

**Regular Meeting of the Barre City Council
Held April 15, 2014**

The Regular Meeting of the Barre City Council was called to order by Mayor Thomas Lauzon at 7:00 PM at Barre City Hall. In attendance were: From Ward I, Councilors Charles Dindo and Paul Poirier (arrived 7:02 PM); from Ward II, Councilors Michael Boutin and Michael Smith; and from Ward III, Councilors Anita Chadderton and Lucas Herring. Also in attendance were City Manager Steven Mackenzie and City Clerk/Treasurer Carolyn Dawes.

Approval of Consent Agenda: Council approved the following consent agenda items on motion of Councilor Herring, seconded by Councilor Dindo. **Motion carried.**

- Minutes of the following meetings:
 - Regular Meeting of April 8, 2014
- Approval of the City Warrants as presented.
- 2014 Licenses & Permits issued through the clerk's office:
 - Animal License
 - Jandric Esad, 18 Plain Street, 15 chickens.

The City Clerk/Treasurer Report – Clerk/Treasurer Dawes reported on the following:

- There are three properties scheduled for tax sale on May 21st.
- As soon as the warning is approved for the May 13th budget re-vote, the Clerk's office is prepared to begin printing and mailing ballots to those who received early/absentee ballots for the March 4th annual meeting. Those interested in voting early/absentee may call or stop by the office.
- The Central Vermont Public Safety Authority charter has been issued a bill number, H.892. Hearings before the House Government Operations Committee will begin this Thursday.

Approval of Building Permits – NONE

Liquor Control Board – Council approved the following liquor licenses on motion of Councilor Herring, seconded by Councilor Dindo. **Motion carried with Councilors Boutin and Chadderton voting against.**

1st CLASS

American Legion Post #10	320 North Main Street
The Cornerstone	47 North Main Street
Elks Club (includes outside consumption permit)	10 Jefferson Street
Espresso Bueno	248 North Main Street
Jerry's Sports Tavern	30 Summer Street
Mulligan's Irish Pub	9 Maple Avenue
Mutuo, Inc.	20 Beckley Street
Planet Rock N' Metal	129 North Main Street
Two Loco Guys	136 North Main Street

Clerk Dawes said the following establishments have not submitted their liquor licenses for renewal: Green Mountain Tavern and Southside Tavern. The licenses will expire at midnight on April 30th.

Visitors & Communications – Resident Roger Otis said he fell on the sidewalk on the South Main Street side of the Universalist Church due to a large hole. Mr. Otis said he sustained only minor bruising. Manager Mackenzie said the City will look into the situation.

Old Business – NONE

New Business –

A) Warning: Public Hearing 7:15 PM – Resolution #2014-06 Related to Bonding for Trestle Project.

Clerk Dawes reviewed the bond vote history for the trestle project and recommended Council approve the resolution. Council approved the resolution, and authorized the Mayor and Clerk to sign on behalf of the City, on motion of Councilor Boutin, seconded by Councilor Chadderton. **Motion carried.**

B) Appointment of Alexandra Pastor to the Planning Commission.

Ms. Pastor introduced herself to the Council and expressed her interest in serving on the Planning Commission. Council approved the appointment on motion of Councilor Poirier, seconded by Councilor Herring. **Motion carried.**

L) Downtown WIFI Discussion.

Caitlin Lovegrove gave a brief description of the plans for installing equipment that would allow Wifi access along North Main Street. The cost of the equipment will be covered through a grant, and the Barre Partnership will have ownership of the equipment. The plan is to have the hardware in place and the “Barre Connection” mesh network up and running by the end of July. There was discussion about controls and imposing bandwidth limitations to discourage abuse of the system.

F) Discussion Regarding Digital Sign for the Civic Center.

Civic Center Committee chair Jon Valsangiacomo reviewed his memo to Council on the proposed digital sign. Mr. Valsangiacomo said the Planning Commission will need to revise certain zoning bylaws to accommodate a digital sign, and he said the Committee is looking to gauge the Council’s interest in pursuing the issue before requesting the bylaw changes. There was discussion about repairs needed to the current sign, the impact of bylaw changes on other similar sign requests throughout the City, the cost of the proposed sign, and concerns about aesthetics. Mr. Valsangiacomo said the committee recommends moving forward with the bylaw revisions and installation of the digital sign.

Councilor Herring made the motion to accept the recommendation of the Civic Center Committee, seconded by Councilor Dindo. Mayor Lauzon asked for an amendment to the motion, to include that the approval of the sign be pending the recommendation of the Planning Commission. The mover and seconder agreed to the friendly amendment. **Motion carried as amended.**

There was further discussion on the source of funding and the history of the request before the Semprebond Fund Committee.

Mr. Valsangiacomo said with regards to last week’s Council discussion on the RFP for a civic center marketing director, the committee is reviewing the RFP and will be coming before the Council at the May 20th meeting to discuss. Councilor Poirier said the Council will be hearing reports later this evening that recommend the merger of the Civic Center Committee and the Recreation Board, and he would like to hear the committee’s thoughts on that proposal when they attend the May 20th meeting.

Mr. Valsangiacomo thanked the Council for dedicating the 2013 annual report to his grandparents.

C) FY15 Budget Presentation by the Citizens Budget Committee.

Committee chair Justin Johnson reviewed the committee’s memo regarding recommended adjustments for the budget re-vote. The recommended changes were:

- Reduce budget by \$2,500 due to non-passage of a voter-approved funding request.
- Increase cell tower rental income by \$14,400 due to renegotiated contract.
- Increase parking ticket revenues by \$10,000 due to revised projections.

Councilor Boutin made the motion to adopt the budget adjustments as recommended by the committee, seconded by Councilor Dindo.

Councilor Poirier said he can't vote for this because the voters spoke, and there should be changes of \$50,000 to the revised budget.

Councilor Herring said he will vote in support of the committee's recommendation.

Mr. Johnson said the committee members made the decision not to make additional cuts because they believe the budget is nearing the point of not being able to sustain the current level of services. He said the committee members will work to help explain the budget to the voters.

Motion carried with Councilor Poirier voting against.

G) Approve Warning for the May 13, 2014 Budget Re-Vote.

Clerk Dawes reviewed the warning for the budget re-vote. Council approved the warning on motion of Councilor Boutin, seconded by Councilor Herring. **Motion carried.**

D) Nonprofit Community Development Organization Resolution.

Barre Area Development Corporation executive director Joel Schwartz requested Council approve resolution #2014-08, naming the Vermont Community Loan Fund as a nonprofit community development organization so as to allow VCLF to administer and operate the revolving loan fund serving the Barre area, and Washington and Orange counties.

Council approved resolution #2014-07 on motion of Councilor Boutin, seconded by Councilor Chadderton. **Motion carried.**

E) Historic District Surveys and Report Update.

Mr. Schwartz said the consultant working on the report is nearing completion of the project. The report is expected to be completed in the next week or so, and there will be a seminar on May 5th for commercial property owners to discuss possible expansion of the district and tax credits. Mr. Schwartz said Council will review the report and make the decision regarding moving forward to seek expansion.

I) Review of Risk Management Letter and Accounting and Procedures Manual.

Special Projects Manager Pat McDonald gave an overview of the letter and manual. Ms. McDonald said the manual is in response to past comments in the auditor's management letters. The manual includes several new policies which will be on next week's Council agenda for adoption.

J) Personnel Policies and Performance Review System.

Ms. McDonald passed around copies of the draft performance review formats, and gave an overview of the personnel handbook which includes personnel policies, job descriptions and performance management information. HR Administrator Rikk Taft said updating the job descriptions will allow them to be brought into compliance with ADA regulations.

There was discussion about working with the bargaining units on job description revisions and creating an appeals process for performance reviews.

Mayor Lauzon said the Council will be holding work sessions in the near future to more closely review the materials submitted this evening.

K) Organizational & Management Review Presentation.

Ms. McDonald reviewed the management review document, including recommendations for changes in current organizational and management structure.

There was discussion about developing an implementation plan, conducting a cost-benefits analysis, getting employee involvement of the work flow process, and developing a succession plan.

Mayor Lauzon said these materials will be part of the work session reviews. The Mayor asked Ms. McDonald to prioritize the recommendations and guide the work sessions. He asked Ms. McDonald to set a schedule for every other Tuesday evening. Council will continue to hold regular business meetings on the alternate Tuesdays.

H) Depot Square Interim Site Modification – Options Review and Recommendations.

Mayor Lauzon reviewed Manager Mackenzie's memo outlining options for site modification. The Mayor invited Mr. Johnson to review the memo in his capacity as deputy director of the Agency of Natural Resources (ANR).

Manager Mackenzie said he is not comfortable recommending significant changes to the site, but would possibly support minor enhancements. The Manager said the City is conducting daily parking surveys during the influx of new parkers in the City, and those surveys show there is available parking capacity. He said he is looking for direction from the Council.

Councilor Poirier said he wanted to address the issue of Mr. Johnson being called up to listen and respond to the discussion in his capacity as ANR deputy director, without having been called here for that purpose. Mr. Johnson said the general rule with contaminated property is the least disturbance the better. He noted that the memo says any modification could void the City's Agency of Commerce and Community Development (ACCD) mitigation grant. Manager Mackenzie said he could ask ACCD if the minor modifications outlined in plan B as outlined in the memo would jeopardize the grant. Mr. Johnson said adding additional material to the surface of the property without disturbing the ground might pass ANR review.

Councilor Poirier made the motion to support the manager's recommendation of Plan C as outlined in the memo, and have the Manager go forward and research the viability of Plan B, with regards to the ACCD grant. The motion was seconded by Councilor Smith. **Motion carried.**

Manager Mackenzie said he will not go forward with any action until he has researched plan B and brought it back to the Council for consideration.

Other) Tremont Street culvert.

Manager Mackenzie said a section of culvert that runs under Tremont Street has collapsed. The Manager requested Council authorization to seek an engineering consultant to determine the stability of the area surrounding the collapse, and he recommended approaching Dubois & King for those services. There was discussion about single sourcing the work as opposed to putting it out to bid, the emergent nature of the project, closing the roadway if necessary, and putting up barricades and caution tape.

Mr. Mackenzie requested Council informally authorize him to engage Dubois & King to do an initial stability assessment, after which the City will develop an RFP for the repair work. The RFP will be presented to the Council for review at the April 29th meeting.

Mayor Lauzon said if the condition worsens, the road will be closed.

To be approved at 04-22-14 Barre City Council Meeting

Round Table –

Councilor Poirier congratulated Tommy Walz, who was appointed by Governor Shumlin to fill Tess Taylor’s representative seat in the legislature.

Councilor Herring said he recently visited Gettysburg and there are many interesting features in their downtown.

Mayor Lauzon said he is working on the installation of a couple of solar arrays that would save the City money on its electric bills.

The Council meeting adjourned at 10:08 PM on motion of Councilor Smith, seconded by Councilor Herring. **Motion carried.**

An audio recording of this meeting is available through the Clerk’s Office.

Respectfully submitted,

Carolyn S. Dawes, City Clerk

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