

SPECIAL COUNCIL MEETING
Tuesday, September 7, 2021, 6:00pm

This is a Hybrid Meeting (In-person and Virtual)
Council Chambers City Hall

Join Zoom Meeting

<https://us06web.zoom.us/j/84328251834?pwd=UzA5dVlFanlpTXVreWRHMFFqdEFzUT09>

Meeting ID: 843 2825 1834

Passcode: 061735

One tap mobile

+1 929 205 6099 US (New York)

1. Call to Order – 6:00pm
2. Adjustments to the Agenda
3. Grand List Workshop (Barbara Schlesinger, Property Valuation and Review)
4. Adjourn

REGULAR COUNCIL MEETING
Tuesday, September 7, 2021, 7:00pm

1. Call to Order – 7:00 p.m.
2. Adjustments to the Agenda
3. Consent Agenda
 - A. Approval of Minutes of the Regular City Council Meeting August 31, 2021
 - B. Approval of City Warrants from Week of Wednesday September 8, 2021
 - C. Clerk’s Office Licenses and Permits
 - D. Authorize Execution of VYCC FY22 Services Agreement
 - E. Appointment of City Manager as Voting Delegate to VLCT Town Fair
4. City Clerk & Treasurer Report
5. Liquor Control Board
6. City Manager’s Report
7. Visitors and Communications
8. Old Business:
 - A. Appointments to the Manager’s Search Committee (Mayor)
 - i. Paul Cook
 - ii. Sue Higby
 - iii. Michael Sitton
 - iv. Elizabeth Pebbles
 - v. Maria Conti-Reilly
 - B. Appointments to the Homelessness Task Force (Mayor)
 - i. Brooke Pouliot
 - ii. Teddy Waszazak
 - iii. Ericka Reil
9. New Business
 - A.** Approve Request to Suspend American Flag Across Main Street (Brian Judd)
10. Round Table
11. Executive Session – As Needed
12. Adjourn

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

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

OTHER MEETINGS AND EVENTS

Check the City Website for Meeting Warnings, Agendas, Meeting Location and Log-in Instructions.

Monday, September 6

Labor Day Holiday, City Hall Closed

Wednesday, September 8

Tree Committee, 5:30pm, Tree Nursery, Reservoir Road, Orange

Thursday, September 9

Planning Commission, 6:30pm, Hybrid (ZOOM and Council Chambers)

Ground Rules for Interaction with Each Other, Staff, and the General Public

- 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



City of Barre, Vermont

“Granite Center of the World”

Steven E. Mackenzie, P.E.
City Manager

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manager@barrecity.org

MEMO

TO: City Council
FR: The Manager
DATE: 09/02/21
SUBJECT: Packet Memo re: 09/07/21 Council Agenda Items

Councilors:

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

Special Session: 6:00 p.m. Grand List Workshop

Adjustments to the Agenda: None currently

Consent Agenda:

3.D VYCC Services Agreement

A copy of the Service Agreement and Scope of Work are included in the Packet, but no Action Memo. This should be the perfunctory annual approval of this annual VYCC Service, for which the \$7,500 expense is in the FY22 approved General Fund Budget.

3.E Appointment of VLCT Voting Delegate:

No Action Memo is provided as this is the perfunctory annual formal appointment of the Manager as the VLCT Annual Mtgs voting delegate.

Old Business: None

New Business:

9. A: American Flag Proposal

Following is the Ordinance language requiring/authoring the Council to allow/approve the hanging of the Flag in question:

****Sec. 14-13. Awning, shades, signs, etc.; regulations.***

No person shall establish or maintain any awning, shade, or display any sign or article of merchandise in, upon, or over any part of any street, alley or sidewalk without permission or approval of the council, which approved may be revoked at any time; and any person having such permission so established and maintaining the same, shall in all respects conform to any direction in relation to the location, establishing, material, construction and maintenance thereof, which shall be given by the council, any sign, awning or shade heretofore erected or suspended shall be taken down or removed whenever so ordered by the council. All awnings erected over a sidewalk shall be supported by iron rods and every part of such awning and of the supports thereof shall be at least seven (7) feet above the sidewalk and shall be so attached to the buildings to leave the walk unobstructed thereby. No article of merchandise shall be so located or deposited as to endanger or impede the free passage of persons over any and all portions of the sidewalk.

In addition, I have contacted VTrans Secretary Joe Flynn, who advises VTrans has ceded its authority for approving the hanging of “banners” over State ROW to the local municipality; so VTrans has effectively signed off. The only stipulation is that such “banners” be hung “...for no more than 21 days if the bottom of the banner is not less than 16 feet 6 inches above the surface of the highway and is securely fastened with breakaway fasteners and the proposed banner has been authorized by the legislative body of the municipality in which it is located.”

Beyond that, we are awaiting certification/documentation by Brian Judd that he has completed/acquired the necessary permits and engineering input to safely hang the flag.

My recommendation to Council, if so inclined, is to

“Approve hanging of the American flag over Main Street for a period of no more than 21 days, such approval contingent upon certification and submission to the City Permits Administrator by the sponsor (Brian Judd) of all required permits and engineering sign-offs.”

Executive Session: None

**Regular Meeting of the Barre City Council
Held August 31, 2021**

The Regular Meeting of the Barre City Council was called to order in person and via video platform by Mayor Lucas Herring at 7:00 PM at Barre City Hall. In attendance were: From Ward I, Councilors Emel Cambel and Jake Hemmerick; from Ward II, Councilors Michael Boutin and Teddy Waszazak; and from Ward III, Councilors Ericka Reil and Samn Stockwell. City staff members present were City Manager Steve Mackenzie, Planning Director Janet Shatney, Human Resources Director Rikk Taft, and Clerk/Treasurer Carol Dawes.

Absent: NONE

Adjustments to the Agenda: There was discussion on whether resignations could be included in the consent agenda in the future.

Approval of Consent Agenda:

Council approved the following consent agenda items on motion of Councilor Stockwell, seconded by Councilor Cambel. **Motion carried.**

- A. Minutes of the following meetings:
 1. Special meeting of August 24, 2021
 2. Regular meeting of August 24, 2021
- B. City Warrants as presented:
 1. Approval of Week 2021-35, dated September 1, 2021:
 - i. Accounts Payable: \$127,747.44
 - ii. Payroll (gross): \$125,558.94
- C. 2021 Licenses & Permits:
 1. Food Establishment License:
 - i. Made in Brazil, 81 N. Main Street

The City Clerk/Treasurer Report –

Clerk/Treasurer Dawes reported on the following:

- The first quarterly property tax payment is due by September 15th.
- Water/sewer bills went in the mail today, and are due by the end of September.
- The Board of Civil Authority is meeting Thursday evening at 6PM at Alumni Hall to approve the list of voters to be challenged this year, and to begin discussions on reapportionment.

Liquor Control – NONE

City Manager's Report - Manager Mackenzie noted his report was sent out via email. The Manager said the assessor position has been filled, with the acceptance of the employment offer by Steve Schellhamer, who will be joining the City in mid-October.

Visitors and Communications – Resident Brian Judd requested Council approval to hang a large American flag over N. Main Street in honor of the 20th anniversary of 9/11. Mr. Judd said he was scheduled to be on one of the planes that flew into the World Trade Center. He has been in contact with the people who own the buildings that would anchor the cable to hold the flag, and a structural engineer and contractor to ensure the hanging system is secure. Manager Mackenzie said state and local permits will be required. Clerk Dawes said ordinance requires Council approval to hang anything over a street or sidewalk. There was a question raised as to whether the state needs to approve hanging the flag over the state route. The Manager will contact VTRANS to ask. Councilors voiced support for the plans, and requested Mr. Judd attend next week's meeting with documentation of the permits and other supporting materials, at which time Council will consider the request.

Old Business – NONE

New Business –

A) Unified Development Ordinance Enforcement Update.

Planning Director Janet Shatney said she's aware Councilors have been getting questions about enforcement of signage regulations. Ms. Shatney said the Planning Commission is looking at revising the language for temporary and window signs, and therefore enforcement is currently being delayed. There was discussion on removing these illegal lawn signs from City property, including medians, and contacting those responsible for the signs to let them know they aren't allowed to be on public property.

B) Accept Resignations from the Public Art Committee:

- i. **Jason Broughton**
- ii. **Jeffrey Tuper-Giles**
- iii. **Randall Kuhlman**
- iv. **Alexander Raeburn**

C) Accept Resignation from the Planning Commission:

- i. **Rachel Rudi**

D) Accept Resignation from the Development Review Board:

- ii. **Richard Deep**

Council accepted all resignations listed above, with gratitude for their service to the community, on motion of Councilor Stockwell, seconded by Councilor Boutin. **Motion carried.**

E) Committee and Task Force Discussion.

Human Resources Director Rikk Taft said a volunteer page has been added to the council and committees section of the City website, with an application for people to submit if they are interested in filling a vacancy. There is also a list of such vacancies and links to committee descriptions. It was suggested that a statement of affirmation of diversity be added to the webpage.

F) Appointments to the Manager's Search Committee.

Those who submitted letters of interest in serving on the Manager's Search Committee were invited to share their interest in participating in the search:

- Paul Cook
- Amanda Gustin
- Jake Hemmerick
- Sue Higby
- Thom Lauzon
- Tracie Lewis
- Rich Morey
- Michael Siton

Ms. Higby and Mr. Siton were not present. Mr. Cook, who was attending virtually, was experiencing technical difficulties and unable to be heard. It was noted he made several attempts to participate.

Mayor Herring said Council will consider the list of interested people in executive session and appoint seven members to the committee in open session.

G) Appointments to the Homelessness Task Force.

It was noted the following people submitted letters of interest to serve on the Homelessness Task Force:

- Joe Aldsworth
- Tammy Menard
- Brooke Pouliot
- Ericka Reil
- Teddy Waszazak

Councilor Reil said Ms. Menard recently found housing in Montpelier, and so she is no longer available to serve on the task force. Councilor Waszazak said he recently met a woman at the Community Visit who is interested in being appointed, and will get that information to Mr. Taft. The names will be considered during Council's executive session later this evening.

H) Set Date for Next Round of Appointments.

Mayor Herring suggested waiting until after the next phase of the Community Visit, which is scheduled for

To be approved at 09/14/21 Barre City Council Meeting

September 29th. It was agreed that letters of interest for committee and task force vacancies will be accepted until October 1st, and appointments will be considered at the October 12th Council meeting.

I) Barre City Nominations for the Athena Awards.

Mayor Herring said there are three nominations: Alexis Dexter, Bernadette Rose, and Tracie Lewis. Ms. Dexter falls into one category, and Ms. Rose and Ms. Lewis fall into another. Councilor Boutin made the motion to nominate Ms. Dexter and Ms. Lewis, seconded by Councilor Reil. **Motion failed with Councilors Stockwell, Hemmerick, Cambel and Reil voting against.**

Councilor Hemmerick made the motion to nominate Ms. Dexter and Ms. Rose, seconded by Councilor Waszazak. **Motion carried with all voting in favor.**

Round Table –

Councilor Hemmerick said he'd like updates on the following on future Council agendas:

1. Minimum housing ordinances.
2. Energy committee status update on finding regulatory and non-regulatory solutions related to energy costs for renters.
3. Easements related to TIF, and accounting for maintenance services the City provides.
4. Local costs for the state's Quarry Street project.

Councilor Stockwell asked Councilors if they would be interested in volunteering on a Habitat for Humanity project. Councilors voiced their support for such a volunteer opportunity.

Mayor Herring wished everyone a Happy Labor Day.

Executive Session –

Mayor Herring said the Council will now go into executive session to discuss committee and task force appointments. Councilor Boutin made the motion to find that premature general knowledge of personnel to be discussed would clearly place the City of Barre at a substantial disadvantage should the discussion be public. The motion was seconded by Councilor Stockwell. **Motion carried.**

Council went into executive session at 8:00 PM to discuss personnel under the provisions of 1 VSA sec. 313 on motion of Councilor Cambel, seconded by Councilor Hemmerick. **Motion carried.**

Council came out of executive session at 8:17 PM on motion of Councilor Cambel, seconded by Councilor Stockwell. **Motion carried.**

Mayor Herring said not all of the potential appointees had received adequate notification to place this meeting on their schedules, and therefore those who were not able to attend this evening will be invited to next week's meeting. Appointments will be made after that. Letters of interest received after the August 27th deadline will not be considered at this time.

The meeting adjourned at 8:18 PM on motion of Councilor Stockwell, seconded by Councilor Hemmerick. **Motion carried.**

The meeting was recorded on the video platform.

Respectfully submitted,

Carolyn S. Dawes, City Clerk

By check number for check acct 01(GENERAL FUND) and check dates 09/08/21 thru 09/08/21

Vendor

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

01122	ABILITY NETWORK INC						
	21M-0124446	elec to paper patient stm	001-6040-350.1053	OFFICE SUPPLIES	0.00	209.53	142288
01060	AMAZON CAPITAL SERVICES						
	11RDKFD617TD	dust mask	001-6040-370.1380	COVID-19 MATERIALS	0.00	294.72	142289
	13379GW3GRQ6	leg gaiters	001-6050-350.1056	TRAINING SUPPLIES	0.00	19.99	142289
	1FDVF6YR3W6L	face masks	001-6040-370.1380	COVID-19 MATERIALS	0.00	265.99	142289
	1TPHJ1FX7CDR	hdmi splitter	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	19.49	142289
					-----	600.19	
01057	AT&T MOBILITY						
	222X08192021	cell phone charges	001-5040-200.0214	TELEPHONE	0.00	46.57	142290
	222X08192021	cell phone charges	001-6040-200.0214	PHONE /LANDLINE/INTERNET	0.00	87.76	142290
	222X08192021	cell phone charges	001-6050-310.0616	PAGERS/CELL/AIR CARDS	0.00	582.32	142290
	222X08192021	cell phone charges	001-7020-200.0214	TELEPHONE	0.00	75.87	142290
	222X08192021	cell phone charges	001-7030-200.0214	TELEPHONE	0.00	31.61	142290
	222X08192021	cell phone charges	001-8050-200.0214	TELEPHONE	0.00	9.31	142290
	222X08192021	cell phone charges	002-8200-200.0214	TELEPHONE	0.00	87.74	142290
	222X08192021	cell phone charges	002-8220-200.0214	TELEPHONE	0.00	9.31	142290
	222X08192021	cell phone charges	003-8300-200.0214	TELEPHONE	0.00	9.31	142290
	222X08192021	cell phone charges	003-8330-200.0214	TELEPHONE	0.00	9.31	142290
	222X08192021	cell phone charges	001-6055-200.0214	TELEPHONE LANDLINE	0.00	36.44	142290
	222X08192021	cell phone charges	001-8500-200.0214	TELEPHONE	0.00	50.29	142290
	222X08192021	cell phone charges	001-6045-310.0616	PAGERS/AIR CARDS	0.00	156.23	142290
	2543X8192021	cell phone charges	001-6040-200.0215	CELL PHONES/AIR CARDS	0.00	314.59	142290
	3519X8192021	cell phone charges	001-7050-200.0214	TELEPHONE	0.00	44.01	142290
	3519X8192021	cell phone charges	001-8020-200.0214	TELEPHONE	0.00	49.05	142290
	3519X8192021	cell phone charges	001-8030-200.0214	TELEPHONE	0.00	44.01	142290
	3519X8192021	cell phone charges	001-8050-200.0214	TELEPHONE	0.00	36.44	142290
	3519X8192021	cell phone charges	003-8300-200.0214	TELEPHONE	0.00	44.01	142290
	3519X8192021	cell phone charges	003-8330-200.0214	TELEPHONE	0.00	18.22	142290
	7839X8192021	cell phone charges	001-8020-200.0214	TELEPHONE	0.00	58.32	142290
					-----	1,800.72	
23018	AUBUCHON HARDWARE						
	490410A	black seal spray	003-8300-320.0750	MAIN LINE MAINT	0.00	12.59	142292
	491041	4" tube	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	9.89	142292
					-----	22.48	
01033	AUTO CLINIC LLC THE						
	13378	oil gasket, transfer case	001-6040-320.0720	CAR/TRUCK MAINT	0.00	1,139.05	142293
01067	AYER AUTO BODY LLC						
	24573	install body molding	001-6050-320.0720	VEHICLE MAINTENANCE	0.00	197.68	142294
02045	BARRE CITY WATER & SEWER DEPT						
	00019-090121	88 treatment plt dr	003-8330-200.0215	WATER BILLING	0.00	418.72	142295

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00020-090121	62 treatment plt dr	003-8330-200.0215	WATER BILLING	0.00	2,208.82	142295
	00021-090121	59 treatment plt dr	003-8330-200.0215	WATER BILLING	0.00	71.92	142295
	00022-090121	69 treatment plt dr	003-8330-200.0215	WATER BILLING	0.00	1,056.22	142295
	02569-090121	6 burnham st	001-8050-320.0727	BLDG & GROUNDS MAINT	0.00	390.19	142295
	02570-090121	4 burnham st	002-8200-200.0216	SEWER CHARGES	0.00	54.48	142295
	02573-090121	12 burnham st	003-8300-320.0727	BLDG & GROUNDS MAINS	0.00	272.95	142295
	04181-090121	69 treatment plt dr	003-8330-200.0215	WATER BILLING	0.00	683.08	142295
	04182-090121	55 treatment plt dr	003-8330-200.0215	WATER BILLING	0.00	170.77	142295
	04686-090121	58 depot square	048-8315-200.0210	ENT ALY O&M	0.00	66.82	142295
					-----	5,393.97	
02107	BENSON NICHOLAS						
	082721	eye care reimb	001-6040-340.0944	GLASSES	0.00	199.99	142297
02144	BERGERON PROTECTIVE CLOTHING LLC						
	221230	jackets, pants, patches	001-6040-340.0941	EQUIPMENT - SAFETY	0.00	9,112.03	142298
02205	BERNIER TOBIAS						
	08302021	drb sign variance refund	001-4030-430.4033	BLDG & ZONING FEES	0.00	135.00	142299
02027	BOUND TREE MEDICAL LLC						
	84164806	stat padz, capnoline	001-6040-350.1054	MEDICAL SUPPLIES	0.00	2,611.96	142300
03276	CARROLL CONCRETE						
	396027	concrete blocks	001-8050-350.1063	SUPPLIES - NSC	0.00	1,000.00	142301
03114	CARTRIDGE CENTER INC						
	30347	color cartridge	001-6040-350.1053	OFFICE SUPPLIES	0.00	88.50	142302
	30347	color cartridge	001-6050-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	88.50	142302
	30347	color cartridge	001-6055-350.1053	OFFICES SUPPLIES/EQUIPMEN	0.00	90.00	142302
					-----	267.00	
03145	CHAMPLAIN VALLEY EQUIPMENT						
	03145	spring	001-8500-320.0740	EQUIPMENT MAINT	0.00	12.09	142303
03168	CONSOLIDATED ELECTRICAL DISTRIBUTO						
	0386-1007386	digital multimeter	001-5040-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	207.97	142304
04071	DEAD RIVER CO						
	50579	heating oil	003-8330-330.0825	FUEL OIL	0.00	800.69	142305
04147	DLT SOLUTIONS LLC						
	SI528669	civil 3d fundamentals	001-8020-130.0180	TRAINING/DEVELOPMENT	0.00	1,395.00	142306
04070	DODGE SHAWN						
	08312021	dmv exams reimb	001-8050-130.0180	TRAINING/DEVELOPMENT	0.00	47.00	142307
04063	DURGIN STEVEN						
	08252021	pants, shirts, boots	001-6050-340.0940	CLOTHING	0.00	145.67	142308

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PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	08252021	pants, shirts, boots	001-6050-340.0943	FOOTWARE	0.00	175.00	142308
					-----	-----	
					0.00	320.67	
05059 ENDYNE INC							
	381867	water testing	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	20.00	142309
	382406	wwtp testing	003-8330-320.0749	WASTEWATER SAMPLING/TESTI	0.00	310.00	142309
	382407	water sampling	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	20.00	142309
	382408	water testing	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	20.00	142309
	382897	water testing	003-8330-320.0749	WASTEWATER SAMPLING/TESTI	0.00	310.00	142309
	383016	water testing	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	60.00	142309
					-----	-----	
					0.00	740.00	
05030 ESMI OF NEW YORK LLC							
	398930	biosolids disposal	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	2,436.53	142310
	400923	biosolids disposal	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	7,812.33	142310
	401886	biosolids disposal	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	2,588.56	142310
					-----	-----	
					0.00	12,837.42	
05056 ESSEX EQUIPMENT							
	20008280-000	boom lift	001-7030-320.0727	BLDG/GROUNDS MAINT	0.00	167.00	142311
05007 EVERETT J PRESCOTT INC							
	5913811	pipes	002-8200-320.0750	MAIN LINE MAINT	0.00	470.22	142312
07024 GAYLORD AMOS							
	08192021	pack track subscription	001-6050-360.1159	K-9	0.00	100.00	142313
07006 GREEN MT POWER CORP							
	081321	summer/elm traffic light	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	121.02	142314
	08182021	traffic signal n main/map	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	89.62	142314
	08232021	12 n main st city hall	001-6043-200.0210	CITY HALL ELECTRICITY	0.00	273.89	142314
	082321	15 fourth st psb	001-7035-200.0210	ELECTRICITY	0.00	1,450.01	142314
	08262021	bailey st west hill tank	002-8200-200.0208	Electricity-Bailey St	0.00	23.27	142314
	81821	traffic signal maple/summ	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	68.08	142314
	8232021	n front st wast water pln	003-8330-200.0210	ELECTRICITY	0.00	1,911.43	142314
					-----	-----	
					0.00	3,937.32	
11024 KEMIRA WATER SOLUTIONS INC							
	9017724396	sodium aluminate	003-8330-360.1148	SODIUM ALUMINATE	0.00	12,118.54	142315
12099 LEAF							
	12257538	copier leases	001-5010-210.0312	OFFICE MACHINES MAINT	0.00	1,569.00	142316
12011 LENNYS SHOE & APPAREL							
	16992785	sheridan boots	001-6040-340.0943	FOOTWARE	0.00	215.00	142317

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Vendor

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

12252	LEWIS JEREMY & TRACIE OR CITY OF B						
	00697	ref delq w/s refund	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	80.00	142318
13102	MACKENZIE STEVEN E						
	13102	annual dues, bus lunch	001-5040-130.0184	MANAGER'S EXPENSES	0.00	37.93	142319
	13102	annual dues, bus lunch	001-5040-220.0413	DUES/MEMBERSHIPS	0.00	85.00	142319
					-----	-----	
					0.00	122.93	
13189	MILES SUPPLY INC						
	0152588-01	orange paint	001-8020-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	10.20	142320
	0152588-01	orange paint	001-8050-320.0746	STREET PAINTING	0.00	30.60	142320
	015282201	hand soap, trash bags	001-7020-350.1049	CUSTODIAL SUPPLIES	0.00	77.88	142320
	015282201	hand soap, trash bags	001-7030-350.1049	CUSTODIAL SUPPLIES	0.00	74.04	142320
					-----	-----	
					0.00	192.72	
14002	NFPA						
	8019731Y	fire prevention wk banner	001-6040-360.1165	FIRE PREVENTION PROG MAT	0.00	110.75	142321
14121	NORTHFIELD AUTO SUPPLY						
	346010	engine oil, transm fluid	001-8050-330.0837	VEHICLE GREASE/OIL	0.00	1,378.00	142322
	346110	fuse holder, bracket	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	76.56	142322
	346262	wiper blades	001-8050-320.0743	TRUCK MAINT - STS	0.00	27.38	142322
					-----	-----	
					0.00	1,481.94	
15003	ORMSBY'S COMPUTER SYSTEMS INC						
	39275	ethernet adapter	001-5040-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	32.89	142323
16048	PARSONS						
	56163	inspection fees	001-8050-320.0743	TRUCK MAINT - STS	0.00	6.63	142324
17005	QUADIENT LEASING USA INC						
	N9014364	postage machine lease	001-5010-220.0416	POSTAGE METER CONTRACT	0.00	394.32	142325
18148	R K MILES						
	16730/7	calcium chloride flakes	001-8050-350.1065	SUPPLIES - STS	0.00	94.95	142326
	16780/7	chalk powder, reel casing	001-8050-320.0746	STREET PAINTING	0.00	10.05	142326
					-----	-----	
					0.00	105.00	
18004	REYNOLDS & SON INC						
	3378877	umb entry neon green	001-6040-340.0941	EQUIPMENT - SAFETY	0.00	349.55	142327
	3395292	gloves	001-7015-470.1270	MACHINE/EQUIP OUTLAY	0.00	300.00	142327
	3395352	latex gloves	003-8330-340.0941	EQUIPMENT - SAFETY	0.00	1,043.21	142327
					-----	-----	
					0.00	1,692.76	
18071	RYAN PATTY L						
	08312021	eye glass reimb	001-6055-340.0944	GLASSES	0.00	301.00	142328

By check number for check acct 01(GENERAL FUND) and check dates 09/08/21 thru 09/08/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
19210 S D IRELAND CONCRETE CONSTRUCTION							
	358744	masonry lafarge, cover	001-8050-350.1064	SUPPLIES - SS	0.00	921.82	142329
	358744	masonry lafarge, cover	001-8050-350.1065	SUPPLIES - STS	0.00	921.83	142329
					-----	-----	
					0.00	1,843.65	
19139 SEVEN DAYS							
	212064	employment ads	001-5020-230.0510	ADVERTISING/PRINTING	0.00	433.50	142330
	212064	employment ads	003-8300-230.0510	ADVERTISING/PRINTING	0.00	280.50	142330
					-----	-----	
					0.00	714.00	
19150 SHERWIN WILLIAMS CO							
	2814-5	paint	001-8050-350.1062	SUPPLIES - SW	0.00	205.75	142331
19155 STAPLES CREDIT PLAN							
	2882816591	tape, staples, pens	001-6040-350.1053	OFFICE SUPPLIES	0.00	71.50	142332
	2882816591	tape, staples, pens	001-6050-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	18.54	142332
	2886015011	office chair	001-5070-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	169.99	142332
	2903106161	binder, folders	001-6055-350.1053	OFFICES SUPPLIES/EQUIPMEN	0.00	105.94	142332
	43491	dividers, binders	001-6050-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	20.93	142332
	83560	shipping	001-6045-350.1055	METER SUPPLIES	0.00	19.50	142332
					-----	-----	
					0.00	406.40	
19019 STATE OF VERMONT							
	3-1272-1	waste water oper fees	003-8330-230.0520	DISCHARGE PERMIT	0.00	12,000.00	142333
19160 SWISH WHITE RIVER							
	W453106	all purpose cleaner	001-7030-350.1049	CUSTODIAL SUPPLIES	0.00	75.50	142334
	W453106	all purpose cleaner	001-7035-350.1049	CUSTODIAL SUPPLIES	0.00	75.50	142334
	W453528	lysol, wipers, towels	002-8220-340.0941	EQUIPMENT - SAFETY	0.00	264.35	142334
					-----	-----	
					0.00	415.35	
20096 TD BANK							
	082021	granite museum loan	001-9050-230.0513	GRANITE MUSEUM BOND	0.00	6,700.66	142335
	082021	granite museum loan	001-9070-230.0513	GRANITE MUSEUM INTEREST	0.00	16.10	142335
					-----	-----	
					0.00	6,716.76	
20050 TEXAS REFINERY CORP							
	225717	crown & chassis	001-8050-330.0837	VEHICLE GREASE/OIL	0.00	384.00	142336
20005 TOWN OF BARRE							
	006/108.04SP	23 pierce rd-reservoir	002-8220-230.0534	PROPERTY TAX EXP	0.00	799.79	142337
	025/137SEPT	e barre rd	002-8200-230.0534	PROPERTY TAX EXP	0.00	202.72	142337
	029/024-SEPT	220 taplin rd	002-8200-320.0726	BLD,GRD,MAINT FIRE DIST 8	0.00	242.33	142337

By check number for check acct 01(GENERAL FUND) and check dates 09/08/21 thru 09/08/21

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	031/017.01SP	s barre rd	002-8200-230.0534	PROPERTY TAX EXP	0.00	554.96	142337
	407/048.01SP	302 e cobble hill rd	002-8200-320.0726	BLD,GRD,MAINT FIRE DIST 8	0.00	119.70	142337

					0.00	1,919.50	
20080 TRI-TECH FORENSICS INC							
	527436	gloves	001-6050-340.0941	EQUIPMENT - SAFETY	0.00	228.59	142338
21002 UNIFIRST CORP							
	1070058970	uniforms	003-8300-340.0940	CLOTHING	0.00	34.46	142339
	1070058970	uniforms	003-8330-320.0743	TRUCK MAINT	0.00	10.30	142339
	1070058970	uniforms	003-8330-340.0940	CLOTHING	0.00	31.79	142339
	1070058971	uniforms	001-7020-340.0940	CLOTHING	0.00	56.32	142339
	1070058971	uniforms	001-7030-340.0940	CLOTHING	0.00	52.28	142339
	1070058971	uniforms	001-6043-340.0940	CLOTHING	0.00	21.72	142339
	1070058971	uniforms	001-7015-340.0940	CLOTHING	0.00	10.58	142339
	1070058971	uniforms	001-8500-340.0940	CLOTHING	0.00	21.02	142339
	1070058973	uniforms	001-8050-320.0743	TRUCK MAINT - STS	0.00	69.00	142339
	1070058973	uniforms	001-8050-340.0940	CLOTHING	0.00	236.98	142339
	1070058973	uniforms	002-8200-340.0940	CLOTHING	0.00	92.71	142339
	1070058973	uniforms	003-8300-340.0940	CLOTHING	0.00	58.82	142339

					0.00	695.98	
21003 US POSTMASTER							
	08272021	postage	002-8200-360.1163	METER POSTAGE	0.00	950.00	142340
	08272021	postage	003-8300-360.1163	METER POSTAGE	0.00	950.00	142340

					0.00	1,900.00	
22142 VERMONT DOOR COMPANY							
	31078	galvanized cable, labor	001-7030-320.0727	BLDG/GROUNDS MAINT	0.00	128.30	142341
23050 W B MASON CO INC							
	222771718	ink, face mask	001-7020-350.1049	CUSTODIAL SUPPLIES	0.00	28.38	142342
	222771718	ink, face mask	001-7015-470.1270	MACHINE/EQUIP OUTLAY	0.00	31.96	142342
	222771718	ink, face mask	001-8500-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	66.94	142342

					0.00	127.28	
23041 WORK SAFE							
	26501	aluminum speed limit sign	001-8050-360.1189	STREET SIGNS	0.00	599.00	142343
25001 YIPES! CORP OF CENTRAL VERMONT INC							
	24183	bedliner, labor	001-6040-320.0720	CAR/TRUCK MAINT	0.00	490.00	142344

09/03/21
01:19 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 22-11

By check number for check acct 01(GENERAL FUND) and check dates 09/08/21 thru 09/08/21

Vendor

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

Report Total						90,923.02	=====

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 \$ ****90,923.02
Let this be your order for the payments of these amounts.



SCOPE OF WORK

Project Partner: City of Barre

Project Title: Rotary Park Trail Improvement

Site Visit [8/24/21]: Keith Warner, VYCC & Jeff Bergeron, Barre City

Location: Rotary Park, Barre

Trails: Swimming Access Trail

Notes:

Priority 1: Trail Improvements

Item requires:

- Clear overgrown vegetation
- Widen trail tread to consistent 3' width
- Create consistent outslope throughout trail for improved trail drainage possibly adding several rolling grade dips
- In sloped areas that are actively eroding, crew will bench cut into the slope and possibly add retention to stabilize trail
- Import crush stone to muddy low section OR reroute the trail to a higher section

Funding: \$7,500 for 10 days of crew work



SERVICES AGREEMENT

THIS SERVICES AGREEMENT is made by and between the Vermont Youth Conservation Corps, a Vermont non-profit corporation, ("VYCC"), and the City of Barre ("Partner"). The parties, in consideration of the mutual covenants herein, do hereby agree as follows:

1. Purpose. VYCC will provide trail work services to Partner at Rotary Park, Barre, VT ("Services").
2. Term. VYCC will provide the Services during the months of August and September in 2021. This Agreement will terminate when all obligations hereunder have been performed.
3. Scope of Work. Project objectives and details of Services are outlined in the attached Scope of Work document. The Scope of Work may only be modified by prior authorization by both parties, in writing. Such modifications shall be attached hereto and made a part hereof.
4. VYCC Obligations. The VYCC agrees to:
 - Provide one crew to complete *10 days* of work during the Fall of 2021. VYCC will work at the trail two days/week for five consecutive weeks starting the week of September 6th.
 - Outfit the crew with tools, equipment and crew transportation as necessary.
 - Carry workers' compensation and general liability insurance for VYCC employees as required by law.
 - Supervise and support the VYCC crew pertaining to crew management, discipline and/or work project management.
5. Partner Obligations. Partner agrees to:
 - Supply on-the-ground project support as agreed to by the VYCC and Partner.
 - Be responsible for securing all permits, easements, and clearances as required by law.
 - Procure and coordinate any materials needed to complete the project in accordance with agreed upon project goals.
 - Secure any specialized tools or equipment support for completion of project outside of the VYCC's normal tool cache as discussed and agreed to by the VYCC and Partner.
 - Contribute funding at \$7,500 per the 10 days of crew time for a total of \$7,500.
6. Payment. VYCC will send an invoice to Partner at the completion of the Services for the above-mentioned amount. Invoices must be paid in full within 30 days. Any additional costs incurred by VYCC pertaining to these crews will be paid by the VYCC. If you require documentation of these costs to be counted as an in-kind donation toward your project they will be prepared and sent upon request



in writing at the end of the VYCC fiscal year. Requests for in-kind documentation must be sent to VYCC c/o Hapy Mayer, Chief Finance and Operations Officer.

7. Indemnification. Partner shall indemnify, defend, protect and hold harmless VYCC, and each of its managers, employees, and representatives (collectively, "VYCC Indemnified Parties") from and against any and all claims, demands, causes of action, liabilities, losses and expenses (including, without limitation, the disbursements, expenses and fees of their respective attorneys) which may be imposed upon, incurred or suffered by any VYCC Indemnified Party, which arises out of, results from or in any way relates to any claim, action, lawsuit or proceeding by any person other than Partner, to which a VYCC Indemnified Party may become subject by reason of any action or inaction on the part of Partner, that does not arise out of VYCC's performance of the Services under this agreement, except for such losses as are determined to have resulted from the VYCC Indemnified Party's gross negligence, fraud, bad faith or willful misconduct. VYCC shall indemnify, defend, protect and hold harmless Partner, and each of its managers, employees, and representatives (collectively, "Partner Indemnified Parties") from and against any and all claims, demands, causes of action, liabilities, losses and expenses (including, without limitation, the disbursements, expenses and fees of their respective attorneys) which may be imposed upon, incurred or suffered by any Partner Indemnified Party, which arises out of, results from or in any way relates to any claim, action, lawsuit or proceeding by any person other than VYCC, to which a Partner Indemnified Party may become subject by reason of VYCC's performance of the Services under this agreement, except for such losses as are determined to have resulted from the Partner Indemnified Party's gross negligence, fraud, bad faith or willful misconduct. This paragraph, insofar as it applies to work undertaken while this agreement is in effect, shall survive the termination of this agreement.

8. Termination. VYCC may immediately terminate this agreement if: (1) Partner fails to perform its obligations set forth herein or in the Scope of Work; or (2) the location, work situation or other circumstances make performance of the Services unsafe.

9. Assignment. Neither party shall assign or delegate any or all interests in this Agreement without first obtaining the written consent of the other party.

10. Governing Law. This agreement shall be governed by the laws of the State of Vermont, both as to interpretation and performance without recourse to any principles of conflicts of law.



11. Notice. Any notice required to be given under the terms of this agreement shall be directed to the parties at the following addresses:

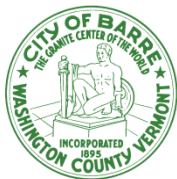
VYCC: Hapy Mayer
Chief Operations and Finance Officer
Vermont Youth Conservation Corps
1949 East Main Street
Richmond, VT 05477
(802) 434-3969

Partner: Lucas Herring, Mayor
City of Barre
6 North Main Street
Barre, VT 05641
(802) 272-8222

12. Entire Agreement. This agreement constitutes the entire agreement between the parties hereto and supersedes all other prior written or oral understandings. This agreement may only be amended, supplemented, modified, or cancelled by a duly executed document in writing pursuant to this agreement.

_____ Date: _____
Patrick Pfeifer
Conservation Program Director
Vermont Youth Conservation Corps

_____ Date: _____
Steve Mackenzie
Town Manager
City of Barre



City of Barre, Vermont

“Granite Center of the World”

Rikk Taft
HR Administrator/ IT Director

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

TO: City Council

FROM: Rikk Taft

DATE: 9/2/20121

RE: Appointment list for City Manager Search Committee
Appointment list for the Homelessness Task Force

Council,

CITY MANAGER SEARCH COMMITTEE

Applicants to be interviewed at the September 7, 2021 City Council Meeting. These are applicants that submitted Letters of Interest prior to the August 27, 2021 deadline.

Attached to this memo are the letters of interest.

1. Paul Cook
2. Sue Higby
3. Michael Siton
4. Elizabeth Peebles
5. Maria Conti-Reilly

Applicants previously interviewed at the August 31, 2021 City Council Meeting.

The search for volunteers for the City Manager Search Committee has closed with the following list of applicants requesting to be appointed to the City Manager Search Committee.

1. Amanda Gustin
2. Jake Hemmerick
3. Thomas Lauzon
4. Tracie Lewis
5. Rich Morey

HOMELESSNESS TASK FORCE

Applicants to be interviewed at the September 7, 2021 City Council Meeting.

Attached to this memo are the letter of interest for Brooke Pouliot.

1. Brooke Pouliot
2. Teddy Waszazak
3. Ericka Reil

The next deadline for volunteer applications interested in serving on the Homelessness Task Force is October 1, 2021.

Sincerely Rikk Taft Human Resources

City Manager Search Committee

Sue Higby <shigby@sover.net>

Wed 7/21/2021 5:03 PM

To: Rikk Taft <rtaft@barrecity.org>

Rikk,

I'm writing to follow-up on our conversation yesterday. I would be glad to assist on the Manager's Search Committee that you are assembling.

I've held numerous work and volunteer positions in which candidate searches (many national) were a part of my responsibilities, here in Vermont and from organizations based in Washington, DC.

Here in Barre, I've assisted with several hiring processes: Deputy Chief position; and 2 Marketing Coordinator positions for the Civic Center Complex.

I work on Main Street in Barre, which provides a front row seat to hear and watch the "goings on" in our city. I've led Studio Place Arts since 2003, which involves an extensive system of vetting exhibition artists, studio artists, studio residency candidates, and interns. I have served as a writer and editor in the past; these skills may be useful during the search process.

In addition, I've served on the Barre City Council for 1 term; I've served on the Civic Center Committee for 6 years, including currently as Chair; and I served on the Semprebon Committee for the duration of the committee's responsibilities. I understand city procedures and history, and other issues such as conflict of interest and other routine policies.

Let me know if you would like further information.

All the best,
Sue Higby

Sue Higby

Executive Director

Studio Place Arts

201 N Main St.

Barre, VT 05641

(802) 479-7069

www.studioplacearts.com

Hrs: Wed-Fri: 11:30AM-5PM; Sat: 11:30AM-4PM

RE: Manager's Search Committee

Lucas Herring <L.Herring@barrecity.org>

Wed 7/28/2021 6:40 PM

To: Paul Cook <pcook56@live.com>

Cc: Rikk Taft <rtaft@barrecity.org>

Mr. Cook,

I am including Rikk Taft on this email thread so he is aware and can follow up with you for any additional items needed.

Thank you,

Lucas Herring
Mayor, City of Barre
802-272-8222

From: Paul Cook <pcook56@live.com>
Sent: Wednesday, July 28, 2021 2:37 PM
To: Lucas Herring <L.Herring@barrecity.org>
Subject: Re: Manager's Search Committee

Mr. Mayor

I would be pleased to serve on the search committee. In my academic career, I served on several similar committees for both faculty and administration.

Paul Cook

From: Lucas Herring <L.Herring@barrecity.org>
Sent: Wednesday, July 28, 2021 10:01 AM
To: pcook56@live.com <pcook56@live.com>
Cc: Jake Hemmerick <j.hemmerick@barrecity.org>
Subject: Manager's Search Committee

Good Morning Mr. Cook,

You have shown interest in becoming involved with the City, so I am reaching out about a current opportunity. The City is soliciting for appointments to the Manager's Search Committee, as our current City Manager is looking to retire in about a year. If you are interested, please see the solicitation notice at the following link: [Manager Search.pdf \(barrecity.org\)](#)

Thank you,

Lucas Herring
Mayor, City of Barre
802-272-8222

From: Jake Hemmerick <barrevtjake@outlook.com>
Sent: Monday, June 14, 2021 7:51 PM
To: Lucas Herring <L.Herring@barrecity.org>

Cc: Jody Norway <ExecAssist@barrecity.org>
Subject: Fw: Planning Commission opening

See below.

JAKE Hemmerick
barrevtjake@outlook.com
802.363.7831

From: Paul Cook <pcook56@live.com>
Sent: Monday, June 14, 2021 1:47 PM
To: Jake Hemmerick <barrevtjake@outlook.com>
Subject: Fwd: Planning Commission opening

Get [Outlook for Android](#)

From: Paul Cook
Sent: Wednesday, June 9, 2021 9:16:27 AM
To: execassist@barrecity.org <execassist@barrecity.org>
Subject: Planning Commission opening

Hello

My name is Paul Cook, I live at 3 Downes Avenue, and I am interested in serving on the Barre City Planning Commission.

I grew up in Barre, graduated from Spaulding High School, attended Lyndon State College, graduated with honors from Johnson State, and have a Masters Degree in American Government from the University of Connecticut.

I served as a member of the final Act 46 committee, I am a member of the board of directors of the Mount Norris Scout Reservation Alumni Association, and I have been active with Scouts off and on since 1963.

I own my house Barre and I believe we need voices on the Planning Commission who can represent homeowners and residential neighborhoods rather than solely business interests. However, I also believe we need a long term plan to develop parts of the city where appropriate business and light industrial development can take place.


Sincerely
Paul Cook

Re: City of Barre Manager Search Committee

Michael Sitton <michael.sitton1@gmail.com>

Wed 7/28/2021 9:16 AM

To: Rikk Taft <rtaft@barrecity.org>

 1 attachments (384 KB)

Sitton_Michael_Resume_2021.pdf;

Dear Rikk,

Thank you for your message about the City Manager Search Committee.

I am attaching a resume as requested.

My spouse and I purchased a home in Barre City in 2017, and I began a transition at that time toward full-time residency in Vermont as I completed work in an academic administration position in Potsdam, New York. I retired from that position in 2020 and have been living in Barre full-time since early 2020.

I have been very interested in the life of my new home city, and feel the opportunity to serve on the search committee for this critical position in city government would be a good way for me to bring my prior administrative experience together with my civic interest in Barre and its future. We are extremely happy to be in Vermont and specifically in Barre, which we have found a welcoming and positive place to live; I am eager to be part of its civic life.

I am happy to provide additional information if needed.

Sincerely,

Michael Sitton
76 Currier St.
Barre
802-839-8336

On Tue, Jul 27, 2021 at 6:10 PM Rikk Taft <rtaft@barrecity.org> wrote:

Hi Michael,

Jake just spoke to me about your interest in being on the search committee for the City Manager. I am glad that you reached out to him about this. Sorry for the late response I am running around a little crazy this week.

To be considered all you need to do is reply back to this email stating your interest and if you want to send me a resume or just a quick note about why you want to be part of this committee that would be all we need for now.

The council may want more information as we progress forward but, we will cross that bridge as we get closer to the establishment of the committee.

Thank you again for your interest and I look forward to meeting you.

Rikk Taft

6 N. Main St. Suite 2
Barre VT 05641
Office 802-476-0241
Cell 802-793-0789
Fax 802-476-0264

--

Michael Sitton
www.michaelsitton.com

CURRICULUM VITÆ

MICHAEL SITTON

76 Currier Street
Barre, VT 05641

mobile 802-839-8336
michael.sitton1@gmail.com

EDUCATION

Doctor of Musical Arts in piano performance and literature, 1991
School of Music, University of Illinois at Urbana-Champaign
Thesis: "The *Album des Six* and Pianism in Works of Les Six, 1917-1925"

Diplôme de concert, 1983, Schola Cantorum, Paris

Master of Music in piano performance, 1982
School of Music, University of Kentucky

Bachelor of Music in piano performance *summa cum laude*, 1980
Mars Hill College (now Mars Hill University), Mars Hill, North Carolina

PROFESSIONAL EXPERIENCE

**The Crane School of Music, State University of New York at Potsdam
Potsdam, New York**

Dean Emeritus as of July 2020
Dean and Professor of Music (tenured), July 2009-July 2020

**Eastern New Mexico University
Portales, New Mexico**

Dean of the College of Fine Arts and Professor of Music (tenured), July 2005-June 2009
Interim Vice-President for Academic Affairs, summer 2008

**Hollins University
Roanoke, Virginia**

Associate Provost, January 2005 - June 2005
Acting Vice President for Academic Affairs, January 2004 - January 2005
Professor of Music and Chair of the Faculty, July 2003 - January 2004
Professor of Music and Chair of the Department of Music, 2002 - 2003
Associate Professor of Music, 1999 - 2002
Associate Professor of Music (tenured) and Chair of the Department of Music, 1995 - 1999
Assistant Professor of Music, 1991 - 1995

**Coker College
Hartsville, South Carolina**

Assistant Professor of Music, 1987 - 1991

**Conservatory of Central Illinois
Urbana, Illinois**

Piano faculty member, 1985 - 1987

SELECTED RESPONSIBILITIES AND ACCOMPLISHMENTS IN ACADEMIC ADMINISTRATION AND GOVERNANCE

At The Crane School of Music and SUNY Potsdam

Dean of The Crane School of Music, 2009-2020. Oversight for departments of Music Education, Performance, and Theory, History and Composition, offering undergraduate Bachelor of Music programs in music education, performance, music business, and musical studies, a Bachelor of Arts in Music program, and Master of Music programs in music education and performance; total enrollment around 600, mainly undergraduate, with faculty/staff over 80 and annual total budget around \$9M; supervision of additional units including Crane Institute for Music Business and Entrepreneurship, Community Performance Series, and Crane Youth Music summer program; general responsibility for budget, planning, faculty/staff hiring and evaluation, National Association of Schools of Music disciplinary accreditation, recruitment, facilities, development, and outreach; collaboration with other administrators on campus-wide issues. Member of SUNY Potsdam President's Council, Provost's Cabinet, Leadership Forum, and a number of other administrative groups.

Significant initiatives, projects, and service during this appointment include:

- Spring 2020 leadership in moving the school quickly to virtual instruction due to Covid-19 crisis, and participation in campus-wide Covid responses, including planning for fall 2020
- Leadership in planning a significant facility addition and renovation project, with project launch in 2020; role in associated fundraising for naming spaces
- Initiated discussions and planning within The Crane School around issues of diversity and inclusion during 2017-18, with implementation of resulting plans beginning in 2018-19
- Chair, Search Committee for SUNY Potsdam Vice President for Advancement, 2018
- Development of internal budget process for Crane parallel to campus budget process, 2017-18
- Significant role in fundraising throughout SUNY Potsdam's comprehensive campaign, "Take the Lead: The Campaign for Potsdam," ending in 2016 with \$33.5 million raised, exceeding the initial \$25 million goal, with numerous major gifts solicited and secured for The Crane School of Music
- Collaboration with other campus leaders in the development of partnership with the Universidad de Cienfuegos, Cuba, including delegation visit in 2016 and 2017 visit by the Crane Latin Ensemble
- Facilitation at the request of SUNY Potsdam's President in the early stages of a campus strategic planning process, beginning in 2016
- Contributions to campus celebration of SUNY Potsdam bicentennial, 2016
- Development of a strategic plan for The Crane School of Music, 2015-16
- Successful performances by The Crane Chorus and Crane Symphony Orchestra with distinguished guest conductors annually, as the result of gifts secured, and with performances at Avery Fisher Hall, Lincoln Center, in 2012, Carnegie Hall, 2016, and the Saratoga Performing Arts Center, 2020
- Leadership in significant Crane School of Music facility study resulting in long-term plans for a series of renovation projects to improve the school's large and complex facilities, 2014-15
- Successful oversight for the process leading to The Crane School's reaccreditation by the National Association of Schools of Music, including primary authorship/editorship of the self-study and required responses, 2013-15
- Significant endowment commitment for The Crane School's leading music education program, ensuring long-term strength in music education research, high profile for the music education program, and a national conversation on music education in New York City led by SUNY Chancellor Nancy Zimpher and Crane alumna Renée Fleming, 2016

(The Crane School of Music/SUNY Potsdam, continued)

- Participation in planning for SUNY Potsdam's \$55 million Performing Arts Center, a new facility to house theatre and dance with a physical connection to The Crane School and some shared resources for the music school, 2009-13
- Member of Search Committee for SUNY Potsdam's 16th President, 2013-14; composition of music as part of Presidential inauguration
- Contributions to SUNY Potsdam's Middle States Association regional reaccreditation process, including membership in the Leadership and Governance Working Group membership, as part of self-study preparation, and participation in numerous aspects of the campus visit, 2012
- Leadership in the celebration of The Crane School's 125th anniversary, , including performances, symposia, publications, recordings, and other special events, 2011
- Numerous contributions to campus and Crane-specific initiatives and efforts related to enrollment and recruitment throughout appointment, including membership in campus Enrollment Management Committee

At Eastern New Mexico University

Dean of the College of Fine Arts, 2004-2009. Oversight for departments of Art, Music, and Theatre/Dance; supervision/evaluation of department chairs, full-time and part-time faculty, professional staff members and student workers; budget responsibility for College lines and oversight of departmental budgets; general responsibility for planning, accreditation, recruitment, international exchange programs, and facilities; work with University Dean's Council on campus-wide policies and issues; collaboration with University Development and Alumni offices on fundraising and alumni relations.

Significant initiatives, projects, and service during this appointment include:

- Service as Interim Vice President for Academic Affairs during summer 2008, between VPAA appointments
- Chair of search committees for: Vice President for Academic Affairs, 2007-08; Vice President for Student Affairs, 2007-08; Dean of the College of Liberal Arts and Sciences, 2005-06
- Leadership in planning for significant renovation and expansion of Music Building, including advocacy for state bond funding, successful application for Kresge Green Building Grant, and fundraising in association with naming opportunities, 2007-09
- Leadership in completion of music department's National Association of Schools of Music decennial reaccreditation process, 2005-07
- Contributions to the development of campus "1-2-1" dual degree program in partnership with Chinese universities, including hosting a visit by Chinese delegates to ENMU and a visit to Chengdu, Beijing, and Shenyang, China as ENMU representative, 2008
- Development of new interdepartmental digital film program, and the related High Plains Film Festival, launched in 2007
- Contributions to campus regional accreditation review with Higher Learning Commission of the North Central Association, including authorship of College of Fine Arts self-study document
- Reinstatement of College of Fine Arts Newsletter and other efforts on behalf of visibility and fundraising for the College and its departments

At Hollins University

Associate Provost, January 2005-June 2005. Oversight of six graduate programs, preparatory work toward Southern Association reaffirmation of regional accreditation, and completion of academic review (below). Member of the President's Cabinet.

(Hollins University, continued)

Acting Vice President for Academic Affairs, January 2004-January 2005. Chief academic officer of the University; oversight of graduate and undergraduate instruction, and supervisor for directors in the Registrar's Office, Library, Student Affairs, International Programs, Athletics, and Art Museum.

Significant initiatives, projects, and service during these appointments include:

- Leadership of a faculty working group in undertaking a Comprehensive Academic Resource Review, resulting in a March 2005 report with quantitative data and qualitative observations intended to inform decisions related to resource distribution across academic programs.
- Contributions to architectural study in consultation with faculty, staff members, and development officers proposing major renovation of residence hall for use as classroom/office space; participation in plans for successful solicitation of the enabling capital gift.
- Participation in a Clean Slate Athletic Review, resulting in recommendations and an implementation plan for revisions to the University's athletic offerings.

Chair of the Faculty, July 2003-January 2004. Elected faculty leadership position whose responsibilities include representing the Faculty as a member of the President's Cabinet, chairing meetings of the full faculty and the Faculty Executive Committee, attending meetings of the Board of Trustees, overseeing the post-tenure review process, and serving *ex officio* on a number of other committees.

Co-Chair, President's Task Force on Building an Inclusive Community, Fall 2003. Along with a member of Hollins' Board of Trustees, coordinated the compilation by a representative community-wide group of a comprehensive report on the history and status of diversity and inclusion efforts on the Hollins campus, and oversaw the development of a broad range of action recommendations.

Chair, Department of Music, 2002-2003 and 1995-1999. Coordination of course scheduling; curriculum development; oversight for student academic issues; management and publicity for endowed concert series; supervision of support staff and student workers; oversight of adjunct faculty; collaboration with Admissions and Development offices; coordination of scholarship auditions; oversight of department budget and restricted endowment budgets.

Significant initiatives, projects, and service during this appointment, and during faculty service in music, include:

- Development of plans for renovation of historic Presser Hall music facility, including work toward fundraising, and contributed to successful proposal for a Kenan Foundation matching endowment grant for music program support, 2001-03
- Development and implementation of music program goals, objectives, and assessment measures for SACS accreditation review, 1998.
- Participated with other faculty in comprehensive program music program review, contributing to initial internal self-study and consulting with outside reviewers to develop action recommendations, 1992-93 and 2000-01.
- Event Director for the Galbraith Masterclass and Teachers' Workshop. Implemented annual piano teachers' workshop and masterclass and supervised its operation for over ten years, funded by a restricted endowment; secured nationally-known guests, marketed the event, and maintained stewardship with fund donors, 1992-2005.
- Established and directed the Hollins Keyboard Festival, a summer day camp for precollege piano students, with assistance from Hollins Preparatory faculty, other local professionals, and guest artists, 1992-94.

(Hollins University, continued)

- Hollins Preparatory Program in Music: responsible for oversight of program offering noncredit piano lessons to the community. Recruitment of faculty, financial oversight, event scheduling, marketing, 1991-2005.

Presidential Search Committee, 2001-2002. Appointed to serve with Board, student, faculty and staff representatives in the search for Hollins' tenth President.

Elected faculty committee service: Faculty Executive Committee (Chair); Academic Affairs Council; Review Board; Tenure and Promotion Committee (two terms); Development and External Relations Council (Chair); Human Relations Committee; Academic Policy Committee.

Ad hoc and appointed committees: International Studies Steering Committee; International Studies Program Review; Presidential Inauguration Committee; Honorary Degree Committee; Honors Convocation Committee; Library Committee; Library Allocations Task Force; Admissions and Financial Aid Committee; Religious Life Committee; Human Imagination Pathway Task Force; selection committees for Cabell sabbatical grants, Sowell grants for faculty development and instruction, and the Freitag Faculty Legacy Award.

Search committees (in addition to Presidential search committee): Faculty position in music; Dean of Academic Services; Director of Public Relations and Marketing.

At Coker College

Supervision of Coker College Preparatory Program in music.

Established annual academic-year and summer events featuring guest artist performances, master classes, and teacher workshops in cooperation with local professional teachers' organization.

Elected faculty committee service: Academic Standards Committee (Chair); Curriculum Committee (Chair); Special Events Committee (Chair); International Committee; Committee on Institutional Research and Assessment.

Search committees: Faculty positions in music, education, business, foreign languages; staff positions in development, public relations.

SELECTED TEACHING DUTIES AND RELATED ACCOMPLISHMENTS**At The Crane School of Music**

2009-2020: Professor of Music. Full-time administrative duties did not permit teaching activity as part of load, but active as pianist especially in frequent collaborative performances with faculty members.

At Eastern New Mexico University

2005-2009: Professor of Music. Quarter-time teaching load in music theory, piano, piano literature, piano pedagogy. Courses taught: Music Theory I and II; Piano Literature I; Introduction to Piano Pedagogy.

At Hollins University

Courses taught: Applied Piano (all levels, majors and non-majors, and graduate students in the Master of Arts in Liberal Studies program); Beginning Class Piano; Piano Pedagogy; Piano Literature; Music Fundamentals; Music Theory I, II, III; Twentieth Century Music; Form and Analysis; Orchestration; Composition.

January Short Term courses: Paris: Music and the Arts, 1915-1925; Musical Perspectives; Musical Performance Today; Musicians in Contemporary Film; Performance Workshop.

(Hollins University, continued)

- Director of music-related thesis work for several degree candidates in the Master of Arts in Liberal Studies program; supervisor of numerous independent studies for undergraduate and graduate students.
- Class piano: work with Development office to procure gift and purchase electronic piano laboratory; initial teaching of group piano at Hollins.
- Hollins Certificate in Piano Teaching: successfully proposed Certificate program, which included courses, performances, and a teaching practicum leading to recognition of piano teacher preparation and available to undergraduates, graduate students, and non-degree students.
- Music Theory: Responsible for two revisions of the undergraduate music theory sequence; introduced use of computer-assisted support for the teaching of aural skills.
- Oversight of piano inventory: collaboration with contracted piano technician, scheduling of work, maintenance of insurance records. Comprehensive survey of instrument collection toward the goal of improvement during building renovation; attended *The Piano in Academia* symposium at national meeting of the Piano Technicians' Guild.

At Coker College

- Courses taught: Applied Piano (all levels, majors and non-majors); Beginning Class Piano; Piano Pedagogy; Piano Literature; Music Appreciation; Music Fundamentals; Music Theory I, II; Form and Analysis; Seminar in 19th Century Music Literature; Seminar in 20th Century Music Literature.
- Class piano: Implemented first use of electronic piano laboratory at Coker; designed course sequence.
- Coker College Certificate in Piano Teaching: successfully proposed Certificate program similar to the Hollins program described above.

At the Conservatory of Central Illinois

- Taught piano students (youth and adult) privately in community music program.

ADDITIONAL ADMINISTRATIVE EXPERIENCE

- 2016-2019: elected member, Commission on Accreditation, National Association of Schools of Music.
- Invited panelist at National Association of Schools of Music annual conferences:
- 2018: "Role of the Visiting Evaluator," as part of Workshop on Accreditation Self-Study Preparation
 - 2019. 2018 and 2017: "Goals, Planning and Time Management," as part of Workshop for New Music Administrators
 - 2015: "Succession Planning"
 - 2014: "Managing in All Directions"
 - 2013: "Local Decision-Making for P-12 Music Teacher Preparation Programs"
- 2014-2021: Accreditation Visitor, National Association of Schools of Music.
- 2016-2020: New York state representative to the National Association of Music Executives at State Universities.
- 2017-2018: New York State Arts Content Advisory Panel, New York State Department of Education.
- 2015-2017: Executive Committee member, New York State Blue Ribbon Commission on the Arts, New York State Department of Education.
- 2015: Nazareth College, Rochester, NY: external reviewer for NY state new program application.
- Summer 2012: State University of New York Leadership Institute.

(Additional administrative experience, continued)

- 2009-2020: institutional representative and officer, New York State Association of College Music Programs.
- 2005-2009: Active member of the International Association of Fine Arts Deans.
- Spring 2007: Western New Mexico University: consultant for music program review.
- 2006: Member, New Mexico Legislative Education Study Committee's Work Group on College/Workplace Readiness and High School Redesign.
- December 2004: Annual Conference of the Southern Association of Colleges and Schools.
- October 2004: Chief Academic Officers' Institute of the Council of Independent Colleges, including pre-conference workshop for new chief academic officers.
- 2003-2004: Virginia Polytechnic Institute and State University: external member of music faculty position search committee.
- Fall 2003: Peace College, Raleigh, North Carolina: consultant for music program review.
- Summer 2003: DePaul University Music Management/Recruitment Workshop. Week-long comprehensive seminar on music administration in higher education.

SELECTED SERVICE ACTIVITIES

- Vermont Music Teachers' Association, Executive Board member, 2021-present.
- Christ Episcopal Church, Montpelier, Vermont, Vestry member, 2021-present.
- Orchestra of Northern New York Board of Directors, member, 2018-2020.
- WPBS-TV Board Member and Secretary, Watertown, New York, 2013-2018.
- Canton-Potsdam Hospital Corporate Board, 2010-2013; Friends of the Hospital, 2013-2017.
- Potsdam Educational Opportunities Fund, Vice-Chair and Committee Member, 2012-2020.
- Portales (New Mexico) Arts Council: Board member, 2007-2009.
- Virginia Music Teachers' Association: Chair, Junior High Performance Competitions, 1994-2000.
- South Carolina Music Teachers' Association: Executive Board member, 1990-1991.
- Service as adjudicator in numerous piano competitions and auditions, including state competitions of the North Carolina, West Virginia, and Virginia Music Teachers' Associations; the Mid-Atlantic Young Artist Competition; the Greenville Symphony Orchestra Young Artists' Piano Competition; the South Carolina Federation of Music Clubs state composition contest; the Bartók-Kabalevsky International Piano Competition; Northeast District Honors program, Professional Music Teachers of New Mexico; Nathaniel Patch Piano Competition; others.
- Guest artist for masterclasses and pedagogical presentations for many local chapters of the Music Teachers' National Association in Virginia, South Carolina, Tennessee, and North Carolina; Lander College Keyboard Festival; state convention of the Virginia Music Teachers' Association; other organizations and institutions.
- Equality Virginia: Board member, 2003-2005. Statewide political and educational nonprofit organization advocating for LGBTQ rights and concerns. Recipient of Equality Virginia Steward Award in 2005.
- Christ Episcopal Church, Roanoke, Virginia. member of Vestry, governing body for the parish; Chair, Chancel Renovation Committee, 1999-2003; oversight for nave/chancel renovation project.

MUSICAL AND ACADEMIC HONORS

Roger B. Linden Distinguished Service Award, State University of New York at Potsdam, May 2020.

Inductee, Carl A. Lampert Music Hall of Fame, School of Music, University of Kentucky, April 2007.

Herta T. Freitag Faculty Legacy Award, Hollins University, 2000. Member of the inaugural group of recipients as the award was established.

Cabell Fellow of Hollins University for 1999 sabbatical leave. Presented Cabell Lecture in October 1999, "Image, Sonority and Cohesion in the Debussy Preludes"; composed *Missa Brevis* for treble voices and organ during work with Richard Shephard, York University.

French Embassy performance award, French Piano Institute, Paris, 1994.

University Fellowship, Graduate College, University of Illinois.

Graduate Teaching Assistantships, University of Illinois and University of Kentucky.

Harriet Hale Woolley Scholarship of the Fondation des Etats-Unis for study in Paris, 1982-1983. Piano student of Mme. Gaby Casadesus and recipient of Diplôme de Concert of the Schola Cantorum.

Leschetizky Association Triennial New York Debut Contest: First prize, 1981.

Haggin Fellowship, Graduate School, University of Kentucky.

WORK AS A PERFORMING PIANIST

Selected Performances as Orchestral/Wind Ensemble Soloist

Roanoke Symphony Orchestra

South Carolina Chamber Orchestra

University of Kentucky Symphony

Crane Wind Ensemble

Northern Symphonic Winds (New York)

Muzik Zentral Festival, Bad Aussee, Austria

Hendersonville Symphony (North Carolina)

Founders' Day Chamber Orchestra,

Hollins University

Selected Performances as Recital Soloist

Carnegie Recital Hall (now Weill Hall)

American Church in Paris

Blue Ridge Community College

Calvary Friends of Music Series, Memphis

Clarke College

Coastal Carolina University

College of Charleston

Fondation des Etats-Unis, Paris

Francis Marion College

French Embassy, Washington

French-American International School,
San Francisco

Georgia Southern University

Illinois State University

Illinois Wesleyan University

Eastern New Mexico University

Kalamazoo College

Lander College

MacMurray College

Mars Hill College

Mary Baldwin College

Musée des Beaux-Arts, St.-Lô, Normandy

New Hampshire Music Festival

Queens College (Charlotte)

Radford University

Randolph-Macon Woman's College

River Road Church Series, Richmond

Shepherd College

Sherwood Conservatory, Chicago

St. Mary-of-the-Woods College

Performance Recordings

Music from My Heart, music for violin and piano, with violinist John Lindsey. Mark Recordings, 2020.

Dante Dances, twentieth and twenty-first century works for clarinet and piano, with clarinetist Julianne Kirk Doyle. Mark Recordings, 2018.

A Sampler in Song: accompanist for soprano Judith Cline, private issue CD recording of songs by women, 1999; additional recording project completed with Ms. Cline of a song compilation by American composers.

Mozart concerto in E flat, K. 271 with chamber orchestra, 1999 Founders' Day concert, Hollins University (private issue).

The Joy of Mozart, The Joy of Chopin, and The Joy of Romantic Piano (Vols. I and II), educational series, Music Ed Company, Newport News, Virginia, 1995.

Other Performance-Related Work

Temporary organist, Christ Episcopal Church, Montpelier, Vermont, summer 2021 (leave replacement)

Numerous performances with the Potsdam Piano Quartet at The Crane School of Music, and many other collaborative performances with Crane faculty members at the School and in other venues, including Steinway Hall in New York City, the Norwood Village Green series, the Webster Concert Series (Kendal at Hanover), and in Bangkok, Thailand.

Principal Keyboard, Roanoke Symphony Orchestra. Contract player 1992-2005.

Broadcast performances on public radio stations in New York, South Carolina, and Virginia.

Founding member of the Hollins Piano Quartet and Hollins Chamber Players.

Guest pianist with chamber musicians from the Garth Newel Music Center, Warm Springs, Virginia, at the Garth Newel Center and at other venues.

Guest pianist with chamber musicians at the New Hampshire Music Festival.

Frequent additional appearances as collaborative musician, with a wide range of vocalists, instrumentalists, and chamber music ensembles.

WORK AS A COMPOSER

See www.michaelsitton.com for additional detailed information.

Publications

Paraclete Press, Orleans, Massachusetts: twenty choral works, 1991-2019.

Concordia Publishing House, St. Louis, Missouri: two choral works, 2015-2017.

Selah Publishing Company, Pittsburgh, Pennsylvania: one choral work, 2001; additional work pending.

Earthsongs, Corvallis, Oregon: three choral works, 1993-1997.

Trinitas, Portland, Oregon: two choral works, 1999.

Voice of the Rockies, Boulder, Colorado: one song cycle, 1999.

Music 70 (Lawson-Gould), New York: two choral works, 1994.

Mark Foster, Champaign, Illinois: one choral work, 1992.

Cathedral Music Press (Mel Bay), Pacific, Missouri: one choral work, 1990.

Composition Recordings

“Essay for Trumpet, Trombone and Piano,” in *Changing Times and Colors*, Balaton Chamber Brass, Albany Records (2015).

The Risk of Birth and *Ave verum corpus* setting, in *New Music from St. Peter’s*, choirs of St. Peter’s Episcopal Church, Charlotte, NC (private issue).

Missa Brevis: in *Across the Bar*, St. Mary’s College Women’s Choir (Pro Organo 7215).

“That Most Excellent Gift of Charity” setting:

in *Christ Hath a Garden*, Christ Church Cathedral Choir, Christ Church Cathedral, Nashville, Tennessee (private issue).

in *When In Our Music Christ is Glorified*, commemorative CD made for the 76th national General Convention of The Episcopal Church, Anaheim, California, 2009, produced by the Association of Anglican Musicians.

Tantum ergo setting:

in *The House of Faith Has Many Rooms: An Appreciation of Composers in the Association of Anglican Musicians*, commemorative CD made for the 75th national General Convention of the Episcopal Church, Columbus, Ohio, 2006.

in *Ex Ore Innocentium: Anthems for Trebles*, Girls’ Choir of St. Paul’s Cathedral, Buffalo (Pro Organo 7076).

in *Sing in Exultation!*, Choristers of St. Bartholomew’s Church, New York (Pro Organo 7150).
in *My Spirit Sang All Day*, The Choir of Christ Church Cranbrook, Bloomfield Hills, Michigan (private issue).

Ubi caritas: in *Ave, Ave!: 20th Century Music for Women’s Voices*, St. Mary’s College (Indiana) Women’s Choir (Pro Organo 7095).

The Journey Blessing: in *Music from Holy Innocents’*, Holy Innocents’ Episcopal Church, Atlanta, Georgia, David Brensinger, organist/choirmaster (private issue).

The Gentyle Storke: in *Greenwich Academy Madrigal Singers*, Greenwich Academy, Greenwich, Connecticut (private issue).

Pictures of Autumn (song cycle): compilation recording of songs by American composers, soprano Judith Cline.

Selected Composition Commissions and Awards

Grace Church/Rutland Area Chorus Composition Competition winner, Rutland, Vermont, 2019.

Annual ASCAPlus Composers’ Awards, 1993-2015.

Composition of recessional organ march for the 2015 inauguration of Kristin Esterberg as sixteenth president of the State University of New York at Potsdam.

Chapel of St. John the Divine, Champaign, Illinois: commission for setting of *O quam metuendus est* on the occasion of the rededication of the completed Chapel, 2008; commission of setting of George Herbert poem “The Altar,” 2011.

Commission funded by Charlotte Council of Arts and Sciences for choral work première by the community/church choirs of St. Peter’s Episcopal Church, Charlotte, NC, in May 2006, with educational visits to the choir during 2005-2006. Additional commission for December 2007 première from St. Peter’s Church for *The Risk of Birth*, a large work for choir, wind quintet, and organ.

Commissioned composer for 2002 and 2011 Association of Anglican Musicians national conferences; previous work performed at 2012 AAM national conference.

(Composition commissions and awards, continued)

- Anglican Musicians' Foundation, national composition competition: two-part setting *Beloved, Let Us Love* chosen as winner and presented at 2001 Association of Anglican Musicians' Conference, New York.
- David Lowry/Michael Miller organ-trumpet duo: Scherzo and Trio commissioned for performance on L'Organo series, Piccolo Spoleto Festival, Charleston, May 2001; repeated June 2004 at the Regional Conference of the American Guild of Organists, St. Michael's Church, Charleston, and at the International Trumpet Guild, 2012.
- Diana Barnhart American Song Competition: *Cum laude* designation awarded for "Autumn" from cycle *Pictures of Autumn*, 1998.
- Cathedral of St. Philip, Atlanta: two settings (*Locus iste* and *Benedicamus es, Domine*) chosen in national competition for première and broadcast during 150th anniversary celebration, 1996-1997.
- St. Andrew's Catholic Church, Roanoke, Virginia: commission for responsorial Psalm setting celebrating the sesquicentennial of the Diocese of Richmond, 1994.
- Peachtree Christian Church, Atlanta: commission for antiphonal setting of Psalm 91 for performance at the 1992 biennial convention of the American Guild of Organists.
- Parkland Camerata, Champaign, Illinois: commission ("Prairie Waters by Night," Sandburg setting) for the 1990 Midwest regional meeting of the American Choral Directors' Association.
- Other selected commissions: Balaton Chamber Brass; Church of the Epiphany and St. John's Church, Lafayette Square, Washington, joint commission; Cathedral of St. John, Albuquerque; Church of the Holy Communion, Memphis; St. David's Church, Roswell, Georgia; Hollins College, for its 1992 sesquicentennial; Calvary Church, Memphis; St. Mark's Church, Columbus, Ohio; Trinity Church, Covington, Kentucky; Masterworks Choir, Florence, South Carolina; Christ Church, Roanoke, Virginia, for its centennial; St. Paul's Church, Englewood, New Jersey; Hope Evangelical Lutheran Church, St. Louis; Episcopal Diocese of Vermont; Downtown Presbyterian Church, Nashville, Tennessee. Additional information available upon request about these and other commissions.

WRITTEN PUBLICATIONS AND CONFERENCE PARTICIPATION**Scholarly, Pedagogical, and Performance-Related Articles and Presentations**

- "Vignettes: Ellis Island," lecture-recital with soprano Judith Cline, The Phenomenon of Singing International Symposium V, St. John's, Newfoundland, July 2005.
- "The Songs of Emma Lou Diemer," lecture-recital with Judith Cline; College Music Society national conference, Kansas City, Missouri, September 2002.
- Solo performance of nineteenth-century music for the national conference of the Nineteenth-Century Studies Association, Roanoke, Virginia, March 2001.
- "Why Do I Have to Practice Scales?," *Keyboard Companion*, 7 no. 2 (Summer 1996).
- "Songs of Carrie Jacobs-Bond," lecture-recital accompanying soprano Judith Cline; Sonneck Society for American Music, Asilomar, Monterey, California, April 1995.
- "The Pedagogy of Practice," *The American Music Teacher* 40 no. 5 (April-May 1992).
- "The *Album des Six*: its Musical, Cultural, and Pianistic Context," Mid-Atlantic Regional meeting, College Music Society, Spring 1992.
- "Americanism in Music: Two Twentieth-Century Careers," *Music Clubs Magazine* (journal of the National Federation of Music Clubs) 70 no. 4 (Summer 1991).
- "Ravel, Viñes, and *Gaspard de la Nuit*," *Clavier* 29 no. 4 (April 1990).

(Scholarly, pedagogical, and performance-related articles and presentations, continued)

"Mozart's Cadenzas and Improvisation in the Light of Eighteenth-Century Sources," *The Piano Quarterly* 138 (Summer 1987).

"Beethoven's Op. 77 *Fantasy*: An Improvisational Document?" *The American Music Teacher* 36 no. 6 (June-July 1987).

Other Written Work

Op-ed pieces published in the *Roanoke Times* on topics of diversity and justice.

Program annotator for the Wintergreen summer Music Festival, 2000 and 2001.

Program annotator for the Roanoke Symphony, 1992-1999.

Music reviews for the Florence, South Carolina *Morning News*.

PROFESSIONAL MEMBERSHIPS AND HONORARY SOCIETIES

Music Teachers National Association/Vermont Music Teachers Association
American Society of Composers, Authors, and Publishers of Music (ASCAP)
The Leschetizky Association
The Association of Anglican Musicians

Pi Kappa Lambda music honorary
Alpha Chi academic honorary
Phi Kappa Phi academic honorary
Omicron Delta Kappa leadership honorary

Honorary Lifetime Member, SUNY Potsdam Alumni Association (inducted 2020)
Emeritus Member, Julia E. Crane Alumni Association Board

Marquis Who's Who in America; Marquis Who's Who in American Education
Who's Who Among America's Teachers

Rikk Taft

From: Elizabeth Peebles <elizabethgpeebles@gmail.com>
Sent: Saturday, July 31, 2021 9:48 PM
To: Rikk Taft
Subject: Barre City Manager Search Committee

Your office said that I should follow up with an email about my interest in the Barre City Manager Search Committee. I had called since I would like to know more about the committee and the criterion for the new manager described in the posting for this committee.

I have lived in Barre City for four years and am excited about the opportunity to assist the city council with selecting the candidates for the new city manager. I currently work for the State of Vermont in the Agency of Commerce and Community Development. I have been on interview panels for both the State and previous employers and on student interview panels for new professors. I have also served on a one year search committee in a national search for an executive director for the Joseph Priestley District (the Unitarian Universalist Association regional district for the mid-atlantic states). I have a masters degree in Urban Affairs and Public Policy - Historic Preservation from the University of Delaware - a program that focused on the importance of well managed local government to the health of a community. I have loved living in Barre, getting to know this community, and seeing how strong it has been during the pandemic. I would like to help Barre get the best candidates for the council to select from.

Please contact me with any questions and if you have more information about the criterion.

Thank you,
Elizabeth Peebles
703-927-8578
44 Long Street

Rikk Taft

From: Maria Conti-Reilly <marialconti@gmail.com>
Sent: Friday, August 6, 2021 11:17 AM
To: Rikk Taft
Subject: Search for new city manager-
Attachments: attachment 1.pdf

Good Day,

I was asked by two people (Joe Shadroui, and Sue Higby) to consider investing time and care in finding Barre City's next city manager. I was then asked to send an email stating why I was interested in becoming involved in this process. Hence this email.

I was born at the Barre City Hospital in the early '50's. My first home was on Ayer Street, my first educational experience was kindergarten at the Ayer Street School. Most of my life I have been a member of both Barre Town and Barre City. I am a graduate of Spaulding High School, as are my husband and both of my children, and many family members.

Barre City is my home town, I care deeply for this community and its health. I take pride in the history of this community and the town surrounding it. My husband, John Reilly and I owned and operated a business in Barre Town for more than thirty years. Prior to buying the business it was owned by my parents and John and I both worked there. While my daughters were in school we were active in supporting community sports and involved with school community activities. We've been active members of local service clubs [Kiwanis, Lions, Rotary, and Altrusa], and involved in our faith community as well.

It is my hope that we will successfully find a successor for Steve Mackenzie as the Barre City Manager. He has served this city with dedication and we will need to find someone continue his tradition of care for this community.

Sincerely,
Maria Conti-Reilly
31 Sheridan Street
Barre, VT 05641

Sent from my iPad

Rikk Taft

From: Pouliot, Brooke LL <Brooke.LL.Pouliot@vermont.gov>
Sent: Tuesday, August 10, 2021 12:10 PM
To: Rikk Taft
Subject: Barre Homelessness Task Force

Hi Rikk,

I hope you are well. I spoke to Ericka Reill about this. She said there was an email sent out w/ an application to join. Would you send me an email b/c I would like to join.

Have a great day!

All the Best!

Brooke Pouliot
Barre City Community Outreach Specialist
brooke.ll.pouliot@vermont.gov
Phone: (802) 476-6613 ext: 659
(802) 922-7225
Fax: (802) 476-0249
15 Fourth St, Barre VT 05641



• *City of Barre, Vermont*

“Granite Center of the World”

Steven E. Mackenzie, P.E.
City Manager

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

To: Mayor Lucas Herring and the Barre City Council

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

Re: Department Head Reports

Report Date: September 3, 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:

- The VT COVID Arrearage Assistance Program (VCAAP II) continues, providing assistance paying overdue water/sewer bills for residential and commercial properties. Applications will be received on a first come/first served basis until October 25th. Those with arrearages going back to April 2020 may apply. We're spreading the word through social media and flyers sent out with delinquent bills. To date 42 people have applied.
- The City has posted information on Front Porch Forum and the website about the mortgage assistance program being offered by the state with COVID relief funds.
- The City is working with Opportunities Credit Union to spread the word about financial management and mortgage assistance available through the CU. We will be partnering on a series of workshops this fall.
- The City is spreading the word about the renter assistance program being offered by the state, which helps renters with delinquent rent and utilities associated with COVID-related financial hardship. To date no renters have applied for assistance with delinquent water/sewer bills.
- There are two properties still scheduled for tax sale on September 9th. There were originally 10 properties scheduled for tax sale, however 8 of them have been paid off to date. We expect at least one more to be paid off before the sale date.
- The Board of Civil Authority met Thursday, September 2nd, to finalize the list of voters to be sent challenge letters. The list includes more than 1,300 names. Letters will go out by the middle of September, as per statute. The BCA also discussed reapportionment.

Materials are expected from the Legislative Apportionment Board in early October, and the BCA will need to meet to discuss and respond within two weeks of receiving the information. The BCA will also use the data to review the City wards to make sure they remain evenly divided and fair.

2. BUILDING AND COMMUNITY SERVICES:

- Due to “uncertain weather conditions”, the Rotary Club cancelled the Saturday night drive-in movie.
- Washington County Mental Health held a meeting on Monday in Alumni Hall.
- I met with the City Manager and Finance Director on Monday to review the FY23 budget for the Facilities and Cemetery portions of the BCS Department.
- On Tuesday I met with the City Manager and City Engineer regarding an issue with the BOR roof.
- Also on Tuesday, we had our first guided tour bus at Hope Cemetery since the pandemic!
- On Wednesday, I met with the City Manager to review the BCS ongoing projects list.
- Also on Wednesday, I met with the City Manager and City Engineer regarding an electrical issue involving the Opera House.
- The DMV held CDL testing on Wednesday in the Civic Center parking lot.
- On Wednesday, I met with Brian Judd to show him the condition of the flag that he is requesting to display on September 11.
- Participated in a conference call with the Vermont Health Department regarding tentative scheduling for booster vaccination clinics at the AUD.
- The Cemetery Department mowed and trimmed at all three cemeteries. They also worked on prepping lots for foundations to be poured. We had two interments and three inurnments during the week.
- The Facilities crew mowed at the playgrounds and fields as well as Currier Park. They also started cleaning the AUD gym and basement in preparation of fall rentals.

2a. RECREATION:

- Continued working on backup copies of past schedules for the Civic Center
- Sent out a draft BYSA basketball schedule for the AUD.
- Scheduled CVHH&H Flu Clinics for this fall.
- Communicated with Figure Skating and sent out their draft schedule.
- Reviewed grants for the State BGS department as I am on the awards committee for the Recreational Facilities grant.
- Put away summer rescue equipment from the pool. Continued work on final report.
- Logged in Red Cross swim lesson information and worked on Barre Pool lesson names.
- Prepared job descriptions and information for Skate Guards / Cashiers for public skating. Communicated with other rink operators looking ahead to COVID regulations. The rinks

are currently ones who are open. We are all planning to meet online after a VRPA Director's meeting.

- Out of the office Thursday & Friday.

3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:

Planning – Janet:

- Vacation Day Friday;
- Sent in final photos of the pool to the Parks & Recreation department regarding our pool grant, as well as the draft final paperwork in the hopes that I can requisition for the final \$10,000 and close the grant this month;
- Worked on the Turning Point Center VCDP application in the state grant system, working with Chip Castle to input information as well;
- Assessing work – see below;
- Answering questions, phone calls, assisted fellow staff, timesheets, weekly report write-up, etc.

Permitting – Heather:

- Issued 2 Building permits;
- Issued 2 Electrical permits;
- Issued 5 Zoning permits;
- Closed out administratively 3 building permits from final inspection performed;
- Closed out administratively 4 electrical permits from final inspections performed;
- Attended last Thursday night's planning commission meeting;
- Researched a trash container complaint;
- Conducted a site visit for a potential relocation of a business;
- Conducted a site visit with code enforcement in regard to a new business;
- Sent out the cancellation notices to the DRB from the standing Thursday 9/2/21;
- Continue collecting rental registries - collected 91% for a total of \$105,377;
- Cleaned the zoning side of the office – desk, countertop section, screen and dusted;
- Updating both zoning and the fire department's software for address changes, permit copies, etc.

Assessing Clerk – Kathryn:

- Vacation days Thursday and Friday;
- Regular office tasks: permit copies from Heather into databases, address changes, mapping updates, filing, checking Grand List items, Street numbers, corrections, e-mail messages, phone calls, etc.;
- Processed 4 PTTR's (property transfer return) for updating all property records in NEMRC, ProVal, and mapping software;
- Sent out 10 map copies and 14 lister cards as requested via email or by telephone;
- Downloaded 2 homestead filings to go into the Grand List for tax billing (and these will be reviewed for appropriateness) for a total of 1,737 to date;
- Sent out 1 corrected tax bill from a late filed homestead;

- Sent to our GIS software company 8 survey maps for updating our mapping;
- Continue cleaning up discrepancies between the now updated Assessing software and NEMRC, for missing inactive or otherwise parcels, span # discrepancies, etc.

Interim Assessor-Janet:

- Looking into condominium assessment discrepancies brought to my attention this week, and discussing at length with District Supervisor;
- Department Director checks assessor email and phone inquiries;
- Department Director has also sent out lister cards upon inquiry by realtors, etc.

4. DEPARTMENT OF PUBLIC WORKS:

Wastewater Treatment Facility

- 08-26 Prepare B.O.D., TKN, TSS samples Get E coli Sample, Daily process room pumped sludge thru Gravity Belt to Digester, Dewater Sludge from Digester thru Press to drying beds, Lawn Maintenance
- 08-27 Perform flow check at plant Effluent, Daily process room pumped sludge thru Gravity Belt to Digester, Unplug Sludge Pump #3. One load of grit to East Montpelier
- 08-30 Perform total alkalinity test from Digester Recirculation sample, Dewater Sludge from Digester thru Press to drying beds, Unplug Grit Pump (Stove Knob in Vortex, People flush anything)
- 08-31 Daily process room pumped sludge thru Gravity Belt to Digester, Dewater Sludge from Digester thru Press to drying beds, Load 1 Truck from Canada with sludge from drying beds, Work on new oiler for sludge pump 3
- 09-01 Hourly sampling for B.O.Ds 0700-1500, Daily process room pumped sludge thru Gravity Belt to Digester , Dewater Sludge from Digester thru Press to drying beds, Unplug restore liquid flow through Heat Exchanger
- Total Gallons of Wastewater thru Plant. 16.252 Million Gallons, Solids Pumped to Digester 97143 Gallons, Solids out of Digester to Drying Beds 142.5 Cubic Yards, Solids Removed from Drying Beds 1 truck from Canada this week
- 4 Staff workers

Sewer Department

- 08-26 bereavement leave
- 08-27 bereavement leave
- 08-30 manhole pump out, sewer maintenance, camel maintenance, service maintenance
- 08-31 pump out manhole, clean & TV drain line on S Main St by Trow and Holden, clean main line on Ayers St. check sewer backup at laundry mat, not our line. Sewer drain maintenance and check basins
- 09-01 Pump Station, Sewer vacuum truck maintenance & sewer maintenance
- 1 Staff worker

Water Treatment Facility

State required lab testing for compliance, Chemical tank/ chemical feed monitoring, Outdoor Buildings/Grounds Maintenance, Indoor Cleaning/Housekeeping

- 08-26 State Fluoride Sample, Source Protection Monitoring Outdoor Building/Grounds Maintenance, mowing, Troubleshooting Backwash pump #2
- 08-27 Distribution Chlorine Residuals – 3 sites, Distribution pump station check – 2 sites, Troubleshooting with Benoit Electric on Backwash pump #2
- 08-30 Cleaned/Flushed plugged lower orange dam gate valve, Distribution Chlorine Residuals – 3 sites, Distribution pump station check – 2 sites
- 08-31 Flushed Powder activated Carbon Line, Grounds maintenance mowing
- 09-01 Weekly Generator Inspection, weekly vehicle inspection, Charged FW chlorine analyzer reagents, Distribution Chlorine Residuals – 3 sites, Distribution pump station check – 2 sites, Cleaned/flushed #1,#2,#3, And TW turbidimeters, Operated/Flushed Dix Reservoir gate valve
- 3 Staff workers

Water Department

- 08-26 Locate Main line 95 Cassie St., Dig Safe Long St., Hydrant repair Blackwell St., Shio maintenance, Shoulder material on Prospect St. from Hydrant flushing, truck 14 maintenance, Flag on Prospect St. without gate
- 08-27 West Hill Tank, 260 W Cobble Hill meter replaced, 144 Mathieu Meter in, water on, 126 Camp St. meter repairs, 66 Long St. new remote meter install, 14 LaGue Lane relocate remote meter, S Barre & N Main St, Hydrants, 790 E Barre Rd. locate service, Set up Hydrants, Sewer inventory, storm drain Merchant St.
- 08-30 West Hill Tank, S Barre & N Main St. Hydrants, Locate service 790 E Barre Rd, shop maintenance
- 08-31 Trow & Holden TC Line, check complaints on Elmore St report of rusty water shop maintenance,
- 09-01 West Hill Tank, N Main & S Barre Hydrants, Water shut off notices, Elmore St. Dirty Water Follow up
- 2 Staff workers

Street Department

- 08-26 Sidewalk Merchant St. pour concrete, paperwork, Mark out streets for overlay of Berlin St. & Parkside Terrace, Saw cut basins on Parkside Terrace, Berlin St, Prospect St. & Merchant St., work planning and shop maintenance, street painting on Brook St., maintenance on Fire Dept. #30, Sewer vacuum truck, tamp compactor, place crushed asphalt on Prospect St. wash out from hydrant flushing
- 08-27 Catch Basin on Merchant St. and Midway, paperwork, unload chloride, check complaints, work planning, pick up trash, pick up blocks from Carroll Concrete, rebuild two basins on Parkside Terrace
- 08-30 Prep Berlin St. water repair for paving, Prep Parkside Terrace for paving along with grinding from Bridge to playground 2000 entrance with Bob Cats & grinder, check on complaints, paperwork, rebuild basin on Berlin St., repairs to street sweeper, Fire Dept. truck, DPW truck #4 and shop maintenance and work at WWTP, and shop maintenance

- 08-31 Dig test holes on Colby St. Prep Hill St water connection area for paving, paperwork, work with pavers on Parkside Terrace with flaggers, fill pot holes with asphalt, Street sweeper maintenance, Police Dept. #4
- 09-01 Clean up brush and asphalt at Farwell St. site, put on mud flaps on truck #21, wash truck #16, paperwork, work planning, work with pavers on Berlin St. Merchant St. installing remaining surface line to basin, work on parking meter posts, fix crosswalk pedestrian button by S Main St. & Prospect St., picking up signs, maintenance on Police Dept. #4 & Street sweeper

5. FINANCE DIRECTOR:

- Participated in FY23 budget meetings with Manager and DH's
- Met with Deputy Chief Eastman to prepare FY21 ESAC Filing for drug forfeiture funds
- Attended a meeting with VMERS to understand requirements of reporting
- Reviewed and updated an electronic tracking of employee boots, glasses and clothing allowances (previously tracked by hand)
- Prepared and submitted August vaccination administration invoice to the state
- Continual work on FY21 audit preparation
- Continual office organization, purging and scanning of old documents
- Reviewed AP Invoices
- Sr. Accounting Clerk performing payroll and AP duties in addition to regular job duties

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.