the existing sales data to verify the reliability and accuracy of the models for estimating fair market values.
- h. The Contractor shall produce, review and verify fair market value estimates for every property in the City of Barre.
- i. The Contractor shall measure all physical improvements and give a listing of interior and exterior construction details. Quality of construction, age, effective age and condition will be shown. Additional area above or below the first floor of buildings shall be accurately measured where the square footage cannot otherwise be precisely determined based on first floor areas.
- j. The Contractor shall provide a sketch of buildings drawn to scale with dimensions given utilizing the ProVal software program.
- k. The Contractor shall take one digital photograph of each residential property and one photograph of each building greater than 200 square feet on non-residential properties. Photographs shall be incorporated into the CAMA database.
- l. The Contractor, working with the City, shall produce a Change of Assessment Notice including every assessment change to be mailed to every taxpayer as the official notification.
- m. The Contractor shall defend values at the grievance level, and at the Board of Civil Authority level. The City reserves the right to hire the Contractor to defend values at the State Board of Appraisers or Superior Court. Contractor shall provide a price for defense at State Board and Superior Court.
- n. The Contractor shall produce manuals clearly explaining the valuation methods, the data and the processes to aid the City in defending the new assessments, and valuing new properties, subdivisions and changes to existing properties. This includes a thorough description of land grading values as well as how peculiarities in construction that are not described in Marshall



& Swift are appraised.

- o. The Contractor shall complete all of these activities in compliance with Vermont’s “Three-Prong Test” and accepted appraisal practices, conforming to all applicable state statutes and rules.
- p. The Contractor shall supply a plan of action for inspections, specifically outlining how inspections will be scheduled and how interior inspections shall be scheduled.
- q. All data, maps, reports, forms and worksheets used or developed for this reappraisal shall belong to the City of Barre.

### DELIVERABLES

The final work product will be the 2023 completed Grand List, and will include the Change of Assessment Notices, updates to the ProVal CAMA software that reflect the new land schedules and updated cost, income and market models and the successful completion of the informal appeals. The documentation produced for this project shall include: a new land valuation manual that includes neighborhood delineations, land schedules and descriptions of adjustments, a copy of the sales file and adjustments made to create the land schedule, copies of any data collection or review manuals developed for, or used during this project, and copies of any other manuals, tables or reference materials developed or used during this project. All materials related to this project shall become the property of the City of Barre, Vermont.

### PROJECT SCHEDULE

Proposal Submitted	January 1, 2021
Consultation with Contractors if needed	February 15, 2021 (no later than)
Selection of Firm – City Council Award	March 2, 2021
Issue Notice of Award	March 3, 2021
Work Plan established by the Contractor	April 1, 2021
50 percent inspections complete	October 1, 2021
75 percent inspections complete	January 1, 2022
100 percent inspections complete	March 1, 2022
Reappraisal Notifications	June 1, 2022

If additional information or consultation are needed from any Contractor during this window, the Contractor(s) will be notified by the City of Barre.

#### Schedule of Penalties:

Inspection Schedule	\$100 per business day
Reappraisal Notifications	\$500 per calendar day
Project status meetings will be scheduled on an as-needed schedule	

## PAYMENT SCHEDULE

Payment will be made monthly upon approval of submitted invoices. A holdback amount equal to 10% will be paid after any Board of Civil Authority hearings.

## ADMINISTRATIVE INSTRUCTIONS

The proposals are due by **4:00 PM, June 1, 2021**. Proposals shall be submitted in electronic form (delivery confirmation required) to [PPADirector@barrecity.org](mailto:PPADirector@barrecity.org), or three (3) complete proposals shall be submitted in a sealed envelope, clearly marked **2021 BARRE CITY REAPPRAISAL** and addressed to:

**Janet E. Shatney, Planning Director**  
**Planning, Permitting and Assessing Services**  
**6 N. Main Street, Suite 7**  
**Barre, VT 05641**

The work shall not be assigned or sublet without previous consent of the City of Barre and the Contractor shall not either legally or equitably assign any of the moneys payable under this agreement, unless by and with consent of the City of Barre.

This Request for Proposal is intended to be explanatory, but should any discrepancy appear or any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the City of Barre shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the City of Barre when such correction is necessary for the proper fulfillment of their intention as constructed by the City of Barre.

## ADDITIONAL REQUIREMENTS

### Equal Employment Opportunity

The Contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor Regulations (41 CFR Part 60). The Contractor shall comply with all requirements of Title 21 V.S.A Chapter 5, Subchapters 6 and 7 relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

### Insurance

The Contractor shall take out and maintain during the life of this project, such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall protect them and any employee for personal injury, including accidental death, as well as, from claims for property damage, which may arise from operations under this project, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The

Contractor shall have minimum umbrella coverage of \$1,000,000 per occurrence.

### Indemnification

The Contractor shall and hereby agree to indemnify, save harmless and defend the City of Barre from the payment of any sum of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property caused by the Contractor, the Contractor's employees, agents of sub-contractors or in any way attributable to the performance and prosecution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorney's fees, costs of investigation and of defense.

### AVAILABLE INFORMATION

- Current tax map and parcel data, identification numbers and acreage
- Current zoning maps
- Surveys where available
- Examples of current land schedules and ProVal manuals
- Property descriptions from the current CAMA system

### ASSESSOR AND CITY INVOLVEMENT (SUCH AS, BUT NOT LIMITED TO)

- The City Council, City Manager, Department Director and Contract Assessor will take an active role in assisting in the selection process for the successful Proposer
- The City will be responsible for printing and mailing of postcards announcing reappraisal and requesting appointments
- The City will be responsible for the cost of supplies such as paper, post cards, postage and the mailing of the official notification to every taxpayer showing the new values
- The City will provide workspace in the form of one (1) office with telephone that has access to copy/print/scan during regular business hours at the City Hall, as well as for pre-hearings and formal hearings
- Providing an available copy of parcel maps with 911 locations for in-office use and to data collectors for assistance in the location of properties
- Scheduling of appointments for interior inspections and grievance hearings
- Copies of property transfer tax returns for sales review
- Implementation of the parcel map values and appeals resulting from this project
- Planning, Permitting & Assessing office will keep values current for properties with building and/or subdivision permits

## QUALIFICATIONS AND EVALUATION

The proposal should include the following:

- A. Scope of services
- B. Professional qualifications and names of the principals of the firm
- C. The qualifications of the project manager and key staff assigned to the project
- D. Description of the proposed methodologies for assessing values on each class of property
- E. Description of quality control and testing results
- F. The cost proposal
- G. Schedule of work by task
- H. List of all municipal reappraisals currently underway or completed within the last five years including client contacts and references
- I. Number of Inspectors to be employed

The evaluation of the proposal will be based on:

- A. Firm's understanding of the scope
- B. Proposed methodology for completing work
- C. Qualifications of the firm and personnel dedicated to the project
- D. Work on similar projects
- E. Cost proposal
- F. In-house availability of all necessary equipment to perform required services

## CITY CONTACTS

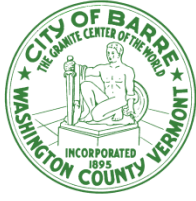
Janet E. Shatney, Director  
Planning, Permitting & Assessing Services  
6 N. Main Street, Suite 7  
Barre, VT 056041  
Telephone: (802) 477-1465  
Email: [PPADirector@barrecity.org](mailto:PPADirector@barrecity.org)

Joseph LeVesque, Contracted Part-Time Assessor  
Planning, Permitting & Assessing Services  
6 N. Main Street, Suite 7  
Barre, VT 056041  
Telephone: (802) 476-0244  
Email: [Jlevesque@barrecity.org](mailto:Jlevesque@barrecity.org)

Kathryn H. Bramman, Full time Assessing Clerk  
Planning, Permitting & Assessing Services  
6 N. Main Street, Suite 7  
Barre, VT 056041  
Telephone: (802) 476-0244  
Email: [KBramman@barrecity.org](mailto:KBramman@barrecity.org)

## ATTACHMENTS

- Copy of 2020 Vermont Form 411



# *City of Barre, Vermont*

*“Granite Center of the World”*

*Janet E. Shatney, Planning Director  
Planning, Permitting & Assessing  
[PPADirector@barrecity.org](mailto:PPADirector@barrecity.org)  
Direct Line (802) 477-1465*

*6 N. Main St., Suite 7  
Barre, VT 05641  
Office Telephone (802) 476-0245*

## **INTEROFFICE MEMORANDUM**

**TO:** City Council

**CC:** City Manager Steve Mackenzie, P.E.; City Clerk Carol Dawes; Finance Director Dawn Monahan

**FROM:** Janet E. Shatney, Planning Director

**DATE:** December 4, 2020

**RE:** Coronavirus Local Government Expense Reimbursement and FEMA Public Assistance Grant for Covid PPE Expenses Grant updates

---

This is a brief update as to where the City stands with the 2 above referenced grants.

The FEMA Public Assistance grant was submitted, and we received approval of our budget totaling \$23,441. A submittal for \$11,721 in expenses was submitted in late August.

The State LGER grant has taken into consideration our FEMA request, and their promise to cover 25% of the FEMA award. This grant was approved and issued on November 20, 2020 totalling \$72,209. This LGER grant covers all the rest of our Covid-related city purchases, including but not limited to the clear barriers in all city offices, cleaning supplies for all of our buildings, overtime related to Covid at the onset of the pandemic, and hazard pay for our EMS first responders throughout the entirety of the award period. A copy of the grant as approved is attached for your use – they issued the approval based on my application, therefore, no further signature by the City is required.

A request for reimbursement from LGER was submitted on October 28, 2020 for expenses accrued from March 1, 2020 through the August 31, 2020 for \$40,614. They are still processing this request. I am tracking weekly the expenses being purchased.

Note that our last submittal is for expenses from September 1 to December 30, 2020. This submittal is due no later than December 11, and we will need to estimate expenses for the last two (2) weeks of the year.

Thank you.



**State of Vermont**  
**Department of Taxes**  
133 State Street  
Montpelier, VT 05633-1401

*Agency of Administration*

**TO:** City of Barre, VT  
**FROM:** Jill Remick, Director, Property Valuation and Review  
**DATE:** 11/20/2020  
**SUBJECT:** Act 137 Local Government Expense Reimbursement Grant Award Approved

This message is to notify your office that your grant application under Act 137 of 2020 for the Local Government Expense Reimbursement Grant has been APPROVED.

This is not a block grant: your actual payment will be a reimbursement amount based on the documentation you submit.

Number	Item	
1	Grant #	01140CRF20LGE0079
2	Grant Title:	Coronavirus Local Government Expense Reimbursement
3	Grantee Name	City of Barre, VT
4	Total Award Amount Not to Exceed:	\$72,209.00  <b>PLEASE NOTE:</b> As an applicant for FEMA Public Assistance grant funds, the above total will be adjusted AFTER your FEMA grant has been reviewed. Costs <b>denied by FEMA</b> will be reviewed for LGER eligibility, and approved expenses will be added to the LGER Total Award.
5	Grantee Contact Name, Title:	Janet Shatney, Director of Planning, Permitting & Assessing Services
6	Grantee Contact Phone, Email:	8024771465, PPADirector@barrecity.org
7	Grantee Address:	6 N. Main Street/ Suite 7 Barre, VT 05641
8	Award Start Date:	03/01/2020
9	Award End Date:	12/30/2020



## STATE OF VERMONT CRF GRANT AGREEMENT

### SECTION I - GENERAL GRANT INFORMATION

<b><sup>1</sup> Grant #:</b> 01140CRF20LGE0079	<b><sup>2</sup> Grant Title:</b> Coronavirus Local Government Expense Reimbursement		
<b><sup>3</sup> Total Award Amount:</b> \$72,209.00	<b><sup>5</sup> Award Start Date:</b> 03/01/2020	<b><sup>6</sup> Award End Date:</b> 12/30/2020	
<b><sup>7</sup> Grantee Name:</b> City of Barre, VT		<b><sup>8</sup> Vendor #:</b> Error! No document variable supplied.	
<b><sup>9</sup> Grantee Address:</b> 6 N. Main Street Suite 7			
<b><sup>10</sup> City:</b> Barre	<b><sup>11</sup> State:</b> VT	<b><sup>12</sup> Zip Code:</b> 05641	
<b><sup>13</sup> State Granting Agency:</b> Agency of Administration – Department of Taxes		<b><sup>14</sup> Business Unit:</b> 01140	
<b><sup>15</sup> Subrecipient Award:</b> Yes	<b><sup>16</sup> Match/In-Kind:</b> No		

### SECTION II - SUBRECIPIENT AWARD INFORMATION (REQUIRED ONLY IF BOX 15 IS CHECKED "YES")

<b><sup>17</sup> Grantee DUNS #:</b> Error! No document variable supplied.	<b><sup>18</sup> Indirect Rate:</b> N/A	<b><sup>19</sup> FFATA: YES <input type="checkbox"/> NO <input type="checkbox"/> (To Be Determined)</b>
		<b><sup>20</sup> R&amp;D: No</b>
<b><sup>21</sup> DUNS Registered Name (if different than VISION Vendor Name in Box 7):</b>		

### SECTION III - FUNDING ALLOCATION

<b>THIS AWARD CONTAINS FEDERAL FUNDS AS DETAILED BELOW</b>			<b>Required Federal Award Information:</b> The below information represents the Federal Award received by the State of Vermont and is required to be on this document by the Federal Government if available at the time of award.		
<b><sup>22</sup>CFDA #</b>	<b><sup>23</sup>Federal Award Project Description</b>	<b><sup>24</sup>Award Amount</b>	<b><sup>25</sup>FAIN</b>	<b><sup>26</sup>Federal Award Date</b>	<b><sup>27</sup>Total Federal Award</b>
21.019	Coronavirus Relief Fund	\$72,209.00	Not Available at time of this award	4/17/2020	\$1.25 Billion
			<b><sup>28</sup> Federal Awarding Agency:</b> US Department of Treasury		
<b>Total Funds Awarded under this action:</b>		<b>\$72,209.00</b>			

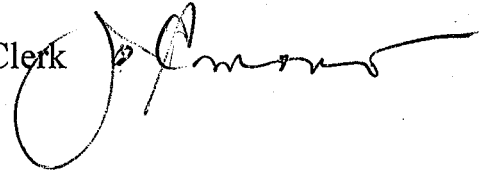
### SECTION IV - CONTACT INFORMATION (OPTIONAL)

STATE GRANTING AGENCY	GRANTEE
<b>NAME:</b> Jill Remick	<b>NAME:</b> Janet Shatney
<b>TITLE:</b> Director, Property Valuation and Review	<b>TITLE:</b> Director of Planning, Permitting & Assessing Services
<b>PHONE:</b> 802-828-6639	<b>PHONE:</b> 8024771465
<b>EMAIL:</b> tax.munigrants@vermont.gov	<b>EMAIL:</b> PPADirector@barrecity.org



To: Washington County Town and City Clerks

From: Josephine Romano, Washington County Clerk  
522-8498



Date: Tuesday December 1, 2020

Re: **Washington County Budget**

PLEASE DELIVER THE FOLLOWING INVITATION and the Attachment to the Zoom link TO YOUR BOARDS AND POST IN YOUR OFFICES. THANK YOU!

**WASHINGTON COUNTY PRELIMINARY BUDGET PLANNING  
MEETING  
DECEMBER 11 at 12 NOON  
on Zoom  
(JULY 1, 2021 through JUNE 30, 2022)**

The Washington County Assistant Judge Miriam Conlon invites you to attend and participate in a preliminary budget planning meeting for the Washington County Budget for fiscal year July 1, 2021 through June 30, 2022. The meeting will be held on **Friday, December 11, 2020 at 12:00 Noon Virtually on ZOOM**

This meeting is open to the public.

## VIRTUAL MEETING ANNOUNCEMENT

# WASHINGTON COUNTY PRELIMINARY BUDGET PLANNING MEETING

**DECEMBER 11 AT 12:00 NOON**

Washington County Assistant Judge Miriam Conlon invites you to attend and participate in a preliminary budget meeting for the Washington County budget for fiscal year July 1, 2021 through June 30, 2022.

Jo Romano, Washington County Clerk (802 522 8498 or [jo@greenmountainlifecoach.com](mailto:jo@greenmountainlifecoach.com)) is inviting you to a scheduled Zoom meeting for Washington County 2021-2022 Preliminary Public Budget Planning Meeting on Friday, December 11. This is open to the public so just connect at noon on Dec 11.

In the event of changes, if you can, please let Jo Romano know if you plan on attending. Thank you.

### Join Zoom Meeting

<https://us02web.zoom.us/j/3756646106?pwd=YlpCRkZpNE9DSjIUzNlMRTMTRBdz09>

Meeting ID: 375 664 6106

Passcode: 514439

One tap mobile

+13126266799,,3756646106#,,,,,0#,,514439# US (Chicago)

+19294362866,,3756646106#,,,,,0#,,514439# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 375 664 6106

Passcode: 514439

Find your local number:

<https://us02web.zoom.us/j/3756646106?pwd=YlpCRkZpNE9DSjIUzNlMRTMTRBdz09>



# ● *City of Barre, Vermont*

*“Granite Center of the World”*

Steven E. Mackenzie, P.E.  
City Manager

6 N. Main St., Suite 2  
Barre, VT 05641  
Telephone (802) 476-0240  
FAX (802) 476-0264  
[manager@barrecity.org](mailto:manager@barrecity.org)

To: Mayor Lucas Herring and the Barre City Council

From: Steven Mackenzie, P.E., City Manager

Re: Department Head Reports

Report Date: December 4, 2020

In order to keep you informed of the Department activities of the office, I'm forwarding this report of activities of the City staff for the previous Friday - Thursday. If there are any additional questions please do not hesitate to ask.

## **1. CLERK/TREASURER'S OFFICE:**

- City Hall remains closed to the public. The land records vault in the Clerk's office is open by appointment on Tuesdays, Thursdays and Fridays.
- To date 30 people have applied to the Vermont COVID Arrearage Assistance Program, which provides funding assistance for delinquent utility bills. Payments totaling just over \$14,000 have been approved to date. Informational flyers about the program were mailed out earlier this week with this month's delinquent water/sewer bills. Customers must register/apply online before the December 15<sup>th</sup> deadline.
- Working with the Buildings and Community Services Department on a disinterment request to remove remains buried at Hope Cemetery for transfer to another cemetery in the area. Such a disinterment requires written authorization from all surviving family members. We're waiting on one last authorization form to be received. Not sure this will get done before the receiving cemetery closes for the winter season.
- Water/sewer bills were mailed on Monday, December 30<sup>th</sup>, and are due by December 31<sup>st</sup>.
- Annual license renewal applications have been mailed out, and will start coming to Council for approval over the next several weeks.
- Working on the applications for the \$1.7M bond approved by the voters back in March. Because the bond touches water, wastewater and capital projects, we will need to complete three separate applications. The applications are due to be submitted by December 11<sup>th</sup>.

## **2. BUILDING AND COMMUNITY SERVICES:**

- The Vermont National Guard conducted COVIC 19 testing in the AUD on Saturday, Tuesday and Thursday. Unless there is another outbreak these are the last scheduled test dates for the AUD.
- I met with Steve and Stephanie on Monday regarding the current shut down of the BOR and plans moving forward. The BOR will remain closed at least until December 15 unless the Governor announces a change in his next press conference.
- I spoke briefly with the Vermont Principals' Association regarding the winter sports season on Monday. At this time the season could extend to the end of March should we get the go ahead to proceed with the season by mid-December.
- On Tuesday, I participated in the Department Head conference call.
- The DMV held CDL testing in the Civic Center parking lot on Wednesday.
- On Wednesday, I met with a tech from N.E. Air regarding the leaking radiator in the Opera House. The control valves on the unit are stripped out and we will need to cut them out to remove the unit. This has been re-scheduled for next week.
- On Wednesday, I participated in the Zoom meeting for the pool project upgrade project.
- On Thursday, I had a brief review on the Opera House renovation project with Dan Casey. Things are progressing nicely. Also on Thursday, I met with a representative from Absolute Spill Response and they will be cleaning out the pigeon feces on Friday from the alley between City Hall and the Blanchard Block.
- On Friday, I met with two techs from Vermont Heating and Ventilating to button up a couple of lingering items for the boiler installation project.
- Don continued to work on raising grass markers at Hope. We also had three toppled monuments at Elmwood reset thanks to Denis Beaudin who did the work pro-bono!
- The Facilities crew worked on installing the old Opera House chairs in the AUD balcony. These are a great improvement over the old plastic chairs.

### **2a. RECREATION:**

- Corresponded again with VT State High School Hockey scheduler to add 4 Northfield home high school games to our rink. Communicated with Lyndon as well and we are working some of their home games.
- Worked on overall ice schedule that will extend with the high school teams into March. Emailed groups touching base regarding ice and their plans.
- Met with the City Manager & BCS Director.
- Attended Department Head meeting.
- Emailed Clif group regarding book distribution.
- Participated in swimming pool update meeting. Went on site to see concrete work to date.
- Worked on VOREC/VCF grant
- Attended a C.E.U. training session with the Vermont Recreation and Parks Association. Participated in a V.R.P.A. Quarterly meeting.

- Connected with committee members to discuss a joint PRT and TAC meeting in December.
- Out of the office on Friday.

### **3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:**

#### **Planning – Janet:**

For week ending 11/27/20 (last week), I was on vacation 3 days and city holidays, although did the following:

- Attended the energy committee meeting Monday evening 11/23/20;
- Attended City Council meeting Tuesday evening 11/24/20 for discussion and presentation of my department's FY22 budget;

For this full week ending 12/04/20:

- Completed the minutes from the previous week's energy committee meeting;
- Completed the Gunners Brook buyout audit for the former Brook Street properties for TRORC (Two Rivers Ottawaquechee Regional Commission) – took 3 days to find, scan and upload files from the 2017-2018 timeframe to their shared drive so they could perform their desktop audit;
- Attended CVRPC Executive Committee meeting Monday evening;
- Worked with VEM and City Manager regarding the HMGP storm sewer projects and what is still remaining to get submitted;
- Department Head call was Tuesday morning;
- Updated the running tally of the Covid reimbursement spreadsheet for the LGER grant;
- Participated in a call with Capstone's consultant regarding their desire to create a parking lot next to the Brook Street School, meaning tearing down one apartment building. Still in conceptual stages;
- Participated in a call with City Manager, Public Works Director and City Attorney regarding property near Valliere Avenue that a resident has expressed interest in buying from the City;
- Worked on draft agenda with Planning Commission Chair;
- Send out lister cards when I get requests from people that have either bypassed the Clerk or don't want to wait for her response;
- Discussed with the FPR staff what is needed for a reimbursement under the Pool Grant;
- Wrote the draft RFP for the City-wide reappraisal, sent to Assessor for comments;
- Dealing with issue at 24 Eastern Avenue apartment building where they want to take their 4 rooms with shared bathroom and turn into 2 rental units – they cannot due to density standard and it being a non-conforming building (construction already started without permits);
- Working on the CIP for staff input;
- Assist fellow staff with information, help, etc.;
- Return phone calls, emails.

**Permitting – Heather:**

For week ending 11/27/20 (last week), for the 3 days worked and city holidays, this is her report:

- Issued 1 Electrical Permit;
- Issued 1 Vacant Building Renewal;
- Moved my office to home where I will be working remotely.

For this full week ending 12/04/20:

- Worked on archiving old zoning files dating back to the 1950's. This will be an ongoing process;
- Issued 1 Building Permit;
- Issued 4 Electrical Permits;
- Reconciled the monthly accounts;
- Answered all phone messages, emails, filed, picked up paperwork from the office twice weekly, and updated Zoning & Fire Dept. databases;
- Dealing with two projects that are already under way **without** the proper permitting in place. Working with those individuals to get the appropriate permitting and to come into compliance with current Zoning Regulations.

**Assessing Clerk – Kathryn:**

Worked 2 days last week and was on vacation/holiday otherwise, no report was sent, so for this full week as follows:

- Regular office tasks: permit copies from Heather, address changes, mapping updates, filing, checking Grand List items, Street numbers, corrections, e-mail messages, phone calls, etc.;
- Processed 12 PTTRs (property transfer returns) for updating all property records in NEMRC, Proval, and mapping software;
- Received 8 change of assessment cards from the Assessor to update files;
- Downloaded 2 Homestead filings (that were too late), the State removed 2 from homestead status - for a year-to-date total of 1743;
- Processed and sent out 4 corrected tax bills to residents, from the statement payment download corrections;
- Sent out 10 map copies and 9 lister cards as requested via email or by telephone;
- Distributed the November 2020 property transfer summary and sent out to all departments to update all systems.

**3a. CONTRACT ASSESSOR:**

- Contractor did not provide report.

**4. DEPARTMENT OF PUBLIC WORKS:**

- Department Head will send report with the warrants on Monday.

**5. FINANCE DIRECTOR:**

- Finalized FY20 audit report for final auditor review
- Finalized FY20 MD&A that will accompany the audit report
- Presented FY22 finance budget at Council meeting
- Worked on Capital Equipment Plan after receiving input from DH's and sent to Manager Mackenzie to review
- Assisted Clerk Dawes on a few bond application questions

**6. DEPARTMENT OF PUBLIC SAFETY:**

**6a. FIRE DEPARTMENT:**

Weekly Fire Activity Report to follow this memo.

**6b. POLICE**

Police Media Logs to follow this memo.

# Media Log Report

Rev.01/26/12

From: 11/26/2020 8:15

To: 12/03/2020 7:20

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      Barre City Police Department</b>			
12/3/20 7:20	20BA010074	Vandalism	Averill St
12/2/20 22:13	20BA010073	Assist - Other	Crescent Street
citizen assist request from Crescent St.			
12/2/20 21:31	20BA010072	Assist - Other	Pleasant
Citizen assist request on Pleasant St.			
12/2/20 20:54	20BA010071	Fire - Other	Parkside Terrace
Assist the fire dept on Parkside Terrace			
12/2/20 20:34	20BA010070	Suspicious Event	Beckley St
12/2/20 19:03	20BA010069	Welfare Check	Academy St
Welfare check request at an address on Academy St.			
12/2/20 18:46	20BA010068	Noise	Fairview St
Noise complaint on Fairview St.			
12/2/20 17:44	20BA010067	Mental Health Issue	Fairview St
Suspicious call on Fairview St.			
12/2/20 16:54	20BA010066	Welfare Check	Winsor Terrace
Mental health issue Windsor Terrace.			
12/2/20 16:47	20BA010065	Suspicious Vehicle	Railroad St
Suspicious vehicle Railroad St.			
12/2/20 16:26	20BA010064	Suspicious Event	Hope Cemetery
Suspicious event Hope Cemetery.			
12/2/20 16:16	20BA010063	TRO/FRO Service	Perrin St
Family Court paperwork served on resident of Perrin St.			
12/2/20 14:29	20BA010062	Assist - Public	Fairview St
public assist barre city			
12/2/20 12:56	20BA010061	Alarm - Security	Circle St
Alarm on Circle St.			
12/2/20 10:55	20BA010060	Motor Vehicle Complaint	Green Acres
12/2/20 9:34	20BA010058	Assist - Other	N Main St
Paperwork to court N. Main St.			
12/2/20 8:23	20BA010057	Animal Problem	
animal problem eastern ave			
12/2/20 6:51	20BA010056	Suspicious Event	Richardson Rd / N Main St
Debris moved from the roadway on Richardson Rd.			
12/2/20 0:46	20BA010055	Suspicious Vehicle	70 long st / anderson
Suspicious vehicle on Long St.			
12/1/20 23:24	20BA010054	Fireworks	S Main St
Fireworks on South Main St.			
12/1/20 23:02	20BA010053	Training-In-Service	Fourth Street



# Media Log Report

Rev.01/26/12

From: 11/26/2020 8:15

To: 12/03/2020 7:20

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      Barre City Police Department</b>			
In-Service Training on Fourth Street			
12/1/20 21:22	20BA010052	Prisoner - Lodging/Releasing	Fourth St
Assisted VSP with female prisoner arrested on an active warrant			
12/1/20 18:22	20BA010051	Traffic Stop	S Main St #
Traffic Stop on S. Main St.			
12/1/20 16:34	20BA010050	TRO/FRO Service	Burnham St
FRO service on Burnham Street.			
12/1/20 16:33	20BA010049	Suspicious Event	Eastern Ave
12/1/20 16:05	20BA010048	Disorderly Conduct	Summer St
disorderly conduct Summer St			
12/1/20 15:44	20BA010047	Sexual Assault	Unknown
12/1/20 14:18	20BA010046	Vandalism	Spaulding St
vandalism Barre City			
12/1/20 13:43	20BA010045	Assist - Public	South Main St - Wall St Complex
Public assist S. Main St.			
12/1/20 13:15	20BA010044	Assist - Agency	South Main St
12/1/20 13:10	20BA010043	Trespass	Summer St
trespass s main st			
12/1/20 12:56	20BA010042	Accident - Property damage only	Summer St
12/1/20 11:51	20BA010041	Assist - Other	South Main St
12/1/20 11:22	20BA010040	Assist - Public	Keith Ave / N Main St
Assist on Peral St.			
12/1/20 11:20	20BA010039	Suspicious Person	S Main St
suspicious person s main st			
12/1/20 11:17	20BA010038	Property Return / Disposal	Fourth St
Returned property Barre City.			
12/1/20 11:00	20BA010059	Violation of Conditions of Release	South Main Street
12/1/20 10:55	20BA010037	911 Hangup	Terrace Ave
911 hang up Terrace Ave			
12/1/20 10:37	20BA010036	Assist - Other	Merchants Row / ASA BLOOMER BLDNG
12/1/20 9:25	20BA010035	Assist - Agency	Fourth St
12/1/20 8:06	20BA010034	Directed Patrol - Other	Fourth St

# Media Log Report

Rev.01/26/12

From: 11/26/2020 8:15

To: 12/03/2020 7:20

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      Barre City Police Department</b>			
12/1/20 6:47	20BA010033	911 Hangup	Hale St
medical call on Hale St. No Police assistance required			
12/1/20 2:29	20BA010032	Suspicious Event	S Main St
Officers responded to a suspicious complaint at a business on S. Main St.			
12/1/20 2:15	20BA010031	Fireworks	S Main St
Report of fireworks on S. Main St.			
11/30/20 23:50	20BA010030	Vandalism	Hill St
11/30/20 23:29	20BA010029	Threats/Harassment	Palmisano Plaza
Threatening complaint on Palmisana Plaza			
11/30/20 23:28	20BA010028	Arrest Warrant - In State	Highgate Drive
Arrest on warrant on Highgate Drive.			
11/30/20 22:52	20BA010027	Prisoner - Lodging/Releasing	Fourth St
Released male prisoner to WCSD for transport			
11/30/20 22:49	20BA010026	Noise	South Main St
Noise disturbance on S Main Street.			
11/30/20 22:34	20BA010025	Noise	Elm Street
Noise complaint on Elm St.			
11/30/20 22:18	20BA010024	Assist - Agency	Kelley Rd
Assisted Barre Town Police at a disturbance on Kelley Road in Barre Town.			
11/30/20 22:08	20BA010023	Prisoner	Fourth St
11/30/20 21:50	20BA010022	Fireworks	S Main St
Several reports of fireworks on S Main Street.			
11/30/20 21:27	20BA010021	Loitering / Vagrancy	Merchant St
Called for a male sleeping in the stairwell of the apartment building on Merchant Street.			
11/30/20 20:56	20BA010020	Assist - Agency	Highgate Dr
11/30/20 20:51	20BA010019	DUI - Alcohol	East St
DUI-Alcohol 28 East St Barre City			
11/30/20 18:54	20BA010018	Assist - Public	Spaulding St
Public assist on Spaulding St.			
11/30/20 17:31	20BA010017	TRO/FRO Violation	
TRO violation reported via phone			
11/30/20 17:00	20BA010016	Loitering / Vagrancy	Washington St / Mcfarland Offices
Vagrant female at business on Washington Street.			
11/30/20 16:54	20BA010015	TRO/FRO Service	Leonard St
TRO service on Leonard St.			
11/30/20 16:41	20BA010014	Mental Health Issue	N Main St
MH issue n main st			
11/30/20 15:45	20BA010013	Assist - Agency	Fourth St

**Media Log Report**

Rev.01/26/12

**From:** 11/26/2020 8:15**To:** 12/03/2020 7:20

<b>Date/Time</b>	<b>Incident #</b>	<b>Call Type</b>	<b>Location</b>
<b>ORI: VT0120100</b>		<b><u>Barre City Police Department</u></b>	
Assist-Agency on Fourth Street			
11/30/20 15:01	20BA010012	Assist - Agency	Keith Ave
agency assist keith ave			
11/30/20 14:36	20BA010011	Accident - Property damage only	North Main St / Seminary St
Accident on N. Main St.			
11/30/20 13:42	20BA010010	Assault - Simple	West St
simple assault West ST			
11/30/20 13:30	20BA010009	Prisoner - Lodging/Releasing	Fourth St
prisoner release barre city			
11/30/20 12:20	20BA010008	Arrest Warrant - In State	North Main St #
arrest warrant in state n main st			
11/30/20 11:55	20BA010007	Assist - Agency	Meadows Dr
11/30/20 11:49	20BA010006	Assist - Agency	North Main St
agency assist n main st			
11/30/20 11:43	20BA010005	Assist - Public	Fairview St
11/30/20 11:41	20BA010004	Property Return / Disposal	Fourth St
property return barre city			
11/30/20 11:39	20BA010003	Mental Health Issue	North Main St
MH issue n main st			
11/30/20 11:02	20BA010002	Accident - Non Reportable	Washington St
report for insurance only.			
11/30/20 10:59	20BA010001	Assist - Public	24 Averill St / Church St
public assist averill st			
11/30/20 10:46	20BA010000	Assist - Public	Fourth St
public assist barre city			
11/30/20 10:41	20BA009999	TRO/FRO Service	Highgate Drive
tro service Jefferson st			
11/30/20 9:41	20BA009998	Suspicious Event	Fairview St
suspicious event Fairview St			
11/30/20 8:54	20BA009997	Alarm - Security	Metroway
11/30/20 8:49	20BA009996	Assist - Agency	North Main St
11/30/20 8:39	20BA009995	Assist - Other	Fairview St
assist other fairview st			
11/30/20 2:02	20BA009994	Parking - Winter Ban - Ticket	North Main St
Winter Ban			
11/29/20 20:55	20BA009993	Assist - Public	Fourth St
Public assist at the PD			

# Media Log Report

Rev.01/26/12

From: 11/26/2020 8:15

To: 12/03/2020 7:20

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      Barre City Police Department</b>			
11/29/20 19:56	20BA009992	Traffic Stop	Washington St / quality market
traffic stop for speeding on washington st			
11/29/20 17:10	20BA009991	Domestic Disturbance	Pleasant St
Domestic disturbance on Pleasant St			
11/29/20 16:59	20BA009990	Community Outreach	
11/29/20 15:46	20BA009989	Assist - Agency	Granite St / Gable Pl
assist			
11/29/20 15:17	20BA009988	Assist - Other	Fisher Road
11/29/20 14:10	20BA009987	Prisoner - Lodging/Releasing	Fourth Street
prisoner release barre city			
11/29/20 13:47	20BA009986	Prisoner	Fourth St
11/29/20 13:42	20BA009985	Prisoner - Lodging/Releasing	Fourth Street
prisoner lodging barre city			
11/29/20 13:23	20BA009984	Community Outreach	Fourth Street
11/29/20 13:21	20BA009983	Welfare Check	Seminary St
welfare check Barre City			
11/29/20 12:47	20BA009982	Footpatrol	North Main St
foot patrol n main st			
11/29/20 11:40	20BA009981	Assist - Agency	North Main St
assist			
11/29/20 11:25	20BA009980	Animal Problem	Lawrence Ave
animal problem lawrence ave			
11/29/20 11:18	20BA009979	Assist - Public	Spaulding St
11/29/20 10:50	20BA009978	Alarm - Security	Seminary Street
11/29/20 10:18	20BA009977	Assist - Agency	Seminary St
agency assist seminary st			
11/29/20 7:11	20BA009975	Disturbance	Washington Street
Noise on South Main St.			
11/29/20 6:06	20BA009974	Suspicious Event	N Main St
Open door on North Main St.			
11/29/20 2:03	20BA009973	Noise	S Main St
Noise on Washington St.			
11/29/20 1:27	20BA009972	Noise	N Main St
Noise complaint at an apartment on N. Main St.			
11/29/20 1:15	20BA009971	Family Disturbance - Verbal	Eastern Ave

# Media Log Report

Rev.01/26/12

From: 11/26/2020 8:15

To: 12/03/2020 7:20

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100</b>			
<b><u>Barre City Police Department</u></b>			
Verbal dispute on Eastern Ave.			
11/29/20 1:09	20BA009970	Noise	Washington St
Noise complaint at apartment building on Washington St.			
11/28/20 23:59	20BA009969	Traffic Stop	Camp Street
traffic stop for expired registration on camp st			
11/28/20 23:03	20BA009968	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
11/28/20 22:32	20BA009967	Prisoner - Lodging/Releasing	Fourth Street
Assist to Montpelier Police with lodging of intoxicated individual.			
11/28/20 21:48	20BA009966	Burglary	Bromur St
Report of a burglary on Bromur St			
11/28/20 21:41	20BA009965	Assist - Public	Fourth St
Citizen assist at the Police Department.			
11/28/20 20:05	20BA009964	Threats/Harassment	Fourth St
Harassment reported over the hphone			
11/28/20 18:33	20BA009963	Intoxication	Allen St
intoxicated subject on Allen St			
11/28/20 15:35	20BA009962	Overdose	Pearl St
overdose pearl st			
11/28/20 15:32	20BA009961	TRO/FRO Service	River St
Served restraining order on N Main Street.			
11/28/20 14:47	20BA009960	Threats/Harassment	Mt Vernon Pl
threats/harassment Mt Vernon Place			
11/28/20 14:02	20BA009959	Motor Vehicle Complaint	Maple St
mv complaint maple ave			
11/28/20 13:07	20BA009958	Accident - LSA	Second Street
Late reported LSA			
11/28/20 12:59	20BA009957	Assist - Other	Fourth St
assist other barre city			
11/28/20 12:03	20BA009956	Assist - Other	Brook St
Civil property issue			
11/28/20 11:31	20BA009955	Assist - Other	N Main St
prisoner meal			
11/28/20 11:13	20BA009954	Motor Vehicle Complaint	N Main St / Beckley St
mv complaint n main st			
11/28/20 11:11	20BA009953	Accident - Property damage only	S Main St / Hill St
accident property damage only s main st			
11/28/20 9:06	20BA009952	Assist - Other	Fairview St
assist other Fairview St			
11/28/20 4:02	20BA009951	Property - Lost	Hawes Place

# Media Log Report

Rev.01/26/12

From: 11/26/2020 8:15

To: 12/03/2020 7:20

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      <u>Barre City Police Department</u></b>			
Misplaced wallet on Hawes Place.			
11/28/20 2:37	20BA009950	Noise	Eastern Ave
Noise complaint on Eastern Ave.			
11/28/20 1:25	20BA009949	Intoxication	Lawrence Ave
Intoxicated female on Lawrence Ave.			
11/28/20 0:51	20BA009948	Assist - Agency	Harrington Ave
Assisted EMS with medical call on Harrington Ave.			
11/27/20 20:55	20BA009947	TRO/FRO Service	Fortney Place
TRO service on Fourth Street.			
11/27/20 20:36	20BA009946	Suspicious Vehicle	N Main Street
Suspicious Vehicle on North Main Street.			
11/27/20 18:54	20BA009945	Disturbance	Summer St
Civil Custodial Issue on Summer Street.			
11/27/20 17:41	20BA009944	Community Outreach	Fourth Street
11/27/20 15:58	20BA009943	Drugs - Intel received	South Main St
Drug intel complaint South Main St.			
11/27/20 15:04	20BA009942	Sexual Assault	Fortney Place
Sexual Assault and Criminal Threatening arrest and charge to appear before court on 11/30/2020 at 1230 hours.			
11/27/20 14:16	20BA009941	Assist - Other	Elmore St
11/27/20 13:28	20BA009940	Suspicious Event	S Main St #
11/27/20 12:30	20BA009939	Mental Health Issue	N Main St
Mental health issue N. Main St.			
11/27/20 12:17	20BA009938	Assist - Other	N Main St
Prisoner lunch N. Main St.			
11/27/20 12:01	20BA009937	Mental Health Issue	N Main St
Mental health issue			
11/27/20 7:52	20BA009936	Mental Health Issue	Summer St
MH issues Summer St			
11/27/20 7:06	20BA009935	Assist - Other	North Main St
assist other n main st			
11/27/20 4:54	20BA009934	Noise	Grant Ave
noise grant ave			
11/27/20 1:49	20BA009933	Assist - Agency	Tremont St
Agency assist on Tremont St.			
11/27/20 0:38	20BA009932	Prisoner	Fourth Street
11/27/20 0:37	20BA009931	Prisoner - Lodging/Releasing	Fourth Street

## Media Log Report

Rev.01/26/12

From: 11/26/2020 8:15

To: 12/03/2020 7:20

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      <u>Barre City Police Department</u></b>			
Prisoner Lodging.			
11/27/20 0:17	20BA009930	Disturbance	Cottage St #
Disturbance on Summer St, subject arrested for multiple offenses			
11/26/20 20:55	20BA009929	Threats/Harassment	Bromur St
Threats/harassment 2 Bromur St #2 Barre City			
11/26/20 20:13	20BA009928	Disorderly Conduct	River St
Domestic Disturbance on River Street.			
11/26/20 19:17	20BA009927	Assist - Public	Fairview St
Public assist 24 Fairview st Apt 1 Barre Ciy			
11/26/20 17:54	20BA009926	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
11/26/20 16:21	20BA009925	Threats/Harassment	Cliff Street
11/26/20 15:45	20BA009924	Vandalism	Batchelder
Reports of a vandalism			
11/26/20 14:31	20BA009923	Vandalism	River St
Vandalism			
11/26/20 11:41	20BA009922	Suspicious Person	Spaulding St
Suspicious person on Spaulding St.			
11/26/20 9:55	20BA009921	Threats/Harassment	Nelson St
Threats on Nelson St.			
11/26/20 9:00	20BA009920	Welfare Check	N Main St
Welfare check			
11/26/20 8:15	20BA009919	Alarm - Security	Keith Ave
Alarm on Keith Ave.			
<b>Total Incidents</b>		<b>155</b>	