

REGULAR COUNCIL MEETING
Tuesday, February 23, 2021, 7:00pm
City Council Chambers

Join Zoom Meeting

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

Meeting ID: 956 1316 4796

Passcode: 570803

+1 929 205 6099 US (New York)

1. Call to Order – 7:00 p.m.
2. Adjustments to the Agenda
3. Consent Agenda
 - A. Approval of Minutes of the Regular City Council Meeting February 16, 2021
 - B. Approval of City Warrants from Week of Wednesday February 24, 2021
 - C. Clerk’s Office Licenses and Permits
 - D. Approval of Annual Authorization to Conduct Tax Sales (Clerk)
 - E. Endorsement of Planning Commission Letter of Support for Town of Berlin’s New Town Center
 - F. Authorization to Submit the CWSRF Loan Application for the No. Main St. Pump Station Project
 - G. **Authorization to Purchase Sidewalk Winter Maintenance Vehicle (Kermit!) (DPW Director)**
4. City Clerk & Treasurer Report
5. Liquor Control Board
6. City Manager’s Report
7. Visitors and Communications
8. Old Business:
 - A. Discussion on Police Ticketing Ordinance (Councilor Boutin)
9. New Business
 - A. Review of the Proposed FY21 General Fund Budget (Manager)
 - B. Informational Meeting for March 2nd Annual Meeting Ballot Questions (Clerk)
 - C. Municipal Roads General Permit (DPW Director)
 - D. Contract with White and Burke for TIF Planning Consultancy (Manager)
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 22

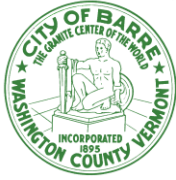
Barre City Energy Committee, 5:30pm, Virtual (ZOOM)

Thursday, February 25

Board of Civil Authority, 6pm, 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

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Barre, VT 05641
Telephone (802) 476-0240
FAX (802) 476-0264
manager@barrecity.org

MEMO

TO: City Council
FR: The Manager
CC:
DATE: 02/19/21
SUBJECT: Packet Memo re: 02/23/21 Council Agenda Items

Councilors:

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

Consent Agenda:

3. G Sidewalk Maintenance Vehicle

Bill was unable to prepare the comprehensive Briefing Memo he is planning for this item by “packet-time”, but plans to forward same on Saturday.

New Business:

9. C. Municipal General Roads Permit

Bill was also unable to prepare a Cover Memo by “packet-time” for this item, but will also forward on Saturday. There is no attachment for this Agenda item.

9. D. TIF Consultancy Contract

The Contract Proposal in your packet has been prepared by **White + Burke Real Estate Advisors, Inc.** (and the author of the City’s original TIF Plan and Application) at the request of the City Team (Mayor Herring, Council Hemmerick, Treasurer Dawes, Manager Mackenzie) as a result of an exploratory ZOOM meeting with White and Burke on February 10th. That meeting was arranged by Councilor Hemmerick as a result of Council discussion on January 19th (Tax Increment Finance District Future Development Plans) and the need to make a decision about the Merchants Row (or possibly some other) TIF project. The objective of this initial assessment is to advise the City regarding the likelihood of success in pursuing one or more potential private projects, the public infrastructure investment(s) required to stimulate those investments and the overall financial feasibility of the TIF district to support those infrastructure investments.

This is a sole-source contract falling within the Professional Exceptions Clause of the City's Procurement Policy due to the state-wide, recognized professional TIF expertise of W&B and their intimate knowledge of the City's original TIF Plan/Application. We will be looking for **Council approval and authorization for the Manager to execute the contract.**

Executive Session:

I will ask for a brief ES related to contracts/negotiations under **Adjustments to the Agenda**

**Special Meeting of the Barre City Council
Held February 16, 2021**

The Special Meeting of the Barre City Council was called to order on video conference by Mayor Lucas Herring at 6:02 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, Councilor Ericka Reil. City staff members and others present via video or phone were City Manager Steve Mackenzie, Human Resources Director Rikk Taft, Police Chief Tim Bombardier, Labor Attorney Scott Cameron, and Clerk/Treasurer Carol Dawes.

Absent: From Ward I, Councilor John Steinman; and from Ward III, Councilor Rich Morey.

Adjustments to the Agenda: NONE

Executive Session –

Councilor Hemmerick made the motion to find that premature general public knowledge of negotiations and personnel to be discussed would clearly place the City of Barre at a substantial disadvantage should the discussion be public. The motion was seconded by Councilor Boutin. **Motion carried on roll call, with all voting in favor.**

Council went into executive session at 6:04 PM to discuss negotiations and personnel under the provisions of 1 VSA § 313 on motion of Councilor Boutin, seconded by Councilor Hemmerick. Manager Mackenzie, Chief Bombardier, Mr. Taft and Mr. Cameron were invited into the executive session. **Motion carried on roll call, with all voting in favor.**

Council came out of executive session at 7:04 PM on motion of Councilor Boutin, seconded by Councilor Waszazak. **Motion carried on roll call, with all voting in favor.**

There was no action taken.

Mayor Herring moved directly into the regular Council meeting at this time.

**Regular Meeting of the Barre City Council
Held February 16, 2021**

The Regular Meeting of the Barre City Council was called to order on video conference by Mayor Lucas Herring at 7:04 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, Planning Director Janet Shatney, Public Works Director Bill Ahearn, Finance Director Dawn Monahan, Police Chief Tim Bombardier, Deputy Fire Chief Joseph Aldsworth, and Clerk/Treasurer Carol Dawes.

Absent: From Ward I, Councilor John Steinman.

Adjustments to the Agenda: NONE

Approval of Consent Agenda:

Councilor Hemmerick asked that language saying the City is built out with regards to housing be removed from the water distribution system assets management plan application. Council approved the following consent agenda items as amended on motion of Councilor Waszazak, seconded by Councilor Reil. **Motion carried on**

To be approved at 02/23/21 Barre City Council Meeting

roll call vote, with all voting in favor.

- Minutes of the following meetings:
 - Regular Meeting of February 9, 2021
- City Warrants as presented:
 - Approval of Week 2021-07, dated February 17, 2021:
 - Accounts Payable: \$102,811.82
 - Payroll (gross): \$126,819.01
- 2021 Licenses & Permits: NONE
- Authorization to Submit CVRPC Technical Assistance Grant Application.
- Authorization to Submit CRWSF Loan Application for Water Distribution System Assets Management Plan (amended).
- Ratification of Appointment of Janet Shatney as Interim Assessor.

The City Clerk/Treasurer Report –

Clerk/Treasurer Dawes reported on the following:

- Third quarter property taxes were due by today, as the 15th was Presidents Day.
- Just under 1,200 absentee ballots have been mailed out for the March 2nd town meeting elections.

Liquor Control – Renewal applications were mailed to all license holders. Current licenses expire April 30th.

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

- COVID update: no operational changes since last week. The BOR rink is operating under COVID guidelines, and hosted three hockey games over the weekend.
- The Auditorium is hosting state COVID vaccine clinics through March.
- The proposed FY22 budget is posted on the City website.
- Hard copies of the FY20 annual report are available, and it’s posted on the City website.

Visitors and Communications –

Samn Stockwell read a statement announcing her candidacy for Ward 3 City Councilor.

Brian Judd asked why the Council was in executive session before the meeting. Mayor Herring said they were discussing negotiations and personnel.

Chris Roberts from the Diversity & Equity Committee read a statement condemning the events in Washington DC on January 6th.

Old Business – NONE

New Business –

A) Civilian Oversight and Advisory Board Update.

- i. **Change of name to Civilian Advisory Board.**
- ii. **Approve Committee Charge and Objectives.**

Board chair Bob Nelson reviewed legal correspondence regarding the name of the board, and recommended the Council change the name to the Civilian Advisory Board. Councilor Boutin made the motion to approve the change, seconded by Councilor Morey. There was discussion on alternate names. Councilor Waszazak proposed a friendly amendment to change the name to Police Advisory Committee. The mover and seconder accepted the friendly amendment.

Council approved the motion as amended on roll call vote, with all voting in favor.

Mr. Nelson presented the committee’s charge and objectives. Council accepted the charge and objectives on

To be approved at 02/23/21 Barre City Council Meeting

motion of Councilor Waszazak, seconded by Councilor Reil. **Motion carried on roll call vote, with all voting in favor.**

B) Cow Pasture Stewardship Committee Update.

Cow Pasture Stewardship Committee chair Chris Russo-Fraysier gave an overview of the committee's work during 2020 including educational outreach, property management, and community partnerships. Ms. Russo-Fraysier spoke of their goals for 2021, and re-submitted a letter in support of maintaining paper streets as green spaces. There was discussion on snowmobiles allowed in the cow pasture.

Committee members Carl Hilton VanOsdall and Fabienne Pattison spoke of programs for 2021, and development of self-guided walks.

C) Committee Charge Outreach and Follow Up.

Councilors voiced their support for the committee charge developed by the Police Advisory Committee. Mayor Herring said he will work with all boards and committees to have them develop similar documents, with the hope to tie them into the City's strategic plan, and to mesh rules with procedures. The Mayor will ask all committees to have their draft documents to Council in two months.

D) Review of the Proposed FY21 General Fund Budget.

It was noted the agenda is incorrect; that the review is of the proposed FY22 budget. Manager Mackenzie gave a Powerpoint presentation on the proposed budget, and said it is posted on the City website.

E) Discussion of TIF Timeline and Merchant's Row Action Plan.

Manager Mackenzie reviewed the Merchant's Row action plan, and noted there are a couple properties that would need to be purchased by the City, and a number of easements to be negotiated with property owners in the project area. Clerk Dawes reviewed the timeline for VEPC and voter approval of any new bonding. The Manager said consultants White & Burke are interested in helping the City review the current TIF plan, and look at what project options there might be during the remaining time period. White & Burke will submit a draft proposal and contract for consideration at next week's meeting.

F) Approve Minimum Bid Amount for East Montpelier Parcel Sale.

Manager Mackenzie reviewed the cover page of the appraisal of the property, and noted the recommended minimum bid amount is \$70,000. The Manager suggested that minimum be raised to \$75,000 to help offset additional costs for advertising and closing on the sale of the property. There was discussion on bid advertising and auctioning the property vs. listing with a realtor.

Council approved setting the minimum bid at \$75,000 on motion of Councilor Boutin, seconded by Councilor Waszazak. **Motion carried on roll call vote, with all voting in favor.**

Manager Mackenzie said he will come back to Council with a proposed bid process.

G) Authorization to Execute Services Amendment with ATC Environmental re: Enterprise Aly Remediation Project.

Manager Mackenzie said this is part of the remediation plan already in place for the Enterprise Aly property, with funding through the state. The plan started with removal of contaminated soil, followed by removing absorbed chemicals through vapor extraction. The next phase will involve interior vapor remediation from buildings bordering the site. The Manager said the vendor, ATC Group Services LLC will give a presentation on the project to Council in mid-March.

Council approved executing the services amendment and authorized the Manager to sign on behalf of the City on motion of Councilor Boutin, seconded by Councilor Hemmerick. **Motion carried on roll call vote, with all voting in favor.**

H) Review and Approval of Policies

i. Cash Receipts and Procedures Policy

Councilors reviewed and approved the policy revisions on motion of Councilor Boutin, seconded by Councilor Reil. **Motion carried on roll call vote, with all voting in favor.**

I) Discussion on Police Ticketing Ordinance.

Mayor Herring noted the draft ordinance revisions were distributed over the weekend, and said Councilors may want more time to review. Councilor Hemmerick said he would like to hear from the Police Chief about enforcement and compliance with the ordinance before considering revisions. The ordinance will be on next week's agenda for discussion, and the Chief will be invited to attend.

J) Resolution 2021-04 Support the BCEMS School Resource Officer.

Mayor Herring noted the correct resolution number is 2021-05. Councilor Boutin reviewed the draft resolution, and said it's in support of school resource officers in general, not a specific SRO. There was discussion on changing the word "condemns" to "opposes", local choice, proposed legislation that would disallow SRO's, delaying approval of the resolution so as to mitigate any negative perception related to the Barre Unified Union School District proposed budget, and the goal of safe schools and good relationships with law enforcement. BUUSD school board member Giuliano Cecchinelli said the SRO position has a positive influence on students. Resident Bernadette Rose suggested community autonomy be reflected in the language.

Council approved the resolution as revised on motion of Councilor Boutin, seconded by Councilor Morey. **Motion carried on roll call vote, with Mayor Herring and Councilors Boutin, Morey and Hemmerick voting in favor, and Councilors Waszazak and Reil voting against.**

Round Table –

Councilors encouraged participation in the March 2nd town meeting election, and support of the budget.

Councilor Reil asked everyone to stay warm and look after your neighbors.

Councilor Hemmerick thanked the public works department and street crews for their work maintaining winter streets and sidewalks. He noted crime is down, and the Police Department has dealt with some tough questions and scrutiny lately, but is now in a good place.

Mayor Herring said there's a blood drawing at the auditorium tomorrow. He offered kudos to all City staff for their ongoing efforts during COVID, and said today's snow storm is the right kind of snow for building snowmen and snow sculptures for the Barre Partnership contest.

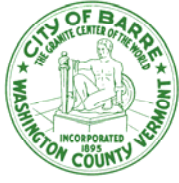
Executive Session – NONE

The Council meeting was adjourned by Mayor Herring at 9:48 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



City of Barre, Vermont

“Granite Center of the World”

Carolyn S. Dawes
City Clerk/Treasurer

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

To: Mayor, Councilors, Manager
From: Carol Dawes, clerk/treasurer
Date: February 18, 2021
Re: Approval to Conduct Tax Sales and to Purchase Lands and Buildings at Tax Sale

Attached is the annual authorization form to allow tax sales to be conducted, to be approved by the Council. This form is approved and recorded on an annual basis to authorize holding tax sales, and allow the City to purchase such lands and buildings as it deems prudent should there be no other bidder.

I have placed this on the consent agenda, as it is generally a pro forma annual approval.

I'm happy to answer any questions.

AUTHORIZATION TO CONDUCT TAX SALES
AND
TO PURCHASE LANDS AND BUILDINGS AT TAX SALE

The undersigned members of the City Council of the City of Barre, Vermont and Lucas Herring, the Mayor of Barre, Vermont hereby authorize the Delinquent Tax Collector, to schedule and conduct Tax Sales to collect delinquent taxes and/or water/sewer charges for the 2020-2021 tax year, and all earlier years and all previous tax sales, and to incur fees and expenses for legal assistance (to be charged back to the delinquent taxpayer) as allowed by law in the preparation for and conduct of such Tax Sales as aforementioned, and we hereby ratify all such prior actions, and, further, to authorize the City Manager, to purchase at such Tax Sales as aforementioned, any of the properties where no other bona fide purchasers appear or appeared at Tax Sale and the City is the only bidder present at Tax Sale for any given property.

Dated at Barre, Vermont this _____ day of February 2021.

BARRE CITY COUNCIL

Lucas Herring, Mayor

Jake Hemmerick, Councilor

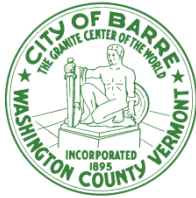
John Steinman, Councilor

Michael Boutin, Councilor

Teddy Waszazak, Councilor

Ericka Reil, Councilor

Rich Morey, Councilor



City of Barre, Vermont

“Granite Center of the World”

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

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

MEMO TO CITY COUNCIL

The Town of Berlin’s New Town Center application was submitted to the ACCD (Agency of Commerce and Community Development) on February 1, 2021. Their presentation to the Downtown Review Board for approval is being held next week.

A New Town Center designation is a program through ACCD that allows municipalities without a strong central core area that supports the creation of an area that functions as a new downtown or village center.

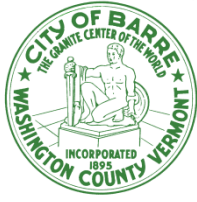
The Town of Berlin’s concept plan, as seen in the attachments, defines an area around the Berlin Mall, that proposes to allow for a much needed workforce housing in the Central Vermont area, between 300 and 500 new units among multiple buildings. Downstreet Housing & Community Development is awaiting to hear on a grant application to build new housing, as is a non-profit entity called Ever North. The Fox Run development, that is market rate senior housing is currently under construction, adjacent to the Walmart store. The concept plan allows for additional housing in the area, among other mixed uses, as depicted in the attachment. And, with CVMC (Central Vermont Medical Center) hoping to redevelop their campus expansion in the future, citing for additional medical buildings with adjacent workforce housing are proposed in the concept plan as well.

On February 11, 2021 the Commission received an overview of the application with presentation by the Town Zoning Administrator Tom Badowski, and their consultant Brandy Saxton of PlaceSense. After presentation with questions answered, the Commission voted with a majority in favor to forward a letter of support for their application.

Submitting a letter of support is not an application requirement, but an enhancement to their application. The Town of Berlin’s benefit to obtaining a letter of support would only strengthen their application. Should the Council determine that such a letter should not be sent, it will not delay Berlin’s application or Downtown Board review.

I have attached a draft letter of support seeking your endorsement, and an excerpted piece of the Town’s application, provided by Ms. Saxton, along with copies of both regional support by the CVRPC (Central Vermont Regional Planning Commission) and the City of Montpelier’s Planning Commission, among others.

Thank you.



City of Barre, Vermont

“Granite Center of the World”

*Planning, Permitting & Assessing Services
(802) 476-0245*

*6 N. Main St., Suite 7
Barre, VT 05641*

February 18, 2021

Vermont Agency of Commerce & Community Development
Vermont Downtown Development Board
1 National Life Drive, 6th Floor
Montpelier, VT 05620

Tom Badowski, Zoning Administrator
Town of Berlin
108 Shed Road
Berlin, VT 05602

Dear Mr. Badowski and Board Members:

The Barre City Planning Commission would like to state its support for the Town of Berlin’s New Town Center application. This proposed mixed use development, retrofitting the Berlin Mall, as laid out in the concept plan appears to address the need for essential housing in the Central Vermont Area.

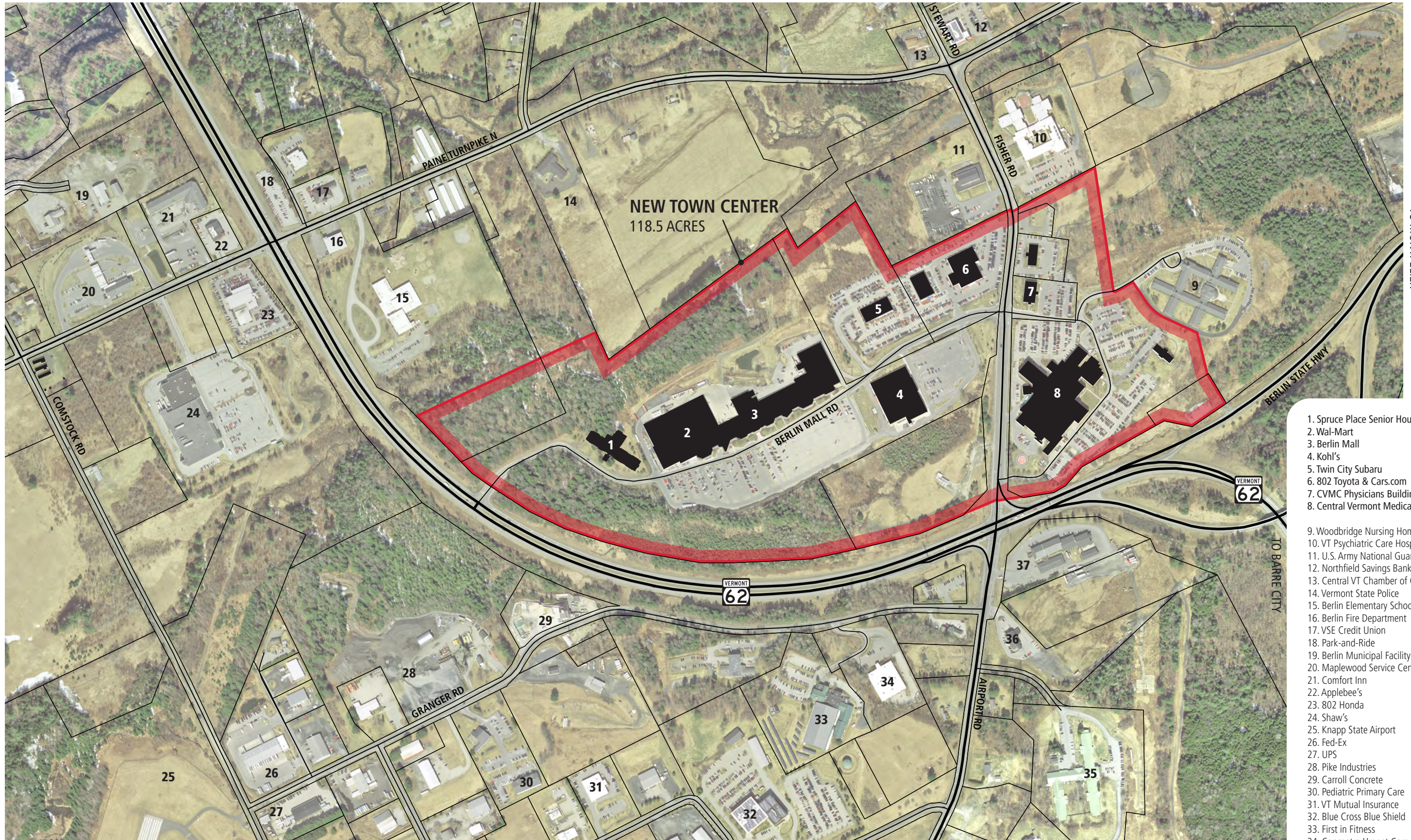
Affordable housing, senior housing, and market-rate housing, in a walkable environment with the availability of public transportation is a desire of any community. Healthy growth, with diverse, high density housing will strengthen our region and its support of the City of Barre as well.

On behalf of the Barre City Planning Commission, we offer this letter in support of the Town of Berlin’s New Town Center application.

Sincerely,

Janet E. Shatney, Director
Planning, Permitting & Assessing Services

TO I-89 EXIT 7

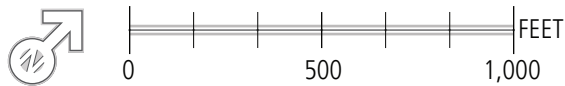


NEW TOWN CENTER
118.5 ACRES

- 1. Spruce Place Senior Housing
- 2. Wal-Mart
- 3. Berlin Mall
- 4. Kohl's
- 5. Twin City Subaru
- 6. 802 Toyota & Cars.com
- 7. CVMC Physicians Buildings
- 8. Central Vermont Medical Center

- 9. Woodbridge Nursing Home
- 10. VT Psychiatric Care Hospital
- 11. U.S. Army National Guard
- 12. Northfield Savings Bank
- 13. Central VT Chamber of Commerce
- 14. Vermont State Police
- 15. Berlin Elementary School
- 16. Berlin Fire Department
- 17. VSE Credit Union
- 18. Park-and-Ride
- 19. Berlin Municipal Facility
- 20. Maplewood Service Center
- 21. Comfort Inn
- 22. Applebee's
- 23. 802 Honda
- 24. Shaw's
- 25. Knapp State Airport
- 26. Fed-Ex
- 27. UPS
- 28. Pike Industries
- 29. Carroll Concrete
- 30. Pediatric Primary Care
- 31. VT Mutual Insurance
- 32. Blue Cross Blue Shield
- 33. First in Fitness
- 34. Concentra Urgent Care
- 35. Berlin Health & Rehab
- 36. North Country Credit Union
- 37. Hilltop Inn

8 October 2020



berlin town center plan

Overview. This plan presents the Town of Berlin's vision for a planned Town Center anchored by the Berlin Mall and Central Vermont Medical Center. The Berlin Town Center will feature nodes of compact development and activity connected through a network of sidewalks and paths. The nodes will add mixed income residential, community facilities, public open space and sustainable infrastructure improvements to an essential service center for the region. The Berlin Town Center will transform incrementally from an auto- to a pedestrian-oriented built form.

Purpose. The Berlin Town Center Plan has been developed to fulfill the statutory requirement that the town's application for New Town Center designation include a "municipal center plan" (24 V.S.A. § 2793b(b)(1)). The NTC Application Guidelines describe this application requirement to be "an articulated vision for the New Town Center – a graphic depiction is optional – and next steps for implementing it."

Our understanding is that Colchester met this statutory requirement by submitting a master plan for the Severance Corners Village Center prepared by the developer as part of their project design and permitting process. South Burlington did not submit a physical master plan for the area proposed for designation, but did provide some conceptual plans and illustrations for a planned municipal project within a portion of the area proposed for designation known as City Center.

The range of state agency comments on the draft plan included in our preliminary application suggests that there is not a shared understanding of the statutory requirement for a "municipal center plan." Our interpretation of the "municipal center plan" requirement is that the materials submitted should demonstrate that the area proposed for designation either already meets the statutory definition of a new town center or could be developed/redeveloped to meet that definition.

Our approach to preparing the Berlin Town Center Plan was to treat it as a "proof of concept" document. We developed the plan with a 20-year horizon. We focused primarily on residential infill development within the Berlin Mall parcel, which will likely be the first phase of development to occur within the Berlin Town Center given current market realities and the strong demand for housing in the region.

We worked closely with the two major landowners – Heidenberg Properties Group (the owners of the Berlin Mall) and CVMC – to ensure that unlike previous Berlin Town Center plans the vision presented is feasible and includes ideas that developers could translate directly into projects over the next 10 to 20 years. We also sought input from the other landowners within the area proposed for designation, developers interested in the Berlin Town Center, Berlin residents, and local and regional organizations supporting housing and economic development efforts in Central Vermont.

The result is a conceptual plan that is responsive to market realities, current contractual obligations to mall tenants, the special needs of a regional healthcare institution and known projects in the pipeline, while still reflecting the aspirations of Berlin residents for their town center.

So while we began with the goal of creating a plan to fulfill a program requirement, the planning process has been valuable for refining our Town Center concept and gaining an understanding of what is possible within the area proposed for designation.



Using the Plan. The Berlin Town Center Plan is a conceptual master plan. It is a planning, not a regulatory, tool. The plan elements that are intended to have regulatory authority are incorporated into the appropriate documents – land use regulations, official map and capital improvement program. As the Town of Berlin works with its Town Center partners, we anticipate that the details shown in this plan will evolve but in conformance with the sprawl repair and smart growth principles embodied in the plan. As the plan evolves and we advance from concept to construction, we anticipate amending the regulatory tools that implement this plan as necessary.

The entire master plan is shown on the next page. Infill buildings are identified by use and footprint (this information was used to establish parking and infrastructure capacity needs). Major plan elements are highlighted. Subsequent pages show detailed views of the master plan supplemented by text and inspiration images that describe the Berlin Town Center concept.

Response to Agency Comments. The requests from the Agency Staff Comments memo and our responses to them are presented below:

Request 3. The concept plan should distinctly label elements to be implemented through public investment (and held in public ownership, where applicable) from those that depend on private investment, to be able to evaluate if the proposed municipal instruments and policies implement the concept plan.

The plan is not intended to serve this requested function. It is a conceptual plan that graphically illustrates how the area proposed for designation could feasibly be infilled and redeveloped to meet the statutory definition of the New Town Center in accordance with the community's vision for the Berlin Town Center. That redevelopment and infill is dependent on private property owners and developers. It is our understanding that one of the purposes of the New Town Center program is to provide incentives for private investment that aligns with state and municipal planning goals. The Berlin Town Center is still in the conceptual planning stage and we need to undertake further scoping, design and engineering work in coordination with our

partners before decisions are made regarding how future improvements and amenities will be funded and owned.

The adopted Official Map ([Attachment I](#)) and Capital Improvement Program ([Attachment K](#)) are the documents that speak to planned public facilities within the Berlin Town Center. Our CIP indicates the funds the Berlin Selectboard and voters have already committed to projects within the Berlin Town Center and anticipate allocating over the next five years. Designation will offer Berlin access to additional financing tools that may make it possible for the town to directly fund public improvements and amenities that would not be possible with our existing resources and taxing authority. As those decisions are made, they will be reflected in the annual update to the CIP and amendments will be made to the Official Map as needed.

Request 4. The aspirational features of the concept plan not supported by an implementation policy should be removed from the concept plan to focus the plan on elements implemented by policy in the next eight years.

Plans are aspirational! The Berlin Town Center Plan presents one concept for how the area proposed for designation could feasibly be infilled and redeveloped to meet our community vision and the statutory definition of the New Town Center consistent with our adopted implementation tools – land use regulations, official map and capital improvement plan.

Statute and the NTC Application Guidelines make clear that the "municipal center plan" requirement should not be limited only to those elements of the overall vision anticipated to be completed during the first eight years that the designation is effective. This would be a particularly problematic requirement for a community submitting its initial application for designation. We would note that it has taken South Burlington more than eight years to complete City Center, which was the feature element of its municipal center plan when the city initially applied for designation.

Berlin expects to spend the years immediately following designation engaged in further planning, engineering, and project development with its partners. The town will initially focus much of its effort on obtaining a TIF district, which will be essential for funding any future public improvements and amenities in the Berlin Town Center. We need to undertake a municipal facilities needs assessment before any municipal building project can advance. Further scoping, design, engineering, legal work and permitting will be needed to bring the conceptual plan for new/reconfigured/reconstructed streets, sidewalks and paths to reality. Multiple property owners within the area proposed for designation are obligated to undertake stormwater planning before 2023. It is likely that Berlin and its partners will need most of the first eight years of designation to prepare for construction of the improvements and infill development as envisioned in the Berlin Town Center Plan.

Request 9. The concept plan should show conceptual lot configurations that signal intended parcelization patterns and frontage (some existing boundaries appear to bisect buildings).

The Berlin Town Center Plan does not show lot lines (existing or proposed). We developed the plan based on an alignment of the major spines (such as the street and sidewalk connection from the main mall entrance east into an envisioned new block) and did not consider existing property boundaries as a significant factor in the design. It is possible that property owners within the Berlin Town Center may choose to adjust property boundaries or create additional lots through subdivision. Those are future decisions to be made by private property owners and developers within the Berlin Town Center. Existing property lines are shown on the map of the area proposed for designation ([Attachment G](#)).



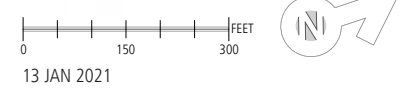
BUILDING USE & FOOTPRINT

- A Residential (Fox Run)
- B Restaurant, ±2,500 sf
- C Municipal Building, ±7,000 sf
- D Residential, ±13,000 sf
- E Commercial/Mixed Use, ±8,800 sf
- F Commercial/Mixed Use, ±6,000 sf
- G Residential, ±13,000 sf
- H Residential, ±11,000 sf
- I Residential, ±14,000 sf
- J Residential/Mixed Use, ±11,000 sf
- K Restaurant, ±3,250 sf
- L Medical/Service, ±11,000 sf
- M Office/Retail, ±4,500 sf
- N Office/Retail, ±4,500 sf
- O Medical, ±11,000 sf
- P Restaurant, ±5,300 sf

BERLIN TOWN CENTER PLAN ELEMENTS

- 1 Multi-use path with potential extension to school
- 2 Possible municipal building site
- 3 Realignment of Berlin Mall Road with fewer vehicle-pedestrian conflicts
- 4 Mall facade enhancements and pedestrian plaza at entrance
- 5 New street on center with mall entrance
- 6 Town green with subsurface stormwater treatment
- 7 Wetlands to be protected as open space and continuing to serve stormwater functions
- 8 Nature trails in open space (such trails exist on school and hospital property now)
- 9 Sky bridge to improve safety and convenience of pedestrian crossing

This conceptual master plan for the Berlin Town Center is not to be used for regulatory or construction purposes.





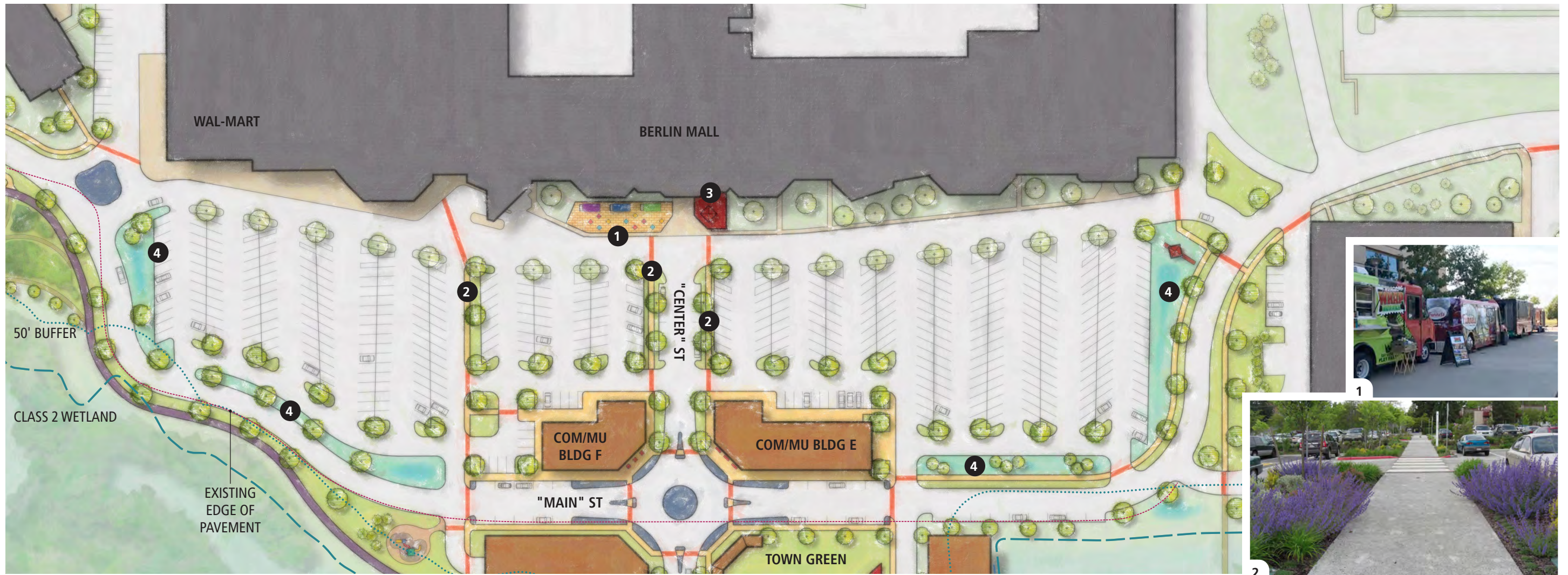
Note: No traffic study or engineering has been done to assess feasibility of re-aligning Berlin Mall Road as shown. All buildings except Residential Building D could be serviced from existing alignment. Alternative site designs may be possible to accommodate a building similar in size to Residential Building D with service from existing alignment.

route 62 gateway

The entrance from Route 62 has potential for mixed use infill creating a neighborhood at the southern end of the Berlin Town Center. A small-scale dining or retail use could cater to both local residents and travelers. We've also identified the Route 62 entrance as a potential location for a future municipal building where it would be a landmark visible from the highway and contiguous to the node of civic uses at the Paine Turnpike North intersection. Active and passive public recreation amenities would enhance quality of life for neighborhood residents and help establish a new civic focal point in the Berlin Town Center. The long-term vision is for the proposed multi-use path around the perimeter of the Berlin Town Center to ultimately extend from the Route 62 entrance area towards the Berlin Elementary School and beyond to Berlin Pond.

This gateway is critical to establishing a recognizable identity for the Berlin Town Center that meets community expectations. We want people to have an immediate sense that they have arrived somewhere when they reach the Route 62 - Berlin Mall Road intersection. The sense of place created at the Route 62 gateway will be carried through the Berlin Town Center highlighting the proposed pedestrian spine and major destinations.





berlin mall

Redevelopment envisioned for the Berlin Mall within the planning period is focused on improvements in the parking lot and facade renovations. A new street at the rear of the parking lot will result in substantial access management improvements to control traffic circulation within the site. Relocation of through traffic away from the front of the mall will be safer for shoppers and create opportunities for more active use of the public realm between the building and street. Establishment of bioswales to improve stormwater management and restoration of the terminal parking islands removed as part of the re-design for the Walmart expansion will separate, define and screen discrete pods of parking. Those changes will also facilitate improved pedestrian access within and through the parking lot so people can safely walk from their parking space to multiple destinations around the Berlin Town Center on a connected system of sidewalks and the perimeter path.

Berlin Mall has been actively exploring options for increasing foot traffic and vibrancy in response to shifting retail trends. Around the country, interior malls have sought to "open up" their facades and create more of street frontage presence and storefront appearance for their tenants. That idea was one the mall presented to the community in 2016 that remains of interest to ownership. Architectural treatments or arcades can break up expanses of blank wall. We are also envisioning a structure to highlight the main entrance to the mall consistent with the look and feel of the gateway and wayfinding features proposed throughout the Berlin Town Center. There is adequate space between the front of the mall and the sidewalk to introduce activities and amenities like food trucks, outdoor seating and public art. With much of the traffic re-routed to the rear of the parking lot, the space in front of the mall will be a safer and more pleasant space for pedestrians and outdoor activity.





core block

The envisioned change in the built form Berlin Town Center will begin with creation of a new block defined by infill buildings organized around a community green. A new "center" street aligns with the main mall entrance forming a strong visual connection and pedestrian spine. A similar pedestrian and view corridor would also extend from the end of the sidewalk northward towards CVMC through the pedestrian plaza and expanded medical campus.

The green with a performance space will provide a central public gathering place consistent with the community's vision for the Berlin Town Center. It will offer residents an opportunity for passive outdoor recreation. It will also incorporate the subsurface stormwater detention essential to achieving a high-density, compact development pattern. Residents in this new neighborhood would have direct access to surrounding open space, recreation amenities and the multi-use path.

A building on the green is another potential site for a municipal facility in the core of the Berlin Town Center replicating a traditional New England pattern of locating prominent civic buildings on a town green.

The residential core around the green would over time expand to include small-scale retail, dining or service establishments.



recreation and pedestrian amenities

The Berlin Town Center is being planned for high-density, multi-unit housing. Recreation and pedestrian amenities are critical to transforming this area from a commercial and service center into a mixed-use neighborhood that offers residents a high quality of life. We envision that most residents will be able to access the multi-use path directly from their buildings without having to cross traffic. The path will connect to passive and active recreation amenities like community gardens, playgrounds, sports courts, natural areas and the town green. The sidewalk network would also offer amenities like benches, shade structures and streetlamps necessary to create a safe, pleasant pedestrian realm. Many of the buildings - both residential and commercial - will incorporate outdoor spaces like patios and plazas.





medical campus extension and pedestrian plaza

The Fisher Road end of the Berlin Town Center is defined by CVMC. The vision is to continue building out their campus with a focus on healthcare and related services. A proposed sky bridge would provide a safe and convenient pedestrian connection between the main hospital and a new medical office building across Fisher Road for staff and patients. The bridge would also serve as a gateway feature and could continue the theme of gateway and wayfinding elements found throughout the Berlin Town Center. As the main campus is redeveloped, new buildings will have a stronger orientation to Fisher Road and better define the intersection of Hospital Loop Road and Fisher Road.

A medical office building would anchor the plaza with other buildings housing additional healthcare offices, related services and small retail spaces. Parking is located on the perimeter to create a central pedestrian space. The medical office building functions as a terminal landmark building for one of the pedestrian spines within the Berlin Town Center. The path and sidewalk would link the CVMC campus to the other nodes of development in the Berlin Town Center.

We envision smaller retail spaces could appeal to health and wellness related businesses. Alternatively, they could be an excellent location for Vermont specialty business to have a small retail presence that would increase awareness of their products to the many travelers who will stop at the Berlin Town Center.



2



1



2



3

January 15, 2021

To the Vermont Downtown Development Board,

One of the things I love most about Central Vermont, is the sense of community that exists. Walking in Montpelier, Barre, and Waterbury that sense is multiplied because their Town Centers serve as a collection point for people to meet and interact with one another. The Town of Berlin is currently missing that sort of central gathering place.

I am writing today in support of the New Town Center and Neighborhood Development Area in Berlin, Vermont. Although Berlin does already serve as a hub for shopping for residents of many surrounding towns, a walkable, bike friendly neighborhood, simply does not exist. Our New Town Center will create this area and enhance the lives of not only residents of Berlin, but for many residents of surrounding towns as well. I have virtually attended several Zoning meetings and the New Town Center has been on the agenda. The participation and enthusiasm for the project has been really encouraging. My auto dealerships are within the New Town Center, and I have shared the vision with our Employees. They are excited and hopeful that they will have new places to eat, to shop, to live, or to just have a safer place to take a walk at lunchtime.

Our town needs this sort of positive development. I urge the Vermont Downtown Development Board to approve these designations and recognize the area as a great place for this type of project. The area is currently underutilized and would benefit greatly with the creation of a New Town Center. I would be happy to speak with anyone that has questions from a business owner in the area proposed for designation.

Thank you for your consideration.

Best regards,



Dave Birmingham
President and Chief Dog Walker
802 Cars
dave@802cars.com
802-224-7211

Central Vermont Medical Center

January 20, 2021

Tom Badowski, Zoning Administrator
Town of Berlin
108 Shed Road
Berlin, VT 05602

Dear Mr. Badowski and Planning Commission Members,

In partnership with neighboring land owners, businesses, and the broader Berlin community, Central Vermont Medical Center (CVMC) endorses the town's application for the New Town Center and Neighborhood Development Area designations.

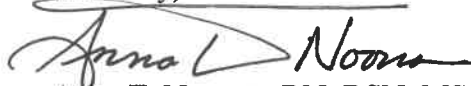
The development of a pedestrian-friendly, mixed-use center will enhance the Town of Berlin and provide needed resources for our community. Of particular interest to CVMC is the addition of affordable and market-rate housing for our community and workforce. CVMC has approximately 1300 employees located on our main campus. The availability of affordable, well-designed community housing, proximal to the Berlin campus, will support us in attracting and retaining the workforce needed to continue to meet the health care needs of the community we serve.

Over the past year, our need to focus on our pandemic response and the associated immediate health care needs of our community, have slowed our master planning efforts for development on the CVMC campus. Even with our clear focus on this public health crisis, we have actively engaged in the town's efforts to complete these applications and modify the zoning regulations to meet the guidelines set forth by the Vermont Downtown Development Board, as they relate to these two designations.

As a health system our facility development needs are unique. The Town of Berlin actively collaborated with us to draft zoning changes that reinforce the New Town Center designation while providing for our need to provide emergency service access, accessible and proximate patient and family parking, and the safe and efficient delivery of health care services. The Town has assured us that they will continue to support our specialized zoning requirements so we can continue to meet the health care and wellness needs of our local community. We look forward to this ongoing collaboration with the Town of Berlin.

In summary, on behalf of CVMC I offer this letter in support of the New Town Center and Neighborhood Development Area designations, which will afford the Town of Berlin and the broader Washington County community incentives for smart-growth development in this central location.

Sincerely,



Anna T. Noonan, RN, BSN, MS
President and Chief Operating Officer

January 19, 2021
Vermont Downtown Development Board

Dear Board Members,

I am writing to express my support for the Town of Berlin's New Town Center and Neighborhood Development Area designations.

In establishing the designation programs, it was the intent of the Vermont Legislature to provide communities like Berlin with tools to promote growth and development that furthers state and local goals. I commend the Town of Berlin for pursuing its vision for a town center and for encouraging housing development in such a central location in the region.

As a legislator, I regularly hear from employers that the lack of housing in Central Vermont makes it difficult for them to attract and retain qualified staff. I hear from residents that worry about the lack of senior housing may force them to leave the region. Adding housing to the area around the Berlin Mall and Central Vermont Medical Center will help the area businesses and residents – it just makes sense. There really is no other place in the area where housing could readily be built in such proximity to services, jobs, shopping, healthcare and schools.

Berlin residents have long sought a center for their community. They have diligently worked towards this goal for decades. With the Berlin Town Center on the cusp of becoming a reality, I ask the Downtown Board to recognize and support those efforts through designation.

Andrew Perchlik
State Senator
Working for Washington County
www.andrewPerchlik.com

House of Representatives
115 State Street, Montpelier, VT 05633
January 25, 2021

Letter in Support of Town of Berlin Project

To the Vermont Downtown Development Board:

We are writing to endorse the application of the Town of Berlin for New Town Center in conjunction with Neighborhood Development Area designations.

There are several reasons that Berlin's efforts to develop a town center are particularly important for the future of Berlin, and indeed the state.

Berlin faces two significant challenges: its configuration of urban sprawl combined with disparate rural residential sections, and its lack of diverse housing. It is marked today by three things – the strip mall throughway from Montpelier to Barre along Route 302, the Central Vermont Medical Center complex, and an outdated mall with vacant stores. All of these require access by car, and they cut the community itself into segregated subsections. It is missing what is the heart of our Vermont communities: a pedestrian-friendly central village green that creates a town identity.

The Town Center concept envisioned for Berlin would create potential for at least 300 units of mixed senior, affordable and market-rate housing located within walking distance of services and employment. This type of housing is urgently needed in Vermont. It would also create an identity and focus for this community through retrofit of the Berlin Mall parking lot to form a street grid, and provision of pedestrian connections. The hospital is included in the area proposed for designation. The Town Center would thus give Berlin the opportunity to truly embrace an identity and cohesion through meeting the development priorities articulated by the legislature in creating these designations.

The state designation programs are essential to advancing the Town Center from concept to construction, as it will offer the town access to alternative financing tools and improve the ability to secure grant funding for envisioned public improvements like a town green and sidewalks/paths. The designations also significantly enhance access to allocation of resources for affordable housing.

Berlin makes an excellent example for expanded utilization of the state's designation programs – and the benefits that follow – including for smaller communities outside of Chittenden County. If Berlin received these two designations, it would be only the third new town center approved (the other two are in Colchester and South Burlington) and the eighth neighborhood development area (five of which are in Chittenden County and only one of which is a small town). It is important to encourage development of town centers and neighborhoods to channel healthy growth and vitality in the manner envisioned by the legislature, across the state.

We therefore urge approval of the applications from the Town of Berlin.

Sincerely,

/s/

Rep. Anne Donahue

Rep. Ken Goslant

Washington-1, Berlin and Northfield



Vermont Agency of Commerce & Community Development
Vermont Downtown Development Board
1 National Life Drive, 6th Floor
Montpelier, VT 05620

January 15, 2021

To the Vermont Downtown Development Board,

On behalf of the Green Mountain Transit Board of Commissioners and staff, we submit this letter of support for the Berlin New Town Center designation application.

Green Mountain Transit (GMT) is the largest regional transit authority in Vermont. It serves Vermont's most populated communities as well as a region that spans rural communities, ski towns, and college towns.

The proposed Berlin New Town Center designation is currently served by the Barre Hospital Hill Route connecting downtown Barre with the Berlin and Central Vermont Medical Center campus. It is also served by the new flexible-schedule, flexible route service, MyRide by GMT connecting downtown Montpelier with the designation area. This new service features technology-enabled vehicles that provide curb-to-curb service and has just started this two-year pilot project. This new service was previously served by the Montpelier Hospital Hill route.

The New Town Center designation would allow for a more walkable town center and higher density residential and commercial development. The current anchors of this area, the Berlin Mall and the Central Vermont Medical Center are large trip generators for the Central Vermont region, thus making public transit a key player in getting people to where they need to go. Further concentrated development in the Berlin New Town Center designation area would allow for GMT to continue to operate efficient and safe public transit service to Central Vermont residents.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Moore', is written over a light blue circular stamp.

Jon Moore
General Manager

National Life Drive
P.O. Box 1439
Montpelier, VT 05601-1439



Toll Free: (888) 769-2957
Phone: (802) 223-4654
Fax: (802) 223-4655

Web Site: www.cvedc.org

January 22, 2021

Vermont Downtown Development Board
Agency of Commerce and Community Development
One National Life Drive
Deane C. David Building, 6th floor
Montpelier, VT 05620-0501

Dear Members of the Board:

Central Vermont Economic Development would like to state our strong support for the Town of Berlin's application for New Town Center and Neighborhood Development Area designation. The proposed residential and commercial development will address current and critical needs for workforce housing and business growth.

Workforce housing continues to be in short supply in our region, and an impediment to economic development. The proposed development utilizes existing infrastructure with capacity to grow, as well as addressing the pressing need for housing by employees of the Central Vermont Medical Center and other local employers. This project also creates the opportunity for development in a compact manner and the establishment of a true village core.

CVEDC has worked with the Town in support of the project since inception. It is our hope that the Downtown Development Board will fully appreciate the value of this designation for Berlin, and recognize how this designation will help as a catalyst for further growth. Please do not hesitate to contact CVEDC if you have any questions we can address.

Regards,

Jamie Stewart, Exec. Dir.



January 19, 2021

To Members of the Downtown Development Board:

The City of Montpelier Planning Commission would like to extend its support for the Town of Berlin's New Town Center application. Neighboring communities, at times, can see each other as rivals for commercial and residential development. This has been no different for Berlin and Montpelier in our past but we see this application differently. Central Vermont suffers from a severe lack of both market rate and affordable housing. This stress drives up prices in our City and is a problem we cannot solve alone. Any new housing in our region is welcome and Berlin is looking to support this development in a very thoughtful manner by developing a new town center. The Planning Commission believes that high density housing in a walkable neighborhood around the Berlin Mall and Central Vermont Medical Center that connects to the existing public transit routes will strengthen the region and in doing so support Montpelier as well.

The Planning Commission would like to applaud their comprehensive vision for this area and wish them luck moving forward with implementation.

Sincerely,

Michael Miller

Mike Miller, AICP CFM
Director of Planning & Community Development
On behalf of the Montpelier Planning Commission



*Serving and
Strengthening
Vermont Local
Governments*

January 21, 2021

Vermont Downtown Development Board
Agency of Commerce and Community Development
One National Life Drive
Deane C. David Building, 6th floor
Montpelier, VT 05620-0501

Dear Members of the Board:

On behalf of VLCT, I am writing to support the Town of Berlin's New Town Center and Neighborhood Development Area (NDA) designations. Given the setting of the proposal and the availability of infrastructure for it, Berlin is in a position to add at least 300 units of housing within their proposed NDA. Clearly, that is a significant potential for adding much needed housing in Central Vermont.

We were fortunate to attend a presentation where this proposal was discussed and documented, and believe that Berlin is offering leadership with this proposal. In order to meaningfully address the housing crisis in Vermont, many communities need to be attempting what Berlin is undertaking. The project Berlin proposes can certainly offer a model to small and mid-sized communities, but even for larger communities outside of Chittenden County, the proposal offers a roadmap for using the state designation programs to achieve community goals and using innovative measures to address local needs like housing and compact centers.

We strongly support the Downtown Development Board's approval of this designation and think that it is an important step for a small community in this area of Vermont. Please let us know if we can provide any further information that would be helpful to the Board in your deliberations.

Sincerely,

Maura Carroll
Executive Director

Sponsor of:

VLCT Employment
Resource and Benefits
Trust, Inc.

VLCT Municipal
Assistance Center

VLCT Property and
Casualty Intermunicipal
Fund, Inc.

cc: Honorable David Allaire

I want the Berlin Town Center to be...

- A place for people not cars.
- Pedestrian friendly
- Walkable and bikeable with a classic look.
- Walkable, safe and convenient.
- Walkable
- Friendly for walkers/bikers! I think they should add in walking paths from the town center to both Berlin Pond and to Montpelier. Thanks!
- Walkable with a mix of green spaces, small neighborhoods, local food, recreational opportunities and retail.
- An area you can walk in, but also walk to. A traditional town center with locally owned shops and some green space to relax in.
- Walkable, pedestrian friendly with shops, eateries and entertainment.
- A walkable and scenic center of population and local commerce accessible by multiple forms of transportation
- Pedestrian friendly, vibrant and socially active.
- Aesthetically pleasing and people friendly
- Quiet, walking and biking friendly, designed in the style of other Vermont small towns
- Environmentally-friendly and accessible.
- Accessible to existing neighborhoods across from Route 62 (Crosstown Road, Berlin Pond, etc.)
- A place I would want to spend time.
- A meeting place and a community center, walkable and welcoming.
- A place that looks more like a downtown and not a mall-more buildings, landscaping, places such as coffee shops to sit and linger.
- A vibrant active center presenting and serving as an area to shop, to live, to work and to gather
- A welcoming, visually appealing, vibrant, and walkable gathering space where people live or come to eat, shop, work and enjoy recreational activities.
- A place to shop, eat and gather but that doesn't look like a shopping mall. A nice integration of architecture and nature.
- An eye inspiring attraction of people of all ages who respond with "What a friendly, quaint, awe inspiring little town"
- A place where families with children can gather, a place where we can build community connections, and a place that respects nature, the small town feel and is respectful in terms of noise for area residents.
- A wonderful place for the elderly to live.
- A place of community
- Community-centered
- Local
- Filled with locally owned stores.
- A place I can get a variety of things done. Go for a walk, playground, get grocery's or other necessary items. Middle class, practical stores (not dollar stores or higher end).
- A place that feels like home. As a young person who just bought a house in Berlin in 2019 (my spouse and I are turning 30 this year), we are very excited for the opportunity to have a voice in the future of Berlin Town Center. We love Berlin for it's peaceful feel and it's



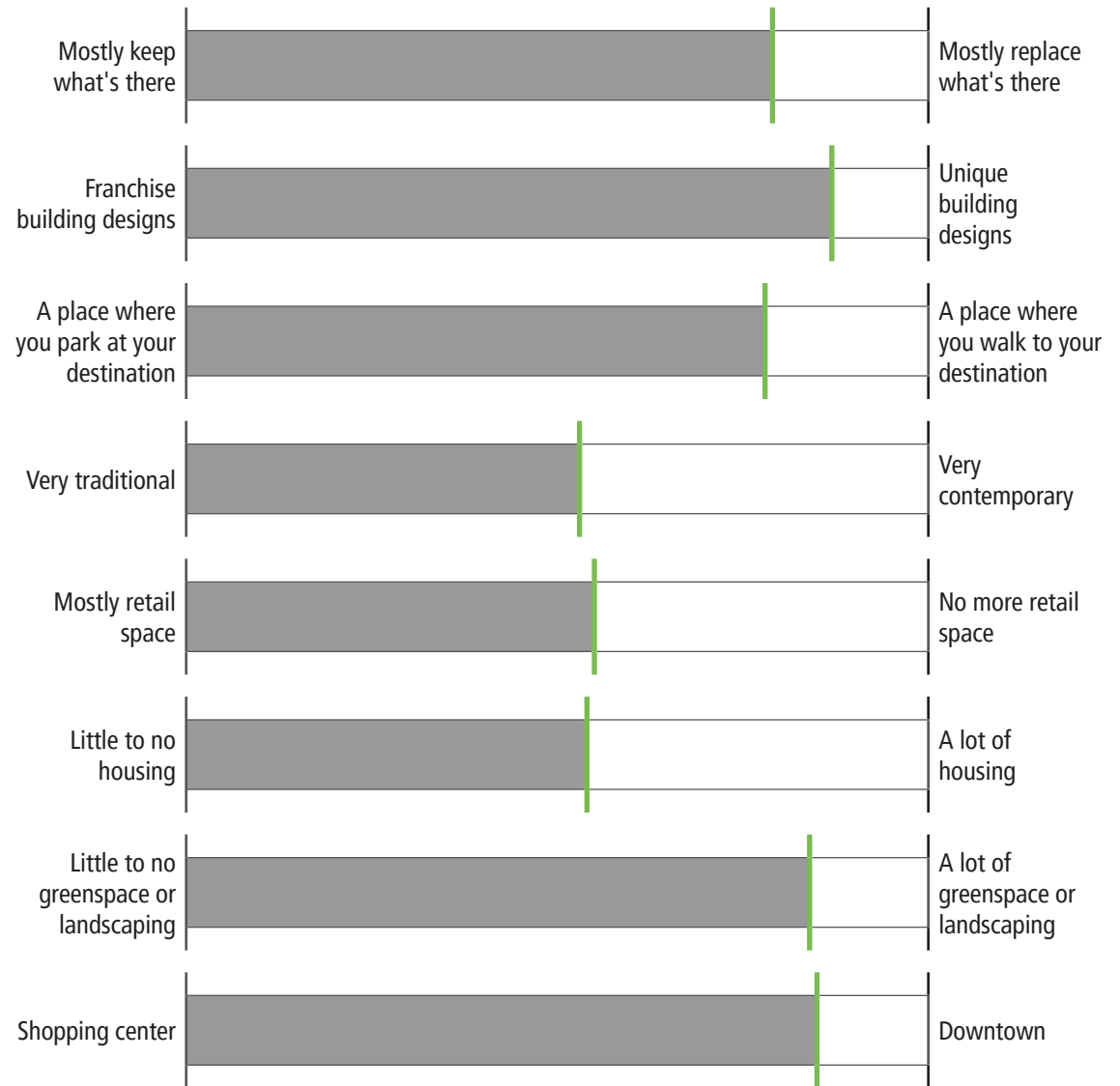
convenience and central location
 However, we do NOT like the mall area or any of the build-up large box stores. Shaw's and Irving are nice and helpful. But otherwise, I would rather have a central area that feels like home where we can meet up with friends, family, and enjoy this beautiful area. We would love to see a downtown or town center than feels special and unique. Nothing too big, keep it simple like a small town feel in VT and New England. A locally owned general store, a coffee shop, a post office, places to walk to for a tea or a bagel, an ice cream, a little gift shop, and a few cool local restaurants and bars would be AWESOME. A park would be nice too, green space with picnic tables? As we hope to raise a family here, I really hope this can come a reality!!!! I am worried that if Berlin builds up too much of the mall area with more chains, more box stores, and more corporate junk, we might move away to feel more at home.

- Sustainable, cool (i.e. independently owned businesses including bars and restaurants, boutiques, and other services), walkable. Make the Main Street like Church Street in Burlington!!! Don't fill it with chains or cookie cutter strip malls. Please give it character!!!! Do not

have it centered around a Walmart or other similar store. Please. (That would not attract vibrancy or innovation.)

- In keeping with our rural setting, attractive, not particularly high buildings, open space available to all residents for walking and a space for concerts or community events.
- Highly vegetated
- Natural, welcoming, small town, and not like a suburban development.
- Historic, aesthetically pleasing, fun to walk around.
- Cited south to block the winds of winter from the north west. To have a green space so concerts plays and movies could be shown in a small outdoor amphitheater setting. I would like to see a good restaurant not a chain anchoring this. Some retail stores. Exercise/yoga community space. Small gardens with benches for sitting. Some outdoor artwork. Lots of trees. Bike and walking trails.
- Open air in summer and warm in winter
- Everything everyone else has mentioned, but would also love some type of 'water feature' added. A fountain, or water pad as an example.
- No increased burden on the taxpayer, causing no damage to the environment, answering questions as to why it is perceived as being needed at this very uncertain time in our world.
- I like the bridge to the hospital area. I think it would be amazing if they extended the walking path by the elementary school and built a pedestrian bridge over 62 by the Applebee's. It would be great if the path connected people to get to Berlin pond.
- Need a post office.

What would you like the town center to look and feel like?



How important are these elements to the look and feel of the town center?

1. Sidewalks
(Score: 89 out of 100)
2. Public spaces for sitting or gathering
(Score: 89 out of 100)
3. Landscaping
(Score: 88 out of 100)
4. Less "boxy" buildings
(Score: 88 out of 100)
5. Pedestrian lighting
(Score: 86 out of 100)
6. Storefronts with windows
(Score: 84 out of 100)
7. Public spaces for play or exercise
(Score: 79 out of 100)
8. Well designed signs
(Score: 79 out of 100)
9. Less visible parking
(Score: 73 out of 100)
10. Public art
(Score: 73 out of 100)
11. Smaller buildings
(Score: 60 out of 100)
12. Public performances
(Score: 57 out of 100)
13. Multi-story buildings
(Score: 50 out of 100)

Which of the following would you like to see in the town center?



Score: 85%



Score: 80%



Score: 70%



Score: 65%



Score: 55%



Score: 50%



Score: 40%



Score: 35%



Score: 20%

How important are these transportation improvements in the town center?

1. Walking paths
(Score: 89 out of 100)
2. Crosswalk at Fisher Rd & Route 62
(Score: 88 out of 100)
3. Safer roads for biking
(Score: 88 out of 100)
4. Bike paths
(Score: 82 out of 100)
5. Crosswalk at Paine Turnpike & Route 62
(Score: 78 out of 100)
6. Pedestrian bridge
(Score: 68 out of 100)
7. Bus service
(Score: 68 out of 100)
8. Bus shelters
(Score: 67 out of 100)
9. Park-and-ride
(Score: 60 out of 100)

Which of the following would you like to see in the town center?



Score: 94%



Score: 56%



Score: 50%



Score: 50%



Score: 33%



Score: 28%



Score: 28%



Score: 22%



Score: 11%

Which of the following would you like to see in the town center?



Score: 80%



Score: 65%



Score: 60%



Score: 45%



Score: 45%



Score: 40%



Score: 30%



Score: 25%



Score: 25%

What types of gathering places would you like to see in the town center?

1. Coffee shop (Score: 85 out of 100)
2. Parks (Score: 85 out of 100)
3. Sidewalk cafe (Score: 85 out of 100)
4. Pub (Score: 67 out of 100)
5. Performance venue (Score: 67 out of 100)
6. Senior center (Score: 52 out of 100)
7. Recreation center (Score: 48 out of 100)
8. Youth center (Score: 37 out of 100)

Which of the following types of commercial buildings would you like to see in the town center?



Score: 63%



Score: 58%



Score: 53%



Score: 32%



Score: 26%



Score: 21%



Score: 11%



Score: 11%



Score: 0%

What types of businesses would you like to see in the town center?

1. Local stores (Score: 96 out of 100)
2. Local restaurants (Score: 93 out of 100)
3. Personal services (Score: 63 out of 100)
4. Post office (Score: 59 out of 100)
5. Theater (Score: 52 out of 100)
6. Daycare (Score: 48 out of 100)
7. Professional offices (Score: 44 out of 100)
8. Healthcare (Score: 41 out of 100)
9. Bank (Score: 33 out of 100)
10. Recreation center (Score: 30 out of 100)
11. Government office (Score: 26 out of 100)
12. Chain restaurant or store (Score: 19 out of 100)
13. Lodging (Score: 7 out of 100)
14. Vehicle sales or repair (Score: 4 out of 100)
15. Gas station (Score: 4 out of 100)

Which of the following types of residential buildings would you like to see in the town center?



Score: 57%



Score: 43%



Score: 43%



Score: 39%



Score: 39%



Score: 30%



Score: 22%



Score: 17%



Score: 13%

How important is it to build the following in the town center?

1. Senior housing (Score: 70 out of 100)
2. Affordable housing (Score: 65 out of 100)
3. Upper floor apartments (Score: 63 out of 100)
4. Multi-unit housing (Score: 55 out of 100)
5. Single-unit housing (Score: 38 out of 100)

24 V.S.A. § 2793b

Designation of new town center development districts

(a) A municipality, by its legislative body, may apply to the State Board for designation of an area within that municipality as a new town center development district, provided no traditional downtown or new town center already exists in that municipality.

(1) The State Board shall not approve an application filed by a municipality on or after July 1, 2014 unless the municipality has stated in its town plan that it intends to apply for designation under this section, and the town plan explains how the designation would further the plan's goals and the goals of section 4302 of this title.

(2) A preapplication meeting shall be held with Department staff before an application is filed to review the program requirements and to identify possible designation boundaries. The meeting shall be held in the municipality unless another location is agreed to by the municipality.

(3) An application for designation shall contain a map that delineates the boundaries of the proposed district and is consistent with the guidelines produced by the Department under subsection 2792(d) of this title. The application shall also demonstrate that the proposed district meets the requirements set forth in subdivision 2791(11) of this title, as well as the standards for designation established in subsection (b) of this section. The application shall verify that the regional planning commission and the regional development corporation have been notified of the municipality's intent to apply for designation.

(b) Within 45 days of receipt of a completed application, the State Board shall designate a new town center development district if the State Board finds, with respect to that district, the municipality has:

(1) A confirmed planning process under section 4350 of this title, developed a municipal center plan, and adopted bylaws and ordinances that implement the plan, including an official map, and a design review district created under this title or other regulations that adequately control the physical form and scale of development.

(2) Provided a community investment agreement that has been executed by authorized representatives of the municipal government, businesses and property owners within the district, and community groups with an articulated purpose of supporting downtown interests, and contains the following:

(A) A map of the designated new town center. The total area of land encompassed within a designated new town center shall not exceed 125 acres. In a municipality with a population greater than 15,000, the total area of land encompassed within a designated new town center may include land in excess of 125 acres provided that the additional area is needed to facilitate the redevelopment of predominately developed land in accordance with the smart growth principles defined under subdivision 2791(13) of this title and shall not exceed 175 acres.

(B) Regulations enabling high densities that are greater than those allowed in any other part of the municipality.

(C) Regulations enabling multistory and mixed use buildings and mixed uses which enable the development of buildings in a compact manner.

(D) A capital improvement program, or a capital budget and program under this title, showing a clear plan for providing public infrastructure within the center, including facilities for drinking water, wastewater, stormwater, public space, lighting, and transportation, including public transit, parking, and pedestrian amenities.

(E) A clear plan for mixed income housing in the new town center.

(F) Evidence that civic and public buildings do exist, or will exist in the center, as shown by the capital improvement plan or the capital budget and program, and the official map.

(G) [Repealed.]

(H) Evidence that any private or municipal sewage system and private or public water supply serving the proposed new town center are in compliance with the requirements of 10 V.S.A. chapters 47 and 56, and that the municipality has dedicated a portion of any unallocated reserve capacity of the sewage and public water supply necessary to support growth within the proposed new town center. Any municipality proposing a municipal sewage system and public water supply to serve the proposed new town center shall provide evidence to the State Board of a commitment to construct or maintain such a system and supply in compliance with requirements of 10 V.S.A. chapters 47 and 56, or a commitment to construct, as applicable, a permissible potable water supply, wastewater system, indirect discharge, or public water supply within no more than ten years. A commitment to construct does not relieve the property owners in the new town center from meeting the applicable regulations of the Agency of Natural Resources regarding wastewater systems, potable water supplies, public water supplies, indirect discharges, and the subdivision of land. In the event a municipality fails in its commitment to construct a municipal sewage system or public water supply, or both, the State Board shall revoke designation, unless the municipality demonstrates to the State Board that all good faith efforts were made and continue to be made to obtain the required approvals and permits from the Agency of Natural Resources, and failure to construct was due to unavailability of sufficient State or federal funding.

(c)

(1) Upon designation by the State Board under this section as a new town center, a new town center and projects in a new town center shall be eligible for the authority to create a special taxing district, pursuant to chapter 87 of this title, for the purpose of financing both capital and operating costs of a project within the boundaries established through new town center designation.

(2) Whenever the Commissioner of Buildings and General Services or other State officials in charge of selecting a site are planning to lease or construct buildings suitable to being located in a new town center after determining that the option of utilizing existing space in a downtown development district, pursuant to subdivision 2794(a) (12) of this title, is not feasible, the option of utilizing existing space in a designated new town center shall be given thorough investigation and priority, in consultation with the community.

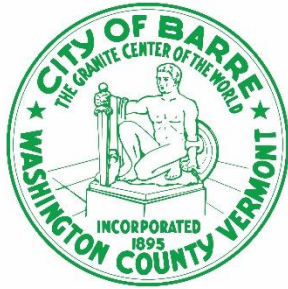
(d) A designation issued under this section shall be effective for eight years and may be renewed on application by the municipality. The State Board also shall review a new town center designation four years after issuance or renewal and may review compliance with the designation requirements at more frequent intervals. The State Board may adjust the schedule of review under this subsection to coincide with the review of a related growth center. If at any time the State Board determines the new town center no longer meets the standards for designation established in subsection (b) of this section, it may take any of the following actions:

(1) require corrective action;

(2) provide technical assistance through the Vermont Downtown Program;

(3) limit eligibility for the benefits pursuant to subsection (c) of this section without affecting any of the new town center's previously awarded benefits; or

(4) remove the new town center's designation without affecting any of the town center's previously awarded benefits.



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

Approval for Loan Application North Main St Pump Station

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

Date: February 19, 2021

The City of Barre made a decision to replace the No Main St Pump station in late 2019. The pre-manufactured pump station was installed in 1960. The system is obsolete and most parts are no longer available. The City has begun an engineering study with its engineer Dufresne Group inc. for the replacement and upgrade of the pump station and an assessment of the sewage conveyance to it within US 302. The emphasis is on pump station replacement.

This loan application is the beginning of a process to obtain a forgivable loan for the engineering and assistance with future construction cost for this project. While the City passed a \$2.5 M bond vote, there are many projects inside that approval which may pose a risk to the full funding of the pump station. This is means to lower costs and guarantee available funding.

This loan application and subsequent work provide opportunities for direct funding assistance for the engineering costs including design and construction inspection. The application is a perfunctory step in gaining State approval for the wastewater system upgrade. State approval for changes to our wastewater system are required whether funded by the State or not as they regulate the collection and treatment systems for compliance with the Clean Water Act.

We seek your approval to make the loan application. The project is more fully described as the replacement of a 1960 (125 gpm) Centex sewer ejector station and associated piping located on the Barre/Montpelier road and relocation of the Pump Station away from the RR ROW for safer maintenance operations.

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 operation of the Sewer Division and Wastewater Treatment Facility.

Motion: The Barre City Council approves an application for a CWSRF loan to engineering to support a replacement of the No Main St Pump Station Plan for the Barre City Wastewater system, and authorizes the City Manager or his designee to be the Authorized Representative for this Project



Contract for Consulting Services

The following contract is between White + Burke Real Estate Advisors, Inc. (“White + Burke”) and the City of Barre (“the client”) for real estate and TIF advisory services.

Scope of Services

The scope of this contract is to undertake an initial high-level review of Barre’s TIF district and its potential for stimulating new development during the remaining life of the borrowing authority of the district. The objective of this initial assessment is to advise the City regarding the likelihood of success in pursuing one or more potential private projects, the public infrastructure investment(s) required to stimulate those investments and the overall financial feasibility of the TIF district to support those infrastructure investments. White + Burke will evaluate the TIF Plan and projects to-date, review infrastructure barriers, interview select property owners and developers to assess private development potential, run preliminary financial analyses, meet with the City Council, VEPC, and other stakeholders as appropriate, and any other service that may be required by the client subject to the available budget.

Fees, Expenses, and Terms

We propose to do the work on a time and materials basis, per Attachment A “Fee Schedule,” not to exceed \$20,000 without prior client authorization. W+B and the client agree to maintain regular communication about progress and tasks. W+B retains the right to change its fee schedule from time to time, but not more frequently than once in any calendar year. W+B will send a monthly invoice for time and expenses, which will be due in full within 20 days of receipt.

This contract is subject to the standard terms and conditions in Attachment B, “Terms and Conditions.”

If you have any questions, please contact us. Otherwise, please indicate your acceptance by signing in the space provided, returning one copy to me, and retaining one copy for your records.

Sincerely,

A handwritten signature in blue ink that reads "Stephanie T. Clarke".

Stephanie T. Clarke
Vice President

Accepted:
City of Barre

By: _____

Date: _____

ATTACHMENT A



2021 FEE SCHEDULE

Fees for services are billed and payable monthly according to the following schedule:

Principal: David G. White	\$ 275.00 per hour
Senior Consultant: Tim Burke	\$ 215.00 per hour
Senior Project Managers: Stephanie Clarke Gail Henderson-King Joe Weith	Range: \$ 145.00 - 195.00 per hour
Project Managers:	Range: \$ 90.00 - 145.00 per hour
Administrative/Project Support: Emily Shaw	Range: \$ 70.00 - 90.00 per hour

All work requiring one or more overnight stays will be billed at the greater of actual time spent on client work plus travel time or 10 hours per day.

Mileage will be billed at the applicable IRS-approved rate. In-house black & white prints will be billed at \$0.15 per page. In-house color prints will be billed at \$1.00 per page. Large-scale black & white and color prints will be billed at \$5.00 and \$8.00, respectively. All other expenses will be billed at cost plus a 10% administrative fee.

Hourly rates are adjusted for each calendar year. We reserve the right to adjust rates at other times.

Payment is due within 20 days of receipt of invoices.

Payments 30 days or more past due will be charged 1.5% interest monthly.

ATTACHMENT B

Terms and Conditions

1. STANDARD OF CARE

White + Burke shall, in performing its services, exercise the same degree of skill and care ordinarily exercised under similar circumstances by qualified professionals and consultants undertaking similar work in the same locality at the same time. Subsequent standards will not be applied in judging White + Burke's work. Client agrees that the services provided will be rendered without any warranty, expressed or implied. White + Burke will not be liable for the interpretation, by others, of data or information we develop.

White + Burke shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of White + Burke. White + Burke shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information required to be provided by Client under this Agreement.

White + Burke's services will be performed on behalf of and solely for the benefit and exclusive use of Client for the limited purposes set forth in the Agreement. Client acknowledges that White + Burke's services require decisions that are not based upon science, but rather upon judgmental considerations. Client may not delegate, assign, sublet, or transfer its duties or interest in this Agreement without the written consent of White + Burke.

2. COMPENSATION

Payment to White + Burke is the sole responsibility of signatory of this Agreement and is not subject to third party agreements.

Invoices will be rendered monthly and become due upon receipt. Any invoice outstanding for more than 30 days after date of invoice will be subject to a financing charge of 1½ percent per month.

The parties agree to coordinate invoices to assure timely payment. Among other things, White + Burke's project manager and Client's representative will confer as often as reasonably necessary about any issues that arise involving invoicing and collections. Client's representative will contact White + Burke's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and White + Burke's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount. White + Burke, at its option, may revise and resubmit disputed amounts at a later date.

Client agrees to pay all costs of collection, including, but not limited to, reasonable attorney's fees, expert witnesses' fees, and all other collection charges and expenses.

3. INSURANCE

White + Burke maintains Worker's Compensation and Comprehensive General Liability Insurance. White + Burke will furnish certificates of insurance upon request. Client agrees that

White + Burke's liability for claims and expenses is limited to the amounts, limits, exclusions, and conditions of such insurance.

4.

[Intentionally deleted]

5. INSTRUMENTS OF SERVICE

All documents (whether in hard or electronic form) prepared by White + Burke pursuant to the Agreement are instruments of service with respect to the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by White + Burke for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to White + Burke; and the Client shall release, indemnify, and hold harmless White + Burke from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle White + Burke to additional compensation at rates to be agreed upon by White + Burke and the third person or entity seeking to reuse said documents.

If any information hereunder is provided in electronic format, Client recognizes that such plans, documents or other information recorded on or transmitted as electronic media ("Electronic Documents") are subject to undetectable alteration, either intentional or un-intentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and not as record documents.

6. SUSPENSION OF WORK

Client may, at any time, by ten (10) days written notice, suspend further work by White + Burke. Client shall remain fully liable for and shall promptly pay White + Burke the full amount for services rendered to the date of suspension of services plus suspension charges. Suspension charges include the cost of putting documents and analyses in order, personnel, and equipment rescheduling and assignment adjustments, and all other costs and charges directly attributable to suspension.

If payment of invoices by Client is not maintained on a thirty (30) day current basis, White + Burke may, by providing a ten (10) day written notice to Client, suspend further work until payments are restored to a current basis. In the event that White + Burke retains counsel to enforce overdue payments, the Client shall reimburse White + Burke for all reasonable attorney's fees and court costs related to the enforcement of overdue payments. Client shall indemnify and save White + Burke harmless from any claim or liability resulting from suspension of the work due to non-current payments.

7. DISPUTE RESOLUTION

All questions in dispute under this Agreement shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this

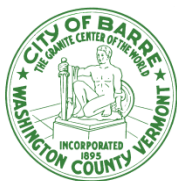
Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties themselves be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This process shall be considered as a condition precedent to moving to a more formal or judicial process.

8. GOVERNING LAW

This Contract is to be governed and enforced in accordance with the laws of the State of Vermont.

9. CONTRACTUAL RELATIONSHIP

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or White + Burke. White + Burke's services under this Agreement are being performed solely for the benefit of the Client and no person or other entity shall have any claim against White + Burke because of this Agreement. In addition, nothing herein shall be construed as creating a contractual relationship between the Client and any White + Burke employee, representative or consultant. The Client agrees that in the event of a dispute regarding this Agreement or the services rendered by White + Burke hereunder, the Client shall only seek recourse against White + Burke and waives any right to pursue a claim against White + Burke's individual directors, officers or employees.



● *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 19, 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.
- 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. There are concerns about how much the audit is costing, especially when taken into consideration with the total amount of indebtedness to date (\$2.2M). There are also concerns over the applicability of the audit work being performed, and whether it qualifies for the statutorily required "performance audit".
- 2021 dog licenses are available. All dogs are to be licensed by April 1st.
- We have mailed out more than 1,200 absentee ballots for the March 2nd annual town meeting elections, with another 30 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 an orientation at the auditorium on the Saturday before the election.

- The Board of Civil Authority will hold its pre-election meeting on Thursday, February 25th, at 6PM. The meeting will be a hybrid of in-person at Alumni Hall and virtual on zoom.
- We have received a number of abatement requests since our last hearing in February 2020. As per the COVID legislation the Council may act as the Board of Abatement during the Governor's emergency order.

2. BUILDING AND COMMUNITY SERVICES:

- On Saturday, the BOR hosted three hockey games. The Spaulding girls, Spaulding boys and the Lyndon/North Country girls all had the season opening games.
- Monday was an observed Holiday for the City.
- On Tuesday, I participated in the Department Head Zoom meeting.
- The Vermont Health Department held COVIC vaccinations on Tuesday in the AUD. This was the first clinic open to 300 registrations. Due to the storm, they only had 240+ vaccinations administered.
- New England Air was in on Tuesday to replace a failed valve in the City Hall heating system. This corrected the over-heating issue in the Engineering Department.
- The DMV held CDL testing on Wednesday in the Civic Center parking lot.
- On Wednesday, the Red Cross held a blood draw in the main room of Alumni Hall.
- On Wednesday evening, the BOR hosted the Burr & Burton versus Northfield boys hockey game.
- The Vermont Foodbank held their monthly commodities drop on Thursday morning in the Civic Center parking lot.
- On Thursday, I participated in the ADA Committee Zoom meeting.
- Also on Thursday, the VDH vaccination clinic was held in the AUD. This was a round of second shots and a little over 150 vaccinations were administered.
- The Engineering Department held a pre-bid meeting with contractors for the Digester Project on Thursday morning in Alumni Hall.
- On Friday, The BCPD held an interview in the Alumni Hall conference room.
- Don performed snow removal work on Tuesday. We had one entombment in the Elmwood vault this week.
- The Facilities crew also performed snow removal work on Tuesday. We also assisted the VDH with sign placements and organizing the gym area for the vaccination clinics.

2a. RECREATION:

- Submitted Tier II reporting materials to the state and copies provided on site.
- Participated in a Vermont Recreation and Parks Association Director's Zoom meeting discussing COVID guidelines, etc.
- Attended Department Head meeting
- Researched COVID19 policy information

- Went over our VLCT Safety Grant application with HR as part of Safety Committee.
- Hockey games started at the B.O.R. Follow-ups indicated everything went well. The games are livestreamed, which allows the community to be a part of the games and support the teams. Currently there are no spectators allowed at games. Networked with Athletic Directors on their schedules as well as VPA information pertaining to livestreaming events and notifications.
- Worked on developing a program guide. The first draft is complete. Researched scholarship possibilities for summer programs.
- Continued to research the ACCD section 9.1 pertaining to recreational sports and COVID as questions arise.

3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:

Planning – Janet:

- City Holiday on Monday;
- Department Head call Tuesday morning;
- Assisted City Manager with the FY22 Budget PowerPoint presentation;
- Reviewed Chapter 2 Administration Ordinance and made edits at the request of the Mayor that are due no later than the 26th of February;
- Attended City Council meeting Tuesday evening;
- Completed Planning Commission meeting minutes;
- Finalized the Energy committee agenda with the Chair and sent out, sent to Jody for the usual postings;
- Drafted memo to council with draft letter of support for the town of Berlin's new town center application for Council packet;
- Completed the annual Census Bureau's Boundary and Annexation Survey on line;
- Completed a USDA compliance review sheet at the request of the Clerk to get back to the USDA office to have on file for any and all USDA loans and grants;
- Reviewed list of state licensed care and therapy homes within the city limits to compare to the rental registry and who should be on or come off – sent the summary to Code Enforcement to review and determine;
- Worked on the Permitting Fees Policy – converting to Word, marked up and sent out to staff for review and input so that it can get onto a Council agenda in March;
- Answering questions, phone calls, sent lister cards, assisted fellow staff, timesheets, weekly report write-up, etc.

Permitting – Heather:

- City Holiday on Monday;
- Issued 1 building permit;
- Issued 2 electrical permits;
- Issued 1 zoning permit;
- Completed the agenda with comments for the DRB hearing being held March 4 and preparing board packets for sending;
- Started work with The Salvation Army on their project at 75 N. Main Street;

- 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:

- City Holiday on Monday;
- Vacation day on Tuesday;
- Regular office tasks: permit copies from Heather into databases, address changes, mapping updates, filing, checking Grand List items, Street numbers, corrections, e-mail messages, phone calls, etc.;
- Processed 4 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 2 map copies and 10 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;
- Addressing housing covenant questions on a 20-21 tax bill to assist Director and Downstreet Housing.

Assessing-Assessor:

- Sent lister cards and answered questions on subsidies, tax information, tax bills;
- Assisted a resident with preparations for this year's grievance process;
- 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:

- Monday – Off – President's Day
- Wednesday – Off – Sick; worked from home remainder of week
- Summarized all COVID-19 funding & sources received to date; \$232k received thru 2/16/21
- Continual work on building the template for personnel budgeting purposes
- Completed and filed 2020 Census Local Government Financial Survey

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: 02/11/21 to 02/17/21, Prior Period: 02/04/21 to 02/10/21

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	0	0.00	1	2.20
Dispatched and cancelled en route	3	1.13	2	2.50
Emergency medical service (EMS) Incident	26	61.71	35	77.98
Extrication, rescue	1	8.19	1	0.66
Fire, Other	1	5.81	0	0.00
Good intent call, Other	0	0.00	1	0.45
Mobile property (vehicle) fire	1	2.20	0	0.00
Rescue or EMS standby	2	5.00	0	0.00
Rescue, emergency medical call (EMS), other	1	1.05	2	0.76
Steam, Other gas mistaken for smoke	1	0.64	0	0.00
Structure Fire	0	0.00	2	5.10
System or detector malfunction	1	0.36	0	0.00
Unintentional system/detector operation (no fire)	1	1.89	5	8.92
Water problem	1	2.60	0	0.00
Wrong location, no emergency found	1	0.64	0	0.00
	40	91.22	49	98.57
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				
COVID 19 SCREENING COMPLETED	22	2.48	26	2.23
FILL IN	1	4.00	1	2.50
GEAR WASHING	0	0.00	1	11.00
MISCELLANEOUS	0	0.00	1	2.00
ON DUTY	27	624.00	24	564.00
PERSONAL TIME USED	1	4.00	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: 02/11/21 to 02/17/21, Prior Period: 02/04/21 to 02/10/21

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				
SICK TIME USED	2	48.00	2	48.00
VACATION USED	1	24.00	3	38.50
VEHICLE FUELED (LISTED IN COMMENT AREA)	1	0.25	1	0.08
WASH VEHICLES	3	1.50	3	1.26
	58	708.23	62	669.57
Training				
CAPNOMETRY/ CAPNOGRAPHY	0	0.00	3	1.50
CODE 99	0	0.00	4	5.00
CPAP Review	0	0.00	4	4.00
EZ IO	0	0.00	3	1.50
FIRE BEHAVIOR	0	0.00	4	3.00
HOSE HANDLING	0	0.00	4	4.00
HYDRANTS	0	0.00	2	1.50
IM MEDICATION ADMINISTRATION	0	0.00	3	1.50
IV STICKS / FLUID THERAPY	0	0.00	4	3.00
PROTOCOL REVIEW	1	1.00	0	0.00
PULLING HOSE LINES	5	5.00	0	0.00
Seizure	1	1.50	0	0.00
THE ART OF READING SMOKE	0	0.00	1	4.00
TRACTION SPLINT TRAINING	0	0.00	6	6.00
VTEMS COVID VACCIN ADMINISTRATION TRAINING	0	0.00	1	2.00
	7	7.50	39	37.00

* 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.

Media Log Report

Rev.01/26/12

From: 02/11/2021 2:58

To: 02/18/2021 9:28

Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
2/18/21 9:28	21BA001079	Assist - Other	N Main St
2/18/21 8:43	21BA001078	Assist - Other	Brook St
2/17/21 22:50	21BA001077	Mental Health Issue	Pearl St Ext
Mental health issue on Pearl St.			
2/17/21 22:34	21BA001076	Arrest Warrant - In State	Fourth St
Female arrested on two active warrants			
2/17/21 21:14	21BA001075	Assist - K9	Dog Pond Rd
K9 assist to VSP in Woodbury			
2/17/21 20:30	21BA001074	TRO/FRO Entry/Removal	Fourth St
2/17/21 20:23	21BA001073	Mental Health Issue	Pearl St Ext
Mental health issue on Pearl St.			
2/17/21 19:31	21BA001072	Traffic Stop	Washington St / AJ Sunoco
stop for speed on washington st			
2/17/21 19:17	21BA001071	Assist - Other	Fourth St
Citizen assist at the Police Department.			
2/17/21 18:59	21BA001070	Assist - Agency	Seminary St
Citizen assist on N Seminary Street.			
2/17/21 18:51	21BA001069	Assist - Other	Fourth St
Female called the PD requesting information on active arrest warrants that she had in Washington and Orange Counties			
2/17/21 17:59	21BA001068	Mental Health Issue	Pearl St
Mental health issue on Pearl St.			
2/17/21 17:53	21BA001067	Accident - LSA	North Main St
LSA at Beverage Baron, subject cited into court			
2/17/21 17:16	21BA001066	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
2/17/21 16:21	21BA001065	Threats/Harassment	Park St
threats/harassment park st			
2/17/21 15:15	21BA001064	Accident - Property damage only	Averill St
2/17/21 15:03	21BA001063	Disturbance	Park St
2/17/21 14:52	21BA001062	Assist - Other	Park St
2/17/21 14:42	21BA001061	Accident - Injury to person(s)	North Main Street
accident - injury to person north main street			
2/17/21 13:36	21BA001060	Juvenile Problem	Parkside Terrace

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Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
2/17/21 13:18	21BA001059	Vandalism	Second Street
vandalism second street			
2/17/21 13:17	21BA001058	Assist - Agency	North Main St
2/17/21 12:22	21BA001057	Prisoner - Lodging/Releasing	Fourth Street
prisoner release barre city			
2/17/21 12:22	21BA001056	Assist - Other	Highgate Dr
2/17/21 12:19	21BA001054	Motor Vehicle Complaint	Maple Ave
2/17/21 12:19	21BA001055	Prisoner - Lodging/Releasing	Fourth Street
prisoner release barre city			
2/17/21 11:58	21BA001053	Threats/Harassment	Brook St
threats/harassment Brook St			
2/17/21 11:47	21BA001052	Assist - Other	North Main St
2/17/21 11:42	21BA001051	Property Return / Disposal	Fourth St
property return barre city			
2/17/21 11:25	21BA001050	Suspicious Vehicle	Farwell St
Suspicious vehicle Farwell St			
2/17/21 10:56	21BA001049	Welfare Check	North Main Street
2/17/21 10:54	21BA001048	Prisoner	Fourth St
2/17/21 10:48	21BA001047	Prisoner - Lodging/Releasing	Fourth Street
2/17/21 9:48	21BA001046	Accident - Property damage only	N Main St / Depot Sq
Accident Depot Sq.			
2/17/21 9:43	21BA001045	Assist - Agency	Fisher Road
agency assist berlin			
2/17/21 9:37	21BA001044	Assist - Other	Fourth Street
2/17/21 9:31	21BA001043	Assist - Other	Brook St
Assist Brook Street Barre City			
2/17/21 8:25	21BA001042	Motor Vehicle Complaint	Brook St / Maple Ave
2/17/21 8:02	21BA001041	Stalking	Maple Avenue
stalking maple ave			
2/17/21 5:38	21BA001040	Assault - Simple	Granite St
2/16/21 23:11	21BA001039	Suspicious Vehicle	S Main Street

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Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
Suspicious vehicle reported at the Hollow Inn			
2/16/21 22:33	21BA001038	Assist – Motorist	Ajs Sunoco
Report of motorist attempting to flag people down on Washington Street.			
2/16/21 21:48	21BA001037	TRO/FRO Service	Highgate Dr
2/16/21 21:22	21BA001036	Prisoner	Fourth St
2/16/21 21:10	21BA001035	Prisoner - Lodging/Releasing	Fourth St
Prisoner lodging at BCPD			
2/16/21 20:42	21BA001034	Noise	S Main St
Noise complaint at Tilden House			
2/16/21 20:25	21BA001033	Sexual Assault	Capstone
Subject sexually assaulted another on the rail road tracks behind Jiffy Mart , subject arrested and lodged at BCPD			
2/16/21 19:49	21BA001032	Assist - Agency	Waterman St
agency assist to BTPD on Waterman St			
2/16/21 19:29	21BA001031	Sexual Assault	Quality Inn
Female reported ongoing sexual assault of minor child by a custodial parent			
2/16/21 17:56	21BA001030	Noise	South Main
noise complaint on s main st			
2/16/21 17:38	21BA001029	Training-In-Service	Fourth St
2/16/21 17:11	21BA001028	Assist – Motorist	Summer St
Vehicle reported stolen turns out to have been towed			
2/16/21 17:03	21BA001027	Drugs - Intel received	Fourth St
2/16/21 16:17	21BA001026	Threats/Harassment	East Parkside
threats/harassment barre city			
2/16/21 15:51	21BA001025	Drugs - Intel received	Fourth St
drug intel barre city			
2/16/21 15:47	21BA001024	Welfare Check	South Main St
welfare check s main st			
2/16/21 15:34	21BA001023	Assist - Agency	South Main St
agency assist s main st			
2/16/21 14:03	21BA001022	Assist - Agency	Fourth Street
Agency assist N. Main St			
2/16/21 13:49	21BA001021	Suspicious Event	Blackwell St
suspicious event blackwell st			
2/16/21 13:37	21BA001020	Domestic Disturbance	Brook St
domestic disturbance brook st			
2/16/21 12:37	21BA001019	Assist - Public	Maple Ave

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Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
dispute			
2/16/21 12:02	21BA001018	TRO/FRO Violation	Brooklyn St
2/16/21 11:41	21BA001017	Property - Damage	N Main St
snow plow issue			
2/16/21 10:35	21BA001016	Suspicious Event	Fourth St
suspicious event barre city			
2/16/21 10:34	21BA001015	Domestic Disturbance	Hill St / Washington St
domestic disturbance barre city			
2/16/21 9:02	21BA001014	Alarm - Security	North Main St
alarm n main st			
2/16/21 8:19	21BA001013	VIN verification	Fourth St
2/16/21 4:22	21BA001012	Parking - Winter Ban - Ticket	Fourth St
winter parking ban barre city			
2/16/21 2:21	21BA001011	Noise	S Main St
noise s main st			
2/15/21 22:19	21BA001010	Suspicious Event	Pearl Street
Suspicious Event On Pearl Street			
2/15/21 20:40	21BA001008	Mental Health Issue	Fourth St
Mental health issue on Church Street.			
2/15/21 18:01	21BA001007	Supervisory Duties - Case review	Fourth St
Supervisor Duties- Case Review			
2/15/21 17:12	21BA001006	Threats/Harassment	Barre City
threats/harassment case at green acres			
2/15/21 16:09	21BA001005	Training-In-Service	Fourth St
2/15/21 15:56	21BA001004	Disturbance	Bromur St
Disturbance on Bromur St.			
2/15/21 14:29	21BA001003	Assist - Public	Fourth Street
Landlord tenant issues Berlin St.			
2/15/21 13:29	21BA001002	Drugs - Intel received	Fourth St
2/15/21 12:52	21BA001001	Drugs - Suspicious	South Main Street
Suspicious event S. Main St.			
2/15/21 11:56	21BA001000	VIN verification	South Main St
VIN check S. Main St.			
2/15/21 11:36	21BA000999	Disturbance	Bromur St
Disturbance Bromur St			
2/15/21 11:29	21BA000998	Welfare Check	Keith Ave
Welfare check Keith Ave.			

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Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
2/15/21 9:45	21BA000997	Assist - Public	Ayers St
Assist Ayers St Barre City			
2/15/21 9:08	21BA000996	Supervisory Duties - Case review	4th
2/15/21 8:30	21BA000995	Drugs - Sale	4th St
2/14/21 22:13	21BA000992	Suspicious Vehicle	East Parkside Terrace
suspicious vehicle on east parkside terrace			
2/14/21 21:08	21BA000994	Disturbance	S Main St
Noise Complaint on South Main Street			
2/14/21 21:00	21BA000993	Assist - Agency	62 And 302
Car Fire on N Main St by Rt 62			
2/14/21 20:40	21BA000991	Juvenile Problem	Fourth St
Juvenile Problem on Ossola Place			
2/14/21 20:21	21BA000990	Threats/Harassment	South Main
Harassment on S Main St			
2/14/21 19:58	21BA000989	Animal Problem	South Main St
Animal Complaint on South Main Street.			
2/14/21 18:03	21BA000988	Assist - Agency	Lawrence Ave
Agency Assist on Lawrence Ave.			
2/14/21 15:54	21BA000987	Training-In-Service	Fourth St
2/14/21 15:17	21BA000986	Threats/Harassment	Fourth St
public assist N. Main St			
2/14/21 15:15	21BA000985	Threats/Harassment	South Main St
Threatening complaint on S. Main St.			
2/14/21 9:03	21BA000984	Animal Problem	South Main St
Animal problem S. Main St.			
2/14/21 8:42	21BA000983	Assist - Public	Fourth St
2/14/21 5:04	21BA000982	Suspicious Event	Pearl St
2/14/21 1:29	21BA000981	Noise	Pearl St
Noise disturbance on Pearl St.			
2/14/21 0:51	21BA000980	Assist - Other	Westwood Pkwy
2/14/21 0:06	21BA000979	Property - Found	Barre City
2/13/21 23:28	21BA000978	Suspicious Vehicle	South Main Street
suspicious vehicle on s main st			
2/13/21 20:43	21BA000977	Alarm - Security	Bridgeman St

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ORI: VT0120100			
<u>Barre City Police Department</u>			
Security Alarm on Bridgeman St			
2/13/21 19:21	21BA000976	Medical - Ambulance Transport	S Main St
Welfare Check on South Main Street			
2/13/21 17:53	21BA000975	Assist - Other	Hill St
Agency assist on Hill st			
2/13/21 17:08	21BA000974	Noise	Maple Ave
Barking Dog Complaint on Maple Ave.			
2/13/21 16:46	21BA000973	Noise	Averill St
Normal apartment noise on Averill St.			
2/13/21 16:31	21BA000972	Parking - General Violation	Averill St
Parking complaint on Averill St.			
2/13/21 16:30	21BA000971	Juvenile Problem	Circle St
An Officer provided some suggestions to a resident of Circle St.			
2/13/21 12:10	21BA000970	Threats/Harassment	Fairview St
public dispute Fairview St.			
2/13/21 10:59	21BA000969	Fraud	Prospect St
2/13/21 10:36	21BA000967	Assist - Other	Perrin St
An Officer provided some recommendations to a resident of Perrin St.			
2/13/21 9:16	21BA000968	Property Return / Disposal	Fourth St
Property return N. Main St			
2/13/21 6:16	21BA000966	Assist - Public	Highgate Apts
public assist Highgate Dr.			
2/13/21 4:23	21BA000965	Suspicious Event	Merchant St
An Officer discovered a suspicious incident on Merchant St.			
2/13/21 1:19	21BA000964	Assist - Agency	Pearl St
An Officer assisted the Vermont State Police by serving some paperwork on a resident of Pearl St.			
2/13/21 0:20	21BA000963	Parking - Winter Ban - Ticket	Fourth St
winter parking ban			
2/12/21 23:23	21BA000962	Threats/Harassment	Fourth St
2/12/21 19:59	21BA000961	Disorderly Conduct	S Main St
Two females engaged in a verbal and physical altercation at Cumberland Farms reportedly over masking			
2/12/21 19:00	21BA000960	Noise	Bromur St
Noise on Bromur St.			
2/12/21 18:41	21BA000959	Family Disturbance - Verbal	Beckley St
Family disturbance on Beckley St.			
2/12/21 18:15	21BA000958	Threats/Harassment	East St
Female reporting an apparent scam by a person online			
2/12/21 17:15	21BA000957	Assist - Agency	Fourth St

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Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
Agency Assist on Bergeron Street.			
2/12/21 16:06	21BA000956	Assist - Public	Fourth St
Public assist Fourth St.			
2/12/21 15:25	21BA000955	Arrest Warrant - In State	N Seminary St
arrest warrant in state barre city			
2/12/21 14:32	21BA000954	Assist - Other	Prospect St / S Main St
assist other barre city			
2/12/21 13:21	21BA000953	Welfare Check	Fourth St
welfare check Barre City			
2/12/21 10:10	21BA000952	Suspicious Event	Bergeron St
2/12/21 10:05	21BA000951	Assist - Agency	Bergeron St
Agency assist Bergeron St.			
2/12/21 3:29	21BA000950	Mental Health Issue	Pearl St Ext
Noise complaint on Pearl St.			
2/12/21 1:03	21BA000949	Parking - Winter Ban - Ticket	Fourth St
Winter parking enforcement.			
2/11/21 22:17	21BA000948	Suspicious Person	Keith Ave
Suspicious Person On Keith Ave.			
2/11/21 22:12	21BA000947	Trespass	N Main Street
trespass n main st			
2/11/21 21:29	21BA000946	Accident - Injury to person(s)	Washington St / Dudleys
Single vehicle motor vehicle crash with injury resulting to occupants on Washington Street			
2/11/21 20:38	21BA000945	Alarm - Security	N Main St
Alarm on North Main Street			
2/11/21 19:31	21BA000944	Motor Vehicle Complaint	N Main St
Motor vehicle complaint on N. Main St.			
2/11/21 18:04	21BA000943	Mental Health Issue	Fourth St
Mental Health Issue on Fourth Street			
2/11/21 16:17	21BA000942	Assist - Public	Fourth St
public assist barre city			
2/11/21 15:19	21BA000941	Accident - LSA	North Main St
accident LSA N Main St			
2/11/21 14:06	21BA000940	Surveillance	Fourth St
2/11/21 13:08	21BA000939	Assist - Public	Averill St
public assist barre city			
2/11/21 12:14	21BA000938	Assist - Public	North Main St #
public assist n main st			
2/11/21 10:34	21BA000937	Motor Vehicle Complaint	South Main St / Parkside Ter
mv complaint barre city			

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Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
2/11/21 9:24	21BA000935	Assist - Agency	15 fourth st / wobby park
Agency assist S. Main St.			
2/11/21 8:28	21BA000934	Domestic Assault - Misd	Beckley St
Disturbance on Beckley St.			
2/11/21 8:15	21BA000936	Training-In-Service	Ayers St
Training Ayers St Barre City			
2/11/21 7:56	21BA000933	Disturbance	Pearl St
disturbance Pearl St			
2/11/21 2:58	21BA000932	Alarm - Security	Boynton St
Officers responded to an alarm on Boynton St.			
Total Incidents		147	
