

REGULAR COUNCIL MEETING
Tuesday, March 9, 2021, 7:00pm

Join Zoom Meeting

<https://zoom.us/j/95854555619?pwd=OUtaTWN1ZHg3QUV3L3B3SOExSSTN6UT09>

Meeting ID: 958 5455 5619

Passcode: 992757

1-929-205-6099

1. Call to Order – 7:00 p.m.
2. Adjustments to the Agenda
3. Consent Agenda
 - A. Approval of Minutes of the Special City Council Meeting March 1, 2021
 - B. Approval of City Warrants from Week of Wednesday, March 10, 2021
 - C. Clerk’s Office Licenses and Permits
 - D. Authorize Lease Amendment with VT BGS for Interim Med-Surge Facility at Civic Center
4. City Clerk & Treasurer Report
5. Liquor Control Board
6. City Manager’s Report
7. Visitors and Communications
8. Old Business:
 - A. None
9. New Business
 - A. Council Welcome and Introductions (Mayor)
 - B. Organizational Items (Mayor)
 - i. Review of Groundrules
 - ii. Onboarding Document overview, including Organizational Structure
 - iii. FY21 and FY22 Priorities Overview
 - iv. Work Groups
 - C. Summer Camp Scholarship Fund (BCS Asst Director)
 - D. Update on Speed Enforcement Initiative (Manager)
 - E. Discussion on Chapter 07 – Minimum Housing (Mayor)
 - F. Discussion on Chapter 02 – Administration Ordinance (Mayor)
 - G. Approval of Resolution #2021-06 for Women’s History Month (Mayor)
10. Round Table
11. Executive Session – Negotiations, Personnel
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, March 8

Police Advisory Committee, 6pm, Virtual (ZOOM)

Tuesday, March 9

Civic Center Committee, 8am, Virtual (ZOOM)

Wednesday, March 10

Community Garden Committee, 4pm, Virtual (ZOOM)

Paths, Routes and Trails Committee, 5pm, Virtual (ZOOM)

Tree Stewardship Committee, 5:30pm, Virtual (ZOOM)

Thursday, March 11

Planning Commission, 6:30pm, 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
DATE: 03/05/21
SUBJECT: Packet Memo re: 03/09/21 Council Agenda Items

Councilors:

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

Consent Agenda:

3. D. - BGS Med Surge Lease Amendment

As of “packet time”, the Amendment document had not arrived from BGS. Accordingly, I will ask under “Adjustments” that this item be dropped from the Consent Agenda and deferred until we receive it.

New Business:

9. D. - Speed Enforcement Initiative Update

I intend this item be a brief, verbal update. Accordingly, there are no packet documents enclosed.

Executive Session - Negotiations:

I will forward under separate, *CONFIDENTIAL* cover a Briefing Memo for the item I intend to address in this portion of the ES. I do not anticipate a lengthy discussion...perhaps 15+/- minutes.

**Special Meeting of the Barre City Council
Held March 1, 2021**

The Special Meeting of the Barre City Council was called to order on video conference by Mayor Lucas Herring at 7:01 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. City staff members present via video or phone were City Manager Steve Mackenzie, Deputy Police Chief Larry Eastman, and Clerk/Treasurer Carol Dawes.

Absent: From Ward I, Councilor John Steinman; and from Ward III, Councilor Ericka Reil.

Adjustments to the Agenda: Mayor Herring said Council will approve this week's warrants and last week's minutes.

Visitors and Communications – NONE

Approval of Consent Agenda:

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

- Minutes from Regular Council Meeting February 23, 2021
- City Warrants as presented:
 - Approval of Week 2021-09, dated March 3, 2021:
 - Accounts Payable: \$338,922.88
 - Payroll (gross): \$126,637.17

New Business –

A) Authorization to Apply for Dept. of Homeland Security Grant for PSB Door Lock System Replacement.

Deputy Police Chief Larry Eastman reviewed the Public Safety Building grant and noted the deadline for applications is the end of this week, so Council approval to apply is needed before the next regularly scheduled meeting. Dept. Chief said the current system is no longer supported and the company it was purchased from is no longer in business. He is seeking three bids for the work to include a quote price on the application. A computer to house the system will also be needed. Final purchase approval will come back to Council for authorization. Replacement of the system isn't in the budget, so a grant would help cover the costs. It's unclear at the moment if there will be a required local match.

Council authorized submitting the grant application on motion of Councilor Hemmerick, seconded by Councilor Morey. **Motion carried on roll call vote, with all voting in favor.**

The Council meeting was adjourned by Mayor Herring at 7:10 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

By check number for check acct 01(GENERAL FUND) and check dates 03/10/21 thru 03/10/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

01095	A & L MACHINING INC						
	06098	labor	003-8330-320.0740	EQUIPMENT MAINT	0.00	95.00	140011
	06102	labor, steel	001-8050-320.0742	SNOW EQUIP MAINT	0.00	213.76	140011
					-----	308.76	
01003	ALDRICH PUBLIC LIBRARY						
	030121	3rd Qtr allocation	001-7010-220.0420	ALDRICH LIBRARY	0.00	57,500.00	140012
01005	ALLEN ENGINEERING INC						
	521012-01	chemicals, delivery	002-8220-320.0764	POSTASSIUM PERMANGANATE	0.00	2,592.50	140013
01173	AMARAL ANTHONY						
	030321	reimb dental ins	001-2000-240.0018	DENTAL PAYABLE	0.00	170.91	140014
01137	AMRAMP VT & WESTERN MA						
	043-3147	ramp rental 3/1-3/31	001-7020-320.0727	BLDG/GROUNDS MAINT	0.00	1,344.00	140015
01057	AT&T MOBILITY						
	2543-021921	service 1/12-2/11/21	001-6040-200.0215	CELL PHONES/AIR CARDS	0.00	313.92	140016
	3519-021921	service 1/12-2/11/21	001-8020-200.0214	TELEPHONE	0.00	40.46	140016
	3519-021921	service 1/12-2/11/21	001-8050-200.0214	TELEPHONE	0.00	36.53	140016
	3519-021921	service 1/12-2/11/21	003-8300-200.0214	TELEPHONE	0.00	44.02	140016
	3519-021921	service 1/12-2/11/21	003-8330-200.0214	TELEPHONE	0.00	18.46	140016
	7839-021921	service 1/12-2/11/21	001-8020-200.0214	TELEPHONE	0.00	58.33	140016
					-----	511.72	
23018	AUBUCHON HARDWARE						
	498322A	enamel, covers, brush	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	111.54	140017
02045	BARRE CITY WATER & SEWER DEPT						
	00019MAR21	88 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	255.35	140018
	00020MAR21	62 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	1,191.25	140018
	00021MAR21	59 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	64.25	140018
	00022MAR21	69 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	769.85	140018
	00023MAR21	49 Treatment Plt Dr	001-7015-200.0215	WATER BILLS	0.00	505.25	140018
	0025MAR21	25 Auditorium Hill	001-7030-200.0215	WATER BILLS	0.00	6,354.14	140018
	00471MAR21	20 Auditorium Hill	001-7020-200.0215	WATER BILLS	0.00	226.41	140018
	00472MAR21	20 Auditorium Hill	001-7020-200.0215	WATER BILLS	0.00	270.50	140018
	00474MAR21	25 Auditorium Hill	001-7030-200.0215	WATER BILLS	0.00	273.00	140018
	00736MAR21	201 Maple Ave	001-8500-320.0727	BUILDING MAINT (HOPE)	0.00	120.93	140018
	00737MAR21	226 E Montpelier Rd	001-8500-320.0735	DUFRESNE GROUNDS & BLDGS	0.00	113.25	140018
	00884MAR21	6 N Main St City Hall	001-6043-200.0215	WATER BILLS	0.00	604.38	140018
	00885MAR21	6 N Main St City Hall	001-6043-200.0215	WATER BILLS	0.00	175.00	140018
	00953MAR21	135 N Main St	001-7015-200.0215	WATER BILLS	0.00	349.47	140018
	02569MAR21	6 Burnham St	001-8050-320.0727	BLDG & GROUNDS MAINT	0.00	340.68	140018
	02570MAR21	4 Burnham St	002-8200-200.0216	SEWER CHARGES	0.00	51.78	140018
	02573MAR21	12 Burnham St	003-8300-320.0727	BLDG & GROUNDS MAINS	0.00	217.62	140018

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	04172MAR21	2 Maple Ave	001-8040-320.0725	PUB PARKS/TREES MAINT	0.00	82.13	140018
	04176MAR21	36 Parkside Terr	001-7015-200.0215	WATER BILLS	0.00	82.13	140018
	04177MAR21	13 Washington St	001-8040-320.0725	PUB PARKS/TREES MAINT	0.00	82.13	140018
	04181MAR21	69 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	672.80	140018
	04182MAR21	55 Treatment Plt Dr	003-8330-200.0215	WATER BILLING	0.00	168.20	140018
	04187MAR21	3 Franklin St	001-7015-200.0215	WATER BILLS	0.00	82.13	140018
	04322MAR21	15 Fourth St PSB	001-7035-200.0215	WATER BILLS	0.00	762.60	140018
	04414MAR21	15 Fourth St PSB	001-7035-200.0215	WATER BILLS	0.00	104.00	140018

					0.00	13,919.23	
02123	BARRE PARTNERSHIP THE						
	21CITYMARCH	March payment FY21	001-8035-120.0172	BARRE PARTNERSHIP	0.00	5,416.66	140022
02067	BARRE SENIOR CENTER						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,875.00	140023
02131	BARRE UNIFIED UNION SCHOOL DISTRICT						
	030321	3rd Qtr taxes,bal 2nd Qtr	001-4005-405.4005	GENERAL TAXES	0.00	1772,870.60	140024
02321	BROWN ANDERSON						
	030421	boots	001-6040-340.0943	FOOTWARE	0.00	50.00	140025
03062	C FORD PROFESSIONAL LETTERING						
	15070	decals,labor	050-5830-370.1162	2020 \$1.7M BOND EXP FIRE	0.00	363.44	140026
03217	C V LANDFILL INC						
	687182	caustic disposal	002-8220-320.0751	RESERVOIR SYSTEM MAINT	0.00	116.64	140027
03066	CAI TECHNOLOGIES						
	11278	webgis support	001-8030-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	2,400.00	140028
03209	CAPSTONE COMMUNITY ACTION						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	750.00	140029
03172	CARGILL INC						
	2906036806	salt	001-8050-360.1184	SALT - SNO	0.00	3,861.91	140030
	2906040514	salt	001-8050-360.1184	SALT - SNO	0.00	4,473.74	140030

					0.00	8,335.65	
03098	CENTRAL VT ADULT BASIC EDUCATION						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,925.00	140031
03055	CENTRAL VT COUNCIL ON AGING						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	3,750.00	140032
03056	CENTRAL VT HOME HEALTH & HOSPICE						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	7,000.00	140033

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03159	CIRCLE						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	500.00	140034
03012	CLARKS TRUCK CENTER						
	444232	stud wheel,nut hex	001-8050-320.0743	TRUCK MAINT - STS	0.00	157.46	140035
03083	COMMUNITY HARVEST OF CENTRAL VERMO						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	375.00	140036
03215	CVC PAGING						
	012521	prorated fee	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	3.47	140037
	022521	pager Mar 2021	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	11.95	140037
					-----	-----	
					0.00	15.42	
04071	DEAD RIVER CO						
	021621	fuel oil,lic fee,fuel tax	001-8050-330.0829	FUEL OIL - GARAGE	0.00	451.00	140038
	021621	fuel oil,lic fee,fuel tax	003-8330-330.0825	FUEL OIL	0.00	878.36	140038
	022371	fuel oil,lic fee,fuel tax	001-8050-330.0829	FUEL OIL - GARAGE	0.00	348.00	140038
	022371	fuel oil,lic fee,fuel tax	002-8200-330.0829	FUEL OIL - GARAGE	0.00	161.99	140038
	022371	fuel oil,lic fee,fuel tax	003-8330-330.0825	FUEL OIL	0.00	927.42	140038
	76688	fuel oil,lic fee,fuel tax	001-6043-330.0833	FUEL OIL	0.00	1,936.28	140038
					-----	-----	
					0.00	4,703.05	
04133	DOWNSTREET HOUSING & COMMUNITY DEV						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,250.00	140039
04106	DUBOIS & KING INC						
	221208	professional services	003-8533-500.1400	900K-ANAEROBIC DIGESTER	0.00	2,751.68	140040
05059	ENDYNE INC						
	362852	lab services	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	40.00	140041
	363486	lab services	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	130.00	140041
					-----	-----	
					0.00	170.00	
05030	ESMI OF NEW YORK LLC						
	22170	sludge disposal	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	5,274.82	140042
05007	EVERETT J PRESCOTT INC						
	5825177	clamps	002-8200-320.0750	MAIN LINE MAINT	0.00	1,114.29	140043
06095	FAMILY CENTER OF WASHINGTON COUNTY						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	875.00	140044
06030	FORMULA NISSAN						
	36184	back rack,mount kit	001-7015-320.0720	CAR/TRUCK MAINT	0.00	400.00	140045

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07127	GOOD BEGINNINGS OF CENTRAL VT						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	250.00	140046
07055	GOOD SAMARITAN HAVEN						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	375.00	140047
07168	GRAND VIEW WATER TREATMENT						
	022621	service	003-8330-320.0740	EQUIPMENT MAINT	0.00	75.00	140048
07100	GREEN MOUNTAIN TRANSIT AGENCY						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	9,600.25	140049
07006	GREEN MT POWER CORP						
	17784-0121	Keith Pearl ped way	001-6060-200.0212	PEDWAY/KEITH AVE LOT LIGH	0.00	97.55	140050
	51544-0121	Enterprise Alley sve bldg	048-8315-200.0210	ENT ALY O&M	0.00	20.94	140050
	553795-0131	Enterprise Alley lights	001-6060-200.0210	ELECTRICITY	0.00	119.88	140050
	69716-0121A	Bailey St tank	002-8200-200.0208	Electricity-Bailey St	0.00	23.19	140050

					0.00	261.56	
08049	HALDANE ROSLYN						
	024500690001	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	61.98	140051
08049	HALDANE ROSLYN OR CITY OF BARRE						
	024500690002	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	143.99	140052
	024500690003	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	173.67	140053
	024500690004	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	129.72	140054
	024500690005	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	693.45	140055
	024500690006	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	775.22	140056

					0.00	1,916.05	
09021	IRVING ENERGY						
	28455	propane	001-7030-330.0836	BOTTLED GAS	0.00	102.46	140057
	530918	propane	001-7030-330.0836	BOTTLED GAS	0.00	94.85	140057
	549831	propane	001-7030-330.0836	BOTTLED GAS	0.00	212.14	140057
	552351	propane	001-7035-330.0836	BOTTLED GAS	0.00	439.02	140057
	862638	propane	001-7020-330.0836	BOTTLED GAS	0.00	174.46	140057

					0.00	1,022.93	
12032	LAKES REGION FIRE APPARATUS INC						
	31147	solenoid replacement kit	001-6040-320.0720	CAR/TRUCK MAINT	0.00	106.22	140058
12099	LEAF						
	11607343	copier leases	001-5010-210.0312	OFFICE MACHINES MAINT	0.00	784.50	140059
12009	LOWELL MCLEODS INC						
	S64044	bolts	003-8330-320.0740	EQUIPMENT MAINT	0.00	33.10	140060

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	S64062	bolts	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	56.16	140060
	S64089	steel	001-8050-320.0742	SNOW EQUIP MAINT	0.00	16.25	140060
	S64167	eye leaf,u bolts,pins	001-8050-320.0743	TRUCK MAINT - STS	0.00	190.64	140060

					0.00	296.15	
13061	MAINE OXY						
	32238797	propane,delivery	001-7030-350.1053	SUPPLIES/EQUIPMENT	0.00	260.32	140061
13075	MCWILLIAM JAMES						
	2024-24	services 2/22-2/26	051-0280-360.1165	SEMP VCF TRUST PROJECTS	0.00	225.00	140062
13189	MILES SUPPLY INC						
	022721	soap dispenser,tissue,tow	001-7020-350.1049	CUSTODIAL SUPPLIES	0.00	92.62	140063
	022721	soap dispenser,tissue,tow	001-7030-320.0727	BLDG/GROUNDS MAINT	0.00	80.39	140063
	022721	soap dispenser,tissue,tow	001-6043-350.1049	CUSTODIAL SUPPLIES	0.00	177.71	140063

					0.00	350.72	
13017	MORGAN ELIJAH						
	030421	mileage	001-8020-130.0182	TRAVEL/MEALS	0.00	7.06	140064
	333406	hex key sets	001-8020-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	40.47	140064

					0.00	47.53	
14107	NATIONAL FILTER MEDIA						
	ME101980	upper belt,freight	003-8330-320.0740	EQUIPMENT MAINT	0.00	1,423.80	140065
14157	NEEDHAM ELECTRIC SUPPLY CORP						
	S5562636001	lights	001-5040-110.0153	NETWORK HW/SW EXPENSES	0.00	109.50	140066
14016	NELSON ACE HARDWARE						
	012921	plow pins	001-8050-320.0742	SNOW EQUIP MAINT	0.00	13.60	140067
	022021	cleaner,gasket,freight	001-6040-350.1053	OFFICE SUPPLIES	0.00	33.99	140067
	022021	cleaner,gasket,freight	001-6043-350.1050	BLDG/GROUND SUPPLIES	0.00	4.13	140067
	022021	cleaner,gasket,freight	001-7035-350.1049	CUSTODIAL SUPPLIES	0.00	8.63	140067
	022721	step stool,alum scoop	002-8200-320.0727	BLDG & GROUNDS MAINT	0.00	3.60	140067
	022721	step stool,alum scoop	002-8200-350.1060	SMALL TOOLS	0.00	40.49	140067
	022721	step stool,alum scoop	003-8300-320.0727	BLDG & GROUNDS MAINS	0.00	3.59	140067
	022721	step stool,alum scoop	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	31.49	140067
	022821	mop refill,gasket	001-6043-350.1050	BLDG/GROUND SUPPLIES	0.00	4.13	140067
	022821	mop refill,gasket	001-7035-350.1049	CUSTODIAL SUPPLIES	0.00	8.63	140067

					0.00	152.28	
14078	NEW ENGLAND AIR SYSTEMS LLC						
	174033	labor,nozzle,degreaser	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	673.38	140068
	174074	labor,plugs,absorbant	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	388.83	140068
	174167	labor,imports,gauge	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	891.72	140068

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PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	174173	labor,actuators,tests	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	1,471.42	140068
	174224	labor,switch,freight,test	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	869.72	140068
	174226	valve,actuator,labor	001-6043-320.0731	CITY HALL IMPROVE/REPAIRS	0.00	2,426.00	140068
	174234	labor,sheave,trip charge	002-8200-320.0727	BLDG & GROUNDS MAINT	0.00	1,871.12	140068

					0.00	8,592.19	
14121 NORTHFIELD AUTO SUPPLY							
	333371	filter,oil	001-6050-320.0720	VEHICLE MAINTENANCE	0.00	33.87	140069
	333545	winter blades	001-8050-320.0743	TRUCK MAINT - STS	0.00	17.84	140069
	333571	tire lube	001-8050-350.1061	SUPPLIES - GARAGE	0.00	43.49	140069

					0.00	95.20	
14055 NORWAY & SONS INC							
	16072	labor,ballast	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	115.81	140070
	16073	labor,lights	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	599.03	140070

					0.00	714.84	
14059 NOVUS BECKLEY HILL SOLAR LLC							
	42	est monthly generation	002-8220-200.0212	BECKLEY HILL SOLAR PROJ	0.00	6,042.00	140071
15003 ORMSBY'S COMPUTER SYSTEMS INC							
	38215	norebooks	002-8200-350.1051	COMPUTER SUPPLIES	0.00	725.00	140072
	38215	norebooks	003-8300-350.1051	COMPUTER SUPPLIES	0.00	725.00	140072
	38215	norebooks	001-5040-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	1,135.00	140072
	38215	norebooks	001-5040-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	150.00	140072
	38215	norebooks	001-5040-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	1,135.00	140072
	38215	norebooks	001-5040-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	150.00	140072
	38215	norebooks	001-8020-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	150.00	140072
	38215	norebooks	001-8020-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	1,135.00	140072
	38215	norebooks	001-7015-470.1270	MACHINE/EQUIP OUTLAY	0.00	1,135.00	140072
	38215	norebooks	001-7015-470.1270	MACHINE/EQUIP OUTLAY	0.00	150.00	140072
	38215	norebooks	001-6040-440.1241	COMP-PHASED REPLACEMENT	0.00	725.00	140072
	38215	norebooks	001-6040-440.1241	COMP-PHASED REPLACEMENT	0.00	725.00	140072
	38215	norebooks	001-6040-440.1241	COMP-PHASED REPLACEMENT	0.00	1,135.00	140072
	38215	norebooks	001-6040-440.1241	COMP-PHASED REPLACEMENT	0.00	150.00	140072
	38322	support services	001-5040-110.0153	NETWORK HW/SW EXPENSES	0.00	150.00	140072

					0.00	9,475.00	
16074 PEOPLES HEALTH & WELLNESS CLINIC							
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	750.00	140074
16005 PETE'S EQUIPMENT SALES & RENTALS I							
	48459	Avant loader	050-5830-370.1161	2020 \$1.7M BOND EXP DPW E	0.00	68,494.00	140075
16031 PETES TIRE BARN INC							
	022947	tires	001-8050-320.0743	TRUCK MAINT - STS	0.00	1,035.64	140076

By check number for check acct 01(GENERAL FUND) and check dates 03/10/21 thru 03/10/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

16078	PIKCOMM						
	7518	radio,mounts,mic,crimp	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	406.50	140077
	7518	radio,mounts,mic,crimp	001-8050-320.0743	TRUCK MAINT - STS	0.00	813.00	140077
					-----	-----	
					0.00	1,219.50	
16003	PIKE INDUSTRIES INC						
	1119740	cold patch	001-8050-360.1172	BITUMINOUS HOT MIX-STS	0.00	2,086.08	140078
17005	QUADIENT LEASING USA INC						
	N8742174	lease 3/25-6/24	001-5010-220.0416	POSTAGE METER CONTRACT	0.00	394.32	140079
17002	QUILL CORP						
	14918935	binder clips,labels,marke	001-8020-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	170.81	140080
	14922963	toner,folders,envelopes	001-5070-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	71.41	140080
	14922963	toner,folders,envelopes	002-8200-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	87.36	140080
	14922963	toner,folders,envelopes	003-8300-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	87.36	140080
	14922977	envelopes	001-5070-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	61.98	140080
					-----	-----	
					0.00	478.92	
18148	R K MILES						
	022821	credit	002-8200-350.1060	SMALL TOOLS	0.00	-4.78	140081
	5852	laser measurer	002-8200-320.0750	MAIN LINE MAINT	0.00	44.14	140081
	5852	laser measurer	003-8300-320.0750	MAIN LINE MAINT	0.00	44.15	140081
					-----	-----	
					0.00	83.51	
18023	RETIRED & SENIOR VOLUNTEER PROGRAM						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	750.00	140082
18004	REYNOLDS & SON INC						
	3384989	boots,freight-Brown A	001-6040-340.0943	FOOTWARE	0.00	281.78	140083
	3386470	earplugs,filters,freight	003-8330-340.0941	EQUIPMENT - SAFETY	0.00	393.49	140083
					-----	-----	
					0.00	675.27	
18030	ROTO-ROOTER						
	41740	labor,parts-Harrington Av	003-8300-320.0750	MAIN LINE MAINT	0.00	680.00	140084
19210	S D IRELAND CONCRETE CONSTRUCTION						
	356790	concrete mix,delivery	002-8422-500.1401	2.5M-POTASSIUM PERM FEED	0.00	324.54	140085
19157	SEAVER DEBBIE						
	022821	reimb supplies	001-8020-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	4.44	140086
19060	SEXUAL ASSAULT CRISIS TEAM						
	030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	625.00	140087

By check number for check acct 01(GENERAL FUND) and check dates 03/10/21 thru 03/10/21

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

19150 SHERWIN WILLIAMS CO		7581-5A	tray, supplies	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	77.48	140088
19160 SWISH WHITE RIVER		W422870	towels, cleaners, tissue	001-7020-350.1049	CUSTODIAL SUPPLIES	0.00	57.50	140089
		W422870	towels, cleaners, tissue	001-7030-350.1049	CUSTODIAL SUPPLIES	0.00	70.25	140089
		W422870	towels, cleaners, tissue	001-6043-350.1049	CUSTODIAL SUPPLIES	0.00	137.60	140089
		W422870	towels, cleaners, tissue	001-7035-350.1049	CUSTODIAL SUPPLIES	0.00	44.00	140089

						0.00	309.35	
20096 TD BANK		021821	principal, interest	001-9050-230.0513	GRANITE MUSEUM BOND	0.00	6,187.11	140090
		021821	principal, interest	001-9070-230.0513	GRANITE MUSEUM INTEREST	0.00	98.39	140090

						0.00	6,285.50	
20005 TOWN OF BARRE		21-101	intercept-Adam	001-6040-120.0171	CONSULTANT FEES	0.00	250.00	140091
21002 UNIFIRST CORP		9712	uniform cleaning	003-8300-340.0940	CLOTHING	0.00	31.20	140092
		9712	uniform cleaning	003-8330-320.0743	TRUCK MAINT	0.00	10.60	140092
		9712	uniform cleaning	003-8330-340.0940	CLOTHING	0.00	97.96	140092
		9713	uniform cleaning	002-8200-340.0940	CLOTHING	0.00	49.08	140092
		9714	uniform cleaning	002-8220-340.0940	CLOTHING	0.00	66.99	140092
		9715	uniform cleaning	001-8050-320.0743	TRUCK MAINT - STS	0.00	71.04	140092
		9715	uniform cleaning	001-8050-340.0940	CLOTHING	0.00	214.32	140092
		9715	uniform cleaning	002-8200-340.0940	CLOTHING	0.00	90.73	140092
		9715	uniform cleaning	003-8300-340.0940	CLOTHING	0.00	56.84	140092
		9716	uniform rental	001-7020-340.0940	CLOTHING	0.00	56.32	140092
		9716	uniform rental	001-7030-340.0940	CLOTHING	0.00	50.92	140092
		9716	uniform rental	001-7035-340.0940	CLOTHING	0.00	21.72	140092
		9716	uniform rental	001-7015-340.0940	CLOTHING	0.00	10.58	140092
		9716	uniform rental	001-8500-340.0940	CLOTHING	0.00	21.02	140092

						0.00	849.32	
22138 VT ASSOC FOR BLIND & VISUALLY IMPA		030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	250.00	140094
22040 VT CENTER FOR INDEPENDENT LIVING		030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	750.00	140095
23064 WASHINGTON COUNTY DIVERSION PROGRA		030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	625.00	140096
23033 WCYSB		030421	voter approved asst	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,200.00	140097

By check number for check acct 01(GENERAL FUND) and check dates 03/10/21 thru 03/10/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
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Report Total

2029,334.26

To the Treasurer of City of Barre, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *2,029,334.26
 Let this be your order for the payments of these amounts.

City of Barre

March 2, 2021

OFFICIAL RESULTS

At the Annual City and School District Meeting legally warned and holden in the several wards of the City of Barre, Vermont, on the first Tuesday of March 2021, various questions having been duly taken, sorted, counted and also tabulated, the following had the number of votes annexed to their names/items, respectively, for the several offices and items stated:

<u>Voted Item</u>	<u>Machine #1</u>	<u>Machine #2</u>	<u>TOTALS</u>	
COUNCILOR				
Two-Year Term				
TIMOTHY W. BOLTIN	147	100	247	ward I
EMEL "MEL" CAMBEL	242	88	330	ward I
BRIAN JUDD	109	100	209	ward II
EDWARD "TEDDY" WASZAZAK	177	70	247	ward II
SHERRY M. PRINDALL	97	47	144	ward III
SAMN STOCKWELL	155	69	224	ward III
Write-ins - Ward I	0	0	0	ward I
Write-ins - Ward II	0	0	0	ward II
Write-ins - Ward III	1	1	2	ward III
Overvotes	0	2	2	
Undervotes	39	25	64	
Totals	967	502	1469	

Article I- Shall the Barre City Voters authorize a General Fund Budget of \$ 12,836,332 of which an amount not to exceed \$ 9,316,073 is to be raised by local property taxes for the fiscal year July 1, 2021 through June 30, 2022?

Yes	569	281	850
No	407	209	616
Overvotes	0	0	0
Undervotes	21	12	33
Totals	997	502	1499

Article II- Shall the Barre City Voters authorize the sum of \$ 380,000 for Street Reconstruction and Sidewalk Improvements, and/or Capital Equipment Purchases?

Yes	825	417	1242
No	159	76	235
Overvotes	0	0	0
Undervotes	13	9	22
Totals	997	502	1499

Article III- Shall Chapter I, Section 104 of the Barre City Charter be hereby amended as follows:

Chapter I. Incorporation and General Provisions (re. flags - complete text appears on warning and ballot)

Yes	612	315	927
No	372	177	549
Overvotes	0	1	1
Undervotes	13	9	22
Totals	997	502	1499

Article IV - Shall Chapter 1, section 105 of the Barre City Charter be hereby amended as follows:

Chapter I. Incorporation and General Provisions (re. remove reference to Housing Board of Review - complete text appears on warning and ballot)

Yes	570	250	820
No	254	163	417
Overvotes	0	2	2
Undervotes	173	87	260
Totals	997	502	1499

<u>Voted Item</u>	<u>Machine #1</u>	<u>Machine #2</u>	<u>TOTALS</u>
Article V - Shall Chapter 1, section 105 of the Barre City Charter be hereby amended as follows:			
Chapter I. Incorporation and General Provisions (re: speed limits - complete text appears on warning and ballot)			
Yes	727	341	1068
No	238	149	387
Overvotes	0	0	0
Undervotes	32	12	44
Totals	997	502	1499

Article VI - Shall Chapter 1, section 111 of the Barre City Charter be hereby amended as follows:
Chapter I. Incorporation and General Provisions (re: bonding officials - complete text appears on warning and ballot)

Yes	839	384	1223
No	118	86	204
Overvotes	0	0	0
Undervotes	40	32	72
Totals	997	502	1499

Article VII - Shall Chapter II, Section 205, and Chapter IV, section 418 of the Barre City Charter be hereby amended as follows: Chapter II. Elections and City Meetings.

Chapter IV. Departments and Boards (re: remove 1st constable - complete text appears on warning and ballot)

Yes	844	388	1232
No	84	75	159
Overvotes	0	0	0
Undervotes	69	39	108
Totals	997	502	1499

Article VIII -Shall the Barre City Voters authorize the continuance of a Property Tax Exemption for an additional period of five (5) years for Good Samaritan Haven located at 105 North Seminary Street, Barre, Vermont?

Yes	815	395	1210
No	166	102	268
Overvotes	0	0	0
Undervotes	16	5	21
Totals	997	502	1499

Article IX-Shall the Barre City Voters authorize the expenditure of \$7,500 for the Barre Area Senior Center?

Yes	821	414	1235
No	158	82	240
Overvotes	0	0	0
Undervotes	18	6	24
Totals	997	502	1499

Article X-Shall the Barre City Voters authorize the sum of \$5,000 for the Barre Heritage Festival?

Yes	596	347	943
No	375	143	518
Overvotes	0	2	2
Undervotes	26	10	36
Totals	997	502	1499

Article XI-Shall the Barre City Voters authorize the expenditure of \$2,000 for Circle (formerly Battered Women's Shelter & Services)?

Yes	827	389	1216
No	153	103	256
Overvotes	0	3	3
Undervotes	17	7	24
Totals	997	502	1499

<u>Voted Item</u>	<u>Machine #1</u>	<u>Machine #2</u>	<u>TOTALS</u>
Article XII- Shall the Barre City Voters authorize the expenditure of \$ 7,700 for Central Vermont Adult Basic Education (Barre Learning Center)?			
Yes	747	366	1113
No	227	127	354
Overvotes	0	1	1
Undervotes	23	8	31
Totals	997	502	1499

Article XIII- Shall the Barre City Voters authorize the expenditure of \$3,000 for the Capstone Community Action, Inc.?			
Yes	725	333	1058
No	244	156	400
Overvotes	0	1	1
Undervotes	28	12	40
Totals	997	502	1499

Article XIV- Shall the Barre City Voters authorize the expenditure of \$15,000 for Central Vermont Council on Aging?			
Yes	766	366	1132
No	207	125	332
Overvotes	0	4	4
Undervotes	24	7	31
Totals	997	502	1499

Article XV- Shall the Barre City Voters authorize the expenditure of \$28,000 for Central Vermont Home Health and Hospice?			
Yes	835	395	1230
No	146	97	243
Overvotes	0	1	1
Undervotes	16	9	25
Totals	997	502	1499

Article XVI- Shall the Barre City Voters authorize the expenditure of \$1,500 for Community Harvest of Central Vermont?			
Yes	622	311	933
No	342	177	519
Overvotes	0	1	1
Undervotes	33	13	46
Totals	997	502	1499

Article XVII- Shall the Barre City Voters authorize the expenditure of \$5,000 for Downtreet Housing and Community Development?			
Yes	628	292	920
No	340	194	534
Overvotes	0	1	1
Undervotes	29	15	44
Totals	997	502	1499

Article XVIII- Shall the Barre City Voters authorize the expenditure of \$3,500 for Family Center of Washington County?			
Yes	728	360	1088
No	244	133	377
Overvotes	0	1	1
Undervotes	25	8	33
Totals	997	502	1499

<u>Voted Item</u>	<u>Machine #1</u>	<u>Machine #2</u>	<u>TOTALS</u>
Article XIX-Shall the Barre City Voters authorize the expenditure of \$1,000 for Good Beginnings of Central Vermont?			
Yes	664	327	991
No	295	164	459
Overvotes	0	0	0
Undervotes	38	11	49
Totals	997	502	1499

Article XX-Shall the Barre City Voters authorize the expenditure of \$1,500 for Good Samaritan Haven?			
Yes	761	355	1116
No	215	139	354
Overvotes	0	1	1
Undervotes	21	7	28
Totals	997	502	1499

Article XXI-Shall the Barre City Voters authorize the expenditure of \$38,401 for Green Mountain Transit Agency?			
Yes	745	330	1075
No	231	162	393
Overvotes	0	1	1
Undervotes	21	9	30
Totals	997	502	1499

Article XXII-Shall the Barre City Voters authorize the expenditure of \$2,500 for Mosaic Vermont (formerly Sexual Assault Crisis Team)?			
Yes	737	349	1086
No	227	142	369
Overvotes	0	0	0
Undervotes	33	11	44
Totals	997	502	1499

Article XXIII-Shall the Barre City Voters authorize the expenditure of \$500 for OUR House of Central Vermont?			
Yes	722	346	1068
No	240	146	386
Overvotes	0	0	0
Undervotes	35	10	45
Totals	997	502	1499

Article XXIV-Shall the Barre City Voters authorize the expenditure of \$3,000 for the People's Health & Wellness Clinic?			
Yes	790	370	1160
No	184	119	303
Overvotes	0	1	1
Undervotes	23	12	35
Totals	997	502	1499

Article XXV-Shall the Barre City Voters authorize the expenditure of \$3,000 for the Retired Senior and Volunteer Program (RSVP)?			
Yes	732	346	1078
No	228	144	372
Overvotes	0	0	0
Undervotes	37	12	49
Totals	997	502	1499

Article XXVI-Shall the Barre City Voters authorize the expenditure of \$1,000 for the Vermont Association for the Blind & Visually Impaired?			
Yes	816	379	1195
No	153	110	263
Overvotes	0	0	0
Undervotes	28	13	41
Totals	997	502	1499

<u>Voted Item</u>	<u>Machine #1</u>	<u>Machine #2</u>	<u>TOTALS</u>
Article XXVII-Shall the Barre City Voters authorize the expenditure of \$3,000 for the Center for Independent Living?			
Yes	<u>741</u>	<u>349</u>	<u>1090</u>
No	<u>223</u>	<u>140</u>	<u>363</u>
Overvotes	<u>0</u>	<u>0</u>	<u>0</u>
Undervotes	<u>33</u>	<u>13</u>	<u>46</u>
Totals	997	502	1499

Article XXVIII-Shall the Barre City Voters authorize the expenditure of \$2,500 for the Washington County Diversion Program?			
Yes	<u>651</u>	<u>311</u>	<u>962</u>
No	<u>305</u>	<u>175</u>	<u>480</u>
Overvotes	<u>0</u>	<u>1</u>	<u>1</u>
Undervotes	<u>41</u>	<u>15</u>	<u>56</u>
Totals	997	502	1499

Article XXIX-Shall the Barre City Voters authorize the expenditure of \$10,000 for Washington County Mental Health?			
Yes	<u>727</u>	<u>328</u>	<u>1055</u>
No	<u>238</u>	<u>152</u>	<u>390</u>
Overvotes	<u>0</u>	<u>2</u>	<u>2</u>
Undervotes	<u>32</u>	<u>20</u>	<u>52</u>
Totals	997	502	1499

Article XXX-Shall the Barre City Voters authorize the expenditure of \$5,000 for Washington County Youth Service Bureau / Boys & Girls Club?			
Yes	<u>695</u>	<u>350</u>	<u>1045</u>
No	<u>267</u>	<u>129</u>	<u>396</u>
Overvotes	<u>0</u>	<u>0</u>	<u>0</u>
Undervotes	<u>35</u>	<u>23</u>	<u>58</u>
Totals	997	502	1499

Central Vermont Public Safety Authority Meeting			
FOR AT LARGE BOARD MEMBER (vote for not more than one)			
Three-Year Term			
BRENT HOUSEHOLDER	<u>772</u>	<u>355</u>	<u>1127</u>
Write-ins	<u>8</u>	<u>0</u>	<u>8</u>
Overvotes	<u>1</u>	<u>1</u>	<u>2</u>
Undervotes	<u>216</u>	<u>146</u>	<u>362</u>
Totals	997	502	1499

<u>Voted Item</u>	<u>Machine #1</u>	<u>Machine #2</u>	<u>TOTALS</u>
Barre Unified Union School District			
FOR MODERATOR (vote for not more than one)			
One-year term			
THOMAS F. "TOM" KOCH	805	374	1179
Write-ins	6	0	6
Overvotes	0	0	0
Undervotes	186	128	314
Totals	997	502	1499

FOR CLERK (vote for not more than one)			
One-year term			
DONNA J. KELTY	814	378	1192
Write-ins	4	0	4
Overvotes	0	1	1
Undervotes	179	123	302
Totals	997	502	1499

FOR TREASURER (vote for not more than one)			
One-year term			
CAROL DAWES	858	394	1252
Write-ins	1	0	1
Overvotes	0	0	0
Undervotes	138	108	246
Totals	997	502	1499

FOR SCHOOL BOARD (vote for not more than one)			
Three-Year Term			
ABIGAYLE SMITH	531	207	738
WILLIAM TOBORG	296	174	470
Write-ins	4	0	4
Overvotes	1	10	11
Undervotes	165	111	276
Totals	997	502	1499

FOR SCHOOL BOARD (vote for not more than one)			
Two-Year Term			
SARAH ROLLINS PREGENT	762	349	1111
Write-ins	4	0	4
Overvotes	0	0	0
Undervotes	231	153	384
Totals	997	502	1499

ARTICLE V - Shall the voters of the Barre Unified Union School District approve compensation to be paid to the officers of the district as follows: (as appeared on the warning and ballot)

Yes	663	314	977
No	306	172	478
Overvotes	0	0	0
Undervotes	28	16	44
Totals	997	502	1499

ARTICLE VI - Shall the voters of the Barre Unified Union School District authorize the District to borrow money pending payments from the State Education Fund by the issuance of its notes or orders payable not later than one year from the date provided?

Yes	702	322	1024
No	253	162	415
Overvotes	0	0	0
Undervotes	42	18	60
Totals	997	502	1499

<u>Voted Item</u>	<u>Machine #1</u>	<u>Machine #2</u>	<u>TOTALS</u>
ARTICLE VII - Shall the voters of the Barre Unified Union School District approve the school board to expend \$50,492,954, which is the amount the school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$15,881 per equalized pupil. This projected spending per equalized pupil is 5.59% higher than spending for the current year.			
Yes	517	222	739
No	458	271	729
Overvotes	0	1	1
Undervotes	22	8	30
Totals	997	502	1499

ARTICLE VIII - Shall the voters of the school district approve the school board to expend \$3,331,442, which is the amount the school board has determined necessary for the support of the Central Vermont Career Center for the ensuing fiscal year?			
Yes	637	314	951
No	335	180	515
Overvotes	0	0	0
Undervotes	25	8	33
Totals	997	502	1499

At the Polling Places of this municipality, the foregoing persons/items received the number of votes indicated on the page of this Official Return of Votes.

Carolyn S. Dawes, Presiding Officer

Cheryl Metivier, Assistant Clerk

March 3, 2021
Date

CITY COUNCILOR ONBOARDING PROCESS

What to Expect as a Councilor?

Most people remember their first day on a new Board or Council. Our goal is to make you feel welcome and provide you with the tools, knowledge and an orientation plan that will start you on a path to a successful career with the City of Barre. Councilors will receive this information, introductions to staff, and the ability to tour the City facilities. The tour (**which may be later this year due to COVID**) may include discussion of safety and emergency response plans. You will also spend time speaking with the City Clerk/Treasurer. There will be some forms to complete for payroll and to receive a parking pass. The Mayor or mentor will provide an overview of what to expect in the days ahead and provide you with the opportunity to discuss any additional questions you may have. Note: If you are elected during a Ward Caucus, you may work with the Manager to set up meetings to introduce yourself to Department Heads, which can occur during facility visits.

Needs for Day After Town Meeting Day:

- ❖ Meeting with City Manager or Designee for contact information for website and mailings
 - Mailing Address, personal email, phone contact
 - Place of work, work phone and other contact information as needed
 - Granite Name Plaque - Exec Asst to Manager
 - Business Cards - Exec Asst to Manager
- ❖ Receive Email Account and Portal Access from HR Administrator
 - Access PACIF University
 - Email setup and training on access
 - Supply username and Password to Staff Portal
 - **Council needs to discuss moving items from the portal to SharePoint Site**
- ❖ Meet with City Clerk/Treasurer for
 - Parking Permit
 - Councilor stipend, W-4 and I-9
 - Need to bring in two forms of identification (Passport, Driver's License, SS Card)
 - Oath of Office
- ❖ Provide information for mailing and to receive stipend (City Clerk/Treasurer)
 - Place contact information on City Website (Exec Asst to Manager)
- ❖ Audit/Conflict of Interest Form (sign if required, and provide to Manager for Auditor)
 - Requested each year as part of the Audit to note any conflicts of interest
- ❖ **Overview of TIF District to assist with conversations with the contractor White and Burke**

Meetings within Two Weeks of Election:

- Meeting with the Mayor (Set up individually with all Councilors)
 - Discussion on Council Priorities
 - Discussion on concerns/issues
 - Improvements to be made to onboarding process

- Other questions you may have
- Meeting with the City Manager
 - Orientation/overview of City Managers responsibilities and Operations
 - Orientation to the municipal budget and budgeting process
 - Orientation to Organizational Structure and Staffing
 - Introduction to Department Heads
- Meeting with City Clerk / Treasurer
 - Orientation to Clerk's Responsibilities
 - Orientation to Treasurer's Responsibilities
 - Other (include roles & responsibilities of serving on BCA & Board of Abatement (BOA))

City Overview:

What to expect in the months ahead?

You will meet regularly at Council meetings, which are typically every Tuesday at 7:00 p.m. Meetings may be cancelled if there isn't much to discuss, and the Council regularly takes one week a month off during the summer months. If there is no meeting, warrants are to be signed by the Mayor, the Council has designated a Councilor to sign if the Mayor is not available. Bodies of the City (which are Committees, Boards, Commissions, and work groups) will meet on schedules that each group will set up. You may attend any public meeting and may serve as a member of one or more of these bodies, also. These groups come before City Council to present recommendations or other items for action.

Note: Special meetings will be scheduled regarding negotiations and TIF items in the near future.

List of Responsibilities of the Councilor

- Receiving Council Packets – Need to note if you want to receive this in paper or email
 - Currently all Councilors receive via email, along with meeting virtually.
- Review City Policy, Ordinance, Charter, and State Statutes – Can Request a “Policy Book”
 - Policies – Orientation and Review
 - Council Policies ([website](#))
 - Social Media Policy
 - Rules of Procure Policies
 - Email Use Policy
 - Operational and Personnel (Administrative) Policies (**to be in the portal/SharePoint?**)
 - Charter and Ordinance ([website](#))
 - Vermont Statutes online ([website](#))
 - Agendas and Minutes ([website](#))
- Become familiar with the City Budget and review previous meeting minutes and agendas
 - Most recent Budget – passed/failed on Town Meeting Day ([website](#))
 - Depending on timing, current and upcoming Budget should be available
 - Water/Sewer Budget (**website or SharePoint?**)
 - Be aware of Capital Plan and Infrastructure Projects (**website or SharePoint?**)

- Review the most recent Audit (On website and in annual report)
- City Councilors are also members of the following:
 - Board of Civil Authority (BCA). There is an orientation book that will be provided from the City Clerk. (Three ring binder)
 - Board of Abatement
 - Liquor Control Board (licenses, annual renewals)
 - Joint Meetings for Central Vermont Public Safety Authority (CVPSA)
- Become familiar with the City Organization Chart and Department Heads
 - Organization Chart ([website or SharePoint?](#))
 - Department Head to attend a council meeting (set up through Manager/Dept Head)
 - Department Heads include - Manager, Police Chief, Fire Chief, Public Works Director, Buildings and Community Services Director, Human Resources Administrator, Planning, Permitting & Assessing Services Director, Finance Director
 - Other items on the City's SharePoint site
 - Administrative Policies from the Manager's Office
 - City agendas, include drafts of upcoming agendas
 - Police Policies
 - Strategies and Priorities
 - Union Contracts (Collective Bargaining Agreements with 4 unions)

Council Meetings and Decisions

- Council uses the latest version of Robert's Rules of Order
 - Suggest reviewing information out on the web vs. having a formal training/cheat sheet
- Mayor acts as Chair during the meeting; spokesperson outside of the meeting
- Councilors cannot act on behalf of the City unless directed to do so by Council
- Council procedures allow for at least one person present at meeting location, with 3 calling in, to make a quorum
 - Location meeting requirement has been waived during COVID.
- Be aware of difference between Charter and training materials on Vermont Municipalities
 - Of six councilors and Mayor, seven members of Council, Quorum is 4 (regardless of number in attendance)
 - 5 of 7 members needed for 2/3rd majority votes
 - Meeting Types (Special, Regular, Emergency)
 - Charter allows Mayor to call a Council Meeting with 4 hours' notice, rather than standard 24 hours' notice
- Public Hearings
- Quasi-Judicial Hearings
- Review Ground Rules (listed on each agenda)

Council Decorum

- 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

Training

- Property and Casualty Intermunicipal Fund (PACIF) university and Select Board Institute ([link in the portal, move to SharePoint?](#))
- Municipal Land Use ([document in Portal, move to SharePoint?](#))
- Local Government Day (Capitol Plaza) (February – HR Admin sign up Councilors)
- State Government Municipal Day
- Vermont League of Cities and Towns (VLCT) Town Fair (Fall – HR Admin sign up Councilors)
- Sexual Harassment training
- Unconscious and Implicit Bias Training
- Special Council meeting dedicated to Grand list: BCA hearings, abatements, and errors & omissions. District Advisor (from VT Dept. of Taxes Property Valuation and Review)
 - To be set up after Town Meeting Day

Identify a Mentor

- Provide information for a senior Council member to contact to ask questions that will arise during the first few weeks on City Council.
- Serve as a contact and follow-up with the new Councilor for the first one to three months to help become acclimated.
- Some other roles the mentor may help with:
 - Tour the Facilities and Properties with the new Councilor.
 - Introduce the new Councilors to others in the City with whom they may have frequent communication.
- Follow up with the Councilor after meetings for the purposes of introductions and role clarity.

City Facilities Tour (Group tours with Manager, on hold due to COVID)

- City Hall (Departments: Manager; Clerk/treasurer; Finance; Public Works; Planning, Permitting and Assessing)
- Water Treatment Facility (WTF)
- Wastewater Treatment Facility (WWTF)
- Public Works Campus
- Alumni Hall, Auditorium, BOR (Civic Center Complex, or CCC)
- Public Safety Building – Fire, EMS and Police (PSB)
- Optional (or over Summer) – pool, parks, key projects; make aware of city properties
 - What other parcels does the city own (Barre Town (multiple parcels), Orange, East Montpelier, etc.)

Reoccurring Annual Items (also check Agendas in SharePoint):

- January
 - 1st Public Hearing (2nd either Late Jan/early Feb) for Charter Changes
 - Warn Charter Changes and the Annual Meeting Warning, Accept petitions, ballot items
 - Review Budget/Presentation of the BSU budgets
 - Annual Report, Dedications, and Pictures
 - Charge Point Service Renewal
 - Community: Snow Sculpture Creation (BARRE PARTNERSHIP)
- February
 - Approve Highway Mileage Certificate
 - Approve No Appeal of Suit Pending the Grant List
 - Early Absentee voting begins
 - Informational Meetings for questions on the ballot
 - Community: Art in Windows, possible Ice Sculptures (Valentine's Day events) (Barre Partnership)
- March
 - Town Meeting Day
 - Certificate of Open Highway
 - Community: Art in Windows (BUUSD Students)
- April

- Community: Sunrise Service (Currier Park), Egg Hunt, Sexual Violence Awareness Week/Month
- May
 - Yard Waste Drop off at the Auditorium
 - Community: Green Up Day, Mother's Day, Car Show (Thunder Road) Makers Fair and BBQ (Vermont Granite Museum) Memorial Day Parade (Barre Area Veterans Council)
- June
 - Tax Anticipation Note
 - Current Expense Note (as needed)
 - Discuss City Council Appointments and Approvals
 - There are also Mayoral appointments and appointments by the City Manager
 - Community: Rock Fire, Sidewalk Sales, Father's Day, Concerts in the Park (Barre Partnership), Flag Day (Barre Area Veterans Council), National Pride Month
- July
 - Approve the Property Tax Rate/mail out tax bills
 - Approve Paving Contracts
 - Community: Barre Heritage Festival, Continued Concerts in the Park (Barre Partnership)
- August
 - Community: Continued Concerts in the Park (Barre Partnership)
- September
- October
 - Breast Cancer Awareness Month
 - Community: Downtown Trick-or-Treat, Employee Costume Contest, Pumpkin Carving (Barre Partnership)
- November
 - November 1st, extra mile day
 - Towing Contract and winter park ban
 - Free Holiday Parking request
 - Community: Window judging request (Barre Partnership), Barre 5k, Veteran's Day Parade (and sometimes Boy Scout Parade), Hunters Widow Sales, "Cider" Monday, Employee Appreciation Dinner, Holiday Parade
- December
 - Snow Bees/ Thunder Chickens Snowmobile request
 - Dollar Drop on Main Street
 - Council Meeting to warn 1st and 2nd Public Hearing for Charter Changes
 - Audit Presentation
 - Community: Ugly Sweater Day, Winter Vigil (Currier Park)
- Entertainment Licenses for year-round Events: Barre Opera House, Old Labor Hall, Barre Elks Club, Gusto's, Ladder 1 Grill, Mulligans, Studio Place Arts, American Legion, Vermont Granite Museum

Items for Consideration for City Council

Below is a listing of items that may occur at different times throughout the year:

- Appointments:
 - Animal Control Officer
 - Boards, Committees, Commissions (See Below)
- Approval of:
 - Accept donations (monuments, benches, etc.)
 - Animal Holding Agreements
 - Bonds
 - Building Permits
 - Closing the Grand List (after any contested properties are resolved)
 - Current Expense Note – CEN (May 2011 Flood)
 - Downtown Designation Renewal (5 years)
 - Easements
 - Error and Omissions Report by City Assessor
 - Fee Schedule changes (varies on fees and timeline)
 - Civic Center Complex Rate increases
 - Set Water/Sewer Rates
 - Business, Food and Entertainment licenses
 - Grants (varies, see below)
 - Letters of Support
 - Land and Timber Sales
 - Land Option and Purchase Agreements
 - Sales of property like Ward 5 School
 - Plans for the City (varies, see below)
 - Ratify Barre Community Justice Center (GBCJC) Board of Directors (varies)
 - Ratify Steel Workers/Department of Public Works (DPW)/Firefighters (IAFF)/Police contracts (###)
 - Listen to Union Grievance Appeals (varies)
 - Processions/parades and other street closures
 - Parking Lot Lease Agreements
 - Lease of Sidewalk usage
 - Resolutions
 - Set Tax Rate (July)
 - Staffing items
 - Annual Evaluation of the City Manager
 - Hiring City Manager
 - Set the City Clerk/Treasurer Compensation
 - Tax Anticipation Notes - TAN (June)
 - Tax Sales (varies)
 - Utility Relocation Agreements
 - Capital Equipment Purchases
 - Ambulances, fire trucks, dump trucks, tractors, vactors, etc.
 - VT Agency of Transportation (VTRANS) Annual Financial Plan (March)
- Award

- Audit contract (every three years)
- Heating Oil and Fuel Bids
- Mowing Paving Bids (Annual)
- Supplies Bid (Annual)
- **Funds**
 - Keith Fund Policy
 - Donations to 2012 Flood and Fuel Campaign
 - CVCAC (Capstone) Fuel Assistance Program
 - Brusa Trust
 - Recreation Program Scholarships
 - Shakespeare Program at Highgate
 - Revolving Loan Fund with Downstreet
- **Grant Applications (varies with group and timeline)**
 - Historic Grants
 - “Last Chance” Mitigation Grant
 - USDA Rural Development Grant
 - Community Development Block Grant
 - Circle/Barre City Policy Arrest Grant
 - Downtown Transportation Fund Grant
 - Pedestrian Program Grants
 - VT Buildings and General Services (BGS) Grants
 - Granite City Grocery Grant Application
 - Federal Arrest Grant Program
 - Department of Justice Grant
 - DTF Grant
 - VTrans Grant
 - Century 21 Grant
 - Vt Agency of Natural Resources (ANR) Ecosystem Restoration Grant
 - Water Asset Management Grant
 - ERP Grant
 - Clean Diesel and Clean Water Initiative Grants
 - VCDP Scattered Sites Grant
 - Municipal Roads Grant
 - Asset Management Grant
- **Review**
 - Capital Equipment Plans and Infrastructure Projects
 - Storm Culvert Replacements (as funded)
 - Facility repairs and improvements (as funded or emergency repair)
 - Wastewater Treatment Facility (WWTF) Digester
 - Legislative changes
 - Ask for Representatives and Senators to give presentation as needed
 - Manager’s Municipal (General Fund) Budget
 - Meeting Schedule of City Council
 - Legal Matters – Can be in Executive Session

- Letters, Thank you's, Awards by our City Staff
- Attend Dedication, Retirement, and Ribbon Cutting ceremonies/ Open Houses
- **Plans – have these all listed in one location?**
 - National Flood Insurance Program
 - HR Plan – staffing (do we have one?)
 - 2009 Stevens Branch River Corridor Management Plan
 - Hazard Mitigation Plan
 - Source Water Protection Plan
 - Solid Waste Implementation Plan (SWIP)
 - Capital Improvement Plan/Equipment Plan
 - Energy Plan
 - Parks and Recreation Plan
 - Open Space Plan
 - Long Range Bicycle and Pedestrian Plan
 - Gunners Brook Mitigation Plan
 - North Main Street to Summer Street Plan
 - Housing Distribution Plan (2008 Regional Planning Commission)
 - 2020 City Plan, adopted in 2014
 - VELCO's Long-Range Transmission Plan
 - 2011 Rapid Response Plan
 - Emergency Operations Plan
 - Materials Management Plan
- **Partner Updates (examples)**
 - Aldrich Library
 - Barre Area Development Corp. (BADC)
 - Barre Partnership
 - Barre Housing Authority (Quarterly update? Do we get any reporting?)
 - Central Vermont Public Safety Authority (CVPSA)
 - Vermont Granite Museum (VGM)
 - Green Mountain Transit (GMTA) (Annually?)
 - District Offices of Dept of Health, VT Department of Corrections (DOC), etc. (annually?)
 - Granite City Grocery
 - Central Vermont Solid Waste Management District (CVSWMD)
 - JROTC Demonstration of National Drill Competition
 - Boy Scout/Eagle Scout Presentations
 - Presentations from College/University Students on areas of improvement in the City
 - Spaulding High School (SHS) History Project Presentations
- **Board, Committees, Commissions**
 - Civic Center Committee
 - Civilian Oversight and Advisory Board
 - Paths Routes and Trails Committee
 - Development Review Board (DRB) (separate entity)
 - Transportation Advisory Committee (Annually?)
 - Americans with Disabilities Act (ADA) Committee

- Planning Commission
- Cemetery Committee
- Cow Pasture Committee
- Dog Park Committee
- Recreation Committee
- Mathewson Playground Committee
- Animal Control Committee
- Staff
 - Financial Status Report (Financial Director)
 - Status updates from our Inspection Program (Annually?)
 - Vermont Youth Conservation Corps
 - Housing Inspection Program

Manager to Send New Councilor Announcement

Manager to prepare public announcement/press release.

- Will need to meet with the Councilor to learn some information about them
- Welcome the Councilor at the first Council meeting

Message to staff (Example):

On <start date>, <Councilor Name> will be joining us in the position of <Position Title>. In this role, he/she will be responsible for <list some key duties>. <Brief overview of background and experience if appropriate>.

Message to Councilor (Example):

Dear <name>,

Welcome as a Councilor of the City of Barre.

Attached, please find some information to help orient you with the City of Barre as well as a brief overview of what you can expect as a new employee. Our office is located at <building address>. (Provide instructions for entering building and parking).

I will be setting up Facility Tours and meetings with Department Heads. So that you are aware, below is a List for Facilities:

<List of Facilities>

If you have any questions, please feel free to contact me at <phone, email>.

<Attachment or link to Organization Chart>

Onboarding Plan and Schedule

The Manager will establish a timeline to assist Councilors in preparing for an effective onboarding experience. It is formatted to allow for the manager to add any additional tasks or information unique to the position.

Policy Number	<i>These policies apply to full-time and part-time employees of the City of Barre. . Except by separate written agreement, elected officers and their statutory assistants, members of City boards and commissions, volunteers, seasonal employees and persons who provide the City with services on a contract basis are not covered by this policy. Except in those instances where employees subject to an employment contract or a Collective Bargaining Agreement are subject to different policies pursuant to that Agreement, in which instances the policies of the employment contract or a Collective Bargaining Agreement shall prevail.</i>	
	Operational	Adoption Date/ Revision Date
1	ADA Americans with Disabilities	8/25/2017
2	Back Ground Checks	PENDING
3	CDL - hiring	PENDING
4	CDL - Drug and Alcohol Policy	12/4/2019
5	Code of Conduct and Ethics	PENDING
6	Compensation for Multiple City Job	PENDING
7	Drug Free Workplace	8/25/2017
8	EEOC - Equal Employment	8/25/2017
9	Flexible Work schedules	PENDING
10	FMLA	PENDING
11	Harassment	6/13/2013
12	HIPPA (Health Insurance Privacy and Portability Act	8/25/2017
13	Hiring - Affirmative Action - inclusion	PENDING
14	Immigration Law Compliance	8/25/2017
15	Nepotism	11/30/2017
16	Outside Employment	PENDING
17	Personnel Appearance	PENDING
18	Personnel Records	PENDING
19	Political Activity	PENDING
20	Safety and Security	PENDING
21	Sexual Harassment	6/8/2013
22	Socila media	PENDING
23	Technology Use	PENDING
24	Training and Continuing Education	PENDING
25	Uniform	PENDING
26	Vehicle and Equipment	8/25/2017
27	Workers Compensation - Transitional Return to Work TRW	8/25/2017
28	Workers Compensation- Reporting, Medical Treatment and Accident investigation	8/25/2017
29	Zamboni Policy	4/9/2014
	Personnel Policies	Adoption Date/ Revision Date
30	Benefit - Health	PENDING
31	Benefit - Dental	PENDING
32	Benefit - Life, Short term disability and Accidental Death and	PENDING
33	Benefit - Longevity	PENDING

34	Benefit - Retirement	PENDING
35	Benefit - Section 125 H.S.A. Plan	PENDING
36	Leave - Berevement	PENDING
37	Leave - Domestic Violence Leave	PENDING
38	Leave - FMLA - Family Medical Leave Act	PENDING
39	Leave - Jury Duty	PENDING
40	Leave - Maternity and Paternity Leave FMLA/ VTPFML	PENDING
41	Leave - Military Leave	PENDING
42	Leave - Sick	PENDING
43	Leave - unpaid	PENDING
44	Leave - Vacation	PENDING
45	Compensation	PENDING
46	Compensation - Workers Compensation	PENDING
47	Compensation - Unemployment	PENDING
48	Discipline	PENDING

FY2021 Council Priorities

Version: 2/21/2021

Council To-Do's:

- Boards, Committees and Commissions
 - Recreation Committee
 - Summer Camp Scholarship Fund: Find a way to allow any Barre City kid to attend summer camp for free (Stephanie)(John) (03/09/2021)
 - Review signage for Correct listing (Charlie's Playground 2020)
 - Review listing of memorials
 - Start with Canales Park?
 - Increase Parks, Gardens, and other Green Space (Garden and Recreation Committees)
 - Community Garden at North Barre Manor (Councilor Waszazak) (TBD)
 - Organics Diversion Committee (Steve Micheli, John LePage) (TBD)
 - Reached back out to Mayor Watson (11/17/2020)(1/7/2021)
 - One Solid Waste Contract for whole city (like Westford, Vermont) to reduce wear and tear and provide deal for curbside subscribers – (FY22?)
 - Trash/Recycle/Compost contract
 - Review/Creation of "Committee Charge" and report to Council (04/15/2021)
 - Mission Statement with SMART Goals
 - FY22 Priorities on (Committee Chair)
 - Planning Commission – Council cannot direct action to bodies created outside of our Charter – Information provided (January)
 - Community Rating System (TBD)
 - Neighborhood Development Area (TBD)
 - Review of Zoning Ordinance for provisions that hinder business growth (TBD)
 - Add – Review of the Tax Stabilization Policy
 - 2-Lot Subdivision, SFDU Program – Starter/Downsizing Home Program (Infill Housing Initiative)(TBD)
 - TAC
 - 10-year paving Plan/Utility Plan (Bill) (05/01/2021)
- Increase Neighborhood Connection to Downtown/Council
 - 2021 Housing Forum – (Councilor Hemmerick/Reil)(May)
 - Reach out to Real Estate Agents and other Subject Matter Experts about what the City could use
 - 2021 Transportation Forum (Councilor Reil)(May)
 - Add links of volunteer organizations to the City website (Jody/Rich) (TBD)
 - Community Visit (VCRD)
 - Mailing for VCRD – Collection process with Barre Partnership for businesses/nonprofits (Jenna, Renita, Mayor, Manager)
 - Community Visit Day (POSTPONED)
 - Community Resource Day (POSTPONED)
 - Final Report (POSTPONED)

- Coordination Items
 - Aldrich Library (Representatives from those organizations) (May 18th)
 - Barre Partnership(Representatives from those organizations) (May 18th)
 - BADC Quarterly Updates (Representatives from those organizations) (May 18th)
 - Quarterly Budget Updates (3rd Tuesday, April)
 - Presentations
 - Finalize Department Head Presentations and Facility Site Visits
 - 3-4-50 Videos
 - <https://www.youtube.com/watch?v=GGlv0aC86HU>
 - <https://www.youtube.com/watch?v=7uzz38pWZnA>
 - Kiwanis, Paula Dolan (Outreach on 2/4/2021)
 - Salvation Army (Outreach on 2/4/2021)
 - Phoenix House, Green Mountain United Way (Tawnya)(April)
- Infrastructure
 - Pool (June 22nd, 2021)
- Department Promotion of City (Department Heads)
 - Department Achievements/Awards (FY22 Priority List Meeting?)
 - Heart Safe, etc.
 - ISO #3 Follow up (Dept Chief Aldsworth)(TBD)
 - Other City Projects (Manager)
- Usage of Wheelock Building – (Mayor)
 - Status of Grant Applications (USDA?) (Outreach on 1/24/2021)
 - City Wastewater Permit (POSTPONED UNTIL GRANT APPLICATION RECIEPT)
- Recruitment and retention
 - Staffing (TBD - Steve) (March 9th)
 - Org Chart Overview with Council
 - Vacancies and vulnerabilities and succession planning
 - Assessor
 - Staff retention, demographics, reliability, and overtime
 - Culture
 - Analysis of gender pay equity across dept. Heads. (Rikk) (TBD)
 - Use Department of Labor information for range comparison
- Increase Resident Health (Health membership discounts/rebates for participation)(After Town meeting Day)
- Plans (Who and when?)
 - Strategic Plan Review (TBD) - Start in May 2021, have ready for VCRD Community Visit
 - Hazard Mitigation Plan Chapter on Communicable Disease (TBD) (Chief Brent?)
 - Specific-Area Downtown & Corridor Physical Master Plan (TBD) (DPW Director?)
- Evaluate PILOT for revenues (City Clerk/Rep Anthony) (TBD) For FY23?
 - The evaluation of PILOT revenues was the conversation started by Peter Anthony on properties that currently do not pay property taxes.

Council priorities - Manager (and other staff) Support Required:

- Ordinance Work Group (ASSIGN)
 - Administrative (Public Bodies) – Meetings (Lucas)(March, 2021)

- Police Ticketing Ordinance (Michael) (March, 2021)
 - Discussion (2/16 and 2/23)
- Minimum Housing Standards – Heat (Lucas)(01/19/2021)
 - Discussion (11/24)
 - First reading (3/16)
 - Second reading (3/30)
- Designated truck routes -- consideration of gross weight limits on non-trucking routes
Summer Street? (TBD) (Discussion 2/23 with Traffic Enforcement)
 - Gross weight limits on streets. Overweight permits. Funding source.
 - Certification needs? License people or equipment? (Chief)
- PW Comprehensive Streets Ordinance on Roadway Improvement Public
 - Outreach Communication
 - Standards
 - Process, Acceptance of Streets, Hierarchical classification of streets (DPW Director) (started with Stowe Street)
- Food Vending (Janet)(August, 2020)(April 6th)
- Policy Work Group (ASSIGN) (Pronouns)
 - Accepted Gifts Policy (TBD)
 - Impartial Policing (Police Advisory Committee) (7/14/2020)(May)
 - Good Policing Policy (Police Advisory Committee) (7/14/2020)(May) Civilian Advisory Board
 - Use of Force Taser Policy (Police Advisory Committee) (May)
 - Locker Searches Policies (Rikk) (TBD)
 - Temporary 24-Hour Parking Permit Policy (Parking Committee) (Along with meters-COVID)
 - Tax Stabilization review (?) (TBD) Send to Planning Commission
 - Review to include single family dwellings, which is allowed by our Charter.
 - Public Records (City Clerk, Mayor) (TBD) Discuss more after digitization process complete
 - Discuss having a digital (scanned) location of the warrants, along with the bills, that Council can view in case there are questions.
 - For Public Records, we do not have a policy on how long each record is to be stored in paper and/or digital format. For example, I believe there is a share drive for the City that staff put information on, but what needs to be kept or deleted?
 - Rolling appointments of Board vacancies with EEOE-type statement about a commitment to diversity (Councilor Hemmerick) (TBD)
 - Water/Sewer Connection Policies: Review water/wastewater connection policies (in plans and ordinances) with an eye towards connections beyond the city boundary and the lifecycle maintenance costs. (DPW Director)

Manager Self-Priorities/Major “To-Do”:

Target Date

1. Municipal Roads General Permit (Bill) 02/23/2021
2. Administrative Policy Signing (Rikk) 03/09/2021
3. Department Heads Evaluations (Steve) 03/09/2021
4. Listing of Upcoming Grant Applications (Janet) 03/09/2021
5. Complete Streets/Smart Streets Plan (Bill)
 - a. TAC and PC Input 03/16/2021
 - b. A complete streets plan requires compliance with Act 34 by the municipality and writing a plan
6. Barre Town Water and Sewer Agreements Rev. 03/16/2021
7. 10-year Water and Sewer Budget 03/16/2021
 - a. to include water system improvements
8. Plumbing Ordinance Discussion (Bill/Howie) 02/02/2021
 1. [First Reading \(3/16\)](#)
 2. [Second Reading \(3/30\)](#)
9. Bike Path Acquire Metro Way Easements (TBD)
10. Rivers and Corridors (Bill) 04/13/2021
11. Roads and Bridges Plan (Bill) (TBD)
12. Place other properties for sale through realtor
 - a. East Montpelier Appraisal 01/22/2021
 - b. East Montpelier Sale 04/15/2021
 - c. 83 smaller parcels 04/15/2021
13. Parking Rate Change Imp (TBD – COVID)
14. Excavate Entrance to Railroad Bed (Bill) 05/04/2021

Assist with Downtown development projects – Ongoing as projects arise

FY2021 Council Actions

Version: [2/21/2021](#)

City Council Accomplishments

- Boards, Committees and Commissions
 - Maintain Active Membership ([6/30/2020](#))
 - Committees use of Facebook Pages ([9/29/2020](#), [01/05/2021](#))
 - Social Media Policy Updates ([9/29/2020](#), [01/05/2020](#))
 - Diversity and Equity Committee ([8/4/2020](#))
 - Review of City Policies, make recommendations to the City
 - Public Art Committee ([8/4/2020](#))
 - Welcome/Thank you for visiting Barre – signage on ends of City
 - Art on streets (Policy?)
 - Planning Commission
 - Presentation and Approval of City Plan ([9/8/2020](#), [9/15/2020](#))
 - City Mission/Vision ([8/25/2020](#))
 - Planning Commission Appointments ([11/17/2020](#), [12/1/2020](#))

- CVPSA Board ([11/17/2020](#))
- Housing Board of Review
 - Legislative Removal Follow up ([10/27/2020](#))
- Increase Neighborhood Connection to Downtown/Council
 - 2020 Census Committee ([9/15/2020](#))
 - 2020 Public Safety Forum ([10/7/2020](#))
 - Including working with NHW groups on a Central NHW Facebook, with separate groups as needed – Pam Tower has offered to do this ([8/25/2020](#))
 - Resolution #2020-10 for Women’s Suffrage (Councilor Reil) ([8/25/2020](#))
- Grants - Ongoing
 - COPS Grant (Tim) ([7/14/2020](#))
 - WCC Grant (Workgroup)([12/1/2020](#))
 - **New Applications add here**
- Coordination Items
 - Presentations
 - Vermont Granite Museum ([7/14/2020](#))
 - Good Samaritan Haven ([8/10/2020](#))
 - Boy Scouts ([10/20/20](#))
 - Lions ([12/8/2020](#))
 - Barre Area Clergy - Homelessness and Warming Shelters
 - Note to Council ([1/12/2020](#))
 - Hotels concerns ([1/19/2020](#))
 - State of Emergency Items (Mayor, as determined by staff) ([TBD](#))
 - Daytime Shelters ([8/18/2020](#))
 - CVHHH Exhibit at Alumni Hall (Jeff Bergeron reconnect [8/25/2020](#))
 - Aldrich Library (Representatives from those organizations) ([July 28th, October 20th, 02/09/2021, May](#))
 - Barre Partnership (Representatives from those organizations) ([July 28th, October 20th, 02/09/2021, May](#))
 - BADC Quarterly Updates (Representatives from those organizations) ([July 28th, October 20th, 02/09/2021, May](#))
 - Councilor Hemmerick is acting as liaison, Manager will stop attending meetings
 - Write grants for Merchant’s Row, Multi-purpose Path, and other City Projects (similar to Enterprise Alley) to be directed by and coordinated with the appropriate City official.
 - Work to procure the JJ Newbury’s building in order to restore this area of Main Street with occupied street-level businesses. This effort can be collaborated with City staff to ensure grants, zoning, and other project related items are covered.
 - Recruit for-profit businesses to occupy vacant properties in the Downtown at the same level of commitment as is done for the Wilson Industrial Park.
 - Assist with efforts to provide grocery options within the City, which may be in the form of grant writing and business recruitment.

- Add Develop a list of potential investments that are most likely to grow the grand list & financial sustainability (Jake)
 - Quarterly Budget Updates (3rd Tuesday July, October 20th, January 19th, April)
 - Infrastructure
 - Implementation of See.Click.Fix (Lucas)(July, 2020)
 - Street Structures and man holes instead (DPW Director) (8/25/2020)
 - Auction Items (City vehicles, equipment, etc.) Bill (8/25/2020)
 - EV Charging Station Rate Change (Dept Eastman)(9/8/2020)
 - GIV Trestle – Bill in Legislature, Rep. Anthony (11/10/2020)
 - Audit (December 15th, 2020)
 - Budget
 - Follow up on Covid Funding (8/5/2020)
 - Federal Funding with Congressman Welch (Mayor)
 - State Reimbursement through CARES Act (Manager)
 - Municipal Interest due to School Tax Payments (Clerk)
 - Police – Is this a realistic budget? What’s driving the deficits? (7/28/2020)
 - Bike, Foot Patrol Officer Downtown – Not included in budget (11/10/2020)
 - Can officers on first and second shift spend some portion of time on foot in the downtown?
 - Mobile Speeding Cameras or Traffic Enforcement Deputies – Not included in budget (11/10/2020)
 - Cameras currently not allowed by State law. Deputies are the same as the Traffic court item above and ability for Deputies to attend court proceedings.
 - Enforcement Deputies – Contract with Sherrif’s department cost for services
 - Barre Town revenues – ticketing on Hill Street Trevor Whipple VLCT for fees.
 - Local Traffic Court – Not included in budget (11/10/2020)
 - The Judicial Bureau is already set to review traffic and zoning violations. We have also discussed allowing Council to appoint others that can ticket, but they need to be made available for a hearing for enforcement. Need more detail on why this may be needed.
 - Decibel Meter/Training Cost for Police – Not included in budget (11/10/2020)
 - Rainy Day Fund – (Only \$1,000 surplus)
 - If we can get out of a deficit situation, Council changed charter to keep up to 5% as hopes to create a fund. This will also need to be a balance with current needs
 - Finalize Budget/Warning (January 26th)
 - Plans
 - Strategic Plan Presented (Lucas) (7/14/2020)
 - Update Onboarding documentation to define duties of (Councilor Reil, Mayor Herring) (2/9/2021)
 - Charter Work Group Follow Up (Ericka, Lucas and Carol)
 - Eliminate requirement to declare party to vote in Presidential Primary, and follow the process of a blind ballot for the state race. (9/8/2020)
 - Follow up on current Items (December 22nd)
 - Present back to Council (January 12th and 19th)
 - Ordinance

- Chapter 3 – Animal and Fowl (Michael)(9/22/2020, 1st Reading 11/10, 2nd 11/17, 11/24)
 - Leash Law Changes
- Chapter 11 - Offenses and Misc Provisions (Lucas)(9/22/2020, 1st Reading 10/20, 2nd 11/10)
 - Times parks are open
 - Address noise amplifying mufflers and Jake braking with exemptions: motorcycles, parades, etc. (quality of life and real estate value factor)
- Policy
 - Voter-Approved Funding Policy and Process (Councilor Hemmerick) (10/27/2020)
 - General Internal Controls (February 2nd, 2021)
 - Personnel Activity Reports/Timesheets/Time Cards Policy
 - General Internal Control Policies and Procedures
 - Credit Card Policy
 - Interfund Activity and Pooled Cash Fund Policy
 - Partial Payment Policy
 - Cash Receipts and Procedures (February 16th)
 - Investment Policy (Councilor Waszazak) (8/18/2020)(1/19/2021)
 - Liquor Control Policy (Staff) (2/9/2021)
 - Permitting, Planning, & Inspection Services Policy (February 16th)
- Removed
 - Community Picnic (Chief Bombardier)
 - Towns in Trouble Report (Councilor Stienman)
 - Establishment of a Governance Committee to review other questions, including RBA assessments (Councilor Hemmerick)
 - Pension liability plan (Councilor Hemmerick)
 - Lifecycle Fiscal Impact Analysis (Councilor Hemmerick)
 - Public Participation Ordinance or Policy on Best Practices (Councilor Hemmerick)
 - President Theodore Roosevelt Historic Marker (Councilor Waszazak)
 - Tablets & Training for Street Crews (Councilor Hemmerick)
 - (Municipal planning grant, match \$2000, for Capital Plans)

Presentations/Proclamations/Other

New City Appointments (List members and positions) - Board, Committee, and Commission Recruitment

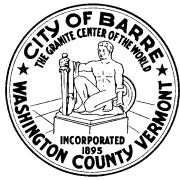
City Manager Completed Items

- | | |
|--|------------|
| 1. Bike Path Plan to Council (Stephanie) | 08/25/2020 |
| 2. Digester Boiler Completion | 08/25/2020 |
| 3. Park Mobile Stickers | 09/01/2020 |
| 4. Water meters separated at each apartment (Decided no) | 09/01/2020 |
| 5. Prepare PWD Campus Planning RFP | 09/01/2020 |
| a. Released | 09/07/2020 |
| 6. Unaccepted/Paper Streets Policy Process (Bill) | 09/22/2020 |

- 7. General Fund Budget Review 12/15/2021
 - a. Police, Fire, DPW, BGS and Recreation
 - b. Fuel Savings – Review City Hall and Alumni Hall with Boiler Changes
- 8. Citywide Reassessment RFP 01/12/2021
- 9. Dix Reservoir Follow up (Bill) 02/02/2021
- 10. TIF Bond Discussion 02/16/2021

Move to Future Priorities List

- Ordinances 1, 2, 5, 6, 12, 13, 14, 15, 17, 18, 19, 20, 22...pick what should be next.
- Parking
 - Review Pilot Parking Program (DPW Director) (TBD) Move to FY22
 - Round 2 – Granite Street Markings; One-way on Lower Camp, Charles, River, and Glenwood/Elmore; Crossings by Southend Cumbies and Barre Manor
- Review Capital, Streets, Sidewalks plan with TAC, PRT and ADA Committees
- Warn Opt-in Sales of Retail Cannabis (7 V.S.A. – 863)
 - Pending Legislation to Mandate this
- Follow up on TIF
- Expansion on LOT
- Councilor Reil working on “Alphabet Soup” document to define acronyms
- Infrastructure:
 - Changes to layout at City Hall – Bill/Steve (Depending on Town Meeting Day)
 - Interim “compression” and reallocation
 - Historic renovations (Historic Grant?)
 - Cornerstone Field (TBD)(POSTPONE?)
 - Capital Plan (02/01/2021)
 - Inventory of all lands owned by the City
 - Infrastructure liabilities
 - Value-per-acre analysis
 - Road condition assessment
 - Pipe condition assessment
 - Network distribution methodology for pricing some items
 - Full inventory of city lands, easements, infrastructure, facilities
 - Inclusion of all items in STIP
- Staff
 - Management Reports – Standardize comparative data, format, and cover memos (Anything else needed?)(Fy23)
 - Manager's Transition Plan
 - Review Job Description (Sept)
 - Follow up with Abby F. at VLCT for outreach (Oct)
- Onboarding
 - Expand information to include different bodies of the city
 - Include glossary of terms (Alphabet Soup)(Ericka)
 - Manager review of staff jurisdictions (review of Administrative Ordinance)



City of Barre, Vermont

"GRANITE CENTER OF THE WORLD"

Stephanie L. Quaranta, C.P.R.P.
A.D. Buildings & Community Services

20 Auditorium Hill
Barre, VT 05641
City: (802) 476-0257
Fax: (802) 476-0271
Email: squaranta@barrecity.org

To: Barre City Council
From: Stephanie L. Quaranta, A.D. Buildings & Community Services
Date: March 4, 2021
Subj: Summer Youth Camps – Scholarships

I have included a PDF draft of camps that will be hosted by the BCS department this summer. The camps are smaller and will be based at the Civic Center on the 3rd floor of Alumni Hall as well as using the AUD gym. All programs will be COVID compliant and working within established safety guidelines.

The camp information is ready to go with the exception of the dates and times for the USTA Tennis program. It is hoped that information will be received shortly so overall registrations can begin. Camps in Alumni Hall are education based and will well serve youngsters who prefer hands on learning. It will be a great opportunity to meet new friends, learn and have fun. All of the learning camps are new to our offering with the exception of the Science camp which was held a few summers ago. The Chess camp is new and offers youngsters, especially those not interested in sports a chance to learn a game that is becoming very popular at this time. The Challenger Soccer for the smaller children has been popular. The ability to secure a later after time was in response to feedback from parents who worked. The tennis lessons will be taught by a USTA certified coach and as part of the fee, they will receive a tennis racquet, ball and t-shirt that they will keep. This will allow them to continue to play and practice.

There will be low cost – no cost programs most likely in Rotary Park. I am currently working with Capstone on a few “pop-up” playgroups for 0 – 5 year olds at the playground. Capstone was part of our Promise Grant team and a valuable resource. The Clif grant application should be out soon and I will reapply to receive books and a visit from a Storyteller. This has been very well received over the years.

The pool information will be out a little later as a lot of the details on the operation will be contingent upon the ACCD COVID guidelines.

Scholarship Information: I will be contacting BCEMS as they are a wonderful resource in reaching out to children who can benefit from programs but lack some of the needed resources. The recent grant that I received included \$3,000 to assist with pool passes and/or lesson fees. In 2018 the holiday parking meter program collected \$1,800 that will be applied to scholarships. I will be requesting consideration from the City Council to access \$1,200 from the Brusa Trust fund for Barre City children. This will bring the amount to the same as the pool, \$3,000. In the past service clubs and a local business supported the fee for a season pass that was created with their logo and

left at the Aldrich Library so that families could sign it out and attend the pool for the day, free of charge. I hope to continue this as it helps with families visiting the library as well as the pool with no worries on funds. If the library is not open we will make other arrangements. The Vermont State Parks actually have been doing this with great success for a number of years.

On another note – the 2021 Egg Hunt will be held on Saturday April 3, 2021. The event is a partnership with Barre City and Barre Town. This year we have extended that to the Barre Partnership. We are navigating through COVID guidelines and will release information as soon as all the details are complete.

Respectfully Submitted,
Stephanie L. Quaranta, C.P.R.P.



Summer 2021



476-0257



squaranta@barrecity.org

Barre City Buildings & Community Services - Recreation

NEIGHBORHOOD

PLAYGROUNDS

Garfield Playground: Corner of Garfield & Lincoln Avenue



Wobby Park: Next to the Barre City Public Safety Building



Nativi Playground: River St.



Charlie's Playground 2012: Rotary Park—Parkside Terrace



Mathewson Playground: Corner of Summer & Elm St.



Vine Street Playground

"Come Out And Play" Barre City

Registrations

If you are interested in a program and have questions do not hesitate to contact the Recreation Department office.

A WORD ABOUT WAITING.....



Have you ever wanted to sign up for a course only to find it filled or cancelled ahead of the starting date? Have you later discovered a friend who wanted to take it too, but hadn't registered? Here are ways to get the courses you want:

- Register early - do it today! Each course has a minimum required and a maximum enrollment.
- If you find a course you like or need, SIGN-UP and reserve your place early!

The word on waiting is **don't!** Register now! Please do not go to the first class without registering in advance. Our instructors should not be expected to collect your registration.

We suggest calling us before you send out your form and payment, to make sure there are still spots open for the program/activity you are interested in.

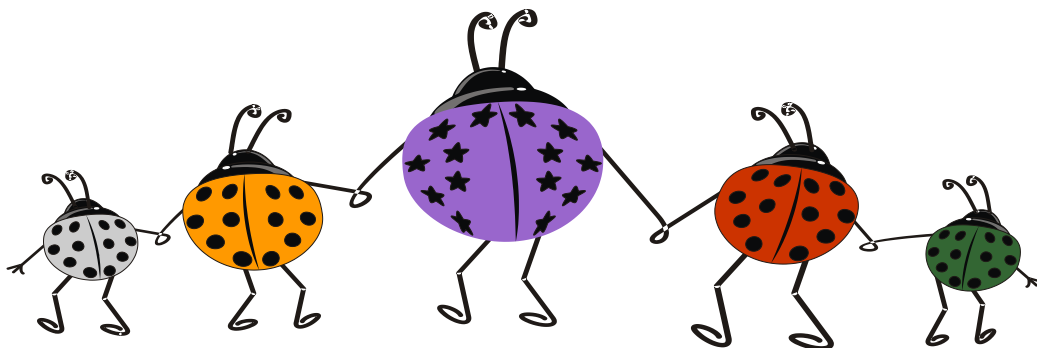
CANCELLATION POLICY:

When We Cancel a Program/Activity - The Barre City Recreation Department reserves the right to cancel any activity or program due to insufficient enrollment or any extenuating circumstance with a full refund. Every attempt will be made to make the decision to cancel a program/activity – and to contact you regarding this cancellation - prior to its commencement. *Refunds will also be given when activities are filled.*

When You Cancel your registration from a Program/Activity - A \$10.00 administrative fee will be charged for withdrawal from any program or activity. Refunds will **not** be granted after the first session of an activity or program.

TELEPHONE CALLS

If you have any questions or concerns, contact the Barre City Building and Community Services—Recreation Department Office at **476-0257**. The office hours are Monday - Friday from 7:30am to 12:00 noon and 1:00pm to 4:30pm. Voice mail is set up to receive your calls when the office is not staffed.





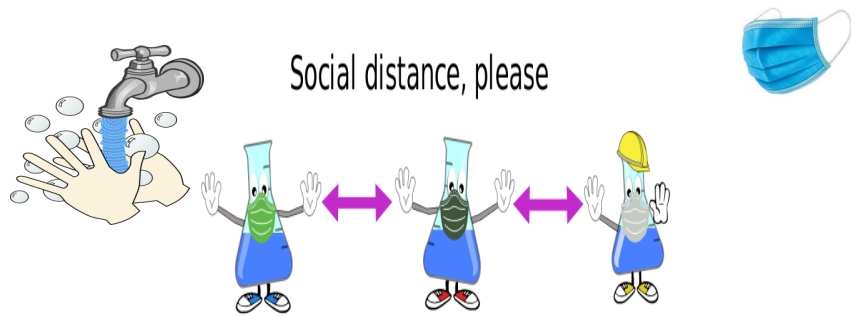
Barre City
 Buildings & Community Services
 Recreation
 Telephone: 476-0257
 Email: squaranta@barrecity.org
 City Web Page:
www.barrecity.org

Rotary Park Fun

- 4 Tennis Courts With
2 Courts Lined For
Pickleball
- 2 Basketball Courts
- Skate Park
- Transportation Path
- Swimming Pool
- Playground
- Plenty of Green
Space
- Picnic Shelter



Summer programs will operate under the most current guidelines from the State of Vermont ACCD department. Specific program guidelines will be posted closer to the start of the programs. Safety precautions will be taken for all programs.



Summer Meal Program



The City of Barre is participating in the Summer Food Service Program for Children. Funded by the United States Department of Agriculture, the program is designed to ensure that children who rely on free or reduced price meals during the school year continue to have adequate nutrition throughout the summer. Meals will be provided to all children without charge and are the same for all children regardless of race, color, national origin, sex, age or disability, and there will be

no discrimination in the course of the meal service. Meals are available to all children 18 years of age or younger at the following locations:

- BCEMS
- Swimming Pool/Charlie's Playground 2012
- Aldrich Library
- Highgate
- Green Acres



Half—Day Camps

LEGO ROBOTICS 2.0 – WICKED COOL FOR KIDS



Do you have fun with LEGOs and would like to expand on your creativity? Here is a chance to learn to program free roaming LEGO robots and make science come to life. You will see science ideas grow from design to action. Get in gear with LEGO's new updated software to build and use an iPad to program Milo the Science Rover and other fun

untethered robots. Explore guided robotics projects to create an earthquake—shake table to test house designs. Next, create a bot to sort and recycle items.

Who: Entering Grades 1—5

When: August 2 - August 6 Monday—Friday

Time: 9:00 a.m.—12:00 noon

Where: Alumni Hall—Next the Barre Auditorium

Fee: \$200 per person—**Minimum of 8**— needed



WOW SCIENCE – WICKED COOL FOR KIDS



What's so WOW about our all new science week? Have fun with a science scramble of totally random experiments, models and science adventures. Start with cartoon character science to explore Pokemon physics and explore geology with Steven Universe. Next, delve into the chemistry of candy

using chromatography and make a jar that glows like fireflies. We'll grow seeds on a sponge tower and build a working monocular to explore the tiny worlds around us.

Who: Entering Grades 1—5

When: July 12 - July 16 Monday—Friday

Time: 9:00 a.m.—12:00 noon

Where: Alumni Hall—Next the Barre Auditorium

Fee: \$200 per person—**Minimum of 8**— needed

VET SCHOOL—WICKED COOL FOR KIDS



Do you dream of becoming a Veterinarian? If so grab your lab coat animal lovers as we learn about our favorite furry, flying and fishy friends! Make amazing animal models, build big bones and investigate animal intestines from our favorite vertebrates: birds, mammals, reptiles, amphibians and fish.

Who: Entering Grades 1—5

When: July 26—July 30 Monday—Friday

Time: 9:00 a.m.—12:00 noon

Where: Alumni Hall—Next the Barre Auditorium

Fee: \$200 per person—**Minimum of 8**— needed

CHESS WIZARDS—LEARN TO PLAY CHESS



Join us for tons of challenging chess lessons, exciting games and cool prizes. You'll improve your chess skills, meet new friends and work out the most powerful muscle—your brain! Fun games will be played. Campers will receive a Chess Wizards T-Shirt, trophy and puzzle folder.

Half Day Chess Camp Option

Who: Ages 6—12

When: July 19—July 23 Monday—Friday

Time: 9:00 a.m.—12:00 noon

Where: Alumni Hall—Next the Barre Auditorium

Fee: \$165 per person—**Minimum of __**— needed

Register online for the Half Day Chess Camp at <https://chesswizards.com/register> or call 866-949-4386

Full Day Chess Camp Option

Who: Ages 6—12

When: August 2—August 6 Monday—Friday

Time: 9:00 a.m.—3:00 p.m.

Where: Alumni Hall—Next the Barre Auditorium

Fee: \$260 per person—**Minimum of __**— needed

Register online for the Full Day Chess Camps at <https://chesswizards.com/register> or call 866-949-4386



CHALLENGER SPORTS™

Tiny Tykes is an exciting program that teaches basic soccer skills while focusing on motor skill development, balance, coordination, concentration, listening skills and teamwork of players ages 3—6. We have two time slot options.

Who: Ages 3—6	When: July 12—July 16 Monday—Friday
Time: 5:00 p.m.—6:00 p.m.	Where: Barre Auditorium—Use Back Entrance
Time: 6:00 p.m.—7:00 p.m.	Where: Barre Auditorium—Use Back Entrance
Fee: \$70 per person —Includes Tiny Tykes T-Shirt and Soccer Ball.	



Register online at www.challengersports.com / Questions call Challenger Sports Rep: Scott Francis: 401-213-0466

USTA LEARN TO PLAY TENNIS



Led by an approved Net Generation Coach, the program will focus on developing skills to serve, rally and score—so it's perfect for first-time tennis players! Once the skills are there we will have fun and organized team matches!

Who: Entering Grades 1—3	When: TBD
Time: 4:00 p.m.—5:00 p.m.	Where: Rotary Park Tennis Courts—Parkside Terrace
Fee: \$70.00 per person— includes tennis racquet, ball & T-Shirt	

Who: Entering Grades 4—6	When: TBD
Time: 5:00 p.m.—6:00 p.m.	Where: Rotary Park Tennis Courts—Parkside Terrace
Fee: \$70.00 per person— includes tennis racquet, ball & T-Shirt	



Chapter 7 -- MINIMUM-HOUSING STANDARDS

(Entire Chapter amended Ord. No. 1965-8, 11/16/65; 2002-04, 1/08/03; 2003-02, 9/16/03; 2005-01, 8/18/05; 2007-01, 8/03/07; 2013-06, 12/17/13; 2019-07, 09/10/19)

ARTICLE I. GENERAL PROVISIONS

Sec. 7-1. Authority.

- (a) The City Council has enacted this Ordinance under the authority granted to the City through its Charter (Section 501) and under the authority granted to all Vermont municipalities under Title 24 Vermont Statutes Annotated (V.S.A.), Chapter 123, and 9 V.S.A. Chapter 77, to regulate Municipal Housing Codes.

Sec. 7-2. Purpose.

- (a) The purpose of this Ordinance is to protect, preserve and promote the health, safety, and welfare of all citizens of the City of Barre through establishment of enforceable minimum rental housing standards. The intent of this Ordinance is to establish a set of minimum standards and an inspection process that will ensure that rental units throughout the City meet the standards outlined. Additionally this Ordinance establishes a complaint process that is equitable to both the landlord and tenant alike.

Sec. 7-3. Fire Code Adopted.

- (a) The City hereby adopts the most recent edition of the Vermont Building & Safety Code, as adopted by the ~~Vermont Department of Safety~~ [Vermont Agency of Public Safety](#), for the purposes of establishing rules and regulations as the minimum fire safety requirements for all rental units.

Sec. 7-4. Severability.

- (a) If any section of this Ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this Ordinance.

Sec. 7-5. Effective Date of Ordinance.

- (a) Amendments to this Ordinance shall be effective fourteen (14) calendar days after the adoption (by majority vote of City Council) and shall remain in effect until repealed or amended in accordance with the Barre City Charter (Sec. 107 and 108). (Ord. No. 2019-07, 09-10-19)

Sec. 7-6. Designation of Effect.

- (a) This Ordinance shall constitute a civil ordinance within the meaning of 24 V.S.A. Chapter 123.

ARTICLE II. DEFINITIONS

Sec. 7-7. Definitions.

- (a) For the purposes of this chapter, definitions of the terms, phrases, words and their derivations shall be as defined in Chapter 1, Section 1-2 of the Code of Ordinances, the

City of Barre, Vermont. Otherwise, the following listed words shall have the meanings indicated:

OWNER OCCUPIED: A property in which the owner has established primary residency.

DWELLING UNIT: A building or a part of a building that is used as a home, residence, or sleeping area by one or more persons.

RENT: All considerations to be made to or for the benefit of the owner under the rental agreement, not including security deposits.

RENTAL AGREEMENT: All agreements, written or oral, embodying terms and conditions concerning the use and occupancy of a dwelling unit or premises.

RENTAL UNIT: A dwelling unit that is not owner occupied, and is occupied for longer than thirty (30) consecutive days; including but not limited to occupancies at hotels, motels, homeless shelters and other accommodations.

TENANT: Any person entitled under a rental agreement to occupy a residential dwelling unit to the exclusion of others, or any persons occupying a rental unit as a permanent residence.

FRIVOLOUS. Not having any serious purpose of value; thoughtless, ill-considered, non-serious, insubstantial, trivial, pointless, valueless. (Ord. No. 2019-07, 09-10-19)

ARTICLE III. ADMINISTRATION, APPEALS & ENFORCEMENT

Sec. 7-8. Duties and Powers of the Chief Inspector

- (a) The Barre City Manager shall appoint the Fire Chief as the Chief Inspector who shall hereby be authorized and directed to administer and enforce the provisions of the adopted codes. The Chief Inspector shall have the authority to render interpretations of the codes. Such interpretations, policies and procedures shall be in compliance with the intent of the adopted codes and 24 V.S.A. Chapter 123;
- (b) The Chief Inspector may delegate this authority to any Code Enforcement Officer, or trained inspector. (Ord. No. 2019-07, 09-10-19)

Sec. 7-9. Duties and Powers of the Code Enforcement Officers

- (a) The Barre City Fire Department Inspection/Code Enforcement Officer(s) shall be responsible for the administration of this Ordinance. (Ord. No. 2019-07, 09-10-19)
- (b) The Officer may enter, examine and survey all rental units that are subject to routine and emergency inspections of this Ordinance in accordance with Section 7-18. (Ord. No. 2019-07, 09-10-19)

Sec. 7-10. Written Documentation and Issued Orders.

- (a) Where an inspection indicates that a violation of this Ordinance exists, the Officer shall issue written documentation notifying the party responsible of the existence of the violation(s) and the measure(s) required to correct or eliminate it. At the direction of the Officer, the documentation may require the violations to be corrected, or significant action taken to begin corrections, within a defined number of business days or require that the premises be vacated and secured until the rental unit meets the standards of this chapter. The written documentation shall be based on a finding that the premises are a danger to the health, welfare or safety of the tenants of the general public and a violation of the Minimum Housing Standards. Written documentation may further direct: (Ord. No. 2019-07, 09-10-19)
 - (1) That the rental unit be repaired so that they meet the standards of this chapter;
 - (2) That the rental unit is unfit or unsafe for human habitation because it constitutes a serious danger to the health, welfare and safety of the tenants or the general public, and the rental unit be vacated and secured until the unit is repaired and inspected so that it meets the standards of this chapter; (Ord. No. 2019-07, 09-10-19)
 - (3) That the rental unit is unfit for human habitation because it constitutes a danger to the health, welfare, or safety of the tenants or the general public, and that the rental unit be demolished pursuant to the provision of § VSA 24-3114.
- (b) When the responsible party has failed to take corrective action of any written documentation, an Order may be issued by the Officer. (Ord. No. 2019-07, 09-10-19)
 - (1) The written Order shall state:
 - (i) That a violation exists;
 - (ii) The measure(s) required to correct or eliminate the violation(s);
 - (iii) A compliance date for which such violation(s) shall be corrected;
 - (iv) Appeal rights;
 - (v) Penalties for non-compliance.
- (c) When the Officer investigates and issues an Order, such Order shall be sent to the owner, and if applicable, the tenant of the rental unit; (Ord. No. 2019-07, 09-10-19)
- (d) Orders shall be sent by one or more of the following means:
 - Email; ~~and~~/or

09/10/2019

ORDINANCES

- United States Postal Service (USPS) Certified Mail Return Receipt Requested; or
 - USPS normal delivery; or
 - Hand Delivery.
- (e) If an Order cannot be delivered by the means listed above in Sec. 7-10(d), the Order shall be posted in a conspicuous place on the dwelling or in the building in which the rental unit is located;
- (f) Orders become effective immediately unless mailed via USPS. If mailed, the Order will take effect three (3) business days from the date the Order is issued;
- (g) An Order shall be recorded in the municipal land records [and a fee assessed](#) when the owner of record cannot be contacted for receipt thereof, and the Order shall thereby be effective against any purchaser, mortgagee, attaching creditor, lien holder or other person whose claim or interest in the property arises subsequent to the recording of the Order; (Ord. No. 2019-07, 09-10-19)
- (h) When an Order is cured and any related assessed penalties are paid [in full](#), the Officer shall record an Order removal or cancellation in the municipal land records. (Ord. No. 2019-07, 09-10-19)

Sec. 7-11. Appeals.

- (a) Written notice of appeal shall be submitted to the Chief Inspector within ten (10) business days of the date of the Order(s);
- (b) The Chief Inspector shall review the appeal and all related documentation and make a written determination within twenty (20) business days of receipt of an appeal;
- (c) Any person aggrieved by any decision of the Chief Inspector may appeal a decision by instituting relief in Superior Court under V.R.C.P. 74; (Ord. No. 2019-07, 09-10-19)
- (d) When an owner/tenant appeals an action of the Officer, the inspector shall not be prevented from completing the inspection of the rental unit and issuing any necessary Orders. When an appeal is filed, the Orders issued will be stayed pending resolution of the appeal, unless the Orders issued are to correct life threatening issues which will not be stayed. (Ord. No. 2019-07, 09-10-19)

Sec. 7-12. Enforcement and Penalties.

- (a) The Chief Inspector and/or his delegates or any certified Vermont Law Enforcement Officer shall be the designated Enforcement Officer. They shall issue, or direct to have issued, Municipal Complaints and pursue enforcement before the Judicial Bureau in

accordance with the provisions of 24 VSA §1974a and §1977 with penalties as prescribed below:

- (1) The Officer shall be required to issue an Order on the property owner for any violations of this Ordinance or the adopted codes. Where the property owner fails to remedy a violation to the satisfaction of the Officer, the Officer may bring appropriate action to enforce the provisions of this Ordinance. Enforcement may be by any means allowed under state law including, but not limited to:- (Ord. No. 2019-07, 09-10-19)
 - (i) First offense. A first offense of this Ordinance shall be punishable by a fine of one hundred fifty dollars (\$150.00); the waiver fine shall be one hundred dollars (\$100.00);
 - (ii) Second and subsequent offenses. Any second offense of the same provision of the bylaws within a twelve-month period shall be punishable by a fine of two hundred dollars (\$200.00); the waiver fine shall be one hundred fifty dollars (\$150.00).
- (2) The Officer may notify the City Attorney who shall bring suit in the name of the municipality to enforce such Order. Such suit may be brought in any court of competent jurisdiction appropriate. The City may seek a temporary injunction or Order in any such proceedings. The court may award costs of suit including reasonable attorney fees. (Ord. No. 2019-07, 09-10-19)
 - (b) Each day that a violation continues shall constitute a separate offense;
 - (c) Where the Officer finds that a violation(s) is to such a degree that a dwelling is declared unsafe, or that significant corrective action has not been taken within the timeframe provided, the Officer may suspend occupancy ("Order") of a unit(s) and require the relocation of the rental unit's occupants until such time as the rental units meet the Minimum Housing Standards as outlined in this Ordinance; (Ord. No. 2019-07, 09-10-19)

Sec. 7-13. Fees.

- (a) The fee for any registration and re-inspection fee shall be designated by the City Council, and upon adoption of the rates, the Council shall publish in the local newspaper the rate change thirty (30) days prior to the effective date of the rate change;
- (b) A rental unit for which a registration form, fee and inspection is required by this Chapter, but has not been paid, shall be in violation of the City's Minimum Housing Ordinance and subject the following penalties;
 - (1) If the unit has been previously issued a Certificate of Compliance, the landlord shall be subject a penalty of eight percent (8%) delinquency charge and a one percent (1%) additional charge per month until the fee has been paid in full;

- (2) If a unit has not been previously issued a Certificate of Compliance, the landlord shall be subject to a penalty of eight percent (8%) delinquency charge for the first thirty (30) calendar days and then subject to the penalties as outline in Section 7-12(a)(1) of this Ordinance.

Sec. 7-14. Records.

- (a) Records, including inspection reports, records of complaints or other Orders shall be available for public inspection at the Planning, Permitting & Assessing Services Department in City Hall; (Ord. No. 2019-07, 09-10-19)
 - (1) Owners and/or designated managing agent shall receive a copy of the inspection report within ten (10) business days of the completion of the inspection. Inspection reports shall be emailed to the designated recipient unless paper copies are requested, or mailed should the recipient not utilize email;
 - (2) To obtain copies of inspection reports, records of complaints or other Orders, requests must be made in writing to the Officer and the designated records fee paid in full. (Ord. No. 2019-07, 09-10-19)

ARTICLE IV. REGISTRATION AND INSPECTION PROCEDURES

Sec. 7-15. Registration Requirements.

- (a) The owner of all rental units shall be required to have on file with the City, on or before July 1 of each year, an accurate and valid registration/invoice form; (Ord. No. 2019-07, 09-10-19)
- (b) All fees shall be paid annually and in full to the City of Barre for each rental unit;
- (c) In the event the State of Vermont adopts a comparable program, only one fee will be charged;
- (d) The owner must provide the following information to the City: (Ord. No. 2019-07, 09-10-19)
 - (1) The address of the rental unit;
 - (2) The number of rental units at that address;
 - (3) The name(s), address(es) and phone number(s) of the property owner;
 - (4) The name, address, and phone number of any managing agent;
 - (5) The name(s), address(es), and phone number(s) of any emergency contact(s) for this rental unit; and

- (6) Any other information deemed appropriate to administer this Program.
- (e) The owner of a rental unit shall have a continuing obligation to notify the City of any changes in the information required above during the period between the required annual invoicing; (Ord. No. 2019-07, 09-10-19)
- (f) Upon purchase or transfer of property containing rental units, the purchaser(s) shall update the City file to ensure all information is correct; (Ord. No. 2019-07, 09-10-19)
- (g) Prior to occupancy of any newly constructed rental unit or conversion of use to a rental unit, the owner shall file the above referenced information in subsection (d) above;
- (h) All fees ~~shall be paid~~ must be paid in full prior to occupancy being granted, and shall be due for the current year;
- (i) All motel and hotel manager units shall be registered with the City and pay the appropriate fees annually;
- (j) Units as defined under the Lodging Section of the Use Table as defined in the Barre City Unified Development Ordinance that may be occupied during the program year shall be registered with the City and pay the appropriate fees annually; ~~-(Ord. No. 2019-07, 09-10-19)~~
- (k) It shall be a violation of the City's Minimum Housing Standards for the owner of any rental unit within the City to fail to register a rental unit as required by this Ordinance.

Sec. 7-16. Exemptions.

- (a) The following properties shall be exempt from registration, fees and/or inspections:
 - (1) The following are exempt from registration, fees and inspections:
 - (i) A unit that is currently maintained as part of a nursing, rest or convalescent home licensed and inspected by the state;
 - (ii) Owner occupied single family home;
 - (iii) A rental unit that is occupied for less than thirty (30) consecutive days; and
 - (iv) A unit that is occupied less than thirty (30) days by the same tenant(s) in a hotel and motel room.
- (b) The following are exempt from fees, but must still register and be inspected:
 - (1) Owner occupied unit of a multi-family dwelling:

- (i) Inspection requirements are for fire and life safety requirements only, as adopted by the ~~VT Dept.~~ [Vermont Agency](#) of [Public Safety](#).

Sec. 7-17. Invoice Procedures.

- (a) Invoices will be sent to all duplex, multi-family occupancies and rented single family homes on an annual basis regardless of current occupancy; (Ord. No. 2019-07, 09-10-19)
 - (1) Units currently vacant and remaining vacant throughout the current Program year shall receive an invoice to confirm occupancy status.

Sec. 7-18. Inspection Procedures.

- (a) The Officer shall make periodic inspections of rental units within the city unless exempted as indicated above; (Ord. No. 2019-07, 09-10-19)
- (b) The Officer may enter, examine and survey all rental units within the City that are subject to periodic inspections pursuant to this Ordinance at any reasonable time between the hours of 8 am to 5 pm, or a time that is mutually agreed upon between the owner and the Officer; (Ord. No. 2019-07, 09-10-19)
- (c) The owner and tenant(s) shall cooperate with the Officer so that such inspections shall be made so as to cause the least inconvenience to the owner(s) or occupant(s) of the rental unit; (Ord. No. 2019-07, 09-10-19)
- (d) If the Officer has reason to believe that an emergency situation exists tending to create an immediate danger to the health, welfare, or safety of the tenants of a rental unit, or the general public, they may enter, examine and survey the unit at any time; (Ord. No. 2019-07, 09-10-19)
- (e) The Officer shall notify the owner of a rental unit by either telephone or in writing, of its intent to schedule an inspection; (Ord. No. 2019-07, 09-10-19)
- (f) Upon receipt of an inspection schedule request, the owner shall contact the Officer to arrange for the inspection; (Ord. No. 2019-07, 09-10-19)
- (g) Once scheduled, the owner shall provide the tenant(s) with notice of an inspection not less than forty-eight (48) hours prior to the actual inspection being performed, as provided in 9 VSA §4460;
- (h) During the inspection, the owner or designated representative shall be present to provide access to the rental unit(s).

Sec. 7-19. Complaint Procedures.

- (a) It is expressly provided that the public, owners and tenants of any property in the City of Barre may file a complaint to the Officer of violations under this Ordinance and all such complaints shall be treated accordingly; (Ord. No. 2019-07, 09-10-19)

- (b) In order to initiate a complaint against an owner or tenant, the complainant must:
 - 1. First attempt to notify the landlord in writing.
 - ~~2. If no response within 72 hours, first~~ complete the on-line Complaint Form on the City website, or complete and sign a paper copy of the City of Barre Complaint Form; [a copy of which can be found at City Hall. Complaints must be signed and dated in order to be investigated; (Ord. No. 2019-07, 09-10-19)
- (c) The Officer shall investigate each complaint received within seven (7) business days of its receipt to determine if violations exist and to commence corrective actions; (Ord. No. 2019-07, 09-10-19)
- (d) There shall be a written record of each complaint, the findings of the investigation and the action taken, if any;
- (e) If no action is needed to be taken at the time of inspection, this finding shall be noted on the written record and the complaint will be closed;
- (f) Frivolous complaints shall be a violation of this Ordinance. A frivolous complaint shall be one where there is no basis for the complaint outlined within this Ordinance, and this is known to the complainant at the time. As a violation, frivolous complaints may be subject to Municipal Complaints as outlined in Sec 7-12 Enforcement and Penalties of this ordinance. (Ord. No. 2019-07, 09-10-19)

Sec. 7-20. Minimum Standards.

- (a) No dwelling unit unless exempt as defined in Section 7-16, shall be occupied that does not comply with the minimum standards as follows in this Section;
- (b) A dwelling unit must meet the following:- (Ord. No. 2019-07, 09-10-19)
 - (1) Unit size. The minimum size of a dwelling unit must not be less than:
 - (i) 150 square feet for a studio or efficiency unit (one open living area that includes cooking, living and sleeping quarters, as well as sanitation facilities, which no more than three persons can occupy as tenants;
 - (ii) 220 square feet for a one-bedroom unit, which no more than three persons can occupy as tenants; ~~or~~
 - (iii) 220 square feet plus an additional 70 square feet for each additional bedroom (290 sf for a two-bedroom, 360 sf for a three-bedroom, etc.). No more than two persons shall occupy each bedroom space as tenants.
 - ~~(iii)~~(iv) Heat. Existing rental units with existing tenants, as of July 1, 2021, shall have, as part of the terms and conditions of the rental agreement, the cost of heat provided through the heating device or system.

Commented [LH1]: Was “, which no more than two (2) adults and one (1) child can occupy as tenants”.

Commented [LH2]: Was “which no more than two (2) adults and one (1) child can occupy as tenants;”

Commented [LH3]: The challenge that could be mounted would be based upon landlord tenant/law at 9 V.S.A. § 4457. That section provides that “the landlord shall ensure that the dwelling unit has heating facilities which are capable of safely providing a reasonable amount of heat.” This statutory provision does not require the landlord to provide the cost of fuel. Creating an ordinance which requires the landlord to pay the cost of heating fuel would open up the City to the potential objection that the ordinance was enacted without enabling state authority. It may also open the City to an argument that it is interfering with contract where a lease contract has been negotiated by the landlord and tenant and which provides that the tenant pays the cost of the heat.

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- (2) Cooking and Sanitation Facilities. All dwelling units must have safe, functioning cooking and sanitation facilities in accordance with the following:- (Ord. No. 2019-07, 09-10-19)
- (i) A dwelling unit must contain permanent bathroom facilities consisting at the minimum of a toilet, sink, and shower or bathtub. The toilet and shower or bathtub must be within a room or enclosure that is fully separated from other living spaces by walls and one or more doors;
 - (ii) A dwelling unit must contain permanent kitchen facilities. A kitchen must be a room or portion of a room in which there is a sink, refrigerator, and one or more appliances for heating food.
- (3) ~~Existing rental units with existing tenants, as of January 1, 2004, shall be exempt from the standards in (1) or (2) above until there is a change in tenants.~~
- (c) Minimum Housing Standards
- (1) The most recent edition of the Federal Housing Quality Standards shall be adopted as the Minimum Housing Standard for the City of Barre with the following exceptions;
 - (i) The complete section of (n), Smoke Detectors Performance Requirement, shall be replaced with: *“Photoelectric smoke detectors shall be required on each habitable level of an existing or new dwelling unit, including the basement. They will be hard-wired 120 volt with battery backup per NFPA 72 2-21. Smoke detectors that are installed new or installed to replace expired detectors shall be in compliance with Vermont State Fire Code.”*
 - (ii) Section e.2, Thermal Environment Acceptability Requirements, shall be amended by adding the following: *“(iii) An adequate heating appliance must be provided during the heating season which includes all months except June, July and August.”*
 - (iii) That the section f.2.i, Illumination and Electricity, Acceptability Criteria which reads: *“There must be at least one window in the living room and in each sleeping room”* be amended to read: *“There must be at least one window in each sleeping area. Living rooms that are not used for sleeping areas shall not be required to have a window. All means of egress must be approved by the Officer.”* (Ord. No. 2019-07, 09-10-19)
 - (iv) That the following additional standard be added to the federal requirements: *“(m) An annually inspected fire extinguisher is required in*

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all rental units. Extinguishers must be properly mounted and in close proximity to the primary exit per NFPA 1.”

- (2) Any successor federal standards shall be reviewed and approved by the Barre City Council;
- (3) The U.S. Department of Housing and Urban Development form for housing inspection (Form HUD-52580-A (9/00)) shall be utilized as a reference for the Officer’s Housing Inspection Form. (Ord. No. 2019-07, 09-10-19)

(d) Fire Protection System

- (1) All required fire protection systems and equipment including fire alarms, fire suppression systems, standpipe systems and fire extinguishers shall be maintained in proper operating condition at all times. Owners are responsible for the installation and maintenance of these fire protection systems. The equipment, and the annual completion of inspections by Technically Qualified Persons (TQP) as determined by the Vermont Agency of Public Safety. At no point the landlord shall disable or discontinue use of one of these systems without the written approval of the City of Barre Fire Chief or his designee and the Vermont Division of Fire Safety; of these fire protection systems and equipment, and the completion of annual inspections by Technically Qualified Persons (TQP) as determined by the VT Dept. of Fire Safety; and
- (2) Tenants shall be responsible to notify the owner of any equipment system deficiencies or failures.

(e) Smoke Detectors

- (1) Per the Vermont Building and Fire Safety Code Smoke detector(s) shall be installed That are:
 - 1. Photo Electric
 - 2. Shall be 120 volt powered with battery backup Battery Units may be installed in bedrooms with a 10 year tamper proof lithium battery.
 - 3. Smoke detector(s) shall be installed to the requirements of NFPA 72.
 - 4. Shall be installed on every level of the dwelling to include the basement;~~Smoke detector(s) shall be installed adjacent to sleeping areas. Per Vermont State Fire Code, by November 1, 2015, smoke detector(s) shall be installed inside of all sleeping areas;~~
- (2) Owners are responsible for the installation of the smoke detectors, the replacement of batteries, and the replacement of broken or damaged smoke detectors. Owners are also responsible for conducting annual documented testing to ensure the detectors are both present and operational. Smoke detectors must be U.L. listed or otherwise approved by a recognized testing agency;

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- (3) The requirements for monthly testing in accordance with NFPA 720 shall also apply and may be accomplished by the owner or tenant;
- (4) Smoke detectors found disabled during an inspection shall constitute a violation of this Ordinance and the responsible party will be subject to the penalties outlined in Section 7-12;
- (5) The responsible party shall be the tenant unless it can be proven that the owner knowingly disabled a smoke detector and failed to replace it within a 24-hour period.

(f) Carbon Monoxide (CO) Detectors

- (1) Carbon Monoxide detectors shall be installed in any residential buildings in which people sleep, including hotels, motels, and tourist homes, apartments and condos whether the units are owned or leased or rented, requires CO alarms; CO detector(s) shall be installed in dwelling units in accordance with the Vermont Fire and Building Safety Code 2012. CO detector(s) shall be installed outside of each sleeping area in the immediate vicinity of the bedrooms;
- (2) CO detector(s) shall be installed in compliance with NFPA 720 / UL 720 which provides guidance on the required locations fo Carbon Monoxide alarms and Carbon Monoxide Detectors. They must be centrally located outside of each separate sleeping areas in the immediate vicinity of the bedrooms and if a hall is more than 40 feet in length;
- (3) Any bedroom that contains a fuel-burning appliance shall be required to have additional CO detection inside the sleeping area;
- (4) Owners are responsible for the installation of the CO detectors, the replacement of batteries, and the replacement of broken or damaged CO detectors. Owners are also responsible for conducting annual documented testing to ensure the CO detectors are both present and operational. CO detectors must be U.L. listed or otherwise approved by a recognized testing agency;
- (5) The requirements for monthly testing in accordance with NFPA 720 shall also apply and may be accomplished by the owner or tenant;
- (6) CO detectors found disabled during an inspection shall constitute a violation of this Ordinance and the responsible party will be subject to the penalties outlined in Section 7-12;
- (7) The responsible party shall be the tenant unless it can be proven that the owner knowingly disabled a smoke detector and failed to replace it within a 24-hour period.

(g) Interpretation and Relationship to Other Fire Protection and Life Safety Code Requirements

- (1) The requirements set out in subsections (b) – (f) are minimum requirements for existing rental units regardless of age, years in service or type of dwelling. More stringent standards may take effect where the dwelling use is altered as in the case of dormitory or rooming house uses or where substantial renovations, remodeling or new construction requires the application of specific additional standards for that type of use or construction. Conformance with the requirements of this section does not in any way limit the application of additional requirements where applicable.

(h) General Conditions

- (1) Every supplied appliance, plumbing fixture, heating device or system, or utility which is required under this Ordinance, and every chimney and smoke pipe shall be so constructed, ~~and~~ installed by appropriately qualified personnel in accordance with the provisions of the most recent edition of the Vermont Building & Safety Code, as adopted by the Vermont Agency of Public Safety, or appropriately qualified personnel was may be allowed by statutory law, so that it will function safely and effectively and shall be kept in sound working condition.

Commented [LH4]: Was "by a licensed plumber, licensed electrician, or technically qualified person"

(i) Sanitation

- (1) Every tenant of a rental unit shall dispose of all rubbish, ashes, garbage and other organic waste in a clean and sanitary manner by placing it in the provided, approved storage or disposal facilities;
- (2) Every owner of a rental unit or units shall provide common storage or disposal facilities for garbage, rubbish and recyclables. Said common facilities shall be properly sized to eliminate overloading and improper disposal and properly covered and isolated from the general environment so as not to be a public nuisance or hazard, and properly maintained. The owner shall be further responsible for placing out for collection all common garbage and rubbish containers and for providing for collection of refuse on a not less that weekly basis, and in accordance with the Barre City Trash Ordinance.

(j) Premises to be Kept Clean and Sanitary

- (1) Every tenant of a rental unit shall maintain, in a clean and sanitary condition, that part of the rental unit and yard which he/she occupies and controls and shall be responsible for the reasonable care and cleanliness of supplied facilities including plumbing and cooking equipment;
- (2) Every owner or his/her agent of a rental unit or units shall maintain the shared or public areas of the rental unit or units or yard in a clean and sanitary condition.

(k) Transfer of Responsibility

- (1) No rental agreement shall relieve either the owner or tenant of their direct responsibility under this Ordinance.

(l) Responsibility of Owners of Vacant Buildings

- (1) Should any building with dwelling units become vacant, all requirements under Chapter 23 Vacant Buildings must be adhered to. (Ord. No. 2019-07, 09-10-19)

Sec. 7-21. Certificate of Compliance.

- (a) It shall be a violation of the Minimum Housing Standards for the owner of a dwelling unit that is subject to inspection pursuant to this Ordinance to rent, offer for rent, or allow any person(s) to occupy any rental unit without a Certificate of Compliance;
- (b) Upon completion of the inspection of a rental unit, if the unit is found to be compliant, the Officer shall issue a Certificate of Compliance which shall expire four (4) years from the date of issuance; (Ord. No. 2019-07, 09-10-19)
- (c) If, upon completion of the initial inspection, the rental unit was found not to be in compliance with one (1) or more of the standards within this Ordinance, an Order(s) will be issued to bring the rental unit into compliance;
- (d) The Certificate of Compliance shall be withheld until all violations have been rectified;
- (e) Nothing in this section shall preclude the inspection of said rental units more frequently than the term of the Certificate of Compliance, based upon written and signed complaints received;
- (f) A Certificate of Compliance may be revoked if a subsequent inspection finds that any rental unit is no longer in compliance with the provisions of the Minimum Housing Standards;
- (g) Upon the request of an existing or prospective tenant, the owner or the owner's agent shall produce the Certificate of Compliance.

ARTICLE V. SPECIAL PROVISIONS

Sec. 7-22. Relocation Service.

- (a) In the event that any person(s) is displaced from a rental unit by enforcement of this chapter, unless it is reasonably determined by the enforcing agency that the tenant is responsible for the circumstance(s) that led to the order for relocation, the owner shall be responsible for paying the cost of relocation of the displaced person(s) for the duration of the repairs. (Ord. No. 2019-07, 09-10-19)

Chapter 2 -- ADMINISTRATION

- Art. I. In General, Secs. 2-1-2-20
- Art. II. City Council, Secs. 2-21--2-36
- Art. III. Reserved, Secs. 2-37--2-42
- Art. IV. City Manager, Secs. 2-43--2-58
- Art. V. Administrative Departments, Secs. 2-59--2-200

- Div. 1. Generally, Secs. 2-59--2-67
- Div. 2. Permitting, Planning & Inspection-Assessing Services (Ord. No. 2010-04, 11/09/10),
Secs. 2-68--2-75
- Div. 3. Cemeteries and Parks, Secs. 2-76--2-81
- Div. 4. Fire, Secs. 2-82--2-93
- Div. 5. Health, Secs. 2-94--2-102
- Div. 6. Police, Secs. 2-103--2-116
- Div. 7. Public Works, Secs. 2-117--2-127
- Div. 8. Sewage Disposal, Secs. 2-128--2-138
- Div. 9. Street, Secs. 2-139--2-148
- Div. 10. Water, Secs. 2-149--2-158
- Div. 11. Engineering, Secs. 2-159--2-168
- Div. 12. Recreation, Secs. 2-169--2-182
- Div. 13. General Services, Secs. 2-183--2-200

- Art. VI. City Officers, Secs. 2-201--2-258
- Div. 1. Generally, Secs. 2-201--2-210
- Div. 2. City Attorney, Secs. 2-211--2-220
- Div. 3. City Physician, Secs. 2-221--2-230
- Div. 4. Superintendent of Fire Alarm System Secs. 2-231--2-240
- Div. 5. Appointed Officers, Secs. 2-241--2-258
- Art. VII. Citizens' Advisory Committee, Secs. 2-259--2-272

Art. VIII. Emergency Management Department, Secs. 2-273--2-281

ARTICLE I. IN GENERAL

Sec. 2-1. Definitions.

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

CITY OFFICER means:

- (1) A person duly qualified who holds an elective office of the city under the charter.
- (2) A personperson duly qualified who holds an office or position by virtue of appointment by the council or a city officer under the charter, the city ordinances or general law, including but not limited to the heads of departments, executive directors of agencies, members of an agency, board or commission of the city; provided, however, that a person

Commented [JS1]: Do you want to add Code Enforcement here has one of their Services, or Inspections, something like that?

Commented [JS2]:
Commented [JS3R2]: Cleaned up spacing to use tabs for efficiency

Commented [JS4]: Aesthetically, this would look better having the paragraphs indented from the titles, so that the title stand out better, as a suggestion.

Commented [JS5]: Fixed indents

...serving as a member of a board, commission, committee or other body whose functions are principally advisory shall not be deemed to be a city officer.

NEWS MEDIA means ~~an organization publishing a newspaper or magazine, a radio station or a television station,~~ any organization that delivers print media (newspapers, news magazines), the internet (online newspapers, news blogs, live news streaming, news videos), and broadcast news (radio and television).

Commented [CD6]: Should there be reference to digital or social media?

Commented [JS7]: Was thinking about all the versions of news, and how people can get it.

PUBLIC BODY means an agency, board, committee, commission or other body of the city government, whose members are appointed by the council or a city officer by virtue of provisions of the laws.

THE LAWS means the charter, general laws, provisions of this Code and city ordinances. (Ord. No. 1965-4, Sec. 2.1.01)

Sec. 2-2. Seal of the city adopted.

The seal, ~~impression of which follows,~~ is hereby adopted as the seal of the city: (Ord. No. 1974-3, 6-11-74)

Sec. 2-3. Flag of the city adopted; description.

The flag of the city shall be a green field with the ~~gold~~ seal of the city in the center. (Ord. No. 1965-9)

Commented [CD8]: Is it printed in gold (yellow) or is it in white?

Sec. 2-4. Government of city; composition

The government of the city shall consist of the council and the city officers. (Ord. No. 1965-4, Sec.1.1.01)

Sec. 2-5. Emergency interim successors to council and city; offices; appointment.

Emergency interim successors shall be appointed pursuant to provisions of Chapter 7 of Title 20 of VSA or other pertinent general law. (Ord. No. 1965-4, Sec. 1.1.02)

Commented [CD9]: Our charter controls replacement of councilors through ward caucus, not appointment.

Sec. 2-6. Public ~~bodies~~Bodies Meetings.

Commented [CD10]: Should this section be reduced to reference to statute so as to always be current?

Inssofar as the following provisions are not in conflict with other provisions of law pertaining specifically to it, a public body shall observe the following with respect to all its meetings or sessions when there is a quorum of the body meeting, involved in a discussion or taking action, and the subject matter of the discussion is one over which the body has authority or responsibility. Please also see the Barre City Rules of Procedure for Public Bodies:;

- (1) ~~(4) For City Council, n~~Notice of regular meetings shall be posted on the city hall bulletin board and on the city website and at two other locations in the City as designated by Council, at least seven (threeseven (37) days in advance of the meeting, excluding

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holidays, in such form as the council shall prescribe by resolution. The council may also require that notices shall be published in a newspaper.

~~(2)~~ For all other public bodies, notice of regular meetings shall be posted on the city hall bulletin board and on the city website, and at two other locations in the City, and noticed at least forty-eight (48) hours in advance of the meeting.

~~(3)~~ For City Council, notices of special meetings may be called at any time by the Mayor, or by the Clerk on a petition signed by a majority of the Council and filed with the Clerk. Notice shall be posted as required in the preceding subdivision (1), except that the mayor or ~~three (4) alderman-councilors~~ may reduce the time limited for posting to not less than ~~twenty-four (424)~~ hours, in which case the news media located in the city shall be notified at least ~~twenty-four (424)~~ hours before such meeting.

~~(4)~~ For all other public bodies, notice of special meetings shall be posted on the city hall bulletin board and on the city website and at two other locations in the city, and be noticed at least twenty-four (24) hours in advance of the meeting.

~~(5)~~ For City Council emergency meetings, they may be called at any time by the Mayor, or by the Clerk on a petition signed by a majority of the council and filed with the Clerk. Notice shall be posted as required in the preceding subdivision (1), except that the mayor or four (4) councilors may reduce the time limited for posting to not less than four (4) hours, in which case the news media located in the city shall be notified at least four (4) hours before such meeting.

~~(6)~~ All notices shall set forth the agenda for the meeting, or an article or articles setting forth the purpose of the meeting.

~~(7)~~ All meetings shall be held in city hall or by electronic means, unless otherwise specifically authorized to be held in another public place, open to the public, by resolution of the council.

~~(8)~~ All public meetings must comply with the Americans with Disabilities Act (ADA) and Vermont's Public Accommodations Law. Meetings, as well as written materials, must be accessible to all persons with disabilities. This means the ability to enter a public building and meeting room, have use of a rest room, as well as the ability to view written materials readily and easily.

~~(9)~~ Executive session shall be held pursuant to 1 VSA sections 311 through 314 and any amendments thereto.

~~(10)~~ Minutes must be taken at every public meeting, and must give a true indication of the business of the meeting; the minutes need not be taken in executive session; but if they are, they are not subject to a public records request.

~~(11)~~ Within three (3) days after a council meeting the clerk or secretary of the public body (which may or may not be the municipal clerk) shall furnish the municipal clerk a copy of the minutes of the meeting, together with a report on the subject matter considered in executive session, and must be posted to the city's official website. The clerk shall transmit a copy of such minutes and report to the council at its next regular meeting. (Ord. No. 1965-4, Sec. 2.3.01; Ord. No. 1980-6, 6-3-80; Ord. No. 1983-1, 1-13-83)

~~(12)~~ For all other public bodies, minutes must be available for inspection five (5) calendar days after the meeting and posted to the city's official website.

Commented [LH11]: Need to reflect actual process, which I believe is in policy, and meets Open Meeting Law compliance

Commented [JS12]: Do any rules of procedure for the Council anywhere else state that a secretary must be chosen? Not in the 2020 Rules of Procedure

Commented [JS13]: The Rules of Procedure are silent on the minutes. Statute says that Minutes must be available for inspection five calendar days after the meeting. 1 V.S.A. § 312(b)(2). In addition, minutes must be posted no later than five calendar days after the meeting to an official website, if one exists, that is maintained or has been designated as the official website of the public body.

Is the intent here that the Council minutes shall be done and ready within 3 days? Why wouldn't we follow statute as stated above?

Commented [LH14]: Secretary is included here, but we may need to review with Rules of Procedure Policy to ensure that position is providing minutes and subject matter for keeping as public record.

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Sec. 2-7. Same-Regulations, bylaws and rules of procedure.

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A public body authorized by law to issue regulations, to adopt bylaws or make rules for conduct of its meetings or affairs, shall upon taking such action furnish copies thereof to the council. It shall likewise furnish copies of any amendments subsequently made.

Commented [LH15]: I believe this applied to groups such as the Planning Commission, Development Review Board and Board of Civil Authority, correct? YES (JES)

Any other public body shall follow the Rules and Procedures Policy for conduct at meetings and may make additional rules for conduct of its meetings or affairs, which shall take effect when approved by the council. Such rules may be amended or repealed with the approval of the council.

Commented [CD16R15]: I would think so, but would city ordinance trump process as laid out in statute for such bodies?

Bylaws, rules and regulations of public bodies shall be published in a appendix to this Code on the city website at each public body's specific webpage, and be made available upon request. (Ord. No. 1965-4, Secs. 2.4.01-2.4.03)

Commented [LH17]: We may want to define what this is further to include bodies that "make recommendations", as many committees do not have authority as listed above.

~~Cross references Rules and regulations of the police department, App. C; rules and regulations of the fire department, App. D.~~

Commented [CD18R17]: No, I'm not aware of any such documents or appendices.

Commented [LH19]: Is this performed currently?

Commented [JS20]: I have never seen an appendix to this, and suggest removing this paragraph, and perhaps state that all public bodies' rules of procedure and conflict of interest policy if separate be posted to the city website under their designated webpage.

Sec. 2-8. Same--news media, petitions, conduct of meetings.

Commented [LH21]: Where are these documents?

Commented [CD22R21]: Not sure such a document exists.

(a) In the meeting room of a public body, representatives of the news media shall be allotted space and furnished with a table for their use.

(b) Electronic and photographic equipment and devices, such as but not limited to computers, cameras, tape recorders, broadcasting equipment and television equipment shall be permitted when used by representatives of the news media, but only in conformity with rules for the maintenance of good order, dignity and noninterference with proceedings, as may be prescribed by resolution of the council.

~~(c) Any equipment or device requiring connection with the city's electric service may be made only after securing a permit from the council and paying the estimated cost of electricity to be consumed or one dollar, whichever is the greater.~~

Commented [CD23]: I think this language should be deleted. But should there be reference to media or public access to wifi?

Commented [JS24]: In relation to a meeting? When have we expected a permit from someone for this? Should this stay or be deleted? When would this pertain?

The right to petition and to communicate with a public body is to be held inviolate and observed by all public bodies. A person present at a meeting may present a petition or communication to a public body, which, when so requested therein, shall be read at the meeting; provided, however, that if the communication or petition exceeds beyond three hundred (300) words, it need not be read, but copies furnished by the person submitting the same, shall be made available to members of the public body. Petitions and communications shall be presented to the presiding officer of the public body. (Ord. No. 1965-4, Sec. 2.5.03)

Commented [LH25]: Should the requirement be based on length of the document in words, or length of time in the delivery?

Commented [JS26]: This section alone is 230 words, absent of the title of the section, so 300 words might be a short letter or petition. I have been in a hearing where an attorney brought a 4-page document that was read in its entirety, so perhaps some limit could be put on the length or the content.

Sec. 2-9. Same--Addresses by outsiders, disturbances, etc.

(a) It shall be unlawful for any person, other than a member of the public body holding the meeting, to address or attempt to address any regular or special meeting of a public body, except upon consent of the presiding officer or a majority of the members present. Any infraction of this subsection may be excused for extenuating circumstances by a majority

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vote of the public body, in which case no prosecution for the offense shall be brought.

(b) A person desiring to address a public body shall, unless invited to do so by the presiding officer, submit an oral or written request to the presiding officer.

Commented [CD27]: This doesn't seem to apply to the visitors & communications section of the council agenda.

(c) It shall be unlawful for a person not a member of the public body holding a meeting, to disturb or interrupt any meeting of a public body. Any person so offending may be summarily ejected from city hall or other public place, including videoconference meeting space, in which the meeting is held, on order of the presiding officer or a majority of the members of the public body present at the meeting. (Ord. No. 1965-4, Sec. 2.5.10)

Commented [JS28]: Given that we've had disturbances now via Zoom at the Council meetings, should verbiage be added regarding ejecting someone electronically as well?

Sec. 2-10. Same--Annual report.

The council may, by resolution, require a public body or public bodies to submit a report for inclusion in the annual municipal report. Such report shall be in the form and length prescribed by the council. (Ord. No. 1965-4, Sec. 2.7.01)

Commented [LH29]: Does this need to state resolution, or can it be by vote of the Council? Should quarterly reports also be considered?

Sec. 2-11. Same--Duty to perform prescribed functions and duties and exercise prescribed powers.

Public bodies of the city shall perform the functions and duties and have the powers prescribed for them by the laws or resolutions of the council. (Ord. No. 1965-4, Sec. 18.1.01)

Commented [CD30R29]: I don't think a resolution is necessary. I don't understand your comment about quarterly reports. This is about what's printed in the annual report. Are you thinking we should also include quarterly reports be published?

Commented [LH31]: Similar to above, Council has created bodies via Majority vote, not resolution. Suggestions?

Secs. 2-12--2-20. Reserved.

ARTICLE II. CITY COUNCIL*

Commented [CD32R31]: Perhaps change "resolutions" to "actions" of the council. Then something approved at a council meeting would serve as the prescribing action.

Commented [JS33]: What does this asterisk reference? The Editor's note? If so, then the asterisk should be added at this Article's Editor Note. If not, then what does it reference?

Sec. 2-21. Meetings.

(a) Regular meetings of the council shall be held in the council chamber in city hall at 7:00 p.m. on the days set for regular meetings by the charter, unless otherwise authorized by law.

Commented [CD34]: The council changes dates and times frequently on their own action, not in accordance with any specific law. Perhaps reference the charter language that allows the council to establish meeting dates/times. Sec. 302 et seq.

(b) When the day set for a regular meeting falls on a holiday or an election day, a special meeting of the council shall be held on the day preceding such holiday or election day, at the same place and hour as is provided for a regular meeting. (Ord. No. 1965-4, Sec. 6.2.01)

Charter reference--Council to meet every Tues., Acts of 1955, No.304, Sec. 27.

Commented [CD35]: Need to update reference. It was last updated in 2006.

Sec. 2-22. Rules governing meetings.

All meetings of the city council, all annual or special meetings of the city, all school district meetings shall be conducted in accordance with most recent copy of the Robert's Rules of Order. (Ord. No. 1983-1, 1-13-83)

Sec. 2-23. Agenda.

The manager shall be responsible for preparation of the agenda for all meetings of the council, subject to its direction. (Ord. No. 1965-4, Sec. 6.4.03)

Commented [LH36]: Currently, the Mayor has been preparing the agenda, with modification made by the Manager. Should this be a change in practice or Ordinance?

Sec. 2-24. Order of business.

The order of business of the council shall be:

- (a) Action on minutes of preceding meeting or meetings, if special meetings have been held between regular meetings;
- (b) Readings of warrants and action thereon;
- (c) Petitions and communications;
- (d) Reports of officers and public bodies;
- (e) Old business on agenda;
- (f) New business on agenda;
- (g) Requests or comments of members of the council.

Commented [CD37]: These should be re-ordered to meet current practice.

Sec. 2-25. Reserved.

Editor's note-Section 2-25, relative to Robert's Rules of Order, has been deleted pursuant to Ord. No. 1983-1, adopted Jan. 13,1983. Said section formerly derived from Ord. No. 1965-4, Sec. 6.3.02.

Sec. 2-26. Minutes of meetings; distribution; approval.

Minutes of the preceding regular meeting and all intervening special meetings shall be furnished to members of the council before each regular meeting. If no corrections or amendments are offered, the presiding officer shall declare the minutes approved as printed or typed. (Ord. No. 1965-4, Sec. 6.4.02)

Commented [LH38]: Currently motion is made to approve

Commented [CD39R38]: I suggest reviewing Robert's Rules on approval of minutes. I believe action is necessary.

Sec. 2-27. Resolutions; minutes; agenda.

All resolutions shall be presented to the council in writing. When adopted they shall be numbered by the clerk in the same manner as prescribed for in ordinances; for example, Resolution No. 1965-1.

All resolutions shall be recorded by the clerk in a book kept for the purpose, which shall be entitled: "Resolutions of the City Council of the City of Barre, Vermont." (Ord. No. 1965-4, Sec. 6.4.01)

Secs. 2-28--2-36. Reserved.

ARTICLE III. RESERVED*

Commented [JS40]: Asterisk has been used once already – should there be a different symbol so there is no confusion as to what is being referenced?

Secs. 2-37--2-42. Reserved.

*Editor's note--Art. III, Sec. 2-37, relative to the mayor, has been deleted pursuant to Ord. No. 1983-1, adopted Jan. 13, 1983. Said former provisions derived from Ord. No. 1965-4, Sec. 8.1.01.

ARTICLE IV. CITY MANAGER

Sec. 2-43. Reserved.

Editor's note-Section 2-43, general provisions relative to the city manager, has been deleted pursuant to Ord. No. 1983-1, adopted Jan. 13, 1983. Said section formerly derived from Ord. No. 1965-4, Sec. 10.1.01.

Sec. 2-44. Disability; appointment of acting manager.

(a) The manager shall be deemed disabled within the meaning of the charter when ~~he-the~~ manager is not physically or mentally able to attend to ~~his-their~~ duties. In such case ~~he-the~~ manager or the Council, ~~mentally unable to~~, shall appoint an acting manager, and upon ~~his-the~~ failing to do so the council shall make such appointment.

(b) Appointment of an acting manager by the manager shall be in writing. The original shall immediately be filed with the clerk and copies sent to all members of the council by the clerk. Provided, however, if the appointment is for one day or less or over a weekend, the clerk need not notify the members of the council. (Ord. No. 1965- 4, Sec. 10.1.02)

Secs. 2-45--2-58. Reserved.

ARTICLE V. ADMINISTRATIVE DEPARTMENTS

DIVISION 1. GENERALLY

Sec. 2-59. Created.

The following administrative departments are hereby created, through the instrumentality of which the council and the manager shall exercise such functions as by the laws are assigned to each department respectively:

- (a) Department of ~~permitting~~ ~~planning, Permitting & Assessing Services~~ ~~ermitting, planning and inspection services~~; (Ord. No. 2010-04, 11/09/10)
- (b) Cemetery and parks department;
- (c) Fire department;
- (d) Department of health;
- (e) Police department;
- (f) Public works department;
- (g) General services department. (Ord. No. 1965-4, Sec. 12.1.01; Ord. No. 1983-1, 1-13-83)

Editor's note-Pursuant to Ord. No. 1983-1, all references to the department of housing or the

Commented [JS41]: I am assuming we are fixing all the pronouns now...

Commented [CD42R41]: Should any reference to disability be removed and have it just say the manager will appoint an acting manager when the manager is away or cannot perform his duties? Should there also be a section where the council can make that determination and appoint an acting manager as necessary? Say there's been an accident or the manager's been arrested or experienced mental instability.

Commented [LH43]: Should there be anything to address mentality?

Commented [CD44]: We don't follow this process. Is it necessary?

Commented [CD45]: Should this be re-named? Inspection services are through the fire department.

Commented [LH46]: Combine with Community and General Services?

Commented [LH47]: Remove?

Commented [CD48]: Add Finance Department?

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department of welfare will be deleted from the Code as pages are pulled for supplementation.

Sec. 2-60. Director to head each department.

Each department shall be headed by a city officer to be known as a director, unless otherwise provided. He/They/The Director shall be the chief administrative officer of the department and shall be responsible for its conduct. (Ord. No. 1965-4, Sec. 12.1.02)

Commented [JS49]: Fixing pronouns

Sec. 2-61. Reporting requirements.

The head of each department shall submit monthly-weekly reports to the council via the Council packet, which shall cover the activities of the department and other matters deemed pertinent. (Ord. No. 1965-4, Sec. 12.2.04)

Commented [LH50]: There are reports in the City Council Packet, but should this be a report based on yearly goals/objectives and status? If so, change to quarterly?

Sec. 2-62. Additional functions and duties.

The functions and duties of a department provided for in this chapter shall not limit the department, which may be assigned additional functions and duties by ordinance or by resolution of the city manager and/or council. (Ord. No. 1965-4, Sec. 12.1.03)

Commented [LH51]: Per Charter, functions of another Department created in charter cannot be "reassigned"

Secs. 2-63--2-67. Reserved.

DIVISION 2. ~~PERMITTING, PLANNING & INSPECTION~~ PLANNING, PERMITTING & ASSESSING SERVICES (Ord. Rev. 11/09/10)

Commented [CD52]: Change from Inspections to Assessing? Throughout this section.

Sec. 2-68. Powers and duties.

The department of ~~permitting, planning & inspection~~ ~~planning, permitting & assessing~~ services is responsible for planning for the City, ~~and~~ for administering and enforcing the land-use regulations and related ordinances in effect, ~~issuing zoning, building, electrical and flood hazard permits for the city, and providing assessing services including maintaining the grand list, and effectively evaluating city properties.~~ The department shall ~~coordinate the inspection services and allied services of the city, and shall~~ provide proper and effective administration of the ~~building, electrical, fire prevention, zoning~~ ~~flood hazard and other~~ laws of the city. (Ord. No. 1965-4, Sec. 12.3.01)(Ord. No. 2010-04, 11/09/10)

Commented [LH53]: Janet, should this include any Planning Commission duties?

Sec. 2-69. Building inspector designated as director.

~~The building inspector shall ex officio be director of the department. (Ord. No. 1965-4, Sec. 12.3.03)~~

Commented [LH54]: Per charter discussion, it looks like this position will be kept. The discussion with the Manager did not look like this position would be the same as the Director. Thoughts?

Charter reference-Appointment of building inspector, Sec. 66.

Sec. 2-70. Officers designated.

The following officers shall be within the department and shall be under the general supervision

Commented [JS55]: I advocate that the building inspector be the Chief of Code Enforcement, and I believe that would be the Fire Chief. With inspection services under the Fire Department, this should be changed.

of its director:

- (a) Assessor; Building inspector;
- (b) Electrical inspector;
- (c) Fire prevention inspectors;
- (d) Zoning administrator;
- (e) Flood hazard area administrator;
- (f) Vacant building administrator. (Ord. No. 1965-4, Sec. 12.3.02; Ord. No. 1983-1, 1-13-83)(Ord. No. 2010-04, 11/09/10)

Commented [LH56]: I do not believe that all of these positions are in Permitting, Planning, and Inspection. Are there those that need to be appointed, that we currently do not have in place?

Commented [JS57]: As the Fire Department, in charge of Code Enforcement, administers inspections, I have deleted and added what I think needs to be here.

Secs. 2-71--2-75. Reserved.

DIVISION 3. CEMETERIES AND PARKS

Sec. 2-76. Composition; director.

The cemetery and parks department shall include a board of cemetery and parks commissioners and director of cemeteries and parks, who shall be head of the department. (Ord. No. 1965-4, Sec. 12.4.01; Ord. No. 1983-1, 1-13-83)

Commented [CD58]: There are no "commissioners" anymore. That was a term specific to when the cemetery was a stand-alone department. They are now a committee.

Sec. 2-77. Powers and duties.

The cemetery and parks department shall have charge of the cemeteries and parks of the city, and shall have all the powers and perform all the duties prescribed by the laws for operation of cemeteries and parks. (Ord. No. 1965-4, Sec. 12.3.02; Ord. No. 1983-1, 1-13-83)

Commented [LH59]: Include with Community and General Services?

Commented [CD60R59]: Charter sec. 502 says there will be a Department of Cemeteries and Parks.

Secs. 2-78--2-81. Reserved.

DIVISION 4. FIRE AND AMBULANCE^E*

Sec. 2-82. Established; powers and duties; cooperation with other cities.

The fire and ambulance department is hereby established for the purpose of providing adequate fire-fighting protection, the prevention of fires and the provision of ambulance service/emergency medical services. It shall also perform such functions as are usually delegated to fire departments. Such duties shall include in sum or in part: health inspections, rental housing inspections, vacant building inspections, and code enforcement in support of city ordinances. It shall be the duty of the department to attend to all fires and emergencies to which it is called in the city, and to fulfill mutual aid agreements with other municipalities for the provision of emergency services. The fire department is hereby established for the purpose of providing adequate fire fighting protection and the prevention of fires. It shall also perform such functions as are usually delegated to fire departments. It shall be the duty of the department to attend to all fires to which it is called in the city, and to fulfill the city's contracts with other municipalities for fire fighting services. (Ord. No. 1965-4, Sec. 12.6.01)

Commented [JS61]: Should consider adding Code Enforcement here, but I defer to the Fire Chief for this.

Commented [LH62]: EMT and other services?

Sec. 2-83. Fire chief designated director of department; acting director.

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The fire chief shall be director of the department. In ~~his~~~~the~~ absence or in case of ~~his~~~~the~~ physical or mental disability, the highest ranking officer of the regular division on duty shall be the acting director of the department, until the city manager designates an acting director. (Ord. No. 1965-4, Sec. 12.6.03; Ord. No. 1983-7, 10-26-83)

Sec. 2-84. Reserved.

Editor's note--Ord. No. 1984-1, adopted Feb. 21, 1984, repealed Sec. 2-84. Said section, formerly relative to divisions of the fire department, derived from Ord. No. 1965-4, Sec. 12.6.02; Ord. No. 1976-2, adopted May 4, 1976; Ord. No. 1979-1, adopted Oct. 16, 1979, and Ord. No. 1983-1, adopted Jan. 13, 1983.

Sec. 2-85. Appointment and procedures.

Before appointment, an applicant for a position in the fire department shall successfully pass such written and oral examinations as the city manager shall cause to be prepared.

~~He~~~~The~~ applicant shall be given a physical examination by a duly licensed physician designated by the city.

Applicants successfully passing such tests and examinations shall be interviewed by the fire chief and the city manager. The city manager shall make the appointment. (Ord. No. 1965-4, Sec. 12.6.04; Ord. No. 1983-1, 1-13-83; Ord. No. 1983-7, 10-26-83)

Sec. 2-86. Suspension; removal; probation.

(a) An officer or member of the fire department may be suspended or removed in the same manner as is prescribed for police officers. (See 24 V.S.A.1932.) However, upon appointment a fireman shall serve a probationary period of one year, during which time ~~he~~~~the~~ fireman may be removed by the city manager without hearing.

(b) A member of the fire department who is appointed to an office in the department, of the rank of captain or higher, shall serve a probationary period of one year, during which time ~~he~~~~the~~ fireman may be removed from the office by the city manager. (Ord. No. 1965-4, Sec. 12.6.05; Ord. No. 1983-1, 1-13-83; Ord. No. 1983-7, 10-26-83)

Commented [LH63]: Does this match current contract language?

Commented [LH64]: Does this match current contract language?

Sec. 2-87. Annual physical examination required.

After appointment, all firefighters shall be given a physical examination at least once a year by a duly licensed physician designated by the city. If certified unfit for duty due to a permanent disability, the member shall be given an opportunity of re-examination. (Ord. No. 1965-4, Sec. 12.6.06; Ord. No. 1983-1, 1-13-83)

Sec. 2-88. Regulations governing conduct; publication requirement.

The members of the fire department shall be governed by regulations of the department presently

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in force. Such regulations may be amended by the council. They shall be published in an appendix to this Code. (Ord. No. 1965-4, Sec. 12.6.07)

Secs. 2-89--2-93. Reserved.

Commented [LH65]: Remove per Chief Brent

DIVISION 5. HEALTH

Commented [CD66]: This section should be cross-referenced with statute to see what we're actually required to have. May be able to do away with it.

Sec. 2-94. Created; powers and duties.

The health department is hereby created. It shall coordinate the functions of the health officials of the city and provide an administrative office and a repository of records for these officials. (Ord. No. 1965-4, Sec. 12.8.01; Ord. No. 1983-1, 1-13-83)

Sec. 2-95. Reserved.

Editor's note--Pursuant to Ord. No. 1983-1, adopted Jan. 13, 1983, Sec. 2-95, relative to the supervisor of welfare, has been deleted. Said provisions derived from Ord. No. 1965-4, Sec. 12.8.03.

Sec. 2-96. Division--Designated.

The health department shall consist of two (2) divisions:

- (a) The health division in which shall be the health officer and the board of health;
- (b) The city physician's division in which there shall be the city physician. Ord. No. 1965-4, Sec. 12.8.02; Ord. No. 1983-1, 1-13-83)

Commented [LH67]: Remove?

Sec. 2-97. Same--Powers and duties.

The divisions of the health department shall exercise the functions and perform the duties and have the powers assigned by the laws to the officers in the respective divisions. (Ord. No. 1965-4, Sec. 12.8.05)

Secs. 2-98--2-102. Reserved.

DIVISION 6. POLICE*

Sec. 2-103. Established; purpose; powers and duties.

The police department is hereby established for the purpose of providing for enforcement of the laws, apprehension of criminal offenders, guarding the public safety, preventing crime, controlling vehicular traffic, and generally to carry out the functions and perform duties assigned to the police. (Ord. No. 1965-4, Sec. 12.10.01)

Sec. 2-104. Chief of police designated as director; acting director.

The Chief of police shall be director of the police department. In ~~his~~ the Chief's absence or in case of ~~his~~ the physical or mental disability, the highest ranking officer of the regular division on duty shall be the acting director of the department, unless the city manager designates an acting chief (Ord. No. 1965-4, Sec. 12.10.03; Ord. No. 1983-7, 10-26-83)

Sec. 2-105. Reserved.

Editor's note--Ord. No. 1984-1, adopted Feb. 21, 1984, repealed Sec. 2-105. Said former section, relative to divisions of the police department, derived Ord. No. 1965-4, Sec. 12.10.02, Ord. No. 1976-1, adopted May 4, 1976; Ord. No. 1977-2, adopted Aug. 23, 1977; Ord. No. 1978-2, adopted May 9, 1978; Ord. No. 1980-7, adopted July 15, 1980; Ord. No. 1983-1, adopted Jan. 13, 1983; and Ord. No. 1983-6, adopted June 21, 1983.

Sec. 2-106. Appointment procedures; annual examinations; required removal.

Members of the police department shall be appointed by the city manager following the same procedure as is prescribed for firemen. They shall be subject to the same annual examinations, and to the same effect with respect to removal, as is provided in this chapter. (Ord. No. 1965-4, Sec. 12.10.04; Ord. No. 1983-7, 10-26-83)

Sec. 2-107. Probations.

No person shall be deemed to be a regular police officer or member of the regular division, until ~~he~~ that person has satisfactorily served a probationary period of six (6) months on duty with the regular division. An appointee, during the probationary period may be discharged without cause or hearing by the city manager. (Ord. No. 1965-4, Sec. 12.10.04; Ord. No. 1983-7, 10-26-83)

Commented [LH68]: Does this match the current contract language?

Sec. 2-108. Eligibility for employment and promotion.

No person shall be eligible for appointment as a police officer or promotion in rank in the police department, unless ~~he~~ the person is a graduate of a high school or equivalent secondary school, or has been granted a high school equivalence certificate by the state board of education. Certified proof of such graduation or grant of an equivalence certificate shall be presented to the city manager before action is taken on appointment or promotion. (Ord. No. 1965-4, Sec. 12.10.04; Ord. No. 1983-7, 10-26-83)

Sec. 2-109. Removal; suspension.

Members of the police department who are regular police officers in the regular division may be removed or suspended by the city manager, as provided by general law. (See 24 V.S.A.1932) Members of all other divisions may be removed or suspended by the city manager without hearing. (Ord. No. 1965-4, Sec. 12.10.05; Ord. No. 1983-7, 10-26-83)

Sec. 2-110. Promotions.

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(a) When a vacancy occurs in the regular division in the rank of sergeant or higher, no one shall be eligible to fill the vacancy, by promotion or otherwise, unless ~~he~~the officer has been an official of a regular active police force for at least three (3) years immediately prior to the opening of a vacancy.

(b) Promotions in rank shall be made on basis of examination and other factors, in the same manner as members of the state police are promoted. Examinations and grading shall be conducted by an agency or organization not connected with the government of the city.

(c) A person appointed to the grade of sergeant or higher shall serve a probationary period of six (6) months during which time he may be demoted, reduced in rank or reduced to the grade of patrolman, by the city manager, without hearing.

(d) The provisions of this section notwithstanding, the city manager may appoint any member of the regular division to a temporary grade, but only for a period of not more than three (3) months, during which the vacancy shall be filled in accordance with other provisions of this section.

(e) The city council shall establish by resolution the appointment procedures for the office of chief of police separately from the regulations set forth for promotions to the grade of sergeant or higher. (Ord. No. 1965-4, Sec. 12.10.06; Ord. No. 1983-1, 1-13-83; Ord. No. 1983-6, 6-21-83; Ord. No. 1983-7, 10-26-83)

Commented [LH69]: Should this be by Resolution, or majority vote or "action" of Council?

Sec. 2-111. Regulations governing conduct; publication requirement.

The members of the police department shall be governed by regulations of the department presently in force. Such regulations may be amended by the council. They shall be published in an appendix to this Code. (Ord. No. 1965-4, Sec. 12.10.07)

Secs. 2-112--2-116. Reserved.

Commented [LH70]: Remove these entire sections per Chief Bombardier "The rest of this is ether governed by statute or the CBA and does not pertain"

DIVISION 7. PUBLIC WORKS

Sec. 2-117. Created; purpose.

The Public works department is hereby created, for the purpose of integrating and coordinating the functions of the sub_departments within it, and to provide general administrative supervision. (Ord. No. 1965-4, Sec. 12.12.01)

Sec. 2-118. Director of public works designated as director; powers and duties.

There is hereby created the office of director of public works, who may be the head of one or more sub-departments. He shall be head of the public works department and shall have supervisory powers over the sub-departments and coordinate their activities. (Ord. No. 1965-4, Sec. 12.12.03)

Sec. 2-119. Sub-departments designated.

There shall be within the public works department, the following sub-departments:

- (a) Sewage disposal department;
- (b) Street department;
- (c) Water department
- (d) Engineering department. (Ord. No. 1965-4, Sec. 12.12.02)

Secs. 2-120--2-127. Reserved.

DIVISION 8. SEWAGE DISPOSAL

Sec. 2-128. Created; powers and duties.

The sewage disposal department is hereby created. It shall control, operate, and maintain the sanitary sewerage systems of the city, and the sewage disposal plant. (Ord. No. 1965-4, Sec. 12.12.10)

Sec. 2-129. Superintendent of sewage system; office created; designated as director; responsibilities.

There is hereby created the office of superintendent of the sewage system, who shall be the director of the sewage disposal department. He shall be responsible for its management and conduct. (Ord. No. 1965-4, Sec. 12.12.11)

Secs. 2-130--2-138. Reserved.

DIVISION 9. STREET

Sec. 2-139. Created; powers and duties.

There is hereby created the street department, whose function shall be to construct, repair, maintain and clear the public streets, including sidewalks and bridges, and control, operate and maintain the surface sewers and drains of the city. It shall also have charge of collection and disposal of wastes and the municipal disposal areas. (Ord. No. 1965-4, Sec. 12.12.15)

Sec. 2-140. Superintendent of streets designated as director; responsibilities.

The superintendent of streets shall be the director of the street department. He shall be responsible for its management and conduct. (Ord. No. 1965-4, Sec. 12.12.16)

Commented [LH71]: Who is this position?

Secs. 2-141--2-148. Reserved.

DIVISION 10. WATER

Sec. 2-149. Created; powers and duties.

ORDINANCES

There is hereby created the water department, whose function shall be to operate, repair, maintain and supervise the water system of the city and the waterworks of the city. It shall also have charge of the municipal forests outside the city and reservoirs and other sources of water owned by the city. (Ord. No. 1965-4, Sec. 12.12.20)

Sec. 2-150. Superintendent of waterworks designated as director; responsibilities.

The superintendent of waterworks shall be director of the water department. He shall be responsible for its management and conduct. (Ord. No. 1965-4, Sec. 12.12.21)

Commented [LH72]: Assuming Superintendent of Water and Sewer is the same person.

Secs. 2-151--2-158. Reserved.

DIVISION 11. ENGINEERING

Sec. 2-159. Created; powers and duties.

There is hereby created the engineering department, whose function shall be to make surveys requested by the council or a city officer, keep accurate maps, plats and records of all public works, land or property of the city, and advise the council, city officers and public bodies on all engineering matters. (Ord. No. 1965-4, Sec. 12.12.25)

Sec. 2-160. City engineer designated as director; responsibilities.

The city engineer shall be director of the engineering department. He shall be responsible for its management and conduct. (Ord. No. 1965-4, Sec. 12.12.26)

Commented [LH73]: Same as DPW Director

Secs. 2-161--2-168. Reserved.

DIVISION 12. RECREATION

Sec. 2-169. Created; powers and duties.

The recreation department is hereby created for the purpose of coordinating the functions and duties of the divisions within the department, and to provide a common administrative office for the divisions. (Ord. No. 1965-4, Sec. 12.14.01)

Commented [CD74]: There isn't a stand-alone recreation department anymore. It's part of Buildings and Community Services.

Sec. 2-170. Director of recreation--Office created; designated as director; powers and duties.

There is hereby created the office of director of recreation. He shall be the director of the department and shall have general supervision over its divisions. (Ord. No. 1965-4, Sec. 12.14.03)

Commented [LH75]: I believe this is currently an Assistant Director

Sec. 2-171. Same--Designated as director of recreation division; responsibilities; recreation board.

Within the recreation division shall be the recreation board and the director of recreation, who shall be head of the division and shall be responsible for its management and conduct. (Ord. No. 1965-4, Sec. 12.14.10)

Sec. 2-172. Division designated.

The recreation department shall consist of three (3) divisions:

- (a) Recreation division;
- (b) Parks division;
- (c) Auditorium division. (Ord. No. 1965-4, Sec. 12.14.02)

Sec. 2-173. Recreation division; responsibilities.

The recreation division shall have charge of all recreational programs of the city, and shall have charge of all recreational facilities of the city, except the municipal auditorium and the parks. (Ord. No. 1965-4, Sec. 12.14.11)

Sec. 2-174. Parks divisions --Composition; supervisor of parks designated as director; board of park commissioners; tree warden.

Within the parks division shall be the board of park commissioners, the supervisor of parks, and the tree warden. The supervisor of parks shall be head of the division and shall be responsible for its management and conduct. (Ord. No. 1965-4, Sec. 12.14.15)

Sec. 2-175. Same--Powers and duties.

The parks division shall have charge of the parks of the city and shall carry out the functions and duties of the board of park commissioners as provided in the charter. In addition it shall assist the tree warden in performance of his statutory duties and functions. (Ord. No. 1965-4, Sec. 12.14.16)

Sec. 2-176. Auditorium division--Powers and duties.

The auditorium division shall have charge of the operation and maintenance of the municipal auditorium and its grounds, and other buildings on said grounds. (Ord. No. 1965-4, Sec. 12.14.20)

Sec. 2-177. Same--Supervisor of municipal auditorium designated as head.

There is hereby created the office of supervisor of the municipal auditorium, who shall be head of the auditorium division. He shall be responsible for the management and conduct of the division. (Ord. No. 1965-4, Sec. 12.14.21)

Sec. 2-178--2-182. Reserved.

DIVISION 13. GENERAL SERVICES

Commented [JS76]: Division or department?

Commented [JS77]: Same – divisions, departments, it all gets confusing. If there are divisions within departments, then each should be better defined.

Commented [LH78]: Civic Center Complex?

Sec. 2-183. Created; staff to constitute.

The general services department shall be the staff department of the city and shall oversee the administration of all departments, offices and public bodies of the city. (Ord. No. 1965-4, Sec. 12.16.01)

Sec. 2-184. Manager designated as director.

The manager shall be director of the general services department. (Ord. No. 1965-4, Sec. 12.16.02)

Sec. 2-185. Powers and duties.

Without limiting the generality of the function and duties of the department provided for in this division, the general services department shall:

- (a) Have charge and supervision of all city property not assigned to or under control of any other department, office, or public body;
- (b) Have supervision over all radio equipment owned or operated by the city;
- (c) Assign office space and meeting rooms to city officers and public bodies, other than the council, and elected officers, who shall be assigned space or rooms by the council;
- (d) Purchase all insurance carried by the city; and attend to all matters connected therewith;
- (e) Supervise the performance of the contract for lighting the city;
- (f) Inspect all premises owned by the city, wherever located, at least once annually, and report its findings to the council;
- (g) Collect all moneys due the city, for the collection of which no other department, city officer or public body is responsible;
- (h) Coordinate the operation of all other departments, offices and public bodies in order to avoid duplication of operations and to avoid waste, and may for this purpose form committees composed of members of departments, offices and public bodies, as it deems advisable;
- (i) Maintain a store or stores of supplies commonly used by departments, officers and public bodies;
- (j) Be responsible for all purchases made for the city or any department, officer, or public body, unless otherwise specifically provided by the laws;
- (k) In order to properly maintain city records, provide a repository for records of officers and public bodies, which otherwise would not have a place to deposit records in a building owned by the city;
- (l) Provide secretarial or clerical assistance to officers and public bodies, which do not have such employees assigned to carry on these duties and functions.
- (m) Have charge of all municipal parking lots;
- (n) Supervise and attend to matters connected with the workable program for community improvement.
- (o) Oversee the city's pension plan and all matters connected therewith. (Ord. No. 1965-4, Sec. 12.16.03)

Commented [LH79]: Are these duties all performed by the Community and General Services Department?

Commented [CD80R79]: Many of these duties seem to fall in the realm of the Buildings and Community Services Department. Especially those dealing with facilities.

Sec. 2-186. Duty to purchase for city.

It is hereby declared to be the policy of the city that unless otherwise specifically provided by the laws with respect to a public body, all purchases and contracts for services made for the city shall be made by the general service department. Unless other provisions are made by the laws with respect to it, when any department, office or public body is in need of materials, supplies or services it shall requisition therefore upon the director of the general services department, on a form or forms provided by the general services department. (Ord. No. 1965-4, Sec. 12.16.10)

Sec. 2-187. Same--Procedure.

Subject to provisions of the charter with respect to purchases requiring approval of the council, the director of the general services department shall purchase materials and supplies and contract for services either by advertising for bids or by letter of inquiry. The contract for purchases or for services shall be awarded to the person whose bid or quotation is in the best interests of the city. When authorized by the council, the director may purchase or contract without advertising for bids or sending letters of inquiry, if the proposed purchases or contract for services have already been priced by either of these methods or the best interests of the city will be best served by not using these methods. (Ord. No. 1965-4, Sec. 12.16.11)

Sec. 2-188. Purchases by others--Alternate procedure.

If any department, city officer, or public body believes that it is not, by law, required to make all or any part of its purchases or contracts for services through the general services department, as provided in sections 2-186 and 2-187, it shall notify the director of the general services department, who shall consult with the city attorney, who shall render his opinion in writing to the council, and to the director of the general services department. (Ord. No. 1965-4, Sec.12.16.12)

Sec. 2-189. Contracts by others void.

Any contract made by a department (other than the general services department), city officer, or public body, for purchases or services, on behalf of the city shall be null and void, unless such department, city officer, or public body is specifically authorized to make such contract by provisions of the laws. (Ord. No. 1965-4, Sec. 12.16.13)

Secs. 2-190--2-200. Reserved.

ARTICLE VI. CITY OFFICERS

DIVISION 1. GENERALLY

Secs. 2-201--2-210. Reserved.

DIVISION 2. CITY ATTORNEY

Commented [LH81]: Is this performed through the Manager's Office?

Commented [CD82R81]: Perhaps these sections should be replaced with reference to the procurement policy.

Sec. 2-211. Additional powers and duties.

- (a) In addition to the functions, powers and duties prescribed in the laws, the city attorney shall:
 - (1) Be sole legal advisor of the city, and shall render advice on all legal questions affecting the city whenever requested by the council, a city officer or a public body of the city;
 - (2) Examine all written instruments and contracts to which the city may be a party, and report any objections thereto to the council;
 - (3) Appear before the general assembly or any committee thereof, and in behalf of the city represent and defend or advocate the interest and welfare of the city, on request of the council or the representatives to the general assembly elected in the city.
- (b) Upon being served with any process by a court, state agency or federal agency, involving the city, the clerk or any other officer of the city so served or notified, shall immediately notify the city attorney in writing, and report the service of such process or notice to the council at its next regular meeting. (Ord. No. 1965-4, Sec. 22.3.01)

Commented [CD83]: Not our sole legal advisor. We use others for union negotiations, and have used others for specific projects, etc.

Commented [LH84]: Do we have Attorney review on all contracts? I do not remember seeing objections

Secs. 2-212--2-220. Reserved.

DIVISION 3. CITY PHYSICIAN

Commented [LH85]: Remove?

Secs. 2-221. Additional powers and duties.

- In addition to the functions, powers and duties prescribed in the laws, the city physician shall:
- (a) Render his professional services to any member of the fire, police, street, sewage or water departments, who may be injured during the performance of their duties, when notified by the head of the department;
 - (b) Render medical aid at the police station in case of emergency, whenever requested by a member of the police department;
 - (c) Assist the city attorney, whenever the services of a qualified physician are required in connection with any matter involving the city or its officers or public bodies. (Ord. No. 1965-4, Sec. 22.3.01; Ord. No. 1983-1, 1-13-83)

Sec. 2-222--2-230. Reserved.

DIVISION 4. SUPERINTENDENT OF FIRE ALARM SYSTEM

Sec. 2-231. Duties.

The superintendent of the fire alarm system shall have charge and the care of the city's fire alarm system. He shall keep a record in the central fire station of his inspections and tests, on forms prescribed by the fire chief, and approved by the council. (Ord. No. 1965-4, Sec. 22.3.15)

Secs. 2-232--2-240. Reserved.

Commented [LH86]: ?

Commented [LH87]: Per Chief Brent, remove in full

DIVISION 5. APPOINTED OFFICERS

Sec. 2-241. Notice requirements; oath; qualification; commission.

Commented [LH88]: This process should be reviewed.

(a) Before a city officer is appointed, the appointing officer shall, in person, notify the council in executive session, naming the proposed appointee.

(b) Forthwith after making an appointment, the appointing officer shall notify the clerk of the appointment.

(c) The clerk shall give written notice of the appointment to the appointee, attaching thereto a copy of this article if one has not been furnished previously to the appointee.

Commented [CD89]: This has never been done. What's the point? If necessary, perhaps the appointing officer should do this.

(d) After taking the oath or affirmation prescribed by law, and leaving a signed copy thereof with the clerk, on a form furnished by the clerk, the appointee shall be qualified to enter upon his office.

Commented [CD90]: Are we saying all such appointees are to take some sort of oath?

(e) If an appointee does not qualify within ten (10) days, excluding holidays, after notice is given him by the clerk, his appointment may be rescinded by the appointing officer or by the council if the appointment is made by the council.

Commented [CD91]: How is the clerk deeming someone "qualified"?

(f) Upon qualifying, the city officer shall receive a commission signed by the appointing officer, or by the mayor if the appointment is made by the council. (Ord. No. 1965-4, Sec. 2.2.02)

Sec. 2-242. Term; continuation until successor appointed.

Unless otherwise provided, a city officer shall hold office for a term of one year from the first day of ~~July~~April. All city officers shall hold office until their successors are appointed and have qualified. (Ord. No. 1965-4, Sec. 2.2.03)

Sec. 2-243. Compensation.

The compensation of city officers shall be fixed as prescribed by the laws. Before fixing or altering such compensation the city officer authorized to do so shall notify the council, in person, in executive session. (Ord. No. 1965-4, Sec. 2.2.04)

Sec. 2-244. Bonding requirements.

Each of the city officers required to give bond under provisions of the laws, shall give a bond with surety at the expense of the city, in such sum as the council shall prescribe by resolution. Other city officers shall, at the discretion of the council, be covered by a ~~blanket~~blanket bond, so-called, in such sum as the council shall determine by resolution. (Ord. No. 1965-4, Sec. 2.2.05)

Commented [CD92]: I'm not aware of any such resolution. Perhaps a question for PACIF – do they need a resolution from the council to issue the blanket bond?

Sec. 2-245. Conflicts of interest.

City officers shall refrain from acting in matters involving the city, which will involve them in a conflict of interest. With the consent of the council an officer who has disqualified himself from acting for the city may, in special cases, such as tax appeals, act adversely to the city. (Ord. No.

1965-4, Sec. 2.2.06)

Commented [LH93]: Refer to Conflict of Interest Policy?

Sec. 2-246. Reserved.

Editor's note--Section 2-246, "Other employment, gifts, etc., prohibited for certain officers," has been deleted pursuant to Ord. No. 1983-1, adopted Jan. 13, 1983. Said section derived from Ord. No. 1965-4, Sec. 2.2.07.

Secs. 2-248--258. Reserved.

ARTICLE VII. CITIZENS' ADVISORY COMMITTEE

Sec. 2-259--263 Reserved.

Editor's note--pursuant to Ord. 1990-6, adopted April 30, 1990, relating to creation of, purpose of, and procedure of a Citizen's Advisory Committee, has been deleted. Said section derived from Ord. No. 1965-4, Sec. 18.7.05.

Sec. 2-264--2-272. Reserved.

ARTICLE VIII. EMERGENCY MANAGEMENT DEPARTMENT*

Sec. 2-273. Short title.

This article shall be known and may be cited and referred to as the "Emergency Management Ordinance of the City of Barre". (Ord. 1985-7, 12-30-85)

Sec. 2-274. Intent and purpose.

(a) It is the intent and purpose of this article to establish a department that will insure the complete and efficient utilization of all of the facilities of the City of Barre to combat disasters resulting from natural, technological and attack related hazards as defined herein.

(b) The City of Barre Emergency Management Department will be the coordinating agency for all activity relating to emergency management and will be the instrument through which the mayor, city council and city manager may exercise the authority and discharge the responsibilities vested inched in Title 20, Section 6, VSA, as amended; and this article.

(c) This article will not relieve any city department of the normal responsibilities or authority given to it in the city charter or by local ordinance, nor will it adversely affect the work of any volunteer agency organized for relief in disaster emergencies. (Ord. No. 1985-7, 12-30-85)

Sec. 2-275. Definitions.

Commented [LH94]: Should this point to the Emergency Management Plan?

The following definitions shall apply in the interpretation of this article:

ATTACK shall mean a direct or indirect assault against Barre City, its government, its environs, or of the nation, by forces of a hostile nation or the agents thereof, including assault by bombing; radiological, chemical or biological warfare; or sabotage.

CHAIRMAN shall mean the mayor or his designated alternate duly appointed in accordance with Title 20, VSA, and this article.

DIRECTOR shall mean the Director of the Barre City Department of Emergency Management, appointed as prescribed in this article.

DISASTER includes, but is not limited to, actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic or other impending or actual emergency endangering or threatening to endanger health, life, property or constituted government.

EMERGENCY MANAGEMENT in its broad meaning is to carry out the basic government functions of maintaining the public peace, health and safety during an attack or disaster. This shall include plans and preparations for protection from, and relief, recovery and rehabilitation from, the effects of an attack on the city by the forces of an enemy nation or the agents thereof, and it shall also include such activity in connection with disasters as defined herein. It shall not, however, include any activity that is the primary responsibility of the military forces of the United States.

EMERGENCY MANAGEMENT FORCES shall mean the employees, equipment, and facilities of all city departments, boards, institutions, and commissions; and, in addition, it shall include all volunteer personnel, equipment and facilities contributed by, or obtained from, volunteer persons or agencies.

EMERGENCY MANAGEMENT VOLUNTEER shall mean any person duly registered, identified and appointed by the chairman of the emergency management agency and assigned to participate in the emergency management activity.

REGULATIONS shall include all plans, programs and other emergency procedures deemed essential to emergency management.

VOLUNTEER shall mean contributing a service, equipment or facilities to the emergency management organization without remuneration. (Ord. No. 1985-7, 12-30-85)

Sec. 2-276. Organization and appointment.

(a) The mayor is hereby authorized and directed to create an organization for emergency management utilizing to the fullest extent the existing departments within the City. The mayor, as executive head of the municipal government, shall be the chairman of the emergency management forces of this city and shall be responsible for their organization, administration, and operations.

- (b) The organizations shall consist of the following:
 - (1) An emergency management office under the administrative direction of the city manager. There shall be a head of the emergency management office, who shall be known as the City Director of Emergency Management, and such assistants as are deemed necessary for the proper functioning of the department.
 - (2) The employee, equipment and facilities of all city departments, boards, institutions and commissions will participate in the emergency management activity. Duties assigned to a city department shall be the same or similar to the normal duties of the department.
 - (3) Volunteer persons and agencies offering service to, and accepted by, the city.

(c) The mayor shall appoint the emergency management director who shall be responsible for coordination of the planning and preparation of the various departments which will operate to protect the public health, safety and welfare in the event of danger from enemy attack or disaster as defined in this article.

Commented [LH95]: I believe this is currently listed under appointments by the Manager?

(d) The emergency management director shall designate deputy directors to assume the emergency duties of the director in the event of his absence or inability to act, so that there will at all times be an emergency management director available in emergency situations. (Ord. No. 1985-7, 12-30-85)

Sec. 2-277. Emergency powers and duties.

MAYOR (CHAIRMAN):

(1) The emergency management ~~chairman-chair~~ may exercise the emergency power and authority necessary to fulfill ~~his-the~~ general powers and duties as defined in Vermont law and local ordinance. The judgment of the ~~chairman-chair~~ shall be the sole criteria necessary to invoke emergency powers provided in the Code of Ordinances and other appropriate authorities. The city council may convene to perform its legislative and administrative powers as the situation demands, and shall receive reports relative to emergency management activities. Nothing in this article shall be construed as abridging or curtailing the powers or restrictions of the city council as defined in state law and local ordinance.

(2) During any period when disaster threatens or when the city has been struck by disaster, within the definition of this article, the mayor may promulgate such regulations as ~~he deems are~~ deemed necessary to protect life and property and preserve critical resources. Such regulations may include, but shall not be limited to, the following:

- a) Regulations prohibiting, restricting or rerouting the movement of vehicles in order to facilitate the work of emergency management forces, or to facilitate the mass movement of persons from critical areas within or with-out the city.
- b) Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
- c) Such other regulations necessary to preserve public peace, health and safety.
- d) Regulations promulgated in accordance with the authority above will be given widespread circulation by proclamations published and uttered by newspaper and radio. These

Commented [CD96]: Should there be a reference to social media?

regulations will have the force of ordinance when duly filed with the city clerk and violations will be subject to the penalties provided in state law and local ordinance.

(3) The ~~chairman~~ chair shall order emergency management forces to the aid of other communities when required in accordance with the statutes of the state, and ~~he~~ may request the state, or a political subdivision of the state, to send aid to the City of Barre in case of disaster when conditions in the city are beyond the control of the local emergency management forces.

(4) The ~~chairman~~ chair may obtain vital supplies, equipment and other properties found lacking and needed for the protection of health, life and property of the people, and bind the city for the fair value thereof.

(5) The ~~chairman~~ chair may require emergency service of any city officers or employees. If regular city forces are determined inadequate, the ~~chairman~~ chair may require the services of such other personnel as ~~he can be obtained~~ obtain that are available, including citizen volunteers. All duly authorized persons rendering emergency services shall be entitled to the privileges and immunities as are provided by state law, and ordinances for regular city employees and other registered and identified emergency management and disaster workers.

(6) The emergency management ~~chairman~~ chair will exercise ~~his~~ their ordinary powers as mayor and all of the special powers conferred ~~upon him~~ by state law and local ordinance of the City of Barre, all powers conferred ~~upon him~~ by any statute, or any other lawful authority.

EMERGENCY MANAGEMENT DIRECTOR:

(1) The Barre City Emergency Management Director shall be responsible for all phases of the emergency management activity. Under the administrative supervision of the city manager, he shall be responsible for the planning, coordination and operation of the emergency management activity in the city. He shall maintain liaison with the state and federal authorities and the authorities of other nearby political subdivisions to insure the most effective use of the emergency operation plan. His duties shall include, but not be limited to, the following:

- a) Development and coordination of plans for the immediate use of all facilities, equipment, manpower and other resources of the city for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring to usefulness, governmental services and public utilities necessary for the public health, safety and welfare.
- b) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the city for emergency management purposes.
- c) Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such buildings and other property for for emergency management purposes and designating suitable buildings as public shelters.
- d) Through public information programs, educating the civilian population as to actions necessary and required for the protection of their persons and property in case of disaster, or enemy attack, as defined herein, either impending or present.
- e) Conducting public practice alerts to insure the efficient operation of the emergency management forces and to familiarize residents with emergency management regulations, procedures and operations.

- f) Coordinating the activity of all other public and private agencies engaged in any emergency management activity.
- g) Assuming such authority and conducting such activity as the chairman may direct to promote and execute the emergency operations plan. (Ord. No. 1985-7,12-30-85)

Sec. 2-278. Violation of article or regulations.

It shall be unlawful for any person to violate any of the provisions of this article or the regulations or plans issued pursuant to the authority contained herein, or to willfully obstruct, hinder or delay any member of the emergency management organization as herein defined in the enforcement of the provisions of this article or any regulation or plan issued thereunder. (Ord. No. 1985-7, 12-30-85)

Sec. 2-279. Penalty.

Any person, firm, or corporation violating any provisions of this article or any regulation or plan formulated thereunder, upon conviction thereof, shall be punished pursuant to VSA, as amended. (Ord. No. 1985-7, 12-30-85)

Sec. 2-280. Severability.

Should any provisions of this article be declared invalid for any reason, such declaration shall not affect the validity of other provisions, or of this article, as a whole; it being the legislative intent that in lieu of, the provisions of this article shall be severable and remain valid notwithstanding such declaration. (Ord. No. 1985-7, 12-30-85)

Sec. 2-281. Conflicting provisions.

At all times when the orders, rules and regulations made and promulgated pursuant to this article shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations insofar as the latter may be inconsistent therewith. (Ord. No. 1985-7, 12-20-85)

EDITOR'S NOTE-(Ord. No. 1985-7, enacted Dec. 30, 1985, amended Art. VIII, Secs. 2-273--2-281 to read as herein set out. Prior to amendment, Art. VIII, Secs. 2-273--2-275 pertained to civil defense and derived from Ord. No. 1965-4, Secs. 18.12.01 and Ord. No. 1983-1, adopted Jan. 13, 1983.

Barre City Resolution #2021-06

A RESOLUTION HONORING WOMEN'S HISTORY MONTH

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

Whereas, American women of every race, creed and ethnic background have struggled throughout America's history to gain rights of suffrage and equal opportunity, but also were principal advocates in the abolitionist, temperance, mental health reform, industrial labor and social reform movements, as well as the modern civil rights movement; and

Whereas, Women helped found and build our Nation, marched for and won the right to vote, campaigned against injustice, and have represented the United States on the global stage in the fight for human rights, peace, and security; and

Whereas, Sixty years ago President John F. Kennedy appointed former First Lady Eleanor Roosevelt as head of a new commission to address the status of women in America and take on discrimination in all of its forms; and

Whereas, A weeklong celebration of women's contributions to culture, history and society was organized by the school district of Sonoma, California, in 1978; and

Whereas, In 1980, President Jimmy Carter issued the first presidential proclamation declaring the week of March 8 as National Women's History Week; and

Whereas, In 1981, Congress passed Pub. L. 97-28 which authorized "Women's History Week" followed by, in 1987, after being petitioned by the National Women's History Project, Congress passed Pub. L. 100-9 designating the month of March 1987 as "Women's History Month"; and

Whereas, Each year, Women's History Month offers an opportunity to highlight the extraordinary heritage of American women and girls who have built, shaped, and improved upon our community, State, and Nation; and

Whereas, Women have continued to lead over the past year, as vaccine researchers, educators and working on the frontlines, comprising the majority of America's essential workers, to defeat COVID-19 and keep our communities afloat; and

Whereas, This year has marked historic milestones of women's leadership, with the inauguration of America's first woman Vice President and the first time in Barre City's history that three women have served together on City Council.

Resolved, that:

1. The Barre City Council honors the accomplished and visionary women who have helped build our country, including those whose contributions have not been adequately recognized and celebrated.
2. The Barre City Council pays tribute to women from the recent and distant past for daring to envision a future for which no past precedent existed, and for building a community of endless possibilities for all of its women and girls.
3. The Barre City Council encourages residents to celebrate Women's History Month with appropriate programs, ceremonies, and activities.

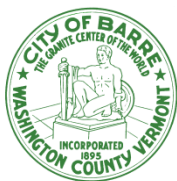
By order of the City Council of the City of Barre, Vermont this 9th day of March, 2021.

Lucas Herring, Mayor

City of Barre, Vermont

Barre Civic Center – Barre City Council Update

- The B.O.R. continues to operate under the umbrella of the ACCD COVID safety and VPA guidelines. Teams and players arrive dressed in hockey gear ready to play. Locker rooms are not available for the teams. Two restrooms are open for use. Masks are required at all times for anyone in the building and no spectators are allowed. Our local hockey games have been streamed and the public has appreciated the ability to watch the teams play and support the teams. A link to locate where to find the streaming opportunities is located on the City web home page on the scrolling events section. Information for other teams can generally be found by going to that school's web page under their Athletic Department.
- In addition to the Spaulding High School Girls and Boys hockey teams we have hosted Northfield High School, Lyndon Institute and St. Johnsbury Academy. I have sent information to the VT State Hockey Scheduler the Wednesday and Saturday times that we can host playoff games. I also indicated that the City will host as many finals games as needed with teams who qualify for our rink. The rink cannot be the home ice for a team, it must be neutral ice. Our home teams are Spaulding, Northfield and St. Johnsbury. We should be able to host other teams for the finals. The pairings will begin on March 11 so we will schedule from there.
- The MaxGalaxy software we use for the Civic Center is phasing out and we need to convert over to another one with the same company. The process needs to be started by March 31, 2021. At this time we are looking into the process to see if it is a smooth transition or more involved. We do not want any disruptions in the scheduling as we schedule the end of the ice season.
- A Tiny Tykes Soccer camp for is set up for the Auditorium one week in the summer for 3 – 6 year olds. It is in the early evening. As reported before there will be half-day camps using the 3rd floor of Alumni Hall this summer. There is enough space and the camps are small so that we can remain COVID compliant based on today's guidelines. The groups will use the AUD gym for breaks to play a few games.
- As COVID restrictions allow for a few more gatherings we could see the Alumni Hall space begin to "open up". We are fortunate that it allows for the social distancing. A WCMH group had requested a rental time however we were booked for a Red Cross Blood Drawing. They are still interested in our space and we look forward to a future rental.
- Based on today guidelines have not been released for spring sports. I have been included in meetings where guidelines, etc. are discussed and I do everything I can to keep up with any changes, etc. I participate in monthly Vermont Recreation and Parks Association Director's meetings where we discuss, monitor and send a voice to the state as it pertains to recreational sports. Once the ice is out of the rink we put up batting cages that are used by the local youth baseball / softball teams. We will need to learn the spring guidelines but will be prepared to do what we can.
- Jeff will most likely cover all the uses for the Civic Center in his report. I wanted to add that it was very appreciated to see positive comments on how lucky we are to have this facility enabling local access for COVID testing, COVID immunizations, Flu clinics, a Med-Surge unit (we did not need but were prepared) as well as for Red Cross blood draws. COVID has closed many buildings and facilities. The Civic Center has been an extremely busy place with thousands of people coming during this COVID pandemic. We are looking forward to the return of the many shows and events that have called the AUD their home!



● *City of Barre, Vermont*

“Granite Center of the World”

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To: Mayor Lucas Herring and the Barre City Council

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

Re: Department Head Reports

Report Date: March 5, 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. Also working with Sullivan Powers auditors on annual TIF Agreed Upon Procedures (AUP) report for VT Economic Progress Council (VEPC).
- 2021 dog licenses are available. All dogs are to be licensed by April 1st.
- 2021 liquor license renewal applications are being received, and the Fire Department is conducting its inspections. Once the FD signs off on the licensed facilities, the applications will come to Council for approval.
- Official results from Tuesday's annual town meeting elections are posted on the City website. We had 1,523 voters participate, of which 1,062 voted absentee and the balance in person.
- The school budget didn't pass during voting on March 2nd. The budget revote is tentatively scheduled for May 11th. The preliminary plan is to hold the vote as a drive-through in the BOR, similar to last August's primary election.

- We have received a number of abatement requests since our last hearing in February 2020. The intention is to bring the requests before the Council for action during March or April. 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 high school hockey games.
- On Monday, I met with a tech from New England Air at City Hall regarding a heating issue in the Assessor's area.
- On Monday, we finished setting up the AUD for voting.
- On Tuesday, I came to the AUD to check the boilers as the Clerk thought it was "cooler" in the building. Everything checked out fine as the boilers were running. I adjusted the thermostat slightly.
- On Wednesday, I assisted my crew in tearing down the voting set up and re-setting the AUD for the vaccination clinic.
- On Wednesday, I participated in the Department Head meeting.
- On Wednesday, the Fire Department met in the main room of Alumni Hall.
- Also on Wednesday and Thursday, the VDH held the vaccination clinic in the AUD.
- On Wednesday evening, the BOR hosted two hockey games.
- On Thursday, I met with Howarth and Strachan at City Hall to revive and update the list of code violations.
- Also on Thursday, I met with the City Manager, Police Chief, City Engineer, Deputy Fire Chief and Assistant DPW Director to plan out traffic and parking for the vaccination clinic being held on Sunday, March 7 at Spaulding High School.
- The BCPD held an interview on Friday in the Alumni Hall conference room.
- We had two entombments in the Elmwood vault this week.
- The Facilities Department worked on cleaning the AUD basement and the third floor of Alumni Hall.

2a. RECREATION:

- Attended DH meeting
- Continued working on program information – reached out to Promise Grant partners
- Prepared invoices for February ice at the B.O.R.
- Emailed the VT State Hockey Scheduler on our availability to host tournament games at the B.O.R. We will be home ice for SHS Boys / Girls, Northfield High School and St. Johnsbury Academy. I also indicated that we welcome an opportunity to host any of the hockey tournament games. Rinks have to be a neutral site so we may be able to get a few teams who are not normally here.

- Worked on 2021 Lifeguard application. Received word of some April Lifeguard training dates. Due to COVID they can take a lot less than in years past. I am still working on a certification at our pool at the start of the season.
- Working with Barre Town and the Barre Partnership as there will be an Egg Hunt (event of some sort) on Saturday April 3, 2021. We are working out the details as we navigate alongside the COVID guidelines. The hunt will not look like years past but we will do the best we can as a united group to have some fun for the children. There is a lot of coordination for this event especially as we navigate through the guidelines. Eggs – we have so that is the one easy part!!
- Preparing for Paths/Routes/Trails Committee, Civic Center Committee, City Council and Vermont Recreation and Parks Association training next week. Hope to sit in on the Barre Partnership meeting to discuss Egg Hunt ideas.

3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:

Planning – Janet:

- Spent all of Monday finishing cleaning out the Assessor computer's emails, weeding out and deleting what was junk;
- Attended CVRPC Executive meeting Monday evening;
- Attended department head meeting Wednesday morning;
- Continue working on assessing software fixes with consultant;
- Met with Planning Commission Vice Chair to prepare, and then send out the Planning Commission packet of information for the March 11 meeting;
- Received another application for the assessor position, bringing the total applicants to four (4), which the Manager and I reviewed on Thursday afternoon;
- Worked on Pool Grant's extension request and grant reimbursement;
- Reviewed tree grant work for Amanda Garland who is gathering information with students to get the tree nursery going this summer;
- Finished edits to the Planning office policy regarding fees to make more broad for city wide, and shared with staff to obtain comments before sharing for Council discussion in the future;
- Answering questions, phone calls, sent lister cards, assisted fellow staff, timesheets, weekly report write-up, etc.

Permitting – Heather:

- Issued 4 building permits;
- Issued 5 electrical permits;
- Prepared for and held the DRB virtual meeting on Thursday, March 4, of which 3 members did not attend;
- Working on amending the Ped-Way site plan in collaboration with staff and The Barre Partnership;
- Continued with archiving of old files (scanning zoning work from 1950 forward);

- Answered all phone messages, emails, filed, picked up paperwork from the office twice weekly, and updated Zoning & Fire Dept. databases.

Assessing Clerk – Kathryn:

- Regular office tasks: permit copies from Heather into databases, address changes, mapping updates, filing, checking Grand List items, Street numbers, corrections, e-mail messages, phone calls, etc.;
- Processed 2 PTTR's (property transfer return) for updating all property records in NEMRC, ProVal, and mapping software;
- Sent out 4 map copies and 29 lister cards as requested via email or by telephone;
- Updating the state's E-911 map with corrections, as there are 7 incorrectly stated, and 3 are rentals or vacant buildings with needing corrections;
- Downloaded 3 weeks of homestead filings for a total of 334 to date;
- 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;
- Working on 89 Country Way with question of Covenant Restrictive Housing value on the 2020-2021 tax bill at the request of Downstreet Housing.

Assessing-Assessor:

- 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 – Vacation
- Tuesday – Off – Town meeting day
- Updated fund balance summary for upcoming Civic Center Committee meeting
- Virtually attended a demo for payroll and human resource platforms
- Virtually attended Department Head meeting
- Reviewed and distributed FY21 Budget vs. Actual and provided a “watch list” of expenditures to DH's
- Attended water/sewer coordination meeting for rate structuring analysis project
- Prepared and submitted February's vaccination grant requisition
- Attended bi-weekly coordination meeting with the City Manager
- Worked on USDA Grant required financial information for FY20
- Reviewed AP Invoices

6. DEPARTMENT OF PUBLIC SAFETY:

6a. FIRE DEPARTMENT:

Weekly Fire Activity Report to follow this memo.

6b. POLICE

Police Media Logs to follow this memo.

Media Log Report

Rev.01/26/12

From: 02/25/2021 5:44

To: 03/04/2021 4:59

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
3/4/21 4:59	21BA001342	Prisoner	Fourth St
3/4/21 4:58	21BA001341	Prisoner - Lodging/Releasing	Fourth St
3/4/21 4:08	21BA001340	Assist - Agency	Central Vermont Medical Center
3/4/21 3:30	21BA001338	Untimely Death	S Main St
3/3/21 21:22	21BA001337	Mental Health Issue	Church St
Intoxication on Church Street			
3/3/21 20:19	21BA001334	Roadway Hazard	Elm/Summer
Report of traffic light is facing the wrong way on Elm Street after being blown by the wind.			
3/3/21 20:03	21BA001336	Assist - Agency	Metro Way
Agency Assist on Metro Way			
3/3/21 19:49	21BA001335	Assist - Public	
Public Assist on Burnham Street			
3/3/21 19:27	21BA001333	Traffic Stop	John St
traffic stop for no illumination on John St			
3/3/21 18:09	21BA001332	Overdose	Bergeron St
Overdose at Green Acres			
3/3/21 17:50	21BA001331	Suspicious Vehicle	Washington St
Suspicious Vehicle on Washington Street			
3/3/21 16:57	21BA001330	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
3/3/21 13:21	21BA001329	Assist - Other	Church St
3/3/21 12:23	21BA001328	Suicide - Attempted	Kynoch Ave
3/3/21 12:16	21BA001327	Suspicious Event	Hawes Pl
Third party report of suspicious behavior on Hawes Pl.			
3/3/21 10:37	21BA001326	Welfare Check	N Main St
Welfare check at North Barre Manor			
3/3/21 10:00	21BA001325	Motor Vehicle Complaint	Rt 62
3/3/21 9:52	21BA001324	Assist - Public	Parkside Ter
3/3/21 9:38	21BA001323	Assist - Other	N Main St
Agency assist on North Main St.			
3/3/21 9:18	21BA001322	Assist - Other	Chatot St
3/3/21 6:48	21BA001321	Assist - Public	Washington St / Church St

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From: 02/25/2021 5:44**To:** 03/04/2021 4:59

Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
3/3/21 3:22	21BA001320	Welfare Check	High Holburn
3/3/21 0:16	21BA001319	Traffic Stop	
stop for speed on n main st			
3/2/21 22:17	21BA001318	Motor Vehicle Complaint	Washington St
Parking problem on Washington St			
3/2/21 22:01	21BA001317	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
3/2/21 21:53	21BA001316	Assist - Other	Fourth St
Citizen assist at the Police Department.			
3/2/21 20:26	21BA001315	Suspicious Vehicle	West Second St
Suspicious vehicle on west second st			
3/2/21 19:56	21BA001314	Traffic Stop	Berlin St
Traffic stop for no registration on Berlin Street.			
3/2/21 19:49	21BA001313	Assist - Agency	Prospect St
Agency assist on Prospect St			
3/2/21 19:28	21BA001312	Prisoner - Lodging/Releasing	Fourth St
Released prisoner to Washington County Sheriff's Department for transport to a correctional facility.			
3/2/21 18:49	21BA001311	Prisoner	Fourth St
3/2/21 18:47	21BA001310	Prisoner - Lodging/Releasing	Fourth St
Lodged prisoner on a warrant for Berlin PD.			
3/2/21 18:03	21BA001309	Roadway Hazard	Elm St
roadway hazard on elm st			
3/2/21 16:55	21BA001308	Domestic Disturbance	Parkside Ter
Unlawful Mischief on Parkside Terrace			
3/2/21 14:24	21BA001307	VIN verification	Fairview St
vin verification			
3/2/21 14:05	21BA001306	Assist - Public	North Main St
Public assist via phone			
3/2/21 12:57	21BA001305	Suspicious Person	North Main St
Suspicious male at Dunkin Donuts			
3/2/21 12:06	21BA001304	Prisoner - Lodging/Releasing	Fourth Street
Lodging release Fourth St Barre City			
3/2/21 11:34	21BA001303	Landlord/Tenant Issues	Washington St
Landlord tenant issues on Washington St.			
3/2/21 11:04	21BA001302	Traffic Stop	South Main Street
Traffic stop on Main Street.			
3/2/21 10:46	21BA001301	Welfare Check	North Main St
welfare check			

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From: 02/25/2021 5:44

To: 03/04/2021 4:59

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
3/2/21 10:40	21BA001300	911 Hangup	Highgate Drive
911 hangup highgate dr barre city			
3/2/21 9:10	21BA001299	Assist - Public	Washington St
Public assist on by phone			
3/2/21 9:08	21BA001298	Motor Vehicle Complaint	Merchant Row
traffic issue			
3/2/21 9:06	21BA001297	Directed Patrol - Other	Fourth St
3/2/21 8:39	21BA001296	TRO/FRO Service	Fourth St
TRO Service Fourth st Barre City			
3/2/21 7:44	21BA001295	Assist - Public	Packard St
assist			
3/2/21 7:24	21BA001294	Assist - Public	Camp St / Tremont St
assist			
3/2/21 6:53	21BA001293	Assist - Public	Seminary St / Maple Ave
assist			
3/2/21 2:15	21BA001292	Parking - Winter Ban - Ticket	Fourth St
winter parking ban barre city			
3/2/21 0:44	21BA001291	Prisoner	Fourth St
3/2/21 0:43	21BA001290	Prisoner - Lodging/Releasing	Fourth St
prisoner lodging barre city			
3/2/21 0:19	21BA001289	Violation of Conditions of Release	Keith Ave
3/2/21 0:03	21BA001288	Parking - Winter Ban - Ticket	Portland St
3/1/21 23:23	21BA001287	Juvenile Problem	N Main St
Suspicious Individuals on North Main Street.			
3/1/21 22:37	21BA001286	Suspicious Person	Pleasant St
suspicious persons on pleasant st			
3/1/21 20:47	21BA001285	Prisoner - Lodging/Releasing	Fourth St
Prisoner Release on Fourth Street			
3/1/21 19:47	21BA001284	Prisoner	Fourth St
3/1/21 19:36	21BA001283	Prisoner - Lodging/Releasing	Fourth St
Prisoner Lodging on Fourth Street			
3/1/21 19:02	21BA001282	Assist - Other	N Main St
Public Assist, In-State Arrest Warrant on North Main Street			
3/1/21 18:10	21BA001281	Assist - K9	Shed Rd
K9 assist to Berlin PD			
3/1/21 15:51	21BA001280	Suspicious Event	Park St / Currier Park

Media Log Report

Rev.01/26/12

From: 02/25/2021 5:44

To: 03/04/2021 4:59

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
Threatening complaint on Currier Park.			
3/1/21 15:23	21BA001279	Assist - Public	Academy St
Public assist Academy St.			
3/1/21 12:38	21BA001278	Training-In-Service	Fourth Street
In service training at the PD			
3/1/21 11:02	21BA001277	Evidence Management	Fourth Street
Evidence Maintenance			
3/1/21 10:46	21BA001276	Threats/Harassment	Pearl St
Threats/Harassment Pearl St Barre City			
3/1/21 8:42	21BA001275	Assist - Agency	North Main Street
Agency assist on Main St.			
3/1/21 8:34	21BA001274	Accident - Non Reportable	Brook St
Leaving the scene of an accident on Brook St.			
3/1/21 0:19	21BA001273	Suspicious Person	S Main St
Suspicious Person On South Main Street			
2/28/21 19:31	21BA001272	Suspicious Vehicle	Hawes Pl
Suspicious Event on Hawes Place			
2/28/21 17:41	21BA001271	Welfare Check	S. Main St
Welfare Check on South Main Street			
2/28/21 17:09	21BA001270	Animal Problem	Camp St
Animal Problem on Camp Street			
2/28/21 16:54	21BA001269	Training-In-Service	Fourth St
2/28/21 14:09	21BA001268	Accident - Non Reportable	Prospect St / N Main St
Motor vehicle accident on N. Main St.			
2/28/21 14:08	21BA001267	Threats/Harassment	Bergeron St
threats/harassment barre city			
2/28/21 14:04	21BA001266	Disorderly Conduct	South Main St
disorderly conduct s main st			
2/28/21 13:16	21BA001265	Assist - Other	North Main St
assist other n main st			
2/28/21 13:13	21BA001264	Assist - Public	Merchant St
public assist merchant st			
2/28/21 10:08	21BA001263	Assist - Public	South Main St
Public assist S. Main St.			
2/28/21 8:38	21BA001262	Arrest Warrant - In State	Fourth Street
Arrest warrant on Fourth St.			
2/28/21 7:57	21BA001261	Arrest Warrant - In State	North Main St
arrest warrant in state n main st			
2/28/21 0:14	21BA001260	Noise	Pearl Street

Media Log Report

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From: 02/25/2021 5:44

To: 03/04/2021 4:59

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
An Officer responded to a noise complaint on Pearl St.			
2/27/21 22:12	21BA001259	Suspicious Event	South Main St
Suspicious Person on South Main Street			
2/27/21 21:02	21BA001258	Suspicious Vehicle	Blackwell St
Suspicious vehicle on Blackwell St.			
2/27/21 19:21	21BA001256		Cvmc 130 Fischer Rd
2/27/21 19:10	21BA001257	Assist - Other	Seminary St
Assist on Fourth Street			
2/27/21 18:05	21BA001255	Landlord/Tenant Issues	Berlin St
Landlord Tenant Issue on Berlin Street.			
2/27/21 17:48	21BA001254	Training-In-Service	Fourth St
2/27/21 15:23	21BA001253	TRO/FRO Violation	Highgate Dr
Public assist Highgate.			
2/27/21 14:26	21BA001252	TRO/FRO Service	Quality Inn
TRO service Barre City.			
2/27/21 13:36	21BA001251	Assist - Other	Berlin St
assist other berlin st			
2/27/21 13:33	21BA001250	Noise	Pearl St
noise pearl st			
2/27/21 11:45	21BA001246	Welfare Check	Kent Pl
welfare check kent place			
2/27/21 4:12	21BA001229	Assault - Simple	First Street
An Officer spoke with a resident of First St. concerning a suspicious event			
2/27/21 3:00	21BA001190	Parking - Winter Ban - Ticket	Fourth St
Winter parking ban			
2/27/21 0:50	21BA001249	Assist - Agency	Garden St
Called to assist Barre Town Police on Garden Street in E Barre with possible shooting incident.			
2/26/21 23:09	21BA001248	Medical - Other	South Main Street
Assisted EMS with an overdose on S Main Street.			
2/26/21 19:37	21BA001245	Traffic Stop	south main st / trow holden
2/26/21 18:36	21BA001244	Domestic Disturbance	Hill Street
Domestic argument on Hill St.			
2/26/21 17:41	21BA001243	Assist - Agency	Brook St
Assisted DCF with home visit on Brook Street			
2/26/21 17:25	21BA001242	Property - Damage	Merchant St
Citizen assist on Merchant Street.			
2/26/21 16:13	21BA001241	Medical - Overdose	Maple And Corti
suspicious event corti st			

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To: 03/04/2021 4:59

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
2/26/21 16:07	21BA001240	Training-In-Service	Fourth
2/26/21 15:58	21BA001239	Drugs - Intel received	Highgate Dr
drug intel barre city			
2/26/21 15:31	21BA001238	Alarm - Security	N Main St
Alarm N. Main St			
2/26/21 15:17	21BA001237	Motor Vehicle Complaint	E Parskside Terr
mv complaint barre city			
2/26/21 12:24	21BA001247	Juvenile Problem	Park St
juvenile problem Park St			
2/26/21 10:19	21BA001236	Assist - Other	Metro Way
Agency assist Barre.			
2/26/21 10:01	21BA001235	Evidence Management	Fourth Street
Evidence maintenance			
2/26/21 9:44	21BA001234	Suspicious Event	Elm St / Summer St
suspicious event elm st			
2/26/21 9:37	21BA001233	Assist - Other	S Main St
Assist S Main St Barre City			
2/26/21 9:01	21BA001232	Suspicious Event	Bailey St
suspicious event Bailey St			
2/26/21 8:29	21BA001231	Assist - Other	Fourth St
assist other barre city			
2/26/21 8:21	21BA001230	Property Return / Disposal	Fourth St
property disposal barre city			
2/25/21 20:25	21BA001228	Landlord/Tenant Issues	Berlin St
Landlord/tenant issues on Berlin Street.			
2/25/21 20:19	21BA001227	Parking - General Violation	Eastern Ave
Parking problem on Eastern Ave.			
2/25/21 19:33	21BA001226	Traffic Stop	South Barre Road
Traffic stop for speeding on S Main Street.			
2/25/21 18:44	21BA001225	Welfare Check	North Main St
Report of male passed out in vehicle on N. Main Street			
2/25/21 17:44	21BA001224	TRO/FRO Service	Metro Way
Served final on Metro Way			
2/25/21 17:29	21BA001223	Training-In-Service	Fourth St
2/25/21 16:56	21BA001222	Drugs - Sale	
2/25/21 16:22	21BA001221	Assist - Public	Berlin St
public assist berlin st			
2/25/21 15:50	21BA001220	Property Return / Disposal	Fourth St

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To: 03/04/2021 4:59

Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
2/25/21 13:47	21BA001219	VIN verification	N Main St
vin verification on North Main St.			
2/25/21 13:30	21BA001218	Property Return / Disposal	Fourth St
2/25/21 10:40	21BA001217	Assist - Agency	North Main Street
agency assist n main st			
2/25/21 10:17	21BA001216	Motor Vehicle Complaint	S Main St / Prospect St
mv complaint barre city			
2/25/21 8:29	21BA001215	Trespass	N Main St
Trespass North Main St Barre City			
2/25/21 8:09	21BA001214	TRO/FRO Service	Bugbee Ave
TRO service on Bugbee Ave.			
2/25/21 5:44	21BA001213	Parking - Winter Ban - Ticket	Fourth St
Parking complaint on Laurel St.			
Total Incidents		130	
