

**SPECIAL COUNCIL MEETING
Tuesday, August 24, 2021, 6pm**

**This is a Hybrid Meeting (In-person and Virtual)
Council Chambers City Hall**

Join Zoom Meeting

<https://zoom.us/j/95158084622?pwd=dWdScjg0d3M2YjZFOTdBMkJUNnhVOT09>

Meeting ID: 951 5808 4622

Passcode: 887370

One tap mobile

929-205-6099

1. Call to Order – 6pm
2. Adjustments to the Agenda
3. Overview of a Facilitated Strategic Planning Process (William Fraser, Cameron Niedermayer)
4. Adjourn

**REGULAR COUNCIL MEETING
Tuesday, August 24, 2021, 7:00pm**

| Page No. | Agenda |
|-----------------|--|
| | 1. Call to Order – 7:00 pm |
| | 2. Adjustments to the Agenda |
| | 3. Consent Agenda |
| 5 | A. Approval of Minutes of the Regular City Council August 10, 2021 |
| 9 | B. Approval of City Warrants from Week of Wednesday, August 25, 2021 |
| 18 | C. Clerk’s Office Licenses and Permits |
| 19 | D. Approval to Apply for a Step II CWSRF North End Pump Station Final Design Funding App |
| 32 | E. Approval of Declaration of Official Intent (Clerk) |
| 37 | F. Approval to Purchase Civic Center Scheduling Software |
| 45 | G. Approval of Proposed Fee Changes for Fire Department (Clerk) |
| 49 | H. Approval of Resolution 2021-12: City of Barre Water & Sewage Rates Schedule – Effective 01-2021 |
| | 4. City Clerk & Treasurer Report |
| | 5. Liquor Control Board |
| | 6. City Manager’s Report |
| | 7. Visitors and Communications |
| | 8. Old Business: |
| 51 | A. Approve Assignment of East Montpelier Parcel Sale Proceeds (Manager) |
| | 9. New Business |
| | A. Community Picnic Update (Chief Bombardier) |
| | B. Aldrich Library Quarterly Update (Loren Polk) |
| | C. Barre Area Development Quarterly Update (Cody Morrison) |
| | D. Barre Partnership Quarterly Update (Tracie Lewis) |
| | E. Downstreet Building Relocation Follow up (Sue Minter, Jon Valsangiacomo) |
| 54 | F. Animal and Fowl Task Force Ordinance Change Presentation (John LePage) |
| 67 | G. Approval to Apply for an ERSA Trail Grant for the Cow Pasture (Chris Russo-Fraysier) |
| | H. Discussion of Criteria and Process for Selecting ARPA – Funded Projects (Manager) |
| | I. Police Chief Recruitment Process Briefing (Manager) |
| | 10. Round Table |
| | 11. Executive Session – Litigation |
| | 12. Adjourn |

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

The portion of this meeting starting at 7:00 pm will be taped for re-broadcast on Channel 192 CVTV

*and will be re-broadcast on Wednesday at 9:00 a.m. and 12:00 noon
CVTV Link for meetings online – cvtv723.org/*

OTHER MEETINGS AND EVENTS

Check the City Website for Meeting Warnings, Agendas, Meeting Locations and Log-In Instructions

Monday, August 23

Energy Committee, 5:30pm, Hybrid (ZOOM and Council Chambers)

Wednesday, August 25

All In For Barre, 2:30pm – 8:30pm, <https://www.barrecity.org/attached-is-the-flyer-for-the-vt-council-on-rural-development-community-visit-on-august-25th.html>

Thursday, August 26

Planning Commission, 6:30pm, Hybrid (ZOOM and Council Chambers)

Ground Rules for Interaction with Each Other, Staff, and the General Public

- 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



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

MEMO

TO: City Council
FR: The Manager
DATE: 08/20/21
SUBJECT: Packet Memo re: 08/24/21 Council Agenda Items

Councilors:

The following notes apply to packet support materials for the Subject Council Agenda:

Special Session 6:00 p.m.:

Strategic Planning Tutorial Session (Bill Fraser, Cameron Niedermayer)

Adjustments to the Agenda:

None

Consent Agenda:

None

Old Business:

None

New Business:

9. H. ARPA Briefing

9. I Police Chief Recruitment Process Briefing

I anticipate Power Point briefings for both these items Tuesday evening.
Therefore - no packet documents are attached.

Executive Session:

Litigation. I will forward any confidential support documents by Sunday evening.

To be approved at 08/24/21 Barre City Council Meeting

**Special Meeting of the Barre City Council
Held August 10, 2021**

The Special Meeting of the Barre City Council was called to order in person and via video platform by Acting Mayor Michael Boutin at 6:00 PM at Barre City Hall. In attendance were: From Ward I, Councilors Emel Cambel and Jake Hemmerick; from Ward II, Councilor Teddy Waszazak; and from Ward III, Councilors Ericka Reil and Samn Stockwell. City staff members present were City Manager Steve Mackenzie, Planning Director Janet Shatney, and Clerk/Treasurer Carol Dawes.

Others present: City Attorney Oliver Twombly, and White & Burke consultant Stephanie Clarke.

Absent: NONE

Adjustments to the Agenda: NONE

Visitors and Communications – NONE

Executive Session –

Councilor Waszazak made the motion to find that premature general knowledge of contracts and 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.**

Mayor Herring joined the meeting at this time (6:02 PM) and assumed the chair.

Council went into executive session at 6:03 PM to discuss contracts and personnel under the provisions of 1 VSA sec. 313 on motion of Councilor Hemmerick, seconded by Councilor Stockwell. **Motion carried.**

Manager Mackenzie, Ms. Clarke, Mr. Twombly, Planning Director Shatney, and Clerk Dawes were invited into the executive session.

Council came out of executive session at 6:55 PM on motion of Councilor Cambel, seconded by Councilor Reil. **Motion carried.**

No action was taken.

The Special Council meeting was adjourned at 6:56 PM on motion of Councilor Boutin, seconded by Councilor Stockwell. **Motion carried.**

There is no audio recording of this meeting.

**Regular Meeting of the Barre City Council
Held August 10, 2021**

The Regular Meeting of the Barre City Council was called to order in person and via video platform by Mayor Lucas Herring at 7:00 PM at Barre City Hall. In attendance were: From Ward I, Councilors Emel Cambel and Jake Hemmerick; from Ward II, Councilors Michael Boutin and Teddy Waszazak; and from Ward III, Councilors Ericka Reil and Samn Stockwell. City staff members present in person or via video platform were Manager Steve Mackenzie, Planning Director Janet Shatney, Public Works Director Bill Ahearn, Engineering Tech Elijah Morgan, and Clerk/Treasurer Carol Dawes.

To be approved at 08/24/21 Barre City Council Meeting

Absent: NONE.

Adjustments to the Agenda: Mayor Herring said the TIF contract approval has been moved to the top of the new agenda items list.

Approval of Consent Agenda:

Council approved the following consent agenda items on motion of Councilor Cambel, seconded by Councilor Reil. **Motion carried.**

- A. Minutes of the following meetings:
 - a. Regular meeting of July 27, 2021
 - b. Special meeting of August 2, 2021
- B. City Warrants as presented:
 - a. Ratification of Week 2021-31, dated August 4, 2021
 - i. Accounts Payable: \$253,026.94
 - ii. Payroll (gross): \$143,226.87
 - b. Approval of Week 2021-32, dated August 11, 2021:
 - i. Accounts Payable: \$112,519.32
 - ii. Payroll (gross): \$129,979.90
- C. 2021 Licenses & Permits:
 - a. Entertainment Licenses:
 - i. Enough Ministries, church music performance in City Hall Park, August 28th from noon – 6PM.
- D. Approve Allocation of Semprebon Bequest Funds for Community Visit.

The City Clerk/Treasurer Report –

Clerk/Treasurer Dawes reported on the following:

- Tax bills were mailed last week. First payment is due by September 15th.

Liquor Control – NONE

City Manager's Report - Manager Mackenzie announced the following:

- The City has received the first American Rescue Plan funds of \$446,000, which represents half of the total allocation. There will also be a payout of the reallocated county-level funds in the next 30 days. The Clerk said she is exploring investment options, as the City is entitled to any earned interest on the funds.
- The City received a Northern Borders Regional Grant in support of the replacement of the ejector station on the north end of the City. The grant will cover about 1/3 of the project cost. Thanks go to Barre Area Development Corporation executive director Cody Morrison for shepherding the grant through the process.
- Public Works is concentrating on street striping in the school districts.

Visitors and Communications –

Kiwanis Club member Rick McMahon said the Barre Planet Path signs have been reinstalled along the bike path, with the assistance of the Public Works Department. The signs indicate spatial relationships between the sun and planets in our solar system with 1 foot equaling 1 million miles. Mr. McMahon said the signs were originally installed in 2019, but were vandalized. He passed out cards with QR codes accessing videos on each of the planets.

Old Business – NONE

To be approved at 08/24/21 Barre City Council Meeting

New Business –

C) Approval of Phase II TIF Consultancy Contract with White & Burke.

Manager Mackenzie reviewed the document. There was discussion on various provisions of the contract. Council approved the proposed White & Burke Phase II TIF Consultancy Agreement contingent upon final terms and conditions as negotiated by the City Manager and approved by the City on motion of Councilor Waszazak, seconded by Councilor Stockwell. **Motion carried.**

A) Appointment of Joshua Akers to the Transportation Advisory Committee.

Joshua Akers expressed his interest in serving on the Transportation Advisory Committee. Council approved the appointment on motion of Councilor Waszazak, seconded by Councilor Boutin. **Motion carried.**

B) Emergency Housing Program Update.

VT Commissioner of the Department for Children & Families Sean Brown spoke about the emergency housing program that placed those experiencing homelessness in motels during the COVID pandemic. Mr. Brown said there is a growing trend towards homelessness, and the pandemic exacerbated the challenges. The program usually houses approximately 200 families during the year, and during COVID the number was more than 2,000. A working group of community partners was created to serve this community during the pandemic, and services are being provided to those housed in motels. The working group is now developing plans to transition to a system that is more sustainable. Housing availability is limited across the state as tourism increases and motel rooms become unavailable to the emergency housing program.

Office of Economic Opportunities Director Sarah Phillips said there is a substantial increase in available funding at the moment, yet the availability of housing is restricted. There was discussion on the possibility of using FEMA trailers, lack of services actually being provided to those housed in motels, demographics of those experiencing homelessness, how can the municipalities find out what the needs are, investing in infrastructure and more housing, and addressing the root causes of homelessness.

D) Presentation of FY22 Capital Equipment Plan.

This item is deferred.

F) Presentation and Review of TIF Audit.

Clerk Dawes reviewed the process for the State Auditor's Office TIF audit, and noted this is the first of three such audits that will be conducted over the life of the TIF district. The Clerk said the recommendations included in the audit will improve recordkeeping and accounting.

E) SeeClickFix Mobile App Overview.

Engineering tech Elijah Morgan gave an overview of the mobile app. DPW director Bill Ahearn said the program is in the testing phase as they work through work flow management, notification, success measurement, and reporting. The plan is to continue with a soft rollout over the next few months, and go public in early fall. Currently the system is set up for DPW-related submissions, but could be expanded in the future for other departments.

Round Table –

Councilor Waszazak said the Aldrich Library is now open to the public. They will be holding their next book sale the weekend of August 27-28.

Councilor Stockwell said there is no local housing available, and she'd like to see a local housing meeting.

To be approved at 08/24/21 Barre City Council Meeting

Councilor Hemmerick said the Granite Museum also received a Northern Borders Regional Grant, facilitated by BADC executive director Cody Morrison.

Mayor Herring said the August 24th Council meeting will begin at 6PM with a strategic planning discussion with Montpelier City Manager Bill Fraser. The Community Visit is scheduled for August 25th, and the community picnic will be held on September 1st.

Executive Session – NONE

The meeting adjourned at 8:58 PM on motion of Councilor Stockwell, seconded by Councilor Hemmerick. **Motion carried.**

The meeting was recorded on the video meeting platform.

Respectfully submitted,

Carolyn S. Dawes, City Clerk

DRAFT

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

| PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|-----------|------------------------------------|---------------------------|-------------------|---------------------------|-----------|----------------|--------|
| ----- | | | | | | | |
| 01022 | ABARE LANCE | | | | | | |
| | 08142021 | boot allowance | 001-8050-340.0943 | FOOTWARE | 0.00 | 400.50 | 142070 |
| 01150 | AIRGAS USA LLC | | | | | | |
| | 9115966533 | oxygen | 001-8050-350.1061 | SUPPLIES - GARAGE | 0.00 | 284.43 | 142071 |
| | 9116372199 | oxygen | 001-6040-350.1055 | OXYGEN | 0.00 | 46.89 | 142071 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 331.32 | |
| 01013 | ALLAN JONES & SONS INC | | | | | | |
| | 77911 | tires, mounting, disposal | 001-7015-320.0720 | CAR/TRUCK MAINT | 0.00 | 394.00 | 142072 |
| 01005 | ALLEN ENGINEERING INC | | | | | | |
| | 522327-01 | sta-floc | 002-8220-320.0761 | 985N DRY POLYMER | 0.00 | 3,727.50 | 142073 |
| 01060 | AMAZON CAPITAL SERVICES | | | | | | |
| | 19PM1Y1HHL9P | clipboard, air freshener | 001-6040-350.1053 | OFFICE SUPPLIES | 0.00 | 69.80 | 142074 |
| | 1KQP4YX64DLP | pop up canopy, flashlight | 001-6050-340.0941 | EQUIPMENT - SAFETY | 0.00 | 455.88 | 142074 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 525.68 | |
| 01049 | AMERICAN TOWER CORP | | | | | | |
| | 3672210 | tower rent | 001-6055-320.0725 | TOWER RENTAL FEE | 0.00 | 173.89 | 142075 |
| 23018 | AUBUCHON HARDWARE | | | | | | |
| | 490579 | propane cylinder | 001-6040-350.1056 | TRAINING SUPPLIES | 0.00 | 4.69 | 142076 |
| | 490827 | cap | 003-8300-320.0750 | MAIN LINE MAINT | 0.00 | 3.14 | 142076 |
| | 490844 | twine, thinner, paint | 003-8330-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 30.11 | 142076 |
| | 490853 | blades | 002-8220-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 28.79 | 142076 |
| | 490864B | trash bags, measure tape | 001-8050-350.1061 | SUPPLIES - GARAGE | 0.00 | 39.58 | 142076 |
| | 490897 | open s hooks | 001-7015-320.0730 | POOL & BLD MAINT | 0.00 | 5.91 | 142076 |
| | 490901A | screwdriver set | 001-6040-320.0726 | MAINT FIRE ALARM/NEW BOX | 0.00 | 16.19 | 142076 |
| | 490913 | brass connect, tape | 001-7015-320.0730 | POOL & BLD MAINT | 0.00 | 7.90 | 142076 |
| | 490930 | water carb cartridges | 001-8050-320.0740 | EQUIPMENT MAINT - STS | 0.00 | 36.42 | 142076 |
| | 490934 | bushings | 001-8050-320.0740 | EQUIPMENT MAINT - STS | 0.00 | 10.15 | 142076 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 182.88 | |
| 02047 | BARRE ELECTRIC & LIGHTING SUPPLY I | | | | | | |
| | 325926 | bare copper wire | 002-8200-320.0750 | MAIN LINE MAINT | 0.00 | 275.31 | 142078 |
| 02318 | BDS WASTE DISPOSAL INC | | | | | | |
| | 89410 | scrap tire disposal | 001-8050-320.0749 | TIRE DISPOSAL EVENT | 0.00 | 2,422.20 | 142079 |
| | 89410 | scrap tire disposal | 048-7200-320.0744 | TIRE DISPOSAL EVENT GRANT | 0.00 | 1,500.00 | 142079 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 3,922.20 | |
| 02193 | BEN'S UNIFORMS | | | | | | |
| | 098473 | raincoat, hat, shipping | 001-6050-340.0940 | CLOTHING | 0.00 | 297.00 | 142080 |

08/20/21
02:38 pm

8-24-2021 Council Packet
City of Barre Accounts Payable
Warrant/Invoice Report # 22-9

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

| PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|-----------|------------------------------------|-------------------------|-------------------|--------------------------|-----------|----------------|--------|
| ----- | | | | | | | |
| 02149 | BORDEN & REMINGTON CORP | | | | | | |
| | 283171 | sodium hydroxide | 002-8220-320.0765 | SODIUM HYDROXIDE | 0.00 | 3,729.09 | 142081 |
| 03087 | CAPITOL STEEL & SUPPLY CO | | | | | | |
| | 101281 | wire mesh | 001-8050-350.1062 | SUPPLIES - SW | 0.00 | 1,200.00 | 142082 |
| 03276 | CARROLL CONCRETE | | | | | | |
| | 392534 | concrete-wendell place | 001-8050-350.1063 | SUPPLIES - NSC | 0.00 | 620.50 | 142083 |
| 03326 | CIVICPLUS | | | | | | |
| | 215872 | clickfix annual license | 002-8200-230.0543 | COMPUTER BILLS/MATERIALS | 0.00 | 1,666.67 | 142084 |
| | 215872 | clickfix annual license | 003-8300-230.0543 | COMPUTER BILLS/MATERIALS | 0.00 | 1,666.66 | 142084 |
| | 215872 | clickfix annual license | 001-8050-440.1240 | COMPUTER EQUIP/SOFTWARE | 0.00 | 1,666.67 | 142084 |
| | | | | | ----- | 5,000.00 | |
| 03012 | CLARKS TRUCK CENTER | | | | | | |
| | 450541 | starter | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 361.83 | 142085 |
| 03014 | CLOVERLEAF TOOL CO | | | | | | |
| | 51005 | ar hose, freight | 003-8300-320.0752 | MAIN LINE MAINT VACCON | 0.00 | 300.39 | 142086 |
| 03013 | CODY CHEVROLET-CADILLAC INC | | | | | | |
| | 88997 | filter | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 14.46 | 142087 |
| | 88999 | filter kit | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 44.76 | 142087 |
| | 89031 | cable | 001-6050-320.0720 | VEHICLE MAINTENANCE | 0.00 | 39.76 | 142087 |
| | | | | | ----- | 98.98 | |
| 03168 | CONSOLIDATED ELECTRICAL DISTRIBUTO | | | | | | |
| | 0386-1006658 | pull line | 001-7015-470.1270 | MACHINE/EQUIP OUTLAY | 0.00 | 51.47 | 142088 |
| 04058 | DAN Z'S AUTO REPAIR | | | | | | |
| | 895595 | parts, labor | 001-7015-320.0721 | FIELD MAINTENANCE | 0.00 | 345.59 | 142089 |
| 04071 | DEAD RIVER CO | | | | | | |
| | 89030 | heating oil | 003-8330-330.0825 | FUEL OIL | 0.00 | 842.48 | 142090 |
| 04139 | DOOLITTLE COLIN | | | | | | |
| | 00826 | tax sale refund | 001-2000-250.0322 | TAX SALE LIABILITY | 0.00 | 13,125.00 | 142091 |
| 04111 | DUFRESNE RICHARD & CHERYLN | | | | | | |
| | 02993A | refund w/s overpayment | 002-2000-200.0214 | REFUND OVERPAYMENT-T/C | 0.00 | 43.66 | 142092 |
| | 02993B | ref del w/s overpayment | 002-2000-200.0214 | REFUND OVERPAYMENT-T/C | 0.00 | 43.66 | 142092 |
| | | | | | ----- | 87.32 | |
| 04063 | DURGIN STEVEN | | | | | | |
| | 081221 | scale reimbursement | 001-6050-360.1161 | INVESTIGATIONS MATERIALS | 0.00 | 20.61 | 142093 |

08/20/21
02:38 pm

8-24-2021 Council Packet
City of Barre Accounts Payable

Warrant/Invoice Report # 22-9

SeniorAcctClerk1

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

| PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|-----------|----------------------------|---------------------------|-------------------|---------------------------|-----------|----------------|--------|
| ----- | | | | | | | |
| 05059 | ENDYNE INC | | | | | | |
| | 381587 | water sampling | 002-8220-320.0749 | WATER SAMPLING/TESTING | 0.00 | 60.00 | 142094 |
| | 381611 | testing | 003-8330-320.0749 | WASTEWATER SAMPLING/TESTI | 0.00 | 310.00 | 142094 |
| | 381770 | water sampling | 002-8220-320.0749 | WATER SAMPLING/TESTING | 0.00 | 50.00 | 142094 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 420.00 | |
| 05030 | ESMI OF NEW YORK LLC | | | | | | |
| | 400281 | biosolids removal | 003-8330-230.0519 | DISPOSAL OF SLUDGE | 0.00 | 10,252.08 | 142095 |
| 05007 | EVERETT J PRESCOTT INC | | | | | | |
| | 5903535 | pvc reducer | 003-8300-320.0750 | MAIN LINE MAINT | 0.00 | 90.06 | 142096 |
| | 5903778 | pcv reducer, flex couplin | 003-8300-320.0750 | MAIN LINE MAINT | 0.00 | 683.88 | 142096 |
| | 5905860 | elbow, solv cement, coupl | 001-8050-350.1064 | SUPPLIES - SS | 0.00 | 241.25 | 142096 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 1,015.19 | |
| 06009 | F W WEBB CO | | | | | | |
| | 308059 | adapter | 002-8220-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 22.14 | 142097 |
| | 72551830 | materials for balsam driv | 002-8200-320.0750 | MAIN LINE MAINT | 0.00 | 142.95 | 142097 |
| | 72615579 | adapters | 002-8220-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 48.83 | 142097 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 213.92 | |
| 06087 | FASTENAL CO | | | | | | |
| | VTBAR124845 | screws | 003-8330-320.0740 | EQUIPMENT MAINT | 0.00 | 53.68 | 142098 |
| 06070 | FIRST NATIONAL BANK OMAHA | | | | | | |
| | 080121 | flight, car, clutch, manu | 001-6040-340.0941 | EQUIPMENT - SAFETY | 0.00 | 649.00 | 142099 |
| | 080121 | flight, car, clutch, manu | 001-6040-350.1056 | TRAINING SUPPLIES | 0.00 | 156.88 | 142099 |
| | 080121 | flight, car, clutch, manu | 001-7035-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 203.98 | 142099 |
| | 080121 | flight, car, clutch, manu | 001-6040-130.0182 | TRAVEL & MEALS | 0.00 | 1,001.67 | 142099 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 2,011.53 | |
| 06065 | FISHER AUTO PARTS | | | | | | |
| | 291-666317 | oil | 001-8500-320.0740 | EQUIPMENT MAINT | 0.00 | 2.14 | 142100 |
| 07180 | GCB CORP | | | | | | |
| | 4439 | excavation, trench box | 003-8300-320.0750 | MAIN LINE MAINT | 0.00 | 3,150.00 | 142101 |
| 07986 | GOODRICH AMY | | | | | | |
| | 08132021 | ref parking ticket ovrpym | 001-4060-460.4066 | PARKING TICKETS | 0.00 | 32.00 | 142102 |
| 07086 | GRANITE CENTER GARDEN CLUB | | | | | | |
| | 08132021 | garden supplies | 001-8035-320.0727 | MAIN ST MAINTENANCE | 0.00 | 797.09 | 142103 |
| 07006 | GREEN MT POWER CORP | | | | | | |
| | 08042021 | s main/parkside ter traff | 001-6070-200.0210 | TRAFFIC LIGHT ELECTRICITY | 0.00 | 82.57 | 142104 |

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

| PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|-----------|-----------------------------|---------------------------|-------------------|---------------------------|-----------|----------------|--------|
| | 08052021 | 59 parkside ter lights/po | 001-6060-200.0210 | ELECTRICITY | 0.00 | 36.83 | 142104 |
| | 08052021 | 59 parkside ter lights/po | 001-7015-200.0211 | ELECTRICITY-POOL | 0.00 | 1,890.19 | 142104 |
| | 08062021 | hill /ayer st traffic lig | 001-6070-200.0210 | TRAFFIC LIGHT ELECTRICITY | 0.00 | 96.65 | 142104 |
| | 08092021 | e cobble hill water ps | 002-8200-200.0205 | ELECTRICITY-FIRE DISTRICT | 0.00 | 197.88 | 142104 |
| | 080921 | rt 302 prv | 002-8200-200.0212 | ELECTRICITY - RT 302 POLE | 0.00 | 24.32 | 142104 |
| | 08102021 | nelson st prv | 002-8200-200.0203 | ELECTRICITY-NELSON PV | 0.00 | 60.92 | 142104 |
| | 08112021 | currier park panel | 001-8040-200.0210 | ELECTRICITY CURRIER/DENTE | 0.00 | 22.90 | 142104 |
| | 8092021 | hill/washington st traffi | 001-6070-200.0210 | TRAFFIC LIGHT ELECTRICITY | 0.00 | 119.34 | 142104 |
| | | | | | ----- | 2,531.60 | |
| 08989 | HILLSIDE STONE PRODUCTS INC | | | | | | |
| | T7225 | repl damaged urn | 001-8500-320.0730 | BLDG/GRND MAINT ELMWOOD | 0.00 | 1,100.00 | 142106 |
| 08019 | HOAR BRIAN | | | | | | |
| | 08182021 | gas reimbursement | 001-6050-130.0182 | TRAVEL/MEALS | 0.00 | 34.00 | 142107 |
| 12004 | LAFASO ELECTRIC INC | | | | | | |
| | 2301 | rt 62 traffic signal svc | 001-6070-200.0211 | TRAFFIC LIGHT MAINTENANCE | 0.00 | 1,170.00 | 142108 |
| | 2318 | rt 62 traffic signal svc | 001-6070-200.0211 | TRAFFIC LIGHT MAINTENANCE | 0.00 | 1,170.00 | 142108 |
| | | | | | ----- | 2,340.00 | |
| 12049 | LCS CONTROLS INC | | | | | | |
| | 14169 | scada programming | 003-8330-320.0740 | EQUIPMENT MAINT | 0.00 | 950.00 | 142109 |
| 12131 | LEWIS BRITTANY | | | | | | |
| | 081821 | glasses reimb | 001-6050-340.0944 | GLASSES | 0.00 | 185.00 | 142110 |
| 12009 | LOWELL MCLEODS INC | | | | | | |
| | S66026 | bolts, nut | 002-8200-320.0750 | MAIN LINE MAINT | 0.00 | 140.50 | 142111 |
| | S66657A | steel cutting | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 10.00 | 142111 |
| | S66826 | u bolt | 001-7015-320.0730 | POOL & BLD MAINT | 0.00 | 14.94 | 142111 |
| | | | | | ----- | 165.44 | |
| 13075 | MCWILLIAM JAMES | | | | | | |
| | 2021-5JM | 8/16/21-8/20/21 services | 051-0280-360.1165 | SEMP VCF TRUST PROJECTS | 0.00 | 275.00 | 142112 |
| 13189 | MILES SUPPLY INC | | | | | | |
| | BB0152119-01 | trash bags | 001-8050-340.0941 | EQUIPMENT - SAFETY | 0.00 | 163.60 | 142113 |
| | BB0152315-01 | gloves | 003-8330-340.0941 | EQUIPMENT - SAFETY | 0.00 | 147.72 | 142113 |
| | | | | | ----- | 311.32 | |
| 13896 | MURPHY BRIEANNA | | | | | | |
| | 07162021 | pants | 001-6050-340.0940 | CLOTHING | 0.00 | 50.00 | 142114 |
| 13210 | MVP HEALTH CARE INC | | | | | | |
| | 090121 | prem 9/1-9/30/21 | 001-2000-240.0008 | HEALTH PAYABLE | 0.00 | 6,532.44 | 142115 |

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8-24-2021 Council Packet
City of Barre Accounts Payable

Warrant/Invoice Report # 22-9

SeniorAcctClerk1

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

| PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|--------------------------------------|----------------|---------------------------|-------------------|--------------------------|-----------|----------------|--------|
| | 090121 | prem 9/1-9/30/21 | 001-9020-110.0151 | HEALTH INSURANCE | 0.00 | 78,329.12 | 142115 |
| | 090121 | prem 9/1-9/30/21 | 002-8200-110.0151 | BLUE CROSS/BLUE SHIELD | 0.00 | 2,892.26 | 142115 |
| | 090121 | prem 9/1-9/30/21 | 002-8220-110.0151 | BLUE CROSS/BLUE SHIELD | 0.00 | 2,217.38 | 142115 |
| | 090121 | prem 9/1-9/30/21 | 003-8300-110.0151 | BLUE CROSS/BLUE SHIELD | 0.00 | 3,015.47 | 142115 |
| | 090121 | prem 9/1-9/30/21 | 003-8330-110.0151 | BLUE CROSS/BLUE SHIELD | 0.00 | 3,561.86 | 142115 |
| | | | | | ----- | | |
| | | | | | 0.00 | 96,548.53 | |
| 14016 NELSON ACE HARDWARE | | | | | | | |
| | 254859 | hardware | 001-6040-320.0720 | CAR/TRUCK MAINT | 0.00 | 6.14 | 142116 |
| | 254995 | raid, shower curtain | 001-7035-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 22.12 | 142116 |
| | | | | | ----- | | |
| | | | | | 0.00 | 28.26 | |
| 14050 NESPIN | | | | | | | |
| | INV202100865 | nespin membership | 001-6050-360.1161 | INVESTIGATIONS MATERIALS | 0.00 | 100.00 | 142117 |
| 14078 NEW ENGLAND AIR SYSTEMS LLC | | | | | | | |
| | 177360 | replace compressor | 001-7035-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 2,985.00 | 142118 |
| 14120 NORTH EAST MATERIALS GROUP LLC | | | | | | | |
| | 1347 | 1.5" clean stone | 001-8050-350.1063 | SUPPLIES - NSC | 0.00 | 610.79 | 142119 |
| 14134 NORTHEAST DELTA DENTAL | | | | | | | |
| | 090121 | prem 9/1-9/30/21 | 001-9020-110.0153 | DENTAL INSURANCE | 0.00 | 2,572.75 | 142120 |
| | 090121 | prem 9/1-9/30/21 | 001-9020-110.0153 | DENTAL INSURANCE | 0.00 | 33.22 | 142120 |
| | 090121 | prem 9/1-9/30/21 | 002-8200-110.0153 | DENTAL INS | 0.00 | 151.84 | 142120 |
| | 090121 | prem 9/1-9/30/21 | 002-8220-110.0153 | DENTAL INS | 0.00 | 73.64 | 142120 |
| | 090121 | prem 9/1-9/30/21 | 003-8300-110.0153 | DENTAL INSURANCE | 0.00 | 118.96 | 142120 |
| | 090121 | prem 9/1-9/30/21 | 003-8330-110.0153 | DENTAL INSURANCE | 0.00 | 73.64 | 142120 |
| | 090121 | prem 9/1-9/30/21 | 001-2000-240.0018 | DENTAL PAYABLE | 0.00 | 2,439.63 | 142120 |
| | | | | | ----- | | |
| | | | | | 0.00 | 5,463.68 | |
| 14121 NORTHFIELD AUTO SUPPLY | | | | | | | |
| | 345178 | torque wrench | 002-8200-320.0750 | MAIN LINE MAINT | 0.00 | 46.99 | 142121 |
| | 345196 | air hose, welded clevis | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 170.17 | 142121 |
| | 345362 | gen purp coup | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 23.99 | 142121 |
| | 345444 | pipe-ext, tail pipe, u bo | 001-6040-320.0720 | CAR/TRUCK MAINT | 0.00 | 322.80 | 142121 |
| | 345518 | radiator, hose | 003-8300-320.0743 | TRUCK MAINT | 0.00 | 271.68 | 142121 |
| | 345522 | tie rod ends, track bar | 001-6040-320.0720 | CAR/TRUCK MAINT | 0.00 | 288.97 | 142121 |
| | | | | | ----- | | |
| | | | | | 0.00 | 1,124.60 | |
| 14164 NOVUS MORRISON SOLAR LLC | | | | | | | |
| | 189 | monthly electric | 001-6043-200.0212 | CITY HALL BM SOLAR PROJ | 0.00 | 611.44 | 142122 |
| | 189 | monthly electric | 001-7020-200.0212 | AUD BM SOLAR PROJECT | 0.00 | 1,454.27 | 142122 |
| | 189 | monthly electric | 001-7030-200.0212 | BOR BM SOLAR PROJECT | 0.00 | 2,182.00 | 142122 |
| | 189 | monthly electric | 001-7035-200.0212 | PSB BM SOLAR PROJECT | 0.00 | 1,377.53 | 142122 |

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

| PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|-----------|------------------------------------|---------------------------|-------------------|----------------------------|-----------|----------------|--------|
| | 189 | monthly electric | 003-8330-200.0212 | WWTP BM SOLAR PROJ | 0.00 | 6,363.76 | 142122 |
| | | | | | 0.00 | 11,989.00 | |
| 14132 | NRICH INC | | | | | | |
| | 2534 | lego robotics camp | 048-6300-320.4098 | SUMMER MATTERS GRANT EXP | 0.00 | 1,480.00 | 142123 |
| 15020 | O'REILLY AUTOMOTIVE INC | | | | | | |
| | 5666-235627 | absorbent | 003-8330-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 19.98 | 142124 |
| | 5674-227970 | torq wrench | 002-8200-350.1060 | SMALL TOOLS | 0.00 | 29.99 | 142124 |
| | | | | | 0.00 | 49.97 | |
| 15003 | ORMSBY'S COMPUTER SYSTEMS INC | | | | | | |
| | 39111 | ocs support | 001-5040-110.0151 | IT SUPPORT CONTRACT | 0.00 | 75.00 | 142125 |
| 15058 | OTIS ELEVATOR CO | | | | | | |
| | 100400491987 | aldrich library elev main | 001-6043-320.0731 | CITY HALL IMPROVE/REPAIRS | 0.00 | 234.12 | 142126 |
| | 100400493210 | opera house elev maint | 001-6043-320.0731 | CITY HALL IMPROVE/REPAIRS | 0.00 | 370.16 | 142126 |
| | 100400493402 | pub saf building elev | 001-7035-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 291.06 | 142126 |
| | 66878401 | annex elevator maint | 001-7020-320.0729 | ANNEX MAINT | 0.00 | 188.08 | 142126 |
| | | | | | 0.00 | 1,083.42 | |
| 16048 | PARSONS | | | | | | |
| | 58641 | service 5/1-5/31/21 | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 17.68 | 142127 |
| | 58869 | service 6/1-6/30/21 | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 6.63 | 142127 |
| | 60467 | service 7/1-7/31/21 | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 13.26 | 142127 |
| | | | | | 0.00 | 37.57 | |
| 16300 | PEAKE MATTHEW | | | | | | |
| | 08132021 | repair chip in monument | 001-8500-320.0732 | GROUNDS MAINT (HOPE) | 0.00 | 350.00 | 142128 |
| 16124 | PIERCE JOEL | | | | | | |
| | 08062021 | clothing allowance | 001-6050-340.0940 | CLOTHING | 0.00 | 419.95 | 142129 |
| | 08062021 | clothing allowance | 001-6050-340.0943 | FOOTWARE | 0.00 | 107.92 | 142129 |
| | | | | | 0.00 | 527.87 | |
| 16003 | PIKE INDUSTRIES INC | | | | | | |
| | 1146692 | asphalt | 002-8200-320.0750 | MAIN LINE MAINT | 0.00 | 1,132.29 | 142130 |
| 16082 | PIONEER MOTORS & DRIVES INC | | | | | | |
| | M4711 | baldor motor, shipping | 003-8330-320.0740 | EQUIPMENT MAINT | 0.00 | 1,726.34 | 142131 |
| 16017 | PRIMMER PIPER EGGLESTON & CRAMER P | | | | | | |
| | 08102021 | tif services, merch row | 050-5830-360.1161 | 2020 \$1.7M BOND EXP DPW I | 0.00 | 875.00 | 142132 |
| 17002 | QUILL CORP | | | | | | |
| | 18759356 | folders, chairmat | 001-5040-350.1053 | OFFICE SUPPLIES/EQUIPMENT | 0.00 | 12.59 | 142133 |

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8-24-2021 Council Packet
City of Barre Accounts Payable
Warrant/Invoice Report # 22-9

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

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|---------------------------------|----------------|---------------------------|-------------------|---------------------------|-----------|----------------|--------|
| | 18759356 | folders, chairmat | 001-6050-350.1053 | OFFICE SUPPLIES/EQUIPMENT | 0.00 | 82.40 | 142133 |
| | 18785624 | chairmats | 001-5050-350.1053 | OFFICE SUPPLIES | 0.00 | 280.56 | 142133 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 375.55 | |
| 18148 R K MILES | | | | | | | |
| | 13801/7 | rebar tie wire | 002-8200-320.0750 | MAIN LINE MAINT | 0.00 | 17.09 | 142134 |
| | 1392CR | credit | 003-8330-320.0727 | BLDG & GROUNDS MAINT | 0.00 | -39.68 | 142134 |
| | 15551/7 | struct pressure tr/syp | 001-6043-320.0731 | CITY HALL IMPROVE/REPAIRS | 0.00 | 157.90 | 142134 |
| | 15633/7 | struct pressure tr/syp | 001-6043-320.0731 | CITY HALL IMPROVE/REPAIRS | 0.00 | 31.58 | 142134 |
| | 15733/7 | falcon lever dane | 003-8330-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 77.03 | 142134 |
| | 16202/7 | plywood | 001-8050-350.1062 | SUPPLIES - SW | 0.00 | 46.08 | 142134 |
| | A32580/7 | credit | 001-8050-350.1061 | SUPPLIES - GARAGE | 0.00 | -54.54 | 142134 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 235.46 | |
| 18004 REYNOLDS & SON INC | | | | | | | |
| | 3392897 | gloves | 003-8330-340.0941 | EQUIPMENT - SAFETY | 0.00 | 684.75 | 142135 |
| | 3393265 | gloves | 003-8330-340.0941 | EQUIPMENT - SAFETY | 0.00 | 579.05 | 142135 |
| | 3394535 | sensor kit, meter | 001-6040-340.0941 | EQUIPMENT - SAFETY | 0.00 | 303.13 | 142135 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 1,566.93 | |
| 18029 RUSSELL PAULA | | | | | | | |
| | 07312021 | uniform pants reimburseme | 001-6050-340.0940 | CLOTHING | 0.00 | 352.00 | 142136 |
| 19150 SHERWIN WILLIAMS CO | | | | | | | |
| | 2645-3 | 5 gal strainer elasti | 001-8050-350.1065 | SUPPLIES - STS | 0.00 | 37.25 | 142137 |
| 19032 SOUP N GREENS | | | | | | | |
| | JULY2021 | july prisoner meals | 001-6050-230.0511 | LOCK-UP MEALS | 0.00 | 81.20 | 142138 |
| 19080 ST OF VT ENV CONSERVATION | | | | | | | |
| | 08192021 | water sys opr cert | 002-8220-130.0180 | TRAINING/DEVELOPMENT | 0.00 | 80.00 | 142139 |
| 19146 STOWE PEST CONTROL LLC | | | | | | | |
| | 37223 | pest control | 001-7035-320.0727 | BLDG & GROUNDS MAINT | 0.00 | 100.00 | 142140 |
| 19160 SWISH WHITE RIVER | | | | | | | |
| | W450379 | truck wash & wax | 003-8300-320.0727 | BLDG & GROUNDS MAINS | 0.00 | 201.00 | 142141 |
| 20010 TAKE A POWDER INC | | | | | | | |
| | 8198 | lock plugs, washer | 001-6045-350.1055 | METER SUPPLIES | 0.00 | 727.00 | 142142 |
| 20133 TIME WARNER CABLE | | | | | | | |
| | 107159701080 | cable | 001-6040-200.0214 | PHONE /LANDLINE/INTERNET | 0.00 | 266.81 | 142143 |
| 20002 TIMES ARGUS ASSOC INC | | | | | | | |
| | 300143220 | dpw campus site solicit | 001-8050-230.0510 | ADVERTISING/PRINTING | 0.00 | 118.17 | 142144 |

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

| PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|-----------|-----------------------------|---------------------------|-------------------|--------------------------|-----------|----------------|--------|
| ----- | | | | | | | |
| 20005 | TOWN OF BARRE | | | | | | |
| | 22042 | vastor and one man | 003-8300-320.0750 | MAIN LINE MAINT | 0.00 | 100.00 | 142145 |
| 20030 | TREWORKS LTD | | | | | | |
| | 10841 | tree removal | 001-8040-320.0725 | PUB PARKS/TREES MAINT | 0.00 | 1,675.00 | 142146 |
| 21002 | UNIFIRST CORP | | | | | | |
| | 1070055236 | uniforms | 003-8300-340.0940 | CLOTHING | 0.00 | 34.46 | 142147 |
| | 1070055236 | uniforms | 003-8330-320.0743 | TRUCK MAINT | 0.00 | 10.60 | 142147 |
| | 1070055236 | uniforms | 003-8330-340.0940 | CLOTHING | 0.00 | 31.49 | 142147 |
| | 1070055237 | uniforms | 001-7020-340.0940 | CLOTHING | 0.00 | 56.32 | 142147 |
| | 1070055237 | uniforms | 001-7030-340.0940 | CLOTHING | 0.00 | 50.92 | 142147 |
| | 1070055237 | uniforms | 001-6043-340.0940 | CLOTHING | 0.00 | 21.72 | 142147 |
| | 1070055237 | uniforms | 001-7015-340.0940 | CLOTHING | 0.00 | 10.58 | 142147 |
| | 1070055237 | uniforms | 001-8500-340.0940 | CLOTHING | 0.00 | 21.02 | 142147 |
| | 1070055238 | uniforms | 002-8220-340.0940 | CLOTHING | 0.00 | 66.99 | 142147 |
| | 1070055239 | uniforms | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 69.00 | 142147 |
| | 1070055239 | uniforms | 001-8050-340.0940 | CLOTHING | 0.00 | 237.98 | 142147 |
| | 1070055239 | uniforms | 002-8200-340.0940 | CLOTHING | 0.00 | 93.71 | 142147 |
| | 1070055239 | uniforms | 003-8300-340.0940 | CLOTHING | 0.00 | 59.82 | 142147 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 764.61 | |
| 21017 | UNUM LIFE INS CO OF AMERICA | | | | | | |
| | 090121 | prem 9/1-9/30/21 | 001-9020-110.0152 | LIFE INSURANCE | 0.00 | 42.05 | 142149 |
| | 090121 | prem 9/1-9/30/21 | 001-9020-110.0152 | LIFE INSURANCE | 0.00 | 3,413.36 | 142149 |
| | 090121 | prem 9/1-9/30/21 | 002-8200-110.0152 | LIFE INS | 0.00 | 142.89 | 142149 |
| | 090121 | prem 9/1-9/30/21 | 002-8220-110.0152 | LIFE INS | 0.00 | 144.76 | 142149 |
| | 090121 | prem 9/1-9/30/21 | 003-8300-110.0152 | LIFE INSURANCE | 0.00 | 151.85 | 142149 |
| | 090121 | prem 9/1-9/30/21 | 003-8330-110.0152 | LIFE INSURANCE | 0.00 | 140.08 | 142149 |
| | 090121 | prem 9/1-9/30/21 | 001-2000-240.0017 | LIFE PAYABLE | 0.00 | 1,835.56 | 142149 |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 5,870.55 | |
| 22011 | VIKING-CIVES USA | | | | | | |
| | VE00002866 | duraclass dump body | 001-8050-320.0743 | TRUCK MAINT - STS | 0.00 | 4,300.00 | 142150 |
| 22019 | VT AGY OF TRANSPORTATION | | | | | | |
| | 07312021 | quarry st | 050-5800-360.1165 | 2018 1.15 MIL BOND EXP | 0.00 | 138.77 | 142151 |
| 23113 | WARD JAMES OR CITY OF BARRE | | | | | | |
| | 0970-0046 | refund del tax overpaymen | 001-2000-200.0214 | REFUND OVERPAYMENT-T/C | 0.00 | 115.00 | 142152 |
| 23041 | WORK SAFE | | | | | | |
| | 26131 | signs, stands | 001-6040-320.0726 | MAINT FIRE ALARM/NEW BOX | 0.00 | 527.90 | 142153 |

08/20/21
02:38 pm

8-24-2021 Council Packet
City of Barre Accounts Payable
Warrant/Invoice Report # 22-9

By check number for check acct 01(GENERAL FUND) and check dates 08/25/21 thru 08/25/21

Vendor

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|--------------|-------------------|------------------------|-------------------|------------------------|--------------|-------------------|-------|
|--------------|-------------------|------------------------|-------------------|------------------------|--------------|-------------------|-------|

Report Total

205,724.05
=====

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 \$ ***205,724.05
Let this be your order for the payments of these amounts.



City of Barre, Vermont

"Granite Center of the World"

**ACTION ITEM BRIEFING MEMO
CITY COUNCIL AGENDA ITEM
CITY COUNCIL AGENDA: 08-24-21**

Consent Item No.: 3D

AGENDA ITEM DESCRIPTION: Authority to Apply for CWSRF Step 2 Grant

SUBJECT: Application for State funding of Final Design for the North Man St Pump Station

SUBMITTING DEPARTMENT or PERSON: DPW

STAFF RECCOMENDATION: Authorize Manager to sign on behalf of City

STRATEGIC OUTCOME/PRIOR ACTION: Use of "forgivable" state loan for engineering services required to upgrade the North Main St Pump Station (NMPS)

EXPENDITURE REQUIRED: none

FUNDING SOURCE(S): Previously authorized bond for 2.5 M for multiple construction projects included NMPS

LEGAL AUTHORITY/REQUIREMENTS: Approval of local board of government required to apply for State funds

BACKGROUND/SUPPLEMENTAL INFORMATION: The City previously applied for (and received) a Step 1 preliminary engineering grant for the NMPS. That report is awaiting final DEC approval after responses to state comments on eth 90% compete report. The next phase is Step 2 Final Design which will create a set of biddable plans for the project. By application the City ensures that the engineering costs covered by the loan can be forgiven after we complete construction.

LINK(S): none

ATTACHMENTS: Completed application for funding

INTERESTED/AFFECTED PARTIES: Barre citizens, Sewer Div. employees

RECOMMENDED ACTION/MOTION: Authorize City Manager to sign CWSRF application for final design of the North Main Street Pump Station

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form. This form **MUST** be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- Municipality, Fire District, or other similar entity
- Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

Please submit a draft Engineering Services Agreement with this application if applicable

This loan will be used for (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input checked="" type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input type="checkbox"/> Pollution Control Grant |
| <input type="checkbox"/> Planning Advance (uncommon; requires State legislative approval) | <input type="checkbox"/> CWSRF Interim Financing |

APPLICANT INFORMATION

This section may be completed by engineer or applicant

| | | | | | |
|-------------------------|--------------|-------------|--------------------------|--|--|
| LOAN APPLICANT | | | DATE OF APPLICATION | | |
| City of Barre | | | July 22, 2021 | | |
| SYSTEM NAME | | WSID NUMBER | WASTEWATER PERMIT NUMBER | | |
| Barre Wastewater System | | | 3-1272 | | |
| MAILING ADDRESS | TOWN | STATE | ZIP | | |
| 6 N Main St | Barre | VT | 05641 | | |
| PHONE | CELL PHONE | TAX ID | DUNS NUMBER | | |
| 802-476-0250 | 802-793-4718 | 03-6000356 | 0 9 2 0 6 1 2 6 6 | | |

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

| | | | | | |
|------------------------------|-------|------------------------------------|-------|--|--|
| CONTACT NAME | | TITLE | | | |
| Steve Micheli | | Assistant Director of Public Works | | | |
| MAILING ADDRESS | TOWN | STATE | ZIP | | |
| 6 North Main Street, Suite 1 | Barre | VT | 05641 | | |

| | | |
|--------------|----------------|------------------------|
| PHONE | CELL PHONE | EMAIL ADDRESS |
| 802-476-0250 | (802) 793-4718 | smicheli@barrecity.org |

ALTERNATE AUTHORIZED REPRESENTATIVE(S)

This section may be completed by engineer or applicant

| | | | |
|---|------------|-------------------------------|-------|
| AUTHORIZED REPRESENTATIVE NAME | | TITLE | |
| Dawn Monahan | | Finance Director | |
| MAILING ADDRESS | TOWN | STATE | ZIP |
| 6 North Main Street, Suite 3 | Barre | VT | 05641 |
| PHONE | CELL PHONE | EMAIL ADDRESS | |
| (802)-476-0252 | | financedirector@barrecity.org | |
| <input type="button" value="Add Alternate Representative"/> | | | |

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

| | | | |
|----------------------|--------------|----------------------------|-------|
| FIRM NAME | | CONTACT NAME | |
| Dufresne Group | | Naomi Johnson | |
| MAILING ADDRESS | TOWN | STATE | ZIP |
| 56 Main St Suite 200 | Springfield | VT | 05156 |
| PHONE | CELL PHONE | EMAIL ADDRESS | |
| 802-674-2904 | 802-291-4733 | njohnson@dufresnegroup.com | |

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title:

Total amount requested for this loan: \$

Total projected project cost: \$

Please describe the history of the project:

Please describe who will benefit from the proposed project:

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

The project is the preparation of Final Design documents for replacement of the ejector station with a new pump station including an emergency generator.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

Yes No

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

Yes No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date:

Estimated Project Completion Date:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

| Quarter | Year | Amount |
|--|------|----------|
| October - December | 2021 | \$30,700 |
| <input type="button" value="Add Another Quarter"/> | | |
| TOTAL --> | | \$30,700 |

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year?

User Rate Revenue Table

| | Current FY - 2 | Current FY - 1 | Current FY (estimated) | Current FY + 1 (estimated) | Current FY + 2 (estimated) |
|--|----------------|----------------|------------------------|----------------------------|----------------------------|
| Amount Billed | \$1,719,326 | \$2,053,210 | \$2,153,405 | \$2,367,264 | \$2,609,565 |
| Amount Collected | \$1,340,960 | \$1,769,745 | \$1,830,394 | \$2,012,174 | \$2,218,130 |
| Amount Uncollected/Outstanding | \$378,366 | \$283,465 | \$323,011 | \$355,090 | \$391,435 |
| Estimated Amount of Commercial Revenue | \$222,930 | \$241,846 | \$265,681 | \$307,453 | \$355,913 |

Does the system use tax revenue to support any utility related activities, including capital projects?

Yes No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): \$2,188,246
 Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): \$1,860,010

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt? \$3,356,196

What is the applicant's total annual long-term debt payment? \$221,184

Direct Debt

| | Current FY | Current FY + 1 | Current FY + 2 | Current FY + 3 | Current FY + 4 | Current FY + 5 |
|---------------|--|--|--|--|--|--|
| Total Payment | <input type="text" value="\$221,184"/> | <input type="text" value="\$225,032"/> | <input type="text" value="\$227,007"/> | <input type="text" value="\$231,157"/> | <input type="text" value="\$259,551"/> | <input type="text" value="\$243,957"/> |

Long-Term Debt Schedule

| Purpose of Long-Term Debt | Direct or Self-Supporting | Year of Maturity | \$ Amount Outstanding |
|---|-------------------------------------|--|--|
| Wastewater Treatment Facility | <input type="text" value="Direct"/> | <input type="text" value="2034"/> | <input type="text" value="\$796,037"/> |
| HVAC System at WWTF | <input type="text" value="Direct"/> | <input type="text" value="2032"/> | <input type="text" value="\$119,700"/> |
| WW Portion of N. Main St Recon | <input type="text" value="Direct"/> | <input type="text" value="2031"/> | <input type="text" value="\$416,709"/> |
| WW Biosolids | <input type="text" value="Direct"/> | <input type="text" value="2039"/> | <input type="text" value="\$900,000"/> |
| WW Capital Projects | <input type="text" value="Direct"/> | <input type="text" value="2049"/> | <input type="text" value="\$1,123,750"/> |
| <input type="text" value="Add Another Long-Term Debt"/> | | | |
| Total As of --> | | <input type="text" value="June 30, 2020"/> | <input type="text" value="\$3,356,196"/> |

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

Yes No

| Purpose of Authorized but Unissued Debt | Amount |
|--|-------------------------------------|
| Capital projects, water, WW & stormwater, voter approved 3/3/2020 (WW portion) | <input type="text" value="96,750"/> |

Does the Applicant have any future borrowing plans over the next 5 years?

Yes No

Are there other capital projects in the near term (5 years)?

Yes No

Please describe those other capital projects planned for the near term (5 years)?

engineering evaluation, digester roof, methane flare

Does the Applicant have an annual or cumulative deficit?

- Yes
- No

Please describe your plans to retire the system's annual or cumulative deficit and to avoid deficits in the future.

City Council approved (2019) a 5-year plan of 4% base, 20% consumption annual rate increases to address this shortfall

Does the Applicant intend to increase user's fees/charges to pay for this debt service:

- Yes
- No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

- Yes
- No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

- Yes
- No

Please explain the reduction in operating expenses you anticipate will result from these improvements.

The replacement of the 1960s pump station and equipment will result in substantial energy savings and reduced service and repair costs for the City. The pump station needs to be replaced for reliable operations. As replacement parts have become scarce or obsolete, costs have dramatically increased as a function of repair difficulties. Between energy savings and maintenance costs the PS is projected to cost at least 15% less to operate.

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

N/A

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

N/A

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

- Yes
- No

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

- Yes
- No

What does the Applicant do with surpluses, if any?

Accumulate with the intent for asset purchases

Reserve Funds

| | Current FY | Current FY + 1 | Current FY + 2 | Current FY + 3 | Current FY + 4 |
|------------------|------------|----------------|----------------|----------------|----------------|
| Amount Available | | | | | |

Financial Documentation & Controls

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

Yes No

Did the Applicant have more than one budget defeat in the last two years?

Yes No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

Yes No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

Yes No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

Per our FY20 audit, Barre City's proportionate share of the unfunded VMERS pension liability is \$3,549,718. This is for all employees of the City, not just those in the sewer department or enterprise fund.

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

Yes No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

The Sewer department has a 5-year proposed budget, with the current year measured against actual available to department heads on a weekly basis. The finance director provides monthly monitoring and analysis to the City Manager and all department heads and quarterly to the City Council.

Are all account records currently maintained for:

Checkbook Yes No Don't Know

By Whom: Accounting Department

Comments:

Receipts Yes No Don't Know

By Whom: Departments that issue receipts

Comments:

Disbursements Yes No Don't Know

By Whom: Accounting Department

Comments:

[Empty text box]

Deposit Slips Yes No Don't Know

By Whom:

Comments:

[Empty text box]

Are bank statements reconciled on a regular basis?

Yes No Don't Know

By Whom:

Comments:

[Empty text box]

Are bank accounts and ledger balances reconciled on a monthly basis?

Yes No Don't Know

By Whom:

Comments:

[Empty text box]

Are financial records maintained in a computerized system?

Yes No Don't Know

By Whom:

Comments:

[Empty text box]

Are any financial records maintained in manual form?

Yes No Don't Know

By Whom:

Comments:

[Empty text box]

Does the applicant maintain separate reporting for this utility?

Yes No Don't Know

By Whom:

Comments:

[Empty text box]

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

Yes No Don't Know

By Whom:

Comments:

[Empty text box]

Does the same individual open the mail and deposit checks?

Yes No Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

Yes No Don't Know By Whom:

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

Yes No Don't Know By Whom:

Comments:

Are checks always written to specified payees and not to cash?

Yes No Don't Know By Whom:

Comments:

Are pre-numbered checks used for all bank accounts?

Yes No Don't Know By Whom:

Comments:

Are checks written by the same individual who approves payments?

Yes No Don't Know By Whom:

Comments:

Department heads and City Manager approve payments, accounting department issues payment, City Treasurer or Assistant Treasurer authorize payments and warrants are approved by City Council.

Have there been any changes in authorized signatures during the fiscal year?

Yes No Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

Yes No Don't Know By Whom:

Comments:

Is the organization professionally audited by a CPA?

Yes No Don't Know By Whom:

Comments:

Does the Authorized Representative assist in the audit planning process?

Yes No Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

Yes No Don't Know By Whom:

Comments:

Are regular financial reports prepared for the board?

Yes No Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

Yes No Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

Yes No Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

Yes No Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

Yes No Don't Know By Whom:

Comments:

Have board members attended financial trainings?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

Yes No Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

Yes No Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

Yes No Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc. Failure to include all key personnel will result in the application considered incomplete.

| | |
|--|--|
| NAME | POSITION (select from the list or enter another value) |
| Steve Micheli - Assistant Director of Public Works | Authorized Representative |

QUALIFICATIONS:

Water and Sewer superintendent and public works director, 30+ years with City of Barre

| | |
|---------------------------------|--|
| NAME | POSITION (select from the list or enter another value) |
| Dawn Monahan - Finance Director | Alternate Representative |

QUALIFICATIONS:

Started with City of Barre January 2019.

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Submit completed application and all attachments via email to:



Tom Brown, CWSRF Project Lead

[phone] 802-622-4205 [email] thomas.brown@vermont.gov

Department of Environmental Conservation
Facilities Engineering Division





City of Barre, Vermont

“Granite Center of the World”

**ACTION ITEM BRIEFING MEMO
CITY COUNCIL AGENDA ITEM
CITY COUNCIL AGENDA: 08-24-2021**

Consent Item No.: 3.E. Discussion Item No. Action Item No.

AGENDA ITEM DESCRIPTION:

Approval of Official Declaration of Intent.

SUBJECT:

Same

SUBMITTING DEPARTMENT/PERSON:

Carol Dawes, clerk/treasurer

STAFF RECCOMENDATION:

Approve declaration as part of consent agenda

STRATEGIC OUTCOME/PRIOR ACTION:

Action in support of Tax Increment Finance District (TIF) planning.

EXPENDITURE REQUIRED:

Part of legal fees associated with bond counsel.

FUNDING SOURCE(S):

TIF increment or future bond funds.

LEGAL AUTHORITY/REQUIREMENTS:

Document drafted by bond attorney Paul Giuliani.

BACKGROUND/SUPPLEMENTAL INFORMATION:

Declaration of Intent allows expenses associated with a specific project or projects beginning 60 days before approval of the declaration, and continuing 18 months after approval, to be paid out of designated future incurred debt.

This Declaration does not bind the issuer to make any expenditure, incur any indebtedness, or proceed with the projects. Any future debt is subject to voter approval at a regular or special meeting (election), following a public warning process.

LINK(S):

Not applicable.

ATTACHMENTS:

Declaration of Intent document for approval.

INTERESTED/AFFECTED PARTIES:

Council, property owners, taxpayers, residents

RECOMMENDED ACTION/MOTION:

Approval of Declaration of Intent as part of consent agenda.

DECLARATION OF OFFICIAL INTENT
OF THE CITY OF BARRE
TO REIMBURSE CERTAIN EXPENDITURES
FROM PROCEEDS OF INDEBTEDNESS

WHEREAS, the City of Barre, Vermont (the “Issuer”) intends to construct tax increment financing district improvements identified on Schedule A to be considered by the Issuer at an annual meeting thereof or a special meeting to be called and held for that purpose (the “Project”);

WHEREAS, the Issuer expects to pay certain capital expenditures (the “Reimbursement Expenditures”) in connection with the Project prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis;

WHEREAS, the Issuer reasonably expects that for the part of the Project consisting of design, acquisition, permitting, development and construction costs, debt obligations in an amount not expected to exceed \$6,000,000 (Six Million Dollars) will be issued and that certain of the proceeds of such debt obligations will be used to reimburse the Reimbursement Expenditures; and

WHEREAS, the Issuer declares its reasonable official intent to reimburse prior expenditures for the above-described part of the Project with proceeds of a subsequent borrowing:

NOW THEREFORE, the Issuer declares:

Section 1. The Issuer finds and determines that the foregoing recitals are true and correct, and that all of the capital expenditures covered by this Resolution were or will be made not earlier than 60 days prior to the date of this Resolution and that the maximum principal amount of debt obligations expected to be issued for the purposes of the Project, including for reimbursement purposes, is \$6,000,000 (Six Million Dollars).

Section 2. This declaration is made solely for the purposes of establishing compliance with the requirements of Section 1.150-2 of the Treasury Regulations. This declaration does not bind the Issuer to make any expenditure, incur any indebtedness, or proceed with the Project, nor does it bind the Issuer to designate debt obligations issued to finance Project costs as “bank qualified obligations under Section 265(b) of the Internal Revenue Code of 1986, as amended.

Section 3. The Issuer reasonably expects and hereby declares its official intent to use proceeds of indebtedness to reimburse itself for Reimbursement Expenditures, including such expenditures made within the last 60 days, and within 18 months of the

date when the original expenditure is paid by Issuer for such Project, and to allocate an amount not to exceed \$6,000,000 (Six Million Dollars) of the proceeds thereof to reimburse itself for its expenditures in connection with the Project.

Section 4. No proceeds will be used to refund obligations of the Issuer.

Section 5. The Issuer's debt obligations for the aforementioned purpose will not be "private activity bonds" within the meaning of Section 141 of the Internal Revenue Code of 1986.

Section 6. All prior actions of the officials and agents of Issuer that are in conformity with the purpose and intent of this Resolution and in furtherance of the Project shall be and the same hereby are in all respects ratified, approved and confirmed.

Section 7. All other resolutions of the legislative body of the Issuer, or parts of resolutions, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Section 8. It is hereby found that all discussions and deliberations of the legislative body of the Issuer leading to the adoption of this Resolution occurred at one or more meetings of the legislative body conducted pursuant to public notice and open to public attendance.

Section 9. This declaration shall take effect from and after its adoption.

The undersigned, City Clerk of the Issuer, hereby certifies that the foregoing is a full, true and correct copy of the declaration of the City Council of the Issuer duly made at a meeting thereof held on the date, specified below, and that said declaration has not been amended, modified or revoked.

Carolyn S. Dawes
City Clerk

August 24, 2021

SCHEDULE A TO CITY OF BARRE
DECLARATION OF OFFICIAL INTENT
ADOPTED AUGUST 24, 2021

Intended projects to include parking infrastructure, real estate acquisitions, hazardous materials mitigations and site preparations, engineering and design, and related capitalized costs.



City of Barre, Vermont

"Granite Center of the World"

**ACTION ITEM BRIEFING MEMO
CITY COUNCIL AGENDA ITEM
CITY COUNCIL AGENDA: 08-24-2021**

Consent Item No.: **3 F** Discussion Item No. _____ Action Item No. _____

AGENDA ITEM DESCRIPTION: Scheduling System Software purchase

SUBJECT: Current scheduling system becomes obsolete October 2021

SUBMITTING DEPARTMENT or PERSON: BCS: Bergeron/Quaranta

STAFF RECCOMENDATION: Purchase system from MyRec.com

STRATEGIC OUTCOME/PRIOR ACTION:

EXPENDITURE REQUIRED: \$3,695.00 yearly licensing fee

FUNDING SOURCE(S): General Fund (AUD/BOR \$1,847.50 each-building maintenance)

LEGAL AUTHORITY/REQUIREMENTS: None

BACKGROUND/SUPPLEMENTAL INFORMATION: None

LINK(S): N/A

ATTACHMENTS: Recommendation letter and quotes

INTERESTED/AFFECTED PARTIES: Facilities/Recreation Departments

RECOMMENDED ACTION/MOTION: Staff recommends purchase from MyRec.com



City of Barre, Vermont
"GRANITE CENTER OF THE WORLD"

August 18, 2021

The BCS department has been utilizing the Active Network's Max Galaxy Software to schedule the Civic Center's Auditorium / Alumni Hall / B.O.R. Effective October 12, 2021 the software will no longer function. Microsoft will discontinue its Silver Light software which is a main component of our scheduling software.

Over the summer we have participated in online presentations from scheduling software companies. We are recommending that we proceed with MyRec.com. The software will allow us to schedule our facilities, create reports, load forms, etc. It will also create more opportunities for other program schedules. The Active Network yearly fee would be lower, however the conversion cost was very high and even backing out a few items, we felt it was high and was not the right fit for us. The MyRec.com software is currently in use by several recreation departments in the state.

MyRec.com: \$ 3,695.00

Rec Desk: \$ 4,800.00

Active Network: \$ 8,531.25 – Not taking some options totaling \$3,800.00

We are recommending MyRec.com at \$3,695.00 per year.

Jeff Bergeron, Director / Stephanie Quaranta, Assistant Director



MyRec.com Recreation Management Software STANDARD AGREEMENT

This Agreement is made this 5th day of August 2021 between:

Business Name ("Client"): City of Barre, VT Buildings and Community Services Purchase Order Number:

Having its principal place of business at:

Address: 6 North Main Street

City: Barre State: VT Zip: 05641

Phone: 802-476-0240

And

Business Name: MyRec.com

Having its principal place of business at:

PO Box 302

City: Killington State: VT Zip: 05751

Phone: 866-466-9732 Fax: 802-440-3074

Email: info@myrec.com

In consideration of Client retaining MyRec.com to provide recreation management software with online registration for Client, it is agreed as follows:

1. Compensation and Terms

The above-named Client retains MyRec.com, and MyRec.com agrees to perform the following services: Recreation management software with online registration. Client is solely responsible for all data entered into the software.

Term shall be October 1, 2021 to September 30, 2022 and will renew each year thereafter with Client's approval.

The following fees shall apply:

Annual System Fee: \$3,695.00

Total: Annual Fee based on over \$150,000.00, but under \$200,000.00 in clients annual revenue: \$3,695.00

Fee is based on annual revenue and will be changed each year accordingly. Fee includes: Web based software with unlimited training & support, program management, online registration portal/website, facility scheduling, reservations, memberships with card scanning, financial reporting, team management, email marketing, after school/camp programming, point of sale inventory, domain, hosting, SSL, and more. *Annual System Fees may change. Clients will be notified a minimum of 6 months prior to fees taking effect. Client is responsible for executing an agreement with a MyRec.com approved credit card processor for online payments. **There are no other annual software fees.** This agreement does not include any additional development or modification to the system. Includes Free one-time Custom Site Design!

2. Warranties by MyRec.com

MyRec.com represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional and competent manner; that it has the power to enter into and perform this Agreement; . However, Client will not determine or exercise control as to general procedures, formats or sub-contracting necessary to have these services meet Client's satisfaction.



3. Independent Contractor

MyRec.com acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that this undertaking is not a joint venture.

4. Confidentiality

MyRec.com recognizes and acknowledges that this Agreement creates a confidential relationship between MyRec.com and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information."

5. Non-Disclosure

MyRec.com agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client.

6. Grant

Client agrees that copyrights to MyRec.com's work product produced in the performance of this Agreement shall remain the exclusive property of MyRec.com, and that it will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without MyRec.com's prior written consent. Any rights granted to Client under this Agreement shall not affect MyRec.com's exclusive ownership of the work copyright.

IN WITNESS WHEREOF, Client and MyRec.com have duly executed this Agreement as of the day and year first above written.

MyRec.com

Name: Ian Foley

Title: Chief Executive Officer

Date: 8/5/2021

Signature:

City of Barre, VT

Name:

Title:

Date:

Signature:

Billing Information

Name:

Address:

City: State: Zip Code:

E-Mail:

QUOTE

8-24-2021 Council Packet



Better by Design. Simple by Nature.

Date: April 7, 2021
 Quote # 001525
 Expiration Date: 5/7/2021

RecDesk Software
 300 Plaza Middlesex
 Middletown, CT 06457

TO Barre VT
 Attn: Stephanie Quaranta
 Customer ID : n/a

Provided By: Justin Waz
 860-358-0074
 justin.waz@recdesk.com

| QTY | ITEM # | DESCRIPTION | PRICE | TOTAL |
|-----|--|---|---------|------------------|
| 1 | <i>RecDesk Annual Subscription**</i> | Online Registration Program Management Facility Reservations & Scheduling League Management & Scheduling Credit Card Processing Full web site (CMS) POS (Point of Sale) Master Calendar Email Marketing Tools Membership Management/Check-ins Financial Management/Reporting Invoicing/Billing Fully Hosted Includes Training Unlimited users/seats No per transaction costs *** | \$4,800 | \$4,800 |
| | **All inclusive - no start-up costs or additional fees for training and support! Data Import - \$1,200 GIS Import - \$1,200 Financial Extract - \$1,200 | *** The first \$500K in transactions processed through the system are included in the base price above. If more than \$500K worth of transactions are processed though RecDesk in a given subscription year, those in excess of \$500K will be assessed a .75% transaction fee - billed quarterly. ** This quote was based on the revenue/activity questionnaire provided by a member or members of your department. | | |
| | | | | SUBTOTAL \$4,800 |
| | | | | SALES TAX 0 |
| | | | | TOTAL \$4,800 |

Quotation prepared by Justin Waz and is based on the Self-Assessment Data Use Questionnaire submitted by Stephanie Quaranta on 03/18/2021.

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.).

To accept this quotation, sign here and return: _____

Company Address 717 North Harwood Drive, Suite 2500
 Dallas, TX 75201
 US

Created Date 4/16/2021
 Quote Number 00119683
 Currency USD

Prepared By Kim Klauer
 Opportunity Owner Melinda Miller
 Owner Email melinda.miller@activenetwork.com

Contact Name Stephanie Quaranta
 Phone (802) 476-0257
 Email squaranta@barrecity.org

Bill To Name City of Barre, VT - Facilities & Recreation
 Bill To Contact Stephanie Quaranta
 Bill To Address Alumni Hall 20 Auditorium Hill
 Barre, VT 05641 United States

Ship To Contact Stephanie Quaranta
 Ship To Address Alumni Hall 20 Auditorium Hill
 Barre, VT 05641 United States
 Total Processing Volume USD 240,000.00

| Product | Product Type | Description | Quantity | Fee % | Total Price | Total Discount Amount |
|---|--------------|---|----------|-------|-------------|-----------------------|
| ACTIVENet - ACH Remittance- Every 1 week | Service | | 1 | | | |
| ACTIVENet - Annual Subscription Fee | SaaS | | 1 | | 1,653.75 | |
| ACTIVENet - Functionality: Facility Reservation | SaaS | | 1 | | | |
| ACTIVENet - PAX S300 Pin Pad | Hardware | | 1 | | 290.00 | USD 0.00 |
| ACTIVENet - Public Interface - Online Transaction Fee | SaaS | Rates for organizations under \$1,500,000 in annual revenue through ACTIVE Net. | 1 | 3.00 | | |
| ACTIVENet - Public Interface Fee Set up - passed to online registrant | SaaS | | 1 | | | |
| ACTIVENet - SaaS | | | | | | |
| ACTIVENet - Service Package Standard 1 | Service | <p>ACTIVE Net Service Package STANDARD 1 consists of the following Services:</p> <ul style="list-style-type: none"> • remote business process review • remote functionality review & data collection preparation • remote data collection review • remote data entry (system inventory and policy controls) • remote user testing • LMS training • remote supplemental training • remote Go Live preparation • remote go live support • remote hardware configuration • remote system optimization training <p>The scope of Services is contained to the 1 functionality of choice.</p> <p>50% of total Service costs will be billed at Service initiation, payable within 30 days of the date of invoice.</p> | 1 | | 6,587.50 | USD 6,587.50 |

| | | | | | | |
|---|-------------|--|---|----------|-----|------|
| | | 50% of total Service costs will be billed at Service completion, payable within 30 days of the date of invoice. | | | | |
| ACTIVENet - Staff Interface - Payment Processing Fee - Credit Card | SaaS | Rates for organizations under \$1,500,000 in annual revenue through ACTIVE Net. | 1 | 3.00 | | |
| ACTIVENet - Staff Interface - Payment Processing Fee - Electronic Cheque/Check Processing | SaaS | | 1 | 0.50 | | |
| ACTIVENet - Subscription Support Advanced Package | Maintenance | | 1 | | | |
| ACTIVENet - Technical Services: Customer Import | Service | ACTIVE Net Technical Services: Customer Import consists of the following Services: • remote configuration, testing & training | 1 | 1,400.00 | USD | 0.00 |
| ACTIVENet - Technical Services: Financial Export | Service | ACTIVE Net Technical Services: Financial Export consists of the following Services: • remote configuration, testing & training | 1 | 1,400.00 | USD | 0.00 |
| MaxGalaxy - Database Extract | Service | The MaxGalaxy Database Extract consists of the following items: • Extract specific data or database (DB) • Run their DB through Bounty Hunter to identify and remove any PCI information • Backup their DB • Upload it to SFTP • Delete file as soon as it has been downloaded. | 1 | 1,000.00 | USD | 0.00 |
| | | 100% of total Service cost will be billed upon execution of the relevant Schedule, payable within 30 days of invoice date. | | | | |

Total Price USD 12,331.25

| | | | |
|----------------|-----------|------------------|--------------|
| Hardware Total | 290.00 | Annual Projected | USD 1,653.75 |
| Service Total | 10,387.50 | Contract Value | |

Active reserves the right, and may take additional measures to verify Client's account which may consist of reviewing publicly available data and/ confirmation of Client provided information. Such verification measures will be completed in advance of remittance.

All fees described herein are in consideration of the Software and Services that Active provides. Active and Client acknowledge that certain credit card network rules and laws prohibit imposing a surcharge that is based on the type of payment method used (e.g., having a different fee for the use of a credit card vs. debit card), and therefore, each agree not to impose such a surcharge on any End User.

The payment options we offer may include MasterCard, Visa, American Express and Discover.

If your order includes hardware, please note that all hardware orders have a 30-day return policy, and it is recommended that you inspect your purchases upon delivery.

*Sales tax and shipping not included in total price. Sales tax and shipping, where applicable, will be added to your invoice.

By signing this Schedule, you agree to the terms and conditions governing your use of the Software and Services as set forth at:
General Terms - <http://www.activenetwork.com/general-terms>
Product Terms - <http://www.activenetwork.com/membership-terms>
Third Party Hardware Product Attachment - <http://www.activenetwork.com/thirdpartyhardware-terms>

| | |
|------------------------------|---------------------|
| Quote Acceptance Information | |
| Client | Active Network, LLC |

Signature:

Name:

Title:

Date:

PO# (if applicable):

Signature:

Name:

Title:

Date:



City of Barre, Vermont

“Granite Center of the World”

**ACTION ITEM BRIEFING MEMO
CITY COUNCIL AGENDA ITEM
CITY COUNCIL AGENDA: 08-24-2021**

Consent Item No.: 3.G. **Discussion Item No.** **Action Item No.**

AGENDA ITEM DESCRIPTION:

Approval of Proposed Fee Changes for Fire Department.

SUBJECT:

Same

SUBMITTING DEPARTMENT/PERSON:

Carol Dawes, clerk/treasurer, on behalf of Fire Department (Dep. Chief Joe Aldsworth)

STAFF RECCOMENDATION:

Approve fee change.

STRATEGIC OUTCOME/PRIOR ACTION:

Not applicable

EXPENDITURE REQUIRED:

None.

FUNDING SOURCE(S):

Not applicable.

LEGAL AUTHORITY/REQUIREMENTS:

*Barre City Ordinance: Chapter 22 -- FIRE/EMS SERVICE REIMBURSEMENT
ORDINANCE*

BACKGROUND/SUPPLEMENTAL INFORMATION:

The proposed fee will allow the Department to bill for use of the bucket truck, similar to other equipment usage fees included on the City fee schedule. As per ordinance, approved fee changes will be published in the Times Argus and go into effect 30 days after publication. This fee change is being brought forward by Dept. Fire Chief Joe Aldsworth, who is away this week.

LINK(S):

Not applicable

ATTACHMENTS:

Proposed fee schedule.

INTERESTED/AFFECTED PARTIES:

Fire Department, those who use the bucket truck through the FD.

RECOMMENDED ACTION/MOTION:

Approval of the proposed fee changes as part of the consent agenda.

CITY OF BARRE FEE SCHEDULE

fee changes proposed 8/24/21

| department | permit/fee/license item | Current Fees/Fines effective 7/26/21 | Proposed 8/24/21 |
|--------------|---|--|------------------|
| fire | Release of Fire reports (photo CD only) | \$20.00 | |
| fire | Release of medical reports | \$5.00 | |
| fire | Burn Permits, 3 day permit | \$10.00 | |
| fire | Burn Permits, Seasonal permit | \$20.00 | |
| fire | Personnel responding to an incident (Ord. 22, art. V, sec. J) | \$63/hour | |
| fire | Apparatus response - Engine Type I | \$250/hour | |
| fire | Apparatus response - Engine Type II | \$175/hour | |
| fire | Apparatus response - ambulance | \$75/hour | |
| fire | Apparatus response - heavy rescue truck | \$175/hour | |
| fire | Apparatus response - light rescue truck | \$100/hour | |
| fire | Apparatus response - HAZMAT trucks | \$175/hour | |
| fire | Apparatus response - water tender (tanker) | \$100/hour | |
| fire | Apparatus response - water tender (1000-1499 gallons) | \$75/hour | |
| fire | Apparatus response - water tender (less than 1000 gallons) | \$50/hour | |
| fire | Apparatus response - ladder trucks | \$300/hour | |
| fire | Apparatus response - brush trucks | \$75/hour | |
| fire | Apparatus response - command vehicles | \$75/hour | |
| fire | Apparatus response - specialty response veh/HAZMAT trailers | \$75/hour | |
| fire | Apparatus response - pick-ups & utilities | \$75/hour | |
| fire | Apparatus response - ATVs w/trailer | \$25/hour | |
| fire | Apparatus response - boats w/trailer | \$25/hour | |
| fire | Apparatus response - bucket truck | new | \$50/hour |
| FD/ambulance | Motor Vehicle Crash Resulting in a criminal or VTC being issued | Total fee assessed for equipment & personnel response | |
| FD/ambulance | Fire Alarm System Malfunction | 1st Offense - No Cost Second Offense - \$60.00 Third Offense - \$75.00 Fourth Offense and additional - \$100.00 | |
| fire | Trench Permit | \$25.00 | |
| fire | Confined Space Permit | \$100 (double the fine if no permit) | |
| fire | Tent Permits 1200 Sqft or less to 200 sqft | \$50.00 | |
| fire | Tent Permits 1200 Sqft or more | \$100.00 | |
| fire | Master Box Fees | \$175 annually | |
| FD/ambulance | Outside details | \$70/hour | |

| | | | |
|--------------|-----------------------------|-------------------------------|--|
| FD/ambulance | Outside detail with vehicle | \$70/hour plus vehicle charge | |
|--------------|-----------------------------|-------------------------------|--|



City of Barre, Vermont

"Granite Center of the World"

**ACTION ITEM BRIEFING MEMO
CITY COUNCIL AGENDA ITEM
CITY COUNCIL AGENDA: 08-24-21**

Consent Item No.: 3-H

AGENDA ITEM DESCRIPTION: Adopt water and sewer rate revisions
SUBJECT: Annual Water and Sewer Rate revisions

SUBMITTING DEPARTMENT or PERSON: DPW

STAFF RECCOMENDATION: Adopt rate schedule as attached to continue to build fiscal health in the City Water and Wastewater Enterprise funds

STRATEGIC OUTCOME/PRIOR ACTION: Rate revisions are necessary as the revenue on the Enterprise funds does not adequately support the expenses that the City incurs operating the water and wastewater systems currently.

EXPENDITURE REQUIRED: none, revenue measure affecting system users

FUNDING SOURCE(S): n/a

LEGAL AUTHORITY/REQUIREMENTS: The City has the authority to set reasonable rates for the operation of the water and sewer system. The systems are operated under state permits that require specific technical and administrative operating criteria that include adequate funding and fair rate setting for the permitted facilities.

BACKGROUND/SUPPLEMENTAL INFORMATION: The City completed an updated analysis of revenues and expenses in 2019, finding was the wastewater enterprise fund underfunded. Rate proposals were created to bring the Wastewater Enterprise fund to a sound level within a three-year period and to continue rates increases to address expenses associated with accumulated needs delayed due to funding shortfalls. The annual increases were 5% for water and 20% for sewer on an equivalent residential unit (ERU).

LINK(S): none

ATTACHMENTS: Recommended rates for Water and Sewer services to be adopted at City Council Meeting 8/24/21

INTERESTED/AFFECTED PARTIES: Barre citizens, Water and Sewer system users,
RECOMMENDED ACTION/MOTION: Establish 2022 rate increase as previously approved on August 13,2019



RESOLUTION 2021 – 12
CITY OF BARRE
WATER & SEWAGE RATES SCHEDULE
 Original Adoption August 13, 2019. Updated Adoption August 24, 2021.
 Effective Date September 1, 2021 Billing

WATER

| | |
|--|---|
| METERED USAGE BILLING PERIOD | ACTUAL READING DATES |
| WATER BASE CHARGE | \$66.82* QTRLY (.7343* CENTS PER DAY) |
| WATER USE RATE | \$5.10* /100 CU FT |
| | |
| WHOLESALE RATE | \$5.10* /100 CU FT |
| WHOLESALE BASE CHARGE | DETERMINED BY CITY/TOWN CONTRACT |
| | |
| FLAT RATE BILLING PERIOD | BILL MONTH AND FOLLOWING 2 MONTHS |
| HYDRANTS | \$415.80 PER YR (BILLED QTRLY @ \$103.95) |
| PUBLIC PARKS (NON METERED) | \$200.00 YRLY (6 MONTHS SEASONAL/BILLED QUARTERLY) |
| | |
| SPRINKLER BILLING PERIOD | BILL MONTH AND FOLLOWING 2 MONTHS |
| SPRINKLERS | \$.50 CENTS PER HEAD (MINIMUM \$50.00 QTRLY) |
| | |
| SPRINKLER SERVICE INSTALLATIONS (NORTH MAIN STREET BIG DIG) | \$5,100.00 PER INSTALLATION |
| | |
| BULK WATER (FILL STATION) | \$5.10* /100 CU FT + \$50.00 PER LOAD FEE (50% WEEKLY/MULTI LOAD FEE DISCOUNT) |
| | |
| SYSTEM DEVELOPMENT CHARGE | \$2,000.00 PER WATER SERVICE CONNECTION |
| | |
| SERVICE CALL (WITHIN CITY) | NO COST (REPAIRS BILLABLE – LABOR, OVERHEAD, SUPPLIES, VENDOR & EQUIPMENT) |
| SERVICE CALL (AFTER HOURS) | ACTUAL COST (LABOR, OVERHEAD, SUPPLIES, VENDOR & EQUIPMENT) |
| SERVICE CALL (OUTSIDE CITY) | ACTUAL COST (LABOR, OVERHEAD, SUPPLIES, VENDOR & EQUIPMENT) |
| | |
| WATER METER (WITHIN CITY >3/4") | ACTUAL COST |
| WATER METER (OUTSIDE CITY) | ACTUAL COST |
| | |
| WATER TAP (MAIN) | ACTUAL COST (LABOR, OVERHEAD, SUPPLIES, VENDOR & EQUIPMENT) |
| | |
| WATER METER ACCURACY TEST | ACTUAL COST (NO CHARGE IF INDUSTRY STANDARD NON COMPLIANT) |

SEWAGE

| | |
|---------------------------------|---|
| SEWAGE BASE CHARGE | \$49.81* QTRLY (.5474* CENTS PER DAY) |
| SEWAGE USE RATE | \$4.67* /100 CU FT |
| | |
| FLAT RATE BILLING PERIOD | BILL MONTH AND FOLLOWING 2 MONTHS |
| FLAT RATE PER EMPLOYEE (SHEDS) | 0-30 EMPLOYEES \$100.00 QTRLY + SEWAGE BASE CHARGE 31+ EMPLOYEES \$200.00 QTRLY + SEWAGE BASE CHARGE |
| | |
| SYSTEM DEVELOPMENT CHARGE | \$2,000.00 PER SEWER SERVICE CONNECTION |
| | |
| SLUDGE/SEPTAGE DISPOSAL (BULK) | \$.10 CENTS PER GALLON |
| LEACHATE DISPOSAL (BULK) | \$.033 CENTS PER GALLON |
| | |
| SEWER TAP (MAIN) | ACTUAL COST (LABOR, OVERHEAD, SUPPLIES, VENDOR & EQUIPMENT) |

ANNUAL DEFAULT RATE INCREASES: Rates marked with an asterisk () shall be subject to an annual increase of 4% per fiscal year for water usage and water base rates, 4% per fiscal year for sewer base rate, and 20% per fiscal year for sewer usage rate, effective September 1st billing cycle, beginning FY21, unless alternate rates are approved by the City Council. This resolution expires at the end of FY 2023.

THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR PROVIDING ACCESS TO WATER METERS OR PROVIDING METER READINGS ON A QUARTERLY BASIS. FAILURE TO PROVIDE QUARTERLY METER READINGS WILL RESULT IN THE CUSTOMER RECEIVING A BILL FOR ALL APPLICABLE NON-METERED CHARGES. WATER SERVICE IS SUBJECT TO TERMINATION AFTER THREE CONSECUTIVE NO READINGS. ALL UNBILLED USAGE AS A RESULT OF NOT PROVIDING METER READINGS WILL BE BILLED AT RATE CURRENTLY IN EFFECT AT NEXT BILLING CYCLE AFTER METER READING IS OBTAINED. THE CITY OF BARRE RESERVES THE RIGHT TO INSPECT WATER METERS AT ANY TIME.

Be it resolved this 24th day of August 2021, that the above rates were approved by order of the Mayor and Members of the Barre City Council on August 24, 2021.

Lucas J. Herring, Mayor
Jake M. Hemmerick, City Councilor
Emel Cambell, City Councilor
Michael A. Boutin, City Councilor
Teddy Waszazak, City Councilor
Ericka A. Reil, City Councilor
Samn Stockwell, City Councilor



City of Barre, Vermont

“Granite Center of the World”

**ACTION ITEM BRIEFING MEMO
CITY COUNCIL AGENDA ITEM
CITY COUNCIL AGENDA: 08-24-21**

Old Business Item No.: 8.A

AGENDA ITEM DESCRIPTION:

Approve Assignment of East Montpelier Parcel Sale Proceeds (Manager)

SUBJECT: Capital Proceeds Assignment

SUBMITTING DEPARTMENT or PERSON: City Manager

STAFF RECCOMENDATION:

Approve Capital Proceeds Assignment to the Capital Improvements Fund

STRATEGIC OUTCOME/PRIOR ACTION:

Council Approved Sale of the Subject 53 Acre Parcel

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE(S): N/A

LEGAL AUTHORITY/REQUIREMENTS: N/A

BACKGROUND/SUPPLEMENTAL INFORMATION:

The City has netted \$73,128.29 in proceeds from the sale of a capital asset (i.e. a 53-acre land parcel). (Note: Appraised Value was \$70,000) It is the Manager’s recommendation these proceeds be reserved for future long-term capital uses as opposed to the funding of operations (i.e. the General Fund). Further, the Manager recommends assignment of these proceeds to the Capital Improvements Fund as capital improvements tend to have longer life cycles (20 -50 years) as opposed to capital equipment (10 -15 years).

LINK(S): None

ATTACHMENTS: (Net Proceeds Summary - attached)

INTERESTED/AFFECTED PARTIES: City Council; Barre City Taxpayers

RECOMMENDED ACTION/MOTION:

“Approve the Assignment of \$73,128.29 in land sale proceeds to the Capital Improvements Fund”

East Montpelier Property

Proceeds: \$78,013.49

Expenses:

Twombly: \$1,644.00

Martin Appraisal: \$2,400.00

The World: \$425.00

Times Argus: \$416.00

Total Expenses: \$4,885.20

Net Proceeds: \$75,128.29

- Council to assign usage of net proceeds
- FY21 Audit: Assigned Fund Balance

Chapter 3 -- ANIMALS AND FOWL
(chapter revised 4/26/16, 11/24/20)

ARTICLE I. GENERAL PROVISIONS. Secs. 3-1 – 3-5.

ARTICLE II. DEFINITIONS. Sec. 3-6.

ARTICLE III. ADMINISTRATION, APPEALS & ENFORCEMENT. Secs. 3-7 - ~~3-14~~ **3-10.**

ARTICLE IV. OWNERS/KEEPERS RESPONSIBILITIES. Secs. ~~3-15~~ ~~3-40~~ **3-11 – 3-21.**

ARTICLE V. ANIMAL QUARANTINE AND IMPOUND. Secs. ~~3-40~~ ~~3-42~~ **3-22 – 3-23.**

ARTICLE VI. ANIMAL CONTROL COMMITTEE. Sec. ~~3-43~~ **3-24.**

ARTICLE VII. EXEMPTIONS. Sec. ~~3-44~~ **3-25.**

ARTICLE I. GENERAL PROVISIONS

Sec. 3-1. Authority.

The city council has enacted this ordinance under the authority granted to the city through its Vermont Statutes Annotated, 24 V.S.A. Chapter 59.

Sec. 3-2. Purpose.

The purpose of this ordinance is to protect, preserve and promote the health, safety, and welfare of all citizens of the city through establishment of an enforceable ordinance regarding animals maintained and/or visiting within the city limits. Additionally, this ordinance establishes a complaint/reporting process that is equitable to both the **all** parties and the animal owner alike.

Sec. 3-3. Severability.

If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

Sec. 3-4. Effective Date of Ordinance.

Amendments to this ordinance shall be effective twenty (20) calendar days after the adoption (by majority vote of the city council) and shall remain in effect until repealed or amended in accordance with the city charter (sec. 107 and 108).

Sec. 3-5. Designation of Effect

This ordinance shall constitute a civil ordinance within the meaning of 24 V.S.A., Chapter 59.

ARTICLE II. DEFINITIONS

Sec. 3-6. Definitions.

For the purposes of this chapter definitions of the terms, phrases, words and their derivations shall be as defined in chapter 1, section 1-2 of the code of ordinances, the City of Barre, Vermont. Otherwise, the following listed words shall have the meanings indicated:

ANIMAL means every living being, not human or plant.

ANIMAL HOSPITAL means an establishment conducted by a licensed veterinarian, for the care, or care and boarding of animals.

ANIMAL YARD means every enclosure, **kennel**, shed or structure used to confine, keep and/or house animals, domestic quadrupeds, **poultry**, or wild animals, ~~and also a kennel.~~

AT LARGE means off the premises of the owner or keeper, or the premises of another person who has been given permission for the animal to be at-large, or outside of a designated dog park, and not under the control of the owner, a member of their immediate family or the keeper, either by leash, collar, or chain.

CAT means both male and female of the genus felis.

DOG means both male and female of the genus canis. Dog can also mean any animal which is considered to be a wolf-hybrid as defined by state law.

DOG PARK means a location established by the City Council for dogs to exercise and play off-leash in a controlled environment under the supervision of their owners.

DOMESTIC QUADRUPED means animals used for labor, transportation or riding including but not limited to cows, goats, horses, pigs, sheep and rabbits. Domestic Quadrupeds are not dogs or cats.

ENFORCEMENT OFFICER when used herein shall mean any health officer, code enforcement officer, animal control officer, pound keeper or other individual specifically designated by the City Council to enforce the provisions of this chapter.

KEEPER means any person, other than the owner, that has the possession and control of an animal. Persons who are involved in programs such as Trap, Neuter & Return (TNR) shall not be considered keepers.

KENNEL means an enclosure or structure, other than a building used as a human residence, or an animal hospital or pet shop, used to confine two (2) or more dogs or cats.

OWNER means any person or persons, firm, association, or corporation owning, keeping, or harboring an animal. Persons involved in programs such as Trap, Neuter & Return (TNR) shall not be considered owners.

PET SHOP means an establishment for selling dogs, cats, birds, fish, hamsters, or other small animals for profit.

POULTRY means domesticated ~~birds used as a source of food, either eggs or meat, for sport or for their feathers.~~ **fowl, such as chickens, turkeys, ducks, and geese.**

POULTRY ENCLOSURE means every enclosure, shed or structure used to confine, keep and/or house poultry.

VICIOUS ANIMAL shall mean any animal which attacks or bites a person or other domestic pet while the animal is off the premises of the owner or keeper, and the person or pet attacked or bitten requires medical attention. Vicious animal complaints shall be investigated pursuant to Sec. 3-43~~24~~(b).

WILD ANIMAL means an animal which is not, by custom in the state devoted to the service of human beings, excluding birds, fish, guinea pigs, hamsters, small amphibians, turtles, and

earthworms. An exotic wild animal is a wild animal not indigenous to the state. (Ord. No. 1966-3, Sec. 1.1.01, 6-12-73, Ord. No. 1983-1, 1-13-83, Ord. No. 2010-01, 7-6-10)

ARTICLE III. ADMINISTRATION, APPEALS & ENFORCEMENT

Sec. 3-7. Duties and Powers

a. The city manager shall appoint the chief inspector who shall hereby be authorized and directed to administer and enforce the provisions of this ordinance. The chief inspector shall have the authority to render interpretations of the ordinance. Such interpretations, policies and procedures shall be in compliance with the intent of this ordinance.

b. The chief inspector may delegate this authority to any enforcement officer.

c. The city manager shall make all necessary and appropriate arrangements for the impounding of animals; this may be done by utilizing outside resources that would be contracted by the city for the containment of animals (such as private kennels and animal hospitals) and shall, if necessary, appoint a pound-keeper. (Ord. No. 2010-01, 7-6-10)

d. As a condition of owning or keeping an animal within city limits the individual agrees that the enforcement officer may with the owner's consent or when otherwise authorized by law enter upon the premises, for the purpose of inspecting the premises to determine compliance with the provisions of this article.

Sec. 3-8. Enforcement Process, Appeals and Penalties

a. Complaint Initiation

1. A person must complete the paper or electronic complaint form.
2. Forms must be signed and dated in order to investigate the complaint.
 - i. Contact information must be provided which shall be kept confidential.
 - ii. Complaint form must be returned to City Hall or the Public Safety Building for review physically or electronically.
 - iii. Handwriting must be legible.
3. Complaints will be investigated within 5 business days of receipt by the enforcement officer.
4. Frivolous complaints shall be a violation of this ordinance. A frivolous complaint shall be one in which there is no basis for the complaint outlined within this ordinance and this is known to the complainant at the time of submission of the complaint.

b. Written Notice of Violation

1. Where a violation of this ordinance exists, the enforcement officer shall issue written documentation notifying the party responsible of the existence of the violation(s). The written notification shall include the following:
 - i. Summary of violation.
 - ii. Specific Ordinance and or State Statute violated.

- iii. Actions taken by the enforcement officer. This may include seizure of the animal or animals.
 - iv. Specific actions needed to remedy the violation, which may include any accumulated fines or fees.
 - v. Time frame allowed for remediation.
 - vi. Actions to be taken by enforcement officer if not remediated. This may include seizure of the animal or animals.
 - vii. Appeals process language in this ordinance.
- c. Appeals
1. An individual may appeal the enforcement officer's decision in writing to the chief inspector within 5 business days of receiving the notice of violation. Once received the chief inspector will provide a written determination within 5 business days.
 2. The aggrieved party may further appeal the Animal Control Committee within 5 business days of receiving the chief inspector's determination.
 3. Additional appeals would be made to the Vermont Superior Court Civil Division. Pursuant to 20 V.S.A. 3550(i).
 4. The appeals process will not prevent the enforcement officer from completing the required actions set forth in this ordinance or those required by state statute or the Vermont Health Code.
- d. Penalties
1. An enforcement officer may issue, or direct to have issued, a Municipal Complaint and pursue enforcement before the Judicial Bureau in accordance with the provisions of 24 V.S.A. §1974 and §1977 with penalties as prescribed below:
 - i. A first offense in any twelve month period shall be punishable by a fine of \$150.00. The waiver fee shall be \$100.00.
 - ii. second offense in any twelve month period shall be punishable by a fine of \$250.00. The waiver fee shall be \$200.00.
 - iii. Third and subsequent offenses in any twelve month period shall be punishable by a fine of \$500.00. The waiver fee shall be \$300.00. An enforcement officer may also issue and order to revoke the license or permit to the Chief inspector, which is subject to Sec. 3-9. Appeals. of this chapter.
 2. An enforcement officer may notify the City Attorney of the violation, who can take action in Superior Court seeking injunctive relief with penalties as prescribed by law.
 3. Each day that a violation continues after the initial notice shall constitute a separate offense.

This ordinance does not stop certified law enforcement officers from issuing civil and criminal citations in accordance with state law.

Sec. 3-9. License—Required for dogs.

All dogs and wolf-hybrids shall be licensed in accordance with 20 V.S.A § 3581.

Sec. 3-10. Exhibitions or parades; permit required; fee imposed; investigation thereof.

Exhibitions or parades of animals which are ferae naturae (wild) in the eyes of the law may be conducted only upon securing a permit from the city clerk. Forms for all licenses and permits and applications therefore shall be prepared by the city clerk. Before a permit is granted, the police department shall investigate to determine whether such exhibition or parade will be conducted so that there is no risk of harm to any person or property. Once the permit is approved by the police department, it shall be considered for approval by the city clerk. The fee for the permit shall be designated by the city council and upon adoption of the rates the council shall publish in the local newspaper the rate change thirty (30) days prior to the effective date of the rate change. The permit shall expire at the end of the exhibition or parade, or one month after issuance, whichever time is the earlier. (Ord. No. 1966-3, Sec. 2.1.03, 6-12-73, Ord. No. 2005-1, 8/18/05, Ord. No. 2010-01, 7-6-10)

ARTICLE IV. OWNERS/KEEPERS RESPONSIBILITIES

Sec. 3-11. Ownership; termination.

A person who is the owner of an animal shall be deemed to continue to be its owner until they have sold or donated their right, title and interest in such animal to another person, or, in case of an indigenous wild animal, until the animal has escaped and has returned to its natural state. (Ord. No. 1966-3, Sec. 1.1.02, 6-12-73)

Sec. 3-12. Keeper; termination.

A person who is the keeper of an animal shall be deemed to continue to be its keeper until he/she has returned such animal to the custody and control of its owner, and in the case of an indigenous wild animal, until it has been returned to the custody and control of the owner or has escaped and returned to its natural state. (Ord. No. 1966-3, Sec. 1.1.02, 6-12-73)

Sec. 3-13. Animal bites.

It shall be the duty of every person bitten, or parent or guardian to report to the city health officer within twenty-four (24) hours the name, address and telephone number of the owner or keeper of the animal which bit the person and the complete circumstances. **After second violation, the offending dog must be removed from city limits, either by euthanasia or rehoming.** (Ord. No. 2010-01, 7-6-10)

Sec. 3-14. Exposure to public prohibited if infected with contagious disease.

An owner or keeper of an animal affected with a contagious or infectious disease shall not expose such animal in a public place whereby the health of other animals is affected, nor harbor an animal under quarantine, pursuant to section 3-22 of this chapter, in or on any part of any premises open to public visitors. (Ord. No. 1966-3, Sec. 3.2.01, 6-12-73, Ord. No. 2010-01, 7-6-10)

Sec. 3-15. Nuisance animals.

No owner, keeper or other person having control shall permit an animal to be a nuisance animal. For the purposes of this section, nuisance animal means any animal or animals which:

- (1) Molests or harasses passersby or passing vehicles, or otherwise creates a public safety hazard;
- (2) Attacks other animals;
- (3) Damages property other than that of its owner;
- (4) Defecates off the premises of the animal's owner, and the owner, or other individual in control of the animal, fails to remove such deposit immediately;
- (5) Barks, whines, howls, cries, or makes a noise commonly made by such animals in an excessive and continuous fashion so as to disturb the peace and quiet of any other person. (Ord. No. 2010-01, 7-6-10)
- (6) Causes persistent odors perceptible at the property boundaries that are not temporary in nature.
- (7) The property owner shall take all necessary action to reduce the attraction of predators and rodents and the potential infestation of insects and parasites that may result in unhealthy conditions to human habitation.
- (8) If an animal dies, it must be disposed of promptly and in a sanitary manner.

Sec. 3-16. Running at large, use of sidewalks and streets, etc.; regulations.

- (a) It shall be unlawful to permit any owned animal or indigenous wild animals to run at large in the city except for cats. Any such animal found running at large may be impounded.
- (b) It shall be unlawful at any time to permit any domestic quadruped, exotic wild animals or indigenous wild animals to use a sidewalk within the city, or to lead any such animal thereon, or to ride any such animal thereon, except to enter or leave a street or other public highway.
- (c) Between sunset and sunrise it shall be unlawful to keep, lead, drive or ride any domestic quadrupeds in the streets or public highways of the city, unless such animal is in a properly lighted vehicle, or is so illuminated as to be visible at a distance of not less than one hundred (100) feet, or is lawfully upon a sidewalk, or crossing a street or public highway by the shortest possible route, or is off the traveled portion of the street or highway.
- (d) No domestic quadrupeds, poultry, exotic wild animal, or indigenous wild animal shall be permitted in any public park or cemetery in the city without permission of the council. It shall be

unlawful to keep or allow to remain any such animal in any such park or cemetery without such permit. (Ord. No. 1966-3, Sec. 3.3.01, 6-12-73)

(e) No animal shall be permitted in any part of a city owned cemetery within a 20 foot radius of a gravestone, monument, or marker without the permission of the Council. (Ord. No. 2010-01, 7-6-10)

(f) Exceptions: Dogs may be off leash in a dog park and in the cow pasture in accordance with the rules set forth by the dog park and cow pasture committees.

Sec. 3-17. Collars on dogs and collars or microchips for cats required; rabies tag to be worn.

All dogs and cats kept and harbored within the city shall wear a collar or harness when off the premises of the owner. All dogs and cats traveling through or visiting within the city shall wear a collar or harness at all times while in public areas. The collar or harness shall have firmly attached thereto the name and address of its owner, its current rabies tag, and a current license tag. If a Radio Frequency Identification (RFID) microchip containing owner information has been implanted, it is not necessary for the dog or cat to wear an attached name plate. (Ord. No. 1966-3, Sec. 3.2.01, 6-12-73, Ord. No. 2010-01, 7-6-10)

Sec. ~~3-20~~ 3-18. Poultry.

(a) Number **and types** of poultry allowed: The maximum number of poultry allowed is fifteen (15) and shall be based on providing three (3) square feet of space in the **enclosure coop (maximum 45 sq ft)**, and four (4) square feet of fenced area per bird, regardless of how many dwelling units are on the lot. **Only female chickens are allowed.** A variance may be requested in writing to the officer Health Officer, who will take into consideration any complaints from abutters and may bring any variance for consideration before the animal control committee.

~~(b) Only female chickens are allowed, Poultry species are limited to chickens, turkeys and quail.~~

(e) ~~(b) Commercial Restrictions - The sale of poultry eggs/the breeding of poultry:~~

- ~~1) Prior to the sale of poultry eggs the owner must register his/her home as a home business occupaney with the city planning and permitting office. See Unified Development Ordinance, section 3204; Home Business (p. 115) for sale of any product. No persons shall engage in poultry breeding, or fertilizer production for commercial purposes. The sale of eggs shall follow all applicable state health and food handling laws.~~

~~2) No person shall engage in poultry breeding or fertilizer production for commercial purposes.~~

~~(d) Poultry enclosures shall meet the following requirements:~~

- ~~1) Poultry must have access to an enclosure or poultry tractor, or be kept in a fenced area (poultry pen) at all times during daylight hours. Enclosures must be clean, dry and odor-free, kept in a neat and sanitary condition at all times, and in a manner that will not~~

~~disturb the use and enjoyment of neighboring lots due to noise, odor or other adverse impact.~~

- ~~2) Poultry shall be secured within an enclosure during non-daylight hours. The structure shall be enclosed on all sides and shall have a roof and doors. Access doors must be able to be shut and locked at night. Opening windows and vents must be covered with predator and bird proof wire of less than one (1) inch openings. The use of waste board, or other waste materials is prohibited. The henhouse must be well maintained.~~
- ~~3) All poultry enclosures such as henhouses, shed enclosures, and poultry tractors, shall be a minimum of ten (10) feet from any and all property lines. They must also be a minimum of thirty (30) feet from an occupied dwelling other than the owner's occupied dwelling.
 - ~~a. In the case where the lot is a rental property, the applicant must also obtain signature from the lot owner acknowledging what is being requested.~~
 - ~~b. In the case of a multiple unit structure (apartments) the poultry enclosure must be a minimum of thirty (30) feet from the entire occupied structure, even if the owner resides in the multiple unit (apartment) structure.~~~~

~~4) Poultry enclosures shall not exceed forty five (45) square feet in size.~~

~~(e) Odor and noise impacts. Odors from poultry, poultry manure, or other poultry related substances shall not be perceptible at the property boundaries. Perceptible noise from poultry shall not be loud enough at the property boundaries to disturb persons or reasonable sensitivity.~~

~~(f) Predators, rodents, insects, and parasites. The property owner, and/or poultry owner shall take all necessary action to reduce the attraction of predators and rodents and the potential infestation of insects and parasites that may result in unhealthy conditions to human habitation.~~

~~(g) Feed and water. Poultry must be provided with access to feed and clean water at all times; such feeds and water shall be unavailable to rodents, wild birds and predators.~~

~~1) Ponds /swimming areas provided for poultry shall be prohibited.~~

~~(h) Waste storage and removal. Provision must be made for the storage and removal of poultry manure. All stored manure shall be covered by a fully enclosed container or compost bin. No more than one (1) thirty (30) gallon container of manure shall be stored on any one property housing poultry. All other manure shall be removed. Ground composting of poultry manure shall not be allowed (i.e. placing manure on the ground and mixing with hay or wood chips).~~

~~(i) If a poultry dies, it must be disposed of promptly in a sanitary manner.~~

Sec. ~~3-18~~ 3-19. Animal yards; prohibited in certain areas; waiver; duty of operator.

- (a) It shall be unlawful to maintain within the city, any animal yard **less than ten (10) feet from any and all property lines, and less than** thirty (30) feet **from** any building used for residential

purposes by anyone other than the person maintaining the animal yard, members of the household, or an adjoining property owner who has waived the provisions of this section with respect to their residence. Such waiver shall be in writing and filed with the health officer. Provided, however, that this subsection shall not apply to a **licensed commercial** kennel, pet shop or animal hospital, which is located in the commercial zone or industrial zone of the zoning ordinances of the city, or which, on the effective date of this ordinance, lawfully exists in a residential zone.

(b) In the case where the lot is a rental property, the applicant must also obtain signature from the lot owner acknowledging what is being requested. In the case of a multiple unit structure (apartments) the enclosure must be a minimum of thirty (30) feet from the entire occupied structure, even if the owner resides in the multiple unit (apartment) structure.

(c) It shall be the duty of every person maintaining an animal yard to keep the same clean and sanitary and free from all refuse. Refuse from such yards shall be **composted or collected** daily and kept in **the equivalent of one (1) thirty (30) gallon** airtight-container until disposed of by burying, removed to a disposal area outside the premises, or applied as a fertilizer or mulch.. (Ord. No. 1966-3, Sec. 3.1.01, 6-12-73, Ord. No. 2010-01, 7-6-10)

~~(e) Animal yards shall not apply to poultry. For requirements on poultry enclosures see Sec. 3-25~~

Sec. ~~3-19~~ 3-20. Cruelty to animals.

A person that commits the crime of cruelty to animals as outlined in 13 V.S.A., Chapter 8 Sec. 352 shall be considered in violation of this ordinance. (Ord. No. 2010-01, 7-6-10)

Sec 3-21. Reptiles transported off the owners property.

No person shall remove a reptile from its home or owners property unless the animal is transported in an animal travel container or similar storage container that ensures the animal does not escape and that the reptile shall not endanger the general public.

ARTICLE V. ANIMAL QUARANTINE AND IMPOUND

Sec. 3-22. Quarantine.

(a) Whenever an animal of a species, subject to rabies, bites a person, the city's enforcement officer shall be notified within 24 hours of the bite occurring. If on investigation the enforcement officer finds that the animal did bite a person, the enforcement officer shall order the animal to be quarantined for a period of ten (10) days, unless such animal develops active signs of rabies within that time, in which case the animal shall be killed under direction of the health officer. Quarantine shall be as follows:

- 1) In-home quarantine requirements – the **Health Officer's** decision to allow the animal to remain quarantined by the owner will be dependent on the following:
 - a) The animal has an active rabies vaccination that has not expired (with confirmation from a qualified veterinarian practice).
 - b) The animal's past history.
 - c) The animal owner's ability to meet quarantine requirements and the cooperation shown by the animal's owner.

- 2) If the enforcement officer feels that the quarantine requirements shall not be complied with, or the animal does not have a valid rabies vaccination, the enforcement officer shall have the animal placed with an approved keeper for the length of the quarantine. All costs associated with placing the animal in quarantine with a third party shall be the responsibility of the animal owner/keeper.
 - a) At the end of ten (10) days, the animal shall continue to be quarantined until it has been examined by a veterinarian and certified free from rabies, **has been brought up to date on all required vaccinations, and has been registered with the city.**
 - b) Animals ordered to be quarantined under this section shall be confined in an animal hospital, professional kennel, or in a locked enclosure approved by the health officer as being so constructed and maintained that the animal cannot escape. (Ord. No. 1966-3, Sec. 4.2.01, 6-12-73, Ord. No. 2010-01, 7-6-10)

Sec 3-23. Impoundment.

- (a) Authority to impound per 20 V.S.A. Section 3806 or court order. The enforcement officer may, in lieu of boarding and when in the public interest and consistent with the public safety, allow an impounded dog to remain confined in the custody of its owner on the owner's recognizance that the animal shall remain confined to the owner's property, follow the terms of impoundment set by the enforcement officer and shall not be in violation of any provision of this chapter. Confinement in lieu of boarding shall continue until such time as the violation or condition authorizing impoundment has been abated.
- (b) Impoundment fees. Any owner or keeper of an animal impounded under the provisions of this chapter shall be responsible for all impoundment fees which shall be paid in full before released.
- (c) Boarding fee. In addition to the impoundment fee charged herein the owner of the animal shall be responsible for all fees associated with the boarding of the animal while impounded.
- (d) All board fees and impound fees shall be paid in full to the appropriate party before releasing the animal is allowed.

(e) Unlicensed animals to be licensed before release. If an impounded animal requiring a license is unlicensed, in addition to the impounding and boarding fees set forth herein, the animal shall not be released without the payment of the license fee required by Sec. 3-9, except that if the impounded animal has not had its proper vaccinations.

(f) Disposition of unredeemed animals. If any impounded animal with a current and effective license established by proof of an animal license tag or other means, is not redeemed within (7) days of its impoundment, it shall be sold or given away. If any impounded animal without a current and effective license established by proof of a license tag, is not redeemed within (5) days of its impoundment, it shall be sold or given away. Any proceeds from the sale of any impounded animal shall first be allocated to taxes, fees and other charges related to the impoundment. Any balance then remaining shall be paid to the owner if any is found. If proceeds from the sale of the unredeemed animal do not cover the costs associated with the impoundment, the balance of sums owed under this chapter may be collected in a civil action brought under this section. The impoundment period may be waived by the pound keeper in case of a severely injured animal whose owner cannot be located or is unwilling to claim the animal.

(g) Interference with impoundment. Any person who interferes with the impounding of an animal under provisions of this article, or who releases, or attempts to release an impounded animal contrary to this article shall be in violation of this chapter.

(h) Notice of impoundment. Within twenty-four (24) hours of the impoundment of any animal under this chapter, the enforcement officer shall make every reasonable attempt to notify the owner of the impounded animal of such impoundment. Such notice shall include either personal contact with the owner or a written notice posted at the dwelling house of the owner. (Ord. No. 2010-01, 7-6-10)

State law references: Notice by impounder, 20 V.S.A. § 3413.

ARTICLE VI. ANIMAL CONTROL COMMITTEE

Sec. 3-24. Animal control committee.

(a) Animal control committee established. For purposes of this section, an animal control committee is established. The animal control committee shall consist of not less than three (3) members to be appointed on an as needed basis by the City Council. The animal control committee shall hold appeals hearings for animal and fowl ordinance violations.

(b) Powers of the Animal Control Committee

1. Request to impound or quarantine an animal
2. Require medical care for animals, including but not limited to spaying, neutering, or vaccinations
3. Stipulate a financial responsibility and the terms thereof. This includes but is not limited to legal fees, staffing time, services rendered and collections fees
4. Order to seize an animal to be terminated, given away, or sold.

5. Require education and or training for the animal or keeper/owner
6. Require inspections
7. Request additional information and legal or professional opinions
8. Ban an animal from the city limits
9. Rule on variance requests.

c. Hearings and Convening of the Animal Control Committee – **Hearings for dog bites must occur within 7 days of the dog bite (per State Statute: 20 V.S.A. § 3546 (b))**

1. Hearing and meetings must be warned 3 days prior.
2. Minutes must be recorded
3. Robert's Rules of Order to be used
4. Meeting Agenda to be provided and should be similar as follows
 - i. Call to order
 - ii. Testimony from enforcement officer; verbal summary and written details and provide a recommendation for action
 - iii. Testimony of aggrieved party
 - iv. Additional testimony from attendants
 - v. Closing statements from the aggrieved party and the enforcement officer
 - vi. Executive session for deliberation
 - vii. Reading of determination and action to be done if any
5. Any action must be provided in writing to the aggrieved party before acted on

ARTICLE VII. EXEMPTIONS.

Sec. 3-25. Exemptions.

a. A person operating a farm of ten (10) or more **contiguous** acres, ~~wholly in the city or in part within the city and contiguous to the part without the city as one property, as to animals kept on such farm, or the use of such farm for keeping animals,~~ shall be exempt from the provisions of this ordinance.

b. The provisions of this chapter shall not apply to a person while showing or exhibiting an animal in the municipal auditorium, or while transporting an animal for such purposes to and from the auditorium, or to an animal while so shown, exhibited, or transported or in a parade. As to such animals, auditorium regulations shall apply.

c. The provisions of this chapter shall not apply to a public officer or employee or to a common carrier, while carrying out a duty imposed by law, or while an animal is in transit under control of a common carrier, or while an animal is being transported through the city under control of the person so transporting.

d. Any dog used to assist law enforcement officers in the City of Barre shall be exempt from the provisions of this ordinance.

e. The provisions of this chapter shall not apply to indigenous wild animals, except when such animals are owned by a person. (Ord. No. 1966-3, Secs. 1.2.01--1.2.05, 6-12-73, Ord. No. 2010-01, 7-6-10)



City of Barre, Vermont

“Granite Center of the World”

**ACTION ITEM BRIEFING MEMO
CITY COUNCIL AGENDA ITEM
CITY COUNCIL AGENDA: 8-24-2021**

Consent Item No.: _____ **Discussion Item No.** _____ **Action Item No.** 9G

AGENDA ITEM DESCRIPTION: Enhancement of Recreation Stewardship and Access (ERSA) Trails Grant. *Approval to apply.*

SUBJECT: ERSA Trail Grant to support projects in the Barre City Cow Pasture.

SUBMITTING DEPARTMENT or PERSON: Cow Pasture Stewardship Committee and Planning Director Janet Shatney

STAFF RECOMMENDATION: Defer to City Council due to the desire to purchase 1.1 additional acres of land for the project.

STRATEGIC OUTCOME/PRIOR ACTION: Expanded, enhanced and safer trail system. Prior action - The Management Plan for the Barre City Cow Pasture 2017-2027 identified 26 Trail and Infrastructure Projects

EXPENDITURE REQUIRED: None. This is a unique one-time opportunity for a no-match grant.

FUNDING SOURCE(S): Vermont Department of Forest, Parks and Recreation

LEGAL AUTHORITY/REQUIREMENTS: ANR Project Review Sheet Required (in process)

BACKGROUND/SUPPLEMENTAL INFORMATION:

ERSA Letter of Interest Project Categories and Descriptions of Projects to be Completed:

A. Major trail maintenance or reconstruction/renovation of existing trails.

The Management Plan for the Barre City Cow Pasture 2017-2027 identified 26 Trail and Infrastructure Projects (Table 4 pgs. 12/13 attached). Ten (10) Projects on City property have not been completed. In addition to the Management Plan Projects identified in 2017, the following Project has been identified:

- *M4-1 to C-5 to M1-3. Reestablish trail corridor to improve access for maintenance equipment and avoid moving equipment across streambed. Downed and hazard trees*

- will be removed and the trail will be opened and maintained to clearances specified by FPR (Vermont Forests, Parks & Recreation)*
- *C7. This unofficial trail will be closed. Approach to M1-1 is extremely steep and prone to erosion. A re-route of this trail with a pedestrian bridge is proposed*
 - *C6-1 to C6-2. Reroute the approach that is currently steep, difficult to navigate and prone to erosion*
 - *Dedicated trail maintenance tools will be purchased*

B. New construction of trails, trail linkages, or new trailhead parking areas and/or new trailside facilities.

Construction of approximately 1 mile of new trail through a wooded area that will include flagging, tread work, closure of a steep, eroded unofficial trail, and the construction of a pedestrian bridge. The project will link three side trails and provide a safe crossing over the stream. The new trail and pedestrian bridge will allow pedestrians an alternative route to connect with the trail system and avoid the VAST (Vermont Association of Snow Travelers) connector trail.

C. Educational projects or educational components that are trail-related and help develop or improve trail stewardship, access, or accessibility for new or underserved populations

- *A Trail Assessment by a professional trail builder will be completed to provide GPS points for the newly re-routed trail and pedestrian bridge. Additional trail and infrastructure improvements not identified in the 2017 Management Plan will be identified. Table 4 of the Management Plan will be updated*
- *Management Plan Maps will be update to include new trails and the pedestrian bridge. Closed trails will be removed*
- *Trail head maps will be updated and posted at the main entrance kiosk and S3 and M4 entrances*
- *Wayfinding signs will be added to the entire trail network*

D. Trail corridor/trail easement acquisitions

- *Acquisition of approximately 1.1 acres of land in order to protect a major access trail (S3) and permanently conserve the main trail head access parking area at the end of Maplewood Avenue (purchase cost is part of grant request – see attached proposed budget). Side trail S3 is a Barre City owned ‘Paper Street’ that traverses through a mature forest. Development of the lot (currently for sale) would remove mature trees above a steep embankment and interrupt the forested path to the trail system. A 30’ right-of-way would be turned into an access to this parcel of land, resulting in the loss of the existing parking area which, in turn, would create potential safety hazards and nuisance concerns for existing neighbors.*

LINK(S): [Enhancement of Recreation Stewardship and Access \(ERSA\) Trails Grant ;
https://www.barrecity.org/cow-pasture-stewardship-committee/](https://www.barrecity.org/cow-pasture-stewardship-committee/)

ATTACHMENTS: Table 4 of the Management Plan; Trail Map; Proposed Grant Budget

INTERESTED/AFFECTED PARTIES: Users of the Cow Pasture trail system

RECOMMENDED ACTION/MOTION: Defer to City Council Action, due to the desire to purchase property in the area by the City.

Trail and Infrastructure Projects

The projects listed below are based on the summer 2016 trail assessment and discussions with Vermont Youth Conservation Corps (VYCC) staff and Cow Pasture Committee members.

Table 4. Trail and Infrastructure Projects

| Point on Map | Trail ID | Description | Priority Level |
|--------------|--------------------------|---|----------------|
| 1 | M1-1 | Fill gully at top of slope with surrounding substrate (level out). Apply gravel/crushed stone where grade is <10%. | High |
| 1 | M1-1 | Install box steps with fill along steeper slope toward M2/stream crossing, if determined to be compatible with snow groomer and brush-hog equipment. If not compatible, an alternative restoration plan is needed. The previous M1-1 action (leveling out gully) should be implemented regardless of box step decision. | Medium |
| 2 | M1-2 | Restore/maintain waterbars south of stream. Hardened section at stream crossing is effective. | High |
| 3 | M1-2 | Maintain existing waterbars north of stream and add new ones if necessary; trail from junction is widening. | High |
| 3 | M1-2 | Woody debris pile - use material to close C4 and spread the rest out within the forest. | High |
| 4 | M1-3 | Close/re-route trail or install steps to restore gully at M2 junction. | Medium |
| 5 | M2-1 | Remove roll of barbed wire south of trail; consider filling in hole north of trail and removing woody debris from fort constructed by kids | Low |
| 6 | M2-1 | Install signage with use restrictions and LNT | High |
| 6 | M2-1 | Fix steps, improve/add/maintain waterbars as needed to restore eroded area | High |
| 7 | M3 | Erosion along trail, especially around S1 trail junction; install waterbars | Medium |
| 7 | M3 | Move sign at S5 junction to location that clearly indicates trail direction | Low |
| 8 | M4-2 | Clear access to/from M1 to M4 | Low |
| 9 | M1-3, C1, C2 (optional) | Mow/clearly demarcate paths through brush-hogged area | High |
| 10 | C3 | Restore steep gully; improve closure/disguise trail at both ends | Medium |
| 11 | C4 | Improve trail closure; disguise with logs and other woody debris | High |
| 12 | C8 | Add waterbars at switchbacks | Medium |
| 13 | N/A; see map | Close cistern in northwestern quadrant of property. The open cistern presents a safety hazard. | High |
| 14 | Maple Wood Ave. Entrance | Remove guardrails; replace with gate to permit equipment access | High |
| 14 | Maple Wood Ave. Entrance | Remove cement slabs | Medium |

Table 4. Trail and Infrastructure Projects (Continued)

| Point on Map | Trail ID | Description | Priority Level |
|--------------|----------|--|----------------|
| 15* | S1* | Remove log in trail | Low |
| 16* | S1* | Drainage from well and incision below; install waterbar | Low |
| 17* | S2* | Steep/eroding trail segment along stream; add waterbars | Medium |
| 18* | S3* | Steep section; install waterbars (paper street/City-owned land) | Medium |
| 19* | S4* | Steep section; install waterbars or other erosion control features | Medium |
| 20* | S8* | Old trail, not actively used. Remove signage and close trail. | Low |
| 21* | S18* | Trail closure; disguise with debris and allow to revegetate. | Medium |

*Trails are on private land, and these projects would require collaboration with landowners.

Future Considerations

Mountain biking is currently an infrequent use, and impacts to the trails from this activity are minimal. If biking becomes a conflicting use that results in trail damage, impacts water quality, or becomes a safety concern for trail users, the Committee will consider limiting this activity to certain trails or prohibiting the activity.

Three trail maps are installed on the property, and maps are also available for download on the City website. Installation of additional trail maps and directional signage has been proposed; however, the Committee prefers to keep signage on the property minimal to avoid detracting from the natural setting. Vandalism of the existing signs has been an issue and the Committee's desire is to keep the property low maintenance.

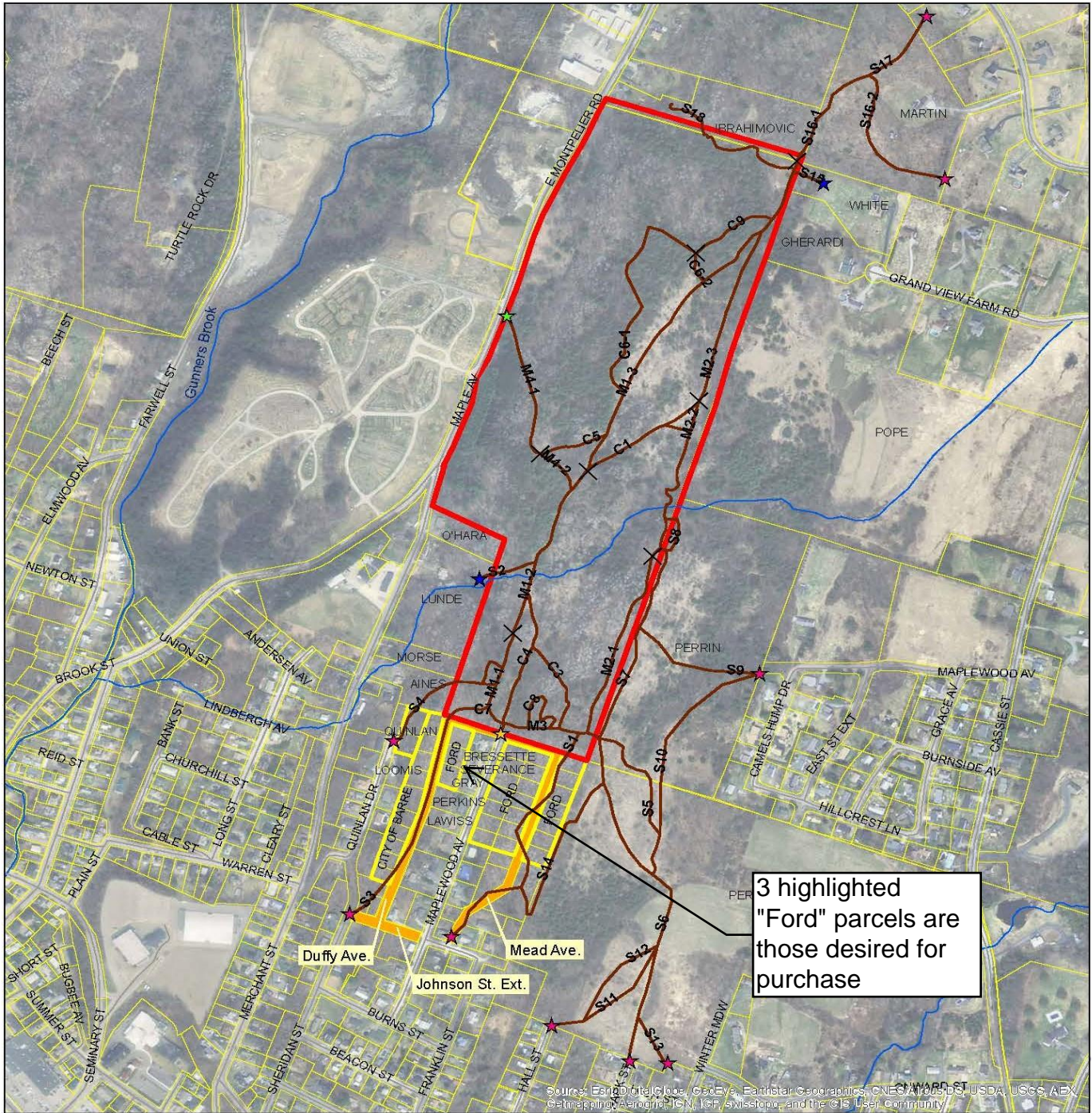
Non-Native Invasive Species Management⁵

Non-native invasive species (NNIS) are plants, animals, or other organisms that have been introduced to an ecosystem by humans, intentionally or otherwise, and that cause or are likely to cause harm to the environment, economy, or human health (US Executive Order 13112 1999). NNIS cause harm by outcompeting and displacing native plants, and thereby altering the species composition and physical structure of native ecosystems. Impacts may include reduced biodiversity and loss of native plant and animal populations, alteration of ecological processes such as nutrient and water cycles, reduced aesthetic and recreational value, and human health threats such as skin rashes and enhanced habitat for ticks that carry Lyme Disease.

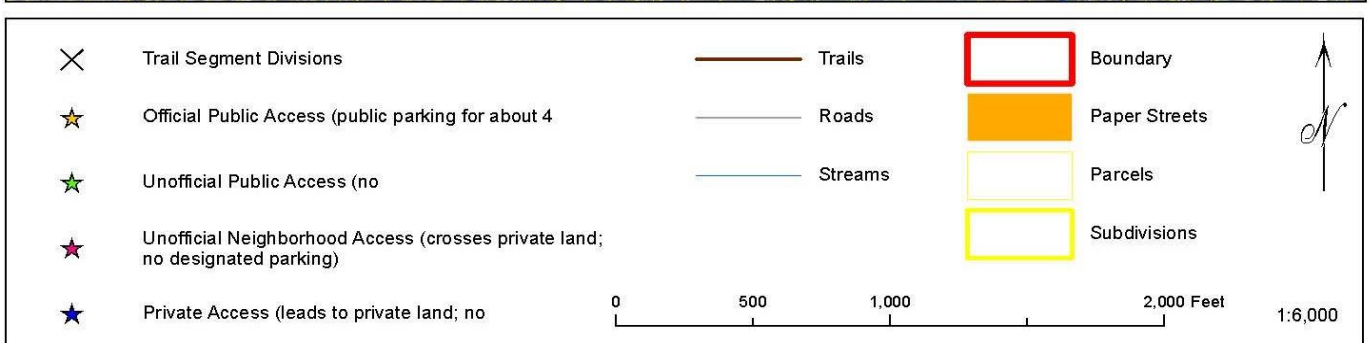
⁵ This section of the management plan was developed using available research and guidance from Vermont Invasives, a cooperative initiative of the Vermont Agency of Natural Resources, University of Vermont Extension, and The Nature Conservancy. Parts of this section were extracted and/or adapted with permission from the Nature Conservancy's Invasive Species Management Plan Template (available at <http://vtinvasives.org/plants/prevention-and-management/tools-resources>).

Barre City Cow Pasture

Trails, Access Points, and Parking



3 highlighted "Ford" parcels are those desired for purchase



Map created by Emily Brodsky, February 2017. Data Sources: VCGI, City of Barre, ESRI, Sharpless Ecologic LLC, Emily Brodsky

Disclaimers:
 Trails beyond the Cow Pasture property boundary are on private property. Please be aware that permission to access these trails may be revoked at any time.
 Please observe and respect posted signs and trail closures.
 Map is not intended for survey purposes.

ERSA Budget- Barre City Cow Pasture 8-18-2021

| Item | Expense | Additional Information |
|----------------------------|---------------------|--|
| Trail Assessment | \$ 6,000.00 | Trail assessment would provide recommendations on trail use and improvements, provide a work plan to implement ERSA Grant Funds for trail crew, provide updates to all Management Plan Maps that would include: new trails, removal of closed trails, and provide Trail Signage recommendations. |
| Trail Work | \$ 13,000.00 | Construct approximately 1 mile of trail to re-routed pedestrians off VAST trail and connect three side trails. Design/construction of pedestrian bridge. Implementation of remaining Management Plan Trail and Infrastructure Projects and Trail Assessment recommendations including: closure of trail segments, realignment of trails, installation of water bars and stone steps. Opening of M4-1 to C5 to M1-3 to allow brushhog access. |
| Signage | \$ 2,000.00 | Installation of updated maps on Kiosk and 3 other side entrances. Installation of way-finding signs on all trails. |
| Materials | \$ 3,000.00 | Pedestrian bridge and trail materials. |
| Tools | \$ 800.00 | Trail Maintenance tools to support volunteer efforts |
| Gate Repair | \$ 800.00 | Gate would provide equipment access from Rte 14. |
| Tree Removal | \$ 5,000.00 | Removal of hazardous trees along M4-1 |
| Land Acquisition | \$ 20,000.00 | Permanent preservation of existing trail head parking at the end of Maplewood Ave. and access to Cow Pasture trail network (Side trail S3). Amount includes sale price, fees and appraisal. |
| Total Grant Request | \$ 50,600.00 | Total includes a 10% Contingency |



• *City of Barre, Vermont*

“Granite Center of the World”

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To: Mayor Lucas Herring and the Barre City Council

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

Re: Department Head Reports

Report Date: August 20, 2021

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:

- The new VT COVID Arrearage Assistance Program (VCAAP II) has launched, providing assistance paying overdue water/sewer bills for residential and commercial properties. Applications will be received on a first come/first served basis until October 25th. Those with arrearages going back to April 2020 may apply. Information about the program has been on FB, the website, and Front Porch Forum, and notices are being included with all delinquent water/sewer bill mailings between now and the October 25th application deadline. However, to date very few people have applied. Sylvie in the collections office is encouraging people to apply, or to contact Capstone Community Action for assistance in applying.
- The City has posted information on Front Porch Forum and the website about the mortgage assistance program being offered by the state with COVID relief funds.
- The City is working with Opportunities Credit Union to spread the word about financial management and mortgage assistance available through the CU. We will be partnering on a series of workshops this fall.
- The City is spreading the word about the renter assistance program being offered by the state, which helps renters with delinquent rent and utilities associated with COVID-related financial hardship. To date no renters have applied for assistance.
- There are two properties still scheduled for tax sale on September 9th. There were originally 10 properties scheduled for tax sale, however 8 of them have been paid off to date. We expect at least one more to be paid off before the sale date.

2. BUILDING AND COMMUNITY SERVICES:

- The Rotary Club held the free drive in movie night on Saturday in the Civic Center parking lot. The movie was Foot Loose and there were about sixteen vehicles.
- Former UVM basketball player Ernie Duncan held a weeklong basketball camp in the AUD during the week.
- I attended the Cemetery Committee meeting on Monday in Alumni Hall.
- On Tuesday, I attended the Department Head meeting at City Hall. I also attended a meeting with the Barre Partnership and Police and Fire Chiefs and Deputy Chiefs at the Public Safety Building, regarding the upcoming “Fall Festival”.
- Also on Tuesday, the Engineering Tech and I met with a roofing contractor to look at five buildings that will require re-roofing next spring/summer.
- On Tuesday evening, Barre Community Baseball/Softball held a board meeting in Alumni Hall.
- The DMV held CDL testing on Wednesday in the Civic Center parking lot.
- I met a family on Wednesday at Elmwood Cemetery regarding their family mausoleum. I also met with another family on Wednesday regarding their family lot at St. Monica’s Cemetery.
- The Vermont Foodbank held their commodities drop on Thursday in the Civic Center parking lot.
- The Concerts in the Park and Food Truck Thursday events were moved to the BOR on Thursday evening due to the weather.
- On Friday, I had a phone conference call with representatives from Pike Industries regarding the possibility of the return of their spring training program to the AUD in March 2022.
- An AAU basketball team held a practice on Friday evening in the AUD.
- The Cemetery crew did limited mowing and trimming as the weather allowed. We had three cremation inurnments during the week.
- The Facilities crew also did limited mowing due to the weather. They were able to get some cleaning and maintenance work done in the AUD basement and upper level of Alumni Hall. We assisted with the re-arranging of desks in the Finance office at City Hall as well as carpet cleaning.

2a. RECREATION:

- Attended DH meeting.
- Worked on Summer Matters For All grant reporting information. Met with Finance Director on reporting information.
- Final week of the swimming pool – separation reports, equipment storage, etc. Working on data from the summer.

- Continued work on the B.O.R. schedule. Sent out Draft #1 to SHS, BYSA and Figure Skating. Working on retaining information as we merge soon to new software.
- Lifeguarded as employees returned to college / fall sports started.
- Participated in COVID update webinar.

3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:

Planning – Janet:

- Finished table of all the various types of properties in the City in response to a request by Councilor Stockwell as part of a trash task force work item;
- Attended ACCD webinar for FY22 Municipal Planning Grant guidance on Wednesday;
- Reviewed Assessor draft letter for hiring sent by the Manager;
- Created an environmental review access for Turning Point Center of Central Vermont in the State grant website;
- Began a VCDP Implementation grant application in the state grant system for Turning Point Center – they will be coming to city council on Sept. 14 to request approval to gain approval for the City to be the pass-through grantee for them for their 18 S. Main St relocation/renovation project;
- Assisted Director Castle by writing the public hearing ad for the Times Argus that is required of the grant application, notifying the public that there is a hearing in front of City Council asking for approval to formally apply;
- Worked on the pool grant closeout paperwork;
- Prepared agenda and packet for the Planning Commission meeting next Thursday evening;
- Prepared agenda and packet for the Energy Committee meeting this coming Monday evening;
- Finished department FY22 priorities listing for the Manager;
- Answering questions, phone calls, assisted fellow staff, timesheets, weekly report write-up, etc.

Permitting – Heather:

- Issued 1 Building Permit;
- Issued 1 Electrical Permit;
- Issued 3 Zoning Permits;
- Closed out 2 Building Permits from final inspections performed by Code Enforcement;
- Closed out 7 Electrical Permits from final inspections performed by Code Enforcement;
- Researched signage regulations and compiled information for Planning Director use;
- Capt. Howarth and I met with the new owner of 114 S. Main Street;
- Spoke with Capt. Howarth on the phone most everyday about various issues: Building permit questions, fence regulations in regards to a dog complaint, checking on whether or not a property is vacant or rented, and checking to see if I had a phone number that wasn't in Mobile Eyes (Fire Dept) software;
- Attended a meeting re: possible uses for a space
- Sent out the final delinquent Rental Registry Invoices, due September 15, 2021. (98 properties);

- Continued to process and collect Rental Registry Invoices, to date I have collect 87% for a total of \$103,796.50;
- Updating both zoning and the fire department's software for address changes, permit copies, etc.

Assessing Clerk – Kathryn:

- Regular office tasks: permit copies from Heather into databases, address changes, mapping updates, filing, checking Grand List items, Street numbers, corrections, e-mail messages, phone calls, etc.;
- Processed 10 PTTR's (property transfer return) for updating all property records in NEMRC, ProVal, and mapping software;
- Sent out 4 map copies and 10 lister cards as requested via email or by telephone;
- Downloaded 6 homestead filings to go into the Grand List for tax billing (and these will be reviewed for appropriateness) for a total of 1,735 to date;
- At the request of the Director, doublechecking status on TIF notations and adding to the assessor software, so that the correct number of TIF parcels matches everywhere;
- Continue cleaning up discrepancies between the now updated Assessing software and NEMRC, for missing inactive or otherwise parcels, span # discrepancies, etc.

Interim Assessor-Janet:

- Continue making revisions in the City's CAMA (computer assisted mass appraisal) system based on the revisions to the grievance process;
- Department Director checks assessor email and phone inquiries;
- Department Director has also sent out lister cards upon inquiry by realtors, etc.

4. DEPARTMENT OF PUBLIC WORKS:

Wastewater Treatment Facility

- 08-12 Prepare B.O.D., TKN, TSS samples, get E coli sample, preform flow check at plant effluent, Daily process room pumped sludge thru gravity belt to digester, dewater sludge from digester thru press to drying beds, Replace counter on Thickened Pump #2
- 08-13 Daily process room pumped sludge thru gravity belt to digester, Unplug rags from Grit pump
- 08-14 Unplugged heat exchanger
- 08-16 Perform total alkalinity test from digester recirculation sample, dewater sludge from digester thru press to drying beds, One load of grit to Casella's Transfer Station
- 08/17 Took motor off sump pump #2
- 08/18 Hourly sampling for B.O.Ds 0700-1500, dewater sludge from digester thru press to drying beds, Daily process room pumped sludge thru gravity belt to digester, Flush drain pipe for air handler in lab, unit still leaks water into lab, Henry Wang called to fix Total gallons of wastewater thru plant 16.354 Million gallons, Solids pumped to Digester 97541 gallons,
- 4 Staff workers

Sewer Department

- 08-12 manhole by Pump Station clean out, Clean line on Onward St./Currier St., clean out brick, sand debris Webster St. main line, clean line on Camp St., S-e truck maintenance, sewer maintenance
- 08-13 Sewer maintenance
- 08-16 Pump Station, Sewer maintenance
- 08-17 Pump out manhole Delmont Ave. & Clifton, shop maintenance, sewer vacuum truck maintenance, sewer maintenance
- 08-18 Dye test line off Cable St., work on surface basin on Merchant St., sewer vacuum truck maintenance, sewer maintenance, pump out manholes
- 1 Staff worker

Water Treatment Facility

(State required lab testing for compliance, Chemical tank/ chemical feed monitoring, Outdoor Buildings/Grounds Maintenance, Indoor Cleaning/Housekeeping)

- 08-12 State Fluoride sample, source protection monitoring, Dix Reservoir mowing
- 08-13 Distribution Chlorine Residuals – 3 sites, Distribution pump station-2 sites, New Distribution chlorine sample sight inspection/test
- 08-16 Distribution Chlorine Residuals – 3 sites, Distribution pump station-2 sites
- 08-17 Clean Chemical feed pump bench, ordered Lab Chemicals/Supplies, Cleaned and flushed treated chlorine analyzer
- 08-18 Total Coliform Samples -3 sites, Iron and Manganese Testing, Distribution Chlorine Residuals – 3 sites, Distribution pump station-2 sites
- 3 Staff workers

Water Department

- 08-12 Hill St. /Perry St. Water Main Line Replacement Tie in,
- 08-13 West Hill Tank, S Barre & N Main St. Hydrants, Hill St. main line,
- 08-16 Hill St. Main Line Flush and Sample dropped off, S Barre & N Main St. Hydrants, West Hill Tank, Bridgeman St. storm water main line, Service maintenance
- 08-17 9 Balsam Dr. mark out service, 314 Hill St. mark out service, Locate main gates on Hill St., investigate low pressure Sierra Lavin Rd. locate end of line, paperwork, parts run to EJP, Bridgeman St. surface line replacement, BCEMS Hydrant replacement, service maintenance
- 08-18 45 Park S.t mark out service, 81 Hill St. mark out service, West Hill Tank, S Barre & S Main St. hydrants, pressure check E Cobble Hill, maintenance and services, distribute Hill St. notices
- 2 Staff workers

Street Department

- 08-12 Hill St. & Perry St. water line tie end, sidewalk reconstruction Merchant St. & Warren St., paperwork, preparing Ayers St. and Summer St. painting line and curbs, maintenance on truck #31 DPW & John Deere K624

- 08-13 Hill St. main line water, trash pickup on Main St., cut brush, paperwork, line paint striping on Ayers St., maintenance on John Deere K624
- 08-16 work on DPW truck #30, Dig up Surface Lin on Bridgeman St. off C Street, Patch pot holes around the City, paperwork, replace light in walkway by Subway & Exile on Main St., help street painters with curbing edges at Summer St. and Side streets, work planning, cut tree on Ayers St. by sidewalk, Street sweeping S Main St. repairs to Police Dept. #4 vehicle and Fire Dept. truck, Sewer Van and shop maintenance
- 08-17 Repair surface line on Bridgeman St., Sidewalk reconstruction Warren St. & Merchant St., paperwork clean office work planning, painting curbs Washington St. S Main St. and side streets, Street sweeping S Main St., Fire Dept. Amb-3 repairs, Sewer Dept. Van repairs
- 08-18 Maintenance work on Water Dept. truck #30, bring crushed asphalt to shop, Sidewalk reconstruction on Merchant St. & Warren St., paperwork, work planning, clean shop, rebuild trailer for paint machine, cut brush on River St., Blackwell St. and Howland St., Street sweeping South end of City Quarry St., Circle. Hale. Nichols, Birch, Green, Boyce, Lewis, Spring, Batchelder, Murray & Kirk St., maintenance of sewer van, Fire Dept. truck and shop maintenance

5. FINANCE DIRECTOR:

- Reviewed Capital Equipment Plan with Manager
- Met with Manager & HR administrator to discuss next steps for the payroll clerk vacancy
- Updated water & sewer rate analysis for Manager to review in preparation of making a recommendation to the council for FY22 rates
- Attended DH meeting
- Reviewed June's PD grant requisition
- Reviewed AP Invoices
- Sr. Accounting Clerk performing payroll and AP duties in addition to regular job duties
- Sr. Accounting Clerk on vacation – Monday & Tues (8/16-8/17)

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.