

**Regular Meeting of the Barre City Council  
Held April 22, 2014**

The Regular Meeting of the Barre City Council was called to order by Mayor Thomas Lauzon at 7:00 PM at Barre City Hall. In attendance were: From Ward I, Councilor Paul Poirier; from Ward II, Councilors Michael Boutin and Michael Smith; and from Ward III, Councilors Anita Chadderton and Lucas Herring. Also in attendance were City Manager Steven Mackenzie and City Clerk/Treasurer Carolyn Dawes.

**Approval of Consent Agenda:** Council approved the following consent agenda items on motion of Councilor Herring, seconded by Councilor Smith. **Motion carried.**

- Minutes of the following meetings:
  - Regular Meeting of April 15, 2014
- Approval of the City Warrants as presented.
- 2014 Licenses & Permits issued through the clerk's office:
  - Animal License
    - Christopher Miller, 3 Cooley Street, 3 pounds of bees

**The City Clerk/Treasurer Report** – Clerk/Treasurer Dawes reported on the following:

- Green Up Day is Saturday, May 3<sup>rd</sup>. Green Up bags are available in the Clerk's office, and will be available in front of Spaulding High School on May 3<sup>rd</sup>.
- Third quarter property taxes are due by May 15<sup>th</sup>.
- There are three properties scheduled for tax sale on May 21<sup>st</sup>.
- Early/Absentee ballots are available for the May 13<sup>th</sup> vote on the revised budgets.

**Approval of Building Permits** – Council approved the following building permits on motion of Councilor Herring, seconded by Councilor Boutin. **Motion carried.**

<u>Applicant</u>	<u>Address</u>
Tonya Meunier & James Carrien	39 Palmisano Plaza
Pavel Cherkosov	821 North Main Street

**Liquor Control** – Council approved the following permits on motion of Councilor Smith, seconded by Councilor Herring. **Motion carried with Councilor Boutin abstaining.**

- Request to Cater Permit for The Hilltop Restaurant for the Primo Maggio event at the Old Labor Hall on Thursday, May 1<sup>st</sup> from 4:30 – 10:30 PM.
- Special Event Permit for Grand View Winery for a fundraiser at Studio Place Arts on Saturday, May 9<sup>th</sup> from 6:00 – 10:00 PM.

**City Manager's Report** –

Manager Mackenzie reported on the following:

- Held 2<sup>nd</sup> meeting with ANR on modification of the dam permit. Believe a successful conclusion has been reached. Reviewing the documents and will present to Council next week.
- Held 2<sup>nd</sup> traffic signal summit. There's been improved functionality. Two cameras will be repositioned to avoid blind spots, and stop bars will be repainted soon.
- Final mold remediation repairs will be done to the BOR in June.
- Coordinating with Barre Town to offer City residents opportunities to bring lawn debris to the Town stump dump.
- Opened bids for the trestle project. All bids came in under the engineer's estimate. Bids are being formally reviewed before the final selection is made.
- The area around the Tremont Street retaining wall failure has been barricaded off, and is being monitored twice a day. The RFP for engineering services will be out by the end of the week.
- The FEMA buyout paperwork for the flood damaged Hilltop Avenue properties was submitted three weeks ago, and the City is awaiting word from the state. The Manager is following up.

To be approved at 04-29-14 Barre City Council Meeting

- The Manager said he will move the lawsuit with Whitcomb Paving forward by July 1<sup>st</sup>.

#### **Visitors & Communications –**

Mayor Lauzon said Central Vermont Community Land Trust received word it has been granted full funding from the Vermont Housing Finance Agency for the Summer Street Project.

Clerk Dawes reviewed a recent public records request, and there was general discussion about such records requests.

Mayor Lauzon said with regards to a firefighter who was dismissed earlier this year, he requested that Manager Mackenzie and Chief Bombardier take an inventory of equipment at the fire station, and conduct a review of time cards. The inventory and review found no discrepancies.

#### **Old Business – NONE**

#### **New Business –**

##### **A) Warning: Public Hearing 7:15 PM – Ordinance #2014-01 Second Reading and Public Hearing Chapter 17 Traffic.**

Mayor Lauzon opened the public hearing at 7:26 PM. Clerk Dawes said the current proposed draft included all revisions requested by the Council, and said the document was ready for approval.

Mayor Lauzon asked if there were any questions or comments from the Council or the public. Hearing none, he closed the public hearing at 7:27 PM.

Council approved ordinance revision #2014-01 as presented on motion of Councilor Herring, seconded by Councilor Chadderton. **Motion carried.**

Clerk Dawes said she included a copy of the current fee schedule in the Council packets for review purposes, and will put the schedule on the agenda in the near future for discussion about possible revisions.

##### **B) Approval of Bid Recommendations for Purchase of Paint Sprayer and Tire Changing Machine.**

City Engineer Reg Abare reviewed his memo, and recommended Council award the bid for the paint sprayer to M-B Companies out of Pennsylvania. There was discussion about self-propelled sprayers, and consistency and uniformity of paint application.

Council approved Mr. Abare's recommendation on motion of Councilor Boutin, seconded by Councilor Chadderton. **Motion carried.**

Mr. Abare reviewed his memo, and recommended Council award the bid for the tire changer to Fisher Auto Parts of Barre. Council approved Mr. Abare's recommendation on motion of Councilor Chadderton, seconded by Councilor Boutin. **Motion carried.**

##### **C) Financial Policies Approval.**

- 1. Whistleblower Policy**
- 2. Grants Management Policy**
- 3. Budget Procedures Policy**
- 4. Procurement Policy**
- 5. Fraud, Waste and Abuse Policy**
- 6. Personnel Activity Reports/Timesheets/Time Cards**
- 7. Accounts Payable Procedure**
- 8. Capital Assets**
- 9. Fixed Assets Procedures**
- 10. Cash Reports**

## 11. **General Internal Controls**

Special Projects Manager Pat McDonald reviewed the policies and requested approval of all of them. Councilor Poirier moved their approval, seconded by Councilor Herring.

There was discussion on the whistleblower and fraud policies regarding the procedure for reporting concerns about the Manager, and who the appropriate person would be to receive such reports. Mayor Lauzon recommended such reports go to the Vermont Attorney General, and offered a friendly amendment to the motion to include the AG as the contact person to receive such reports. The friendly amendment was accepted by the mover and seconder.

Council voted on the motion as amended. **Motion carried.**

**Other)** Ms. McDonald distributed her memo outlining the process and dates for Council workshops on the proposed organizational revisions she presented at last week's meeting. Council reviewed and revised the schedule. Workshops are scheduled for:

- Wednesday, May 14<sup>th</sup> at 7:00 PM
- Tuesday, May 27<sup>th</sup> at 7:00 PM
- Tuesday, June 10<sup>th</sup> at 7:00 PM

### **D) Committee Members Annual Appointments Discussion/Coordination.**

Manager Mackenzie said preparatory work on the annual appointments needs to be done, and he expects to be back with this year's appointments in 2-3 weeks. There was discussion about moving from one year to two year terms for any committee in which the term length isn't controlled by statute, charter or ordinance. There was also discussion about moving the terms from April through March to July through June. Council concurred on both points.

There was general discussion about the Council's current weekly schedule, consideration of an every other week schedule, and spending more time in the neighborhoods and with City departments during the summer months.

Mayor Lauzon said Council used to keep a running list of Council initiatives, and he will resurrect that practice.

### **E) General Fund Budget Vote Informational Program Discussion.**

Mayor Lauzon said there will be budget briefings at each of the next three Council meetings, he will be writing some op-ed pieces, and Council members are encouraged to get out and talk with their neighbors.

### **Round Table –**

Councilor Herring said the Barre Partnership board voted to move forward with the downtown Wifi.

Mayor Lauzon said he met with Green Mountain Power on the proposed vehicle charging stations to be installed in the downtown.

The Council meeting adjourned at 8:15 PM on motion of Councilor Herring, seconded by Councilor Boutin.  
**Motion carried.**

An audio recording of this meeting is available through the Clerk's Office.

Respectfully submitted,

Carolyn S. Dawes, City Clerk