

SPECIAL COUNCIL MEETING
Tuesday, February 16, 2021, 6:00pm

Join Zoom Meeting

<https://zoom.us/j/95613164796?pwd=bnBkeGlzUzArRlJOSHk2SSZlUVBNQT09>

Meeting ID: 956 1316 4796

Passcode: 570803

+1 929 205 6099 US (New York)

1. Call to Order
2. Executive Session
3. Adjourn

REGULAR COUNCIL MEETING
Tuesday, February 16, 2021, 7:00pm
City Council Chambers

Join Zoom Meeting

<https://zoom.us/j/95613164796?pwd=bnBkeGlzUzArRlJOSHk2SSZlUVBNQT09>

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 February 9, 2021
 - B. Approval of City Warrants from Week of Wednesday February 17, 2021
 - C. Clerk’s Office Licenses and Permits
 - D. Authorization to Submit CVRPC Technical Assistance Grant Application
 - E. Authorization to Submit CRWSF Loan Application for Water Distribution System Assets Management Plan
 - F. Ratification of Appointment of Janet Shatney as Interim Assessor (Manager)
4. City Clerk & Treasurer Report
5. Liquor Control Board
6. City Manager’s Report
7. Visitors and Communications
8. Old Business:
 - A. None
9. New Business
 - A. Civilian Oversight and Advisory Board Update (Bob Nelson)
 - i. Change of name to Civilian Advisory Board
 - ii. Approve Committee Charge and Objectives
 - B. Cow Pasture Stewardship Committee Update (Chris Fraysier)
 - C. Committee Charge Outreach and Follow Up (Mayor)
 - D. Review of the Proposed FY21 General Fund Budget (Manager)
 - E. Discussion of TIF Timeline and Merchant’s Row Action Plan (Manager)
 - F. Approve Minimum Bid Amount for East Montpelier Parcel Sale (Manager)
 - G. Authorization to Execute Services Amendment with ATC Environmental re: Enterprise Aly Remediation Project (Manager)
 - H. Review and Approval of Policies
 - i. Cash Receipts and Procedures Policy
 - I. Discussion on Police Ticketing Ordinance (Councilor Boutin)
 - J. Resolution 2021-04 Support the BCEMS School Resource Officer (Councilor Boutin)

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/*

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 15

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

Wednesday, February 17

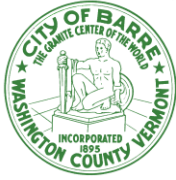
Transportation Advisory Committee, 6:15pm, Virtual (ZOOM)

Thursday, February 18

ADA Committee, 10am, 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



City of Barre, Vermont

“Granite Center of the World”

Steven E. Mackenzie, P.E.
City Manager

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

MEMO

TO: City Council
FR: The Manager
CC:
DATE: 02/12/21
SUBJECT: Packet Memo re: 02/16/21 Council Agenda Items

Councilors:

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

Executive Session (6:00 p.m.):

The City negotiations team concluded our FOP CBA preparations last Thursday and is prepared to meet with the Council in Executive Session Tuesday to obtain Council input on City proposals. I am waiting for a summary Briefing Memo being prepared by our Labor Attorney, Scott Cameron, which I do not expect until over the weekend. As soon as it is received and I have reviewed with Scott, I will forward prior to Tuesday's Meeting. I hope to forward it NLT Sunday morning.

New Business:

9. D. General Fund Budget Presentation

I have no packet inclusion. This will be a Power Point presentation at the next two (2) Council meetings.

9.F East Montpelier Parcel Minimum Bid Amount

I have included an abbreviated portion of the Appraisal (first 3 pages), but have not include the full 65-page Appraisal as that was forwarded earlier this week to Council. I have not had a chance to speak with Mr. Martin to obtain some perspective on his Appraisal. I believe you are aware that the 53-acre property is assessed at \$125,000 on the Town's Grand List, and our former Assessor provided an opinion of value of \$240,000. That said, absent any basis from a conversation with Mr. Martin, my recommendation is to use the \$70,000 Appraised value as established by the independent appraiser as the minimum Bid Amount.

**Regular Meeting of the Barre City Council
Held February 9, 2021**

The Regular Meeting of the Barre City Council was called to order on video conference by Mayor Lucas Herring at 7:00 PM. In attendance, participating on video or phone, were: From Ward I, Councilor Jake Hemmerick; 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 Steve Mackenzie, Police Chief Tim Bombardier, Fire Chief Doug Brent, and Clerk/Treasurer Carol Dawes.

Absent: From Ward I, Councilor John Steinman.

Adjustments to the Agenda: Manager Mackenzie added Council ratification of Janet Shatney as the newly appointed Interim Assessor. The item will be taken up at the end of the agenda.

Approval of Consent Agenda:

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

- Minutes of the following meetings:
 - Regular Meeting of February 2, 2021
- City Warrants as presented:
 - Approval of Week 2021-06, dated February 10, 2021:
 - Accounts Payable: \$573,037.28
 - Payroll (gross): \$124,691.44
- 2021 Licenses & Permits:
 - Vehicles for Hire Drivers Licenses:
 - Samuel James Fisk, Elite Taxi

The City Clerk/Treasurer Report –

Clerk/Treasurer Dawes reported on the following:

- Third quarter property taxes are due by February 16th, as the 15th is Presidents' Day.
- Ballots for the March 2nd annual town meeting elections have been received. More than 1,100 ballots are being mailed out to those who have requested them to date.

Liquor Control – NONE.

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

- COVID update: no operational changes since last week. Governor Scott has loosened restrictions on team sports, and hockey games may begin this Friday.
- The auditorium is being used as a state COVID vaccination site at least through March.
- The reappraisal RFP and the full-time assessor notice were released in late January.
- The proposed FY22 budget will be posted on the City website by the end of the week. The Manager is developing his annual budget presentation.
- Annual report books are due next week.

Visitors and Communications – NONE

Old Business – NONE

New Business –

A) Employee Longevity Recognition Program.

Manager Mackenzie reviewed the list of employees who had their anniversaries in 2020 including:

Bill Demell	Streets	10 years
John Mott	Police – Meters	10 years
Matt Cetin	Fire	15 years
Mike Charbonneau	Fire	15 years
William Haynes	Fire	15 years
Larry Eastman	Police	20 years
Rob Lowe	Dispatch	20 years
Kathryn Bramman	Assessing	35 years
Donny Bullard	Cemetery	40 years
Joe Rouleau	Wastewater	40 years

Council acknowledged and thanked these employees for their years of service to the City.

B) Mayoral Proclamation for Barre City Employee Recognition Week.

Mayor Herring read his proclamation naming February 8-14 as Employee Recognition Week.

C) Aldrich Library Quarterly Update.

Library executive director Loren Polk gave a Powerpoint year-at-a-glance presentation for 2020 highlighting the number of books and digital titles borrowed, number of computer sessions, and over 70,000 visits to the library in spite of COVID. While closed to the public, the library continues to offer curbside services, appointments for computer access, assistance to Capstone for income tax prep, and assistance with online registrations for COVIC vaccinations. The library received a grant to install an enhanced router in the East Barre branch, which is providing additional WiFi coverage to the surrounding communities. The library is adding to the oral history collection on the website, they're holding a virtual benefit auction through the month of February, and continue to offer virtual book discussions.

D) Barre Area Development Quarterly Update.

BADC executive director Cody Morrison gave a Powerpoint presentation on recent activities including technical assistance research, business recruitment, marketing, business assistance, expansion opportunities, compiling inventories of commercial properties and developable land, grant assistance, and advertising. Mr. Morrison spoke of COVID impacts on the regional labor market and economic recovery.

E) Barre Partnership Update.

Barre Partnership executive director Tracie Lewis gave a Powerpoint presentation covering events and activities over the past three months including holiday decorating, the ugly sweater contest, Barre Bucks local merchant holiday promotion, and the holiday house decorating contest. Ms. Lewis said the Partnership has applied for a grant to install seating and décor along the Pearl Street pedestrian way, and is holding a snowman contest through February.

F) Vermont Human Trafficking Taskforce Presentation.

Roz Renfrew and Katie Newell from the Vermont Human Trafficking Task Force gave a Powerpoint presentation on the program, which has been in existence for 10 years. Councilor Reil serves on the Task Force's training and outreach committee. Ms. Renfrew spoke about multi-disciplinary outreach, supporting survivors, and holding perpetrators accountable. Ms. Newell said they work closely with the US Attorney's office, VT Attorney General's office, VT Department of Children and Families, and VT State Police. The Task Force helps victims navigate the systems and services. Ms. Newell spoke of the elements of human trafficking, cases in Vermont, and how to support survivors.

G) Review Council Onboarding Document.

Mayor Herring gave a brief overview of the document. Councilor Reil said she will work on creating a glossary of acronyms.

Other) Appointment of Interim Assessor.

Manager Mackenzie said on advice from City Attorney Oliver Twombly, he has appointed Planning Director Janet Shatney as Interim Assessor until the position is filled. Mr. Twombly recommended the appointment be presented to and ratified by the Council. Council ratified the appointment on motion of Councilor Boutin, seconded by Councilor Hemmerick. **Motion carried on roll call vote, with all voting in favor.**

Round Table –

Councilor Hemmerick said it was great to hear the updates from the local organizations. He asked how much money was raised through the holiday parking meter program, and Manager Mackenzie said approximately \$2,200 was raised and donated to the Vermont Foodbank.

Executive Session – NONE

The Council meeting was adjourned by Mayor Herring at 9:07 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

Water Infrastructure

FINANCING PROGRAMS



State Revolving Loan Programs

FUNDING APPLICATION

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

Select the Type of Entity this application is for:

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

LOAN TYPE

This section may be completed by engineer or applicant

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

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

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

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT			DATE OF APPLICATION		
City of Barre					
SYSTEM NAME		WSID NUMBER	WASTEWATER PERMIT NUMBER		
Barre City Water Department		5254			
MAILING ADDRESS	TOWN	STATE	ZIP		
6 North Main Street	Barre City	VT	05641		
PHONE	CELL PHONE	TAX ID	DUNS NUMBER		
(802) 476-0250	802-793-4718	03-6000356	0 9 2 0 6 1 2 6 6		

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

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

PHONE

(802) 476-0250

CELL PHONE

(802) 793-4718

EMAIL ADDRESS

smicheli@barrecity.org

ALTERNATE AUTHORIZED REPRESENTATIVE(S)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME

Dawn Monahan

TITLE

Finance Director

MAILING ADDRESS

6 North Main Street, Suite 3

TOWN

Barre City

STATE

VT

ZIP

05641

PHONE

(802) 476-0252

CELL PHONE

EMAIL ADDRESS

financedirector@barrecity.org

Add Alternate Representative

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

This section may be completed by engineer or applicant

FIRM NAME

Dufresne Group

CONTACT NAME

Brian Baker

MAILING ADDRESS

297 South Main Street

TOWN

Barre City

STATE

VT

ZIP

05641

PHONE

(802) 479-3698

CELL PHONE

EMAIL ADDRESS

bbaker@dufresnegroup.com

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title: Barre City Water Distribution Asset Management Plan

Total amount requested for this loan: \$ 50,000

Total projected project cost: \$ 50,000

Please describe the history of the project:

Asset Management grants have been utilized in the past to complete an Asset Management Plan (AMP) for the City of Barre water treatment facility. An additional grant was utilized to start the mapping and inventory sections. With this loan, the City of Barre and Dufresne Group intend to complete the AMP.

Please describe who will benefit from the proposed project:

After the Asset Management Plan is complete, the City will be able to organize and prioritize the repair and/or replacement of failing water distribution components. This will make more efficient use of the limited funds available.

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

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

The project will complete the City Water Distribution System Asset Management Plan in accordance with DWSRF Guidance Document #26. Mapping has been started under a 2017 Asset Management Grant. The mapping will be completed and a complete inventory will be created. The other components will be completed as described in Guidance Document #26.

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

SITE INFORMATION

This section may be completed by engineer or applicant

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

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

Yes No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date:

Estimated Project Completion Date:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount
January - March	2021	\$1,000
April - June	2021	\$29,000
July - September	2021	\$10,000
October - December	2021	\$10,000
<input type="button" value="Add Another Quarter"/>		
TOTAL -->		\$50,000

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	\$2,544,253	\$2,511,375	\$2,884,780	\$3,000,171	\$3,120,178
Amount Collected	\$2,257,470	\$2,328,610	\$2,538,606	\$2,700,154	\$2,808,160
Amount Uncollected/Outstanding	\$286,783	\$182,765	\$346,174	\$300,017	\$312,018

Estimated Amount of Commercial Revenue	\$508,851	\$502,275	\$576,956	\$600,034	\$624,036
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Does the system use tax revenue to support any utility related activities, including capital projects?

Yes No

WATER FEE BASIS & RATES (only applicable to public community water systems)

This section may be completed by engineer or applicant

What is your current method to assess water fees (check the description that most closely matches your methods)?

- Metered/Variable Rate - Rates are based on a metered rate (flow rate) in addition to a fixed rate (base rate).
- Unmetered Flat Rate - Customers are charged a flat rate that does not vary based on flow.
- Both Metered & Unmetered - There is a combination of metered and unmetered customers.
- Property Tax Based - Rates are based on property taxes.

Total Number of Residential Connections: (multi-unit connections count as more than 1, for example, a duplex counts as 2 and a 10 unit apartment Building counts as 10)	6,552
Total amount of water used last year by commercial, industrial, and institutional connections (gal or cuft):	5,779,000
Calculate Equivalent Residential Units (ERUs) by dividing the number above by 76,650 gal or 10,240 cuft.:	76650
Total Equivalent Residential Connections (ERUs) -->	6,627

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):	\$1,604,760
Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):	\$1,556,617

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

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt?	\$7,271,361
What is the applicant's total annual long-term debt payment?	\$386,794

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	\$386,794	\$397,604	\$407,983	\$419,612	\$431,675	\$444,237

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
Water System Construction	Direct	2034	\$4,793,062
Deep Rock Water System	Direct	2035	\$118,226
Water Portion of N. Main St Re	Direct	2031	\$171,863

Nelson St Hydro	Direct	2044	\$232,455
Trestle Project	Direct	2045	\$358,220
Spillway	Direct	2025	\$382,035
Water Capital Proj(begin FY20)	Direct	2049	\$1,215,500
<input type="button" value="Add Another Long-Term Debt"/>			
		Total As of -->	
		6/30/2020	\$7,271,361

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

- Yes No

Purpose of Authorized but Unissued Debt	Amount
Capital projects, water, WW & stormwater, voter approved 3/3/2020 (Water portion)	76,750

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

- Yes No

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

- Yes No

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

Anticipate water main size increase, hydrant density improvements, building improvements, dam safety improvements

Does the Applicant have an annual or cumulative deficit?

- Yes No

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

- Yes No

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

- Yes No

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

The completion of an Asset Management Plan will reduce the user costs by identifying specific needs within the water system. This is a first phase planning effort that will result in the construction of improvements which triggers the loan forgiveness provisions for design costs. Key elements are expected to be pipe sizing, network improvements to avoid dead-end piping, improved hydrant spacing among many needs. The subsequent projects and loan forgiveness for design will reduce user costs.

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

The population of Barre City has been slowly decreasing. 2010 census was 9,052, while 2017 census estimates put the City's population at 8,659. The surrounding Barre Town area's population is just under 10,000, and Barre Town accounts for approximately 25% of the customers of the Barre City water & wastewater systems. Town population is increasing. Housing starts in the City are hampered by the limited space available, as the City is essentially built out. However, housing values are holding steady and are comparable to other Vermont properties. There has been a significant amount of private corporate development in the Barre City downtown, with a net increase of 100+ jobs associated with the Vermont Department of Transportation moving into the downtown.

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

None

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

Yes No

Please describe the reserve fund and what it is used for:

Unrestricted

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

Yes No

What does the Applicant do with surpluses, if any?

Accumulate with the intent for asset purchases

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available	\$2,310,818				

Financial Documentation & Controls

This section should be completed by the applicant

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

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

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

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

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

Yes No

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

The Water Department has a 5 year proposed budget, with the current year measured against actuals available to Department Heads on a weekly basis. The Finance Director provides monthly monitoring and analysis to the City Manager and all DH's, and Quarterly to the City Council.

Are all account records currently maintained for:

Checkbook Yes No Don't Know

By Whom: Finance Director/Accounting Department

Comments:

Receipts Yes No Don't Know

By Whom: Departments that issue receipts

Comments:

Disbursements Yes No Don't Know

By Whom: Finance Director/Accounting Department

Comments:

Deposit Slips Yes No Don't Know

By Whom: Treasurer/Assistant Treasurer

Comments:

Are bank statements reconciled on a regular basis?

Yes No Don't Know By Whom: Accounting Department

Comments:

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

Yes No Don't Know By Whom: Accounting Department

Comments:

Are financial records maintained in a computerized system?

Yes No Don't Know By Whom: Accounting Department

Comments:

[Empty text box]

Are any financial records maintained in manual form?

Yes No Don't Know By Whom: Accounting Department

Comments:

[Empty text box]

Does the applicant maintain separate reporting for this utility?

Yes No Don't Know By Whom: Accounting Department

Comments:

[Empty text box]

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

Yes No Don't Know By Whom: Accounting Department

Comments:

[Empty text box]

Does the same individual open the mail and deposit checks?

Yes No Don't Know By Whom: Treasurer/Assistant Treasurer/Water & Sewer Billing Department

Comments:

[Empty text box]

Does the organization receive payments in cash?

Yes No Don't Know By Whom: Treasurer/Assistant Treasurer/Water & Sewer Billing Department

Comments:

[Empty text box]

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

Yes No Don't Know By Whom: All who collect cash payments

Comments:

[Empty text box]

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

Yes No Don't Know By Whom: Accounting Department

Comments:

[Empty text box]

Are pre-numbered checks used for all bank accounts?

Yes No Don't Know By Whom: Accounting Department

Comments:

Are checks written by the same individual who approves payments?

Yes No Don't Know By Whom: Accounting Department

Comments:

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

Yes No Don't Know By Whom: Treasurer/Assistant Treasurer

Comments:

Has a signature stamp ever been used for any account?

Yes No Don't Know By Whom: Treasurer

Comments:

Digital, password protected signature used for AP and payroll checks.

Is the organization professionally audited by a CPA?

Yes No Don't Know By Whom: Sullivan, Powers & Co., P.C.

Comments:

Annual Audits

Does the Authorized Representative assist in the audit planning process?

Yes No Don't Know By Whom: Finance Director

Comments:

The Finance Director works with the auditor to plan the annual audit process, and prepares the annual financial statements for review by the auditor. The authorized representative does not participate in the Audit process.

Is a specific individual responsible for correcting audit findings?

Yes No Don't Know By Whom: Finance Director

Comments:

Are regular financial reports prepared for the board?

Yes No Don't Know By Whom: Finance Director

Comments:

Quarterly

Are budget to actual reports prepared for each department?

Yes No Don't Know By Whom: Finance Director

Comments:

Bi-weekly or monthly

Has the Authorized Representative borrowed money from the utility?

Yes No Don't Know By Whom:

Comments:

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

Yes No Don't Know By Whom:

Comments:

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

Yes No Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

Yes No Don't Know By Whom: Accounting Department

Comments:

Employees may take out payroll loans at the beginning of the calendar year for the health savings accounts. Repayment is within the same calendar year through payroll deductions.

Have board members attended financial trainings?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

Yes No Don't Know By Whom: City Manager/Treasurer/Accounting Department

Comments:

Does the Applicant have written financial policies and procedures?

Yes No Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

Yes No Don't Know By Whom:

Comments:

Policies and procedures are available to all staff

KEY PERSONNEL

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

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

NAME

POSITION (select from the list or enter another value)

Steve Micheli - Assistant Director of Public Works

Authorized Representative

QUALIFICATIONS:

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

NAME

POSITION (select from the list or enter another value)

Dawn Monahan - Finance Director

Alternate Representative

QUALIFICATIONS:

Started with City of Barre January 2019.

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

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

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

Carol Dawes

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Steve Micheli

PRINT NAME

Submit completed application and all attachments via email to:

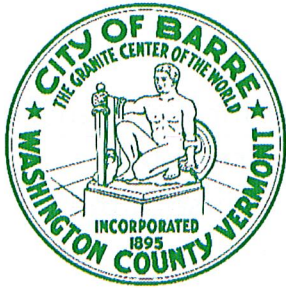


Celia Riechel, DWSFR Project Lead

[phone] 802-585-4904 [email] celia.riechel@vermont.gov

Department of Environmental Conservation
Facilities Engineering Division





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

Approval for Loan Application Water System Asset Management Planning

From: Steve Micheli, Ass't Director DPW, Superintendent Water and Sewer Divisions *(SMM)*
William Ahearn, Director Public Works and Engineering *WEA*

Date: February 12, 2021

The City of Barre began an asset mapping project in 2017 to document the locations of essential water distribution assets. The city was approved for a grant to fund the work which was completed to approximately a 50-60% level. Under the conditions of the grant, the work must be completed. This is a request for approval to apply to VT DEC for a loan to complete the Asset Management Plan. Under current program guidelines – engineering costs funded through loans may be forgiven by DEC when the actual work is completed i.e., construction.

There are many known opportunities for improvement in the water distribution system – replacement of undersize piping, additional piping segments to improve network flows, improved hydrant density, addition of gate valves to limit the area of water shutoffs in emergencies and replacement of high risk equipment in the system (piping valves etc.)

An Asset Management Plan is the right tool to identify these needs, more specifically to create a priority system for action – and under current guidance to incur no engineering costs as they can be forgiven. We are asking for you to provide the Manager authority to approve through a signatory designated by him. The goal of using a designated signatory is to distribute administrative oversight of projects. The Manager retains full authority

to direct the work through his designee. We support this concept as a means to manage the many projects that DPW faces within the next decade.

The proposed designee is Steve Micheli as our primary direct Manager for Water and Sewer infrastructure. Steve has the direct personal knowledge of the system to successfully manage the project and to address quality reviews in the course of the work. Steve is also responsible for oversight of other work related to the system – more specifically the automated valve installations that will prove a means to protect the overall system from catastrophic failures.

Motion: The Barre City Council approves an application for a DWSRF loan to finish an Asset Management Plan for the Barre City Water system, and authorizes the City Manager or his designee to be the Authorized Representative for this Project

CIVILIAN ADVISORY BOARD

Purpose: Pursuant to the authority granted to the Barre City Council by Vermont Statute Annotated Title 24 Appendix, Chapter 1, Section 307, the purpose of this board will be to facilitate transparency and provide advice to the Barre City Police Department, City Council and/or Barre City Manager.

Objectives: The main objectives of the committee shall be:

1. To provide support and community insight to the Barre City Police Department.
2. To facilitate transparency
3. To enhance trust between the Barre City Police Department and the community.
4. To facilitate community education and conversation with the Barre City Police Department.

The Board:

1. The Civilian Advisory Board (CAB) shall consist of 5 volunteer members with significant ties to the Barre City community appointed by the City Council. City Council will appoint members to two year terms; 3 members appointed in even numbered years, 2 members in odd numbered years.
2. The CAB will meet monthly unless otherwise discussed. Meetings are currently held the second Monday of each month.
3. Members are expected to be active and participate. Three unexcused absences in a twelve month period may result in a request by the board to City Council for dismissal and replacement.

Board duties:

1. Meet once annually to appoint a chair, vice chair and secretary; thereafter meeting as needed in accordance with Vermont Open Meeting Law.
2. Review Barre City Police Department (BCPD) policies and procedures and make recommendations to the Barre City Police Chief and Manager.
 - a. The CAB will initiate review of all BCPD policies and procedures within 30 days of City Council adoption of this document. After review the CAB will make recommendations to the Barre Police Chief, Manager and City Council on proposed changes to the policy or procedure.
 - b. BCPD policies and procedures will be reviewed at the discretion of the CAB and presented to the Barre City Police Chief, Manager or Council.
 - c. The CAB may propose new or suggest amendments to BCPD policies and procedures for consideration by the Barre City Police Chief, Manager or Council as applicable.

- d. The CAB will provide input in the hiring of members of the BCPD and will provide up to 2 members to serve on any hiring panel organized by the Barre City Police Chief and/or City Manager.
-
- 3. To act as an Advisory Board for the Chief of Police
 - a. The Civilian Advisory Board shall, from time to time, be called upon by the Chief of Police to act as an advisory board to the Chief on behalf of the community.
 - b. Advisory sessions shall be requested, in writing, by the Chief of Police to the chair of the CAB.
-
- 4. The board may develop procedures and establish norms to execute their duties, subject to amendments by the board and approved by City Council.



Barre City Cow Pasture Stewardship Committee- City Council Presentation 2-16-2021

The Cow Pasture Stewardship Committee was established in 2013 for the dedicated purpose of guiding management of the Cow Pasture property. The Committee is a volunteer-run community group that operates under administrative oversight of the City of Barre.

The Barre City Cow Pasture is a 67-acre municipally owned property zoned by the City of Barre as a Conservation District. The property has an extensive network of trails through open meadows and woodland. In addition to the trails on City owned property, the Cow Pasture trails lead to privately owned undeveloped space, giving the impression that the City owned space is larger than it actually is. The primary access to the City owned trail system is at the end of Maplewood Avenue.

The Committee's primary focus is implementing management goals and objectives outlined in the *Management Plan for the Barre City Cow Pasture* (Brodsky Emily; March 4, 2017). The Barre City Council approved the Plan in 2017. The document articulates the management goals and objectives in terms of:

Property's Usage Policies	Management of Trails and Infrastructure
Non-Native Invasive Species Management	Sustainable Forest Management
Water Resources Management	Public Outreach, Education and Volunteer Activities
Community Resources and Partnership Opportunities	Future Acquisition Opportunities/Adjacent Lands
Committee Member Roles	City of Barre Roles and Responsibilities
Procedures	

Appendices include detailed maps of trails, non-native species locations, forest stands, water resources, and management priorities. The Plan is available on the Barre City's Web site: <https://www.barrecity.org/cow-pasture-stewardship-committee>

Recent Committee Activities:

Educational Outreach

- Posted warning signs and social media posts to trail users regarding possible hunting activities on adjoining Barre Town properties and posted Vermont Department of Health Tick warning signs.
- A Committee Member created a Social Media page for the Cow Pasture with the intent of publicizing events and educational outreach. As of February 2021, there were 550 followers.
- Coordinated with Central Vermont Career Center, Exploratory Tech Class Instructor Ted Fecteau and students to install three bluebird houses the students built. The bluebird boxes were installed and strategically located in the restored meadow.
- A Committee Member- Tim Rapczynski, initiated a Cow Pasture Logo contest that helped promote awareness of the Pasture and involve community members. The contest solicited 7 entries. Tim combined the art work/messaging from two submittals to create the logo shown at the top of this page.

- A Sub-Committee revisited the Cow Pasture Management Plan property usage policy as it relates to dog-walking. A K9 Code of Conduct was created and posted on the kiosk. The dog walking policy was updated to include language to ensure all visitors enjoy their time in the Cow Pasture. A committee member coordinated with the Barre City Police Department to adopt a method of reporting incidents to the police Department. An existing 'Incident Report' Form will be used. The revised Policy, K9 Code of Conduct, and a link to the incident report have been posted on the Cow Pasture Committee's City Webpage.
- A Virtual Nature Walk was created by Ken Benton, former member and current 'Friend' of the Committee. A link to the walk is on the City Cow Pasture Committee web page.
- The Committee, to the best of its ability, addressed conflicts between users.

Property Management

- Co-ordinated with the City Public Works Department to redesign the entrance on Maplewood Avenue. A battered old guardrail was removed and boulders were strategically placed to prevent ATVs from entering.
- A Committee Member planted native milkweed in an attempt to establish this important pollinator species.
- A Vermont Youth Conservation Corp (VYCC) crew performed trail maintenance work that included adding additional water-bars and repair of the stream crossing trail and gate at the north end of the property. The crew also assisted in removal of invasive woody plants.
- On Green-up Day, for the 4th consecutive year, Committee members removed non-native invasive species identified in the Management Plan as a priority, with a focus on Burning Bush and Oriental Bittersweet. Large pine trees overshadowing meadow plants were cut and removed from the meadow restoration area. Prior Green-up day activities (2013-2016) focused on the removal of old encampments and trash.
- A committee member replaced the broken plexiglass on the kiosk and reinstalled the trail map at the Perrin property border.
- The Committee continues to coordinate with the City Manager to brush-hog approximately 16 acres of semi-open meadow. The area is being managed as open meadow. The area was brush-hogged in the Fall of 2018 and will require brush hogging in the Fall of 2021.
- Committee members and 'Friends' of the Pasture have removed fallen trees from the trails.

Community Partnerships

- Former Committee Member- Ken Benton, provided an orientation to new Committee members and recommendation on property management.
- The Committee coordinated with the SnoBees, a local snowmobile Club, to obtain a signed agreement for the grooming, management and use of a connector trail that passes through the Pasture property. The connector trail is utilized by walkers and snowmobilers.
- Coordinated with 'Friends' of the Cow Pasture committee. City residents continue to volunteer to mow designated paths and the Maplewood Avenue entrance.
- A Winterfest was held in 2019 sponsored by the Vermont Bicycle Shop.

**Note: Due to COVID19 restrictions several Community Events normally hosted by the Committee were not scheduled, including: Green-up Day, Nature Walks and a Winter-Fest.*

Policy

- A sub-Committee investigated land conservation priorities and presented a priority recommendation to the committee.
- In December of 2019 the Committee submitted a letter to the Mayor and Barre City Council Members in support of the preservation and expansion of the City's open space network and the preservation of 'paper' streets that connect City residents to pedestrian and bicycle transportation routes throughout the City.

The Committee would like to thank local volunteers that assisted with property maintenance, the Barre City Council and Barre City staff for their continued support of the Cow Pasture – which is a unique and wonderful resource.

Committee Members – February 2021:

Chris Russo-Fraysier (Chair), Timothy Rapczynski, Fab Pattison, Carl Hilton VanOsdall and Jim Deshler.



Cow Pasture Stewardship Committee 2021 Goals

- **2021 Virtual Winter Walk**- The virtual walk will encourage new and routine visitors of the Pasture trails to learn more about the property and the animals and plants that live there. Keep tuned to upcoming announcements.
- **2021 Virtual Spring Ephemeral Walk (spring flowers)**- The virtual walk will highlight native plants.
- **Repair of the Spring**- For the 4th time in recent history the spring enclosure has been vandalized. Stones surrounding the spring have been dislodged and knocked into the spring.
- **Green-Up Day**- May 7, 2021. Invasive Plant removal has been the focus for the past 4 years.
- **National Trails Day**- June 1, 2021. Educational outreach.
- **Alternative Property Access** – Continue to advocate for the retention and preservation of paper streets and natural area within the City.
- **Brush Hogging**- Scheduled to be completed Fall 2021. Required every 3-4 years to keep upper meadow habitat open.
- **Kiosk Inspection**- Annual
- **Trail Assessment**- Can the existing trail routes be improved, should new trails be created and new access points encouraged.
- **Property Expansion**- Continue to explore opportunities to purchase adjacent natural areas identified in the Management Plan as priorities. The open space is currently used by walkers and many assume the space is part of the City owned Cow Pasture property.
- **Fenced Enclosure**- Investigate why a chain link fence surrounding is located on the property and remove the fence if it is not demarking and preventing access to a hazard.

Barre City Council
6 North Main St.
PO Box 418
Barre, VT 05641

January 2020

Dear Mayor and Barre City Council Members,

The members of the Barre City Cow Pasture Stewardship Committee would like to express our support for the preservation and expansion of the city's open space network, as a critical element of residents' quality of life. As population density increases, the importance of community open space also increases. Open spaces provide opportunities for outdoor recreation, neighborhood connectivity, and enhanced quality of life for residents of Barre.

The City of Barre has a unique opportunity to ensure that open space and recreation corridors, currently existing as 'paper' streets, are protected and developed as public use connectors. These corridors could easily be developed as pedestrian and bicycle transportation routes throughout the city for residents of all ages, connecting residential neighborhoods and business areas in a non-motorized network of greenways.

Currently, paper streets are not protected. Paper streets could be developed, leased, licensed or sold depriving the City of a unique opportunity to create a sustainable, low cost infrastructure that would benefit the health and quality of life for citizens of all ages and economic status. For example, currently, the City has allowed an adjoining landowner to use a portion of a paper street through a license agreement. The licensed greenway is fenced and blocks access to an adjoining paper street that leads to the Cow Pasture property.

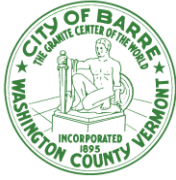
The Cow Pasture Stewardship Committee appreciates the opportunity to express its support for protecting the paper streets in the City and specifically those connecting neighborhoods to the Cow Pasture property. The Committee has been sensitive to the fact that the main entrance to the Pasture is located at the end of a quiet residential street. A goal is to minimize car traffic and parking issues at the main entrance to the Cow Pasture and encourage residents to find a green path (paper street) that can be used to walk rather than drive to the property.

We respectfully request the City Council work with the Department of Public Works to develop and implement a plan for protecting this unique resource and opportunity for the residents of Barre City.

Respectfully,

Barre City Cow Pasture Committee Members

Chris Russo-Fraysier
Mike Perrigo
Mark Martin
Maura Quinn
Tim Rapczynski



City of Barre, Vermont

“Granite Center of the World”

Steven E. Mackenzie, P.E.
City Manager

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

MEMO

TO: Barre City Council
FR: The Manager
CC: Carol Dawes, Janet Shatney, Bill Ahearn
DATE: 01/21/21

SUBJECT: 02/16/21 Agenda Item 9.E
TIF TimeLine – Merchants Row Redevelopment Project “Action Plan”

Councilors:

As promised i at the January 19th Council meeting, I have prepared this “Briefing Packet” regarding the frequently mentioned Merchants Row (Parking Lot) Redevelopment Project (MRRP) as conceived in the 2010 Merchants Row Master Plan prepared by ORW, Inc., landscape architects. This is not presented for any formal action by the Council Tuesday evening. However, my intent, in light of the TIF timeline summarized below, is to get this project on the Council’s RADAR screen, or –should the Council desire, pursue another TIF project if one can be identified and developed in the TIF time remaining. Or, the Council may conclude the circumstances and time may not be suitable to develop any project. That remains to be seen.

Although the MRRP project was not budgeted in the \$2.2M TIF Bond used to fund numerous TIF infrastructure projects to date, it *was* identified as a component of the October, 2012 TIF Plan approved by the voters and VEPC. While the TIF Plan was approved for \$10M (**note:** only \$6.8M in bond capacity; balance is debt service and related costs), it was decided that is was prudent to approach the voters for a much smaller bond as the initial step of TIF implementation.

We have completed all but two of the original TIF projects, those being the structured parking project between Keith Avenue and Pearl Street, and the Merchants Row Redevelopment Project.. At this time, the only “viable” TIF project remaining from the original TIF Plan for the City Council to consider is the MRRP. That said, I do not presume that proceeding with the MRRP is a foregone conclusion.

By way of background, I have attached two Exhibits for your orientation as to the physical area of the MRRP. I have hi-lited in red on both the general project limits. Exhibit 1 is from the ORW Master Plan, and Exhibit 2 is an outdated, but still relevant, aerial phot, with approximate parcel limits. You will note on this Exhibit that two (2) parcels envisioned as part of this redevelopment project are not owned by the City. One (Lot D; “Granite Bank Lot”) is

owned by the Vermont Granite Museum (leased to the City), and the second (Lot E; “Locomotive Lot) is owned by the State of Vermont. While currently used by the City for parking, this lot is managed by VTrans and leased to the Washington County Railroad (WACR). These two major parcels are in addition to a number of “snippets” of privately owned parking surface immediately behind a number of the commercial buildings along the northern edge of the project.

TIF TimeLine:

The following milestone schedule has been summarized by Carol Dawes, who is the “Administrative Manager” of the TIF plan. Per Carol, *“Looking at this rough timeline, we’d need to have whatever project we’re looking to do completely fleshed out and ready to present to VEPC for approval by June 2022 (approximately). **The more significant the changes are from our approved TIF district plan; the more time it will likely take VEPC to review/approve.**”*

Here’s a very rough timeline, working our way backwards from our drop dead date:

1. Last date to incur debt – means must have bond in place by this date, not just bond anticipation note: March 31, 2023
2. Last date to apply for bond to fit timeline: December 2022
3. Last date to vote on bond to fit timeline: November 8, 2022 general election
4. Last date to warn bond vote to fit timeline (must have VEPC approval and amounts solidified by this date): late August 2022 (to get ballot question language printed on general election ballot)
5. Must have VEPC approval by early August to meet all timelines. Would likely take a couple months to get approval.

There are many factors/issues to consider in deciding whether to pursue the Merchants Row Project, or some other project, that are too numerous to list here. Suffice to say, the purpose of this memo is to provide orientation to the MRRP and to start the discussion as to which, if any, project the Council wishes to pursue.

APPRAISAL REPORT

Property of:
City of Barre
US Route 2
East Montpelier, Vermont



MARTIN APPRAISAL SERVICES, INC.

Real Estate Appraisers - Consultants
PO Box 791, Montpelier, Vermont 05601-0791
Lawrence K. Martin, MAI (802) 272-7827 or Larry@mas-vt.com

December 28, 2020

Ms. Janet Shatney
City of Barre
6 N. Main Street, Suite 7
Barre, VT 05641-4190

Appraisal Report - Property of
City of Barre
US Route 2, East Montpelier, Vermont

Dear Ms. Shatney:

In accordance with your request, I have completed an appraisal report for the purpose of estimating Market Value of the Fee Simple Interest in the property indicated above, referred to as the subject property. I personally inspected the property, which is a 53 acre parcel of vacant land.

Based upon the facts and matters contained in the attached report, including all limiting conditions as outlined, it is my professional opinion that the Market Value of the subject property in "as is" condition, as of December 19, 2020, is

Seventy Thousand Dollars (\$70,000)

The indicated market value assumes that there are no environmental problems or limitations. As a real estate appraiser I am not qualified to determine if there is any contamination.

The COVID-19 pandemic is an evolving situation that started to impact the United States in March, 2020. It has had a negative impact on the national economy with some industries impacted more than others. Vermont has had a limited number of cases and has allowed most businesses to remain open, limiting the impact on many industries. The unemployment rate in Vermont has return to acceptable levels and the residential real estate market has been very active. There are several possible vaccinations that are starting to be distributed but it is likely to be several months before these are widely available to the public. Infection rates have been increasing in Vermont in recent months, but rates still remain relatively low compared to national averages. If additional restrictions are put into place, there could be further economic hardships, which could impact the commercial real estate market. To-date the impact of COVID-19 has been relatively limited for most commercial properties. Some industries have been impacted more than others, and an attempt was made in this report to reflect the impact of the pandemic on this property type, based on the market data available.

No engineering studies were provided and if provided, these studies could impact my opinion of value. The value of this parcel was based on the available data and often land is sold without specific engineering studies. However, there are several unique features of this lot and engineering studies could provide more specific details regarding access issues, the impact of the flood zone and soil conditions for supporting septic and development.

The appraisal has been prepared exclusively for our client, Janet Shatney representing the City of Barre. This appraisal may neither be used nor relied upon by anyone other than the client, for any purpose whatsoever, without the express written consent of the appraiser. The following report contains the results of my study and investigations, and is subject to the Statement of Limiting Conditions that is attached and included in the addendum to this report.

Respectfully submitted,



Lawrence K. Martin, MAI
Certified General Real Estate Appraiser
State of Vermont License #080.0000019
Expires: May 31, 2022



EXHIBIT 1

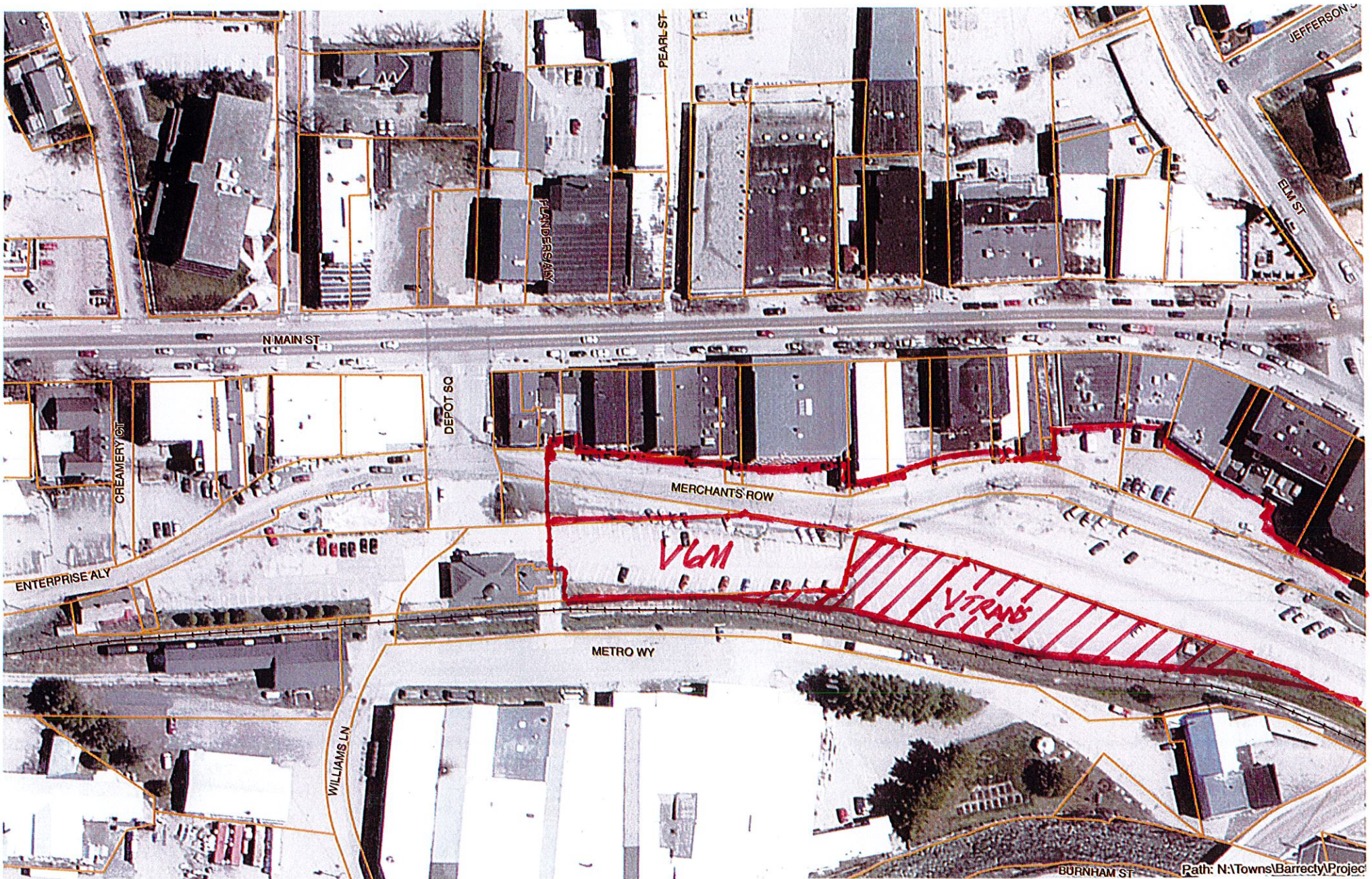
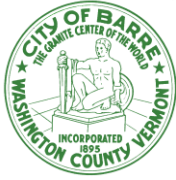


Exhibit 2



City of Barre, Vermont

“Granite Center of the World”

Steven E. Mackenzie, P.E.
City Manager

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

MEMO

TO: Barre City Council
FR: The Manager
CC: Bill Ahearn
DATE: 01/21/21

SUBJECT: 02/16/21 Agenda Item 9.G:
Enterprise Aly Brownfield Remediation Program
Consultant (ATC) Services Amendment

Councilors:

Attached please find both the Work Plan and associated Cost Estimate (\$39,302) for continuing investigations as part of the Enterprise Aly Brownfield Remediation Operation and Monitoring Program resulting from the Brownfield clean-up completed in 2015/16. Since the physical clean-up/removal of the contamination sources, we have been pursuing a five (5) to eight (8) year Operations and Monitoring Phase initiated in March of 2016. Briefly summarizing, this scope of work addresses:

- an additional vapor intrusion evaluation (VIE) at offsite properties (Aubuchon's)
- a groundwater monitoring event
- soil vapor extraction (SVE) restarting and monitoring.

This Work Plan has been requested, reviewed and approved by Lynda Provencher, Environmental Analyst with the VT DEC | Sites Management Section. Funding for this work is covered by the \$628,000 insurance settlement from the former Howe Dry Cleaners, which is held in escrow by the State specifically for the operations phase of this remediation program. There is currently \$148,388 remaining in that escrow fund.

I request authorization to proceed with this work in the form of a motion as follows:

Council authorizes the Manager to execute the January 8, 2021 consultant services amendment for continued environment monitoring of the Enterprise Aly Brownfield Remediation Program.

As this clean-up and remediation program pre-dates most of the current Councilors, I have asked Erik Urch, and Joseph Hayes, from ATC Environmental, Inc., our project consultants, to provide a program overview and update to the Council, which I have tentatively scheduled for March 16th.

January 8, 2021

Steven E. Mackenzie, P.E.
City Manager
6 North Main Street
Barre, VT 05601

**RE: Work Plan
2021 Environmental Services
Enterprise Aly Remediation Project
SMS Site #2011-4142**

Dear Mr. Mackenzie,

ATC Group Services, LLC (ATC) presents this Work Plan for 2021 environmental services at Enterprise Aly in Barre, VT (Site) in accordance with Vermont Department of Environmental (VTDEC) requests outlined in Ms. Lynda Provencher's email dated October 29, 2020. The work includes an additional vapor intrusion evaluation (VIE) at offsite properties, a groundwater monitoring event, and soil vapor extraction (SVE) restarting and monitoring. It should be noted that the email requested a groundwater monitoring event for November 2020, which was previously conducted under the previous contract. The groundwater monitoring proposed herein (Task 4) will be conducted in November 2021 in accordance with the current annual monitoring schedule for the project. Refer to **Figure 1** for a Vicinity Map and **Figure 2** for a Site Plan illustrating proposed sampling locations and pertinent site features.

SCOPE OF SERVICES

Task 1: Work Plan, Project Coordination, Site Visit

ATC will generate a Work Plan and Cost Estimate (this document) and coordinate with client, VTDEC and offsite property owners to perform the scope of work, as well as any other necessary coordination. ATC assumes the existing access agreements the City has with offsite property owners to perform the work are still applicable. ATC will also perform a site visit to evaluate current offsite building conditions and to perform an initial inspection of the SVE system prior to operation.

Task 2: Offsite Vapor Intrusion Evaluation

In January 2021, ATC will perform an additional vapor intrusion evaluation (VIE) at offsite properties that are part of the overall monitoring network, including 56 Depot Sq, 214 N Main St, 224 N Main St, 248 N Main St, and 260 N Main St. It should be noted that 240 N Main was previously on the monitoring network, however, this building was damaged by fire and remains inaccessible, and therefore, will not be sampled this round. It should also be noted that during the previous event conducted in May 2020, the basement of 214 N Main St was partially flooded due to faulty sump pumps which limited the prior VIE. ATC understands the City will request the owner to make repairs to the sump pump to prevent groundwater from flooding the low areas of the basement. ATC recommends performing the VIE at this building after those repairs are completed to evaluate normal operating conditions.

The VIE will include sampling indoor air, outdoor air and subslab vapor. The indoor air samples will be collected first over a 24-hr period at breathing height (3-5 feet) in accordance with VTDEC guidelines in the general vicinity of each subslab vapor point. The outdoor air sample will also be collected concurrent with the indoor air samples over a 24-hr period to evaluate ambient background. After the indoor/outdoor air sampling is complete, the subslab vapor samples will be collected as outlined below.

Prior to subslab soil vapor sampling, each existing subslab soil vapor point will be inspected to ensure the points are in good working condition. Existing points are outlined below:

VP-56-1	VP-224-2
VP-56-2	VP-224-3
VP-214-1	VP-248-1
VP-214-2	VP-260-1
VP-214-4	VP-260-2
VP-224-1	

For each point except VP-248-1 and VP-260-1, a PVC cylinder will be filled with water ("water dam") to make sure the points are airtight and that no air is being drawn into the points from the indoor ambient air. For VP-248-1 and VP-260-1, a helium test will be performed utilizing a "shroud" since these points are installed in dirt floors. If any leaks are apparent, the points will be re-installed and adjusted until no leaks are detected. ATC will also collect differential pressure readings between the subslab environment and indoor ambient air from each point utilizing a micro-manometer. The points will then be purged and screened for the presence of total organic vapors (TOVs) using a photoionization detector (PID) equipped with a 10.6 eV lamp.

Each subslab soil vapor point, ambient indoor air samples, and outdoor ambient air sample will be sampled for quantitative analysis according to US EPA Method TO-15 for chlorinated volatile organic compounds (CVOCs). Each sample will be collected in a decontaminated Silonite-coated Summa canister and submitted to SGS Accutest (SGS) of Dayton, NJ. The subslab samples will be collected utilizing 5-minute flow controllers and the ambient air samples will be collected utilizing 24-hour flow controllers. One duplicate sample will be collected from both a subslab sample and an indoor air sample for quality assurance/quality control (QA/QC) purposes.

Canister regulators will be pre-set by the laboratory and canister location, starting time, starting vacuum, and ambient temperature at the sampling location will be noted. Canisters will be batch-certified clean by the laboratory. Upon retrieval of the canister, ending time, ending vacuum, and ambient temperature at the sampling location will be noted, along with any available information on use or access to the sampling location during the sampling period.

Task 3: Soil Vapor Extraction (SVE) Operation & Maintenance (O&M)

In February 2021, following completion of Task 2, ATC will restart SVE-2 to recover soil vapors that appear to have accumulated from residual contamination in the source area based on prior PID headspace screening. These data are outlined in the previous monitoring report. SVE-2 will be restarted and all components will be tested to confirm good working condition. This estimate assumes all existing components will be in good working condition and that no replacements or significant repairs will be required. This estimate also assumes the existing vapor phase granular activated carbon (VPGAC) units are still effective and do not need changing. ATC will focus vapor extraction on Legs #9, 10, 11, 12, 13, 14 and 16, which are located within the area of the highest

prior PID headspace results that surround the source area. All other legs within SVE-2 (Legs #7, 8 and 15) will remain closed and SVE-1 will remain off.

During startup, shakedown, and subsequent operation of SVE-2, ATC will conduct performance monitoring in accordance with the following schedule: every other day (three times) during the first week of operation and then weekly for the remainder of operation (see below). During each event, ATC will collect readings from each operational SVE leg, including vacuum utilizing a manometer, air velocity utilizing a thermal anemometer, and PID utilizing a vacuum pump and Tedlar bag. These readings will also be collected from the total influent and effluent. These data will be used to balance the airflow at each SVE leg to optimize the efficiency of the system. This will include closing the valves on the legs that exhibit no PID readings and balancing the flow on all remaining legs and/or focusing more flow on the legs with the highest PID readings.

ATC will also collect air samples for quantitative analyses of CVOCs by TO15 from both the influent and effluent of SVE-2 following startup and at the end of the three month period for a total of four air samples. These data will be utilized to confirm the efficacy of the PID monitoring, to evaluate treatment performance, and to track mass recovery rates. ATC will also perform routine equipment maintenance in accordance with the manufacturer's specifications, including but not limited to SVE blower oil maintenance, SVE blower bearings maintenance, cleaning of air/water separators, testing of hi-level alarms, changing of filters, etc. All spent materials will be containerized in 55-gallon drums for offsite disposal. This estimate assumes two drums.

ATC proposes to operate SVE-2 in this fashion until all PID readings from individual SVE legs are ≤ 0.1 parts per million volume (ppmv)¹ or after three months of operation, whichever comes first. Approximately one month following shut down, ATC will return to the Site to collect PID headspace readings from select wells within the targeted operation zone (up to 10 wells). If these data indicate additional SVE operation is necessary, the system may be restarted and operated in the same fashion as above at additional cost following consultation with client and VTDEC.

Task 4: Annual Groundwater Monitoring (Fall 2021)

In October or November 2021, ATC will perform annual groundwater monitoring utilizing existing monitoring wells that are currently on the monitoring network outlined below:

MW-3R	MW-115A-R	P2-12 (MW-128A)
MW-104	MW-115B-R	MW-128B
MW-105	MW-116-R	P1-13 (MW-129A)
MW-106A	P1-07 (MW-120A)	MW-129B
MW-107R	P1-11 (MW-123A)	P3-07 (MW-130A)
P3-08 (MW-110A)	MW-125A	MW-130B
MW-110B-R	MW-126A	MW-131A
P2-01 (MW-112)	MW-127A	MW-131B
P2-19 (MW-113)	MW-127B	

¹ This value may be adjusted based on results of the initial quantitative TO15 influent sampling results which will determine concentrations of individual compounds, i.e. if the data indicates the bulk of the PID response is related to compounds other than PCE/TCE, the action level may be adjusted higher following consultation with VTDEC.



ATC will utilize low-flow sampling techniques (EPA guidelines) for water quality parameters and stabilization prior to groundwater sample collection with a maximum stabilization period of two hours. Depth to water will also be measured to evaluate groundwater elevations. The samples will be stored on ice, transported under chain of custody to SGS, and analyzed for CVOCs by EPA Method 8260. One trip blank, one equipment blank, and one duplicate sample will also be collected each day of sampling for QA/QC purposes.

Task 5: Reporting

ATC will incorporate all findings and data obtained from Tasks 2 and 3 and the prior groundwater monitoring event conducted in November 2020 into a summary report that will include but will not be limited to field procedures, findings, an updated conceptual site model (CSM), conclusions and recommendations. Soil vapor and indoor air results will be compared to Vapor Intrusion Standards (VIS) set forth in VT DEC's Investigation and Remediation of Contaminated Properties Rule (IRULE), July 2019 and groundwater quality results will be compared to Vermont Groundwater Enforcement Standards (VGES). The report will also include a 5-year review in accordance with ATC's Generic Quality Assurance Project Plan (QAPP), sample results and interpretation, an updated site plan and contaminant contour maps, as required. ATC will provide electronic reports to client and VT DEC. Paper copies can be provided upon request.

ATC will generate a second report following completion of Task 4 (fall 2021 groundwater sampling). The report will include but will not be limited to field procedures, findings, an updated CSM, conclusions and recommendations. Groundwater quality results will be compared to VGES. The report will also include sample results and interpretation, an updated site plan and contaminant contour maps, as required. ATC will provide electronic reports to client and VT DEC. Paper copies can be provided upon request.

SCHEDULE

ATC intends to complete the fieldwork associated with Tasks 1-3 by the end of February 2021 assuming authorization to proceed is provided in a timely manner and the first report associated with Task 5 will be submitted within 45 days of our receipt of the final laboratory report. ATC intends to complete the fieldwork associated with Task 4 by the end of November 2021 and the second report associated with Task 5 will be submitted within 45 days of our receipt of the final laboratory report.

If there are any questions regarding this Work Plan, please do not hesitate to contact us at 802-862-1980.

Sincerely,
ATC GROUP SERVICES, LLC.

A handwritten signature in black ink, appearing to read 'Erik Urch'.

Erik Urch
Senior Project Manager

A handwritten signature in black ink, appearing to read 'Joseph H. Hayes'.

Joseph H. Hayes, C.P.G., P.G.
Environmental Division Manager

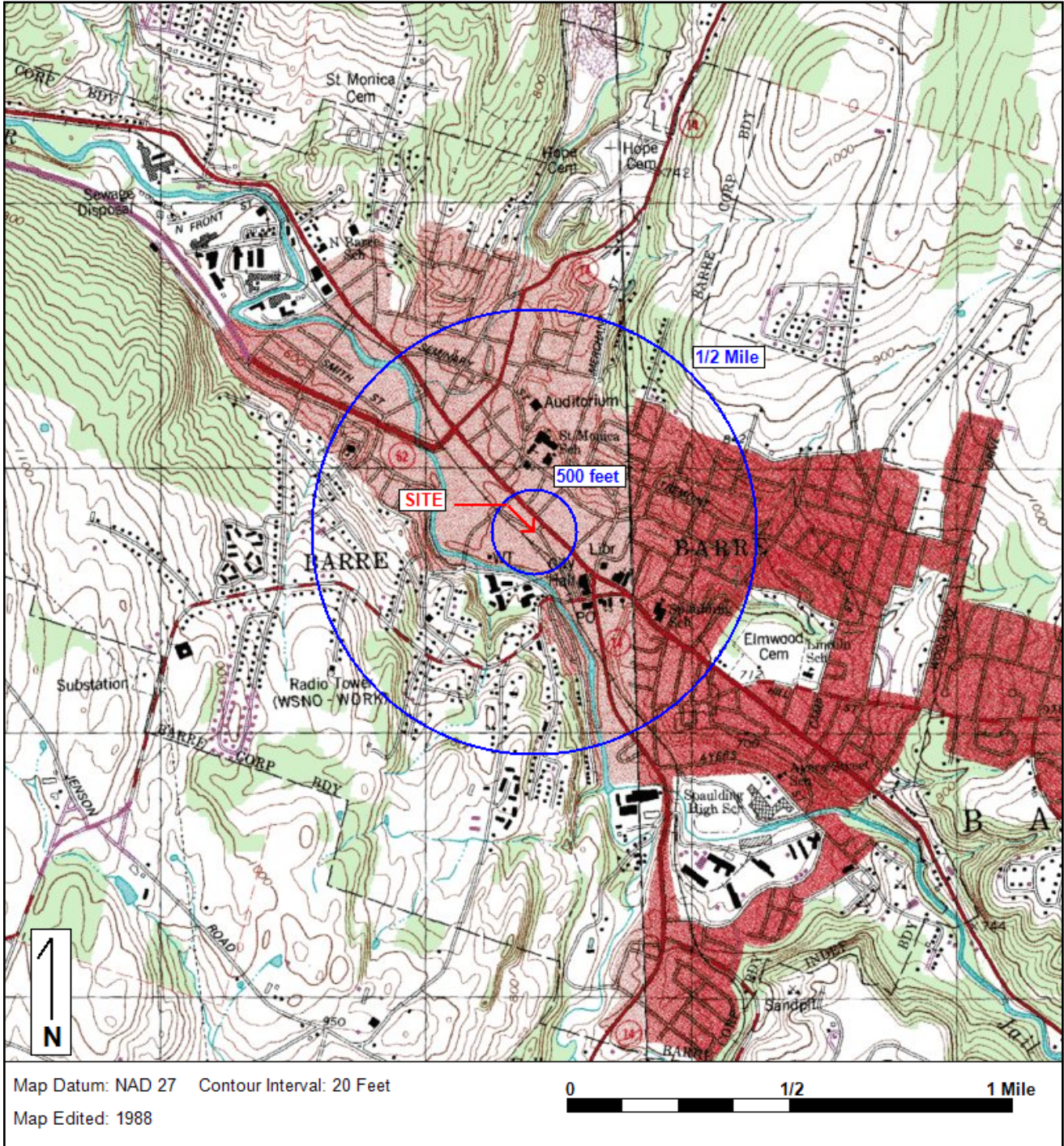
cc: Lynda Provencher, VT DEC (following client approval)
Attachments: Figure 1, Figure 2



Enterprise Aly Remediation Project
Barre, VT 05641

ATC Group Services, LLC
51 Knight Lane
Williston, VT 05495
Phone 802-862-1980 Fax 737-207-8272
www.atcgs.com

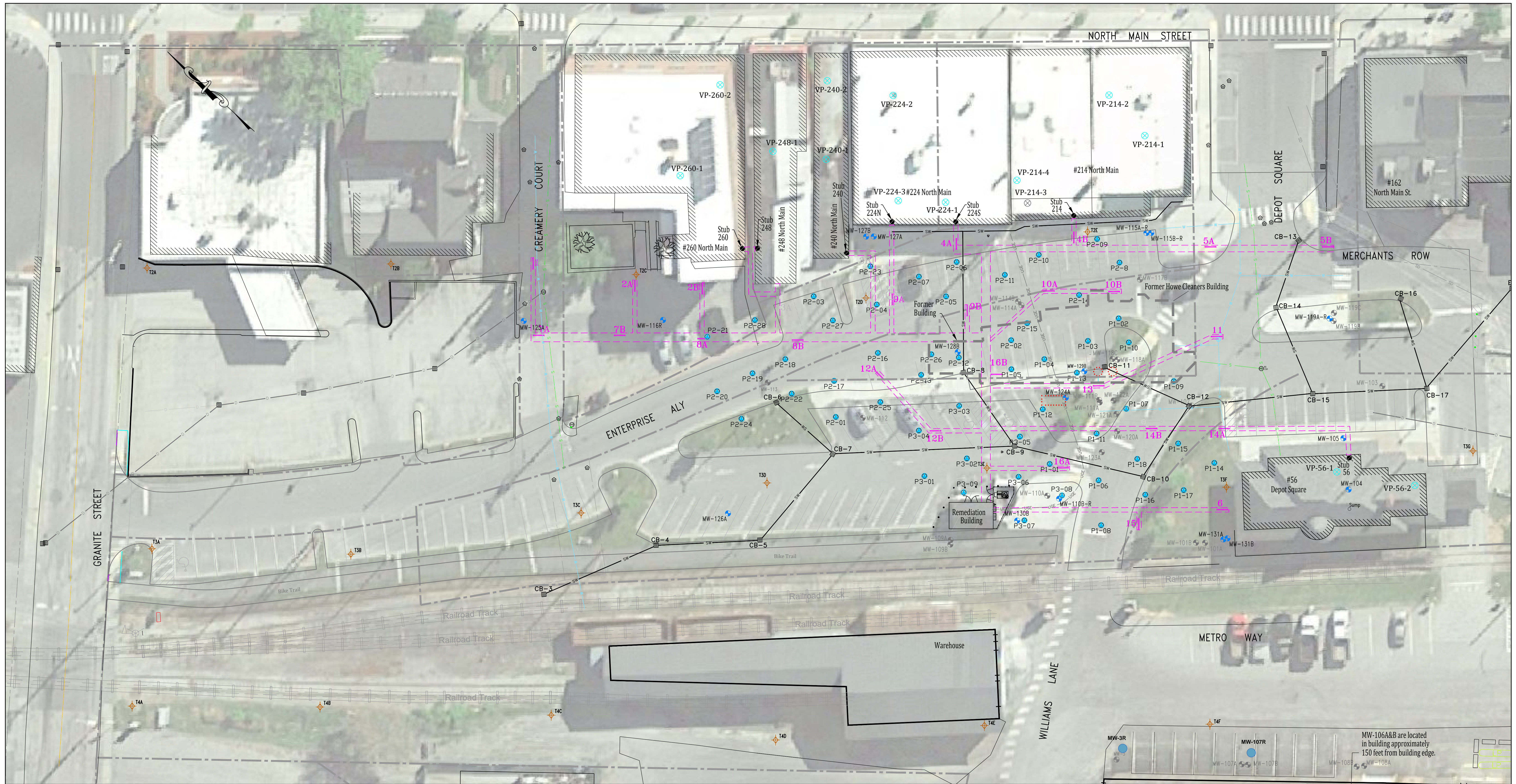
Figure 1: SITE LOCUS



Base Map: U.S. Geological Survey; Quadrangle Location: Barre West, VT

Lat/Lon: 44 11' 55.8132" NORTH, 72 30' 15.1056" WEST - UTM Coordinates: 18 699431.3 EAST / 4896986.7 NORTH

Generated By: Carol Farrington



Legend

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> --- Approximate Property Line --- Approximate Boundary Lines --- Sanitary Sewer Line --- Storm Sewer Line --- Water Line --- Overhead Electric Line --- Underground Electric Line --- Electric Line (Street Lamps) --- Temporary Fence (Chainlink with Mesh Privacy Screen) --- Fence (Vinyl Privacy) --- Guardrail --- Former Fuel Oil UST --- Former Solvent UST | <ul style="list-style-type: none"> ⊕ Manhole ⊕ Catchbasin ⊕ Water Gate ⊕ Fire Hydrant ⊕ Utility Pole ⊕ Monitoring Well ⊕ Former Monitoring Well T3C Soil Boring/Soil Gas Boring by Nobis P2-21 ISCO Injection Point ⊕ Vapor Pins (installed 11/16&17/15) ⊕ Locations approximate 7B Vapor Extraction Point | <ul style="list-style-type: none"> ⊗ Vapor Pins (destroyed) ● Replacement Monitoring Wells |
|--|--|--|

General Notes:

Plans prepared from information obtained from City of Barre, Vermont, including but not limited to plans by Heindel & Noyes, Inc. circa 2/20/10 and Enterprise Aly redevelopment plans by DuBois & King, Inc.

Monitoring Well MW-103 was abandoned on 12/06/18

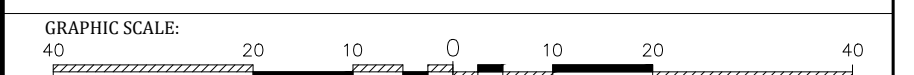


1 Elm Street, Suite 3 • Waterbury, VT 05676
Phone: 1-802-241-4131 Fax: 802-244-6694

PROJECT: Former Howe Cleaners
Enterprise Aly
Barre, Vermont

TITLE: SITE PLAN

CLIENT: City of Barre



AUTOCAD FILE: V/BARRE/EA/CADD	CHECKED BY: NJB/EU	APPROVED BY: EU
DRAWN BY: RAS/AC/DP	DESIGNED BY: NB	FIGURE: 2
SCALE: 1" = 40'	DATE: 2/26/19	JOB NO.: 280EM00123



51 Knight Lane
Williston, VT 05495
Telephone 802-862-1980
Fax 737-207-8272
www.atcgroupservices.com

January 8, 2021

Steven E. Mackenzie, P.E.
City Manager
6 North Main Street
Barre, VT 05601

**RE: Cost Estimate
2021 Environmental Services
Enterprise Aly Remediation Project
SMS Site #2011-4142**

Dear Mr. Mackenzie,

ATC Group Services, LLC. (ATC) is pleased to submit this cost estimate to perform 2021 environmental services at Enterprise Aly in Barre, VT (Site). The work will include an additional vapor intrusion evaluation (VIE) at offsite properties, a groundwater monitoring event, and soil vapor extraction (SVE) restarting and monitoring. The work will be performed in accordance with ATC's Work Plan dated January 1, 2021 submitted under separate cover.

ASSUMPTIONS

ATC assumes the following:

- Free and clear access to all sampling locations

COST ESTIMATE

A cost estimate for this work is **\$39,302**. A detailed cost breakout is attached as **Table 1**. The above costs are estimates only and actual cost will be on a time-and-materials basis within the specific scope of work outlined in the Work Plan submitted under separate cover and the assumptions outlined above. Any work exceeding this amount will be performed on a time and materials basis in accordance with the attached Client Services Agreement.

SCHEDULE

ATC intends to complete the fieldwork associated with Tasks 1-3 outlined in the Work Plan by the end of February 2021 assuming authorization to proceed is provided in a timely manner and the first report associated with Task 5 will be submitted within 45 days of our receipt of the final laboratory report. ATC intends to complete the fieldwork associated with Task 4 by the end of November 2021 and the second report associated with Task 5 will be submitted within 45 days of our receipt of the final laboratory report.

LIMITATIONS

The reports will be written by ATC for the sole use of the client and their attorneys in connection with an assessment of on-site environmental conditions. Use of the report by any other person for any other purpose is not authorized except with the prior written consent of ATC.

Conclusions in the reports will be based, in part, on information provided by the client, the client's agents, and by third parties, including state and local officials. You have authorized ATC to rely upon this information in conducting this investigation, and ATC assumes no responsibility for that data. It

is not part of ATC's charge in this matter to determine whether any such information is accurate or complete.

ACCEPTANCE

This cost estimate shall be accepted by providing your authorization to proceed in the signature block on the last page of the attached Client Services Agreement. Upon signing, please return the signed original to our attention. Please keep the signed copy for your records. ATC's services will be provided on behalf of and for the exclusive use of City of Barre (the client).

Sincerely,
ATC GROUP SERVICES, LLC.



Erik Urch
Senior Project Manager



Joseph H. Hayes, C.P.G., P.G.
Environmental Division Manager

Attachments:
Table 1 – Cost Estimate, Client Services Agreement

Table 1
Enterprise Aly Remediation Project
2021 Environmental Services
Cost Estimate, January 8, 2021

Task	Type	Units	Qty	Rate	Item Total	Sub Total	Task Total
1. Work Plan, Project Coordination, Site Visit							
ATC Labor	Principal	hrs	1	135	135		
and Expenses	Senior Project Manager	hrs	16	115	1,840		
	Field Technician	hrs	8	65	520		
	Mileage	mi	80	0.58	46		
						2,541	
							2,541
2. Offsite Vapor Intrusion Evaluation							
ATC Labor	Senior Project Manager	hrs	6	115	690		
and Expenses	Staff Scientist	hrs	24	80	1,920		
<i>assumes 2 days</i>	PID	day	1	90	90		
	Micromanometer	day	1	75	75		
	Helium	ea	1	50	50		
	Helium Detector	day	1	75	75		
	Tubing, 1/4" FEP-lined	ft	55	1.32	73		
	Mileage (2 trips)	mi	160	0.58	93		
						3,065	
Laboratory Subcontractor	Subslab CVOCs (TO15)	sample	12	275	3,300		
	Indoor/outdoor CVOCs (TO15)	sample	13	275	3,575		
						6,875	
							9,940
3. Soil Vapor Extraction System O&M							
ATC Labor	Senior Project Manager	hrs	18	115	2,070		
and Expenses	Field Technician	hrs	90	65	5,850		
<i>assumes 9 days</i>	PID	day	9	90	810		
<i>(3 days for Week 1,</i>	Manometer	day	9	20	180		
<i>1 day for Weeks 2-5,</i>	Thermal Anamometer	day	9	20	180		
<i>1 day for rebound eval)</i>	Misc Supplies	LS	1	500	500		
	Mileage (8 trips)	mi	720	0.58	418		
						10,008	
Laboratory Subcontractor	Air CVOCs (TO15)	sample	4	275	1,100		
	<i>(2 influent, 2 effluent)</i>					1,100	
							11,108
4. Annual Groundwater Monitoring							
ATC Labor	Senior Project Manager	hrs	6	115	690		
and Expenses	Field Technician	hrs	60	65	3,900		
<i>assumes 2 staff, 3 days</i>	GW Level Indicator	day	6	30	180		
	GW Meter - DO/pH/ORP	day	6	120	720		
	Peristaltic Pump	day	6	20	120		
	Tubing - 1/4" poly	ft	500	0.25	125		
	Tubing - Silicone flex	ft	25	2.52	63		
	Mileage (3 trips)	mi	240	0.58	139		
						5,937	
Laboratory Subcontractor	GW CVOCs (8260)	sample	35	99	3,465		
	<i>(26 wells, 3 trips, 3 dups, 3 EBs)</i>					3,465	
							9,402

Table 1
Enterprise Aly Remediation Project
2021 Environmental Services
Cost Estimate, January 8, 2021

Task	Type	Units	Qty	Rate	Item Total	Sub Total	Task Total	
5. Summary Reports								
	Principal	hrs	1	135	135			
	Senior Project Manager	hrs	16	115	1,840			
	Staff Scientist	hrs	8	80	640			
	CADD Operator	hrs	6	70	420			
	Adminstrative	hrs	2	60	120			
	Task Subtotal (one report)							3,155
	Task Subtotal (two reports)							6,310
	Project Total							39,302



CLIENT SERVICES AGREEMENT

This AGREEMENT is made this 8th day of January 2021, by and between City of Barre its employees, officers, directors, subsidiaries, and agents (Client) at Barre, Vermont and ATC GROUP SERVICES LLC, its employees, officers, directors, subsidiaries, and agents (ATC) at Williston, Vermont.

The parties mutually agree as follows:

DESIGNATED REPRESENTATIVES Except as expressly specified otherwise in writing, the parties designate the following named individuals as their authorized representatives to provide approvals, directives, and permissions, including changes, and to receive notices or other communications under this agreement at the following addresses:

ATC: Tom Broido

CLIENT: Steve Mackenzie

PROPOSAL NAME/NUMBER: Enterprise.Aly.2021.Env.Services

SERVICE ORDER NUMBER: 280EM.Enterprise.Aly.2021.Env.Services

1. SERVICES TO BE PERFORMED ATC shall prepare a proposal and/or a service order for Client. The proposal and/or service order shall describe the work to be performed (Services), the location (Site), fees and/or rates to be charged, certain special conditions of performance including equipment, sampling protocols, and necessary reimbursable expenses. ATC will be authorized to proceed with the Services (Service Order), when Client indicates its acceptance by signing this Agreement. The proposal, Service Order, this Agreement and any attachments pertaining to thereto shall comprise the Contract Document.

2. ADDITIONAL SERVICES If any additional or different Services are required to complete an existing Service Order, these additional Services shall be set forth in a new Service Order satisfying all applicable and appropriate requirements including a separate schedule of fees and Services (Change Order).

3. COMPENSATION Client will pay ATC for Services and expenses in accordance with the Service Order. ATC will submit periodic invoices to Client together with reasonable supporting documentation requested by Client and a final bill upon completion of its services. Unless otherwise agreed in writing, there shall be no retainage. Payment is due within thirty (30) days regardless of whether Client has been reimbursed by any other party. ATC may suspend work, withhold reports and vacate the site if payment is not received. Client will indemnify ATC for all claims concerning the suspension of work for nonpayment regardless of whether the claims are made by the client, someone claiming through the client, or by a third party. Client agrees to pay ATC's attorney's fees, and all other costs incurred in collecting past due amounts. ATC may from time to time revise its fees and/or rates and advise client either by general notification, or by specific Service Order.

4. EXPENSES Unless otherwise stated in the Service Order, Client agrees to pay ATC for its reimbursable expenses, in addition to its fees. Reimbursable expenses are expenditures made by ATC in the interest of the contracted Services. Reimbursable expenses shall be billed, and paid, in accordance with the schedule included with the Service Order. ATC will submit a Change Order to Client detailing other reimbursable expenses not outlined in the Service Order, for written authorization prior to billing.

5. INSURANCE ATC agrees that it now carries, and will continue to carry during the performance of any Services under this Agreement, Workers' Compensation and Employer's Liability, Commercial General Liability (including Contractual Liability), Commercial Automobile Liability, Professional Liability and Contractor's Pollution Liability

insurance coverage with limits at or above those described, as follows:

a. Workers' Compensation (statutory)	
Employer's Liability	
• Each accident	\$ 1,000,000
• Disease – Each Employee	\$ 1,000,000
• Disease – Policy Limit	\$ 1,000,000
b. Commercial General Liability	
• Each Occurrence	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• General Aggregate	\$2,000,000
• Products and Completed Operations Aggregate	\$2,000,000
c. Commercial Automobile Liability	
• Combined Single Limit	\$1,000,000
d. Errors and Omissions / Professional Liability	
• Each Claim	\$1,000,000
• Annual Aggregate	\$1,000,000
e. Contractor's Pollution Liability	
• Each Claim	\$1,000,000
• Annual Aggregate	\$1,000,000

6. OBLIGATIONS OF CLIENT warrants that all information provided to ATC concerning the required Services is complete and accurate to the best of Client's knowledge. Client agrees to advise ATC prior to commencement of the Services, and during the work, of any hazardous conditions on or near the Site known to Client. Client understands that ATC is relying upon the completeness and accuracy of information supplied to it by Client and ATC will not independently verify such information unless otherwise provided in the Service Order. Client shall be solely responsible for and shall indemnify and hold harmless ATC for any costs, expenses or damages incurred by ATC due to Client's failure to follow applicable reporting and governmental requirements. Client will not hold ATC liable if ATC's recommendations are not followed and expressly waives any claim against ATC, and agrees to defend, indemnify and hold ATC harmless from any claim or liability for injury or loss that results from failure to properly implement ATC's recommendations.

7. STANDARD OF CARE ATC's Services as defined by the Service Order shall be performed in accordance with generally accepted industry principles and practices, consistent with a level of care and skill ordinarily practiced by the consulting profession currently providing

similar services under similar circumstances at the time the Services were provided. Client agrees to give ATC written notice within one (1) year of any breach or default under this section and to provide ATC a reasonable opportunity to cure such breach or default, without the payment of additional fees to ATC, as a condition precedent to any claim for damages.

8. LIMITATIONS OF METHOD RELIABILITY The Client recognizes and agrees that all testing and remediation methods have inherent reliability limitations; no method or number of sampling locations can guarantee that a condition will be discovered within the performance of a Service Order as authorized by the Client. The Client further acknowledges and agrees that reliability of testing or remediation methods varies according to the sampling frequency and other variables and that these factors, including cost, have been considered in the Client's selection of Services. ATC's observations only represent conditions observed at the time of the Site visit. ATC is not responsible for changes that may occur to the Site after ATC completes the Services.

9. INTERPRETATION OF DATA ATC shall not be responsible for the interpretation of ATC data by third parties, or the information developed by third parties from such data. Client recognizes that subsurface conditions may vary from those encountered at the locations where the borings, surveys, or explorations are made by ATC and that the data interpretations and recommendations of ATC's personnel are based solely on the information available to them.

10. THIRD PARTY INFORMATION ATC is dependent on information available from various governmental agencies and private database firms to aid in evaluating the history of the Site. ATC shall not be liable for any such agency's or database firm's failure to make relevant files or documents properly available, to properly index files, or otherwise to fail to maintain or produce accurate or complete records.

11. SITE ACCESS Client grants or shall obtain for ATC a right of entry to all parts of the Site necessary to complete the requested Services and unless otherwise specified in the Service Order, it represents that it has obtained the applicable permits and licenses for the proposed Services. If Client does not own the Site, Client represents that it has or will obtain prior to the commencement of the Services, the authority and permission of the owner and/or the occupant of the Site. Client acknowledges that due to the nature of some Services unavoidable damage may occur. Client waives its right of recovery for such unavoidable damage, and if Client is not the owner of the Site, Client agrees to indemnify and defend ATC against any claims by the owner and/or occupant for any such damage.

Unless otherwise specified in the Service Order, ATC is not liable for damages caused by exploratory demolition or investigation to identify, quantify, or evaluate building materials, systems, and/or components not readily accessible to ATC during ATC's performance of the Services. ATC is not responsible for unforeseen conditions that exist on the Site within building systems that prohibit or deter ATC from gaining access to building materials, systems, and/or components.

12. SITE CONTROL ATC's testing, observation, or inspection of the work of other parties on a project shall not relieve such parties of their responsibility to perform their work in accordance with applicable plans, specifications and safety requirements. Continuous monitoring by ATC's employees does not mean that ATC is observing or verifying all Site work or placement of all materials. Client agrees that ATC will only make on-Site observations appropriate to the Services provided by ATC and will not relieve others of their responsibilities to perform the work.

13. TEST AND SAMPLING LOCATIONS Unless otherwise specified in the Service Order, the accuracy of test or sampling locations and elevations will be commensurate only with pacing and approximate measurements or estimates. Client should retain the services of a professional surveyor if greater accuracy is required. Client will furnish a diagram indicating the accurate location of the Site. Sample locations may also be indicated on the diagram. ATC reserves

the right to deviate a reasonable distance from the boring and sampling locations unless the Client specifically revokes this right in writing at the time the diagram is supplied.

14. SAMPLES AND EQUIPMENT Unless otherwise specified in the Service Order or required by law, ATC will not retain any samples obtained from the Site. At no time does ATC assume title to the samples; all samples shall remain the property of the Client. All laboratory and field equipment contaminated during ATC's Services that cannot readily and adequately be cleansed of its hazardous contaminants shall become the property and responsibility of Client. Client shall purchase all such equipment as an expense of the Services, and it shall be turned over to Client for proper disposal unless otherwise specified in the Service Order.

15. ENGINEERING AND CONSTRUCTION SERVICES If the Services requested only require geotechnical engineering, subsurface exploration, construction materials testing, and or engineering, ATC assumes that there are no hazardous substances or constituents in the soils or groundwater underlying the Site. ATC's duties and responsibilities are limited to performing tests and monitoring of specific construction activities as outlined in the Service Order. Unless otherwise specified in the Service Order, any consulting, testing or monitoring related to environmental conditions, including, but not limited to hazardous waste, soil or groundwater contamination, or air pollutants are not part of ATC's engineering and construction Services. If it becomes apparent during the field exploration that hazardous substances or constituents may be present, field operations will be terminated without liability.

16. OPINIONS OF COSTS ATC may provide estimates of costs for remediation or construction as appropriate based on available data, designs, or recommendations. However, these opinions are intended to provide information on the range of costs and are not intended for use in firm budgeting or negotiation unless specifically agreed to in writing by ATC.

17. SAFETY ATC shall not, unless otherwise specified in the Service Order, be responsible for health and safety procedures, construction means, methods, techniques, sequences, or procedures, nor be responsible for the acts or omissions of contractors or other parties on the Site.

18. UTILITIES Unless otherwise specified in the Service Order, it is Client's responsibility to mark or furnish the locations of all underground man-made obstructions at all Sites that the Client owns and/or operates. Client shall indemnify, defend and hold harmless ATC from and against any claims, losses or damages incurred or asserted against ATC related to Client's failure to mark, protect or advise ATC of underground structures or utilities.

19. ROOF CUTS Unless otherwise specified in the Service Order, if roof cuts/samples are required by the Services, it is the Client's responsibility to make appropriate repairs. If a roofing contractor or maintenance personnel selected by Client is not on the roof to make repairs at the time samples are obtained, ATC may make temporary repairs, which may result in additional charges. ATC personnel are not certified in roofing repair, therefore under no circumstances, shall ATC be responsible for any water damage to the roofing system, building, or its contents resulting from ATC's temporary repairs.

20. HAZARDOUS CONDITIONS OR SUBSTANCES The Client acknowledges that ATC has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, substance or constituent at the Site. All Site generated hazardous and non-hazardous waste, including used disposable protective gear and equipment, are the property of the Client.

Client agrees to indemnify and hold harmless ATC against all claims for injury or loss sustained by any party, including the United States, from exposure, release, or the presence of any such hazardous, radioactive, toxic, irritant, pollutant, substance or constituent at the Site. This indemnity includes but is not limited to, ATC acting as Client's

agent to sign waste manifests, allegations that ATC is a handler, generator, operator, treater or storer, transporter or disposer under any federal, state or local, law, regulation or ordinance, and Client's or third party's violation of federal, state or local, law, regulation or ordinance, related to the handling, storage, or disposal of hazardous substances or constituents at/or introduced to the Site, before or after the completion of the Services.

21. RIGHT TO STOP WORK If, during the performance of a Service Order, any unforeseen hazardous substance, material, element, constituent, condition, or occurrence is encountered which, in ATC's reasonable judgment significantly affects or may affect the Services provided, the risk involved in providing the Services, or the recommended scope of Services, ATC may immediately suspend work.

22. ATC AND CLIENT INDEMNIFICATION ATC shall indemnify and hold harmless Client against claims, demands, and lawsuits to the extent arising out of or caused by the negligence or willful misconduct of ATC in connection with activities conducted in the performance of the Services.

The Client shall indemnify and hold harmless ATC from and against claims, demands, and lawsuits, to the extent arising out of or caused by Client's breach of this Agreement or the negligence or willful misconduct of the Client or other contractors retained by Client in connection with activities conducted in the performance of the Services.

If a dispute arises between the parties resulting in litigation, the prevailing party shall be entitled to recover all reasonable costs incurred. Client agrees that all indemnifications granted to ATC shall also be granted to those subcontractors retained by ATC for the performance of the Services.

23. CONSEQUENTIAL DAMAGES In no event shall either party be liable to the other party for any consequential, incidental, punitive, liquidated or indirect damages, including but not limited to loss of income, loss of profits, loss or restriction of use of property, or any other business losses, regardless if such damages are caused by breach of contract, negligent act or omission, other wrongful act, or whether ATC shall be advised, shall have other reason to know, or in fact shall know of the possibility of such damages.

24. WARRANTY ATC is not a manufacturer. If any equipment is used or purchased by ATC for a Service Order the manufacturer's warranties if any on the equipment are solely those of the manufacturer. ATC makes no other representation, guarantee, or warranty, expressed or implied, in fact or by law, whether of merchantability, fitness for any particular purpose or otherwise, concerning any of the goods or Services which may be furnished by ATC to Client.

25. DOCUMENTS Project-specific documents and data produced by ATC under this Agreement shall become the property of Client upon completion of the Service Order and payment of amounts owed ATC. ATC shall have the right, but not the obligation, to retain copies of all such materials.

26. RELIANCE Documents and data produced by ATC are not intended or represented by ATC to be suitable for use or reliance beyond the scope or purpose for which they were originally prepared, or for anyone except the Client, and the Client's affiliates or assigns. Any such unauthorized use will be at the Client's or third party's sole risk.

27. TERMINATION OF CONTRACT This Agreement may be terminated by either party upon seven (7) days written notice provided that any incomplete or unfinished Service Order will remain in effect until completed, unless otherwise agreed to in writing. In the event of termination or suspension, by the Client, ATC shall be paid for Services performed prior to the termination date plus reasonable termination and suspension expenses.

28. ASSIGNMENT Neither the Client nor ATC may assign, or transfer its benefits, rights, duties, or interest in this Agreement without the written consent of the other party, which shall not be unreasonably withheld. This Agreement shall be binding on and inure to the benefit of the successors and assigns of the parties.

29. FORCE MAJEURE Neither Client nor ATC shall hold the other responsible for damages or delays in performance caused by uncontrollable events, which could not reasonably have been anticipated or prevented, including but not limited to, acts of God, the public enemy, acts of the Government of the United States or of the several states, or any foreign country, or any of them acting in their sovereign capacity, materially different Site conditions, wars, riots, terrorism, rebellions, sabotage, fires, explosions, accidents, floods, strikes, or other conceded acts of workers, lockouts, or changes in laws, regulations, or ordinances.

30. GENERAL PROVISIONS The captions and headings throughout this Agreement are for convenience only and do not define, limit, modify, or add to the meaning of any provision of this Agreement. If any provision of this Agreement is in conflict with any provision of the Service Order, the terms and conditions of this Agreement shall prevail unless the conflict concerns the scope of Services to be provided. If any provision shall to any extent be deemed invalid, it shall be modified if possible to fulfill the intent of the parties as reflected in the original provision and the remainder of this Agreement shall not be affected.

This Contract Document represents the entire understanding between the parties and supersedes any and all prior contracts whether written or oral. Nothing contained in this Contract Document shall be construed to be for the benefit of any persons not a party to this Agreement. No third party beneficiary rights are created.

The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the state in which the Site is located. Any legal action arising out of this Agreement shall be venued in a court of competent jurisdiction within the state and county of the Site.

No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.

ATC is solely responsible for the performance of this Agreement, and no parent, subsidiary or affiliated company, or any of its directors, officers, employees, or agents shall have any legal responsibility whether in contract or tort, including negligence.

ATC GROUP SERVICES LLC

BY: _____

PRINTED NAME: Tom Broido

TITLE: Branch Manager

DATE:

CLIENT: City of Barre
(Person authorized to execute contracts)

BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Barre City, Vermont
Accounting Policy & Procedures

CASH RECEIPTS

Purpose

This policy and procedure established guidelines for the process ~~for~~ of ensuring that capital receipts are supported by adequate documentation, oversight and approvals.

Persons Affected

City Manager, City Clerk/Treasurer, Finance Director, Department Heads, Senior Accounting Clerk, Payroll Clerk, Assistant Treasurer

Policy & Procedures

Opening Bank Accounts

Any account must be opened by the Treasurer, who has received authorization from the City Council by way of resolution. The original resolution is filed in the resolution book in the vault. A copy of the resolution may be necessary to open an account.

Signatories on all accounts shall be the Treasurer, ~~City Manager~~ and Assistant Treasurer. The City Manager shall be a required additional signer on accounts payable checks.

Time Limits for Deposits

All monies received will be deposited within 48 hours. The Assistant Treasurer will prepare deposits at least once every other day of all cash ~~and~~, checks and credit card receipts on hand. Checks ~~and~~, cash and credit card receipts will be totaled and confirmed against the NEMRC Cash Receipts report. Upon confirmation, the Assistant Treasurer will print out the NEMRC Cash Rceipts Deposit reports, will prepare a deposit slip and will electronically transfer the NEMRC cash receipts deposit file to the NEMRC General Ledger system. The Assistant Treasurer will deliver a ~~hard~~ copy of the deposit reports to the ~~Accounting-Finance~~ Department and confirm receipt of the electronic file into the General Fund system. The ~~Accounting-Finance~~ Department reviews all deposit reports against the electronic transfer to ensure all deposits are credited to the correct accounts. Any discrepancies are immediately brought to the attention of the ~~city manager~~ Finance Director for review and adjustment, as necessary. No adjustments are made without the written approval of the ~~city manager~~ Finance Director.

All deposits will be delivered to the City's financial institution on the same day they are prepared. Any extension beyond the 48 hour limit requires the authorization of the Treasurer. In times of heavy collections, deposits will be done on a daily basis, as directed by the Treasurer.

Endorsement of Checks for Deposit

An endorsement is required on the back of each check being deposited. This endorsement is usually applied with a rubber stamp. Each department that handles checks will have a separate rubber stamp so as to be able to trace checks back to the appropriate department. All endorsements must include bank name, bank account number, and department name.

Bank Deposit Tickets

Deposit tickets for the General Fund are only used by the Treasurer's Office and the Water/Sewer Department, and are the source documents for posting to the [Treasurer's Finance Department's](#) ledgers. The bank date on the deposit ticket is the date that the deposit is delivered to the bank, and should agree with the date on the receipt issued by the bank.

Foreign Checks and Money Orders

All checks should be drawn on a United States bank and made payable in United States currency. Any check drawn on a foreign bank, other than a Canadian bank, should not be accepted, even if payable in United States currency.

Noncompliance with these procedures will result in foreign exchange and collection fees which will be charged to the department as a bad check charge or debit adjustment. The department will then follow the procedures for recording and recovering bad check charge-backs as outlined in the Barre City Returned Check Policy, [adopted by the Barre City Council on March 30, 2010](#).

Bad Check Charge-Backs

Checks returned by the bank for insufficient funds, closure of the account, or any other reason, are reported by the [Accounting-Finance](#) Department as a negative deposit in NEMRC for the department that originally deposited the check. The depositing department is responsible for recovering the money due to the City, and will follow the procedures for recording and recovering bad check charge-backs as outlined in the Barre City Returned Check Policy, [adopted by the Barre City Council on March 30, 2010](#). When a bad check is recovered, it ~~should~~ will be treated as a new deposit.

Correction of Bank Deposits

The bank may correct previous deposits by issuing a debit or credit memo to the Treasurer's bank account. The memo may come from the bank directly or from the Treasurer's office to the depositing department. The adjustment will appear as a separate bank transaction in NEMRC. The coding for the adjustment should be the same as the original deposit.

Adjustments of Revenue and Corrections of Receipts Coding Errors

Corrections or adjustments (journal entries) to receipt codings are made by the [Accounting Finance](#) Department, and require written authorization from the [Finance Director](#), City Manager or Treasurer. The amount of the incorrect or original entry must equal the amount of the new entry. The [Manager Finance Director](#) will review random adjustments and corrections on a monthly basis to ensure they are being handled correctly.

Reconciliation of deposits

Upon completion of a deposit, the Assistant Treasurer delivers a ~~hard~~ copy of the deposit report, and electronically transfers the NEMRC cash receipts file to the [Accounting-Finance](#) Department. The ~~Senior General Accounting Clerk~~ [Senior General Accounting Clerk](#) accepts the NEMRC electronic transfer, downloads it in-to the NEMRC general ledger module and reconciles the paper reports with the computer reports. [The Assistant Treasurer also delivers a copy of the Accounts Receivable deposit report, if applicable, to the Senior General Accounting Clerk who verifies the transaction, posts cash receipts within the AR module and transfers the NEMRC file to the](#)

Commented [CD1]: Should there be some reference to AR?

REVIEW DRAFT 1/29/21 Adopted by City Council on February 16, 2021

general ledger module. The Senior General Accounting Clerk downloads the NEMRC AR electronic transfer in the NEMRC general ledger module and reconciles the paper reports with the computer reports.

Any discrepancies are brought to the attention of the Finance Director or Treasurer for immediate corrective action.

Internal Controls

Ensure that forms/records are maintained detailing all works undertaken which require invoicing. These records should be reviewed regularly to ensure prompt production of invoices, by the payroll clerk.

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Adequate records of all account receivables and the transactions relating thereto shall be kept.

Account allocations are to be made or authorized by a responsible officer/the appropriate department head.

Commented [DM2]: Not sure what this highlighted section has to do with cash receipts? I think it could be removed

All moneys received by the City shall be recorded by its entry in the NEMRC Cash Receipts computer system.

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All payers shall be issued with a copy of a receipt upon request. The receipt and cash receipt record shall indicate the mode of payment. All unused receipt books and loose-leaf receipts shall be kept in the custody of the staff member responsible for such. Receipt or receipt records contained in books or loose-leaf receipts shall be so arranged as to provide for the retention of a copy of each receipt issued of the relevant details thereof. Any reversed receipts are to be independently authorized.

Balances are to be counted daily and reconciled to receipts listing and banking for the day. Discrepancies are to be promptly followed up.

For cash collected off-site regular random independent checks of cash collection ~~to shall~~ be undertaken.

Banking is to occur on a daily basis, where practicable.

Ledgers for all accounts are to be reconciled by the Accounting Finance Department within 30 days of the close of a month on a monthly or quarterly basis, per established reconciliation schedule. Upon completion, the reconciliation will be reviewed and signed off on by the City Treasurer/Finance Director. Any discrepancies are to be immediately investigated.

Aged account receivables listings are to be regularly reviewed and ongoing outstanding debts followed up on.

~~REVIEW DRAFT 1/29/21~~ Adopted by City Council on February 16, 2021

Bank reconciliations are to be completed by the ~~Accounting~~ Finance Department within 30 days of receipt of the statements. Upon completion, the reconciliations will be reviewed and signed off on by the ~~City Treasurer~~ Finance Director. Any unusual/irregular reconciling items are to be immediately investigated.

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

Barre City Resolution #2021-05

A RESOLUTION IN SUPPORT OF RESOURCE OFFICERS

Whereas the Barre City Council supports safety in its schools and supports fostering good relationships between law enforcement and children and rejects the notion that resource officers in Barre schools play any role in the negative image of police.

Whereas Barre City has had a positive experience with resource officers and a historical precedence of positive law enforcement in the school system for decades.

Whereas Barre City has a cost sharing agreement between the municipality of Barre City and the Barre Unified Union School District which has served our community well for several years.

Whereas State Senators Hardy, Clarkson, Pearson and Pollina introduced bill S.63 in 2021 which stripes the rights of a community to employ a resource officer.

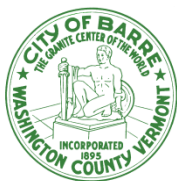
Therefore be it resolved, that the Barre City Council fully supports the continuation of the cost sharing agreement for resource officers in the BUUSD facilities.

Therefore be it resolved, that Barre City Council condemns any action by state legislature to affect that agreement or stripe the independent ability for a community to decide what is best for their resident's children.

By order of the City Council of the City of Barre, Vermont this XX th day of XXXXXX, 2021.

Lucas Herring, Mayor

City of Barre, Vermont



● *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

To: Mayor Lucas Herring and the Barre City Council

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

Re: Department Head Reports

Report Date: February 12, 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:

- COVID REPORT: City Hall remains closed to the public. The vault in the Clerk's office is open by appointment only on Tuesdays, Thursdays and Fridays. Masks are required by those with appointments. Temperatures are checked and they sign in attesting to having no COVID symptoms or exposure. They wash their hands in the sink in the Clerk's office, and are given gloves to use while touching land records documents or research computers.
- Because we've expanded our online access to land records, the number of people scheduling vault appointments has dropped off precipitously. We receive checks from our online records provider for payments people have made to print off the online documents, so fees received for vault copies haven't decreased in spite of the low number of people coming into the office to do research. In fact there's been a 7.5% increase in that particular budget line item the previous 9 months over the 9 months before that.
- Continuing to work on TIF state audit. The Auditor's office has released an estimated timeline, showing a completion date of approximately June 2021, and an estimated cost of approximately \$79,000.
- 2021 dog licenses are available. All dogs are to be licensed by April 1st.
- We have mailed out more than 1,000 absentee ballots for the March 2nd annual town meeting elections, with another 150 to go in the mail today.
- Sample ballots are posted on the election section of the City website.

- Letters are being sent to those who have signed up to work at the polls on town meeting day, letting them know about the various procedural changes we're putting in place for the election, and inviting them to a orientation at the auditorium on the Saturday before the election.
- We have received a number of abatement requests since our last hearing in February 2020. As per the COVID legislation approved last year,

2. BUILDING AND COMMUNITY SERVICES:

- On Monday, I met with a representative from the Department of Children and Families regarding the space they are using on the second floor of the Wheelock Building. This was concerning a possible expansion by using part of the back end of the first floor.
- Also on Monday, I met with the crew from Weatherization and Renovation of Montpelier as they were performing the insulation work in the City Hall boiler room.
- On Tuesday, I participated in the Civic Center Committee Zoom meeting as well as the Department Head Zoom meeting.
- Also on Tuesday, I worked with the Vermont Health Department (VDH) in opening the vaccination clinic at the AUD.
- On Wednesday, I met with the City Manager to review the ongoing facilities projects and budgetary issues. I also met with the Spaulding Athletic Director and Stephanie at the BOR to prepare, and work out details, for Saturday's start of the high school hockey season. I also attended the Barre City Tree Committee Google meeting.
- The BYSA Hockey Board met on Wednesday evening in the main room of Alumni Hall as they prepared for the start of youth hockey games this weekend.
- On Thursday morning, I again worked with the VDH to get the AUD opened up and ready for the vaccination clinic.
- On Friday, I met with the VDH to re-arrange the set up for the vaccination clinic scheduled for Tuesday, February 16 as that is the first day of bumping the number of vaccinations from 150 to 300 per day.
- The BOR is hosting three high school hockey games on Saturday as the Governor had lifted the moratorium on games beginning Friday, February 12.
- We had one full burial during the week at Hope Cemetery. Don also did snow plowing during the week.
- The Facilities crew worked on wall repair at City Hall and basement cleaning and organizing in the AUD. They also did snow removal work during the week.

2a. RECREATION:

- Notification was received that games could begin and for us it would be at the B.O.R. Time was spent filtering through the ACCD requirements together with those of the VPA. A meeting was held at the rink with the Spaulding High School Athletic Director to go over the logistics of our first games on Saturday. We have a triple header at the

rink. Discussions included numbers on the bench, press box, entrances and exits, etc. The games will be streamed and information was sent to be posted throughout the City. Networked with Rink Operators across the state as well were preparing for games.

- Tiny Tykes Soccer was confirmed and set up. This is an indoor program, an hour a day for a week at the AUD in the summer. We were able to get two time slots after work so that parents could bring children. This is for 3 – 6 year olds.
- Attended a Department Head meeting
- Attended a Civic Center Committee meeting
- Attended a COVID immunization policy webinar
- Attended Paths/Routes/Trails committee meeting
- Worked on summer program flyers and registration forms
- Worked on Tier II reporting data

3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:

Planning – Janet:

- TIF work for the auditors with Carol was a big part of this week's work;
- Prepared for and issued Planning Commission agenda for Thursday evening;
- Sent request to City Attorney regarding Assessing authority and if we needed an Interim Assessor, so that the TIF annual report could get signed by the end of the week, and the City Manager and I understood a clear path for now;
- Had my weekly meeting with the City Manager;
- Worked with the Permit Administrator regarding some tasks, issues she need assistance on, and some guidance so that she could keep moving forward;
- Submitted the downtown statistics to Tracie Lewis at The Partnership so that she could submit the annual report;
- Assisted Deputy Police Chief with submitting the Distracted Driving and Driving Under the Influence 2021 Grant applications;
- Conversated with Regional Planning Past Chair about taking on the role of Vice Chair of the Planning Commission, and did not accept due to time constraints and meetings are the same nights as City Council, and said yes to the Treasurer position for nomination;
- Attended Regional Planning Commission meeting Tuesday evening;
- Assisted in the submittal of the Downstreet Housing's Barre Recovery Residence grant application;
- Have received 2 applications for the Assessor position to date;
- Tree grant work for the tree nursery that will be worked on this spring and summer;
- Reached out to engineer for Enterprise Aly O&M for further information on their invoices needed as part of my reimbursement request to Sites Management;
- Answering questions, phone calls, sent lister cards, assisted fellow staff, timesheets, weekly report write-up, etc.

Permitting – Heather:

- Issued 1 building permit;

- Issued 1 electrical permit;
- Issued 1 zoning permit;
- Closed out 1 building and 1 electrical permits (received from Code Enforcement, closed in our electronic database);
- Reconciled monthly accounts to reports out of the Clerk's office for fees;
- Researched Design Review committee options for the city;
- Researched a possible zoning violation;
- Set up the March 4 DRB agenda, Times Argus advertisement, sent out abutter notices and applicant poster with letter. Contacted all DRB members to advise of the March meeting and that it will be held virtually;
- Attended the bi-monthly code enforcement meeting;
- Continued with archiving of old files (scanning zoning work from 1950 forward);
- 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.;
- Assisted Clerk and Director with background information for the ongoing state TIF audit;
- Distributed the January 2021 property transfer list for all city departments;
- Sent out street number letters for property on Elmore Street for one missed in 2012, after conferring with Public Works Director;
- Processed 3 PTTR's (property transfer return) for updating all property records in NEMRC, ProVal, and mapping software;
- No download of Homestead filings (not out yet), with no BCA corrections and no download of state payments which are put into the As-billed Grand List, which would be transferred into the billing program for taxes. The year-to-date total is zero (0);
- Sent out 14 map copies and 17 lister cards as requested via email or by telephone;
- Working on the 2020 Sales Study from the data sent by the State (out late), so that the necessary work can be in the preparation of the 2021 Grand List.

Assessing-Assessor:

- Interim Assessor signed the TIF annual report form for the Clerk;
- 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:

- Reviewed and distributed FY21 Budget vs. Actual to DH's with a list of "watch" line items. As of 2/10/21, we are 61.54% complete. Revenues are 61.08% of the budget & Expenditures 59.42%.
- Reviewed and updated financial policy for adoption at the upcoming council meeting.
- Continual work on creating City of Barre's System of Internal Controls documentation. This document is to satisfy a continual audit recommendation.
- Reviewed police grant requisition
- Continual work on creating new budget template for personnel and benefit costs
- Virtually attended VTGFOA winter workshop. Topic was preparation and guidelines for the SEFA (Schedule of Expenditures of Federal Awards) and the SAR (Subrecipient Annual Report) that is reported to the state. If we have grant expenditures greater than \$750k, a single audit is required.
- 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: 02/04/21 to 02/10/21, Prior Period: 01/28/21 to 02/03/21

00:00 to 24:00

All Stations

All Shifts

All Units

All Activity Types

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Dispatch/Remote Station Incidents*				
EMS Incidents	0	0.00	0	0.00
NFIRS Incidents	0	0.00	0	0.00
	0	0.00	0	0.00
Fire Alarm Situations				
Chemical release, reaction, or toxic condition	1	2.20	0	0.00
Citizen complaint	0	0.00	1	0.00
Dispatched and cancelled en route	2	2.50	2	0.30
Emergency medical service (EMS) Incident	35	77.98	24	52.88
Extrication, rescue	1	0.66	0	0.00
Good intent call, Other	1	0.45	0	0.00
Person in distress	0	0.00	1	0.17
Rescue, emergency medical call (EMS), other	2	0.76	0	0.00
Structure Fire	2	5.10	2	26.39
System or detector malfunction	0	0.00	1	7.12
Unintentional system/detector operation (no fire)	5	8.92	1	1.08
Water problem	0	0.00	1	0.67
	49	98.57	33	88.61
Hydrant Activities				
Flow Tests	0	0.00	0	0.00
Inspections	0	0.00	0	0.00
	0	0.00	0	0.00
Non-Incident Activities				
COMP TIME USED	0	0.00	4	75.50
COVID 19 SCREENING COMPLETED	26	2.23	26	2.48
FILL IN	1	2.50	2	16.00
GEAR WASHING	1	11.00	0	0.00
LONG INVENTORY CHECK	0	0.00	2	4.00
MISCELLANEOUS	1	2.00	0	0.00
ON DUTY	24	564.00	24	548.50
SICK TIME USED	2	48.00	1	24.00
VACATION USED	3	38.50	0	0.00

* 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: 02/04/21 to 02/10/21, Prior Period: 01/28/21 to 02/03/21

00:00 to 24:00

All Stations

All Shifts

All Units

All Activity Types

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Non-Incident Activities				
VEHICLE FUELED (LISTED IN COMMENT AREA)	1	0.08	2	0.06
WASH VEHICLES	3	1.26	0	0.00
	62	669.57	61	670.54
Training				
BUILDING CONSTRUCTION	0	0.00	1	0.50
CAPNOMETRY/ CAPNOGRAPHY	3	1.50	0	0.00
CODE 99	4	5.00	0	0.00
CPAP Review	4	4.00	0	0.00
ELECTRICAL SAFETY TRAINING	0	0.00	4	4.00
EZ IO	3	1.50	4	0.00
FIRE BEHAVIOR	4	3.00	0	0.00
FIRE BEHAVIOR TRAINING	0	0.00	1	1.00
GENERAL DRIVER TRAINING	0	0.00	2	2.00
HOSE HANDLING	4	4.00	0	0.00
HYDRANTS	2	1.50	0	0.00
IM MEDICATION ADMINISTRATION	3	1.50	0	0.00
IV STICKS / FLUID THERAPY	4	3.00	0	0.00
MAYDAYS	0	0.00	1	1.00
THE ART OF READING SMOKE	1	4.00	0	0.00
TRACTION SPLINT TRAINING	6	6.00	0	0.00
TRUCK 30 SET UP AND OPERATIONS	0	0.00	3	6.00
VTEMS COVID VACCIN ADMINISTRATION TRAINING	1	2.00	1	2.00
	39	37.00	17	16.50

* 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: 02/04/2021 1:19

To: 02/11/2021 8:28

Date/Time	Incident #	Call Type	Location
ORI: VT0120100		Barre City Police Department	
2/11/21 8:28	21BA000934	Domestic Assault - Misd	Beckley St
2/11/21 7:56	21BA000933	Disturbance	Pearl St
2/11/21 2:58	21BA000932	Alarm - Security	Boynton St
Officers responded to an alarm on Boynton St.			
2/10/21 22:50	21BA000931	Intoxication	Hill Street
2/10/21 21:55	21BA000930	Threats/Harassment	Washington St
2/10/21 19:41	21BA000929	Medical - Other	South Main St
Assist to Barre City EMS on S. Main Street.			
2/10/21 18:29	21BA000928	Assist - Public	S Main St
2/10/21 17:34	21BA000927	Roadway Hazard	North Main St
2/10/21 17:30	21BA000926	Fraud	North Main St
Citizen assist on Fourth Street.			
2/10/21 17:27	21BA000925	Threats/Harassment	Washington
Male at Washington St. Apartments reporting issues with neighbors			
2/10/21 17:17	21BA000924	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
2/10/21 16:46	21BA000923	Training-In-Service	Fourth St
2/10/21 16:07	21BA000922	Threats/Harassment	Bolster Ave
2/10/21 15:10	21BA000921	Assist - Public	Fourth Street
public assist s main st			
2/10/21 14:48	21BA000920	Threats/Harassment	Warren St
threats/harassment warren st			
2/10/21 14:42	21BA000919	Mental Health Issue	Ayer St
2/10/21 13:45	21BA000918	Trespass	Berlin St
trespass Berlin St			
2/10/21 13:03	21BA000917	Assist - Agency	Hilltop / Berlin State HyWy
Assist Agency at Hilltop Inn			
2/10/21 12:34	21BA000916	Suspicious Event	Ossola Place
suspicious event barre city			
2/10/21 12:13	21BA000915	Assist - Agency	N Main St
2/10/21 11:32	21BA000914	Assist - Agency	Mill St

Media Log Report

Rev.01/26/12

From: 02/04/2021 1:19

To: 02/11/2021 8:28

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
agency assist barre town			
2/10/21 10:50	21BA000913	Violation of Conditions of Release	Palmisano Pl
Violation of Conditions of Release on Palmisano Place			
2/10/21 10:30	21BA000912	Assist - Agency	Fourth Street
Agency assist Barre City			
2/10/21 10:14	21BA000911	Prisoner - Lodging/Releasing	Fourth St
Prisoner release Barre City			
2/10/21 10:00	21BA000910	Accident - Property damage only	Park St / Currier Park
2/10/21 9:51	21BA000909	Assault - Simple	S Main St
simple assault Branch Street			
2/10/21 9:42	21BA000908	Directed Patrol - Other	Highgate Drive
2/10/21 9:26	21BA000907	Suspicious Person	Keith Ave
information received on suspicious male			
2/10/21 9:16	21BA000906	Accident - LSA	Franklin St
2/10/21 7:51	21BA000905	Vandalism	Berlin St
vandalism berlin st			
2/10/21 7:06	21BA000904	Accident - Non Reportable	Pearl St
Officers responded to the report of a minor crash on Summer St.			
2/10/21 3:57	21BA000903	Prisoner	Fourth St
2/10/21 3:55	21BA000902	Prisoner - Lodging/Releasing	Fourth St
2/10/21 3:51	21BA000901	Prisoner	Fourth St
2/10/21 3:49	21BA000900	Prisoner - Lodging/Releasing	Fourth St
2/10/21 2:44	21BA000899	Noise	S Main St
Noise complaint on S. Main St.			
2/10/21 2:11	21BA000898	Assist - Agency	Graniteville Rd
2/10/21 1:23	21BA000897	Threats/Harassment	Averill St
An Officer spoke with a resident of Averill St. who reported receiving threatening messaged			
2/10/21 0:47	21BA000896	Assist - Agency	Ridgewood Ter
Assisted Barre Town Police with an intoxicated male.			
2/9/21 21:39	21BA000895	Noise	Green Acres
2/9/21 21:34	21BA000894	Threats/Harassment	Champlain Farms
Female reporting a male acquaintance stalking and threatening her			

Media Log Report

Rev.01/26/12

From: 02/04/2021 1:19**To:** 02/11/2021 8:28

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
2/9/21 21:18	21BA000893	Training-In-Service	Fourth St
2/9/21 20:41	21BA000892	Training-In-Service	Fourth St
2/9/21 20:13	21BA000891	Motor Vehicle Complaint	Vt Route 62
Disabled vehicle reported on Route 62 but was gone upon Officer's arrival			
2/9/21 19:14	21BA000890	Assist - Agency	Graniteville Rd
Agency assist to BTPD			
2/9/21 18:46	21BA000889	Domestic Disturbance	Howard St
2/9/21 18:21	21BA000888	Alarm - Security	North Main Street
security alarm on n main st			
2/9/21 17:59	21BA000887	Roadway Hazard	Camp St
Resident calling to report a neighbor blowing snow into the roadway			
2/9/21 17:37	21BA000886	Disturbance	Elmore St
Disorderly female reported on Elmore St.			
2/9/21 16:48	21BA000885	Welfare Check	Hill St
Citizen assist on Hill Street.			
2/9/21 16:22	21BA000884	Assist - Agency	Berlin Mall
agency assist Berlin			
2/9/21 16:18	21BA000883	Larceny - Other	Granite St
2/9/21 15:29	21BA000882	Noise	Elmore St
Noise on Elmore Street			
2/9/21 15:06	21BA000881	Missing Person	Pleasant St
missing person barre city			
2/9/21 14:51	21BA000880	Accident - Non Reportable	Bassette St
accident non reportable Bassett St			
2/9/21 13:55	21BA000879	Parking - General Violation	Spaulding Street
parking problem spaulding st			
2/9/21 13:10	21BA000878	Assist - Agency	Fourth St
2/9/21 12:58	21BA000877	Parking - General Violation	Bugbee Ave
parking problem bugbee ave			
2/9/21 12:19	21BA000876	Threats/Harassment	Brook St
threats/harassment Brook St			
2/9/21 10:56	21BA000875	Accident - Property damage only	N Main St / Keith Ave
2/9/21 10:13	21BA000874	Digital Forensics	Websterville Rd
Digital Forensics.			
2/9/21 10:09	21BA000873	Assist - Other	S Main St

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ORI: VT0120100		<u>Barre City Police Department</u>	
public assist N. Main St			
2/9/21 9:39	21BA000872	Directed Patrol - Other	Fourth St
2/9/21 9:39	21BA000871	Directed Patrol - Other	Fourth St
2/9/21 9:28	21BA000870	Directed Patrol - Other	Fourth St
2/9/21 9:23	21BA000869	Assist - Other	N Main St
Assist Other on North Main Street			
2/9/21 8:50	21BA000868	Assist - Other	N Main St
Assist Other on North Main Street			
2/9/21 6:53	21BA000867	Alarm - Security	S Main St
An Officer responded to an alarm activation at a S. Main St. business.			
2/8/21 23:12	21BA000866	Assist - Agency	River St
Agency assist on River St			
2/8/21 23:02	21BA000865	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
2/8/21 22:45	21BA000864	Suspicious Event	North Main Street
Anonymous caller reporting a puddle of blood in the lobby of 455 N. Main St, turned out to be a leaking package of ground beef			
2/8/21 22:37	21BA000863	Suspicious Event	S. Main Street
Suspicious event on S Main Street.			
2/8/21 21:57	21BA000862	Trespass	North End Cumberland Farms
subject trespassing at Cumberland Farms on N Main St			
2/8/21 21:24	21BA000861	Overdose	Corti St
Female overdosed on opiates on Corti St. and subsequently transported to CVMC by Barre City EMS			
2/8/21 19:45	21BA000860	Assist - Other	Maple Avenue
Citizen assist on Maple Ave.			
2/8/21 19:42	21BA000859	Traffic Stop	S Main St
Traffic stop for no lights on s main st			
2/8/21 17:58	21BA000858	TRO/FRO Service	Maple Ave
Served TRO on Maple Ave.			
2/8/21 17:39	21BA000857	Assist - Other	Fourth Street
Citizen assist.			
2/8/21 16:31	21BA000856	Threats/Harassment	Highgate Apartments
threats/harassment Highgate Drive			
2/8/21 15:59	21BA000855	Training-In-Service	Fourth St
2/8/21 14:50	21BA000854	Disturbance	Kynock Ave
disturbance kynock ave			
2/8/21 13:51	21BA000853	Assist - Public	Fourth Street

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ORI: VT0120100			
<u>Barre City Police Department</u>			
public assist barre city			
2/8/21 13:19	21BA000852	VIN verification	Fourth St
VIN check at Fourth St Barre City.			
2/8/21 12:56	21BA000851	Suspicious Event	South Main Street
Suspicious even S. Main St.			
2/8/21 12:31	21BA000850	Surveillance	Fourth St
2/8/21 12:02	21BA000849	Violation of Conditions of Release	River St
vcor kynock ave			
2/8/21 9:48	21BA000848	Assist - Other	South Barre Road
assist other barre town			
2/8/21 8:23	21BA000847	TRO/FRO Violation	Barre City
VCOR barre city			
2/8/21 7:36	21BA000846	Juvenile Problem	South Main Street
2/8/21 3:24	21BA000845	Assist - Public	Fourth Street
2/8/21 1:00	21BA000844	Parking - Winter Ban - Ticket	North Main Street
2/7/21 22:12	21BA000843	Mental Health Issue	Kynoch Ave
2/7/21 21:13	21BA000842	Assist - Other	Budget Inn
Public assist on n main st			
2/7/21 19:28	21BA000841	Assist - Public	Murray St
2/7/21 19:23	21BA000840	Assist - Other	Hollow Inn
Citizen assist called into the police department.			
2/7/21 16:12	21BA000839	Training-In-Service	Fourth St
2/7/21 14:38	21BA000838	Motor Vehicle Complaint	North Main St / Berlin St
Motor vehicle complaint N. Main St.			
2/7/21 12:10	21BA000837	Motor Vehicle Complaint	Hill St
Motor vehicle complaint Hill St.			
2/7/21 11:43	21BA000836	Disturbance	Shurtleff Place
Disturbance on N. Seminary St.			
2/7/21 11:11	21BA000835	Supervisory Duties - Case review	4th
2/7/21 10:15	21BA000834	Assist - Agency	Merchant St
Agency assist Merchant St.			
2/7/21 8:35	21BA000833	Noise	Averill St
Noise complaint on Averill St.			

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ORI: VT0120100 Barre City Police Department			
2/7/21 7:30	21BA000832	Alarm - Security	N Main Street
Security alarm activation on North Main St.			
2/7/21 0:49	21BA000831	Noise	Fairview Street
Noise complaint, person yelling in the Fairview St area.			
2/7/21 0:27	21BA000830	Disturbance	Short St
Disturbance on Short Street.			
2/6/21 23:35	21BA000829	Domestic Disturbance	Maple Ave
Called for a possible domestic disturbance on Maple Ave			
2/6/21 22:20	21BA000828	Trespass	N Main St
Subject trespassing at Cumberland Farms on N Main St			
2/6/21 20:41	21BA000827	Motor Vehicle Complaint	Skyline Drive
2/6/21 20:05	21BA000826	Suspicious Person	N Main St
Suspicious Person on North Main Street.			
2/6/21 19:43	21BA000825	Mental Health Issue	Pearl St Ext
mental health issue on pearl st			
2/6/21 17:29	21BA000824	Suspicious Event	Fourth St
suspicious event on 4th st			
2/6/21 17:13	21BA000823	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
2/6/21 15:45	21BA000821	Threats/Harassment	Washington St
Harassing complaint on Washington St.			
2/6/21 14:39	21BA000820	Mental Health Issue	Washington St
Suspicious event Washington St.			
2/6/21 12:54	21BA000819	Suspicious Event	Summer St
Suspicious event on Summer St.			
2/6/21 12:02	21BA000818	Assist - Other	S Main St
Assist on S. Main St.			
2/6/21 11:01	21BA000817	Assist - Other	S Main St
Assist on S. Main St.			
2/6/21 10:28	21BA000816	Violation of Conditions of Release	Palmisano Pl
Condition violation complaint on Palmisano Pl.			
2/6/21 6:52	21BA000815	Suspicious Event	S Main St
C. W. advised of ongoing drug activity on South Main St.			
2/6/21 3:54	21BA000814	Noise	S Main St
C. W. complaining of loud snow removal on South Main St.			
2/6/21 2:37	21BA000813	Noise	South Main St
Noise, male yelling in an apartment on South Main St.			
2/6/21 2:08	21BA000812	Parking - Winter Ban - Ticket	N Main St
Winter parking ban enforcement.			

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ORI: VT0120100 <u>Barre City Police Department</u>			
2/6/21 0:04	21BA000811	<i>Disturbance</i>	N Main St
Disturbance on North Main Street			
2/6/21 0:02	21BA000810	<i>Noise</i>	East St
Noise complaint on East St			
2/5/21 23:24	21BA000809	<i>Mental Health Issue</i>	Pearl St
Mental health on Pearl St ext.			
2/5/21 20:14	21BA000808	<i>Threats/Harassment</i>	S Main St
Harassment via Social Media on South Main Street			
2/5/21 14:23	21BA000807	<i>Accident - Non Reportable</i>	Perry St
Accident on Perry St.			
2/5/21 13:01	21BA000806	<i>Suspicious Event</i>	Park St
Suspicious event Park St.			
2/5/21 12:14	21BA000805	<i>Trespass</i>	Washington St
Trespass notice issued on Washington St.			
2/5/21 12:10	21BA000804	<i>Intoxication</i>	Brook St / N Main St
Intoxication on Brook Street			
2/5/21 11:14	21BA000803	<i>Traffic Stop</i>	Rt 2
2/5/21 10:44	21BA000802	<i>Alarm - Security</i>	Bridgeman St
Alarm on Bridgeman St.			
2/5/21 10:36	21BA000801	<i>Drug take back</i>	Fourth St
Drug Take Back Fourth Street			
2/5/21 9:45	21BA000800	<i>Assist - Agency</i>	Beckley St
Assist Agency on Beckley Street			
2/5/21 9:12	21BA000799	<i>Assist - Other</i>	Fourth St
2/5/21 9:04	21BA000798	<i>Custodial Interference - NonRep</i>	Prospect St
Custodial interference on Prospect St.			
2/5/21 8:54	21BA000797	<i>Background Investigation</i>	Fourth St
2/5/21 8:50	21BA000796	<i>Welfare Check</i>	Maplewood Av
Welfare Check on Maplewood Ave.			
2/5/21 7:31	21BA000794	<i>Assist - Public</i>	Country Way
An Officer spoke with a resident about a marital dispute			
2/5/21 6:14	21BA000793	<i>Domestic Disturbance</i>	Beckley St
Domestic disturbance on Beckley St.			
2/5/21 2:41	21BA000792	<i>Parking - Winter Ban - Ticket</i>	Fourth St
Winter parking ban enforcement.			
2/5/21 1:57	21BA000791	<i>Assist - Public</i>	Westwood Parkway
C. W. advised his roommate locked him out of the house. He has keys and is waiting outside for police.			
2/5/21 1:34	21BA000790	<i>Vandalism</i>	

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ORI: VT0120100 <u>Barre City Police Department</u>			
C. W. advised unknown male broke his friends car window.			
2/4/21 22:13	21BA000789	Assist - Public	Westwood Parkway
Public assist via telephone			
2/4/21 21:34	21BA000788	Disturbance	Averill St
Disturbance reported on Averill St.			
2/4/21 21:17	21BA000787	911 Hangup	Hollow Inn
911 Hang-up call at the Hollow Inn			
2/4/21 21:11	21BA000786	Noise	Bromur St
Noise Complaint on Bromer Street			
2/4/21 20:57	21BA000785	Disorderly Conduct	South End Cumberland Farms
Disorderly Conduct on South Main Street.			
2/4/21 20:21	21BA000784	Assist - Agency	Richardson Rd
Agency Assist on Richardson Road			
2/4/21 19:18	21BA000783	Welfare Check	Bolster Ave
Welfare Check on Bolster Ave.			
2/4/21 19:06	21BA000782	Noise	Tilden House
Noise complaint at Tilden House			
2/4/21 18:51	21BA000781	Assist - Motorist	Fourth St
2/4/21 18:04	21BA000779	Motor Vehicle Complaint	Farwell St
Motor Vehicle Complaint on Farwell Street.			
2/4/21 18:04	21BA000780	Training-In-Service	Fourth St
2/4/21 17:55	21BA000778	Suspicious Event	Washington
Suspicious event at Washington St. Apartments			
2/4/21 17:51	21BA000777	Motor Vehicle Complaint	Elm Street
Motor Vehicle Complaint on Elm Street			
2/4/21 17:27	21BA000795	Drugs - Sale	4th St
2/4/21 17:09	21BA000776	Stalking	Beverage Baron
Female falsely reporting violation of an RFA			
2/4/21 17:00	21BA000775	Digital Forensics	Fourth Street
Digital Forensics			
2/4/21 16:53	21BA000774	Sexual Assault	Fourth St
2/4/21 15:47	21BA000773	Suspicious Event	Park St
Suspicious vehicle Park St			
2/4/21 15:42	21BA000772	Trespass	Church St
Trespass on Church Street			
2/4/21 15:27	21BA000771	Suspicious Vehicle	Highgate Drive
Suspicious vehicle Highgate Apartments.			

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ORI: VT0120100 Barre City Police Department			
2/4/21 13:34	21BA000770	Property Return / Disposal	Fourth St
property release barre city			
2/4/21 13:03	21BA000769	Trespass	S Main St
Trespass on South Main Street			
2/4/21 12:25	21BA000768	Assist - Public	Fourth St
Assist Public on Fourth Street			
2/4/21 11:15	21BA000767	Motor Vehicle Complaint	RT 62 / Berlin St
Motor Vehicle Complaint on Rt 62			
2/4/21 11:09	21BA000766	Assist - Agency	South Main St
assist other barre city			
2/4/21 11:00	21BA000765	Assist - Agency	Fourth Street
assist other barre city			
2/4/21 9:50	21BA000764	Assist - Other	East St Ext
Assist			
2/4/21 9:24	21BA000763	Digital Forensics	Fourth Street
Digital extraction.			
2/4/21 9:22	21BA000762	Trespass	Cabot St
Trespassing issue on Cabot St.			
2/4/21 9:14	21BA000761	Welfare Check	Washington St
welfare check washington st			
2/4/21 7:38	21BA000760	Surveillance	Fourth St
Surveillance Fourth Street			
2/4/21 2:12	21BA000759	Parking - Winter Ban - Ticket	Fourth St
Winter parking ban enforcement.			
2/4/21 2:02	21BA000758	Assist - Public	Keith Ave
An Officer took a call from a resident of Keith Ave who was looking for assistance.			
2/4/21 1:58	21BA000757	Noise	S Main St
Officers responded to a noise complaint at an address on S. Main St.			
2/4/21 1:19	21BA000756	Assist - Agency	Prospect St / Barre Town Line
Agency assist			
Total Incidents			178