

**REGULAR COUNCIL MEETING**  
**Tuesday, February 2, 2021, 7:00pm**  
City Council Chambers

**Join Zoom Meeting**

<https://zoom.us/j/95613164796?pwd=bnBkeGlzUzArRlJOSHk2SSStzUVBNOT09>

**Meeting ID: 956 1316 4796**

**Passcode: 570803**

**+1 929 205 6099 US (New York)**

1. Call to Order – 7:00 p.m.
2. Adjustments to the Agenda
3. Consent Agenda
  - A. Approval of Minutes of the Regular City Council Meeting January 26, 2021
  - B. Approval of City Warrants from Week of Wednesday February 3, 2021
  - C. Clerk’s Office Licenses and Permits
  - D. Assessing Final Errors and Omissions Certificate PVR-4261-E for Filing in the 2020 Grand List Book
  - E. Assessing Certificate of No Appeal or Suit Pending PVR-4155 for Filing in the 2020 Grand List Book
4. City Clerk & Treasurer Report
5. Liquor Control Board
6. City Manager’s Report
7. Visitors and Communications
8. Old Business: None
9. New Business
  - A. Warned for 7:15 PM: Second Public Hearing Proposed Charter Changes (Clerk)
  - B. DPW Response During COVID (DPW Director)
  - C. Discussion on Plumbing Ordinance Changes (DPW Director)
  - D. Approval of \$1.7M Bond Paperwork and Resolution #2021-03. (Clerk)
  - E. Renew Chargepoint Contract for Merchant’s Row EV Charging Station (Clerk)
  - F. Certification of 2020 TIF Annual Report. (Clerk)
  - G. Review and Approval of Policies
    - i. Dix Reservoir Land Use – Fishing Policy
    - ii. Dix Reservoir Land Use – Hunting Policy
    - iii. Personnel Activity Reports/Timesheets/Time Cards Policy
    - iv. General Internal Control Policies and Procedures
    - v. Credit Card Policy
    - vi. Interfund Activity and Pooled Cash Fund Policy
    - vii. Partial Payment Policy
    - viii. Liquor Control Policy
10. Round Table
11. Executive Session – As Needed
12. Adjourn

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

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

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**OTHER MEETINGS AND EVENTS**

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

**Monday, February 1**

Public Art Committee, 6pm, Virtual (ZOOM)

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

## Ground Rules for Debating

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

**Regular Meeting of the Barre City Council  
Held January 26, 2021**

The Regular Meeting of the Barre City Council was called to order on video conference by Mayor Lucas Herring at 7:08 PM. Start of meeting was delayed due to an incident of “zoom bombing”, where people logged into the meeting for the purpose of being disruptive.

In attendance, participating on video or phone, were: From Ward I, Councilors Jake Hemmerick and John Steinman; from Ward II, Councilors Michael Boutin and Teddy Waszazak; and from Ward III, Councilors Rich Morey and Ericka Reil. City staff members present via video or phone were City Manager Steven Mackenzie, Finance Director Dawn Monahan, Planning Director Janet Shatney, Public Works Director Bill Ahearn, Police Chief Tim Bombardier, and Clerk/Treasurer Carol Dawes.

**Absent:** NONE

**Adjustments to the Agenda:** Councilors asked that consent agenda items related to EV charging stations, and the engineering agreements with Dufresne Group be separated out for individual discussion. Mayor Herring said they will be taken up under new business. The Mayor said approval of a letter of support for the Barre Partnership’s Better Places Program grant application will be included in the consent agenda.

**Approval of Consent Agenda:**

Council approved the following consent agenda items on motion of Councilor Reil, seconded by Councilor Steinman. **Motion carried on roll call vote, with all voting in favor.**

- Minutes of the following meetings:
  - Regular Meeting of January 19, 2021
- City Warrants as presented:
  - Approval of Week 2021-04, dated January 27, 2021:
    - Accounts Payable: \$221,801.72
    - Payroll (gross): \$144,241.80
- 2021 Licenses & Permits: NONE
- Approval of support letter for Barre Partnership’s Better Places Program grant application.

**The City Clerk/Treasurer Report –**

Clerk/Treasurer Dawes reported on the following:

- Postcards were mailed last week to all active voters, giving them the opportunity to return the tear-off reply portion to request an absentee ballot be mailed to them. The office has received more requests already than there were total absentee votes cast in 2019.
- Third quarter property taxes are due by February 15<sup>th</sup>.

**Liquor Control – NONE**

**Visitors and Communications – NONE**

**Old Business – NONE**

**New Business –**

**A) Warned for 7:15 PM: First Public Hearing Proposed Charter Changes.**

Mayor Herring opened the public hearing at 7:17 PM and invited comments and questions from the Council and public. Clerk Dawes noted a couple typos that will be corrected on the warning and ballot. There was discussion on the proposed language limiting flags to be flown by the City, and it was noted some members

of the public support the idea of allowing banners to promote events in the City. Hearing no additional comments or questions, Mayor Herring closed the public hearing at 7:19 PM.

The second public hearing is scheduled for next week's Council meeting.

**Consent item E) Renew Chargepoint Contract for Merchant's Row EV Charging Station.**

Clerk Dawes reviewed her memo and the Chargepoint contract, and noted she didn't receive the contract until yesterday so consideration could be deferred to next week to allow Council time to review the documents. There was discussion on finances associated with the electric vehicle charging stations, and the usefulness of the Chargepoint contract. Discussion and possible action are deferred to next week.

**Consent item F) Authorize Engineering Agrmt with Dufresne Grp re. No. Main St. PS Upgrade.**

Manager Mackenzie said funding for the engineering agreement is included in the \$1.7M bond approved by voters last year. Council approved authorizing the agreement on motion of Councilor Waszazak, seconded by Councilor Morey. **Motion carried on roll call vote, with all voting in favor.**

**Consent item G) Authorize Engineering Agrmt with Dufresne Grp. Re. Water System Chlorine Study.**

There was discussion on funding for the engineering agreement, and use of contingencies. Manager Mackenzie said the project has been planned for some time and was delayed due to the pandemic. Council approved authorizing the agreement on motion of Councilor Hemmerick, seconded by Councilor Morey. **Motion carried on roll call vote, with all voting in favor.**

**E) Warned for 7:30 PM: Downstreet Housing VCDP Application for 31 Keith Avenue Project.**

Mayor Herring opened the public hearing at 7:37 PM. Downstreet executive director Eileen Peltier said the project involves purchase of the building at 31 Keith Avenue and converting it to a recovery residence to serve women and women with children. The Vermont Foundation of Recovery will operate the residence. There was discussion on how the property will be taxed using the affordable housing formula. Council approved the application and resolution #2021-02 on motion of Councilor Waszazak, seconded by Councilor Reil. **Motion carried on roll call vote, with all voting in favor.**

**B) 2<sup>nd</sup> Quarter Budget Update.**

Finance Director Dawn Monahan reviewed the financial update and memo, saying revenues are running slightly ahead of budget and expenses are running slightly behind.

**C) Approve Warning for 2021 Annual Town Meeting.**

Clerk Dawes reviewed a couple corrections that need to be made to the warning. Council approved the warning as amended on motion of Councilor Boutin, seconded by Councilor Waszazak. **Motion carried on roll call vote, with all voting in favor.**

**D) Approval of 2021 Certificate of Highway Mileage.**

Public Works Director Bill Ahearn reviewed the changes to this year's certificate, which included adjustments associated with Giudici Street, the Gunner's Book flood mitigation project, and the City's acceptance of a portion of Stowe Street. Council approved the certificate on motion of Councilor Hemmerick, seconded by Councilor Boutin. **Motion carried on roll call vote, with all voting in favor.**

**F) Authorization to Execute Contract in Support of the State Emergency Sheltering Pgrm.**

Police Chief Tim Bombardier said there has been increased criminal activity around the local hotels where the state is housing those who are homeless, creating a drain on services. The Chief said the state is willing to provide funding support for up to 20 hours/week of overtime for local police departments for service calls associated with these locations. It was noted there are still some details to be worked out in the contract.

There was discussion on why the state isn't overseeing the behavior of those being housed, why the City should bear the additional costs, and how to provide a safe environment for those who are sharing housing locations with the criminal element. Council authorized Manager Mackenzie and Chief Bombardier to sign the contract once they are satisfied all the details have been worked out on motion of Councilor Boutin, seconded by Councilor Steinman. **Motion carried on roll call vote, with all voting in favor.**

**G) Authorize Gap Funding for WWTF Digester Improvements Project.**

Manager Mackenzie reviewed project costs and funding sources, and said there is a funding shortfall. The Manager recommended the City borrow the gap funding from the Water Fund. A legal note will be drawn up and the City will pay interest to the Water Fund. Council approved the gap funding recommendation and authorized the execution of a note to draw up to \$200,000 from the Water Fund on motion of Councilor Boutin, seconded by Councilor Waszazak. **Motion carried on roll call vote, with all voting in favor.**

**H) Municipal Roads General Permit.**

Deferred for two weeks.

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

- The Civic Center auditorium will serve as a vaccination location on Tuesdays and Thursdays for the next several weeks.
- Ambulance revenue is trending up for the fiscal year.
- Central VT Regional Planning Commission is offering grants for planning assistance of transportation projects. Transportation Advisory Committee will discuss possible projects.
- On vacation next week. Fire Chief Doug Brent has been appointed acting manager.

There was discussion on the use of the consent agenda, and providing materials to Councilors in a timely manner for their review before meetings.

**Round Table –**

Councilor apologized to any members of the public who were trying to log in at the beginning of the meeting while people were being disruptive through zoom bombing.

Councilor Hemmerick welcomed new Engineering Tech Elijah Morgan in the Public Works Department.

Councilors Morey and Reil reminded people to check on their neighbors during the cold weather, and to stay in touch with friends and family.

Mayor Herring said a status bar is being added to the top of the City's website for COVID news. He encouraged people to root for the Kansas City Chiefs in the upcoming Super Bowl. This suggestion was greeted with universal silence.

**Executive Session – NONE**

The Council meeting was adjourned by Mayor Herring at 9:03 PM.

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

Respectfully submitted,

Carolyn S. Dawes, City Clerk

01/29/21  
01:27 pm

City of Barre Accounts Payable  
Warrant/Invoice Report # 21-31

Page 1 of 5  
dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 02/03/21 thru 02/03/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----							
06036	1ST RESPONDER NEWSPAPER						
	012521	subscription	001-6040-220.0413	DUES/MEMBERSHIP FEES	0.00	85.00	139629
01142	AFLAC						
	289758	monthly premium	001-2000-240.0019	AFLAC PAYABLE	0.00	4,739.94	139630
01150	AIRGAS USA LLC						
	9107836942	oxygen	001-6040-350.1054	MEDICAL SUPPLIES	0.00	44.06	139631
	9108248120	cyl testing	001-6040-350.1054	MEDICAL SUPPLIES	0.00	15.03	139631
	9108613943	oxygen	001-6040-350.1055	OXYGEN	0.00	43.83	139631
	9108800712	oxygen	001-6040-350.1055	OXYGEN	0.00	58.90	139631
	9108852129	face shields	001-6040-370.1380	COVID-19 MATERIALS	0.00	34.32	139631
					0.00	196.14	
01060	AMAZON CAPITAL SERVICES						
	3HGJ	coupler kit	001-6040-350.1053	OFFICE SUPPLIES	0.00	13.14	139632
	9QJ9	cabinet lock	001-6040-350.1053	OFFICE SUPPLIES	0.00	13.98	139632
	Q4C1	extension cables	001-6040-440.1240	COMP SOFTWARE/OFF EQUIP	0.00	45.69	139632
					0.00	72.81	
01094	AMERICAN TEST CENTER						
	2210014	labor,heat sensors,labels	001-6040-320.0720	CAR/TRUCK MAINT	0.00	2,451.00	139633
23018	AUBUCHON HARDWARE						
	498075	bowl wax,ring	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	7.81	139634
	498082	flange	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	6.29	139634
	498083B	weatherstripping	001-7020-470.1270	MACHINES/EQUIPMENT OUTLAY	0.00	20.66	139634
	498084	flapper	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	4.49	139634
	498088C	credit weatherstripping	001-7020-470.1270	MACHINES/EQUIPMENT OUTLAY	0.00	12.58	139634
	498129	bolts	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	5.12	139634
					0.00	56.95	
01066	AUMENTUM TECHNOLOGIES						
	MANMN304	rate tables	001-5020-210.0311	EQUIP PURCH & SW LICENSES	0.00	1,273.44	139635
01209	AVENU INSIGHTS & ANALYTICS						
	B-021460	imaging Nov 2020	001-5070-220.0417	RECORDING OF RECORDS	0.00	26.05	139636
02117	BARRE COMMUNITY JUSTICE CENTER						
	012521	grant funds	024-5400-360.1170	TRANSFER TO JUSTICE CTR	0.00	42,500.00	139637
02144	BERGERON PROTECTIVE CLOTHING LLC						
	225186	patches,freight	001-6040-340.0941	EQUIPMENT - SAFETY	0.00	82.51	139638
	225220	boots	001-6040-340.0941	EQUIPMENT - SAFETY	0.00	399.00	139638
	225314	jacket repair,freight	001-6040-340.0941	EQUIPMENT - SAFETY	0.00	158.00	139638
					0.00	639.51	
02027	BOUND TREE MEDICAL LLC						
	83910587	medical supplies	001-6040-350.1054	MEDICAL SUPPLIES	0.00	575.69	139639

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	83912408	medical supplies	001-6040-350.1054	MEDICAL SUPPLIES	0.00	56.20	139639
					0.00	631.89	
03062	C FORD PROFESSIONAL LETTERING						
	15047	banners	048-8000-320.0762	BOR BANNER EXP	0.00	265.00	139640
03043	CASELLA WASTE MGT INC						
	2495177	trash removal	001-7020-200.0213	RUBBISH REMOVAL	0.00	372.59	139641
	2495177	trash removal	001-8050-200.0213	RUBBISH REMOVAL	0.00	323.28	139641
	2495177	trash removal	001-6043-200.0213	RUBBISH REMOVAL	0.00	215.95	139641
	2495177	trash removal	001-7035-200.0213	RUBBISH REMOVAL	0.00	301.72	139641
					0.00	1,213.54	
03124	CENTRAL VERMONT MEDICAL CENTER						
	120120	medical supplies	001-6040-350.1054	MEDICAL SUPPLIES	0.00	1,132.26	139642
03035	CITY OF MONTPELIER						
	18759	paramedic intercept	001-6040-120.0171	CONSULTANT FEES	0.00	200.00	139643
03196	COUTURE AARON & KAREN DIOSES RUIZ						
	00741	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	6.00	139644
03063	CVTV						
	962	web streaming May-Aug	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	460.00	139645
04075	DEGREENIA CATHERINE						
	012721	Aflac reimb	001-2000-240.0019	AFLAC PAYABLE	0.00	18.92	139646
05033	ESO SOLUTIONS INC						
	47239	annual cloud fee	001-6040-440.1240	COMP SOFTWARE/OFF EQUIP	0.00	2,417.79	139647
07006	GREEN MT POWER CORP						
	21123-1220	12 N Main St City Hall	001-6043-200.0210	CITY HALL ELECTRICITY	0.00	2,203.83	139648
	81592-1220	61 Seminary St Aud/Bor	001-7020-200.0210	ELECTRICITY	0.00	6,963.47	139648
	81592-1220	61 Seminary St Aud/Bor	001-7030-200.0210	ELECTRICITY	0.00	10,445.21	139648
	89392-1220B	15 Fourth St PSB	001-7035-200.0210	ELECTRICITY	0.00	4,110.16	139648
	95693-1220	N Main St Dente Park	001-8040-200.0210	ELECTRICITY CURRIER/DENTE	0.00	47.80	139648
					0.00	23,770.47	
09021	IRVING ENERGY						
	842631	propane	001-7030-330.0836	BOTTLED GAS	0.00	12.46	139649
	842824	propane	001-7030-330.0836	BOTTLED GAS	0.00	78.33	139649
	843165	propane	001-7030-330.0836	BOTTLED GAS	0.00	202.25	139649
	858326	propane	001-7035-330.0836	BOTTLED GAS	0.00	240.23	139649
	979780	propane	001-7035-330.0836	BOTTLED GAS	0.00	469.68	139649
					0.00	1,002.95	
10031	JET SERVICE ENVELOPE CO						
	70814	postcards-ballot	048-6100-320.0751	CTCL Election Grant Exp	0.00	4,839.00	139650

01/29/21  
01:27 pm

City of Barre Accounts Payable  
Warrant/Invoice Report # 21-31

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dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 02/03/21 thru 02/03/21

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
12205 LADDER 1 GRILL		161	meals for workshop	001-6040-130.0182	TRAVEL & MEALS	0.00	131.87	139651
12054 LAWSON PRODUCTS INC		9308137806	washers, screws, freight	001-6040-320.0720	CAR/TRUCK MAINT	0.00	395.35	139652
12011 LENNYS SHOE & APPAREL		BENSON	boots	001-6040-340.0943	FOOTWARE	0.00	149.00	139653
13120 MACHIA DELPHIA		012721	Aflac reimb	001-2000-240.0019	AFLAC PAYABLE	0.00	33.92	139654
13195 MATTHEW BENDER & CO INC		23857463	land use ed, freight	001-8030-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	119.43	139655
14016 NELSON ACE HARDWARE		122820A	bags, tape, batteries, frt	001-6040-350.1053	OFFICE SUPPLIES	0.00	36.41	139656
		122820A	bags, tape, batteries, frt	001-6040-350.1053	OFFICE SUPPLIES	0.00	35.98	139656
		122820A	bags, tape, batteries, frt	001-6040-350.1054	MEDICAL SUPPLIES	0.00	16.92	139656
		122820B	freight	001-6040-340.0940	CLOTHING	0.00	33.99	139656
						0.00	123.30	
14078 NEW ENGLAND AIR SYSTEMS LLC		171780	credit heater	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	-62.51	139657
		173499A	balance due	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	600.00	139657
		173583	labor, tests, wire	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	780.02	139657
		173589	labor	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	148.50	139657
		173597	labor, water feed	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	833.98	139657
						0.00	2,299.99	
15020 O'REILLY AUTOMOTIVE INC		5666213696	air coupler	001-6040-320.0720	CAR/TRUCK MAINT	0.00	3.10	139658
16203 PETTY-DUNLAP JOHANNA		00640	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	5.51	139659
16078 PIKCOMM		7507	batteries, cable, freight	001-6040-320.0724	RADIO MAINT	0.00	112.50	139660
16039 POWER & TEL		7132344	hook drives, freight	001-6040-320.0726	MAINT FIRE ALARM/NEW BOX	0.00	166.96	139661
17002 QUILL CORP		13989400	toner	003-8330-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	121.41	139662
18004 REYNOLDS & SON INC		3383397	valve assy, spring, labor	001-6040-310.0612	BREATHING APPARATUS	0.00	47.08	139663



01/29/21  
01:27 pm

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		3383398	cylinder cal gas	001-7030-350.1053	SUPPLIES/EQUIPMENT	0.00	321.00	139663
						0.00	368.08	
19118 SEVIGNY MARY & ANTONIA JARVIS		03302A	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	7.14	139664
11010 SHARPENING SHED INC THE		19229	zamboni blades,delivery	001-7030-350.1053	SUPPLIES/EQUIPMENT	0.00	107.00	139665
19063 STROBES N' MORE		217817	lightbar,lights,freight	001-6040-320.0720	CAR/TRUCK MAINT	0.00	676.42	139666
20002 TIMES ARGUS ASSOC INC		7264	advertise public hearing	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	155.50	139667
		7271	advertise agenda 1/26	001-5010-230.0510	ADVERTISING/PRINTING	0.00	295.43	139667
						0.00	450.93	
20107 TUPER-GILES JEFFREY		081120	election	001-5060-100.0110	PERSONNEL SERVICES	0.00	49.32	139668
		110320	election	001-5060-100.0110	PERSONNEL SERVICES	0.00	49.32	139668
						0.00	98.64	
22102 VT DRINKING WATER WEEK COMMITTEE		031020	sponsorship	002-8220-130.0180	TRAINING/DEVELOPMENT	0.00	100.00	139669
22035 VTGFOA		2021WORKSHOP	winter workshop	001-5050-130.0180	TRAINING/DEVELOPMENT	0.00	20.00	139670

01/29/21  
01:27 pm

City of Barre Accounts Payable  
Warrant/Invoice Report # 21-31

By check number for check acct 01 (GENERAL FUND) and check dates 02/03/21 thru 02/03/21

Vendor							
PO	Invoice	Invoice	Account	Account	PO	Invoice	
Number	Number	Description	Number	Description	Amount	Amount	Check
Report Total					93,489.21		

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 \$ \*\*\*\*93,489.21  
Let this be your order for the payments of these amounts.

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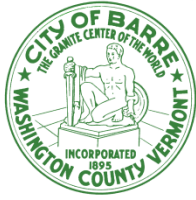
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# *City of Barre, Vermont*

*“Granite Center of the World”*

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

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

## MEMO

**Date:** January 28, 2021

**To:** Mayor, City Councilors

**From:** Janet Shatney, Planning Director

**RE:** Final Filing Documents for the 2020 Grand List  
Form PVR-4261-E Errors and Omissions Certificate  
Form PVR-4155 Certificate of No Appeal or Suit Pending

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**⊗ ACTION REQUESTED: Mayor and Council approve the 2 forms and sign**

Attached please find copies of two (2) new forms from Vermont’s PVR (Property Value and Review). These forms are required to be filled out and filed in the Final 2020 Grand List Book kept in the City Clerk’s office.

Form 4261-E is a new summary form of the four (4) errors and omissions that you approved from the now-former Assessor on both October 27 and December 22, 2020. This form requires Mayor and Council signature, and the City Manager will sign as Lister/Assessor per our Charter.

Form 4155 is also a new form, and requires certification that there are no pending suits to recover taxes paid under protest, or outstanding appeals regarding the 2020 Grand List year. This form also requires Mayor and Council signature, and the City Manager will again sign as Lister/Assessor per our Charter.

Once all signatures are obtained, I will ensure the City Clerk receives them for filing.

These forms will be on the table in the City Manager’s office in City Hall. As there are currently three (3) forms in the office that require Council’s signatures, I will place them there for you to come in and sign all five (5).

Thank you.











# Form PVR-4261-E

## ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the ~~Town~~ of City of Barre, Vermont are hereby supplying the following changes to the 2020 Grand List. Specifically:  
(Year)


Owner <b>N &amp; M Investments, LLC</b>		SPAN <b>036-011-10363</b>
Change From <b>\$ 330,000</b>	Change To <b>\$ 146,500</b>	Difference <b>(\$ 130,500)</b>
Reason <b>Omission of change for inspected property</b>		
Owner <b>Goodwin, Bruce and Fox, Joan</b>		SPAN <b>036-011-12669</b>
Change From <b>\$ 268,600</b>	Change To <b>\$ 243,600</b>	Difference <b>(\$ 25,000)</b>
Reason <b>Incorrectly billed as an 8-family, when actually is a 7-family dwelling</b>		
Owner <b>Gifford Medical Center, Inc.</b>		SPAN <b>036-011-10550</b>
Change From <b>\$ 543,200</b>	Change To <b>\$ 76,000</b>	Difference <b>(\$ 467,200)</b>
Reason <b>Error in changing from partial taxable exempt property as of record on April 1, 2020 to taxable</b>		
Owner <b>Lockerby, Sandra &amp; Joseph</b>		SPAN <b>036-011-12814</b>
Change From <b>\$ 96,300</b>	Change To <b>\$ 45,400</b>	Difference <b>(\$ 50,900)</b>
Reason <b>Assessment increase from 2017 permit without proper inspection</b>		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		

**LISTERS/ASSESSOR AND SELECTBOARD**

Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of <del>Lister/Assessor</del> Selectboard/Alderman 	Date	Signature of Selectboard/Alderman 	Date
Signature of <del>Lister/Assessor</del> Selectboard/Alderman 	Date	Signature of Selectboard/Alderman 	Date

**TOWN CLERK**

I, Carolyn S. Dawes, town clerk of the City of Barre, VT, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of the City of Barre, VT for tax year 2020.

Signature of Town Clerk 	Printed Name	Date
---	--------------	------

**32 V.S.A. § 4261. Correcting omission from grand list**

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.

**Form PVR-4155**  
**CERTIFICATE - NO APPEAL OR SUIT PENDING**

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2020 grand list of the City of Barre, Vermont.

Given under our hands at the City of Barre in the County of Washington, State of Vermont, this 2nd day of February, 2021.

~~Listers~~ Assessor (City Manager)

~~Selectboard~~ City Council

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attested this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, Town Clerk

Attach to final grand list lodged with the town clerk.

**32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending**

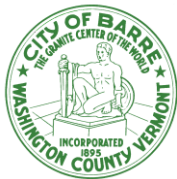
When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

**32 V.S.A. § 4156. After appeal and suit determined**

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

**32 V.S.A. § 4157. Effect of such certificate**

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.



# City of Barre, Vermont

*“Granite Center of the World”*

Carolyn S. Dawes  
City Clerk/Treasurer

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

To: Mayor, Councilors, Manager  
From: Charter Review Group (Mayor Herring, Councilor Reil, Clerk/Treasurer Dawes)  
Date: January 28, 2021  
Re: First Public Hearing: Proposed charter changes for March 2021 Annual (Town) Meeting ballot

## **2021 Proposed charter changes to be considered at March 2, 2021 Annual Town Meeting**

Note: [--] Brackets/strikethrough indicate deletions

### **Sec. 104. General Corporate powers.**

**(d) Barre City shall only fly the City, State, United States, and the MIA/POW flags.**

\*\*\*\*\*

### **Sec. 105. Ordinances – Subject Matter.**

~~{(g) to Adopt and enforce ordinances related to the medication of landlord tenant issues by the Housing Board of Review.}~~

**(g) Notwithstanding any contrary provision of general law, to adopt and enforce ordinances establishing speed limits less than 25 miles per hour on specified city streets, or sections thereof, within city boundaries as may be required for the safety and general welfare of the city.**

\*\*\*\*\*

### **Sec. 111. Bonding of city officials.**

The Mayor, councilors, members of the Police Department, City Manager, ~~[First Constable,]~~  
**Finance Director,** Superintendent of Public Works, Tax Collector, and Clerk and Treasurer shall annually be bonded to the City for the faithful discharge of their respective duties, as provided by state statute and the expense of said bonds to be paid by the City.

\*\*\*\*\*



**Sec. 205. Officers elected.**

(a)(1) the legal voters shall elect biennially a Mayor, [~~a First Constable,~~] and one person to serve as Clerk and Treasurer.

\*\*\*\*\*

**ARTICLE VIII. [~~CONSTABLE.~~] Reserved.**

**[~~Sec. 418. Duties.~~] (Reserved)**

[~~The City constable shall have the same powers and be under the same duties and liabilities as are prescribed by state statutes for constables of the towns.~~]



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

## **DPW Response for Managing Staff under COVID-19 Conditions**

The Department of Public Works has been deploying teams in the work environment to reduce risk of widespread transmission of the COVID-19 virus. Between March and July of 2020, DPW used split shift teams at the Wastewater Treatment Facility and the Water Treatment Plant. The shifts were run from 4 or 5 AM until 8:30 or 9 PM. Street Division staff were required to disinfect the vehicles in service at middle of shift, end of shift, and/or between operator transfer. Plant staff were required to disinfect at end of shift.

The shifts did have some overlap, but staff did not occupy the same space within the plants to maintain isolation of the two teams at each plant. All plant operations were completed and acceleration of some periodic maintenance was accomplished with the supplemental staffing.

In light of recent events in City government, split shifts have been put back in place at the Water Treatment and Wastewater Treatment Plants. We have re-enforced the disinfection requirements for equipment. Masks are in constant use except in strenuous outside work. Lunch is not taken in a close group setting. But in a common area with social distancing. The Foremen in Streets have assured that multiple staff members are knowledgeable about every route that receives winter maintenance. The flexibility to fill-in in the absence of any particular staff member is well established.

The City has also been in communication with Barre Town Public Works to complete some preliminary planning about mutual aid for critical roadway clearance. For the City's side we have prepared to continue into the Town on major collectors to a point where the road reaches slight grade and a turnaround can be safely completed. There are clear locations on Beckley, Hill, Prospect, So Main St. Actual final route selection has not yet been completed. Route definition needs to be finished and drivers provided exploratory route time before an emergency occurs.

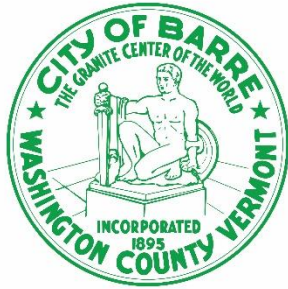
Extreme illness conditions have not been deeply assessed, but likely involve temporary private subcontracting. Minimum staffing is 2 persons at each plant, 6 streets employees, 1 each Sewer and Water Divisions. Revised practices would include a defined lowering of service.

Specific examples:

No Water meter installations,  
No non-emergency water meter repairs,  
Reduced preventative sewer cleaning (regular locations),  
No project pre-planning (Camera records of sewer lines in project areas),  
Increased plow cycle times,  
Substantial increases in salt use, and  
Reduced now removal limits (until staffing returns)

Some consideration has been given to private contracting. A letter discussing the limited circumstances in which the City would undertake such action needs to be presented to AFSCME for review and feedback. Any contracting efforts would be at the lowest level to maintain open streets, with reduced speed travel required. The revised target is streets that ensure emergency vehicle access with chains.

As of this writing, consultation with AFSCME is beginning and a letter is being formulated for their review and acknowledgement. Additional details will be available by Council meeting time.



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

## **Support Documentation for Revisions to Chapter 12 - Plumbing of the Barre City Ordinances**

To: Mayor Herring and Barre City Council Members  
From: William Ahearn P.E. Director of Public Works and Engr'g.  
Date: January 28, 2021

I am proposing a change to the City of Barre Ordinances in Chapter 12 Plumbing, in order to address a recurrent problem for the City in its water supply operations. In the course of the 3 ½ years I have been here in Barre we have had 2 water main breaks and numerous “dirty water” complaints as a direct result of fire suppression system “sprinkler” tests.

Sprinkler test are unavoidable as testing on an annual basis is required by most insurers and by the state for certain types of buildings. Sprinkler tests provide evidence that the sprinkler system is in working condition. A working sprinkler protects the public, protects property and reduces inherent liability. The City supports the execution of sprinkler tests, but must assure that they occur in a manner that doesn't damage its water infrastructure as an uncompensated expense.

The registration of persons performing sprinkler test assures the City that we know who is responsible for access to our water system. The provision of a co-insurance certificate provides a direct basis to act for recovery from the person's insurer. The accountability that id created by the registration program will improve the person 's interest in completing the task without damage.

It is very simple to avoid damage to the City's infrastructure – TURN THE VALVE SLOWLY. That's it, that is all there is to it. Despite that simplicity, it does occur

sometimes. In a break induced in 2019, a sprinkler tester turned the wrong valve and started filling the sprinkler lines (normally dry) with a 6-inch line at full open. When the person realized he was charging the sprinkler system, instead of discharging to ground outside – he reacted “I was turning the valve off as fast as I could to limit the water that got into the system” was his statement to me before he associated any liability with his action. A 4-inch line broke on Summer St and released approximately 200,000 gallons, eroded the subbase under 150 sq ft of pavement and 60 sq ft of sidewalk and closed a school. It took less than 10 minutes to shut the line down after failure.

The notice requirement provides an opportunity for the City to emplace monitoring equipment on the water system. The requirement for an accurate time of test provides an opportunity to prevent freezing of the sampling hydrant and the test equipment.

The registration requirement and insurance coverage is more than half of the remedy. But evidence that the event occurred is needed. The City has obtained a quotation on a fast acting pressure transducer with recording. The device can measure near instantaneous water pressure. Water hammer is a pressure wave condition that travels through the network and causes damage where wave reinforcement occurs. Pressure waves are short duration pressure surges. The City intends to monitor sprinkler tests for pressure waves and assign the cost of repair for any documented pressure waves to the insurer of the registered sprinkler testing Agency. That is our goal.

## Chapter 12 -- PLUMBING\*

### **Sec. 12-1. Purpose.**

The purpose of this chapter is to protect and improve the general health and welfare of the people of the city in the field of environmental sanitation, by adopting acceptable regulations controlling the installation **and limited operations** of plumbing systems in existing properties within the city.

### **Sec. 12-2. Definitions.**

For the purposes of this chapter the following words shall have the meanings indicated unless their context clearly requires otherwise:

**APPRENTICE** means any person who is engaged in learning and assisting in the installation of plumbing and drainage under an apprenticeship program properly registered with the state apprenticeship council.

**JOURNEYMAN PLUMBER** means any person who customarily performs the work of installing plumbing and drainage under the direction of a master plumber or, not being a master plumber as herein defined, does plumbing repair work as a regular part time occupation.

**MASTER PLUMBER** means any person that, as a business, hires or employs a person or persons to do plumbing work, or without hiring any person, does that work as a principal business or as auxiliary to a principal business for his or its own account.

**PLUMBING** is the art of installing in buildings the pipes, fixtures and other apparatus for bringing in the water supply and removing liquid and water carried wastes.

**SPRINKLER SYSTEM** is a configuration of interior piping connected to the municipal water system intended to suppress fire or flame in a building, subject to mandatory inspections including test flows of the water system.

### **Sec. 12-3. Adoption of codes and statutes by reference.**

The following codes, standards and statutes are hereby adopted by reference:

- (a) The "Building Officials and Code Administrators International Inc. (BOAC) National Plumbing Code 1990," adopted by the Vermont Department of Labor & Industry under 26 V.S.A. Section 2173.
- (b) The plumbing rules and regulations that may be adopted by the Department of

Health for the state as authorized by 26 V.S.A. 2173. (Ord. Sec. 1992-1, 3/10/92)

Sec. 12-4. Licenses required; registration.

Master Plumber's License - No individual shall engage in the business of plumbing in the City of Barre, unless licensed as a master plumber, journeyman plumber, or registered as an apprentice, as provided under the provisions of the State Plumbers' Examining Board. (Ord. No. 2005-2, 8/19/05)

Sec. 12-5. Licensed master plumber to supervise work.

No individual or firm shall engage in the business of installing, repairing or altering plumbing, unless the plumbing work performed in the course of such business is under the direct supervision of a licensed master plumber.

Sec. 12-6. Prohibited drainage.

No commercial or industrial waste drainage shall be drained into the sanitary sewer system without authorization of the council permitting the connection and drainage and certified in writing by the clerk. No roofs, paved areas, yard, courtyards, or other drained areas shall be connected with the city's sanitary sewerage system. (Ord. No. 2005-1, 8/18/05)

Sec. 12-7. Septic tanks.

No individual, sewage disposal system nor septic tank shall be constructed or used in the city without authorization of the council, certified in writing by the clerk. Any such disposal system now in use or hereafter authorized and constructed shall be discontinued within one year after public sewers are made available. (Ord. No. 2005-1, 8/18/05)

Sec. 12-8. House traps mandatory.

All new dwellings and all alterations or major repairs to plumbing in dwellings which have not heretofore been provided with a house trap, shall have a house trap installed. The house trap shall be located inside the basement wall and accessible at all times. It shall be a running trap with double hand holes. Into both hubs of the trap shall be leaded brass screw cleanouts. The trap shall be so connected as to permit cleanout to the street. Cleanout hole shall be leaded with brass screw. On the house side of trap

there shall be provided a fresh air vent, connected to a tee ahead of trap, which shall vent through cellar or building wall at not less than eighteen (18) inches above grade outside of house and be so located as to be not less than three (3) feet above the house trap. (Ord. No. 2005-1, 8/18/05)

Sec. 12-9. Applications to existing uses.

The provisions of this chapter shall apply to: (a) New plumbing systems and parts thereof which are hereafter installed in buildings in the city; (b) Existing plumbing systems in any building which after the adoption of this ordinance by the council is used or occupied for a purpose other than that for which it was occupied or used before the date of adoption. (c) Existing plumbing systems in a building where the additions or alterations thereto exceed seventy-five (75) per cent of the total length of soil, waste and vent piping in an existing system, where additions or alterations to existing systems subjects part of the system to excessive loads, then all of such part shall be subject to the provisions of this chapter. (Ord. No. 2005-1, 8/1/05)

Sec. 12-10. Protection of city's potable water supply.

No cross connection shall be made with, nor maintained between, pipes, tanks or basins carrying the city's water supply and pipes, tanks, basins or other equipment which is supplied with or intended to be supplied with water from any other source, regardless of the purpose for which either water supply is used. (Ord. No. 2005-1, 8/1/05)

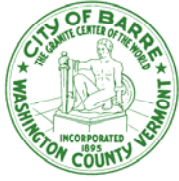
**Sec. 12-11. Protection of the City's water infrastructure**

**Any person performing sprinkler test(s) in a facility connected to the City of Barre municipal water system shall be registered with the City of Barre. Such registration is contingent upon the person having submitted evidence of liability insurance with the City of Barre listed as a co-insured entity. The person conducting sprinkler tests shall provide at least 2-business days' notice to the City including time, location and estimated flow rates. All flows must occur within 2 hours of the stated time for compliance. The person performing sprinkler test shall slowly and properly close any valve connected to the City water system with due care to prevent water hammer at any point in the City's system. Any damages that accrue to the City's infrastructure shall be basis for claim against that person.**



Sec. 12-11. Penalty.

Any person, firm, corporation, or association, who, after having received written notice from the board of health requesting the performance of certain acts in the installation of plumbing or the correction of defects or faults in existing plumbing, fails after a reasonable time to comply with the request contained in said written notice, or who violates the rules and regulations hereby adopted, shall be fined not more than **MAX**fifty dollars (\$50.00) and not less than ten dollars (\$50.00) for each such violation. The manager in his discretion may recall or suspend any registration issued for violation of any of the provisions of this chapter. (Ord. No 2005-1, 8-18-05)



# *City of Barre, Vermont*

*“Granite Center of the World”*

Carolyn S. Dawes  
City Clerk/Treasurer

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

To: Mayor, Councilors, Manager  
From: Carol Dawes, clerk/treasurer  
Date: January 28, 2021  
Re: \$1.7M Bond Documents and Resolution #2021-03

Attached is the paperwork for the \$1.7M bond approved by the voters at last year's annual town meeting. The funds will replace the Bond Anticipation Note we took out last year.

As per our bond attorney, Paul Giuliani, the only signatures we'll need are the Mayor and the Clerk/Treasurer. All others will be covered by attaching a copy of the minutes to the documents for submittal.

Barre City Resolution #2021-03

RESOLUTION AND CERTIFICATE  
(General Obligation)

WHEREAS, at one or more meetings of the City Council of the City of Barre (herein called the “Municipality”) at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held, as appears of record, it was unanimously found and determined that the public interest and necessity required certain public improvements herein described by reference to Exhibit A attached, and it was further found and determined that the cost of making such public improvements, after application of available funds and grants-in-aid from the United States of America and/or the State of Vermont, and other sources of funding, would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds or notes of the Municipality to pay for its share of the cost of the same should be submitted to the legal voters at a meeting thereof, and it was so ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, pursuant to the foregoing action, a meeting of the Municipality was warned and held at the place and time appointed therefor, submitting an article(s) of business to be voted upon by ballot between the hours stated in the Warning, all as appears by reference to Exhibit A attached hereto; and

WHEREAS, the said Warning was duly recorded, published and posted, and said meeting was duly convened and conducted, or was subsequently validated in the manner provided by law, all as appears of record, and which proceedings are hereby ratified and confirmed in all respects; and

WHEREAS, immediately upon closing of the polls and after counting of the ballots cast, the results as set forth in Exhibit A hereto were declared by the Moderator, all as appears of record, and pursuant to which the Municipality is carrying forward the authorized improvements and pursuing the same diligently to completion; and

WHEREAS, pursuant to powers vested in them by law, the City Council is about to enter into a Loan Agreement (Exhibit B) on behalf of the Municipality with the Vermont Municipal Bond Bank (the “Bond Bank”) respecting a Loan from the Bond Bank in the amount of \$1,700,000 repayable, and with interest, as follows:

<u>Payment Due</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
--------------------	-------------------------	----------------------

As per Exhibit C attached

AND WHEREAS, the bond to be delivered by the Municipality to the Bond Bank at the time of receiving the proceeds of the Loan (the “Bond”) shall be substantially in the form attached hereto as Exhibit D, which Bond is hereby awarded and sold to the Bond Bank at a price of par and accrued interest;

THEREFORE, be it resolved that the City Council proceed forthwith to cause the Bond to be executed and delivered to the Bond Bank upon the price and terms stated, and be fully registered as the law provides; and

BE IT FURTHER RESOLVED, that the Bond, when issued and delivered pursuant to law and this Resolution, shall be the valid and binding general obligation of the Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of all taxable property of said Municipality as established, assessed, apportioned and provided by law; and

BE IT FURTHER RESOLVED, that in addition to all other taxes, annually there shall be assessed and collected in the manner provided by law until the Bond, or any bond or bonds issued to refund or replace the same, and the interest thereon, are fully paid, a tax, user fee, charge or assessment sufficient to pay the interest on the Bond or bonds and such part of the principal as shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Bond Bank is hereby authorized, the presiding officer of the City Council of the Municipality being directed to execute the Loan Agreement on behalf of the Municipality and the City Council thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in the Loan Agreement, the Loan Application made by the Municipality to the Bond Bank (Exhibit E), and the Tax Certificate of the Municipality and the Post-Issuance Compliance Procedures included therein (Exhibit F) to be delivered to the Bond Bank in connection with the issuance and sale of the Bond, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in the Loan Agreement, Loan Application and Tax Certificate are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its City Council in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Bond to the Bond Bank, execution and delivery of the Bond, this Resolution and Certificate, Loan Agreement, Tax Certificate, and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that Primmer Piper Eggleston & Cramer PC, bond counsel to the Municipality, be authorized and empowered to take possession of said documents for delivery to the Bond Bank, and to complete said documents by the inclusion of appropriate dates and ministerial changes at the direction of the City Council of the Municipality or its designated officer; and to acknowledge receipt of the proceeds of the Bond on behalf of the Municipality; and

BE IT FURTHER RESOLVED, that, to the extent required by the covenants, undertakings, representations and certifications for the benefit of the Bond Bank set forth in the Municipality's Tax Certificate, the Municipality's Treasurer and its bond counsel, after consultation with the Bond Bank and its bond counsel, are authorized to order for purchase by the Municipality out of the proceeds of the Bond such federal and state obligations as may be required to limit or restrict investment yield on the Bond proceeds (and, accordingly, to limit the yield on the proceeds of the bonds of the Bond Bank ("Bond Bank Bonds") issued to finance the purchase of the Bond), thereby avoiding rebate payments by the Bond Bank to the United States with respect to such Bond Bank Bonds; and

BE IT FURTHER RESOLVED, that to the extent proceeds derived from the sale of the Bond will be used to reimburse the Municipality for capital expenditures previously made for the improvements described in Exhibit A, this Resolution shall serve as a declaration of official intent under Section 1.150-2 of the Treasury Regulations (or a re-publication of any previously made declaration of official intent) to effect a reimbursement in an amount not to exceed the total of all previous capital expenditures; and

BE IT FURTHER RESOLVED, that the proceeds derived from the sale of the Bond be deposited to the credit of the Municipality for requisition and disbursement as provided in the Loan Agreement.

And we hereby certify that the Bond dated March 1, 2021, payable as aforesaid, and reciting that it is issued under and pursuant to the vote hereinabove mentioned has been executed on behalf of the Municipality by its duly authorized Mayor and City Treasurer, and we also certify that the Bond is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the officers of the Municipality, hereby certify that we, along with the Mayor and the City Treasurer, are the duly chosen, qualified and acting officers of the Municipality; that the Bond is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

We acknowledge that information the Municipality has furnished to the Bond Bank and others will be relied upon in the public offering of securities for sale. We represent that all information the Municipality has provided in connection with the Loan, the Bond, the Loan Agreement, Loan Application, Municipality Tax Certificate and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of our knowledge. We further represent that the Municipality has disclosed to the Bond Bank and others all information material to the Loan, and the public offering of securities by the Bond Bank, and has not failed to disclose any information it deems material for such purpose.

We further certify that no litigation is pending or threatened affecting the validity of the Bond nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Bond, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

We further certify that all actions set forth in this resolution were proposed, considered and approved in a public meeting duly called, noticed and held in compliance with all applicable open meeting, public records access, public procurement, bid solicitation, and conflict of interest enactments.

Adopted at a duly convened meeting of the Board of Aldermen of the City of Barre  
held on the \_\_\_ day of \_\_\_\_\_, 2021

ATTEST:

\_\_\_\_\_  
City Clerk

(Seal)

## LOAN AGREEMENT

(General Obligation)

This LOAN AGREEMENT, dated as of March 1, 2021 (this "Loan Agreement"), is between the VERMONT MUNICIPAL BOND BANK, a body corporate and politic constituted as an instrumentality of the State of Vermont exercising public and essential governmental functions and doing business as the Vermont Bond Bank (hereinafter referred to as the "Bond Bank"), created pursuant to the provisions of 24 V.S.A., Chapter 119, as amended (hereinafter referred to as the "Act"), having its principal place of business at Winooski, Vermont, and the City of Barre (hereinafter referred to as the "Municipality").

### W I T N E S S E T H:

WHEREAS, pursuant to the Act, the Bond Bank is authorized to make loans of money (hereinafter referred to as the "Loan" or "Loans") to Governmental Units; and

WHEREAS, the Municipality is a Governmental Unit as defined in the Act, and pursuant to the Act is authorized to accept a Loan from the Bond Bank, to be evidenced by its Municipal Bond purchased by the Bond Bank, and the proceeds of which will be held for the benefit of the Municipality by U.S. Bank National Association, as disbursing agent (the "Disbursing Agent") subject to requisition as set forth herein; and

WHEREAS, the Municipality is desirous of borrowing money from the Bank for the purpose of paying the costs (the "Project Costs") of certain capital improvements, as described in Schedule B to the Municipality's Tax Certificate (the "Project"), in the amount of \$1,700,000 and has applied to and has requested of the Bank a Loan in such amount, and the Municipality has duly authorized the issuance of bonds in the principal amount of \$1,700,000, of which a bond(s) in the amount of \$1,700,000 (the "Municipal Bond") is to be purchased by the Bank as evidence of the Loan in accordance with this Agreement, which Municipal Bond shall be in substantially the form appended hereto by the Municipality as Exhibit B; and

WHEREAS, to provide for the issuance of bonds of the Bond Bank (the "Bond Bank Bonds") in order to obtain from time to time monies with which to make the Loan and other loans to governmental units, the Bond Bank has adopted the General Bond Resolution on May 3, 1988, as amended (herein referred to as the "Bond Resolution"), and will adopt a supplemental resolution authorizing the making of such Loan, inter alia, to the Municipality and the purchase of the Municipal Bond;

NOW, THEREFORE, the parties agree:

1. The Bond Bank hereby makes the Loan and the Municipality accepts the Loan. As evidence of the Loan, the Municipality hereby sells to the Bond Bank and the Municipal Bond in the principal amount of \$1,700,000 at a price of \$[2A]. The Municipal



Bond shall bear interest from the date of its delivery to the Bond Bank at the rates per annum set forth in Exhibit A hereto. Notwithstanding the foregoing, the Municipal Bond shall bear interest at such rate or rates as shall be required for the Municipal Bond to comply with Section 601(2) of the Bond Resolution.

2. (a) The Municipality hereby acknowledges that the Bond Bank has entered, or will enter, into a disbursing agent agreement with the Disbursing Agent for the deposit and disbursement of the proceeds of the Municipal Bond.

(b) Pending their disbursement, the proceeds of the Municipal Bond shall be held by the Disbursing Agent. From time to time the Municipality shall requisition from the Disbursing Agent portions of the Municipal Bond proceeds necessary to pay Project Costs. Such requisitions shall be made in the form attached hereto as Exhibit C. The Municipality shall certify to the Bond Bank and to the Disbursing Agent the name(s) and the title(s) of the person(s) authorized to execute and submit such requisitions.

(c) Proceeds of the Municipal Bond held by the Disbursing Agent shall be invested by the Disbursing Agent at the direction of the Municipality in accordance with the provisions of the Municipality's Tax Certificate and consistent with the Investment Policy of the Bond Bank.

(d) At the time of submission of the final requisition for Project Costs relating to the Project, including all retainage of Project Costs, the Municipality shall provide to the Disbursing Agent and the Bond Bank a Completion Certificate, in accordance with the provisions of Section 2(e).

(e) The Municipality shall proceed with due diligence to complete the Project. Completion of the Project shall be evidenced by a certificate signed by the Municipality delivered to the Disbursing Agent and Bond Bank stating that the Project has been substantially completed so as to permit efficient use in the operations of the Municipality and setting forth any Project Costs remaining to be paid from the Project Fund established with the Disbursing Agent.

3. The Municipality has duly adopted or will adopt, prior to the Bond Bank's purchase of the Municipal Bond, all necessary resolutions and has taken or will take, prior to the Bond Bank's purchase of the Municipal Bond, all proceedings required by law to enable it to enter into this Loan Agreement and issue its binding obligations to the Bond Bank.

4. The Municipality shall make funds sufficient to pay interest as the same becomes due available to the Bond Bank on the first (1<sup>st</sup>) day of the month prior to each interest payment date for the Bond Bank Bonds. The Municipality shall make funds sufficient to pay the principal as the same matures (based upon the maturity schedule provided by and for the Municipality and appended hereto as Exhibit A) available to the Bond Bank on the first (1<sup>st</sup>) day of the month prior to each principal payment date for the Bond Bank Bonds. All payments shall be made by Automated Clearing House (ACH) unless otherwise directed by the Bond Bank.

5. The Municipality is obligated to pay fees and charges to the Bond Bank (hereinafter referred to as the “Fees and Charges”) within thirty (30) days of demand by the Bond Bank. Such Fees and Charges actually collected from the Municipality shall be in an amount sufficient, together with other monies available therefor, including any grants made by the United States of America or any agency or instrumentality thereof or by the State or any agency or instrumentality thereof:

(a) To pay, as the same becomes due, the administrative expenses of the Bond Bank;

(b) To pay an allocable share of financing costs incurred with respect to a series of Bond Bank Bonds, including fees and expenses of the attorney or firm of attorneys of recognized standing in the field of municipal law selected by the Bond Bank, trustees’ and paying agents’ fees and expenses, costs and expenses of financial consultants, underwriters or placement agencies, printing costs and expenses, the payment to any officers, departments, boards, agencies, divisions and commissions of the State of Vermont of any statement of cost and expense rendered to the Bond Bank pursuant to Section 4556 of the Act, and all other financing and other miscellaneous costs.

(c) To pay an amount equal to a reasonable estimate of the interest that could have been earned by the Bond Bank on any funds advanced by the Bond Bank for the purposes described in 5(a) and 5(b) above, calculated at a rate equal to the highest rate on the Bond Bank’s unrestricted investments for the period during which such advances remain outstanding.

6. The Municipality is obligated to make the principal portion of the Municipal Bond payments scheduled by the Bond Bank on an annual basis and is obligated to make the interest portion of the Municipal Bond payments on a semi-annual basis and to pay the Fees and Charges imposed by the Bond Bank as set forth in Section 5 hereof.

7. The Bond Bank shall not sell and the Municipality shall not redeem any part of the Municipal Bond prior to the date on which all outstanding bonds of the Bond Bank issued with respect to such Loan are redeemable, and in the event of any sale or redemption prior to maturity of the Municipal Bond thereafter, the same shall be in an amount equal to the aggregate of (i) the principal amount, interest accrued to the redemption date and redemption premium, if any, needed to redeem a sufficient amount of Bond Bank Bonds to assure Bond Bank compliance with Section 601(2) of the Bond Resolution and (ii) the costs and expenses of the Bond Bank in effecting the redemption of the Bond Bank Bonds so to be redeemed, less the amount of monies available in the applicable sub-account(s) in the redemption account established by the Bond Resolution and available for withdrawal from the Reserve Fund and for application to the redemption of Bond Bank Bonds so to be redeemed in accordance with the terms and provisions of the Bond Resolution, as determined by the Bond Bank.

In no event shall any such sale or redemption of the Municipal Bond be effected without the written agreement and consent of both parties hereto, which agreement shall

specify the dollar amount to be paid by the Municipality.

8. Simultaneously with the delivery of the Municipality's Bond to the Bond Bank, the Municipality shall furnish to the Bond Bank an opinion of bond counsel satisfactory to the Bond Bank which shall set forth among other things the unqualified approval of the Municipal Bond then being delivered to the Bond Bank and that the Municipal Bond will constitute a valid and binding obligation of the Municipality.

9. The Municipality shall be obligated to inform in writing the Bond Bank and the corporate trust office of the trustee for the Bond Bank Bonds at least thirty (30) days prior to each June 1st and December 1st of the name of the official to whom invoices for the payment of interest and principal should be addressed.

10. Notwithstanding Paragraph 13 hereof, prior to payment of the amount of the Loan, or any portion thereof, and the delivery of the Municipal Bond to the Bond Bank or its designee, the Bond Bank shall have the right to cancel all or any part of its obligations hereunder if:

(a) Any representation made by the Municipality to the Bond Bank in connection with its application for Bond Bank assistance shall be incorrect or incomplete in any material respect.

(b) The Municipality has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.

11. If any provision of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

12. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.

13. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement.

14. This Loan Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties hereto relating to the subject matter hereof and constitutes the entire agreement between the parties hereto in respect thereof.

15. (a) The Municipality covenants that it will not take any action, or fail to take any action, if any such action or failure to take action would adversely affect the exclusion from gross income of interest on the Bond Bank Bonds under Section 103(a) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder (collectively, the “Code”). In furtherance of the foregoing covenant, Municipality covenants to comply with covenants in the Municipality’s Tax Certificate.

(b) The Municipality agrees to provide to the Bond Bank such information and detailed records as is required, and not otherwise available from the Disbursing Agent, for the calculation by the Bond Bank of the rebate requirement imposed by Section 148 of the Code which, in part, will require a determination of the difference between the actual aggregate earnings of the investment of the proceeds of an issue of Bond Bank Bonds (including proceeds of the Municipal Bond) and the amount of such earnings assuming a rate of return equal to the yield on such issue of Bond Bank Bonds.

(c) In the event the proceeds of the Municipal Bond are no longer expected to be expended for the purpose(s) for which they were issued, the Municipality shall endeavor to find an alternate expenditure of such proceeds that complies with the requirements of the Code, the covenants in the Municipality’s Tax Certificate and the other tax covenants contained in this Agreement for lawful purposes which may be financed by tax-exempt bonds. Any such proposed substitute expenditure shall be reported promptly to the Bond Bank before it is made and shall be accompanied by a Counsel’s Opinion (as defined in the Bond Resolution) certifying to the legality of such substitute expenditure and to the effect that the substitution shall not have an adverse effect on the continuing exclusion of interest paid and to be paid on the related Bond Bank Bonds from income for federal income tax purposes.

(d) The Municipality shall comply with and perform its undertakings set forth in its Tax Certificate executed coincident with the delivery of the Municipal Bond to the Bond Bank, including without limitation Schedule C thereof (Municipal Bond Post-Issuance Compliance Procedures). The Municipality shall retain all records of expenditures for a period of not less than 3 years after the payment of the Bond Bank Bond and furnish the Bond Bank with any and all documents necessary upon its request in order to show the compliance of the Municipal Bond with the provisions of the Code and applicable regulations.

(e) Notwithstanding anything in this Loan Agreement to the contrary, the obligation of the Municipality to comply with all tax covenants contained or referenced in this Loan Agreement and the Municipality’s Tax Certificate shall survive the defeasance or payment in full of the Municipal Bond.

16. The Municipality agrees to provide to the Bond Bank upon request such certifications and information as the Bond Bank may reasonably request in order for the Bond Bank to verify at any time the representations, expectations, procedures and covenants set forth in:

(a) The Municipality's Tax Certificate to be executed coincident with the delivery of the Municipal Bond to the Bond Bank; and

(b) The Bond Bank's Tax Certificate executed coincident with the delivery of the Bond Bank Bonds to the purchaser(s) thereof.

17. The Municipality shall provide to the Bond Bank annually upon publication (1) a copy of its municipal report prepared, distributed and filed in accordance with 24 V.S.A. §§1173-1174, 1681-1683 and (2) if prepared by the Municipality, a copy of its financial statements and independent auditor's report thereon. In addition, within thirty (30) days following a request by the Bond Bank, or such shorter period as prescribed under Securities Exchange Commission Rule 15c2-12, the Municipality agrees to furnish the Bond Bank with its most recent financial statements, explanatory notes and other financial and operating information as the Bond Bank may request. In addition, the Municipality agrees to notify the Bond Bank within ten (10) days of the occurrence of any notice event which has or may have an effect upon its financial condition or its ability to perform fully and timely any covenant, obligation or undertaking set forth in this Loan Agreement or the Municipal Bond. As used in this paragraph, a notice event is any one of the following:

(a) Actual or anticipated delinquency or default of payment of principal of or interest on the Municipal Bond or any other debt obligation of the Municipality;

(b) Any actual or anticipated default or breach on the part of the Municipality with respect to any term or provision of this Loan Agreement or like agreement to which the Municipality is a party;

(c) Unscheduled draws on debt service reserves which reflect financial difficulties for the Municipality;

(d) Unscheduled draws on any letter of credit, guarantee or similar credit enhancement which reflects financial difficulties for the Municipality;

(e) Substitution of any entity furnishing the Municipality with credit or liquidity enhancement, or the failure of such entity to perform;

(f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determination of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Municipal Bond, or other material events affecting the tax status of the Municipal Bond;

(g) Material modifications of the rights of any person owning a legal or beneficial interest in the Municipal Bond;

(h) The actual or contemplated call, redemption, refunding or defeasance of the Municipal Bond, or the sale, release or substitution of the improvements financed by the Municipal Bond;

- (i) Any change in the credit rating of the Municipality;
- (j) Tender offers with respect to the Municipal Bond;
- (k) Bankruptcy, insolvency, receivership or similar event of the Municipality;
- (l) The merger, consolidation or acquisition of the Municipality;
- (m) The sale or transfer of all or substantially all of the assets of the Municipality, whether absolute or pursuant to a management or operating agreement, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms;
- (n) The sale or disposition of assets financed by the Municipal Bond, or a change of use thereof constituting “deliberate action” as defined in the Code;
- (o) A change in the identity or name of the Municipal Bond trustee, or the appointment of a successor or additional trustee, if material;
- (p) The incurrence of a financial obligation of the Municipality, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Municipality, any of which affect security holders, if material; or
- (q) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Municipality, any of which reflect financial difficulties.

For the purposes of the event identified in subparagraph (k), the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Municipality in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Municipality, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Municipality. For purposes of the events identified in subparagraphs (p) and (q), the term “financial obligation” means (i) a debt obligation, (ii) a derivative instrument entered into in connection with, or pledged as security of a source of payment for, an existing or planned debt obligation, or (iii) a guarantee of (i) or (ii).

18. The Municipality acknowledges that information it has furnished the Bond Bank and others will be relied upon in the public offering of Bond Bank Bonds for sale. The Municipality represents that all information it has provided in connection with the

Loan, the Municipal Bond, this Loan Agreement, the Loan Application, the Municipality's Tax Certificate and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of the knowledge of the Municipality and its officers. The Municipality further represents that it has disclosed to the Bond Bank and others all information material to the Loan, and the public offering of Bond Bank Bonds, and has not failed to disclose any information it deems material for such purpose.

19. The Municipality agrees that it will not purchase (and shall not permit any related party to the Municipality to purchase) any Bond Bank Bonds.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Attest:

VERMONT MUNICIPAL BOND BANK

\_\_\_\_\_  
Vermont Municipal Bond Bank  
Executive Director

By: \_\_\_\_\_  
Chair

(SEAL)

Attest:

CITY OF BARRE

\_\_\_\_\_  
City of Barre Clerk

By: \_\_\_\_\_  
Mayor

(SEAL)

\_\_\_\_\_  
City Treasurer



EXHIBIT A  
MATURITY SCHEDULE  
CITY OF BARRE

<u>Municipality's Bonds Due November 1</u>	<u>Principal Amount</u>
2021	\$-0-
2022	\$85,000
2023	\$85,000
2024	\$85,000
2025	\$85,000
2026	\$85,000
2027	\$85,000
2028	\$85,000
2029	\$85,000
2030	\$85,000
2031	\$85,000
2032	\$85,000
2033	\$85,000
2034	\$85,000
2035	\$85,000
2036	\$85,000
2037	\$85,000
2038	\$85,000
2039	\$85,000
2040	\$85,000
2041	\$85,000
2042	\$-0-
2043	\$-0-
2044	\$-0-
2045	\$-0-
2046	\$-0-
2047	\$-0-
2048	\$-0-
2049	\$-0-
2050	\$-0-
2051	\$-0-
Total:	\$1,700,000

## MUNICIPALITY TAX CERTIFICATE

(General Obligation)

This Municipality Tax Certificate (this “Tax Certificate”) is being delivered as of March \_\_, 2021 (the “Closing Date”) by the City of Barre (the “Municipality”), to the Vermont Municipal Bond Bank (the “Bond Bank”) in connection with the sale to the Bond Bank of the \$1,700,000 General Obligation Bond of the Municipality dated March 1, 2021 (the “Municipal Bond”) pursuant to the Loan Agreement between the Bond Bank and the Municipality dated as of March 1, 2021 (the “Loan Agreement”). The Bond Bank is simultaneously issuing bonds dated the Closing Date (“Bond Bank Bonds”) for the purpose, among others, of financing the purchase of the Municipal Bond. The Municipality understands and agrees that the certifications and expectations set forth herein will be relied upon by the Bond Bank and its bond counsel in establishing that interest on the Bond Bank Bonds will be excluded from the income of the holders thereof for federal income tax purposes.

The undersigned Mayor and City Treasurer of the Municipality do hereby certify as follows:

1. We are the officers of the Municipality duly charged and responsible for issuing the Municipal Bond. The certifications and expectations set forth in this document are being given to enable the Bond Bank to make certain certifications and to have certain expectations pursuant to Sections 141 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the “Code”).
2. The Municipality is a political subdivision of the State of Vermont and is an entity with general taxing powers, the power to incur debt, the power of eminent domain, and the power to enact and enforce police power measures.
3. The date(s), maturities, denominations and rates of interest of the Municipal Bond are as shown and more fully described in Schedule A, attached hereto.
4. The proceeds of the Municipal Bond will be used to provide funds for the purpose of financing capital equipment and facilities capital improvements located in Barre, Vermont (the “Project”), as shown on Schedule B attached. No other amounts have a sufficiently direct nexus (within the meaning of Code Section 148) to the Municipal Bond or the Project to conclude that the amounts would have been used to finance the Project in the absence of the proceeds of the Municipal Bond.
5. No proceeds of the Municipal Bond will be applied to retire existing obligations (“Prior Obligations”) unless such Prior Obligations were used to finance Project costs on a “new money” basis, including timely reimbursement of Project costs advanced under a duly adopted notice of official intent, or as part of a chain of

exclusively current refundings of obligations issued on a “new money” basis (“Original Obligations”). No proceeds of the Municipal Bond will be used to retire any Prior Obligations more than 90 days after the Closing Date. Proceeds, if any, invested during such up-to-90 day period, pending application to retire Prior Obligations, may be invested without regard to yield.

6. The Municipality reasonably expects that at least 85% of the proceeds of the Municipal Bond will have been expended on Project costs within three years from the earlier of the Closing Date or the date of issuance of any Original Obligations. The Municipality has or will have incurred a binding obligation to a third party to expend on Project costs at least 5% of the proceeds of the Municipal Bond and, if applicable, of the proceeds of each issue of Original Obligations within six months after the respective issue date(s) thereof. Work on the acquisition, construction or accomplishment of the Project will proceed with due diligence to the completion thereof. There are no unspent proceeds of the Prior Obligations. Proceeds not expended within three years shall be invested at a yield not in excess of the yield on the Bond Bank Bonds.

7. The total proceeds (including interest earnings therefrom) received from the sale of the Municipal Bond with respect to the Project do not exceed the total cost of the Project. All proceeds of the Municipal Bond will be deposited with the Disbursing Agent pursuant to the Loan Agreement. All such funds will be maintained in a segregated fund and not commingled with amounts from other sources, and shall be requisitioned (i) to reimburse the Municipality for Project costs advanced under a duly adopted notice of official intent, (ii) to retire Prior Obligations or (iii) to pay Project costs after the date hereof, all as provided in the Loan Agreement.

8. Any reimbursement of an expenditure made prior to the issue date of the Municipal Bond or any Original Obligations is pursuant to a declaration of official intent. In addition, any declaration of official intent of the Municipality to reimburse itself out of such proceeds for Project expenditures incurred before the Closing Date or the date of issuance of any Original Obligations, was adopted not later than 60 days after the date such expenditures were made. No expenditure has been or will be so reimbursed (a) more than 18 months after the later of the date the expenditure was made or the Project component to which it relates was placed in service and (b) more than three years after such expenditure was made.

9. No portion of the Project will be sold or otherwise disposed of in whole or in part, except due to normal wear and tear and obsolescence, while the Municipal Bond is outstanding. Public use of the Project will continue for so long as the Municipal Bond remains outstanding. The Municipality will notify the Bond Bank immediately in the event of any change in use or disposition of the Project. In such event, the Municipality will cooperate with the Bond Bank to undertake remediation measures under Code Section 141 at the earliest opportunity so as to preserve the tax exempt character of the Bond Bank Bonds.

10. Principal of and interest on the Municipal Bond will be paid from taxes and other revenues of the Municipality. Funds designated for payment of the principal of and interest on the Municipal Bond, whether or not deposited into a segregated debt service fund, will be expended within thirteen (13) months of the date of such designation. Any amounts received from the investment of such designated amounts will be used to pay debt service on the Municipal Bond within one (1) year of the date of receipt. The debt service fund, if any, will be used to achieve a proper matching of revenues with principal and interest payments within each bond year and will be depleted at least once each bond year except for a reasonable carryover amount not to exceed the greater of (i) the earnings on the fund for the immediately preceding bond year or (ii) one-twelfth of principal and interest payments on the issue for the immediately preceding bond year.

11. Except for the debt service fund described in paragraph 10, if any, the Municipality has not created or established, and does not expect to create or establish, any sinking fund or other similar fund which the Municipality reasonably expects to use to pay principal or interest on the Municipal Bond, or from which there is a reasonable assurance that amounts therein will be available to pay debt service on the Municipal Bond.

12. No portion of the proceeds of the Municipal Bond will be invested, directly or indirectly, in federally insured deposits or accounts other than (a) investments of unexpended Municipal Bond proceeds for an initial temporary period until the proceeds are needed for the Project; and (b) investment of moneys on deposit in a bona fide debt service fund. No portion of the proceeds of the Municipal Bond will be loaned or otherwise made available to any private person, nor shall any of such proceeds be expended or invested in a manner which will contribute to or result in the Bond Bank Bonds being classified as “hedge bonds” under Section 149(g) of the Code.

13. The Project is and will be owned by the Municipality and will not be leased to any person which is not a state or local government unit, or an instrumentality thereof. In addition, the Municipality will not enter into any contracts or other arrangements, including without limitation, management contracts, capacity guarantee contracts, take or pay contracts, or put or pay contracts, pursuant to which any persons have any right to use or make use of the Project on a basis not available to members of the general public or which confers special economic benefits on any private person. No private business use of the Project will be made without consent of the Bond Bank, which consent may be conditioned on the Bond Bank receiving an opinion of nationally recognized Bond Counsel that such use will not have an adverse effect on the tax-exempt status of interest on the Bond Bank Bonds.

14. The Municipality will do and perform all acts and things necessary or desirable in order to assure that interest paid on the Bond Bank Bonds shall, for purposes of federal income taxation, be excludable from the gross income of the recipients thereof. In that regard, the Municipality understands that the Bond Bank will be required to

comply with arbitrage rebate and yield restriction requirements of Code Section 148 with respect to the Bond Bank Bonds and the Municipality agrees to fully cooperate with the Bond Bank in providing requested information and otherwise as set forth in the Loan Agreement,

15. In furtherance of the foregoing covenant with respect to the maintenance of the tax-exempt status of interest on the Bond Bank Bonds, the Municipality hereby covenants to adhere to the record-retention requirements of Section 6001 of the Code and the Regulations and, in addition, adopts and commits to implement the procedures set forth in Schedule C which are intended to provide the following:

(a) Assignment of tax-exempt compliance responsibilities to appropriate departments, officers, or employees.

(b) Establishment and maintenance of books and records for all obligations of the Municipality financed by a particular issue of Bond Bank Bonds.

(c) Establishment of Code Section 148 compliant procedures for the investment of gross proceeds for all of the Municipality's obligations financed by a particular issue of Bond Bank Bonds.

(d) Maintenance of records relating to all allocations of expenditures of proceeds of all of the Municipality's obligations financed by a particular issue of Bond Bank Bonds.

(e) Periodic monitoring of use of proceeds of all of the Municipality's obligations financed by a particular issue of Bond Bank Bonds, the investment and reinvestment of proceeds from the temporary investments thereof and the use of property acquired or financed by the proceeds of such obligations.

16. This Tax Certificate has been delivered to the Bond Bank as part of the record of proceedings and accompanying certificates with respect to the issuance of the Bond Bank Bonds.

17. On the basis of the foregoing, it is not expected that the proceeds of the Municipal Bond will be used in a manner which would cause the Bond Bank Bonds to be a "arbitrage bonds" or "private activity bonds" under Sections 103, 141 and 148 of the Code. To the best of our knowledge and belief, there are no other facts, estimates or circumstances that would materially change the foregoing conclusions.

18. There are and will be no other obligations of the Municipality:

(a) sold within fifteen (15) days of the date of sale of the Bond Bank Bonds;

(b) sold pursuant to a common plan of financing as was employed in the sale of the Bond Bank Bonds; and

(c) expected to be paid from substantially the same source of funds.

IN WITNESS WHEREOF, we have hereunto set our hands on behalf of the Municipality this \_\_\_\_ day of March, 2021.

CITY OF BARRE

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Treasurer

Schedule B

1. Title of Bonds: \$1,700,000 City of Barre Capital Equipment and Facilities Improvement General Obligation Registered Bond

Total Principal Amount: \$1,700,000

Dated: March 1, 2021

Maturity Date(s)      Principal Amount(s)      Interest Rate(s)

As per attached specimen bond.

2. Title of Authorizing Resolution(s) or Ordinance(s)

Resolution and Warning of City Council January 28, 2020

Annual City Meeting March 3, 2020

Resolution and Certificate of City Council \_\_\_\_\_, 2021

- | <u>Project</u>       | <u>Estimated Date<br/>of Completion</u> | <u>Estimated Date<br/>All Proceeds Expended</u> |
|----------------------|---|---|
| Equipment/Facilities | [22]                                    | [23]  |



No. R-1

UNITED STATES OF AMERICA  
STATE OF VERMONT  
CITY OF BARRE  
GENERAL OBLIGATION BOND

\$1,700,000

The City of Barre (hereinafter called the (“Municipality”), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Municipal Bond Bank, or registered assigns, the sum of ONE MILLION SEVEN HUNDRED THOUSAND DOLLARS (\$1,700,000) in installments on November 1 of each year as set forth below, with interest on each installment at the rate per annum set forth below opposite the year in which the installment becomes due:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
			2036	\$85,000	
2021	-0-		2037	\$85,000	
2022	\$85,000		2038	\$85,000	
2023	\$85,000		2039	\$85,000	
2024	\$85,000		2040	\$85,000	
2025	\$85,000		2041	\$85,000	
2026	\$85,000		2042	\$-0-	
2027	\$85,000		2043	\$-0-	
2028	\$85,000		2044	\$-0-	
2029	\$85,000		2045	\$-0-	
2030	\$85,000		2046	\$-0-	
2031	\$85,000		2047	\$-0-	
2032	\$85,000		2048	\$-0-	
2033	\$85,000		2049	\$-0-	
2034	\$85,000		2050	\$-0-	
2035	\$85,000		2051	\$-0-	

The interest rate of each installment shall run from the date of the original delivery of this Bond to the Vermont Municipal Bond Bank and payment therefor and until payment of each installment and such interest shall be payable semi-annually on November 1 and May 1 of each year in the amounts set forth in Exhibit A of the Loan Agreement with respect to this Bond between the Municipality and the Vermont Municipal Bond Bank dated March 1, 2021. Both principal and interest on this Bond are payable in lawful money of the United States at U.S. Bank National Association, in Boston, Massachusetts, or at its successor as Trustee under the General Bond Resolution of the Vermont Municipal Bond Bank. Final payment of the interest and principal of this Bond shall be made upon surrender of this Bond for cancellation at the bank or trust company at which this Bond is then payable.

This Bond is issued by the Municipality for the purpose of financing capital equipment and facilities improvements under and by virtue of No. 165 of the Acts of 1894, as amended and Chapter 53 of Title 24, Vermont Statutes Annotated, the vote of its legal voters duly passed on March 3, 2020, and resolutions duly adopted by its City Council.

This Bond is transferable only upon presentation to the Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Bond have been done, have happened, and have been performed in regular and due form, as required by such law and vote, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Municipality are hereby irrevocably pledged.

IN TESTIMONY WHEREOF, the Municipality has caused this Bond to be signed by at least a majority of its City Council and its Treasurer and its seal (if it has a seal) to be affixed hereto as of March 1, 2021. (Absence of a seal hereon means that the Municipality has no seal and no seal is required.)

CITY OF BARRE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
All or a Majority of its  
City Council

\_\_\_\_\_  
Treasurer

No. R-1

CITY OF BARRE \$1,700,000 GENERAL OBLIGATION  
BOND DATED MARCH 1, 2021

CERTIFICATE OF REGISTRATION

It is hereby certified that this bond is a registered bond, the principal and interest due thereon payable only to the holder of record as appears in the office of the Treasurer of the issuing Municipality. This bond may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Municipality at the office of the Treasurer of the Municipality who shall record such transfer in the records of the Municipality and on the bond. The name and address of the original registered owner of this bond is Vermont Municipal Bond Bank, 20 Winooski Falls Way #305, Winooski, VT 05404-2228.

Dated as of the \_\_\_\_<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Treasurer

IRC SECTION 148 CERTIFICATION

NAME OF MUNICIPALITY: CITY OF BARRE

FEDERAL EMPLOYER IDENTIFICATION NO: 03-6000356

- (1) List all outstanding debt instruments (bond anticipation and grant anticipation notes) issued by the Municipality to provide temporary construction financing for the project(s) being financed permanently by the proceeds of the Municipality's Bond dated March 1, 2021, and being sold to the Vermont Municipal Bond Bank, and the unexpended proceeds, if any, for each:

<u>Issue Date</u>	<u>Principal Amount</u>	<u>Maturity Date</u>	<u>Unexpended Proceeds</u>
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- (2) The Municipality is a political subdivision of the State of Vermont and (1) has general taxing powers, and (2) at least ninety-five percent (95%) of the proceeds of the Municipality's bond will be used for local governmental activities of the Municipality.

Date: March \_\_, 2021

\_\_\_\_\_  
Municipal Treasurer



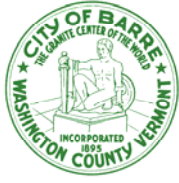
LOAN AGREEMENT CERTIFICATE

The undersigned Treasurer of the City of Barre (the “Municipality”) hereby certifies, on behalf of the Municipality, that the Municipality is obligated under the Loan Agreement, dated as of March 1, 2021 between the Municipality and the Vermont Municipal Bond Bank (the “Bond Bank”) to provide to the Bond Bank annually upon publication a copy of the annual report on the finances and administrative activities of the Municipality generated and distributed in accordance with 24 V.S.A. §§ 1173-1174, 1681-1683 and any independent auditor’s report on the financial statements of the Municipality.

Dated: March \_\_, 2021

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Treasurer



# City of Barre, Vermont

“Granite Center of the World”

Carolyn S. Dawes  
City Clerk/Treasurer

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

From: Mayor, Councilors, Manager  
From: Carol Dawes, clerk/treasurer  
Date: January 25, 2021  
Re: Electric Charging stations

I am not repeating the history of the charging stations again; it appeared on last year’s memo to Council dated January 14, 2020.

- The City contracts with Chargepoint, an app that allows people with electric vehicles to locate charging stations. The contract runs \$560/year per station. Users pay the fees as established by the Council when the stations were installed (\$1.50 for 1<sup>st</sup> hour, \$0.75 each additional hour). Our Chargepoint contract is up for renewal before the end of January. In addition to the Chargepoint contract, we pay for the electricity used by the stations.
- The Pearl Street station was temporarily leased to VT Agency of Transportation early last year, and then taken out of service in March 2020. The station will need to be relocated before it can be put back into service due to reconfiguration of the parking lot.
- The numbers below are through yesterday. Obviously there’s been a significant reduction in usage due to COVID.

Fiscal year	Chargepoint license fee	Electricity cost	Revenues net of service charges	# of usages – Pearl St lot	# of usages – Merchant Row	Average revenues per usage
FY15 (4 months)	Covered through grant funds	Charges show in next FY	\$34.11	4	14	\$1.90
FY16	\$1,120.00	\$796.73	\$103.50	16	40	\$1.85
FY17	\$1,120.00	\$520.31	\$139.87	14	68	\$1.71
FY18	\$1,120.00	\$660.74	\$330.66	67	96	\$2.03
FY19	\$1,120.00	\$1,096.56	\$768.02	150	169	\$2.40
FY20	\$560.00	\$1,018.11	\$821.33	185	166	\$2.34
FY21 (YTD)		\$241.47	\$133.14	Not in service	52	\$2.56

*I recommend the Council take the following action:*

1. Approve renewing the Chargepoint contract for the Merchant’s Row charging station for one year, as part of the consent agenda at the January 26, 2021 Council meeting.



# Quotation

**ChargePoint, Inc.**  
Driving a Better Way™  
chargepoint.com

**Sales Representative:** Jessica Rosal  
**E-Mail:** jessica.rosal@chargepoint.com  
**Telephone:** (408) 872-7593

**Quote Number:** Q-122607-1  
**Date:** 1/25/2021  
**Expires On:** 1/31/2021

**Primary Contact:** Carolyn Dawes

**ChargePoint Org Name:** City of Barre  
**ChargePoint Org:** ORG12171

## ChargePoint Cloud Plan Renewals

Select One Option:

**Option 1**

**Total Ports** : 2  
**Expires On** : 1/20/2022  
**Total Price** : USD 658.00

**Option 2**

Total Ports : 2  
Expires On : 1/20/2024  
Total Price : USD 1,778.00

**Option 3**

Total Ports : 2  
Expires On : 1/20/2026  
Total Price : USD 2,638.00

## Additional ChargePoint Services

Assure Maintenance & Management	1	USD 2,495.00
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I decline ChargePoint Assure

**Total:** USD





## Cloud Plan Details

COMMERCIAL:

### CPCLD-COMMERCIAL-REN

Prepaid coterminous renewal Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware).

## Assure Maintenance & Management Details

Assure Maintenance & Management includes:

### CT4000-ASSURE5

5 prepaid years of ChargePoint Assure.

## Quote Acceptance

- The provision of cloud services described in this agreement is subject to the terms and conditions of the Master Services and Subscription Agreement between the parties.
- All pricing confidential between Customer and ChargePoint.
- All invoices are: Net 30 days or prepaid.
- Prices do not include tax where applicable.
- Purchaser confirms that the shipping and billing information provided in the Quotation is accurate for ChargePoint's shipping and invoicing purposes.
- Customer to be invoiced at time of shipment
- Additional purchase terms and conditions can be found at <http://www.chargepoint.com/termsandconditions>

**By signing this quote I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the terms and conditions set forth above and that this signed quote shall act as a purchase order.**

**Signature:**

**Name (Print):** Carolyn Dawes

**Title:**

**Company Name:**

**Date:**

**Accounts Payable Contact Name:**

**Accounts Payable Contact E-Mail:**

**Bill To Address:**

**Name:** City of Barre

**Street:** PO Box 418

**City:** Barre

**State:** Vermont

**Postal Code:** 05641

**Country:** United States



## Renewal Details

### Cloud Plan Renewals

Station Name Station S/N	Station Location	Plan Type	Token S/N	Expiration Date	Option 1		Option 2		Option 3	
					Co-Term Exp Date	Co-Term Price	Co-Term Exp Date	Co-Term Price	Co-Term Exp Date	Co-Term Price
CITY OF BARRE / SMERCHANTSROW 140941004129	1-101 Merchants Row Barre Vermont 05641	COMMERCIAL	REN1579802381333	01/20/21	01/20/22	329.00	01/20/24	889.00	01/20/26	1,319.00
CITY OF BARRE / SMERCHANTSROW 140941004129	1-101 Merchants Row Barre Vermont 05641	COMMERCIAL	REN1579802381334	01/20/21	01/20/22	329.00	01/20/24	889.00	01/20/26	1,319.00

### Additional Products

Station Name	Station Location	Station S/N	Product Name	Product Description	Qty	Unit Price	Total Price
CITY OF BARRE / SMERCHANTSROW	1-101 Merchants Row Barre Vermont 05641	140941004129	CT4000- ASSURE5	5 prepaid years of ChargePoint Assure.	1.00	2495.00	2,495.00



**Tax Increment Financing District  
Vermont Economic Progress Council  
Vermont Department of Taxes**

**VEPC Staff Contact Information:  
Abbie Sherman, (802) 793-0721, abbie.sherman@vermont.gov**

**Reports are due on or before January 15, 2021**

**I. District Information:**

Municipality & District	<b>Barre: Downtown TIF District</b>	Reporting Period:	<b>July 1, 2019 - June 30, 2020</b>
Name of Person Completing Report	Carol Dawes	Grand List Year:	<b>2019</b>
Title	City Clerk & Treasurer		
Email Address	cdawes@barrecity.org		
Telephone	(802) 476-0242		
Date Report Completed	January 14, 2021		

**NOTE: All information reported on this form by the municipality must be for the Reporting Period and Grand List Year identified above.**

**II. TIF District Data:**

Base Data (Original Taxable Value)			
Municipal	\$	50,203,270	
Homestead- Education	\$	1,357,700	
Non Residential- Education	\$	49,689,170	
Total Education	\$	51,046,870	
			OTV Total Acres: 90.57
			OTV Total Parcels: 222

Taxable Values as of April 1			
Municipal	\$	57,059,140	
Homestead- Education	\$	1,354,500	
Non Residential- Education	\$	55,667,040	
Total Education	\$	57,021,540	

Increase (Decrease) in Taxable Values (auto-calculated)			
Municipal	\$	6,855,870	
Homestead- Education	\$	(3,200)	
Non Residential- Education	\$	5,977,870	
Total Education	\$	5,974,670	

TIF Increment Revenue Retained for Reporting Year			
Municipal	\$	96,735	
Homestead- Education	\$	(31)	
Non Residential- Education	\$	72,963	
Total Education	\$	72,932	
<b>Total TIF Revenue</b>	<b>\$</b>	<b>169,666</b>	

Parcel Information			
Current Acres		90.95	
Current Parcels		222	

Tax Rates Applied to the April 1 Grand List			
Municipal (General Fund)	\$	1.8552	
Homestead	\$	1.3002	
Non Residential	\$	1.6274	

List Special Municipal Tax Rates			
1	local agreement	\$	0.0261
2		\$	-
3		\$	-
4		\$	-
5		\$	-
6		\$	-
<b>Total Special Municipal Tax</b>		<b>\$</b>	<b>0.0261</b>
<b>Total Municipal (General Fund) &amp; Special Rates</b>		<b>\$</b>	<b>1.8813</b>

Other TIF Fund Income				
	Source	Education	Municipal	Total
1	Interest Earnings	\$ 1,407	\$ 1,866	\$ 3,272
2	Parking Revenue*		\$ -	\$ -
3			\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
<b>Total:</b>		<b>\$ 1,407</b>	<b>\$ 1,866</b>	<b>\$ 3,272</b>

\* Per the Final Determinations, VEPC conditioned the approval the Finance Plan requiring "Any parking revenue generated by the new Keith Street/Pearl Street parking structure, in excess of revenues required for operational and maintenance costs of the structured parking facility, shall be maintained in a separate TIF escrow account, and obligated to TIF debt principal and interest payments prior to utilization of incremental property tax revenues, until such time as all TIF District debt is retired," (Page 40).

Changes to Individual Parcels		
	SPAN Number	Describe Change
1	036-011-13779	The parcel was added to the district thru substantial change during OTV certification in 2016-2017, but the original taxable value wasn't indicated in NEMRC.
2	036-011-13770	The parcel was added to the district thru substantial change during OTV certification in 2016-2017, but the original taxable value wasn't indicated in NEMRC.
3	036-011-13441	The parcel was added to the district thru substantial change during OTV certification in 2016-2017, but the original taxable value wasn't indicated in NEMRC.
4		
5		
6		

**Additional Information**

Re. the individual parcel adjustments above, we are working with the VT Department of Taxes to calculate adjustments to increment based on the OTV adjustments.

There continues to be a slight discrepancy on acreage between the certified OTV and the current grand list. This is due to minute changes made throughout the year based on actual surveys performed on TIF district properties, which more accurately reflect the total acreage of a parcel. It's also due to minor adjustments made by the city assessor.

**III. Votes and Financing:**

**Public Vote Information**

- No public votes or debt obligations occurred during this reporting period.
- Yes there were public votes and/or debt obligations during this reporting period.
  - Vote and debt obligation documents were submitted to VEPC. (Enter date submitted)
  - Vote and debt obligation documents are uploaded with this report.

**Debt Instruments**

Infrastructure and Debt	Term in Years	Period (ie. 1/1/2016-12/31/2026)	Interest Rate	Principal	Interest	Total	Total Payment for Reporting Period	Remaining Principal Balance	Terminated	
<b>Existing Debt:</b>										
1	Various parking projects, and initial TIF application reimbursements	25	8/11/15 - 11/1/40	3.76%	\$ 2,200,000	\$ 1,092,522	\$ 3,292,522	\$ 153,674	\$ 1,848,000	<input type="checkbox"/>
<b>New Debt:</b>										
<b>Example:</b>	Main Street Lights - General Obligation Bond	11	1/1/2016-12/31/2025	5.60%	\$ 3,250,000	\$ 500,000	\$ 3,750,000	\$ 340,909	\$ 2,950,000	
2		0		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	<input type="checkbox"/>
3		0		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	<input type="checkbox"/>
4		0		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	<input type="checkbox"/>
<b>Total</b>					\$ 2,200,000	\$ 1,092,522	\$ 3,292,522	\$ 153,674	\$ 1,848,000	

**Annual Debt Service**

Principal Paid	\$ 88,000
Interest Paid	\$ 65,674
Fees/Other Costs Paid	\$ -
<b>Total Paid</b>	<b>\$ 153,674</b>

**Refinancing:** Was any portion of TIF District debt refinanced during this reporting period?

- No
- Yes, please provide details.

**Direct Payments:** Enter the total amount of any TIF direct payments made during this period.

\$ -	<b>Date Approved by Voters:</b>	
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**Additional Information**

no additional information.

**IV. Improvements and Funding:**

Improvement Expenditures				
Name of Improvement	Of the Total Expenditure listed:		Total Improvement Expenditure for this report period	
	The amount paid with TIF Revenues	The amount paid with Non-TIF Revenues		
1	Structured Parking between Keith and Pearl Streets (Includes land acquisition): Ormsby lot and Twombly lot between Keith and Pearl Streets.			
	completed construction of street-level parking and pedestrian way between North Main Street and Pearl Street parking lot.	\$ 404,204	\$ 122,000	\$ 526,204
2	Merchants Row & Enterprise Alley Streetscape - Step 1A: Enterprise Alley and Merchant's Row (area between Granite Street and Prospect Street).			
	complete	\$ -	\$ -	\$ -
3	Merchants Row & Enterprise Alley Streetscape - Step 1B & Step 2A: Enterprise Alley and Merchant's Row (area between Granite Street and Prospect Street).			
	construction completed - ongoing environmental mitigation	\$ -	\$ 40,762	\$ 40,762
4	Merchants Row & Enterprise Alley Streetscape - Step 2B: Enterprise Alley and Merchant's Row (area between Granite Street and Prospect Street).			
	no work on this step during 2020	\$ -	\$ -	\$ -
5	Merchants Row & Enterprise Alley Streetscape - Step 3: Enterprise Alley and Merchant's Row (area between Granite Street and Prospect Street).			
	no work on this step during 2020	\$ -	\$ -	\$ -
6	Campbell Place - Real estate acquisition, environmental assessment, demolition and remediation, site prep and paving for parking. (TIF Plan amended to add this development in 2014)			
	complete	\$ -	\$ -	\$ -
<b>Total</b>		\$ 404,204	\$ 162,762	\$ 566,966
			Check	\$ 566,966

Sources of Non-TIF Revenues	Total Amount Secured for Each Source	Total Amount Spent to Date	Total Amount Spent this Period	Closed
1	City of Barre match for D&K 5/50 grant award (2014)	\$ 10,000	\$ 10,000	x
2	Dubois & King In-Kind Grant (planning & design) (2014)	\$ 10,000	\$ 10,000	x
3	VTRANS DTF Design Grant (2015)	\$ 30,000	\$ 30,000	x
4	DTF Implementation Grant (2015)	\$ 38,000	\$ 38,000	x
5	DTF Implementation Grant (2015)	\$ 62,000	\$ 62,000	x
6	Barre City Capital Funds (2015)	\$ 12,349	\$ 12,349	x
7	VCDP DR 1 & DR 2 HUD pass-through Grants (2015)	\$ 1,300,000	\$ 1,267,452	x
8	EPA Brownfields Grants (2015)	\$ 600,000	\$ 600,000	x
9	Semprebon Annuity (2015)	\$ 100,000	\$ 100,000	x
10	Semprebon Fund Bike Path Allocation (2015)	\$ 96,000	\$ 96,000	x
11	VT Dept. of Environmental Conservation (2016)	\$ 627,560	\$ 442,415	\$ 40,762 <input type="checkbox"/>
12	Downtown Transportation Grant (2017 - Keith Ave parking lot)	\$ 100,000	\$ 100,000	\$ 100,000 <input checked="" type="checkbox"/>
13	CVRPC Brownfields Grant (2017 - Keith Ave parking lot)	\$ 26,638	\$ 26,495	x
14	Municipal Planning Grant (2017 - Merchant's Row)	\$ 16,204	\$ 11,241	x
15	General Fund - grant matching funds in Planning Department budget	\$ 1,621	\$ 1,621	<input checked="" type="checkbox"/>
16	Semprebon Bequest Fund (2020 - for pedestrian way granite artwork)	\$ 22,000	\$ 22,000	\$ 22,000 <input checked="" type="checkbox"/>
17		\$ -	\$ -	\$ - <input type="checkbox"/>
18		\$ -	\$ -	\$ - <input type="checkbox"/>
19		\$ -	\$ -	\$ - <input type="checkbox"/>
20		\$ -	\$ -	\$ - <input type="checkbox"/>
<b>Total</b>		\$ 3,052,372	\$ 2,829,573	\$ 162,762
		Non-TIF Revenues Reported under Improvement Expenditures		\$ 162,762

Grant Applications				
Grant Type & Project Name	Granting Entity	Application Date	Application Amount	Application Status
no new grants during reporting period			\$ -	
			\$ -	
			\$ -	
			\$ -	

Related Costs				
	List and describe the related cost(s)	The amount paid with Education Revenue	The amount paid with Municipal Revenue	Total Cost for this report period.
1	Sullivan Powers Co. - Agreed Upon Procedures preparation	\$ 1,165	\$ 1,545	\$ 2,710
2	Times Argus - hearing notice publication 9/10/19	\$ 37	\$ 50	\$ 87
3	Times Argus - hearing notice publication 10/07/19	\$ 37	\$ 50	\$ 87
4		\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -
<b>Total</b>		\$ 1,240	\$ 1,644	\$ 2,884
			Check	\$ 2,884

#### V. Performance Indicators:

##### Standard

Real Property Development			
1	Merchants Bank and Aldrich Block Phase 1: Placement of a 3600 sq ft bank facility with drive-thru and amenities on a previously vacant lot and development of 4000 sq ft of restaurant space in a previously vacant building. completed previously. Aldrich Block (47 N. Main Street) current assessment: \$1,037,300. Merchants Bank (355 N. Main Street - now owned by Community Bank) current assessment: \$1,500,000. Total assessment of both properties listed at right.		\$ 2,537,300
2	Aldrich Block Phase 2 and 20 Summer Street: Development of 8000 of office/residential in a previously vacant building and development of office/subsidized housing in an underutilized/vacant lot. completed previously. Aldrich Block (47 N. Main Street) current assessment included above. 20 Summer Street (now 22 Keith Avenue) current assessment: \$1,585,200.		\$ 1,585,200
3	City Place and Blanchard Block: Construction of retail/commercial/office five-story bldg at Depot Square and renovation of retail/office 32,000 sq ft of historic, vacant downtown bldg. Completed except for fitting up spaces as tenants move in/out. City Place (219 N. Main Street) current tax stabilized assessment: \$2,920,200. Full assessment: \$8,000,000. Tax stabilization runs through FY24. Assessment increases began phasing in during FY20, as per the stabilization agreement. Blanchard Block (14 N. Main Street) current tax stabilized assessment: \$618,600. Full assessment: \$2,125,000. Tax stabilization runs through FY23. Amount at right is total of tax stabilized assessments.		\$ 3,538,800
4	Worthen Block and JJ Newbury Block: Development of 32,000 sq ft of residential units in a vacant/underutilized building; 32000 sq ft (est. 32 housing units) and rehabilitation of 16,000 of retail/office in a currently vacant building. Projects on hold while potential developers research financing options and development incentives. Worthen Block (123 N. Main Street) current assessment: \$507,100. JJ Newbury block (143 N. Main Street) current assessment: \$325,800. Amount at right is total current assessment of two properties.		\$ 832,900
5	Rouleau Plant: Development of hotel/conference/office/retail complex on a underutilized 9 acre lot; riverfront pedestrian walkway; adjacent to Main Street. Development as hotel/conference center/retail complex on hold. Other developments have taken place, with more being explored. Rouleau Plant (21 & 31 Metro Way) current assessments: \$1,402,600.		\$ 1,507,300
<b>Total</b>			\$ 10,001,500

**Employment Opportunities**

Several new businesses opened or expanded in the TIF district during the reporting period: Delicate Decadence relocated to a larger space (bakery and café); Kitty Korner Café (bakery and cafe); AR Market (retail specialty food products and groceries); Vermont Salumi (artisanal meats - production and sales); Si Aku Ramen (take-out food). The Vermont Agency of Education moved out of City Place and the VT Agency of Transportation moved into the space vacated by AOE. AOT has approximately 100 more employees than AOE. Vermont Easterseals relocated its office from neighboring Berlin to the Blanchard Block building, the Vermont Bicycle Shop moved a few doors down the street into a larger space, and Last Chapter Book Store relocated from one store to another within the TIF district.

**Additional Information**

We're pleased with the new businesses that opened, moved or expanded in the TIF district during the reporting period, however there were also businesses that closed during the same period: Project Independence (adult day care - closed due to COVID); Spaulding High School Career Center Bakery (bakery - closed due to COVID).

**Mandated**

Jobs at February 29, 2020 (Before COVID-19)							
NAICS Code		Increase or (Decrease)	Previous Location (if known)	NAICS Code		Increase or (Decrease)	Previous Location (if known)
1	11	0		11	53	0	
2	21	0		12	54	0	
3	22	0		13	55	0	
4	23	25	various - work limited to construction projects	14	56	0	
5	31-33	3	Rutland	15	61	0	
6	42	0		16	62	0	
7	44-45	7	unknown	17	71	0	
8	48-49	0		18	72	25	unknown
9	51	0		19	81	0	
10	52	0		20	92	100	net increase VT Agency of Transportation consolidated to Barre City from other areas out of town
						<b>Total Jobs Increase (Decrease)</b>	<b>160</b>

Jobs at June 30, 2020							
NAICS Code		Increase or (Decrease)	Previous Location (if known)	NAICS Code		Increase or (Decrease)	Previous Location (if known)
1	11	0		11	53	(25)	estimated number of people laid off due to COVID
2	21	0		12	54	0	
3	22	0		13	55	0	
4	23	0		14	56	0	
5	31-33	0		15	61	0	



6	42	0	
7	44-45	(150)	estimated number of people laid off due to COVID
8	48-49	0	
9	51	0	
10	52	(25)	estimated number of people laid off due to COVID

16	62	(5)	closed - moved to Randolph
17	71	(15)	estimated number of people laid off due to COVID
18	72	(65)	estimated number of people laid off due to COVID
19	81	0	
20	92	(25)	estimated number of people furloughed due to COVID
<b>Total Jobs Increase (Decrease)</b>			<b>(310)</b>

**Additional Information Regarding the Impacts of COVID-19 to Jobs Within the TIF District**

State offices for Agency of Transportation, courthouse, Department of Corrections predominantly transitioned to remote work. All local eat-in and take-out food establishments closed during the Stay Home, Stay Safe order. Most reopened for take-out when state guidelines allowed, and several reopened for in-person dining when allowed. Retail businesses closed during Stay Home, Stay Safe order, and most reopened when restrictions eased. Most food service personnel were furloughed or on unemployment for several months. Some of those jobs have been lost permanently, but there was a net gain because of new businesses that opened during the reporting period. Some retail jobs were also furloughed or placed on unemployment. Most are back, except those at businesses that have closed permanently.

**Identify Source/Method for Obtaining Jobs Information**

Job numbers are based on zoning, building & parking permits; data provided by economic development or downtown promotional organizations such as the Barre Partnership and Barre Area Development Corporation; media reports; presentations to the Barre City Council; and word-of-mouth in the community.

Vermont Firms					
Name of Vermont Firm		Total amount of work performed	Name of Vermont Firm		Total amount of work performed
1	ECS Environmental	\$ 698	11		\$ -
2	Dubois & King	\$ 19,507	12		\$ -
3	Oliver Twombly	\$ 5,346	13		\$ -
4	Stone Environmental	\$ 506	14		\$ -
5	Greenman-Pedersen Inc.	\$ 1,920	15		\$ -
6	Dubois Construction	\$ 394,959	16		\$ -
7	Sullivan Powers Co.	\$ 2,710	17		\$ -
8	Times Argus	\$ 174	18		\$ -
9	City of Barre	\$ 200	19		\$ -
10	People's United Bank service charges 2015 (missed in previous report - total is \$0.20)	\$ 0	20		\$ -
<b>Total Amount of Work Performed</b>					<b>\$ 426,019</b>

**Additional Information**

no additional information

**TIF District Specific**

**Transportation Enhancements**

Parking improvements made to date throughout the TIF district have supported an influx of new workers in the downtown, along with satellite businesses that have opened in support of new businesses in the community. Improvements have included a net increase in the number of available parking spaces; increased signage; and streetscape improvements, better lighting and crosswalks for pedestrian and driver safety. Construction was completed on the Keith Avenue parking lot and the pedestrian way on Pearl Street that provide an attractive and friendly conduit between the N. Main Street downtown and the Keith Avenue parking lot. An unexpected benefit of the downtown parking improvements has been an increase in the number of overnight parking spaces available for people who live in the downtown, making downtown rental housing more attractive to those looking to rent.

**Business Development**

Since the 2019 report the Vermont Bicycle Shop on N. Main Street moved into a larger space next door in late summer 2019. Simply Delicious in the Blanchard Block closed that location upon the retirement of the owner, and merged portions of their business with Forget-me-not Flowers and Gifts on N. Main Street. Forget-me-not Flowers and Gifts expanded into neighboring space during this reporting period when it opened the Kitty Korner Café. Artisanal cured meats producer Vermont Salumi moved their production facilities to N. Main Street from Rutland, and opened AR Market for retail of their products and other specialty food products. Easterseals Vermont consolidated its various locations into the Blanchard Block. Si Aku Ramen opened on N. Main Street, offering takeout food and a small Asian grocery store. Delicate Decadence moved from Cottage Street to the space vacated by Simply Delicious, which provided them with a larger space and more central location with N. Main Street frontage. The Agency of Transportation consolidated its offices from around the state to City Place, filling the spaces that recently housed the Agency of Education. There was a net increase of approximately 100 state jobs.

**Housing Changes (optional)**

	Affordable Housing	Market Rate Housing	Total
New	0	0	0
Eliminated	0	0	0
Net Total	0	0	0

**Impact of COVID-19 on Public and Private Improvement Projects**

Public improvement projects came to a halt with Governor Scott's issuance of his emergency order and Stay Home, Stay Safe order. Barre City government experienced a significant decrease in earned revenue, and therefore asked staff members to voluntarily furlough from April through July 2020. Approximately 20% of the City staff signed up for the furlough, and so all affected departments needed to scale back daily operations and special projects. The City has significant street, water and wastewater projects waiting to begin. The hope is to be able to start the projects in summer 2021.

One significant City improvement project started during COVID – refurbishment of the City municipal swimming pool. The pool project was contracted out, and the contractor was able to complete approximately 85% of the project before the end of the 2020 construction season. The balance of the project will be completed in spring 2021. NOTE: the municipal pool is not in the TIF district.

Private development has been curtailed due to COVID. Most private development has been home repairs and renovations, taken on by people who are home due to the pandemic. Virtually no private development has occurred in the TIF district.

**Additional Information**

This reporting period saw the completion of the TIF projects funded with the \$2.2M bond approved by the voters in November 2013 with the completion of the ground-level parking in the Keith Avenue parking lot and construction of the Pearl Street pedestrian way, which provides an attractive and safe transition space between the N. Main Street commercial areas and customer parking. The pedway includes public art funded through the Semprebbon Bequest Fund, and special lighting to enhance the space. The hope is for the space to become a gathering site for community members, downtown employees and customers, with food, music and other entertainment offered during the warmer months. Such plans were put on hold this year due to COVID. Planning is getting underway for steps 2B and 3 of the Merchants Row & Enterprise Alley streetscape project. The City is actively pursuing additional funding sources and grant opportunities to assist with planning and design work in anticipation of construction within the next five years.

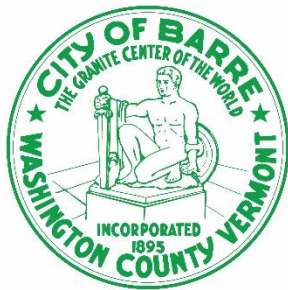
Since the inception of the TIF district, public infrastructure improvements have added nearly 100 new parking spaces throughout the district to accommodate new employers, employees, patrons and residents in the downtown.

There have been no significant changes in private development of the properties listed in the TIF plan, with the exception of continuing build-out or turn-over work in City Place and Blanchard Block, depending on tenants' needs.

No additional housing projects have begun or been completed during the reporting period.

NOTE: While working on the City's TIF agreed-upon-procedures, the City's auditor, Sullivan, Powers & Co, noted a discrepancy in the total original taxable value reported in NEMRC and on the certified OTV. Upon investigation it was discovered that three properties which had been added through the substantial change process in 2016-2017 did not have base values associated with them in NEMRC, and therefore were inaccurately producing increment. Through collaboration with the VT Department of Taxes Property Valuation and Review Division, VEPC, and NEMRC, the base values on these properties were corrected in December 2019 for the TY2019 grand list. The City and PVR began calculating increment corrections, but the advent of COVID brought those efforts to a halt in early 2020. The work to correct the calculations has begun again, and is expected to be completed by the end of FY2021.

NOTE: The amount of non-TIF revenues for the matching funds paid out of the Planning Department was adjusted. It was reported last year that



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

## **CITY OF BARRE ORANGE RESERVOIR RECREATIONAL USE POLICY FISHING**

The City of Barre believes it is important to make the fullest responsible use of the natural environment and to promote the proper management and stewardship of its properties. This policy hereby allows for the recreational use of Dix Reservoir for fishing by the citizens of Barre and by others according to the policies outlined below. These policies are meant to be strict in nature given the importance of the Reservoir as the water source for the City of Barre and the customers of its water system.

1. The City of Barre will allow limited fishing in the Dix Reservoir on a continuing basis subject to biennial review. The periodic inspections shall be conducted by City staff around the Reservoir and contributory watershed. Specific examination for the abandonment of trash, litter, spills, or discharges related to use of the designated fishing access will be recorded. The inspection reports will be provided in October of the even-numbered years. At that time, this policy will be reviewed and further recommendations regarding the future use of the property will be brought before the Barre City Council.
2. No fishing or any type of road access is permitted on the Little Orange or Big Orange reservoirs which lie on the east side of Reservoir Road.
3. All regulations of the Vermont Fish and Wildlife Department must be adhered to. Officials from the Vermont Fish and Wildlife Department will be provided with copies of this policy and will be asked to patrol the area, as they do any other authorized fishing locations in the state. Regulations are available at: <http://www.vtfishandwildlife.com>
4. The following conditions shall apply to anyone accessing the Dix Reservoir:
  - a. Absolutely NO watercraft or boats of any kind will be allowed on the reservoir;
  - b. Fishing will be allowed from the shoreline and in designated locations only. Signs clearly marking the locations where fishing is allowed will be in place. In the event anglers do not see signs designating these locations, no fishing should take place. The locations are generally defined as: the Dix reservoir outside a 50-foot safety zone on each side of the spillway and a section of shoreline associated with the "peninsula" on Bisson Road near the junction of Bisson and Reservoir Roads;
  - c. No ice fishing will be allowed;
  - d. At no time will baitfish be allowed to be used;
  - e. Any parking associated with fishing access shall occur in a manner to not interfere with the full use of the travelled way on Orange, VT Roadways.

This policy is meant to allow fishing only at Dix Reservoir. NO additional recreational or other use (hiking, biking, etc.) shall be allowed at the site or surrounding city-owned properties at this time unless reviewed and

approved by the Barre City Council. The City of Barre maintains all rights and permissions in regards to the use of this property.

Use of the property will be self-monitored at all times subject to periodic or random inspection by City employees and law enforcement officials; any and all items brought onto the property must be removed from the property. All posted instructions (fishing locations, waste disposal, parking, etc.) must be followed at all times. Failure to follow posted instructions may result in forfeiture of privileges. Failure to comply with these rules places the individual(s) on City property in the position of trespassing against the City. Trespassing is subject to immediate expulsion and any or all other legal consequences.

**If, at the sole discretion of the Barre City Manager**, any problems arise, such as the accumulation of refuse, abuse of the property, etc., **permission to use the reservoir for fishing may be revoked**. The City Manager shall notify law enforcement of such revocations.

Any additional questions regarding the use of this facility should be addressed to the Barre City Manager's office, 802-476-0240. Map attached.

Approved by Council : \_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Lucas J. Herring  
Mayor, City of Barre



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

## **CITY OF BARRE ORANGE RESERVOIR RECREATIONAL USE POLICY – HUNTING and TRAPPING**

The City of Barre believes it is important to make the fullest responsible use of the natural environment, promote the proper management and stewardship of its properties. In support of proper management of animal species, harvest is an important practice. This policy hereby allows for the recreational use of Barre City lands (hereinafter “Lands”) in the vicinity Dix Reservoir and its Water Treatment Plant for hunting by the citizens of Barre and by others according to the policies outlined below. These policies are meant to be strict in nature given the importance of the Reservoir as the water source for the City of Barre and the customers of its water system.

1. The City of Barre will allow hunting on the “Lands” on a continuing basis subject to biennial review. The periodic inspections shall be conducted by City staff around the Reservoir, contributory watershed and the “Lands”. Specific examination for the abandonment of trash, litter, spills, or discharges related to use of the designated hunting and/or trapping areas will be recorded. The inspection reports will be provided in May of the even numbered years. At that time, this policy will be reviewed and further recommendations regarding the future use of the property will be brought before the Barre City Council.
2. No hunting or any type of road access is permitted within 100-feet of the Little Orange or Big Orange reservoirs which lie on the east side of Reservoir Road or within 1000-feet of the Water Treatment Plant. No hunting is permitted within 50-feet of the centerline of the road.
3. All regulations of the Vermont Fish and Wildlife Department must be followed. Officials from the Vermont Fish and Wildlife Department will be provided with copies of this policy and will be asked to patrol the area, as they do any other authorized hunting locations in the state. Regulations are available at: <http://www.vtfishandwildlife.com>.
4. The following conditions shall apply to anyone accessing the “Lands”:
  - a. Absolutely no motorized vehicles will be used in active hunting. Harvest recovery may be permitted by express permission of the City through the Water Treatment Plant Operator or City management;
  - b. Hunting will be allowed in all areas except those excluded by language above. Hunting permissions shall reference a designated area for the approval as defined by the City. VT Fish and Wildlife rules for game recovery apply, but evidence that a recovery is warranted is required e.g., blood trail to hunt outside a designated area;
  - c. At no time will baiting be allowed to be used;
  - d. The City reserves the sole right to define designated areas within the “Lands”. Any access to the “Lands” shall comply with the designations in their permit for hunting and/or trapping.

- e. Any parking associated with hunting access shall occur in a manner to not interfere with the full use of the travelled way on Orange, VT Roadways.

This policy is meant to allow hunting and trapping only at the "Lands" adjacent to Dix Reservoir and Water Treatment Plant. NO additional recreational or other use (hiking, biking, etc.) shall be allowed at the site, "Lands" or surrounding city-owned properties at this time, unless reviewed and approved by the Barre City Council. The City of Barre maintains all rights and permissions in regards to the use of this property.

Use of the property will be self-monitored at all times subject to periodic or random inspection by City employees and law enforcement officials; any and all items brought onto the property must be removed from the property. All posted instructions (waste disposal, parking, etc.) must be followed at all times. Failure to follow the conditions of this policy or posted instructions may result in forfeiture of privileges. Failure to comply with these rules places the individual(s) on City property in the position of trespassing against the City. Trespassing is subject to immediate expulsion and any or all other legal consequences.

**If, at the sole discretion of the Barre City Manager**, any problems arise, such as the accumulation of refuse, abuse of the property, etc., **permission to use the "Lands" for hunting and trapping may be revoked**. The City Manager shall notify law enforcement of such revocations.

Any additional questions regarding the use of this facility should be addressed to the Barre City Manager's office, (802) 476-0240. Map attached.

Approved by Council: \_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Lucas J. Herring  
Mayor, City of Barre

Adopted by City Council on 2/2/2021

**Barre City, Vermont**  
**Accounting Policy & Procedures**

**PERSONNEL ACTIVITY REPORTS/TIMESHEETS/TIME CARDS**

**Purpose**

This policy and procedure established guidelines for the process for ensuring that personnel activity reports, timesheets and time cards are supported by adequate documentation, oversight and approvals.

**Persons Affected**

City Manager, City Clerk/Treasurer, Department Heads, Payroll Clerk, Senior Accounting Clerk, [HR Administrator](#)

**Policy & Procedures**

The distribution of salaries and wages must be supported by personnel activity reports, timesheets and/or time cards.

A. Personnel Activity Reports (PAR), timesheets and time cards have the following requirements.

1. They will reflect the distribution of activity expended by City employees-;
2. They will reflect an after-the-fact reporting of the hours of activity of each employee. Estimates made before the services are performed may be used initially, provided that such charges are promptly adjusted if differences occur;
3. They will reasonably reflect each employee's total activity for which the employee is compensated and which is required in fulfillment of ~~his or her~~[their](#) obligations to the City. They will reasonably reflect the percentage of activity applicable to and chargeable to each particular job, project or grant; ~~if applicable-;~~
4. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, each PAR, timesheet or time card should be printed and signed by the employee and by a supervisor using suitable means of verification that the work was performed-; [In the event that the City moves to a digital time management system, submission by the employee of their weekly time record will be considered to be signed by the employee-;](#)
5. They will be prepared and submitted on a weekly basis and will coincide with pay periods.

B. Reports of Time and Effort

1. Reports accounting for time and effort are kept by all departments required to do so and shows by employee, the amount and percentage of compensation charged to each job, project or grant-;
2. The preliminary distribution of workload expressed in dollar amounts and percentage based on weekly salary is established by the head of each department-;

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Adopted by City Council on 2/2/2021

3. The reports will be provided to the payroll and accounting clerks on a regular basis. If there is a correction on a report, the report will be verified by the appropriate department head and sent to accounting and payroll to make the appropriate redistribution of salary expenditure.

### **Internal Controls**

No employee shall be added to payroll records or paid without receipt of the appropriate City, state and federal forms.

Employee history files are to be maintained for all employees. Files should contain employment details ~~and contracts~~, authorizations for payroll or deduction changes, annual ~~and sick~~ leave entitlements. Such files are confidential, with access limited to the Human Resources ~~director~~ Administrator, payroll clerk, Director of Finance and the City Manager.

~~No adjustments are made to employee records, ie, names, addresses, deduction details without receipt of written authorization from the employee.~~

Changes to employee payroll records can be made for the following reasons:

1. Employee submits a direct written request to Payroll or Human Resources requesting a change or modification to payroll records. This could be name changes, address changes, changes to contributions, deductions or other adjustments;
2. Employee deductions may be adjusted as directed by Human Resources for changes in benefits, level of benefits or benefit contributions. These changes will be in writing from the Human Resources Administrator to the Payroll Clerk and the Director of Finance. Changes will only be made after advising the employee the reason for the adjustment, unless agreed upon as part of a Collective Bargaining Agreement.

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Annual salary or wage rates adjustments associated with union contracts are to be made by the Human Resources Administrator and sent in writing to the Payroll Clerk, and Director of Finance, confirmed by the HR director. No other adjustments are made to salary or wage rates without written authorization from the City Manager.

~~On Upon termination/separation from employment,~~ employee files are to be immediately removed from active employee records current records and filed in past ~~employees' employees'~~ records. Employee payment details should ~~also be terminated~~ become inactive in the computer system.

All staff members are to complete a timesheet, which is signed by the employee and their supervisor to authorize overtime, sick leave, etc. In the event that the City moves to a digital time management system, submission by the employee of their weekly time record will be considered to be signed by the employee.

Adopted by City Council on 2/2/2021

Upon processing, all timesheets are ~~to be marked by the payroll clerk as having been entered into the computer system.~~ reconciled to payroll edit report to verify number of hours have been entered correctly.

The ~~City Manager shall cause to be~~ Payroll Clerk and/or Finance director ~~Director of Finance shall~~ maintain records in respect of each ~~officer and~~ employee showing gross salary or wages and tax and details of all other deductions.

A payroll report shall be ~~prepared on a monthly basis to be maintained and signed by the City manager~~ by the Finance Director ~~Director of Finance~~ to check for unusual rates, salary amounts or employee names.

All timesheets shall include the following:

- (a) Name of employee, department & payroll number.
- (b) Week ending date.
- (c) Hours of work.
- (d) Allocation of time worked to jobs. (as applicable)
- (e) ~~Sick, Vacation and/or Personal.~~ Any Leave taken during the pay period.  
(Vacation, Comp, Sick etc.)

All employees applying for leave are to complete a Leave ~~Application Request~~ Form in advance. This form is to be authorized by the appropriate supervisor and passed on to the ~~Payroll Clerk.~~ authorized form. Leave time is not to be paid without receipt of the appropriate

Leave entitlements are to be updated on a ~~monthly~~ weekly basis to reflect vacation, sick, Comp Time, and personal leave available and taken. This will be displayed on the employees' pay stub. Copies of the leave entitlements ~~spreadsheet report~~ will be distributed to department heads on a monthly basis for review. Employees with excessive entitlements will be encouraged to use their accumulated time.

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[Adopted by City Council on February 2, 2021](#)

**Barre City, Vermont**  
**Accounting Policy & Procedures**

**GENERAL INTERNAL CONTROLS**

**Purpose**

This policy and procedure established guidelines for the process for ensuring that all financial activities of the City of Barre are supported by adequate documentation, oversight and approvals.

**Persons Affected**

City Manager, City Clerk/Treasurer, Department Heads, Senior Accounting Clerk, Payroll Clerk, Assistant Treasurer, All City Employees who handle funds

**Policy & Procedures**

The system of internal controls is the plan of the City of Barre, and all methods and procedures adopted by management to assist in achieving the objective of ensuring, as far as practicable, the orderly and efficient conduct of its business.

This includes the adherence to management policies, the safeguarding of assets, the prevention and detection of fraud and error, the accuracy and completeness of accounting records, and the timely preparation of reliable financial information. The system of internal control extends beyond the matters, which relate directly to the functions of the accounting systems, and relates to every aspect of City operations. Internal controls are policies and procedures that have been established to provide reasonable assurance that its objectives will be achieved.

The objective of the procedure is to:

- Ensure all activities have a clear and logical audit trail and there is a coordinated approach to procedures
- Ensure the policy, practices and procedures meet the highest level of accountability.

This general internal controls policy and procedure includes all approved and adopted policies and procedures:

- Fixed Assets.
- Capital Assets.
- Accounts Payable.
- Cash Management.
- Personnel Activity Reports/Timesheets/Time Cards.
- Any other current or future policy and procedure related to accounting and cash management policies and procedures.

**General Ledger**

Journals are to be checked on a monthly basis by the ~~City Treasurer~~ [Finance Director](#).

Control and clearing accounts are to be reconciled monthly, and these reconciliations are evidenced as reviewed by the ~~City Treasurer~~ [Finance Director](#).

Adopted by City Council on February 2, 2021

~~Minutes of City Council meetings are to be promptly prepared and distributed by the City Clerk within five days of each meeting.~~

~~The chart of accounts is to be regularly updated to ensure correct account allocations are made. Such updates are require approval of the City Manager. is managed by the accounting department. The Finance Director approves any addition or inactivation of account numbers and the Sr. Accounting Clerk enters approved changes.~~

Management reports are prepared ~~quarterly~~ monthly and reviewed so that variances to budget are explained and necessary action taken to rectify.

### **Computer System**

The following procedures shall be adhered to for the NEMRC System:

- Each user of the system shall be allocated an individual login name, login password and user password to gain access to the system.
- User passwords limit user access to areas of the system that are necessary only for those work areas; e.g. payroll, maintenance systems, etc. are not available to most users. Where read-only access is requested and deemed appropriate, a read-only password will be issued.
- Maintenance of user login names and passwords are under the control of the City Manager.
- Management of the NEMRC System is under the control of the City Manager.
- ~~Full backups of all servers are to be conducted every night~~ every half hour. Portable hard drives to be rotated on a weekly basis. Portable hard drives will be kept in an off sight bank safe deposit box, and will be transferred between City Hall offices and the bank so a backup of no longer than one week old is retained off site. The City Hall server backups to the server at the Public Safety Building and the Public Safety Building server backups to the City Hall server. NEMRC also provides a backup to the NEMRC data on the server.

### **Separation of Duties**

#### **Purpose of Segregation of Duties**

Adequate segregation of duties reduces the likelihood that errors (intentional or unintentional) will remain undetected by providing for separate processing by different individuals at various stages of a transaction and for independent reviews of the work performed. The segregation of duties provides three primary benefits: 1) the risk of a deliberate fraud is mitigated as the collusion of two or more persons would be required in order to circumvent controls; 2) the risk of legitimate errors is mitigated as the likelihood of detection is increased; and 3) the cost of corrective actions is mitigated as errors are generally detected relatively early in their lifecycle.

In those ~~instances~~ instances, where duties cannot be fully segregated, mitigating or compensating controls will be established.

#### **Separation of Duties in the Accounting Department**

- The clerk/treasurer receives all bank statements and opens them for review. Upon completion of a preliminary review, the clerk/treasurer scans the statements and stores a

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Adopted by City Council on February 2, 2021

scanned copy on her computer. The statements are then turned over to the ~~senior accounting clerk (SAC)~~Sr. Accounting Clerk in the accounting department.

- The ~~SAC~~Sr. Accounting Clerk reconciles all account statements against the NEMRC accounts payable, payroll and general fund modules. Upon completion, the ~~clerk/treasurer~~Finance Director reviews ~~and signs off on~~ the reconciliations.
- All invoices ~~and timecards~~ are reviewed and approved by the appropriate department head and city manager. The Finance Director also reviews the invoices. Staff timecards are reviewed and approved by the appropriate department head and the city manager approves department heads time cards. Upon completion of the review and approval, the invoices and timecards are given to the payroll clerk for data entry into the AP and payroll modules. Warrants (check registers) for AP and payroll checks are created by the payroll clerk and given to the city council for weekly review and authorization to pay. Such authorization is included in each week's council meeting minutes.
- Checks are generated by the payroll clerk based on the approved warrants. The clerk/treasurer authorizes signatures on the checks through a password-protected portal. In the absence of the clerk/treasurer, the assistant treasurer has access to the passwords.
- ~~The payroll clerk delivers all AP checks and accompanying stubs/envelopes to the assistant treasurer, who confirms the payee names and amounts and prepares the envelopes for mailing.~~
- Stubs from each AP check are attached to the original invoice and electronically scanned. The original is stored for seven-three years, as required by Vermont state records retention schedules.
- The auditors spot-check invoices, checks, and statements while performing the annual audit.

### **Registers**

The following Registers/Records to be maintained:

- Personnel Records (kept by ~~City Manager's office~~Human Resource Administrator)
- City Buildings, Equipment and Machinery Register (kept by accounting office)
- Office Furniture and Equipment Register (kept by accounting office)
- Licenses & Permits Issued Register (registers kept by issuing department)
- Infrastructure Register (kept by engineering office)

The following items shall be kept within safe storage:

- Original copies of all leases, debentures, contracts and agreements shall be stored under lock and key in the City Manager's office.
- Titles of properties owned by the City shall be recorded in the City Land Records in the vault in the City Clerk's office.
- All cash not banked at the end of the day from cash register, petty cash and unclaimed wages shall be stored under lock and key in the vault in the City Clerk's office.
- Original copies of timesheets and documents, for period of twelve months shall be stored under lock and key in the payroll clerk's office.
- Unused checks, deposit slips and invoice blanks shall be stored in the vault in the City Clerk's office.

Adopted by City Council on February 2, 2021

- Barre City records, including Council minutes, election results and oaths of office, shall be stored in the vault in the City Clerk's office.
- ~~Weekly portable hard drives for main for the computer system shall be stored under lock and key in the server room.~~
- Keys to the locked storage areas are restricted to those staff and supervisors who oversee the contents. -The combination for the vault is limited to staff in the Clerk's office.

**Fees and Charges (not set by statute)**

A schedule of fees and charges shall be approved by the City Council. The Council shall review the schedule on an annual basis. Any amendments shall follow the procedure as outlined in City Ordinance. The schedule shall include fees charged in all departments, and the fees shall be listed by department.

**Issuing of Credit Cards**

The Treasurer may make available credit cards to the City Manager, clerk/treasurer and Police/Fire Chief, as per the policy adopted by the City Council on 9/27/11.

**Staff Acknowledgement of Internal Controls**

All department heads and staff members who handle funds and accounting are provided with a copy of the internal control procedures. ~~They are required to sign an attestation that they have reviewed, understand and will follow the controls.~~

~~Adopted by Barre City Council on April 22, 2014.~~

## City of Barre Credit Card Policy

### Purpose:

The purpose of this policy is to establish criteria for the proper use of credit cards when conducting City business. Credit cards issued under this policy may only be used by the name of the cardholder to conduct City business, or may be used as designated by the person named on the card. Credit cards may not be used for personal purchases, cash advances or purchases that exceed the cardholder's authorized purchase limit as set by the City Council in the Barre City Procurement Policy. A cardholder or designee who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. In the event a card is used mistakenly by an employee on an unauthorized purchase, the employee card user must notify the Treasurer immediately and make arrangements for payment. Employees may be subject to disciplinary action for misuse of the City credit card, up to and including termination.

To receive your assigned or temporary-use credit card, please read this Credit Card Policy and return the Credit Card Holder Agreement to the City Treasurer's Office. Retain the Policy and a copy of the signed agreement and any revisions for your reference.

### Conditions:

- I Only authorized employees of the City of Barre may use the City's credit card.
- II A City credit card may be used only for the purchase of goods or services for official business of the City of Barre.
- III The employee using the credit card must submit receipts and a Credit Card Purchase Report form detailing the goods or services purchased, cost, date of purchase, related official business, and chart of accounts number against which the expense should is to be recorded.
- IV Above--mentioned receipts and Purchase Report form must be submitted to the Treasurer in a timely manner, but no later than 3 business days following the use of the card, to allow for timely reconciliation of the credit card statements. Should such receipts and report form not be received within 3 business days and credit card charges go delinquent due to the late receipt of documentation, the responsible employee may be held accountable for any bank fees.
- V Cards will be issued in the names of the City Manager, Treasurer and Public Safety Police Chief. Each named card holder will have a log, and when a card is to be used by an employee other than the named cardholder, the employee being issued temporary custody of the card will sign the log attesting to their receipt of the card and acknowledging having read and understood these policies. The log will again be signed when the card is returned and the documentation submitted.
- VI Any employee temporarily issued the card is responsible for its protection and custody, and shall immediately notify the City Treasurer's Office if the card is lost or stolen.
- VII City credit card users must notify vendors or merchants that the credit card transaction should be exempt from Sales and Use Taxes (IRS Tax Identification #03-6000356, Vermont tax exemption #450-036-000356F01). If sales tax is improperly charged, the employee may be responsible for paying the sales tax.

- VIII ~~Employees must~~ Those with custody of the card must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.

**Management:**

The ~~City Manager~~ Treasurer is the administrator of this policy and shall be responsible for the authorization of issuance and retrieval of assigned municipal credit cards to personnel and generally for overseeing compliance of this policy.

The City Treasurer shall be responsible for:

- I Assisting and maintaining records of issuance and retrieval of City credit cards, and overseeing compliance with this policy.
- II Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
- III Ensuring the accuracy of statements and the activity on the credit card statement.
- IV Payment of the full balance on the credit card statement within the grace period so as to avoid interest and late fee charges.

~~See Appendix A for current cardholders and limits:~~

Dated this 27<sup>th</sup> day of September, 2011.

Reviewed and readopted by the Barre City Council on XXXXXX XX, 2021.

~~Thomas J. Lauzon, Mayor /S/~~

~~Carolyn S. Dawes, City Clerk /S/~~

~~City Councilors~~

~~Michael A. Boutin /S/~~

~~Anita L. Chadderton /S/~~

~~Dominic M. Etli /S/~~

~~Lucas J. Herring /S/~~

~~Paul N. Poirier~~

~~Michael P. Smith /S/~~



Approved by Council 9/27/11  
revised 7/12/18  
DRAFT for review 1/7/21

**Appendix A:**

**Current Cardholders as of September 26, 2011**

<b>Name</b>	<b>Title</b>	<b>Credit Limit</b>
Steven E. Mackenzie P.E.	City Manager	\$2,500
Carolyn S. Dawes	City Clerk/Treasurer	\$2,500
Timothy J. Bombardier	Public Safety Chief	\$2,500

DRAFT

## City of Barre Credit Card Purchase Report Form

This form must be completed and turned in, along with all receipts, within three (3) business days of the credit card use. Please turn the form and receipts into the Clerk.

Employee making purchase/s: \_\_\_\_\_

Department: \_\_\_\_\_

Date/s of credit card use: \_\_\_\_\_

Item purchased	Cost	Chart of account #

Vendor/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please have the department supervisor review this form  
and initial here to authorize payment: \_\_\_\_\_**

Please explain why it was necessary to use the credit card rather than a more traditional billing system. Your explanation will help us monitor credit card use, determine if it is being used appropriately, and keep our policies relevant. Thank you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

*(Below, for City Treasurer's Office Use Only)*

Date form & receipts received by Treasurer's Office. \_\_\_\_\_

Approved by Treasurer for payment: \_\_\_\_\_



## City of Barre, Vermont Interfund Activity and Pooled Cash Policy

**OBJECTIVE:** To create a clear and reportable system for the management of interfund and pooled cash activities within and among the funds of the City of Barre.

The City of Barre manages the preponderance of cash through either pooled-cash accounts or borrowed cash from funds that have cash surpluses to funds that have cash deficiencies through normal operations. This is a common form of managing cash to minimize the cost of credit, stabilize cash flows, fund anticipated grant activity and support occasional shortages of cash by individual funds.

The mechanism used to manage pooled cash owned by several different funds is through the use of “Due From” and “Due To” accounts in each fund. While each fund has a cash account as cash needs are different than available cash, the City executes interfund borrowing. This is currently executed without explicit Council approval and ~~there is no mechanism to track or resolve “Due From” and “Due To” balances between funds.~~ is balanced quarterly by the finance department.

If the “Due From” and “Due To” accounts are not managed over time, the City loses control of actual interfund borrowing and cannot make timely decisions regarding operating transfers that become necessary between funds.

**THIS POLICY** will be in compliance with generally accepted accounting principles and Vermont State Statute.

**INTERFUND ACTIVITY AND POOLED CASH POLICY:** The Council authorizes the City Clerk/Treasurer to use interfund borrowing of cash to manage cash owned by the City’s funds.

The Council authorizes the City Clerk/Treasurer and Director of Finance to account for these borrowed funds using “Due From” and “Due To” accounts to manage financial activity through time, and as Council-approved expenditures occur that require such interfund lending and borrowing, the ~~business office~~ finance department is authorized to execute and record these transactions.

~~The Council requires that the City Clerk/Treasurer regularly provide a balance sheet to the Council presenting the status of total cash balances and “Due From” and “Due To” balances between funds. Such reports shall be presented to the Council at least quarterly throughout the fiscal year.~~

The Council receives the status of cash balances and “Due To” and “Due From” balances between funds upon request or at fiscal year-end when the audit is complete.

**POLICY REVIEW:**

~~This policy will remain in effect until such time as it is revoked/amended by the Barre City Council.~~

~~Adopted and approved by the Barre City Council on June 7, 2016.~~

~~Thomas J. Lauzon, Mayor /S/  
Carolyn S. Dawes, City Clerk /S/  
Michael A. Boutin /S/  
Anita L. Chadderton /S/  
Lucas J. Herring /S/  
Paul N. Poirier /S/  
Michael P. Smith /S/~~

| ~~Approved-Adopted~~ by Barre City Council ~~June 7, 2016~~February 2, 2021

| ~~Jeffrey M. Tuper-Giles /S/~~

**CITY OF BARRE  
PARTIAL PAYMENT POLICY**

**OBJECTIVE:** To maximize the earning potential for the City of Barre; expedite processing of revenue when less than payment in full is made; and provide an economic relief option to the payers of Barre City.

**DEFINITIONS:**

**Levy** – Any indebtedness, which may include but is not limited to property taxes, water & sewer use charges, special assessments, cemetery receivables, parking fines, business and animal licenses, and ambulance receivables, that is due/owing to the City of Barre.

**Payer** – A property owner, renter, resident, business/entity, individual, or party receiving service for pay and is indebted to the City of Barre.

**THIS POLICY WILL NOT** interfere with the Barre City Charter, Chapter 6 - Taxation, Section 602, governing how penalties and interest are calculated.

**AUTHORIZATION AND PARTIAL PAYMENT RULES**

The Barre City Council hereby authorizes the Treasurer to enact the following partial payment rules:

1. Effective upon the approval and signing of this policy, the Treasurer will accept partial payment(s) on all current or delinquent levies of the City of Barre.
2. The Treasurer will not be required to mail “remaining balance” bills upon receipt of any partial payment. It is the payer’s responsibility to maintain his/her/its/their payment record(s).
3. Payments received without an indication as to whether they are to be applied to current or delinquent levies will be applied first to current levies of the City of Barre so as to minimize penalty and interest charges which could accrue should a current levy go delinquent.

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**POLICY REVIEW:**

This policy will remain in effect until such time as it is revoked/amended by the Barre City Council.

Adopted and approved by the Barre City Council on November 12, 2013.  
Reviewed and adopted by the Barre City Council on XXXXXXXX XX, 2021.

Thomas J. Lauzon, Mayor /S/  
Carolyn S. Dawes, City Clerk /S/  
Michael A. Boutin /S/  
Anita L. Chadderton /S/  
Charles M. Dindo  
Lucas J. Herring /S/  
Paul N. Poirier /S/  
Michael P. Smith /S/

## City of Barre, Vermont Liquor Control Policies and Procedures

In its capacity as the Local Liquor Control Board (LLCB), as established by 7 V.S.A. §166 and City Ordinance, Sec. 11-27. Liquor Control, the Barre City Council establishes these policies and procedures associated with the approval of Vermont Department of Liquor and Lottery, Division of Liquor Control (VDLC) applications, including, but not limited to, new and renewing liquor ~~and tobacco~~ licenses, outside consumption permits, and requests to cater permits.

### SECTION 1. Annual Blanket Approval Authorization from Vermont Department of Liquor Control.

- a) Annually in January the Clerk will send a request to VDLC, requesting permission to process applications through the following practice:
  - 1.) The LLCB is given a list of all applicants along with copies of applications;
  - 2.) The LLCB is asked if they have any concerns with any applicant on the list, and, if so, those are discussed and voted on separately;
  - 3.) All other applications would be recommended for approval in one motion; and
  - 4.) The City Clerk would affix a label to each application noting approval by the Council acting as the LLCB, and the date of the warned meeting at which approval was granted.

The Clerk will file the written authorization granted by VDLC upon receipt.

### SECTION II. Processing of New Applications.

- a) New applications for first, ~~and~~ second, and third class liquor licenses ~~and tobacco licenses~~ will be submitted to the Barre City Clerk with the appropriate fees payable to the City and/or the VDLC. The Clerk will review delinquent property tax, water/sewer and miscellaneous accounts receivable records to determine if the applicant has any outstanding bills due to the City. If there are delinquent bills, the Clerk will notify the applicant that the Council, acting as the LLCB, will not approve the application until such time as the delinquencies are paid in full or the applicant has entered into a payment agreement for the outstanding amounts.
- b) Once it is determined that the applicant is current on all bills with the City, the Clerk will scan and email the applications to the Police Department and the Fire Department. The Police Department will determine whether it approves of the license. The Fire Department will conduct a fire inspection of the establishment. If the establishment passes the fire inspection, the Fire Department will forward a copy of the inspection report to the Clerk's office to be filed with the application.
- c) Upon approval by the Police and Fire Departments, the Clerk will email a copy of the license(s) to the City Council for consideration at the next regularly scheduled meeting. New license applicants will be required to attend the Council meeting.
- d) At the City Council meeting, the Council will call to order the LLCB and hear such business as will come before it. The LLCB will review the application(s) and interview the applicant(s). Upon completion of the review and interview, the LLCB may take action on the license before them.
- e) If approved by the LLCB, the Clerk will affix a label to the application indicating that the LLCB approved the license and the date of approval, sign the application and mail it to VDLC, along with such fees as were paid by the applicant.

### SECTION III. License Renewals

Liquor licenses run from May 1<sup>st</sup> through April 30<sup>th</sup>, and are generally renewed in the first few months of the calendar year.

- b) Upon receipt of the renewal applications via email from VDLC, the Clerk will print out the applications and any additional information necessary to send to the applicants, and mail the renewals and support materials to the applicants by January 31<sup>st</sup> each year.
- c) As renewal applications are returned to the Clerk's office, the Clerk will review delinquent property tax, water/sewer and miscellaneous accounts receivable records to determine if the applicant has any outstanding bills due to the City. If there are delinquent bills, the Clerk will notify the applicant that the LLCB will not take action on the renewal application until such time as the delinquencies are paid in full or the applicant has entered into a payment agreement for the outstanding amounts.
- d) Once it is determined that the applicant is current on all bills with the City, the Clerk will scan and email the applications to the Police Department. The Police Department will determine whether it approves of the license.
- e) The Clerk will scan and email the applications to the Fire Department. The Fire Department will conduct annual fire inspections of any establishment at which an assembly of 50 or more people is a usual occurrence. If the establishment passes the fire inspection, the Fire Department will forward a copy of the inspection report to the Clerk's office to be filed with the application. If the establishment does not typically hold assemblies of 50 or more people, the Fire Department may choose to inspect the property on a biennial basis rather than yearly.
- f) Upon approval by the Police and Fire Departments, the Clerk will email a listing of all applicants and a copy of the license(s) to the City Council for consideration at the next regularly scheduled meeting.
- g) At the City Council meeting, the Council will call to order the LLCB and hear such business as will come before it. The LLCB will review the application(s) and interview the applicant(s), as necessary. Upon completion of the review and interview, the LLCB may take action on the license before them.
- h) If approved by the LLCB, the Clerk will affix a label to the application indicating that the LLCB approved the license and the date of approval, sign the application and mail it to VDLC, along with such fees were paid by the applicant.

#### **SECTION IV. Request to Cater Permits**

Request to Cater Permit applications will follow these procedures:

- a) Request to Cater Permit applications will be submitted to the Barre City Clerk. Applicants must submit accompanying fees at the time they submit the application, or must have sufficient funds on account at VDLC. The Clerk will review delinquent property tax, water/sewer and miscellaneous accounts receivable records to determine if the applicant has any outstanding bills due to the City. If there are delinquent bills, the Clerk will notify the applicant that no action will be taken on the application until such time as the delinquencies are paid in full or the applicant has entered into a payment agreement for the outstanding amounts.
- b) Once it is determined that the applicant is current on all bills with the City, the Clerk will consider approval of the application based on the following criteria:
  - a. The applicant holds a valid liquor license in the State of Vermont.
  - b. The applicant has been approved for a catering permit in the past in the City of Barre.
  - c. The liquor license(s) and/or catering license of the applicant ~~has~~ have not been suspended or revoked during the previous twelve (12) months.
  - d. Local Liquor Control Board approval is not required by Vermont Liquor Control.



- c) If the applicant meets the criteria above, the Clerk may approve the application by affixing his/her/their signature, and transmitting the application to VDLC by mail, fax or email.
- d) If the applicant does not meet the criteria above, the Clerk shall send the application to the City Council for consideration at the next regularly scheduled meeting.
- e) At the City Council Meeting, the Council will call to order the LLCB and hear such business as will come before it. The LLCB will review the list of applications. Upon completion of review, the LLCB may take action on the application(s) before them.
- f) If the applicant is denied by the City Clerk, he/she/they may appeal to the Barre City Council in its capacity as the LLCB by requesting a hearing before the board.

#### **SECTION V. Other Applications.**

Other applications to be considered that require local approval will follow these procedures:

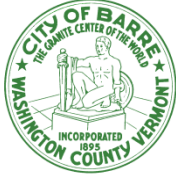
- a) Applications will be submitted to the Barre City Clerk with the appropriate fees payable to the City and/or the Vermont Department-Division of Liquor Control (VDLC). The Clerk will review delinquent property tax, water/sewer and miscellaneous accounts receivable records to determine if the applicant has any outstanding bills due to the City. If there are delinquent bills, the Clerk will notify the applicant that the Council, acting as the Local Liquor Control Board (LLCB), will not take action on the application until such time as the delinquencies are paid in full or the applicant has entered into a payment agreement for the outstanding amounts.
- b) Once it is determined that the applicant is current on all bills with the City, the Clerk will send a list of the applications to the City Council for consideration at the next regularly scheduled meeting.
- c) At the City Council meeting, the Council will call to order the LLCB and hear such business as will come before it. The LLCB will review the list of applications. Upon completion of the review, the LLCB may take action on the application(s) before them.

This policy is effective upon passage by the Barre City Council, acting as the Local Liquor Control Board.

Revised and adopted by the Barre City Council on March 17, 2015.

Revised and adopted by the Barre City Council on XXXXX XX, 2021.

~~Thomas J. Lauzon, Mayor /S/  
Carolyn S. Dawes, City Clerk /S/  
Michael A. Boutin /S/  
Anita L. Chadderton /S/  
Charles M. Dindo /S/  
Lucas J. Herring /S/  
Paul N. Poirier /S/  
Michael P. Smith~~



# ● *City of Barre, Vermont*

*“Granite Center of the World”*

Steven E. Mackenzie, P.E.  
City Manager

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

To: Mayor Lucas Herring and the Barre City Council

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

Re: Department Head Reports

Report Date: January 29, 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:**

- City Hall remains closed to the public. The land records vault in the Clerk's office is open by appointment on Tuesdays, Thursdays and Fridays.
- Continuing to work on TIF state audit. Currently compiling increment related documents and documents related to assessment for submission.
- 2021 dog licenses are available.
- Postcards were mailed to all active voters, who can use a tear off portion to mail back and request an absentee ballot for town meeting. To date we have received approximately 400 ballot requests. Reimbursement is available through the state's CARES Act funds.
- Monday, February 1<sup>st</sup>, is the deadline for consent of candidate forms from candidates for school board seats to be elected on the annual meeting. Ballots will be printed as soon as we have those final names. By statute ballots are to be available at least 20 days before the election.

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

- I met with the Vermont Health Department on Monday and Wednesday at the AUD in preparation of the COVIC vaccinations, that will begin on Thursday.
- On Tuesday, I met with an electrician from Benoit Electric regarding the BOR safety alarm system. Also on Tuesday, I met with Carl Parton from CVSPORTSNET at the BOR as he will be live streaming all of the Spaulding boys and girls hockey games.
- On Wednesday, I participated in a Zoom meeting regarding the City Hall re-organization plan.
- On Thursday, I participated in a phone conversation regarding the possibility of the VPA basketball championships being played at the AUD. The games would be live streamed.
- On Friday, I participated in a Department Head Zoom meeting.
- The Alumni Hall restroom renovation project is moving along, albeit a little behind schedule. The electrical is nearly completed with only the vent fans to install, which involves breaching the east side brick wall. Hopefully that will be completed by next Friday (February 5).
- The Facilities crew assisted with setting up the vaccination clinic and the traffic flow logistics. The crew also started some ceiling and wall repair work at City Hall.

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

- Continued to work with Camp programs on dates that fit for Instructors, etc. A number of emails to coordinate space, school dates and availability of program leaders. Dates have been reworked due to holidays and school ending dates.
- Participated in Safety Committee meeting pertaining to the PACIF safety grant items as well as COVID discussions.
- Participated in a Tier II reporting Microsoft teams meeting pertaining to the 2020 reporting instructions/updates/changes.
- Worked on ice schedule, emails converting game times to practices. Emails / calls pertaining to COVID procedures while at the rink. Awaiting notification as to when games can begin.
- Followed up as I needed clarification on some of the state guidelines for recreational sports. Several emails this week with other rink operators on procedures, etc. – discussing impact – concerns when games begin. Discussion with Refs regarding how the procedures fit in for them once games begin, arrival times, etc.
- Sent two updates to the Civic Center Committee.
- Sent out meeting notices for the February 10 Paths/Routes/Trails committee meeting.
- Attended the Special Department Head ZOOM meeting.
- Was out of the office a day and a half this week.

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

#### **Planning – Janet:**

- Participated in the Energy Committee meeting Monday night and completed the meeting minutes;
- Participated in the City Council meeting Tuesday night for the Downstreet Public Notice;
- Spent a significant time talking with the Assessing District Supervisor regarding the position and the city-wide reappraisal;
- Issued the City-wide Reappraisal RFP;
- Issued the Assessor job notice;
- Continue assisting City Clerk with TIF audit work out of the Assessor software and trying to get answers to her;
- Participated in Special Department Head meeting Friday morning regarding uptick in Covid exposures, protocols, new strains, etc.;
- Continue working with Downstreet on the Recovery Residence application, and getting the forms done that are required by the City – application is due by Feb. 9, so Resolution must be signed by all Councilors prior to so that I can get all the other forms completed and uploaded;
- Attended the City Hall Reorganization Meeting Wednesday afternoon to determine next steps forward;
- Participated in the AARP, Vermont’s Enabling Better Places Workshop on Tuesday and Thursday that was sponsored by the VT Agency of Commerce and Community Development, with a special interest in affordable housing
- Completed a Permits file upload to a realtor as they cannot come to City Hall yet;
- Posted the Transportation Tip Thursday document to the Energy Committee’s webpage;
- Answering questions, phone calls, sent lister cards, assisted fellow staff, timesheets, weekly report write-up, etc.

#### **Permitting – Heather:**

- Issued 1 building permit;
- Issued 3 electrical permits;
- Continued with archiving of old files (scanning zoning work from 1950 forward);
- Researched Irving Oil’s request on Smith St. to add a 30,000 gallon tank to their tank farm and is not allowed as zoning says that while conditional, it needs to meet all requirements of another section that says any expansion must keep it 500 feet from any existing residence, and this cannot be met;
- Researched Mulligan’s Pub kitchen expansion request to make the owner understand he needs to meet the flood hazard regulations;
- Answered all phone messages, emails, filed, picked up paperwork from the office twice weekly, and updated Zoning & Fire Dept. databases.

#### **Assessing Clerk – Kathryn:**

- Regular office tasks: permit copies from Heather into databases, address changes, mapping updates, filing, checking Grand List items, Street numbers, corrections, e-mail messages, phone calls, etc.;

- Processed 6 PTTRs (property transfer returns) for updating all property records in NEMRC, ProVal, and mapping software;
- No download of Homestead filings, and the year-to-date total is still 1743;
- Sent out 3 map copies and 13 lister cards as requested via email or by telephone;
- Working on the 2020 Sales Study from the data sent by the State.

**Assessing-Assessor:**

- Position is vacant;
- Department Director fielded a call from BADC director regarding a parcel out on Allen Street with a pending sale, as he noticed the realtor has it listed in the Industrial zoning district – this is incorrect and is the old zoning district, so I called the realtor to explain that the lister card software is not accurate at the moment to be sure that the buyer understands it is currently zoned as residential. Realtor was not happy, as I discovered more things that are out of date on our software, which I need to fix asap;
- Department Director is prepared 2 of the 4 forms for Council approval and into the Friday Packet, and the other 2 were completed in house;
- Department Director checks email and phone inquiries, but there hasn't been much at this time;
- Department Director has 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:**

- Met with Chief Brent and Deputy Chief Aldsworth to review SoV Department of Health vaccination grant process
- Reviewed and updated three financial policies for council adoption
- Reconciled Q2 employee payroll withholdings
- Reconciled Q4 payroll to the 941 filing
- Attended Council meeting and presented FY21 Q2 financial update via Zoom
- Participated in several discussions regarding SRF loans
- Participated in DH COVID-19 discussion/update via Zoom
- Researched prior VCDP grant documents for guidance on new application
- Distributed Budget to Actual reports to DHs
- Received FEMA funds for the remaining COVID-19 materials covered by the CARES Act Funds
- Attended City Hall rearrangement discussion with DHs
- Reviewed AP Invoices

**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.

**BARRE**

**Copy of Departmental Activity Report**

Current Period: 01/21/21 to 01/27/21, Prior Period: 01/14/21 to 01/20/21

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
<b>Dispatch/Remote Station Incidents*</b>				
EMS Incidents	0	0.00	0	0.00
NFIRS Incidents	0	0.00	0	0.00
	0	0.00	0	0.00
<b>Fire Alarm Situations</b>				
Combustible/flammable spills & leaks	1	0.85	0	0.00
Electrical wiring/equipment problem	0	0.00	1	0.30
Emergency medical service (EMS) Incident	34	80.21	47	99.63
Hazardous condition, Other	0	0.00	1	1.00
Malicious, mischievous false alarm	2	1.00	0	0.00
Medical assist	0	0.00	1	1.20
Rescue, emergency medical call (EMS), other	1	1.80	2	2.97
Steam, Other gas mistaken for smoke	1	5.76	0	0.00
System or detector malfunction	0	0.00	2	3.75
	39	89.62	54	108.85
<b>Hydrant Activities</b>				
Flow Tests	0	0.00	0	0.00
Inspections	0	0.00	0	0.00
	0	0.00	0	0.00
<b>Non-Incident Activities</b>				
COMP TIME USED	1	24.00	0	0.00
COVID 19 SCREENING COMPLETED	21	0.56	25	0.56
DAY SHIFT COVERAGE	4	48.00	2	24.00
E 3 - OUT OF SERVICE	0	0.00	1	3.25
FD VEHICLE FUELING - DIESEL	0	0.00	4	0.58
FILL IN	3	24.00	0	0.00
NIGHT SHIFT COVERAGE	2	24.00	2	24.00
ON DUTY	22	504.00	24	550.00
PERSONAL TIME USED	0	0.00	1	2.00
SICK TIME USED	4	84.00	2	48.00
VACATION USED	4	84.00	4	72.00

\* 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.

**BARRE**

**Copy of Departmental Activity Report**

Current Period: 01/21/21 to 01/27/21, Prior Period: 01/14/21 to 01/20/21

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
<b>Non-Incident Activities</b>				
	61	792.56	65	724.39
<b>Occupancy Inspections/Activities</b>				
ALARM TESTING/MAINTENANCE	3	0.16	1	0.05
	3	0.16	1	0.05
<b>Testing/Maintenance of Equipment</b>				
FUEL FILTER	0	0.00	1	0.00
	0	0.00	1	0.00
<b>Training</b>				
BLEEDING CONTROL	6	12.00	0	0.00
BUILDING CONSTRUCTION	0	0.00	2	1.75
DOCUMENTATION	0	0.00	5	5.00
DRIVER TRAINING (DRIVING STREETS)	0	0.00	2	2.00
FORCIBLE ENTRY	0	0.00	4	3.00
GENERAL DRIVER TRAINING	0	0.00	12	12.00
HYDRANTS	4	6.00	5	5.00
Medical Assessment	2	2.00	0	0.00
PATIENT ASSESSMENT	2	3.00	0	0.00
VT DIVISION OF FIRE SAFETY TRAINING	0	0.00	4	29.32
	14	23.00	34	58.07

\* 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.



# Media Log Report

Rev.01/26/12

From: 01/18/2021 0:13

To: 01/25/2021 7:50

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100</b>		<b><u>Barre City Police Department</u></b>	
1/25/21 7:50	21BA000528	<i>Suicide - Attempted</i>	Bugbee Ave
1/25/21 7:07	21BA000527	<i>Accident - Non Reportable</i>	Washington St
1/25/21 2:28	21BA000525	<i>Suspicious Event</i>	High Holburn Street
Unknown suspicious event on High Holburn St.			
1/25/21 1:48	21BA000524	<i>Assist - Public</i>	
1/25/21 1:24	21BA000523	<i>Parking - Winter Ban - Ticket</i>	Fourth St
Winter parking ban enforcement.			
1/25/21 0:03	21BA000522	<i>Animals - Cruelty to</i>	S Main St
1/24/21 23:45	21BA000521	<i>Welfare Check</i>	Highgate Dr
Welfare check on a juvenile at Highgate Apartments			
1/24/21 22:14	21BA000520	<i>Traffic Stop</i>	Burnham St
traffic stop for failure to stop at redlight on burnham st			
1/24/21 21:06	21BA000519	<i>Juvenile Problem</i>	Academy St
Juvenile problem on academy st			
1/24/21 20:49	21BA000518	<i>TRO/FRO Service</i>	Pleasant St
Attempted TRO service on Pleasant St.			
1/24/21 20:16	21BA000517	<i>Larceny - from Building</i>	Mount St
Female reporting money stolen from her purse			
1/24/21 19:17	21BA000516	<i>Prisoner</i>	Fourth St
1/24/21 19:12	21BA000515	<i>Assist - Agency</i>	Summer St / St Monica Church
Assist to Berlin Police Dept.			
1/24/21 18:10	21BA000514	<i>Vandalism</i>	Maple Grove
Report of eggs being thrown at a residence on Maple Grove			
1/24/21 17:50	21BA000513	<i>Welfare Check</i>	Harrington Ave
1/24/21 17:35	21BA000512	<i>Welfare Check</i>	S Main St
Welfare check at the Tilden House			
1/24/21 16:48	21BA000511	<i>Suspicious Person</i>	Pearl St
Suspicious person on Pearl St			
1/24/21 11:53	21BA000510	<i>Welfare Check</i>	North Main St
welfare check n main st			
1/24/21 11:45	21BA000509	<i>Assist - Motorist</i>	Hope Cemetary
1/24/21 10:35	21BA000508	<i>Animal Problem</i>	Harrington Ave
animal problem barre city			
1/24/21 9:36	21BA000507	<i>Drugs - Intel received</i>	Fourth Street

# Media Log Report

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From: 01/18/2021 0:13

To: 01/25/2021 7:50

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100</b>			
<b><u>Barre City Police Department</u></b>			
1/24/21 6:54	21BA000506	Assist - Other	North Main St
1/24/21 4:06	21BA000505	Suspicious Event	Pearl St Ext
1/24/21 0:30	21BA000504	Parking - Winter Ban - Ticket	North Main Street
1/24/21 0:29	21BA000503	Supervisory Duties - Case review	North Main Street
Supervisory Duties- Case Review			
1/24/21 0:01	21BA000502	Domestic Disturbance	Washington St
Domestic disturbance on Washington St, one subject arrested and lodged			
1/23/21 23:29	21BA000501	Stalking	Oliver St
Public assist on Oliver St			
1/23/21 20:40	21BA000500	Prisoner	Fourth Sreet
1/23/21 20:29	21BA000498	Prisoner - Lodging/Releasing	Fourth Sreet
Release of male prisoner			
1/23/21 20:23	21BA000499	Prisoner - Lodging/Releasing	Fourth Sreet
Intake of male prisoner			
1/23/21 19:46	21BA000497	Prisoner - Lodging/Releasing	Fourth Sreet
Released prisoner to his mother.			
1/23/21 18:55	21BA000496	Assault - Aggravated	River Street
Male arrested for aggravated assault			
1/23/21 18:02	21BA000494	Trespass	High
Resident of Highgate calling to reporting unknown male wandered into her apartment			
1/23/21 17:55	21BA000495	Suspicious Vehicle	Corti St
Suspicious vehicle reported on Corti Street.			
1/23/21 17:41	21BA000493	Accident - Non Reportable	South Main St
1/23/21 17:25	21BA000492	Assist - Agency	Fourth Street
Assist to WCSAO			
1/23/21 17:05	21BA000491	Assist - Public	River St
Male calling to report an issue with landlord			
1/23/21 15:54	21BA000490	Training-In-Service	Fourth Sreet
1/23/21 12:59	21BA000489	Trespass	Summer St
trespass summer st			
1/23/21 12:24	21BA000488	Domestic Disturbance	Merchant St
1/23/21 12:06	21BA000487	Suspicious Event	Fourth St
suspicious event barre city			

**Media Log Report**

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**From:** 01/18/2021 0:13**To:** 01/25/2021 7:50

<b>Date/Time</b>	<b>Incident #</b>	<b>Call Type</b>	<b>Location</b>
<b>ORI: VT0120100</b>		<b>Barre City Police Department</b>	
1/23/21 11:41	21BA000486	<i>Threats/Harassment</i>	N Main St
threats/harassment n main st			
1/23/21 11:21	21BA000485	<i>VIN verification</i>	Fourth St
1/23/21 11:09	21BA000484	<i>Assist - Other</i>	Fourth St
assist other barre city			
1/23/21 10:26	21BA000483	<i>Supervisory Duties - Case review</i>	4th
1/23/21 9:55	21BA000482	<i>Welfare Check</i>	Merchant St
welfare check Merchant St			
1/23/21 7:35	21BA000481	<i>Mental Health Issue</i>	South Main St
MH issue s main st			
1/23/21 1:36	21BA000476	<i>Parking - Winter Ban - Ticket</i>	North Main St
1/23/21 0:14	21BA000478	<i>Welfare Check</i>	North Main St
welfare check n main st			
1/23/21 0:03	21BA000480	<i>Prisoner</i>	Fourth Street
1/23/21 0:00	21BA000479	<i>Prisoner - Lodging/Releasing</i>	Fourth Street
1/22/21 23:44	21BA000477	<i>False Public Alarms</i>	Prospect St
Report of box alarm being pulled located at Gusto's			
1/22/21 23:09	21BA000475	<i>Suspicious Person</i>	Burnham St / Capital Candy
Suspicious person located on Burnham Street.			
1/22/21 22:54	21BA000474	<i>Larceny - from Motor Vehicle</i>	North Main Street
Larceny from a Motor Vehicle on North Main Street			
1/22/21 22:49	21BA000473	<i>Vandalism</i>	Pearl St
Vandalism at Downtown Rentals, subject found and arrested for numerous violations.			
1/22/21 21:09	21BA000472	<i>Suspicious Event</i>	North Seminary Street
Disorderly act on Thurston Place.			
1/22/21 19:31	21BA000471	<i>Domestic Disturbance</i>	Franklin St
Domestic disturbance on Franklin St			
1/22/21 19:17	21BA000470	<i>Welfare Check</i>	North Main Street
1/22/21 17:57	21BA000469	<i>Assist - Public</i>	South Main Street
Public assist on s main st			
1/22/21 16:53	21BA000468	<i>Suspicious Event</i>	North Main St
1/22/21 16:16	21BA000467	<i>Overdose</i>	Harrington Ave
Assisted Barre City EMS with an overdose on Harrington Ave.			
1/22/21 15:50	21BA000466	<i>Training-In-Service</i>	Fourth Street

**Media Log Report**

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**From:** 01/18/2021 0:13**To:** 01/25/2021 7:50

<b>Date/Time</b>	<b>Incident #</b>	<b>Call Type</b>	<b>Location</b>
<b>ORI: VT0120100</b>		<b><u>Barre City Police Department</u></b>	
1/22/21 15:37	21BA000465	Assist - Other	Sheridan St
Citizen assist at the PD.			
1/22/21 15:04	21BA000464	Welfare Check	Harrington Ave
Welfare check on Harrington Ave.			
1/22/21 12:51	21BA000463	Threats/Harassment	Washington St
Harassment complaint on Washington Street.			
1/22/21 12:20	21BA000462	Drugs - Intel received	Camp St
1/22/21 10:46	21BA000461	Subpoena Service	Maple Ave
Subpoena service on Maple Ave.			
1/22/21 10:38	21BA000460	Assist - Other	Plain St
C. W. advised person may have moved out of an apartment. He arrived and found windows unsecure.			
1/22/21 10:25	21BA000459	Animal Problem	RT 62 / Berlin St
1/22/21 9:42	21BA000458	Trespass	S Main St
C. W. advised of a homeless woman that needs to be trespassed on South Main St.			
1/22/21 9:37	21BA000457	Assist - Other	Brook St
C. W. wanted to speak with an officer.			
1/22/21 8:26	21BA000456	Disturbance	Washington St
Neighbor dispute on Washington St.			
1/22/21 8:04	21BA000455	Alarm - Security	S Main St
Security alarm activation on South Main St.			
1/22/21 6:49	21BA000454	Domestic Disturbance	Bolster Ave
Domestic disturbance.			
1/22/21 2:14	21BA000453	Parking - Winter Ban - Ticket	Fourth St
Winter parking ban enforcement.			
1/22/21 1:00	21BA000363	Parking - Winter Ban - Ticket	Fourth St
Winter parking enforcement.			
1/21/21 23:50	21BA000452	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
1/21/21 23:05	21BA000451	Subpoena Service	Washington Street
Served subpoena on N Main Street.			
1/21/21 20:13	21BA000450	Disturbance	Maple Ave
Disturbance reported on Maple Ave.			
1/21/21 19:15	21BA000449	Assist - Other	Maple Avenue
Served Final Stalking Order on Maple Ave.			
1/21/21 18:42	21BA000448	Assist - Other	Fisher Road
Public Assist on Seminary Street.			
1/21/21 18:24	21BA000447	Mental Health Issue	Seminary St
Mental Health Issue Seminary st Barre City			

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Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      Barre City Police Department</b>			
1/21/21 17:48	21BA000446	Accident - Property damage onl	Beverage Baron
1/21/21 17:04	21BA000445	Assist - Agency	Fourth St
agency assist at PD			
1/21/21 16:47	21BA000444	Assist - Other	Orange St
assist at PD			
1/21/21 16:46	21BA000443	Domestic Disturbance	Foster St
Report of domestic disturbance on Foster Street.			
1/21/21 16:00	21BA000442	Training-In-Service	Fourth Sreet
1/21/21 15:47	21BA000441	Trespass	S Main St
1/21/21 15:38	21BA000440	Welfare Check	S Main St
1/21/21 15:13	21BA000439	Motor Vehicle Complaint	Prospect St
Report of broken down vehicle on Prospect Street			
1/21/21 12:33	21BA000438	Drugs - Suspicious	N Main St
1/21/21 12:32	21BA000437	Suspicious Event	Keith Ave
Fraud reported on Keith Ave.			
1/21/21 11:55	21BA000436	911 Hangup	Washington St
1/21/21 8:41	21BA000435	Directed Patrol - Other	Fourth St
1/21/21 8:04	21BA000434	Assist - Agency	Fourth St
1/21/21 3:20	21BA000433	Alarm - Security	N Main St
Security alarm activation on North Main St.			
1/21/21 1:20	21BA000432	Assist - Agency	Paine Turnpike South
Assist Berlin PD.			
1/21/21 1:00	21BA000431	Parking - Winter Ban - Ticket	Fourth St
Winter parking ban enforcement.			
1/21/21 0:52	21BA000430	Assist - Agency	Paine Turnpike South
Agency assist to Berlin Pd on Paine Turnpike South			
1/21/21 0:12	21BA000429	911 Hangup	Circle St
911 Hang-up Call on Circle Street			
1/20/21 23:48	21BA000428	Larceny - Other	River St
Mental Health Issue on River St			
1/20/21 21:23	21BA000427	Assist - Other	Randolpph Public School
1/20/21 20:36	21BA000426	Assist - Other	Cvmc Hospital Loop Bldg C

# Media Log Report

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Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      <u>Barre City Police Department</u></b>			
Assist Barre City			
1/20/21 17:32	21BA000424	Assist - Public	East Street
Assist East St Barre City			
1/20/21 17:09	21BA000423	TRO/FRO Service	Prospect St
TRO service on Prospect St			
1/20/21 16:58	21BA000422	Threats/Harassment	Spaulding St
Threatening complaint on Spaulding St.			
1/20/21 16:53	21BA000421	Assist - Public	Union Brook Road
Public assist Barre City.			
1/20/21 16:31	21BA000420	Accident - Property damage only	Berlin And Prospect
accident property damage only Prospect St			
1/20/21 16:25	21BA000419	Larceny - Other	Orange Street
Larceny from Orange St.			
1/20/21 16:00	21BA000425	Training-In-Service	Fourth Sreet
1/20/21 15:38	21BA000418	Assist - Other	Sheridan St
assist other sheridan st			
1/20/21 14:29	21BA000417	Kidnapping	Spaulding St
1/20/21 14:20	21BA000416	Accident - Property damage only	Keith Ave
Parking lot accident			
1/20/21 13:14	21BA000415	Directed Patrol - Other	Fourth St
1/20/21 11:50	21BA000414	Noise	Pearl St
noise pearl st			
1/20/21 11:15	21BA000413	Assist - Agency	Fourth St
1/20/21 10:52	21BA000412	Assist - Other	Spaulding St
Public assist on Spaulding St.			
1/20/21 10:45	21BA000411	Welfare Check	Bromur St
1/20/21 10:10	21BA000410	Cruelty to a Child	Granite Street
1/20/21 9:35	21BA000409	Identity Theft	Beckley St
Identity theft on Beckley St.			
1/20/21 8:44	21BA000408	Vandalism	Sheridan St
vandalism Sheridan St			
1/20/21 8:41	21BA000407	Directed Patrol - Other	Addison Dr
directed patrol			
1/20/21 8:39	21BA000406	Vandalism	Madison Ave
vandalism Madison Ave			

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<b>Date/Time</b>	<b>Incident #</b>	<b>Call Type</b>	<b>Location</b>
<b>ORI: VT0120100</b>		<b>Barre City Police Department</b>	
1/20/21 1:22	21BA000405	<i>Parking - Winter Ban - Ticket</i>	Fourth St
Winter parking ban enforcement			
1/20/21 0:26	21BA000404	<i>Accident - Property damage only</i>	Merchant St / Summer St
On car motor vehicle accident on Merchant St.			
1/19/21 21:35	21BA000403	<i>Assist - Agency</i>	Spaulding St
Agency Assist Locating Runaway Juvenile on Spaulding Street			
1/19/21 19:11	21BA000402	<i>Assault - Simple</i>	Upland Ave
Assault on Upland Ave			
1/19/21 18:30	21BA000401	<i>Drugs - Intel received</i>	Fourth St
1/19/21 16:10	21BA000400	<i>Welfare Check</i>	Prospect St
welfare check barre city			
1/19/21 15:52	21BA000399	<i>Directed Patrol - Other</i>	Fourth Street
1/19/21 15:03	21BA000398	<i>DUI - Alcohol</i>	N Main St
1/19/21 14:31	21BA000397	<i>VIN verification</i>	Fourth St
vin verification fourth st			
1/19/21 14:30	21BA000396	<i>Motor Vehicle Complaint</i>	North Main St / Berlin St
1/19/21 12:54	21BA000395	<i>Violation of Conditions of Release</i>	Fourth St
vcor barre city			
1/19/21 12:23	21BA000394	<i>911 Hangup</i>	South Main Street
911 hang up s main st			
1/19/21 10:02	21BA000393	<i>Assist - Agency</i>	North Main St
Assist-Agency on North Main Street			
1/19/21 3:17	21BA000392	<i>Prisoner</i>	Fourth St
1/19/21 3:17	21BA000391	<i>Prisoner - Lodging/Releasing</i>	Fourth St
Prisoner Lodging on Fourth Street.			
1/19/21 1:54	21BA000390	<i>Parking - Winter Ban - Ticket</i>	Fourth St
Winter parking ban enforcement.			
1/18/21 21:45	21BA000389	<i>Larceny - from Building</i>	Gallow Ave
Resident reporting a female guest stole jewelry from the residence			
1/18/21 19:37	21BA000388	<i>Suspicious Event</i>	Granite St
Reckless Endangerment of a Child on Granite Street.			
1/18/21 17:31	21BA000387	<i>Suspicious Event</i>	Brook St / Brook St School
Suspicious event on North Seminary St.			
1/18/21 17:21	21BA000386	<i>Domestic Disturbance</i>	Beckley St
Domestic disturbance on Beckley St.			
1/18/21 17:05	21BA000385	<i>Welfare Check</i>	Summer St

## Media Log Report

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To: 01/25/2021 7:50

Date/Time	Incident #	Call Type	Location
<b>ORI: VT0120100      <u>Barre City Police Department</u></b>			
Welfare check on Summer St.			
1/18/21 17:00	21BA000384	Domestic Disturbance	Gallow Ave
Domestic Disturbance on Gallow Ave.			
1/18/21 16:49	21BA000383	Disturbance	N Main St
Disturbance on North Main Street			
1/18/21 15:15	21BA000382	Trespass	Washington St
1/18/21 14:47	21BA000381	Domestic Disturbance	Washington St #
domestic disturbance washington st			
1/18/21 12:43	21BA000380	Threats/Harassment	North Main St
threats/harassment n main st			
1/18/21 12:01	21BA000379	Animal Problem	North Main St
animal problem n main st			
1/18/21 11:58	21BA000378	Digital Forensics	
1/18/21 11:07	21BA000377	Mental Health Issue	French St
MH issue French St			
1/18/21 10:42	21BA000376	Accident - Non Reportable	Maple Ave / Hope Cemetery
Accident non-reportable.			
1/18/21 9:25	21BA000375	Surveillance	Main Street
Surveillance			
1/18/21 8:55	21BA000374	Assist - Agency	Fourth Street
Agency assist			
1/18/21 8:34	21BA000373	Directed Patrol - Other	Fourth Street
Directed Patrol Barre			
1/18/21 8:28	21BA000372	Assist - Other	Ayer St
Public assist Ayer St.			
1/18/21 8:21	21BA000371	Mental Health Issue	Fourth Street
MH issue barre city			
1/18/21 8:10	21BA000370	Background Investigation	Fourth Street
1/18/21 7:00	21BA000369	Assist - Agency	Airport Rd
An officer assisted the Berlin PD			
1/18/21 5:25	21BA000368	Animal Problem	John St / Berlin St
An Officer looked into the report of an animal problem on Berlin St.			
1/18/21 1:07	21BA000367	Suspicious Person	Washington St
An Officer assisted a woman on Washington St.			
1/18/21 0:13	21BA000364	Noise	S Main St
Report of a female yelling outside the Tilden House			
<hr/>			
<b>Total Incidents    163</b>			