

**SPECIAL MEETING
CVPSA
Tuesday, October 19, 2021, 6:00pm**

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

**Join Zoom Meeting
<https://us06web.zoom.us/j/89710221397?pwd=azJ1L2dtSjdHeFV1dVVPNXVNVHh4dz09>**

**Meeting ID: 897 1022 1397
Passcode: 786979
One tap mobile
929-205-6099**

1. Call to Order – 6:00pm
2. Adjustments to the Agenda
3. New Business:
 - a. CVPSA Televate Communications Report Presentation (Dona Bate)
4. Adjourn

**REGULAR COUNCIL MEETING
Tuesday, October 19, 2021, 7:00pm**

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

**Join Zoom Meeting
<https://us06web.zoom.us/j/89710221397?pwd=azJ1L2dtSjdHeFV1dVVPNXVNVHh4dz09>**

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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 Meeting, October 12, 2021
8	B. Approval of City Warrants from Week of Wednesday, October 20, 2021
16	C. Clerk’s Office Licenses and Permits
	4. City Clerk & Treasurer Report
	5. Liquor Control Board
	6. City Manager’s Report
	7. Visitors and Communications
	8. Old Business: <ol style="list-style-type: none"> A. None
	9. New Business
17	A. Chapter 20 Tree Ordinance (Jeff Bergeron, Tree Stewardship Committee)
26	B. Finance Update and FY23 Budget Preview/Review (Monahan)
28	C. Clerk Update and FY23 Budget Preview/Review (Dawes)

- 36 D. Manager Update and FY23 Budget Preview/Review (Mackenzie)
- 40 E. Review and/or Approval of a Volunteer Appointment Policy (Councilor Hemmerick)
- 10. Round Table
- 11. Executive Session – As Needed
- 12. Adjourn

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

*The portion of this meeting starting at 7:00 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 Location and Log-in Instructions.

Monday, October 18

Cemetery Committee, 11am, In-Person Only, Alumni Hall, 2nd Floor
Diversity & Equity Committee, 6pm, Hybrid (ZOOM and Council Chambers)

Wednesday, October 20

Step 3 All In For Barre, 6:30pm, Hybrid (ZOOM and Council Chambers)
Transportation Advisory Committee, 6:30pm, Hybrid (ZOOM and Council Chambers)

Thursday, October 21

Homelessness Task Force, 6pm, Hybrid (ZOOM and Council Chambers)

Wednesday, October 27

Board of Civil Authority, 6pm, in person (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: 10/15/21
SUBJECT: Packet Memo re: 10/19/21 Council Agenda Items

Councilors:

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

Special Session: (Hybrid at 6:00 P.M).

CVPSA Televate Communications Report Presentation

Adjustments to the Agenda: **No Adjustments known at this time**

Consent Agenda: **No notes**

Communications **No notes**

Old Business: **No notes**

New Business: **No notes**

Executive Session: **None**

**Regular Meeting of the Barre City Council
Held October 12, 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, Councilor Michael Boutin; and from Ward III, Councilors Ericka Reil and Samn Stockwell. City staff members present were City Manager Steve Mackenzie, Finance Director Dawn Monahan, Planning Director Janet Shatney, Buildings and Community Services Director Jeff Bergeron, BCS Assistant Director (Recreation) Stephanie Quaranta, and Clerk/Treasurer Carol Dawes.

Absent: From Ward II; Councilor Teddy Waszazak.

Adjustments to the Agenda: Councilor Hemmerick asked that the consent agenda item related to the Bike-Ped Complete Street Planning Grant be taken separately, as he will need to recuse himself from the discussion and decision.

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:
 1. Regular meeting of September 28, 2021
- B. City Warrants as presented:
 1. Ratification of Week 2021-40, dated October 6, 2021
 - i. Accounts Payable: \$2,095,429.69
 - ii. Payroll (gross): \$124,962.75
 2. Approval of Week 2021-41, dated October 13, 2021:
 - i. Accounts Payable: \$1,541,563.93
 - ii. Payroll (gross): \$127,608.81
- C. 2021 Licenses & Permits: NONE
- D. Ratify Authorization of BOR Roof Repair Contract.
- E. Authorize Planning Director (Planning Commission) to Apply for a Bike-Ped Complete Streets Planning Grant. (ITEM DEFERRED TO SEPARATE ACTION BELOW)
- F. Authorize Elks Club Donation to Fire Department.

Councilor Hemmerick recused himself from the following discussion and decision.

Council approved authorizing the Planning Director (Planning Commission) to apply for a Bike-Ped Complete Streets Planning Grant on motion of Councilor Stockwell, seconded by Councilor Reil.

Motion carried, with Councilor Hemmerick recused.

The City Clerk/Treasurer Report –

Clerk/Treasurer Dawes reported on the following:

- Accepting applications for the VT COVID Arrearage Assistance Program 2 through October 24th. Have received \$30,000+ to date, with \$17,000+ in outstanding requests. The program assists in payment of delinquent water/sewer bills through federal COVID relief funds.

Liquor Control – NONE

City Manager's Report - Manager Mackenzie said there was nothing to add to his written report.

To be approved at 10/19/21 Barre City Council Meeting

Visitors and Communications – NONE

Old Business –

A) Merchant's Row Master Plan Update.

Manager Mackenzie said review of the master plan indicates changes over the last several years now make this an impractical part of the TIF plan. There are no longer anticipated private development projects tied to Merchant's Row that would generate increment sufficient to support a new TIF bond. The Manager said improvements will be made to the area, however they won't be funded through TIF.

New Business –

A) Committee Appointments.

Svetlana Zhexembeyeva shared her past experience and interest in serving on the Diversity and Equity Committee. Council approved her appointment on motion of Councilor Cambel, seconded by Councilor Hemmerick. **Motion carried.**

B) Washington County Substance Abuse Regional Partnership.

Dr. Mark Depman and Eva Zaret from the Central Vermont Prevention Coalition, and Ann Gilbert from Central Vermont New Directions, spoke of their collaborative work on the three-year federal grant primarily focused on substance abuse prevention. Dr. Depman said they are partners with the medical center, Justice Center, People's Health & Wellness, Recovery House, and Turning Point Center. They were excited to see a community center identified as one of the key goals coming out of the All In For Barre community visit, as community involvement is integral to prevention success. Ms. Zaret reviewed results from a youth risk behavior survey of Barre Unified Union School District students, which asked questions around alcohol and substance use, and access to protective factors. There was discussion on funding sources, importance of family involvement, and money saved for every dollar spent on prevention. Mayor Herring invited the Coalition to return for another update in 4-6 months.

C) BCS/Recreation Department Update and FY23 Budget Review.

Buildings and Community Services director Jeff Bergeron reviewed cemetery revenues, saying they've seen an increase in lot sales. Mr. Bergeron said Barre Youth Services is no longer running the concessions stand at the BOR, at least through next year. There was discussion on other options for offering concessions. Mr. Bergeron talked about staffing and workloads, and said his projected FY23 budget includes an additional staff person. There was discussion on full-time and seasonal staffing, vandalism in City Hall Park, removal of trees, and repairs to the BOR roof. Mr. Bergeron said he inventories building conditions with a facility evaluation form, and there is a need for an overall engineering survey of the roofing system at the BOR. He said the Civic Center Committee is active in identifying maintenance needs throughout the center's facilities.

BCS assistant director (recreation) Stephanie Quaranta spoke of staffing changes over the years, and noted the only recreation staff these days is part-time summer and winter help, in addition to her full-time position. Ms. Quaranta said the City received a Summer Matters for All grant, which helped cover summer staffing costs this year, and subsidized pool passes. She noted the numbers of people who used the pool this year, and said there was a change in demographics among users. There was discussion on services provided to Barre Town residents, the summer meal and snack programs, promoting additional usage of the Civic Center facilities, and recreation programming for youth.

Councilor Hemmerick left the meeting at this point at 9:15 PM.

D) Planning, Permitting and Assessing Dept. Update and FY23 Budget Preview/Review.

Planning Director Janet Shatney reviewed her draft FY23 budget, and noted projected increases in permit

To be approved at 10/19/21 Barre City Council Meeting

revenues. She noted the staffing vacancies in her department, where the City is looking for a full-time assessor and a full-time permit administrator. The assessor who recently accepted withdrew from the position due to a recent accident. Ms. Shatney said there is a new position for a junior planner in her FY23 budget, and an increase in the grant match line, which will make these funds available to other departments who need matching money. There was discussion on the open positions, and posting employment opportunities on the City website.

Round Table –

Councilor Boutin said the Council should review the burdens its placing on staff, especially with the creation of new committees.

Councilor Stockwell said the Council should prioritize committees.

Mayor Herring spoke of the difficulties municipalities and other sectors are having in filling staffing vacancies. The Mayor reminded everyone that the third step of the All In For Barre community visit is scheduled for October 20th, beginning at 6:30 PM at the auditorium.

Executive Session –

Mayor Herring said there will be an executive session for Council to consider the City Manager's 6-month review. Councilor Cambel made the motion to find that premature general knowledge of the personnel issue 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.**

Council went into executive session at 9:42 PM to discuss personnel under the provisions of 1 VSA §313 on motion of Councilor Boutin, seconded by Councilor Stockwell. **Motion carried.**

Council came out of executive session at 10:02 PM on motion of Councilor Boutin, seconded by Councilor Cambel. **Motion carried.**

There was no action.

The meeting adjourned at 10:02 PM on motion of Councilor Cambel, seconded by Councilor Stockwell. **Motion carried.**

The meeting was recorded on the video meeting platform.

Respectfully submitted,

Carolyn S. Dawes, City Clerk

10/15/21

02:54 pm

October 19, 2021 Council Packet
City of Barre Accounts Payable

Warrant/Invoice Report # 22-17

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hgrandfield

By check number for check acct 01(GENERAL FUND) and check dates 10/20/21 thru 10/20/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
01095 A & L MACHINING INC							
	06871	Fabricate T-handle	002-8200-320.0740	EQUIPMENT MAINT	0.00	211.94	142839
	06872	Fabrication for Curb Mach	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	330.35	142839
					0.00	542.29	
01142 AFLAC							
	620675	monthly premium	001-2000-240.0019	AFLAC PAYABLE	0.00	4,447.24	142840
01150 AIRGAS USA LLC							
	9118315716	Gloves Needle resistant	001-8050-340.0941	EQUIPMENT - SAFETY	0.00	536.95	142841
01013 ALLAN JONES & SONS INC							
	78414	Winter Tires & Casings	001-8050-320.0743	TRUCK MAINT - STS	0.00	1,261.62	142842
23018 AUBUCHON HARDWARE							
	491001B	Fastners	001-7015-470.1270	MACHINE/EQUIP OUTLAY	0.00	41.96	142843
	491615	Foam & Straps	002-8200-320.0753	METER MAINT	0.00	7.89	142843
	491683	Hinge, Rem.Pin	002-8200-320.0740	EQUIPMENT MAINT	0.00	9.89	142843
	491942A	Bilevel brush, handle	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	93.74	142843
	492120	Cutting Wheels	001-7015-320.0730	POOL & BLD MAINT	0.00	24.78	142843
	492162	Paint & roller cover	001-7015-320.0730	POOL & BLD MAINT	0.00	62.97	142843
					0.00	241.23	
01033 AUTO CLINIC LLC THE							
	13651	Ck Engine Lght	001-6040-320.0720	CAR/TRUCK MAINT	0.00	153.85	142844
01209 AVENU INSIGHTS & ANALYTICS							
	INVB-029671	Image to film 8-1 to 8/31	001-5070-220.0417	RECORDING OF RECORDS	0.00	33.75	142845
01070 AVERY CARROLL							
	10052021	Reimburse CDL Exam	001-8050-130.0180	TRAINING/DEVELOPMENT	0.00	110.00	142846
02204 BENOIT ELECTRIC INC							
	5569	Fire alarm & Ammonia pane	001-7030-320.0727	BLDG/GROUNDS MAINT	0.00	156.00	142847
02217 BROOK FIELD SERVICE							
	38849	Svc Call T/S Aux Fault	003-8330-320.0740	EQUIPMENT MAINT	0.00	295.55	142848
03062 C FORD PROFESSIONAL LETTERING							
	15202	Proud Supporter decals	051-0280-360.1165	SEMP VCF TRUST PROJECTS	0.00	288.75	142849
03217 C V LANDFILL INC							
	688687	WWTP - Grit	003-8330-230.0518	GRIT	0.00	1,122.66	142850
03276 CARROLL CONCRETE							
	399877	Washington St repair	002-8200-320.0750	MAIN LINE MAINT	0.00	429.25	142851
	399877	Washington St repair	002-8200-320.0750	MAIN LINE MAINT	0.00	846.00	142851

10/15/21
02:54 pm

October 19, 2021 Council Packet
City of Barre Accounts Payable
Warrant/Invoice Report # 22-17

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
					0.00	1,275.25	
03043	CASELLA WASTE MGT INC						
	2601629	Bulk Waste	001-8050-320.0750	BULK WASTE REMOVAL-FEES	0.00	1,123.60	142852
04071	DEAD RIVER CO						
	31891	Treatnebt Plant Fuel Oil	003-8330-330.0825	FUEL OIL	0.00	1,248.78	142853
05059	ENDYNE INC						
	388541	Wkly Testing 9/23/21	003-8330-320.0749	WASTEWATER SAMPLING/TESTI	0.00	310.00	142854
	388542	Weekly testing	003-8330-320.0749	WASTEWATER SAMPLING/TESTI	0.00	310.00	142854
	388707	Total Colif. Pckg P/A	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	100.00	142854
					0.00	720.00	
05030	ESMI OF NEW YORK LLC						
	406223	Biosolids 9/19-9/25/21	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	7,789.81	142855
	406550	Biosolids 9/26-10/2/21	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	2,554.77	142855
					0.00	10,344.58	
05007	EVERETT J PRESCOTT INC						
	5932090	Flex Cplg Clay	003-8300-320.0750	MAIN LINE MAINT	0.00	160.52	142856
05080	EXILE ON MAIN STREET						
	EA21-10-008	Elec City Walk Through	001-6060-200.0210	ELECTRICITY	0.00	416.00	142857
06009	F W WEBB CO						
	73217469	Flt Vlv Bfvnl	001-7020-320.0727	BLDG/GROUNDS MAINT	0.00	45.28	142858
	73289499	Flumtr Vlv	001-7020-320.0727	BLDG/GROUNDS MAINT	0.00	371.12	142858
					0.00	416.40	
06890	FERGUSON ENTERPRISES LLC #3326						
	1048236	Repair kits	002-8200-320.0750	MAIN LINE MAINT	0.00	744.20	142859
06105	FIRSTLIGHT FIBER						
	10033652	Telephone	001-5010-200.0214	TELEPHONE	0.00	17.03	142860
	10033652	Telephone	001-5020-200.0214	TELEPHONE	0.00	68.13	142860
	10033652	Telephone	001-5040-200.0214	TELEPHONE	0.00	125.39	142860
	10033652	Telephone	001-5050-200.0214	TELEPHONE	0.00	102.20	142860
	10033652	Telephone	001-5070-200.0214	TELEPHONE	0.00	102.20	142860
	10033652	Telephone	001-6040-200.0214	PHONE /LANDLINE/INTERNET	0.00	283.85	142860
	10033652	Telephone	001-6050-200.0214	TELEPHONE	0.00	181.93	142860
	10033652	Telephone	001-6050-210.0310	COMPUTER ACCESS - PD	0.00	100.00	142860
	10033652	Telephone	001-7020-200.0214	TELEPHONE	0.00	185.61	142860
	10033652	Telephone	001-7030-200.0214	TELEPHONE	0.00	30.34	142860
	10033652	Telephone	001-7050-200.0214	TELEPHONE	0.00	34.99	142860

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	10033652	Telephone	001-8020-200.0214	TELEPHONE	0.00	68.13	142860
	10033652	Telephone	001-8030-200.0214	TELEPHONE	0.00	51.10	142860
	10033652	Telephone	001-8050-200.0214	TELEPHONE	0.00	96.43	142860
	10033652	Telephone	002-8200-200.0214	TELEPHONE	0.00	73.90	142860
	10033652	Telephone	002-8220-200.0214	TELEPHONE	0.00	145.13	142860
	10033652	Telephone	003-8300-200.0214	TELEPHONE	0.00	25.55	142860
	10033652	Telephone	003-8330-200.0214	TELEPHONE	0.00	132.54	142860
	10033652	Telephone	001-6043-350.1050	BLDG/GROUND SUPPLIES	0.00	47.48	142860
	10033652	Telephone	001-7015-320.0730	POOL & BLD MAINT	0.00	48.35	142860
	10033652	Telephone	001-7020-200.0217	IT	0.00	55.95	142860
	10033652	Telephone	051-0280-360.1165	SEMP VCF TRUST PROJECTS	0.00	28.80	142860
	10033652	Telephone	001-6055-200.0214	TELEPHONE LANDLINE	0.00	272.89	142860
	10033652	Telephone	001-6055-210.0310	COMPUTER ACCESS - PD	0.00	150.00	142860
	10033652	Telephone	001-8500-200.0214	TELEPHONE	0.00	50.35	142860
	10033652	Telephone	001-5010-360.1171	SOFTWARE/CITY HALL	0.00	559.33	142860
					0.00	3,037.60	
06012 FISHER SCIENTIFIC							
	2786545	Sodium Hydrox, Sulfuric	003-8330-320.0737	LAB MAINT	0.00	212.56	142861
	4317556	Centrifuge Tube	003-8330-320.0737	LAB MAINT	0.00	109.34	142861
	5156918	Gls Fiber Filter & Filter	003-8330-320.0737	LAB MAINT	0.00	413.25	142861
	6274636	Dish Evap & Drierite	003-8330-320.0737	LAB MAINT	0.00	377.07	142861
	6274644	Big Digit Alarm Timer	003-8330-320.0737	LAB MAINT	0.00	108.97	142861
					0.00	1,221.19	
07184 GIROUX GENERAL TRANSPORT INC							
	10042021	Class B CDL Training	001-8050-130.0180	TRAINING/DEVELOPMENT	0.00	9,000.00	142862
07138 GREAT EASTERN RADIO LLC							
	66676-1	Prop Tax spot 9/13-9/15/2	001-5070-230.0510	ADVERTISING (TAXES)	0.00	216.00	142863
	66677-1	Prop Tax spot	001-5070-230.0510	ADVERTISING (TAXES)	0.00	216.00	142863
	66678-1	Prop Tax spot 9/13-9/15/2	001-5070-230.0510	ADVERTISING (TAXES)	0.00	120.00	142863
					0.00	552.00	
07006 GREEN MT POWER CORP							
	092721	Bailey St. West Hill Tank	002-8200-200.0208	Electricity-Bailey St	0.00	24.68	142864
	09282021	N Main St - Pump Station	003-8300-200.0212	ELECTRICITY NO MAIN ST	0.00	45.54	142864
	093021	Richardson Road	002-8200-200.0211	ELECTRICITY - RICH RD POL	0.00	31.19	142864
					0.00	101.41	
07074 GW LOCKSMITH LLP							
	9121	Repair locks	001-7020-320.0729	ANNEX MAINT	0.00	75.00	142865
	9121	Repair locks	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	187.50	142865
					0.00	262.50	
08001 HACH CO							
	12660767	DPD Total Chlorine Rgt	003-8330-320.0737	LAB MAINT	0.00	259.22	142866

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	12665182	aa Regent Set Chlorine Fr	002-8220-320.0737	LAB MAINT	0.00	716.45	142866
					0.00	975.67	
12024	LAROCHE TOWING & RECOVERY						
	26503	Tow to Clarks	001-8050-320.0743	TRUCK MAINT - STS	0.00	570.00	142867
12009	LOWELL MCLEODS INC						
	S67427	Studded Tire Chains	001-8050-320.0743	TRUCK MAINT - STS	0.00	11,200.00	142868
	S67668	Steel	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	12.50	142868
	S67708	Cutting	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	35.00	142868
					0.00	11,247.50	
13075	MCWILLIAM JAMES						
	2021-12JM	Services 10/10-10/15/21	051-0280-360.1165	SEMP VCF TRUST PROJECTS	0.00	362.50	142869
13189	MILES SUPPLY INC						
	BB0153789-01	Glvs, Vest, Hearing Prote	001-8050-340.0941	EQUIPMENT - SAFETY	0.00	104.56	142870
	BB0153789-01	Glvs, Vest, Hearing Prote	002-8200-340.0941	EQUIPMENT - SAFETY	0.00	104.57	142870
	BB0153789-01	Glvs, Vest, Hearing Prote	002-8220-340.0941	EQUIPMENT - SAFETY	0.00	104.56	142870
	BB0153789-01	Glvs, Vest, Hearing Prote	003-8300-340.0941	EQUIPMENT - SAFETY	0.00	104.57	142870
	BB0153789-01	Glvs, Vest, Hearing Prote	003-8330-340.0941	EQUIPMENT - SAFETY	0.00	104.56	142870
	BB0154045-02	Toilet Tissue & Towels	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	110.85	142870
					0.00	633.67	
13017	MORGAN ELIJAH						
	27	Mileage reimbursement	001-8020-130.0182	TRAVEL/MEALS	0.00	9.63	142871
14016	NELSON ACE HARDWARE						
	255881	Singel Sided Key Cut	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	8.49	142872
	255892	Nutsetter Mag set	003-8330-350.1060	SMALL TOOLS	0.00	11.69	142872
	255913	Sawzal blade	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	16.19	142872
	256272	Raid Wasp & Hornet	001-8050-350.1065	SUPPLIES - STS	0.00	12.22	142872
	256325	Flag Pole Bracket	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	15.19	142872
					0.00	63.78	
14121	NORTHFIELD AUTO SUPPLY						
	346913	Brk pads, rotors, oil, fi	001-8500-320.0720	VEHICLE/BACKHOE MAINT	0.00	628.34	142873
	348595	Screws	001-8050-320.0743	TRUCK MAINT - STS	0.00	1.15	142873
	348615	Brk rotors, pads, whl sea	001-8050-320.0743	TRUCK MAINT - STS	0.00	531.42	142873
	348746	Brk Caliper bolt & bushin	001-8050-320.0743	TRUCK MAINT - STS	0.00	17.68	142873
	348858	GRP 24 Marine	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	93.99	142873
	349004	Brake Caliper Core Fluid	001-8050-320.0743	TRUCK MAINT - STS	0.00	164.53	142873
					0.00	1,437.11	
14055	NORWAY & SONS INC						
	16245	Added 6 Data jacks	001-7020-320.0729	ANNEX MAINT	0.00	498.83	142874

By check number for check acct 01 (GENERAL FUND) and check dates 10/20/21 thru 10/20/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	16329	Drill holes through floor	001-7020-320.0729	ANNEX MAINT	0.00	100.00	142874
	16330	Installed Conduit & Cable	001-7020-320.0729	ANNEX MAINT	0.00	1,111.84	142874
					0.00	1,710.67	
14900 NYKIEL BRYAN							
	2013722	AT&T 2 Handset Crd	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	109.99	142875
16078 PIKCOMM							
	7631	Cable, connector, antenna	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	47.50	142876
16003 PIKE INDUSTRIES INC							
	1155844	65 gyr 9.5mm	001-8050-360.1172	BITUMINOUS HOT MIX-STS	0.00	206.31	142877
	1157380	19mm HMA & 9.5mm HMA	001-8050-360.1172	BITUMINOUS HOT MIX-STS	0.00	138.69	142877
	1157380	19mm HMA & 9.5mm HMA	002-8200-320.0750	MAIN LINE MAINT	0.00	1,683.05	142877
	1158539	9.5mm HMA	001-8050-360.1172	BITUMINOUS HOT MIX-STS	0.00	139.38	142877
	1158539	9.5mm HMA	002-8200-320.0752	HYDRANTS MAINT	0.00	69.00	142877
	1158644	9.5mm HMA	001-8050-360.1172	BITUMINOUS HOT MIX-STS	0.00	1,446.24	142877
					0.00	3,682.67	
17002 QUILL CORP							
	20211020	Toner, tape, pens, duster	001-5070-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	60.40	142878
	20211020	Toner, tape, pens, duster	001-5070-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	36.79	142878
					0.00	97.19	
18148 R K MILES							
	18539/7	M18 HO Batttery	001-8050-350.1061	SUPPLIES - GARAGE	0.00	189.05	142879
	18539/7	M18 HO Batttery	001-8050-350.1062	SUPPLIES - SW	0.00	16.80	142879
	19444/7	2x6x10 Pressure Treated	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	39.10	142879
					0.00	244.95	
18004 REYNOLDS & SON INC							
	3396509	Saftey glasses	003-8330-340.0941	EQUIPMENT - SAFETY	0.00	27.34	142880
	3396865	Disp. Gloves	003-8330-340.0941	EQUIPMENT - SAFETY	0.00	856.72	142880
	3396970	Rechrgble Flashlight	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	428.09	142880
	3397420	Machine Oil	003-8330-320.0740	EQUIPMENT MAINT	0.00	721.78	142880
	3397463	Diaphram	003-8330-320.0740	EQUIPMENT MAINT	0.00	1,044.34	142880
					0.00	3,078.27	
18206 ROLLINS JOSHUA OR CITY OF BARRE							
	01699	Ovr pymnt Delinq W/S	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	16.98	142881
19038 SCHILLER RICHARD							
	02468	Tax Sale refund	001-2000-250.0322	TAX SALE LIABILITY	0.00	2,438.85	142882
	02468	Tax Sale refund	001-2000-250.0322	TAX SALE LIABILITY	0.00	70,281.15	142882

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City of Barre Accounts Payable
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By check number for check acct 01 (GENERAL FUND) and check dates 10/20/21 thru 10/20/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
					0.00	72,720.00	
19146	STOWE PEST CONTROL LLC						
	38453	Contrac, Weather Blox	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	90.00	142883
19413	SWEET BERNARD						
	00126	Ovr pymnt Water Sewer	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	7.74	142884
19160	SWISH WHITE RIVER						
	W462963	Gloves	001-8050-340.0941	EQUIPMENT - SAFETY	0.00	174.33	142885
	W462963	Gloves	002-8200-340.0941	EQUIPMENT - SAFETY	0.00	174.33	142885
	W462963	Gloves	003-8300-340.0941	EQUIPMENT - SAFETY	0.00	174.34	142885
					0.00	523.00	
20026	TI-SALES INC						
	INV0135897	Fittings Elbows Unions	002-8220-320.0740	EQUIPMENT MAINT	0.00	339.14	142886
	INV0136075	Fittings	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	368.43	142886
					0.00	707.57	
20005	TOWN OF BARRE						
	005/089NOV	Off Access Road	002-8200-230.0534	PROPERTY TAX EXP	0.00	461.38	142887
	006/10804NOV	23 Pierce Road	002-8220-230.0534	PROPERTY TAX EXP	0.00	799.79	142887
	025/1371115	E Barre Road	002-8200-230.0534	PROPERTY TAX EXP	0.00	202.72	142887
	029/024NOV	220 Taplin Road	002-8200-320.0726	BLD,GRD,MAINT FIRE DIST 8	0.00	242.33	142887
	031/01701NOV	S. Barre Road	002-8200-230.0534	PROPERTY TAX EXP	0.00	544.96	142887
	407/048NOV	302 E Cobble Hill Rd	002-8200-320.0726	BLD,GRD,MAINT FIRE DIST 8	0.00	119.70	142887
					0.00	2,370.88	
20090	TOWN OF ORANGE						
	001800-2021	87 Reservoir Road	002-8220-230.0534	PROPERTY TAX EXP	0.00	9,320.96	142888
	001801-2021	145 Reservoir Road	002-8220-230.0534	PROPERTY TAX EXP	0.00	15,417.68	142888
					0.00	24,738.64	
21042	ULINE						
	139012079	Kevlr Glv-x Leather Apron	001-8050-340.0941	EQUIPMENT - SAFETY	0.00	221.44	142889
	139277719	Kevlr Glv-x credit	001-8050-340.0941	EQUIPMENT - SAFETY	0.00	-88.00	142889
					0.00	133.44	
21002	UNIFIRST CORP						
	1070068397	Uniforms	003-8300-340.0940	CLOTHING	0.00	37.98	142890
	1070068397	Uniforms	003-8330-320.0743	TRUCK MAINT	0.00	12.14	142890
	1070068397	Uniforms	003-8330-340.0940	CLOTHING	0.00	34.68	142890
	1070068399	Uniforms	002-8220-340.0940	CLOTHING	0.00	74.51	142890

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	1070070310	Uniforms	003-8300-340.0940	CLOTHING	0.00	37.98	142890
	1070070310	Uniforms	003-8330-320.0743	TRUCK MAINT	0.00	12.14	142890
	1070070310	Uniforms	003-8330-340.0940	CLOTHING	0.00	34.68	142890
	1070070311	Uniforms	001-7020-340.0940	CLOTHING	0.00	61.82	142890
	1070070311	Uniforms	001-7030-340.0940	CLOTHING	0.00	55.79	142890
	1070070311	Uniforms	001-6043-340.0940	CLOTHING	0.00	23.97	142890
	1070070311	Uniforms	001-7015-340.0940	CLOTHING	0.00	11.03	142890
	1070070311	Uniforms	001-8500-340.0940	CLOTHING	0.00	23.17	142890
	1070070312	Uniforms	002-8220-340.0940	CLOTHING	0.00	74.51	142890
	1070070313	Uniforms	001-8050-320.0743	TRUCK MAINT - STS	0.00	78.00	142890
	1070070313	Uniforms	001-8050-340.0940	CLOTHING	0.00	267.19	142890
	1070070313	Uniforms	002-8200-340.0940	CLOTHING	0.00	99.91	142890
	1070070313	Uniforms	003-8300-340.0940	CLOTHING	0.00	61.99	142890
	5070001383	Lump Sum Adjustment	001-8050-340.0940	CLOTHING	0.00	-22.97	142890
					0.00	978.52	
22127 VERMONT STATE TREASURER							
	10042021	July-Sept 21 Marriage Lic	001-2000-200.0211	MARRIAGE LICENSES	0.00	1,250.00	142892
23050 W B MASON CO INC							
	224008055	Batteries Wall Calendar	001-7050-350.1053	OFFICE SUPPLIES	0.00	11.99	142893
	224008055	Batteries Wall Calendar	001-7015-350.1053	OFFICE SUPPLIES	0.00	23.98	142893
	224008055	Batteries Wall Calendar	001-7015-470.1270	MACHINE/EQUIP OUTLAY	0.00	75.96	142893
					0.00	111.93	
23041 WORK SAFE							
	26842	Highway signs	001-8050-360.1189	STREET SIGNS	0.00	82.24	142894
	26858	Digital Print Declas	002-8220-320.0751	RESERVOIR SYSTEM MAINT	0.00	62.50	142894
					0.00	144.74	

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Vendor							
PO	Invoice	Invoice	Account	Account	PO	Invoice	
Number	Number	Description	Number	Description	Amount	Amount	Check
Report Total					167,878.46		

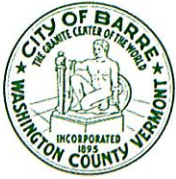
To the Treasurer of City of Barre, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***167,878.46
Let this be your order for the payments of these amounts.



Permit Administrator
 City of Barre
 6 N. Main Street
 Barre, VT 05641
 Phone: (802) 476-0245
 Fax: (802) 476-0263

Permits to Council
Oct. 8, 2021 to Oct. 15, 2021

Street #	Street Name	Permit#	Permit Type	Work Description	Issue Date	Expiration Date	Owner Name
4	Hale Street	B21-000080	Building Permit	Replacement of kitchen components with new. Accompanies electrical permit #E21-000124.	10/12/2021	10/12/2024	Logan Merrill
162	N. Main Street	E21-000122	Electrical Permit	EM-06293. New connections for heat and AC in the office of child support at Suite 205.	10/12/2021	12/12/2024	MILES BLOCK PROPERTIES LLC
66	Long Street	E21-000123	Electrical Permit	EM-06461. Installation of a rooftop interconnected solar PV system.	10/12/2021	12/12/2024	Sharon S Welch
4	Hale Street	E21-000124	Electrical Permit	Moving the stove outlet and misc. wiring due to kitchen replacement. Accompanies building permit #B21-000080.	10/12/2021	12/12/2024	Logan Merrill



City of Barre, Vermont

"Granite Center of the World"

Jeff Bergeron
Director of Buildings and Community Services

20 Auditorium Hill
Barre, Vt. 05641
Office: 802-476-0256
Fax: 802-476-0264
Cell: 802-498-3495
Email jbergeron@barrecity.org

October 14, 2021

To: City Manager Steve Mackenzie, Mayor Lucas Herring and Barre City Council
Re: Barre City Tree Ordinance

Please find attached the current "work in progress" from the Barre City Tree Stewardship Committee regarding the Tree Ordinance. In looking at the current ordinance, we found that it was not substantive enough so went to the State Statutes for some direction. We found the State Statutes to be rather lengthy and more than we thought to be necessary for the City. After reviewing everything, we thought it best to ask the Council for guidance as to what you think we should settle on, i.e., a complete re-write or just a "hybrid" ordinance incorporating the City and State guidelines. We look forward to your input and moving forward to finishing a "new and improved" ordinance. On behalf of the Barre City Tree Stewardship Committee,

Jeff Bergeron
Director of Buildings and Community Services, and Tree Warden

3/8/2010/10/19/2021

ORDINANCES

Chapter 20 – TREE ORDINANCE

Art. I. In General, Sub. Sec. 20-1-20-2

Art. II. ~~City Tree Board~~ Tree Warden and Tree Stewardship Committee, Sub. Sec. 20-3-20-6

Art. III. Regulations, Sub. Sec. 20-7-20-18

ARTICLE I. IN GENERAL

Sec. 20-1. Purpose.

It is the purpose of this ordinance to promote and protect the public health, safety, and general welfare by providing for the regulation and control of the planting, care, maintenance, and removal of trees, shrubs, and other plants within the City of Barre, Vermont.

Sec. 20-2. Definitions.

Street trees: "Street trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, and ways within the City.

Park Trees: "Park Trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation in public parks having individual names, and all areas owned by the City, or to which the public has free access as a park.

"Public place" means municipal property, including a municipal park, a recreation area, or a municipal building. "Public place" shall not include any municipal forestland or property that is subject to any ownership interest held by the Agency of Transportation.

"Public way" means a right-of-way held by a municipality, including a town highway.

"Shade tree" means a shade or ornamental tree located in whole or in part within the limits of a public way or public place, provided that the tree:

(A) was planted by the municipality; or

(B) is designated as a shade tree pursuant to a municipal shade tree preservation plan pursuant to section 2502 of this title. (Added 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

Commented [WU1]: Affected by Act 171 of 2020 – some suggestions and parts pasted below but may need city attorney to review or maybe VT Community and Urban Forestry Program or VLCT can help. - AmyG

In particular look at <https://legislature.vermont.gov/statutes/fullchapter/24/067>

https://vtcommunityforestry.org/sites/default/files/pictures/h.673_summary.pdf

https://vtcommunityforestry.org/sites/default/files/pictures/Tree_Warden_Resources/tree_warden_statutes_guide.pdf

<https://vtcommunityforestry.org/resources/vermont-tree-wardens-0/tree-warden-statutes> recorded webinar

Commented [WU2]: compare this vs. committee charge developed earlier this year – make sure they do not conflict. - AmyG

3/8/204010/19/2021

ORDINANCES

ARTICLE II. TREE WARDEN AND CITY-TREE STEWARDSHIP COMMITTEE BOARD.

Sec. 20-3. Creation and Establishment of a City-Tree Board Stewardship Committee.

The City Tree Warden and Tree Stewardship Committee Cemetery and Parks Commission shall assume the duties and responsibilities authorized in this ordinance. It shall consist of five members appointed by the Mayor with the approval of the City Council. The City Tree Warden and the City Engineer shall be members of the Committee, Ex Officio.

Commented [WU3]: Many updates board -> committee from JeffB's notes.
Might be easier to move Tree Warden items to top and then explain committee. But also State law talks about roles of Tree Warden and City Council, not role of a committee. Maybe there should be an article about the tree warden and then about the tree committee? - AmyG
Commented [WU4]: change to Public Works Director or delete that staff member? AmyG

Sec. 20-4. Term of Office.

Current status of term on Cemetery and Parks Commission.

Commented [WU5]: Are most volunteer committees 2 year appointments? Insert generic committee language instead of this? AmyG

Sec. 20-5. Duties and Responsibilities.

It shall be the responsibility of the Board or Commission Committee to study, investigate, counsel and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive city tree plan for the City of Barre, Vermont. ~~The Board or Commission W~~when requested by the City Council, the Committee shall consider, investigate, making finding, report and recommend upon any special matter of question coming within the scope of its work.

Commented [WU6]: Check this vs. language approved by City Council in May. Are the things city council agreed committee and tree warden would do covered in here somewhere? - AmyG
Commented [WU7]: The state law has specific language for what must be in a plan if the city has one and the process for developing it including public comment (2502 pasted in below). Maybe make this more general - to assist tree warden and council with Shade Tree Preservation Plan and any other reports? - AmyG

Sec. 20-6. Operation.

The Board or commission Committee shall choose its own officers, make its own rules and regulations and keep a journal minutes of its proceedings to be posted on the city website. A majority of the members shall be quorum for the transaction of business.

Sec. 20-7. Street Tree Species to be planted.

Trees to be planted under the terms of this ordinance shall be selected from the Recommended Street Tree List as adopted, and periodically modified, by the Vermont Urban & Community Forestry Council. The list shall be included in Appendix A of this ordinance, as well as be on file in the Clerk's & Managers office.

Commented [WU8]: May need to update references to various groups here and in arborist standards - make sure name correct, something about most current lists (not in fixed Appendices since lists will change year to year). This may belong in the tree plan described in the new state law so maybe it's easier if the city ordinance just follows the state law outline. - AmyG

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ORDINANCES

Sec. 20-8. ~~Appointment of~~ Tree Warden.

The ~~Board of Commission~~ City Council shall appoint a City Tree Warden who shall be a trained and experienced person, skilled in the arts and science of municipal arboriculture. The City Tree Warden shall receive compensation in accordance with appropriate City employment policies.

Commented [WU9]: Move up to be first section in this article, before committee? That section refers to tree warden being the city connection for the committee - AmyG

Commented [WU10]: From JeffB's notes this was City Manager, but in the new state law it's the selectboard (for us City Council) via annual appointment -AmyG

• § 2505. ~~Deputy tree wardens~~

Commented [WU11]: Can also appoint deputy tree warden if desired

The legislative body of the municipality may appoint deputy tree wardens who shall serve under the direction of the tree warden and shall have the same duties and authority as the tree warden. The legislative body of the municipality may dismiss a deputy tree warden at its pleasure. (Amended 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

ARTICLE III. REGULATIONS.

Sec. 20-9. Public Tree Care.

The ~~Board of Commission~~ Committee shall adopt the standards of protocol and arboricultural specifications of the National Arborists Association governing the planting, care, maintenance, and removal of trees in the City of Barre. These standards shall be included in Appendix B of this ordinance.

Sec. 20-10. ~~Authority of~~ Tree Warden.

Commented [WU12]: Probably need to convert authority and jurisdiction sections into one that follows state law sections pasted below? - AmyG

The City Tree Warden shall have the authority to supervise and enforce the provisions of the specifications and standards adopted by the ~~Board of Commission~~ Committee or by City Council.

<https://www.vlct.org/tree-law-faqs> Statutory authority of tree warden... might be helpful summary but details of state law are pasted in below

"Tree wardens have control over all shade trees within a town. The law allows tree wardens the following enabling authority. A tree warden may:

- Adopt (with approval of the selectboard) a shade tree preservation plan;
- Remove or cause to be removed from the public way or places any trees that are infected by a tree pest or that constitute a public hazard;
- Determine that an owner or lessee of abutting property has sufficiently controlled all insect pests or tree diseases upon the trees within the limits of the public way or place abutting the property and determine that removing the trees is unnecessary;
- Propose to the selectboard the rules, ordinances, or regulations for the planting, protection, care, or removal of public shade trees.

3/8-2010/10/19/2021

ORDINANCES

Sec. 20-11. Jurisdiction of Tree Warden.

The Tree Warden shall have the authority and jurisdiction of regulating the planting, maintenance, and removal of trees on streets and other public property to ensure safety, preservation, and aesthetics of such public sites.

Commented [WU13]: Check vs. definitions above – shade tree mention too? - AmyG

The Tree Warden shall have the authority to supervise and inspect all work done under a permit issued in accordance with the terms of this ordinance. Permits shall be required for the planting, maintenance, removal, and replacement of trees on the City's streets and public places.

Commented [WU14]: Should this paragraph be deleted? Is permitting happening or just approval by tree warden or city council under the state regulations? - AmyG

• **§ 2502. Tree wardens and preservation of shade trees**

(a) The tree warden shall control all shade trees within the municipality.

(b) The tree warden and the legislative body of the municipality may adopt a shade tree preservation plan. The plan shall:

(1) describe any program for the planting of new trees and shrubs;

(2) provide for the maintenance of shade trees through feeding, pruning, and protection from noxious insect and disease pests;

(3) determine the apportionment of costs for tree warden services provided to other municipal corporations;

(4) determine whether tree maintenance or removal on specific municipal property shall require the approval of another municipal officer or legislative body; and

(5) determine the process, not inconsistent with this chapter, for the removal of:

(A) diseased, dying, or dead shade trees; and

(B) any shade trees that create a hazard to public safety, impact a disease or insect control program, or must be removed to comply with State or federal law or permitting requirements.

(c) The shade tree preservation plan may:

(1) map locations or zones within the municipality where all trees in whole or in part within a public way or place shall be designated as shade trees; and

(2) designate as a shade tree any tree in whole or in part within a public way, provided that the tree warden and legislative body of the municipality find that the tree is critical to the cultural, historical, or aesthetic character of the municipality.

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ORDINANCES

(d) The tree warden and legislative body of the municipality shall hold a minimum of one public hearing concerning the shade tree preservation plan for the purpose of soliciting public input. The legislative body shall publish the proposed plan 10 days prior to the public hearing.

(e) For the purpose of promoting the public health, safety, welfare, and convenience, a municipality shall have authority to adopt an ordinance that is not inconsistent with this chapter for the administration of the shade tree preservation plan and the regulation of shade trees. The tree ordinance shall be adopted pursuant to chapter 59 of this title. (Amended 1969, No. 238 (Adj. Sess.), § 1; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

• § 2504. Removal of shade trees; exception

(a) The tree warden may remove or cause to be removed from the public ways or places any trees that are infested with or infected by a tree pest or that constitute a public hazard. The notice and hearing requirements of section 2509 of this chapter shall not apply to the removal of infested or infected trees. *

(b) The tree warden may determine that an owner or lessee of abutting property has sufficiently controlled all insect pests or tree diseases upon the trees within the limits of a public way or place abutting the property and may determine that it is not necessary to remove the trees. (Amended 1969, No. 238 (Adj. Sess.), § 3; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

• § 2506. Regulations for protection of shade trees

A tree warden shall enforce all laws relating to shade trees and may propose to the legislative body of the municipality the rules, ordinances, or regulations for the planting, protection, care, or removal of public shade trees as he or she deems expedient. The legislative body of the municipality may adopt the rules, ordinances, or regulations pursuant to the provisions of chapter 59 of this title. (Amended 1969, No. 238 (Adj. Sess.), § 4; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

• § 2509. Cutting shade trees; notice and hearing

(a) The tree warden shall post public notice of the intent to cut or remove a shade tree. The notice shall be posted a minimum of 15 days prior to cutting or removing the tree. If the cutting or removal is appealed pursuant to subsection (c) of this section, the legislative body of the municipality shall hold a public hearing. This subsection shall not apply to the cutting or removal of a shade tree or trees that:

(1) are infested with or infected by, or at risk to become infested with or infected by, a tree pest and are located in an infestation area designated by the Agency of Agriculture, Food and Markets and Department of Forests, Parks and Recreation;

(2) are a hazard to public safety; or

3-8-2010/19/2021

ORDINANCES

(3) must be removed for the municipality to comply with State or federal law or permitting requirements.

(b)(1) The tree warden shall post public notice of the intent to cut or remove a shade tree or group of shade trees pursuant to subsection (a) of this section in at least two conspicuous locations within the municipality. The tree warden shall post the public notice in or near the office of the clerk of the municipality.

(2) When the shade tree or group of shade trees are located on property held in fee by another, the municipality shall notify each abutting landowner at the landowner's address of record.

(c)(1) Within 15 days after the posting of public notice, a resident or landowner may appeal in writing to the legislative body of the municipality to object to the cutting or removal of a shade tree. The legislative body of the municipality shall give notice of the appeal to the tree warden.

(2) Within 10 business days after receipt of an appeal, the legislative body of the municipality shall hold a public hearing with the tree warden to receive public comment on the proposed cutting or removal of the shade tree. The tree warden shall stay action on the proposed removal until the legislative body of the municipality renders a final decision on the appeal.

(d) In all cases, the decision of the legislative body of the municipality shall be final. (Amended 1969, No. 238 (Adj. Sess.), § 6; 2017, No. 74, § 100; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

• § 2511. Control of infestations

When an insect or disease pest infestation upon or in shade or private trees threatens other public or private trees, is considered detrimental to a municipal shade tree preservation program, or threatens the public safety, the tree warden may request surveys and recommendations for control action from the Secretary of Agriculture, Food and Markets or Commissioner of Forests, Parks and Recreation in accordance with 6 V.S.A. chapter 84. (Amended 1969, No. 238 (Adj. Sess.), § 8; 2003, No. 42, § 2, eff. May 27, 2003; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

Sec. 20-12. Landscaping.

In new subdivisions or where the development of a commercial property occurs, the City Tree Warden will review landscaping plans and may require street trees and or shrubs to be planted on any of the streets, parking lots, parks and other public places abutting lands henceforth developed and/or subdivided.

Sec. 20-13. Private Trees.

3-8-204010/19/2021

ORDINANCES

The City Tree Warden, and/or official designee, has the authority to enter on to private property whereon there is located a tree, shrub, plant or plant part suspected of being a public nuisance. (Public nuisance: Any tree, shrub, or plant with an infectious disease or insect problem; dead or dying trees: a tree or limb(s) that obstruct street lights, traffic signs, the free passage of pedestrians or vehicles; a tree that poses a threat to safety.)

Commented [WU15]: Should this be moved up to definitions?
Should 20-12 and 20-13 be under jurisdiction 20-11? - AmyG

Sec. 20-14. Costs of Maintenance or Removal.

Costs of maintenance and/or removal of trees within the City right-of-way shall be the responsibility of the City. Any private tree which impacts the public right-of-way and is determined to present a hazard to the public may be ordered maintained or removed by the City Tree Warden at the property owner's expense. Costs for trees located on property lines shall be shared equally by the owners.

Sec. 20-15. Protection of City Street Trees and City Park Trees.

Unless specifically authorized by the City Tree Warden, no person shall intentionally damage, cut, carve, transplant, or remove any tree, attach any rope, wire, fencing, nails, advertising posters, or other contrivance to any tree; or allow any gaseous liquid or solid substance which is harmful to such trees to come in contact with any trees; or to set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any trees.

All city trees shall be protected and guarded from damage near any excavation or construction of any building, structures, or street work. No person shall deposit, store, place or maintain on any public place of the City any stone, brick, sand, concrete, or other materials which may damage or kill any tree growing therein, except by written permission of the Tree Warden.

• § 2508. Cutting shade trees prohibited

Except as otherwise provided in 19 V.S.A. chapter 9, a shade tree shall not be cut or removed in whole or in part, except by a tree warden or his or her deputy or by a person having the written permission of a tree warden. (Amended 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

Commented [WU16]: This is from the state code – protection above is more restrictive – any harm to tree not just cutting - AmyG

Sec. 20-16. Penalty.

Any person, firm or corporation violating or failing to comply with any of the provisions of this ordinance shall be guilty of a misdemeanor, and upon conviction thereof shall be fined a sum no less than Fifty (\$50.00) dollars but no more than three-hundred (\$300.00) dollars appropriate to the purpose of replacing said trees.

Commented [WU17]: See penalty language from state law below, bring into city ordinance as needed or have city ordinance refer to state - AmyG

• § 2510. Penalty

3-8/2010/19/2021

ORDINANCES

(a) Whoever shall willfully mar or deface a shade tree without the written permission of a tree warden or legislative body of the municipality shall be fined not more than \$50.00 for the use of the municipality.

(b) Any person who willfully and critically injures or cuts down a shade tree without written permission of the tree warden or the legislative body of the municipality shall be fined pursuant to 13 V.S.A. § 3602 for each tree so injured or cut, for the use of the municipality. (Amended 1969, No. 238 (Adj. Sess.), § 7; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

Commented [WU18]: Ranges from \$50 to \$2000 but maybe just cite state code (Title 13, Chapter 077) in case it changes again and because it's so detailed. - AmyG

Sec. 20-17. Validity.

Should any section, clause, or provision of this ordinance be declared by courts to be invalid, the same shall not affect the validity of the Ordinance on a whole, or parts thereof, other than the part so declared to be invalid.

Sec. 20-18. Terms.

This Ordinance is hereby declared to be of immediate necessity for the preservation of public peace, health, and safety, and shall be in full force once effective from and after its passage and publication as provided by law.

(when this ordinance is updated and posted, it should be reported to VT Community Forestry so they can update their website - <https://vtcommunityforestry.org/resources/public-policy>)

October 19, 2021 Council Packet
CITY OF BARRE, VERMONT
GENERAL FUND BUDGET DETAIL
FOR THE YEAR ENDING JUNE 30, 2023

FY23 GF Budget - After DH Input
Updated 10-8-21 (DM/SEM/JB/SQ/JS)

Line No.	Account No	Account Description	FY 23 Template	FY 22 Approved	FY21 Unaudited 7-28-2021	FY 21 Approved (8-10-2020)	FY 20 Audited
214	(5050) FINANCE						
215	001-5050-100.0110	Base Salary , Longevity (3.5 FTE - changed to 3 FTE FY22)	\$ 196,381	\$ 188,323	\$ 214,592	\$ 202,699	\$ 215,844
216	001-5050-100.0112	Overtime Allowance	\$ 1,000	\$ 2,000	\$ -	\$ 2,000	\$ 1,149
217	001-5050-110.0150	FICA	\$ 15,100	\$ 14,560	\$ 15,495	\$ 15,659	\$ 15,760
218	001-5050-120.0171	Consultant Fees	\$ -	\$ -	\$ 166	\$ -	\$ -
219	001-5050-130.0180	Training and Development	\$ 2,750	\$ 750	\$ 110	\$ 750	\$ 175
220	001-5050-130.0182	Travel and Meals	\$ 200	\$ 200	\$ -	\$ 200	\$ -
221	001-5050-200.0214	Telephone	\$ 1,260	\$ 1,210	\$ 1,238	\$ 825	\$ 1,259
222	001-5050-210.0311	Equipment (& SW) Contracts (NEMRC)	\$ 5,305	\$ 5,150	\$ 833	\$ 5,000	\$ 1,505
223	001-5050-230.0510	Advertising & Printing (Moved Budget to Clerk FY23)	\$ 250	\$ 1,000	\$ 615	\$ 1,000	\$ 290
224	001-5050-320.0728	Computer Maintenance	\$ 500	\$ 500	\$ -	\$ 750	\$ -
225	001-5050-340.0944	Vision	\$ 565	\$ 565	\$ -	\$ 690	\$ 98
226	001-5050-350.1051	Computer Supplies	\$ 100	\$ 500	\$ 56	\$ 1,000	\$ -
227	001-5050-350.1052	Computer Forms	\$ 1,000	\$ 1,500	\$ 700	\$ 2,500	\$ 1,385
228	001-5050-350.1053	Office Supplies	\$ 1,500	\$ 1,500	\$ 681	\$ 3,200	\$ 580
229	001-5050-440.1240	Computer Equipment (No SW)	\$ -	\$ -	\$ 6,593	\$ 2,500	\$ 5,762
230	001-5050-440.1241	Annual NEMRC Disaster Recovery Fee	\$ 575	\$ 575	\$ 563	\$ 550	\$ 563
231	001-9020-110.0151	Health Insurance	\$ 48,240	\$ 48,240	\$ -	\$ 50,868	\$ -
232	001-9020-110.0152	Life Insurance	\$ 1,643	\$ 1,620	\$ -	\$ 1,854	\$ -
233	001-9020-110.0153	Dental Insurance	\$ 1,303	\$ 1,390	\$ -	\$ 1,853	\$ -
234	001-9030-110.0154	Pension	\$ 12,775	\$ 15,335	\$ -	\$ 15,822	\$ -
235	Sub Total		\$ 290,446	\$ 284,918	\$ 241,641	\$ 309,720	\$ 244,368
236			1.94%	-8.01%			

Finance % of total budget

2.17%

July 20, 2021

FY22 Department Goals & Objectives Summary

Normal Daily /Weekly Job Tasks/Responsibilities

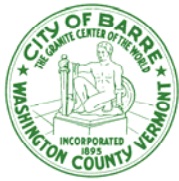
- Review and approve journal entries
- Review and approve finance department AP Invoices
- Review all City AP Invoices
- Review and update Budget vs Actual financials and distribute to DH's
- Update Bond Budget vs Actuals and distribute to City Manager
- Prepare department head report for weekly council packet
- Respond to numerous (usually internal) requests and/or questions
- Reconcile employee benefit withholdings
- Process SoV electronic payments
- Provide GL codes for misc accounts receivable payments
- Attend bi-weekly department head meetings
- Attend bi-weekly coordination meeting with City Manager
- Review and reconcile police and recreation grant requisitions
- Monthly financial update provided to Civic Center Committee
- Monthly reconciliations of accounts

FY22 Department Goals (*with Priorities*)

- Implementation of NeoGov (HR/Payroll Software)
- Hire Payroll Clerk, provide access for training if necessary, establish a cohesive team-working environment
- Successfully complete FY21 audit and corresponding audit report
- Collect information and prepare FY22 Enterprise Fund Budget
- Re-execute the purchase order system
- Prepare FY23 General Fund Budget
- Collect information and prepare FY23 Enterprise Fund Budget
- Distribute and Implement Internal Controls Plan (audit recommendation)
- Manage the ARPA Funds (financial side)
- Prepare SoV Sub-Recipient Annual Report (SAR) & Schedule of Expenditures of Federal Awards (SEFA) for audit and state filing
- Submit FY22 VLCT Compensation & Benefits Survey

Council "Department-Specific" Priorities (Goals?)

- Quarterly update Capital Equipment Plan
- Quarterly update Council on financial status
- Prepare 5-year Water Enterprise Fund Projection
- Prepare 5-year Wastewater Enterprise Fund Projection
- Prepare 5-year General Fund Projection



City of Barre, Vermont

“Granite Center of the World”

Carolyn S. Dawes
City Clerk/Treasurer

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P. O. Box 418
Barre VT 05641
Telephone (802) 476-0242
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cdawes@barrecity.org

To: Mayor, Councilors, Manager
From: Carol Dawes, clerk/treasurer
Date: October 19, 2021
Re: FY23 proposed budget review

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

REVENUES:

Line #	Line title	FY23 proposed	Notes
5	Voter Approved Assistance	\$149,601	The new process and policy which went into effect as of 7/1/21 calls for all requests to be approved by Council prior to being placed together <i>as a lump sum</i> on the ballot. Organizations can make a request to the clerk for placement of an individual request on the ballot. Such a request is automatically granted. NOTE: Council should review the new process and decide the best way to word the lump sum article on the ballot. As per the policy, Council needs to meet as soon as possible after January 1 st to review all funding requests and materials, and determine which requests will be included in the lump sum ballot article. Organizations must be notified ASAP so they have time to either request individual placement or petition for placement should their request to be included in the lump sum article be denied.
11-18	Business revenue	\$14,868	Slight increase of FY22, as a reflection of a hoped-for return to normal as we move into a post-COVID world.
22	Capstone PILOT	\$24,380	PILOT is based on formula included in MOU following construction of Gable Place campus. Annual escalator equal to percentage increase in budget is only applicable to Gable Place. Capstone also pays PILOT on Brook Street School at a flat rate with no annual escalator.
31	Act 68 admin revenue	\$15,500	Difficult to estimate, as it depends on timely filing of homestead declarations and rebate paperwork. Late filings generate fees for the City to help cover costs associated with processing and issuing revised tax bills.

Line #	Line title	FY23 proposed	Notes
35	Meters	\$65,000	FY20 and F21 numbers were depressed due to parking moratoriums and nobody in the downtown because of COVID. Meter fee increases went into effect beginning of FY22, but meter usage is still low, likely due to COVID-related effects on downtown traffic and remote workers. We're also seeing a decrease in meter revenue as more parking permits are sold.
37	Parking permits	\$87,125	Increase due to 2.25% annual escalator in parking permit costs. We don't expect much of a change in the number of permits we sell, as most of them are contractually obligated to City Place, Summer Street Housing, and Blanchard Block.
39	Miscellaneous income	\$800	Mostly for copies of non-land record documents, including tax bills. We're sending more and more of these electronically at no charge, so reduction in budget is warranted. More accurately reflects current reality. NOTE: This line item is also used for occasional income that doesn't fit elsewhere, so can artificially inflate in a particular fiscal year.
41	Recording fees	\$80,000	Budgeted increase reflects increase in recorded documents, and FY21 unaudited totals. There's been a steep increase in property sales and refinances, which means more documents to record. Not likely to be a continuing trend, so there will be a downturn at some point in the future.
52	Credit card processing fees	\$9,000	Increase due to more credit card payment options during COVID. Payments received via online payments doubled FY20 to FY21 to just under \$1M. Processing fees received help offset expenses associated with processing credit card payments. See expense in clerk department budget (line #256).
54	EV charging stations	\$300	This revenue may go away completely should we choose to offer free charging and a ParkMobile payment option. Likely to be offset by increased parking meter revenues from meters at charging stations. NOTE: cost of Chargepoint contract and electricity fees are much higher than revenue generated by the charging stations.
64	Parking tickets	\$25,000	This amount is lower than FY22 budgeted amount as lower traffic volume means less tickets being written. This is a more accurate reflection of actual ticket collections. Plans are underway to increase unpaid ticket collection efforts, which will begin by the end of calendar year 2021. FYI – new ticket rates went into effect as of 7/1/21.

EXPENSES:

Line #	Line title	FY23 proposed	Notes
238-241	Elections	\$11,500	Elections budgets fluctuate depending on whether we're in a general election cycle or not. FY23 is a general election year, so expenses are higher due to the two additional elections (August 2022 primary and November 2022 general election). NOTE: We will be receiving new vote tabulators from the state which will likely change the costs associated with printing ballots and programming tabulators, but we don't know what the budgetary impacts are going to be as of yet.
244-265	City Clerk	\$295,483	The increase is driven by personnel expenses (\$29,000+), which is primarily a correction from the FY22 budgeted numbers. The base compensation rates used to calculate the FY22 budget did not take into consideration the correct years of service. Also showing is a significant increase in credit card fees, which are almost completely offset by the credit card fees listed under revenues (line #52). Other expense lines are essentially level funded.
883	VGM parking lot lease	\$16,444	The lease is calculated each year based on a 2015 MOU between the City and the VT Granite Museum. There is an annual escalator in the lease price, based on the CPI-U. Additionally the City reimburses the museum for property taxes on the parking lot.

GENERAL FUND BUDGET DETAIL
 FOR THE YEAR ENDING JUNE 30, 2021
 CLERK/ELECTIONS/DELINQUENT COLLECTIONS

Line No.	Account No.	Account Description	FY 23 Template	FY 22 Approved	FY21 Unaudited 7-28-2021	FY 21 Approved (8-10-2020)	FY 20 Audited
	REVENUE						
1	(4005-405) TAX REVENUE						
5	001-4005-405.4009	Voter Approved Assistance	\$ 149,601	\$ 149,601	\$ 134,601	\$ 134,601	\$ 159,401
8	Sub Total		\$ 149,601	\$ 149,601	\$ 134,601	\$ 134,601	\$ 159,401
9			0.00%	11.14%			
10	(4010-410) BUSINESS REVENUE						
11	001-4010-410.4010	Liquor Licenses	\$ 3,000	\$ 2,516	\$ 3,515	\$ 2,960	\$ 2,845
12	001-4010-410.4011	Miscellaneous Licenses	\$ 816	\$ 816	\$ 699	\$ 960	\$ 1,330
13	001-4010-410.4012	Restaurant Licenses	\$ 2,800	\$ 2,720	\$ 2,945	\$ 3,200	\$ 3,360
14	001-4010-410.4014	Taxicab and Driver Licenses	\$ 500	\$ 1,360	\$ 504	\$ 1,600	\$ 756
15	001-4010-410.4015	Theater Licenses	\$ 252	\$ 170	\$ 252	\$ 200	\$ 252
16	001-4010-410.4016	Trucking, Rubbish and Waste	\$ 5,000	\$ 3,264	\$ 5,530	\$ 3,840	\$ 6,140
17	001-4010-410.4017	Entertainment Licenses	\$ 2,500	\$ 2,856	\$ 2,320	\$ 3,360	\$ 2,682
18	Sub Total		\$ 14,868	\$ 13,702	\$ 15,765	\$ 16,120	\$ 17,365
19			8.51%	-15.00%			
20	(4015-430) PILOTS (PAYMENTS IN LIEU OF TAXES)						
21	001-4015-430.4026	VHFA - In Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
22	001-4015-430.4029	Capstone - PILOT	\$ 24,380	\$ 24,000	\$ 24,120	\$ 23,000	\$ 22,948
23	001-4015-430.4031	Barre Housing - PILOT	\$ 45,000	\$ 45,000	\$ 44,000	\$ 30,000	\$ 45,377
24	001-4015-430.4032	State of Vermont - PILOT	\$ 248,000	\$ 240,000	\$ 224,565	\$ 240,000	\$ 240,961
25	Sub Total		\$ 317,380	\$ 309,000	\$ 292,685	\$ 293,000	\$ 309,286
26			2.71%	5.46%			
27	(4030-430) FEES						
28	001-4030-430.4020	Animal Control Licenses	\$ 5,500	\$ 5,500	\$ 4,882	\$ 6,000	\$ 5,466
31	001-4030-430.4027	Act 68 Administrative Revenue	\$ 15,500	\$ 15,500	\$ 16,286	\$ 12,000	\$ 15,601
33	001-4030-430.4034	Vehicle Registration (City Portion)	\$ 200	\$ 350	\$ 12	\$ 450	\$ 286
34	001-4030-430.4035	Delinquent Tax Collector Fees	\$ 42,000	\$ 42,000	\$ 42,910	\$ 42,000	\$ 24,152
35	001-4030-430.4036	Meters	\$ 65,000	\$ 80,000	\$ 55,269	\$ 80,000	\$ 73,499
36	001-4030-430.4037	Green Mountain Passports	\$ 50	\$ 50	\$ 58	\$ 100	\$ 36
37	001-4030-430.4038	Parking Permits	\$ 87,125	\$ 85,000	\$ 85,563	\$ 95,000	\$ 86,061
38	001-4030-430.4039	Marriage Licenses (City Portion)	\$ 580	\$ 600	\$ 570	\$ 700	\$ 580
39	001-4030-430.4040	Miscellaneous Income	\$ 800	\$ 4,000	\$ 724	\$ 4,500	\$ 3,760
41	001-4030-430.4042	Recording Fees	\$ 80,000	\$ 75,000	\$ 85,600	\$ 75,000	\$ 73,060
45	001-4030-430.4046	Vault Fees	\$ 1,000	\$ 1,000	\$ 1,063	\$ 1,200	\$ 883
50	001-4030-430.4054	Tax Stabilization App Fees	\$ -	\$ -	\$ 250	\$ -	\$ -
52	001-4030-430.4056	Credit Card Processing Fees	\$ 9,000	\$ 4,000	\$ 9,280	\$ 2,000	\$ 3,659
54	001-4030-430.4058	EV Charging Stations	\$ 300	\$ 300	\$ 303	\$ 400	\$ 839
56	Sub Total		\$ 307,055	\$ 313,300	\$ 313,670	\$ 319,350	\$ 298,572
57			-1.99%	-1.89%			

**GENERAL FUND BUDGET DETAIL
FOR THE YEAR ENDING JUNE 30, 2021**

Line No.	Account No.	Account Description	FY 23 Template	FY 22 Approved	FY21 Unaudited 7-28-2021	FY 21 Approved (8-10-2020)	FY 20 Audited
58	(4060-460)	FINES AND PENALTIES					
60	001-4060-460.4062	Del MAR Interest Penalty	\$ 2,600	\$ 2,600	\$ 2,157	\$ 2,600	\$ 3,560
61	001-4060-460.4063	Delinquent Tax Interest	\$ 28,000	\$ 26,000	\$ 33,273	\$ 35,000	\$ 23,329
64	001-4060-460.4066	Parking Tickets	\$ 25,000	\$ 31,500	\$ 13,394	\$ 30,000	\$ 24,780
66	Sub Total		\$ 58,100	\$ 62,600	\$ 49,747	\$ 68,600	\$ 54,680
67			-7.19%	-8.75%			
105	(4100-505)	CEMETERY REVENUE					
108	001-4100-505.0409	Cemetery - Flower Fund Interest	\$ 500	\$ 500	\$ 500	\$ 500	\$ 1,500
109	001-4100-505.0410	Cemetery - Trust Fund Interest	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000
118	Sub Total		\$ 25,500	\$ 25,500	\$ 25,500	\$ 25,500	\$ 21,500
119			0.00%	0.00%			
120	(4110-510)	MISCELLANEOUS REVENUE:					
121	001-4110-510.4111	Interest Income	\$ 20,000	\$ 16,000	\$ 19,226	\$ 16,000	\$ 46,706
126	001-4110-510.4500	Semprebon VCF Trust Acct - Income	\$ 50,000	\$ 50,000	\$ 60,625	\$ 50,000	\$ 61,567
127	Sub Total		\$ 70,000	\$ 66,000	\$ 79,851	\$ 66,000	\$ 108,273
128			6.06%	-17.35%			
131	EXPENSES						
237	(5060)	ELECTIONS					
238	001-5060-100.0110	Salaries and Wages	\$ 6,000	\$ 3,000	\$ 5,421	\$ 5,500	\$ 2,742
239	001-5060-360.1165	Program Materials	\$ 5,000	\$ 5,000	\$ 4,325	\$ 5,000	\$ 4,740
240	001-5060-360.1170	Board of Civil Authority	\$ 500	\$ 250	\$ 88	\$ 500	\$ 132
241	Sub Total		\$ 11,500	\$ 8,250	\$ 9,834	\$ 11,000	\$ 7,614
242			39.39%	-25.00%			
243	(5070)	CITY CLERK					
244	001-5070-100.0110	Base Salary , Longevity (3.0 FTE - changed to 3.5 FTE FY22)	\$ 190,610	\$ 165,310	\$ 160,066	\$ 138,735	\$ 126,280
247	001-5070-100.0113	Overtime	\$ 500	\$ 500	\$ 29	\$ 1,000	\$ 118
248	001-5070-110.0150	FICA	\$ 14,620	\$ 12,684	\$ 11,608	\$ 10,690	\$ 9,289
249	001-5070-130.0180	Training & Development	\$ 500	\$ 500	\$ 75	\$ 750	\$ 265
250	001-5070-130.0182	Travel & Meals	\$ 100	\$ 100	\$ -	\$ 200	\$ -
251	001-5070-200.0214	Telephone	\$ 1,500	\$ 1,500	\$ 1,238	\$ 1,600	\$ 1,447
252	001-5070-210.0312	Office Machines Maintenance	\$ 200	\$ 200	\$ 318	\$ 300	\$ 153
253	001-5070-220.0417	Recording of Records	\$ 14,000	\$ 14,000	\$ 12,573	\$ 14,000	\$ 12,458
255	001-5070-230.0510	Advertising	\$ 5,000	\$ 4,000	\$ 4,059	\$ 4,500	\$ 6,207
256	001-5070-230.0511	Credit Card Service Charges	\$ 10,800	\$ 7,000	\$ 11,069	\$ 3,000	\$ 4,638
257	001-5070-340.0944	Glasses	\$ 753	\$ 658	\$ 619	\$ 590	\$ 547
258	001-5070-350.1053	Office Supplies	\$ 1,500	\$ 1,500	\$ 1,414	\$ 2,000	\$ 981
259	001-5070-360.1165	Program Materials	\$ 3,500	\$ 3,500	\$ 3,046	\$ 4,500	\$ 2,939
260	001-5070-440.1240	Computer Equipment and Software	\$ 500	\$ 500	\$ 1,217	\$ 2,000	\$ -
261	001-9020-110.0151	Health Insurance	\$ 35,587	\$ 35,587	\$ -	\$ 28,234	\$ -
262	001-9020-110.0152	Life/Disability	\$ 1,917	\$ 1,501	\$ -	\$ 1,013	\$ -
263	001-9020-110.0153	Dental Insurance	\$ 1,521	\$ 1,620	\$ -	\$ 1,388	\$ -
264	001-9030-110.0154	Pension	\$ 12,375	\$ 11,016	\$ -	\$ 8,943	\$ -
265	Sub Total		\$ 295,483	\$ 261,677	\$ 207,330	\$ 223,443	\$ 165,321

GENERAL FUND BUDGET DETAIL
FOR THE YEAR ENDING JUNE 30, 2021

Line No.	Account No.	Account Description	FY 23 Template	FY 22 Approved	FY21 Unaudited 7-28-2021	FY 21 Approved (8-10-2020)	FY 20 Audited
868		(9110) MISC TAX LEVIED					
871	001-9110-220.0425	Voter Approved Assistance (9110)	\$ 149,601	\$ 149,601	\$ 134,601	\$ 134,601	\$ 154,501
873		Sub Total	\$ 149,601	\$ 149,601	\$ 134,601	\$ 134,601	\$ 154,501
874			0.00%	11.14%	-12.88%		
881							
882		(9130) MISC ACCOUNTS					
883	001-9130-360.1201	VGM - South Parking Lot Lease	\$ 16,444	\$ 15,965	\$ 15,557	\$ 15,500	\$ 15,270
892	001-9130-360.1380	Semp VCF Trust Income Assignment	\$ 50,000	\$ 50,000	\$ 60,625	\$ 4,047	\$ 61,567
902		Sub Total	\$ 104,619	\$ 106,465	\$ 223,707	\$ 81,387	\$ 139,126
903			-1.73%	30.81%			
910							
911		EXPENSES TOTAL	\$ 598,281	\$ 556,070	\$ 610,215	\$ 478,231	\$ 494,355
			7.59%	16.28%			

Clerk/Elections portion of the total budget
percentage of total budget

306,983.37
2.33%

October 19, 2021

Clerk/Treasurer/Delinquent Collections/Elections Departments

FY23 Departments Goals & Objectives Summary

Prepared by Carol Dawes

Barre City Clerk/Treasurer/Tax Collector/Delinquent Tax Collector

Normal Daily /Weekly Job Tasks/Responsibilities

1. Statutory duties: services legally bound to deliver by statute:
 - a. Elections – local, state and federal. Includes integrating new election tabulation equipment, beginning with 2022 Annual (Town) Meeting elections.
 - b. Recording, housing and maintaining land records
 - c. Recording, housing and maintaining City records
 - d. Records retention
 - e. Public records custodian
 - f. Property tax billing and collection
 - g. Delinquent collections for property taxes, water/sewer billing and accounts receivables
 - h. Issue dog licenses
 - i. Issue marriage licenses
 - j. Issue liquor licenses
 - k. Board of Civil Authority/Board of Abatement duties
 - i. Elections
 - ii. Maintenance of voter checklist
 - iii. Property tax assessment appeals
 - iv. Abatement requests
 - v. Decennial reapportionment
 - l. Manage banking and investments
 - m. Manage bonds, applications, and reimbursement requests
2. City-specific duties: services legally bound to deliver by charter/ordinance:
 - a. Issue/maintain parking permits
 - b. Collect parking ticket revenues
 - c. Issue local licenses
 - d. Accounts receivables billing and collection
3. Other duties as assigned/assumed:
 - a. Manage TIF district accounting, reporting and contact with state agencies
 - b. Maintain clerk and election sections of City website
 - c. Manage on-line payment options
 - d. Management of parking team
 - e. Manage EV charging stations
 - f. Staff liaison to Public Arts Committee (temporarily laid down)
 - g. Assist Charter Work Group (staff liaison)
 - h. Assist Ordinance Work Group (formatting, process, and publication)
 - i. Contact with House and Senate Government Operations Committees

FY22 Departments Goals (outside day-to-day responsibilities) (with Priorities)

1. Reapportionment (to be completed by end of calendar 2021) (#1)
2. Challenge voters (completed October 2021) (#2)
3. Expand parking ticket payment collections (to be completed by end of calendar 2021) (#3)
4. Develop/implement records retention policy and schedule for City Hall departments (#4)
5. Rearrange work flow in departments to centralize receipts and customer service. Integrate accounting and cash management software to increase efficiencies and reduce risk. (to be completed by end of fiscal year 2022) (#5)
6. Finalize Judd v. City of Barre lawsuit (appealed to VT Supreme Court)

FY23 Departments Goals

1. Digitize and index surveys and plats, and add to online platform. Possible use of ARPA funds, or funding from the state.
2. Professionally stabilize and preserve older surveys and plats paid for out of restoration & digitization fund. Current fund balance: \$79,000 end of FY21
3. Digitize and index land records prior to 1980, and add to online platform.
4. Review documents in drawers in upper vault for long-term storage, digitization, or destruction.
5. Review documents stored in lower vault for long-term storage, digitization or destruction.
6. Convert index card files to digital index for vital records (birth, death, marriage) to free up space in vault.
7. Expand/rearrange storage in vault for hard copies of land records.
8. Begin preparing for retirement in March 2024:
 - a. Create workflow manual for successor
 - b. Hold public meetings on clerk's office work to encourage people to run for the position

Other Responsibilities (outside of City responsibilities)

1. Liaison to VT State Archives and Records Administration's VT Land Records Program (VLRP) – work on records retention schedules and training programs.
2. Chair of Legislative Committee for VT Clerks & Treasurers Association – work closely with legislators, committees, and other stakeholders on municipal issues.
3. Serve on Secretary of State's clerks' advisory committee.



City of Barre, Vermont

“Granite Center of the World”

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City Manager

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manager@barrecity.org

MEMO

TO: City Council
FR: The Manager
CC: Dawes, Monahan, Taft
DATE: 10/015/21

**SUBJECT: FY23 DRAFT BUDGETS:
GENERAL ADMINISTRATION, LEGAL and MANAGER’S OFFICE**

Councilors:

I have prepared this brief overview of the FY23 General Administration, Legal, and Manager’s Office Draft Budgets to be presented Tuesday evening. The intent of this memo is to provide some overview/back-ground orientation to the budget presentation attached and to point out some hi-lites. Items of note:

1. For the Revenue or Expense Categories, we have shown in **bold** the percentage year over year (FY23 vs FY22) increase/decrease of that particular category
2. These three cost centers generally fall under the purview/responsibility of the City Manager, although the Clerk Treasurer, Finance Director, and HR/IT Administrator are consulted for budgeting input for the General Administration cost center.
3. **General Administration** is the cost center for those administrative costs incurred due to the “general” operation of the City and not directly attributable to any other City Department. These administrative costs are related principally to such expenses as City Council Stipends and expenses, interpretive services allowance, audit fees, City Report expenses, partner agency membership dues, Council & Committee advertising and printing (agenda’s, etc.), meter postage, “City Hall” staff & Committee email licenses, network & I/T expenses, Working Communities Grant Match allowance, etc. There are no staff positions assigned to this cost center.
4. The **Legal** cost center budgets for general and/or routine City Attorney routine legal support, legal guidance/opinions, enforcement assistance, and (pre-)litigation consultation, etc. This also includes our Labor Attorney assistance/support associated with Labor Relations and Collective Bargaining.

5. The **City Manager** cost center budgets for those expenses directly associated with the Manager’s office. The 3 full-time staff positions in this cost center include the Manager, Manager’s Assistant, and the HR/IT Administrator.

6. There are no **Revenues** directly attributable to or generated by the operation of these three (3) cost centers.

7. **General Administration** expenses are projected to *increase* by 23.1% due principally to the following drivers:

- a. **Note:** City Council expenses are projected to *reduce* by \$10,000. This is due to the elimination of the one-time FY22 allowance for the City Manager search process, which will be concluded (hopefully ☺) by this time.
- b. Single Audit Fee Allowance (\$9,000) - triggered by ARPA Funds
- c. Advertising & Printing Allow. (\$6,000) - due to historical trending
- d. City Hall SW Expenses (\$29,000) - due to licensing fees of security and HR/PR software approved by Council

8. **Legal Expenses** are projected to *decrease* by 14.9% due principally to the anticipating only 1 Collective Bargaining Contract negotiation (AFSCME- PDW) in FY23.

9. **The City Manager** cost center expenses are projected to *increase* by 23.5% due principally to:

- a. Provision for a critically needed IT System Administrator \$66,300
- b. FICA increase due to new IT position \$ 4,300
- c. City Web-site Hosting/Revamp \$ 3,750

10. The above cost-centers comprise the following portions of the currently proposed Draft Budget (\$13,406,000):

- a. General Administration 1.52%
- b. Legal 0.30%
- c. Manger’s Office 3.07%

October 19, 2021 Council Packet
CITY OF BARRE, VERMONT
GENERAL FUND BUDGET DETAIL
FOR THE YEAR ENDING JUNE 30, 2023

FY23 GF Budget - After DH Input
Updated 10-8-21 (DM/SEM/JB/SQ/JS)

Line No.	Account No	Account Description	FY 23 Template	FY 22 Approved	FY21 Unaudited 7-28-2021	FY 21 Approved (8-10-2020)	FY 20 Audited
131	EXPENSES						
132	(5010) GENERAL ADMINISTRATION						
133	001-5010-100.0110	Personnel Services	\$ 8,000	\$ 8,000	\$ 4,577	\$ 3,000	\$ 4,949
134	001-5010-110.0150	FICA	\$ 612	\$ 612	\$ 534	\$ 612	\$ 449
135	001-5010-130.0184	City Council Expenses	\$ 20,000	\$ 30,000	\$ 6,265	\$ 15,000	\$ 11,254
136	001-5010-200.0214	Telephone (Council Chamber)	\$ 220	\$ 210	\$ 206	\$ 150	\$ 177
137	001-5010-210.0312	Office Machine Maintenance (LEAF Contract)	\$ 10,000	\$ 10,200	\$ 8,630	\$ 9,500	\$ 10,199
138	001-5010-220.0409	Single Audit Fee Allowance	\$ 9,000	\$ -	\$ -	\$ -	\$ -
139	001-5010-220.0410	Annual Audit	\$ 27,600	\$ 27,200	\$ 26,147	\$ 26,800	\$ 30,953
140	001-5010-220.0411	City Report	\$ 6,500	\$ 6,500	\$ 6,254	\$ 5,000	\$ 8,171
141	001-5010-220.0413	Dues and Membership Fees (CVRPC, CVEDC, VLCT)	\$ 27,500	\$ 26,500	\$ 25,699	\$ 25,725	\$ 25,244
142	001-5010-220.0414	Holiday Observance	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,826
143	001-5010-220.0416	Postage Meter Contract	\$ 1,577	\$ 1,577	\$ 1,947	\$ 1,800	\$ 1,729
144	001-5010-230.0510	Advertising and Printing	\$ 18,000	\$ 12,000	\$ 17,640	\$ 11,000	\$ 10,443
147	001-5010-350.1053	Office Machine Supplies	\$ 3,000	\$ 3,000	\$ 1,680	\$ 3,000	\$ 2,249
148	001-5010-360.1163	Postage for Meter	\$ 17,500	\$ 16,500	\$ 15,157	\$ 15,000	\$ 15,619
149	001-5010-360.1170	Email Licenses (50+17 for committees) (Does not include 25 for EMS)	\$ 6,166	\$ 4,000	\$ 4,255	\$ 3,985	\$ 3,984
150	001-5010-360.1171	City Hall Network - Internet, Security, PR/HR Software	\$ 36,220	\$ 7,400	\$ 28,337	\$ 10,730	\$ -
151	001-5010-360.1172	City Hall Printer Expenses (OSV Lease)	\$ 3,500	\$ 3,500	\$ 2,789	\$ 3,500	\$ 2,340
152	001-5010-360.1173	Working Communities Grant Match (Yr. 2 of 3)	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
153	001-5010-360.1174	Interpretive Services Allowance	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
154	001-5010-370.1380	COVID Materials	\$ -	\$ -	\$ 2,341	\$ -	\$ -
155	Sub Total		\$ 203,395	\$ 165,199	\$ 152,457	\$ 136,802	\$ 130,587
156			23.12%	20.76%			
177	(5030) LEGAL EXPENSES						
178	001-5030-120.0170	General City Attorney	\$ 27,500	\$ 22,000	\$ 25,969	\$ 22,000	\$ 24,018
179	001-5030-120.0173	Labor/Grievance Assistance	\$ 2,500	\$ 5,000	\$ 2,721	\$ 7,500	\$ 1,600
180	001-5030-230.0517	Contract Negotiations (FY23: AFSCME)	\$ 10,000	\$ 20,000	\$ 16,609	\$ 5,000	\$ 43,713
182	Sub Total		\$ 40,000	\$ 47,000	\$ 45,299	\$ 34,500	\$ 69,330
183			-14.89%	36.23%			
184	(5040) CITY MANAGER						
185	001-5040-100.0110	Base Salary , Longevity (3.0 FTE)	\$ 227,267	\$ 223,400	\$ 219,404	\$ 218,874	\$ 205,044
186	001-5040-100.0110	IT System Administrator (TOTAL Comp allowance including benefits)	\$ 66,300	\$ -	\$ -	\$ -	\$ -
187	001-5040-100.0120	Overtime	\$ 200	\$ -	\$ 145	\$ -	\$ 255
188	001-5040-110.0150	FICA	\$ 21,417	\$ 17,090	\$ 16,585	\$ 16,744	\$ 15,576
189	001-5040-110.0151	IT Support Contract (Vendor Allowance)	\$ 1,000	\$ 2,800	\$ 442	\$ 2,800	\$ 1,108
190	001-5040-110.0152	City Web Site Hosting & Support Allowance (Eternity?)	\$ 5,000	\$ 1,250	\$ 1,462	\$ 1,250	\$ 1,250
191	001-5040-110.0153	Network HW/SW Expenses	\$ 1,000	\$ 750	\$ 1,028	\$ 183	\$ 1,279
192	001-5040-130.0182	Training & Development	\$ 2,000	\$ 2,000	\$ 243	\$ 2,250	\$ 358

CITY OF BARRE, VERMONT
 October 19, 2021 Council Packet
GENERAL FUND BUDGET DETAIL
FOR THE YEAR ENDING JUNE 30, 2023

Line No.	Account No	Account Description	FY 23 Template	FY 22 Approved	FY21 Unaudited 7-28-2021	FY 21 Approved (8-10-2020)	FY 20 Audited
193	001-5040-130.0184	Manager Expenses	\$ 1,500	\$ 1,500	\$ 269	\$ 1,500	\$ 495
194	001-5040-130.0185	Secure Shred	\$ 1,250	\$ 1,250	\$ 315	\$ 700	\$ 1,125
195	001-5040-200.0214	Telephone	\$ 4,000	\$ 3,400	\$ 3,801	\$ 3,000	\$ 3,649
196	001-5040-220.0413	Dues/Memberships	\$ 1,500	\$ 1,500	\$ 150	\$ 1,500	\$ 284
197	001-5040-230.0510	Advertising & Printing	\$ 1,000	\$ 1,000	\$ -	\$ 1,200	\$ 528
198	001-5040-320.0720	Vehicle Stipend	\$ 2,997	\$ 2,882	\$ 2,734	\$ 2,771	\$ 2,564
199	001-5040-340.0944	Vision	\$ 570	\$ 570	\$ -	\$ 570	\$ 565
200	001-5040-350.1053	Office Supplies & Equipment	\$ 1,500	\$ 1,500	\$ 1,507	\$ 2,000	\$ 1,246
201	001-5040-440.1240	Computer Equip. & Software	\$ 2,000	\$ 1,200	\$ 2,624	\$ -	\$ 665
202	001-9020-110.0151	Health Insurance	\$ 52,421	\$ 52,421	\$ -	\$ 54,961	\$ -
203	001-9020-110.0152	Life Insurance	\$ 1,643	\$ 2,005	\$ -	\$ 2,003	\$ -
204	001-9020-110.0153	Dental Insurance	\$ 1,295	\$ 1,380	\$ -	\$ 1,379	\$ -
205	001-9030-110.0154	Pension	\$ 16,178	\$ 15,830	\$ -	\$ 14,912	\$ -
206			\$ -	\$ -	\$ -	\$ -	\$ -
207	Sub Total		\$ 412,039	\$ 333,728	\$ 250,710	\$ 328,596	\$ 235,991
208			23.47%	1.56%			
	GeneralAdmin % of Total Budget			1.52%			
	Legal % of Total Budget			0.30%			
	City Manager % of Total Budget			3.07%			

**CITY OF BARRE, VERMONT
CITY COUNCIL POLICY ON
MUNICIPAL BODIES & APPOINTMENTS**

PURPOSES

Pursuant to section 307 of the Barre City Charter, the Council establishes this policy to: standardize procedures for the establishment, abolition, and appointments to Commissions, Boards, Committees, and Task Forces.

PERSONS AFFECTED

1. City Manager & Staff
2. City Clerk
3. City Council
4. Applicable Boards, Committees, Commissions and Task Forces
5. Applicants to municipal bodies

APPLICATION

1. **Effective date.** This policy shall become effective upon adoption.
2. **Applicability.** This policy shall apply to:
 - a. Committees of inquiry to conduct investigations into the conduct of officers and departments relating to the welfare of the City pursuant to Section 304 of the Charter;
 - b. Offices and commissions under Section 301 of the Charter;
 - c. Vacancies to elected offices under Section 206(a) of the Charter, notwithstanding 3(b) in this section;
 - d. The Planning Commission;
 - e. The Development Review Board;
 - f. Board of Health;
 - g. All advisory committees;
 - h. All task forces; and
 - i. Unelected appointees to regional bodies, including but not limited to:
 - i. Central Vermont Regional Planning Commission;
 - ii. Central Vermont Solid Waste Management District;
 - iii. Central Vermont Internet Board; and the
 - iv. Central Vermont Public Safety Authority.
3. **Non-Applicability/Exclusions.** This policy shall not apply to the following:
 - a. City Council and subcommittees thereof, including the:
 - i. The Animal Control Committee;
 - b. Other elected bodies or appointees thereof;
 - c. Officers of the City, including but not limited to, the:
 - i. City Manager or Acting Manager;
 - ii. Zoning Administrator;
 - iii. City Attorney;
 - iv. Library Liaison;

- v. Collectors of Taxes;
- vi. Health Officer; and
- vii. Appointments made by the City Manager under Section 407 of the Charter not otherwise delegated to the City Council;
- d. State committees, boards, and commissions; and
- e. Any part of this policy in conflict with a municipal charter (including a charter for a regional authority) or general law

POLICY & PROCEDURE

1. Establishment, Amalgamation, or Abolition of a Municipal Body

- a. All bodies created, amalgamated, or abolished under this policy shall occur by approval of a resolution of the Council. The resolution to create a municipal body shall include all items listed in paragraphs 2-7 of this section. This policy encourages the Council to amalgamate committees of common interest to avoid siloed decision-making and reduce direct and indirect administrative costs associated with committee support.

2. Classification of a Municipal Body

- a. Bodies shall be classified as standing committees or finite ad hoc committees. Standing committees are encouraged to be named 'committees' or 'commissions'. Finite ad hoc committees are encouraged to be called 'task forces'. Bodies with a quasi-judicial function are encouraged to be called 'boards'. Resolutions establishing finite ad hoc committees shall define a time certain at which point the committee will dissolve, such as the completion of a report or project, a date certain, or a vote of the committee.

3. Powers, Duties, Charge and Expectations of a Body

- a. The powers, duties and charge of all bodies not otherwise defined by charter or general law (such as the Planning Commission pursuant to 24 VSA 4325) shall be defined.

4. Membership of a Body

- a. The maximum number of seats on any municipal body shall be defined. This policy recommends odd-numbered bodies with fewer than seven members.
- b. To further the interests of diverse, expert, and representative membership, the membership of a body may include specific requirements, including but not limited to:
 - i. Residency;
 - ii. A particular expertise or skill; or
 - iii. A member representing an important interest group, such as a youth representative.

5. Membership Terms

- a. The duration of terms and expiration date of all seats shall be defined. This policy recommends staggered, two-to-three-year terms for standing committees. The intent of staggered terms is to provide continuity of membership and the transfer of institutional knowledge.

6. Meeting Days, Times & Frequency

- a. The intended days, times and frequency of meetings may be defined by Council to encourage citizen participation, avoid conflicts with other bodies, to avoid meeting room constraints, to allocate staff time, or other reasons.

7. City Staffing

- a. The nature and extent of any intended staff support may be defined by Council, which may include requirements and limitations to ensure effective meetings and advancement of the body's charge.

8. Appointments to a Municipal Body

a. Term Expirations

- i. Unless otherwise specified or applicable, all terms expire June 30th in the term's defined year of expiration.
- ii. Appointees with expiring terms shall be notified by the City Manager, or designee, at least six weeks prior to the application deadline to be re-appointed. The communication shall thank appointees for their service and explain the appointment process.

b. Vacancies

- i. Appointees may resign by contacting the City Manager, or designee, in writing.
- ii. If an appointee does not attend more than four consecutive meetings and does not reply to an inquiry from the City Manager, or designee, to confirm their interest in continued appointment, the seat shall be considered vacant
- iii. If an appointee is removed from office by the appointing authority, the seat shall be considered vacant.
- iv. All appointees serving ten or more years shall receive a service recognition by the Mayor and Council, as recommended by the Manager or designee

c. Advertising of Open Seats

- i. All seats with expiring terms, vacant seats, and openings on newly established municipal bodies shall be considered open seats.
- ii. Open seats shall be advertised for appointment by Council at least on a quarterly basis.
- iii. Applications for appointment will be due approximately 14 days prior to the appointment meeting before City Council.
- iv. Open seats shall be advertised at least six weeks prior to the application deadline on the City's volunteer opportunities webpage, in a newspaper of general circulation, and active social media accounts in use by the City.
- v. Advertisements should list the municipal body, open seat term length, deadline to apply, where to find the application form, staff contact for more information, encouragement to attend a meeting of existing municipal bodies, date(s) for appointment, a link to the volunteer opportunities page, and a statement of commitment and affirmation to applicants from historically discriminated and under-represented populations.
- vi. In addition, the City of Barre provides equal employment opportunities (EEO) to all volunteers and applicants for volunteering without regard to

race, religion, sex (including sexual orientation, pregnancy or gender identity), national origin, age (40 and older), disability and genetic information (including family medical history). In addition to those federally protected categories the State of Vermont under the Fair Employment Protection Act (FEPA) has also identified ancestry, HIV+ status, place of birth, association with a member of a legally protected category listed above, crime victim status and health insurance coverage status. The City of Barre has added protection for financial class.

d. Application Form

- i. The City Manager, or designee, shall maintain a standard application form for appointments to municipal bodies periodically reviewed by the Council
- ii. The form shall state how to submit the application.
- iii. The form shall collect contact information from applicants, ask why the applicant is motivated to serve, and if they have attended a meeting of the municipal body (if an existing municipal body)
- iv. The form shall include a procedural checklist for staff including confirmation of receipt, notification of appointment meeting, confirmation of attendance for appointment, and the attendance record of existing appointees, and the major past and upcoming work plan items.
- v. Notification to applicants will outline what an applicant can expect at the appointment interviews and next steps.

e. Council Interviews & Appointments

- i. City Council will consider applicants for open seats at least each quarter beginning in July.
- ii. Timely applications will be included in the Council's meeting materials.
- iii. Applicants will be given reasonable opportunity to introduce themselves to Council and answer questions at the meeting.
- iv. The Council may delay making appointment decisions until timely applications and the applicants have been given a reasonable opportunity to attend one of two meetings.
- v. This policy encourages an open and transparent government.
- vi. The City Council reserves the right to enter executive session, as allowed by Vermont law (1 VSA 313) to deliberate on the appointment of any members of municipal bodies serving as public officers. This policy considers municipal appointees public officers with official duties.
- vii. In instances where there are more applications than seats available the City Council may enter Executive Session to deliberate on applicants prior to voting a slate of appointees in an open meeting. The standard motion must explain the reason for the final decision, such as "based on the needs of the City and the applicants' motivations and background, I move to appoint ..."
- viii. In instances where the Council considers removal of an appointee Executive Session may be used in accordance with the law.

9. Orientation for Appointees

- a. The City Manager, or designee, shall provide for the following orientation and training to all appointees and re-appointees
 - i. Rules of Procedures
 - ii. Basic Roberts Rules of Order
 - iii. Ethics & Conflicts of Interest
 - iv. Open Meeting Law
 - v. Public Records

10. Administration of Appointments

- a. To track the status and support consistent administration of all municipal body appointments, the City Manager, or designee, shall maintain a spreadsheet listing , at least, all municipal body appointees by body, seat, term, term expiration, years of service, address, phone, and email.

11. Public Information of a Body

- a. All municipal bodies shall have a city webpage and the City Manager, or designee, shall maintain a current webpage to include all governance details outlined in paragraphs 2 through 7 of this policy as well as least one form of contact information for all appointees, except that the contact information of members of quasi-judicial bodies (for which ex parte communication outside of a hearing does not allow constitutional due process) shall not be listed; communication to quasi-judicial bodies shall occur through a staff contact and presented at an open hearing.
- b. If a municipal body has adopted independent bylaws, such bylaws shall be made available on the body's municipal webpage.

DEFINITIONS

As used in this policy, the following have these meanings.

1. **Will, must, shall** means a mandatory action
2. **May, should, encouraged** means optional

REFERENCE

- Adopted by City Council on October 19, 2021

As certified by the City Clerk

Carol Dawes



• *City of Barre, Vermont*

“Granite Center of the World”

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City Manager

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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: October 15, 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:

- To date 78 people have applied through the VT COVID Arrearage Assistance Program (VCAAP 2), for assistance in paying delinquent water/sewer bills. The City has received \$30,000 in payments to date, and there's an additional \$20,000 that's been applied for. Registrations are open through October 24th.
- The City has posted information on Front Porch Forum and the website about the mortgage assistance program and the renter assistance program being offered by the state with COVID relief funds.
- Apportionment materials are due from the Legislative Apportionment Board by October 18th, and the BCA will meet on October 27th to begin review. Feedback is due to the LAB by mid-November.
- VT Economic Progress Council (VEPC) staff and board members visited the City on Wednesday, October 13th for the annual fall TIF monitoring visit to tour the City's TIF project areas, and discuss ongoing and future plans. The Manager, Planning Director and Clerk participated in the discussion. The visit was in advance of preparing the annual report, which is due to VEPC by mid-January.

2. BUILDING AND COMMUNITY SERVICES:

- On Tuesday morning, I attended the Civic Center Committee meeting at Alumni Hall.
- On Tuesday evening, I attended the City Council meeting at City Hall.
- Burnie Allen rented the AUD on Tuesday evening to provide “open gym” for any youth that would like to play.
- The DMV held CDL testing on Wednesday in the Civic Center parking lot.
- I met with a technician from New England Air on Wednesday morning to go over the fall maintenance program for the City Hall HVAC systems.
- Also on Wednesday morning I met with the Chair of the Cemetery Committee to set the agenda for the October 18 Committee meeting.
- I attended the Barre City Community Garden Committee meeting Wednesday afternoon at the Elmwood Community garden area. I also attended the Barre City Tree Stewardship Committee meeting at Alumni Hall Wednesday evening.
- On Thursday, I met with the Chair of the Community Garden and Tree Stewardship Committee to review a list of future projects for both groups as well as a proposal for future development.
- Also on Thursday, I assisted two different out of state families with locating the gravesites of their families.
- The BOR roof repair project was completed as of Friday with the sprinkler line reconnected. The compressors are running and we are right on schedule for the November 1 opening date.
- The Cemetery crew continued with hedge trimming at Hope and leaf blowing at Hope as well as leaf mulching at Elmwood. We had two cremation inurnments during the week.
- The Facilities crew mowed the soccer fields at both Lincoln and Tarquinio fields as this is the final weekend of youth soccer. The crew also worked on getting the BOR ready for ice making which will begin next week. They also set the AUD up for the UVM men’s basketball “open practice” event being held on Saturday.

2a. RECREATION:

- Monday -holiday
- Attended the Vermont Recreation and Parks Association Conference Wednesday & Thursday at Lake Morey.
- Attended the City Council meeting Tuesday night.
- Worked on the ice schedule / scheduling-contact preparations for November 1 opening.
- We are currently scheduling with Microsoft Outlook as our new software is still in the development process. The MaxGalaxy software has now ended as Microsoft no longer supports one of the main components needed for its operation. Outlook is not ideal but it will work in the interim.

3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:

Planning – Janet – the highlights:

- Monday was a city holiday;
- Worked with DPW Tuesday morning on land and unaccepted street and ROW work for land off of Hale St;
- Processed permit applications rest of Tuesday afternoon;
- Attended City Council meeting for the PPA FY23 budget presentation;
- Permit Administrator work: see below;
- Assessor work – see below;
- Answering questions, phone calls, assisted fellow staff, timesheets, weekly report write-up, etc.

Permitting – Janet – the highlights:

- Monday was a city holiday;
- Worked with Dep. Fire Chief to review building permit applications to approve and process;
- Issued 1 building permit;
- Issued 3 electrical permits;
- Spent 3 days getting vacant building registration information in the Code Enforcement database to assist them with their counts, who is registered, and their summaries;
- Several permit applications came in Friday morning, which will be tended to early next week;
- Several phone and email exchanges regarding permitting and possible permitting, including complaints, fences, vacant buildings, fees;
- Updating both zoning and the fire department's software for address changes provided by the Clerk and Water Dept., permit copies, etc.

Assessing Clerk – Kathryn:

- Monday was a city holiday;
- Regular office tasks: permit copies into databases, address changes, mapping updates and sending information to our GIS company from maps filed in the clerk's office; filing, checking Grand List items, Street numbers, corrections, e-mail messages, phone calls, etc.;
- Processed 7 property transfer returns this week for input into all systems;
- Downloaded 1 homestead filing to go into the grand list for tax billing – year to date total is 1,749;
- Sent out 3 map copies and 13 lister cards for those requesting them;
- Continue working on reviewing software and the grand list in preparation for the eventual new state computer system.

Interim Assessor-Janet – the highlights:

- Working on getting the grievance change information into the assessing software;
- 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:

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

5. FINANCE DIRECTOR:

- Auditors here all week. No Report.

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.

Copy of Departmental Activity Report

Current Period: 10/03/21 to 10/09/21, Prior Period: 09/26/21 to 10/02/21

00:00 to 24:00

All Stations

All Shifts

All Units

All Activity Types

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Dispatch/Remote Station Incidents*				
EMS Incidents	0	0.00	0	0.00
NFIRS Incidents	0	0.00	0	0.00
	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>
Fire Alarm Situations				
Accident, potential accident	0	0.00	1	1.11
Chemical release, reaction, or toxic condition	2	2.71	0	0.00
Combustible/flammable spills & leaks	0	0.00	1	0.96
Emergency medical service (EMS) Incident	35	47.72	23	38.93
Extrication, rescue	1	0.23	0	0.00
False alarm and false call, Other	1	0.21	0	0.00
HazMat release investigation w/no HazMat	0	0.00	1	3.24
Person in distress	0	0.00	1	0.23
Public service assistance	1	0.24	1	23.94
Rescue, emergency medical call (EMS), other	2	1.69	2	1.17
Service call, Other	1	0.22	0	0.00
Smoke, odor problem	0	0.00	1	0.96
System or detector malfunction	4	3.57	1	0.99
Wrong location, no emergency found	3	1.51	3	0.46
	<u>50</u>	<u>58.10</u>	<u>35</u>	<u>71.99</u>
Hydrant Activities				
Flow Tests	0	0.00	0	0.00
Inspections	0	0.00	0	0.00
	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>
Non-Incident Activities				
BAY FLOOR WASH	3	1.50	0	0.00
COMP TIME USED	1	4.50	2	28.50
FILL IN	0	0.00	4	49.00
MONTHLY MEDICATION REPLACEMENT	3	0.51	0	0.00
ON DUTY	26	607.50	22	509.50
SICK TIME USED	1	12.00	0	0.00
VACATION USED	4	84.00	7	168.00

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

Copy of Departmental Activity Report

Current Period: 10/03/21 to 10/09/21, Prior Period: 09/26/21 to 10/02/21

00:00 to 24:00

All Stations

All Shifts

All Units

All Activity Types

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Non-Incident Activities				
VEHICLE FUELED (LISTED IN COMMENT AREA)	0	0.00	2	0.34
WASH VEHICLES	3	0.99	0	0.00
	<u>41</u>	<u>711.00</u>	<u>37</u>	<u>755.34</u>
Occupancy Inspections/Activities				
ALARM TESTING/MAINTENANCE	3	0.00	1	0.52
	<u>3</u>	<u>0.00</u>	<u>1</u>	<u>0.52</u>
Training				
BUILDING INSPECTION/PREPLAN	8	8.00	0	0.00
Fire Streams Theory	0	0.00	3	1.50
HIGH RISE OPS	3	0.00	18	144.00
OVERDOSE	3	4.50	0	0.00
RAPID INTERVENTION TEAM	9	22.50	0	0.00
ROPE RESCUE	5	0.00	0	0.00
ROPE RESCUE & HAULING SYSTEMS	8	20.00	0	0.00
TRUCK 30 SET UP AND OPERATIONS	0	0.00	2	4.00
VEIS	3	3.00	0	0.00
	<u>39</u>	<u>58.00</u>	<u>23</u>	<u>149.50</u>

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

Incident Number	Date/Time	Call Type	Street Name	Media/Press Summary
21BA009081	10/14/21 07:12	Disorderly Conduct	S Main St	
21BA009080	10/14/21 07:04	Motor Vehicle Complaint	Merchants Row	
21BA009079	10/14/21 06:33	Mental Health Issue	Franklin St	
21BA009078	10/14/21 03:41	Alarm - Security	N Main St	alarm n main st
21BA009077	10/14/21 00:28	Assist - Agency	Mcleod Hill Rd	
21BA009076	10/13/21 22:56	Traffic Stop	washington/city hall park	
21BA009075	10/13/21 22:48	Traffic Stop	N Main	
21BA009074	10/13/21 22:12	Assist - Agency	Mill St	
21BA009073	10/13/21 20:29	Traffic Stop	VT Rt 62 / Berlin Town Line	traffic stop for speed on rt 62
21BA009072	10/13/21 20:15	Suspicious Vehicle	N Main St	Suspicious vehicle on N Main St
21BA009071	10/13/21 20:14	Traffic Stop	washington/waterman	Traffic Stop on Washington Street for Speeding
21BA009070	10/13/21 20:05	Traffic Stop	Washington St / AJ Sunoco	Traffic Stop for a broken headlight on Washington Street.
21BA009069	10/13/21 19:55	Directed Patrol - Motor Vehicle	Maple Ave	directed patrol on Maple Ave
21BA009068	10/13/21 19:50	Directed Patrol - Motor Vehicle	Washington St	Directed Patrol on Washington Street
21BA009067	10/13/21 19:13	Suspicious Event	S Main	Suspicious event on S Main St
21BA009066	10/13/21 17:43	Domestic Disturbance	Brook St	
21BA009065	10/13/21 17:38	Mental Health Issue	Pearl St Ext	Mental Health Issue on Pearl Street
21BA009064	10/13/21 16:10	Assist - Public	Allen St	
21BA009063	10/13/21 15:55	Disturbance	Highgate Apartments	
21BA009062	10/13/21 15:45	Threats/Harassment	Merchant St	
21BA009061	10/13/21 15:05	Disturbance	N Main St / Beach	
21BA009060	10/13/21 14:34	Threats/Harassment	N Main St	
21BA009059	10/13/21 12:17	Traffic Stop	Prospect St	Traffic stop on Prospect Street.
21BA009058	10/13/21 09:52	Threats/Harassment	N Main St	Harassment on North Main Street
21BA009057	10/13/21 09:42	Larceny - from Building	Laurel St	
21BA009056	10/13/21 09:10	Larceny - from Motor Vehicle	Plain St Lot	
21BA009055	10/13/21 08:52	Traffic Stop	Berlin St / Railroad St	Traffic stop on Berlin Street.

Incident Number	Date/Time	Call Type	Street Name	Media/Press Summary
21BA009054	10/13/21 08:49	Directed Patrol - Motor Vehicle	October 19, 2021 Berlin Street	Council Packet Directed patrol on Berlin Street. page 52
21BA009053	10/13/21 08:25	Training-In-Service	Fourth St	training in service barre city
21BA009052	10/13/21 07:51	Suspicious Person	St Monica's School	suspicious person barre city
21BA009051	10/13/21 00:08	Animal Problem	Third St	Barking Dog Complaint on Third Street
21BA009050	10/12/21 23:10	Traffic Stop	N Main Street	Traffic Stop for speeding on North Main Street
21BA009049	10/12/21 22:13	Suspicious Vehicle	Elmwood Cemetery	Suspicious Vehicle on Washington Street
21BA009048	10/12/21 21:18	Assist - Other	Gable Pl	Suspicious vehicle on Gable Place
21BA009047	10/12/21 21:08	Suspicious Event	Fourth St	Suspicious event on Church St
21BA009046	10/12/21 20:24	Assist - Other	Merchant St	
21BA009045	10/12/21 20:07	Suspicious Vehicle	Currier Park	
21BA009044	10/12/21 19:57	Traffic Stop	Railroad St	traffic stop on Rt 62 for speed
21BA009043	10/12/21 19:39	Alarm - Security	Daniel Dr	Security Alarm on Daniel Dr
21BA009042	10/12/21 19:30	Traffic Stop	Main St	traffic stop for no registration on Berlin St
21BA009041	10/12/21 19:25	Traffic Stop	Route 62	traffic stop for speed on rt 62
21BA009040	10/12/21 19:22	Traffic Stop	S Main St #	Traffic Stop on South Main Street for no lights at night.
21BA009039	10/12/21 19:14	Directed Patrol - Motor Vehicle	S Main St #	Directed Patrol on South Main Street
21BA009038	10/12/21 19:13	Directed Patrol - Motor Vehicle	Route 62	directed motor vehicle patrol on Rt 62
21BA009037	10/12/21 18:45	Assist - Other	n main / n seminary	Suspicious Person on N Seminary Street.
21BA009036	10/12/21 17:38	Suspicious Event	Maple Ave	Suspicious Event on Maple Ave.
21BA009035	10/12/21 17:36	Drugs - Suspicious	Matheson Playground	Report of drug activity on Elm St
21BA009034	10/12/21 16:25	Assist - Other	Washington St	Assist on Washington Street.
21BA009033	10/12/21 15:26	Juvenile Problem	Walnut St	
21BA009032	10/12/21 15:13	Traffic Stop	Maple Ave	
21BA009031	10/12/21 15:02	Traffic Stop	N Main St / Richardson Rd	
21BA009030	10/12/21 14:55	Traffic Stop	N Main St	
21BA009029	10/12/21 14:47	TRO/FRO Service	Pleasant St	
21BA009028	10/12/21 14:39	Traffic Stop	N Main St / Richardson Rd	
21BA009027	10/12/21 13:38	Noise	Hooker Ave	Noise complaint on Hooker Avenue.
21BA009026	10/12/21 13:26	Training-In-Service		
21BA009025	10/12/21 12:47	Noise	Eastern Ave	Noise complaint on Eastern Ave.

Incident Number	Date/Time	Call Type	Street Name	Media/Press Summary
21BA009024	10/12/21 12:36	Directed Patrol - Motor Vehicle	Circle St	October 19, 2021 Council Packet Directed patrol on Circle St. page 53
21BA009023	10/12/21 11:28	Assist - Agency	Brook St	Agency assist on Brook Street.
21BA009022	10/12/21 11:08	Suspicious Event	Maple Ave / Hope Cemetery	Suspicious event at Hope Cemetery.
21BA009021	10/12/21 11:02	Traffic Stop	Maple Ave / Brook St	Traffic stop for vehicle not inspected on Maple Ave.
21BA009020	10/12/21 10:48	Directed Patrol - Motor Vehicle	Maple Ave	Directed patrol- Traffic enforcement on Maple Ave
21BA009019	10/12/21 09:33	Threats/Harassment	N Main St	information request.
21BA009018	10/12/21 07:30	Assist - Public	Fourth St	Bag of drug paraphernalia left on fourth St.
21BA009017	10/12/21 07:09	Traffic Stop	VT Rt 62 / Berlin Town Line	Traffic stop for speeding on Rt 62.
21BA009016	10/12/21 06:44	Traffic Stop	VT Rt 62 / Berlin St	Traffic stop for speeding on Rt 62.
21BA009015	10/12/21 06:00	Assist - Agency	Sterling Hill Rd	Assisted Barre Town Police with a wanted individual.
21BA009014	10/12/21 04:13	Traffic Stop	Washington St / Barre Town Line	Traffic stop for speeding on Washington Street.
21BA009013	10/12/21 04:02	Directed Patrol - Motor Vehicle	Washington Street	Directed Patrol- Traffic Enforcement on Washington Street.
21BA009012	10/12/21 02:46	Overdose	S Main St	Report of possible overdose on South Main St.
21BA009011	10/12/21 02:20	Supervisory Duties - Case review	Fourth St	Supervisory Duties- Case Review
21BA009010	10/12/21 01:05	Prisoner	Fourth St	
21BA009009	10/11/21 23:53	Domestic Disturbance	Plain St	Domestic Disturbance on Plain Street.
21BA009008	10/11/21 22:40	Traffic Stop	Church St	Traffic Stop on Church Street for an illegal left turn
21BA009007	10/11/21 22:15	Assist - Other	N Main St	Citizen assist on North Main St.
21BA009006	10/11/21 22:11	Traffic Stop	Summer St	Traffic stop for failure to signal on Summer St
21BA009005	10/11/21 21:28	Welfare Check	High Holdburn	Welfare check on High Holburn St.
21BA009004	10/11/21 20:27	Traffic Stop	S Main St #	Traffic Stop for speeding on South Main Street.
21BA009003	10/11/21 19:49	Assist - Other	Fourth St	Public assist over phone at PD
21BA009002	10/11/21 19:43	Traffic Stop	N Main St	traffic stop for defective equipment on N Main St
21BA009001	10/11/21 19:12	Traffic Stop	Washington St	Traffic Stop on Washington Street for speeding.
21BA009000	10/11/21 19:04	Directed Patrol - Motor Vehicle	Maple Ave	Directed Motor Vehicle Patrol on Maple Ave
21BA008999	10/11/21 18:20	Traffic Stop	North Main St	Traffic Stop for using a cell phone while driving on North Main Street
21BA008998	10/11/21 17:34	Assist - Other	Washington St	Traffic light malfunction reported at Hill and Washington.
21BA008997	10/11/21 17:19	Assist - Other	Skyline Dr	Family Disturbance on Skyline Drive.
21BA008996	10/11/21 16:42	Noise	Tilden House	noise complaint on S Main St
21BA008995	10/11/21 14:33	Directed Patrol - Motor Vehicle	Beckley St / Second St	Directed patrol on Beckley Street

Incident Number	Date/Time	Call Type	Street Name	Media/Press Summary
21BA008994	10/11/21 14:22	Assist - Public	Park St	October 19, 2021 Council Packet Assist on Park Street. page 54
21BA008993	10/11/21 13:59	Suspicious Event	Tremont St	Suspicious person on Tremont Street.
21BA008992	10/11/21 13:55	Supervisory Duties - Case review	Fourth St	Supervisory Duties- Case Review
21BA008991	10/11/21 12:55	Suspicious Event	North Main St	Suspicious Event on North Main Street
21BA008990	10/11/21 12:22	Disturbance	North Main St	Disturbance on North Main Street.
21BA008989	10/11/21 11:45	Assist - Public	Franklin St	Assist on Franklin Street.
21BA008988	10/11/21 11:42	Assist - Public	Jefferson St	
21BA008987	10/11/21 11:39	Juvenile Problem	Harrington Ave	Juvenile Problem on Harrington Ave
21BA008986	10/11/21 11:35	Suspicious Person	Ayers St	Suspicious person on Ayers Street.
21BA008985	10/11/21 11:17	Suspicious Event	Washington St	Motor vehicle complaint on Highland Ave.
21BA008984	10/11/21 10:05	Domestic Disturbance	Bugbee Ave	
21BA008983	10/11/21 09:05	Welfare Check	Richardson Rd	Welfare Check on Richardson Road
21BA008982	10/11/21 08:59	Welfare Check	Warren St	Welfare check on Warren Street.
21BA008981	10/11/21 08:41	Drugs - Possession	Allen St	Underage marijuana possession on Allen Street.
21BA008980	10/11/21 07:42	Alarm - Security	N Main St	Security alarm on North Main St.
21BA008979	10/11/21 07:07	Welfare Check	N. Main St	
21BA008978	10/11/21 05:00	Directed Patrol - Other	Camp St / Grandview Ave	The speed cart was deployed on Camp St.
21BA008977	10/11/21 01:12	Transport - Prisoner	Fourth St	Transport prisoner.
21BA008976	10/11/21 01:08	Prisoner - Lodging/Releasing	Fourth St	Prisoner Lodging on Fourth Street.
21BA008975	10/11/21 01:02	Prisoner	Fourth St	
21BA008974	10/11/21 00:48	Arrest Warrant - In State	N Main St	Arrest warrant on North Main St.
21BA008973	10/11/21 00:02	Suspicious Vehicle	N Main St	Suspicious vehicle parked in handicap space on North Main St.
21BA008972	10/10/21 23:59	Assist - Agency	N Main St	Agency assist on North Main St
21BA008971	10/10/21 23:00	Traffic Stop	N Main St	Traffic Stop on North Main Street for speeding.
21BA008970	10/10/21 22:11	Assist - Other	N Main St	Suspicious incident at the Manor.
21BA008969	10/10/21 22:07	Needle Disposal	berlin st/ n main	Needle Disposal on Berlin Street.
21BA008968	10/10/21 21:57	Motor Vehicle Complaint	S Main Street	Motor Vehicle Complaint on South Main Street.
21BA008967	10/10/21 21:24	Suspicious Vehicle	Cow Pasture	Suspicious Vehicle on Maplewood Ave.
21BA008966	10/10/21 20:45	Directed Patrol - Motor Vehicle	Hill St	Speed enforcement on Hill St
21BA008965	10/10/21 19:51	Traffic Stop	S Main Street	

Incident Number	Date/Time	Call Type	Street Name	Media/Press Summary
21BA008964	10/10/21 18:29	Directed Patrol - Motor Vehicle	October 19, 2021 Merchant St	Council Packet Directed Patrol on Merchant Street
21BA008963	10/10/21 18:25	Assist - Other	Merchant St	Suspicious activity on Merchant St.
21BA008962	10/10/21 18:14	Suspicious Person	Tilden House	Suspicious Person on South Main Street.
21BA008961	10/10/21 17:36	Traffic Stop	South Main St	
21BA008960	10/10/21 17:24	Traffic Stop	Quarry Hill	
21BA008959	10/10/21 17:12	Mental Health Issue	Fourth St	Mental Health Issue on Fourth Street
21BA008958	10/10/21 16:59	TRO/FRO Service	Fourth St	
21BA008957	10/10/21 16:05	Assist - Other	St. Monica Cemetery	Suspicious vehicle in St. Monica's Cemetery.
21BA008956	10/10/21 12:06	Intoxication	North Seminary St	Intoxicated person on Seminary Street.
21BA008955	10/10/21 11:18	Mental Health Issue	Brooklyn St	Mental health issue on Brooklyn Street.
21BA008954	10/10/21 09:12	Alarm - Security	Ayers St	Alarm activation on Ayers Street.
21BA008953	10/10/21 09:07	Noise	Highgate Dr	Noise complaint on Highgate Drive.
21BA008952	10/10/21 08:08	Supervisory Duties - Case review	Fourth St	Supervisory Duties- Case Review
21BA008951	10/10/21 04:17	Alarm - Security	Summer St	Security alarm on Summer St.
21BA008950	10/10/21 03:02	Assist - Agency	East Cobble Hill Rd	An Officer assisted a Barre Town Officer with a traffic stop.
21BA008949	10/10/21 00:53	Disorderly Conduct	Church St	Male knocking on windows on Church St.
21BA008948	10/10/21 00:40	Suspicious Event	Church St	Suspicious event on Church St
21BA008947	10/10/21 00:02	Larceny - from Building	Church St	Male reported theft of cell phone on Church St
21BA008946	10/09/21 23:57	Alarm - Security	S Main	Security alarm on S Main St
21BA008945	10/09/21 23:15	Alarm - Security	South Main St	Alarm on South Main Street
21BA008944	10/09/21 22:43	Suspicious Event	Elmwood Ave	Suspicious Event on Elmwood Ave
21BA008943	10/09/21 22:41	Vandalism	North Main St	
21BA008942	10/09/21 21:34	Suspicious Person	s main st / napa	Suspicious Person on South Main Street.
21BA008941	10/09/21 21:28	Parking - General Violation	Highgate Dr	
21BA008940	10/09/21 20:56	Disturbance	Church St	
21BA008939	10/09/21 20:26	Traffic Stop	Washington St	
21BA008938	10/09/21 20:01	Traffic Stop	Maple Ave / Brook St	Traffic Stop for speeding on Maple Ave
21BA008937	10/09/21 19:49	Traffic Stop	VT Rt 62 / Berlin St	Traffic stop for speeding on Rt 62
21BA008936	10/09/21 19:46	Disorderly Conduct	North Main St	
21BA008935	10/09/21 19:45	Directed Patrol - Motor Vehicle	Hill St	Speed enforcement on Hill St.

Incident Number	Date/Time	Call Type	Street Name	Media/Press Summary
21BA008934	10/09/21 19:37	Traffic Stop	October 19, 2021 Route 62	Council Packet Traffic stop for speeding on Rt 62 page 56
21BA008933	10/09/21 19:26	Assist - Other	Wellington St	Agency Assist on Elm Street.
21BA008932	10/09/21 19:20	Traffic Stop	VT Rt 62 / Berlin St	Traffic stop for speeding on Rt 62
21BA008931	10/09/21 19:18	Assist - Other	S Main	Assist to male at Tilden House
21BA008930	10/09/21 18:59	Traffic Stop	Hill St	Traffic stop for speeding on Hill Street.
21BA008929	10/09/21 18:56	Directed Patrol - Motor Vehicle	Maple Ave	Directed Patrol on Maple Ave
21BA008928	10/09/21 18:47	Traffic Stop	Summer St	
21BA008927	10/09/21 18:39	Traffic Stop	Hill St	Traffic stop for speeding on Hill Street.
21BA008926	10/09/21 18:33	Drugs - Intel received	Merchant St	Drug intel received
21BA008925	10/09/21 18:28	Traffic Stop	Hill St	Traffic stop for defective equipment on Hill Street
21BA008924	10/09/21 18:19	Traffic Stop	Washington St	Traffic stop for defective equipment on Washington Street.
21BA008923	10/09/21 18:14	Traffic Stop	Hill St	Traffic stop for speeding on Hill Street.
21BA008922	10/09/21 18:06	Traffic Stop	Hill St	Traffic stop for speeding on Hill Street.
21BA008921	10/09/21 17:53	Mental Health Issue	Pearl St Ext	Mental health issue on Pearl St
21BA008920	10/09/21 17:40	Traffic Stop	North Main St	Traffic stop for vehicle not inspected on N Main Street
21BA008919	10/09/21 17:29	Traffic Stop	North Main St	Traffic stop for vehicle not inspected on N Main Street
21BA008918	10/09/21 17:21	Traffic Stop	North Main St	Traffic stop for vehicle not inspected on N Main Street
21BA008917	10/09/21 16:36	Assist - Other	Currier St	assist other barre city
21BA008916	10/09/21 16:13	Assist - Other	Fourth St	assist other barre city
21BA008915	10/09/21 15:34	911 Hangup	Parkside Ter	911 hang up barre city
21BA008914	10/09/21 15:16	Vandalism		Vandalism on Summer Street.
21BA008913	10/09/21 14:41	Directed Patrol - Motor Vehicle	South Main Street	directed patrol s main st
21BA008912	10/09/21 14:13	Disturbance	Seminary Street	Disorderly male on Seminary Street.
21BA008911	10/09/21 14:13	Assist - Public	S Main St	public assist south main street
21BA008910	10/09/21 14:01	Trespass	Blackwell Street	trespass barre city
21BA008909	10/09/21 13:26	Stolen Vehicle	Seminary St	Suspicious event on Seminary Street
21BA008908	10/09/21 13:04	Suspicious Event	North Main Street	suspicious event barre city
21BA008907	10/09/21 12:54	Assist - Public	North Main Street	Report of consumption of alcohol on private property on N Main Street. Not a criminal violation.
21BA008906	10/09/21 12:51	Trespass	N Main St	trespass n main st
21BA008905	10/09/21 11:48	Assist - Public	Maple Ave	public assist barre city

Incident Number	Date/Time	Call Type	Street Name	Media/Press Summary
21BA008904	10/09/21 11:41	Noise	October 19, 2021 Washington Street	Council Packet Noise complaint on Washington Street. page 57
21BA008903	10/09/21 10:44	Motor Vehicle Complaint	Quarry Hill	mv complaint barre city
21BA008902	10/09/21 10:27	Traffic Stop	Berlin St / Prospect St	Traffic stop for speeding on Prospect Street.
21BA008901	10/09/21 10:10	Traffic Stop	Berlin St / Railroad St	Traffic stop for speeding on Berlin Street.
21BA008900	10/09/21 10:04	Traffic Stop	Berlin St / Highgate Dr	Traffic stop for speeding on Berlin Street.
21BA008899	10/09/21 09:52	Parking - General Violation	Berlin St / John St	Parking issue on John Street.
21BA008898	10/09/21 09:43	Traffic Stop	Berlin St / Railroad St	Traffic stop for speeding on Berlin Street.
21BA008897	10/09/21 09:40	Directed Patrol - Motor Vehicle	Berlin Street	Directed Patrol- Traffic Enforcement on Berlin Street
21BA008896	10/09/21 08:49	Assist - Agency	N Main St	TRO service on North Main Street.
21BA008895	10/09/21 08:18	Welfare Check	Highgate Dr	welfare check barre city
21BA008894	10/09/21 08:10	Assist - Agency	N Main St	Assist on North Main Street
21BA008893	10/09/21 06:59	Suspicious Person	N Main St	Male being disorderly on North Main St.
21BA008892	10/09/21 02:03	Suspicious Vehicle	Maple Ave	Officers responded to the report of a suspicious vehicle on Maple Ave.
21BA008891	10/09/21 01:46	Suspicious Event	Parkside Terrace	Several persons in playground after hours.
21BA008890	10/09/21 00:01	Traffic Stop	N Main St	Traffic stop on N. Main St.
21BA008889	10/08/21 23:20	Alarm - Security	S Main St	Alarm at local business on S. Main Street. Accidental activation.
21BA008888	10/08/21 22:23	Traffic Stop	north main st / budget inn	Traffic stop on N. Main St.
21BA008887	10/08/21 20:59	Assist - Public	Lincoln House	Report of an individual vomiting in the Lincoln House parking Lot.
21BA008886	10/08/21 20:37	Traffic Stop	S Main	
21BA008885	10/08/21 20:31	Suspicious Vehicle	church/Averill	
21BA008884	10/08/21 20:19	Suspicious Event	Circle St	Road rage incident on Ayer's Street.
21BA008883	10/08/21 19:48	Directed Patrol - Motor Vehicle	Maple Ave	Directed patrol/speed enf on Maple Ave
21BA008882	10/08/21 19:32	Traffic Stop	VT Rt 62 / Berlin St	Traffic stop for registration plate not matching the vehicle on Rt 62.
21BA008881	10/08/21 19:17	Larceny - from Building	Averill St	Report of a stolen package outside a residence on Averill St
21BA008880	10/08/21 18:26	Disturbance	n main/maple ave	Report of female protesting on the sidewalk of N. Main and Rt 62.
21BA008879	10/08/21 17:28	Directed Patrol - Motor Vehicle	Fourth St	An Officer worked a directed patrol for the Highway Safety Office
21BA008878	10/08/21 17:10	Supervisory Duties - Case review	Fourth St	Supervisory Duties- Case Review
21BA008877	10/08/21 17:06	Welfare Check	Pearl St	Welfare check on a male at Downtown Rentals
21BA008876	10/08/21 16:38	Threats/Harassment	Branch St	threats/harassment barre city
21BA008875	10/08/21 16:34	Fraud	Maple Ave	fraud case barre city

Incident Number	Date/Time	Call Type	Street Name	Media/Press Summary
21BA008874	10/08/21 16:30	Disturbance	October 19, 2021 Council Packet Walgreens Parking Lot	page 58
21BA008873	10/08/21 16:08	Fraud	Shurtleff Pl	fraud barre city
21BA008872	10/08/21 15:54	Welfare Check	S Main St	welfare check s main st
21BA008871	10/08/21 15:29	Animal Problem	Berlin Street	
21BA008870	10/08/21 15:27	Suspicious Event	Eastern Ave	suspicious event eastern ave
21BA008869	10/08/21 15:39	Larceny - Other	N Main St	
21BA008868	10/08/21 14:18	Assist - Public	Fourth St	
21BA008867	10/08/21 13:13	Trespass	Prospect St	trespass prospect st
21BA008866	10/08/21 12:19	Assist - Public	Fourth St	public assist barre city
21BA008865	10/08/21 11:41	Drugs - Sale	Fourth Street	
21BA008864	10/08/21 11:22	Assist - Other	Fourth St	assist other barre city
21BA008863	10/08/21 11:11	Assist - Agency	Fourth St	Agency Assist
21BA008862	10/08/21 10:17	Suspicious Event	Washington St	suspicious event washington st
21BA008861	10/08/21 10:12	Trespass	South Main Street	trespass barre city
21BA008860	10/08/21 09:53	Suspicious Person	N Main St	suspicious person n main st
21BA008859	10/08/21 09:46	Motor Vehicle Complaint	S Main St / Mill St	mv complaint s main st
21BA008858	10/08/21 09:07	Training-In-Service	Fourth St	
21BA008857	10/08/21 08:53	Assist - Other	N Main St	assist other n main st
21BA008856	10/08/21 08:03	Larceny - Other	Elmwood Ave	larceny elmwood ave
21BA008855	10/08/21 07:33	Traffic Stop	Ayers St	Traffic stop on Ayer St.
21BA008854	10/08/21 07:25	Directed Patrol - Motor Vehicle	Ayers St / SHS	Directed patrol of Ayer St.
21BA008853	10/08/21 06:50	Vandalism	Washington St	An Officer is investigating a vandalism to a business on Washington St.
21BA008852	10/08/21 06:39	Directed Patrol - Motor Vehicle	Hill St / Patterson St	Directed patrol of Hill St.
21BA008851	10/08/21 05:47	Directed Patrol - Other	Hill St / Camp St	The speed cart was deployed by an Officer
21BA008850	10/08/21 03:31	Directed Patrol - Motor Vehicle	Maple Ave / Hope Cemetery	
21BA008849	10/08/21 02:17	Disorderly Conduct	Laurel Street	Officers responded to Laurel St. for the report of a disturbance
21BA008848	10/08/21 01:21	Sexual Assault	South Main St	