

**Regular Meeting of the Barre City Council
Held March 2, 2020**

The Regular Meeting of the Barre City Council was called to order by Mayor Lucas Herring at 7:00 PM at Barre City Hall. In attendance were: From Ward I, Councilors John Steinman and Jeffrey Tuper-Giles; from Ward II, Councilors Michael Boutin and Teddy Waszazak; and from Ward III, Councilor Samn Stockwell. Also present were City Manager Steve Mackenzie and Clerk/Treasurer Carol Dawes.

Absent: From Ward III, Councilor Rich Morey.

Adjustments to the Agenda: NONE

Approval of Consent Agenda:

Council approved the following consent agenda items on motion of Councilor Tuper-Giles, seconded by Councilor Boutin. **Motion carried with Councilor Steinman abstaining.**

- Minutes of the following meetings:
 - Regular Meeting of February 25, 2020
- City Warrants as presented:
 - Approval of Week 2020-09:
 - Accounts Payable: \$490,132.21
 - Payroll (gross): \$120,067.71
 - 2020 Licenses: NONE

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

- Polls are open tomorrow from 7AM -7:00 PM at the Civic Center Auditorium for the 2020 Annual Town Meeting and Presidential Primary elections.
- Dog licenses are available. All dogs must be licensed by April 1st.
- Water/sewer bills were mailed out last Friday and are due by March 31st.

Liquor Control – NONE

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

- We have used 84% of the budget for street salt. Public Works Director Bill Ahearn is cautiously optimistic we'll get through the balance of the fiscal year with the funding that's left.
- Gave FY21 proposed budget presentations to the local service clubs last week.
- Attended the Franklin Street neighborhood watch meeting.
- Met with HVAC consultant to discuss projects identified for the \$1.7M bond being considered by voters at tomorrow's annual town meeting election.
- City Hall will be closed tomorrow for the elections.
- Encourage people to support all the articles on the ballot.

Visitors and Communications – NONE

Old Business – NONE

New Business –

A) Agreement to Loan Firehouse Weathervane for American Folk Art Museum Exhibit.

Manager Mackenzie said the Museum will provide insurance coverage during the exhibit period, and will cover the cost for having some professional photographs taken of the weathervane. Council approved the agreement on motion of Councilor Steinman, seconded by Councilor Stockwell. **Motion carried.**

To be approved at 03-10-20 Barre City Council Meeting

B) Authorization to Accept Forest, Parks & Recreation Tree Nursery Grant.

Manager Mackenzie said the City is receiving a \$2,400 grant to create a tree nursery at the Dix Reservoir and recommended acceptance of the grant. Council accepted the grant on motion of Councilor Stockwell, seconded by Councilor Steinman. **Motion carried.**

C) Pre-authorization for Manager to Execute FY21 Fuels Contracts.

Manager Mackenzie requested Council grant him pre-authorization to execute the fuels contracts when the execution window is favorable, as was done last year. Council approved pre-authorization for the Manager on motion of Councilor Tuper-Giles, seconded by Councilor Steinman. **Motion carried.**

D) Overview Presentation of Proposed FY21 General Fund Budget.

Manager Mackenzie gave a Powerpoint overview of the proposed FY21 general fund budget, and encouraged people to vote in favor of all ballot articles at tomorrow's election.

Round Table –

All Councilors encouraged people to vote in tomorrow's elections.

Councilor Tuper-Giles said he just came back from a mission trip to Puerto Rico and saw people who are living in devastating conditions. He encouraged people to offer support as they can.

Mayor Herring reported on the following:

- Noted there may be a change in the makeup of the Council after tomorrow's election, and thanked those who are currently serving for their past and continued service to the community, whether on the Council or in other ways.
- Freezing Fun with Families fundraiser this coming weekend.
- Next Coffee with the Mayor at Espresso Bueno on March 14th.

Executive Session –

Councilor Boutin made the motion to find that premature general public knowledge of contract and personnel issues 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 Steinman. **Motion carried.**

Council went into executive session at 7:28 PM to discuss contracts and personnel under the provisions of 1 VSA § 313 on motion of Councilor Stockwell, seconded by Councilor Tuper-Giles. **Motion carried.**

Manager Mackenzie was invited into the executive session.

Council came out of executive session at 7:55 PM on motion of Councilor Tuper-Giles, seconded by Councilor Steinman. **Motion carried.**

The Council meeting adjourned at 7:56 PM on motion of Councilor Tuper-Giles, seconded by Councilor Steinman. **Motion carried.**

An audio recording of the meeting is available in the Clerk's office.

Respectfully submitted,

Carolyn S. Dawes, City Clerk



Permit Administrator
 City of Barre
 6 N. Main Street
 Barre, VT 05641
 Phone: (802) 476-0245
 Fax: (802) 476-0263

Permits to Council
 February 14, 2020 to February 28, 2020

Permit#	Permit Type	Owner	Property Address	Permit Description
B20-000007	Building Permit	Emery J Webb	95 Quarry Street	Kitchen and Bathroom Renovtions and installing new sheetrock in livingroom
B20-000008	Building Permit	METRO 159 LLC	159 N MAIN ST	Renovate 2,450 sf space in existing building to accomadate retail food sales and bar/restaurant. Renovation requires no demolition and includes adding 2 partition walls, new bar, new retail counter
B20-000009	Building Permit	Kevin & Sonya Spaulding	88 Delmont Avenue	Approximately 297 sq. ft.
B20-000010	Building Permit	Kimberly Baker	11 Coolidge Street	Converting basemant garage into 1 bedroom, entry and storage areas.
B20-000011	Building Permit	CITY OF BARRE	15 FOURTH ST	Repairing water damage, replace fire alarm panel and install water cooler
B20-000012	Building Permit	Steven & Claudia MacKenzie	33 Maplewood Avenue	Build a 10'x12' storage shed - NO electrical
E20-000018	Electrical Permit	Eugen S. & Carolyn E. Ziske	271 S Main Street	Kitchen panel new service Lic #EM-06293
E20-000019	Electrical Permit	Toby J. & Sarah White	102 Orange Street	Adding lights in bedrooms Lic #EM-06293
E20-000020	Electrical Permit	NORTHFIELD SAVINGS BANK	289 North MAIN ST	New HVAC installation Lic #ES-01596
E20-000021	Electrical Permit	Mercy Sheehan	47 Westwood Pkwy	Roof Mounted Solarr PV System Lic #EM-05335
E20-000022	Electrical Permit	PATTERSON MARTINE	15 ESSEX ST	Adding outlet to new kitchen island Single Family Residence - Permit pulled by home owner
E20-000023	Electrical Permit	Jonathan Pierce	7 Farwell Street	Replacing existing knob & tube - add small sub panel for 1 apartment Lic #EM-05004
E20-000024	Electrical Permit	CITY OF BARRE	15 FOURTH ST	Install replacement Fire Alarm panel and add a receptical Lic #EM-02750
VB20-000002	Vacant Building	US Bank National Association, Not in its individual capacity but solely as Trustee for the RMAC Trust, Series 2016-CCT Foreclosur	21 COUNTRY WAY	Vacant Building Registration for June 1, 2020 - December 31, 2020
Z20-000008	Zoning Permit	Debra Gable & William Laprade	92 South Main Street	Install 1 wall sign 4'x8'=32 sq.ft Install double sided sign panel on existing pole 24"x40"=6.6 sq. ft Lettering on glass 35 1/2" x 26"
Z20-000009	Zoning Permit	Kevin & Sonya Spaulding	88 Delmont Avenue	Adding a 8'x8' covered porch, and an L shaped deck approximately 297 sq. ft.
Z20-000010	Zoning Permit	Kimberly Baker	11 Coolidge Street	Converting existing basemant garage into 1 bedroom, entry and storage areas.
Z20-000011	Zoning Permit	Emery J Webb	95 Quarry Street	Kitchen & Bathroom renovations and installing new sheetrock in livingroom.
Total:		18		

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AMERICAN WEATHERVANES: The Art of the Winds

Organized by American Folk Art Museum, New York

Robert Shaw, Exhibition Curator

EXHIBITION DESCRIPTION:

Look up at the sky almost anywhere in America and chances are you will catch sight of a mighty steed racing through the clouds, a ship sailing through the ether, or a golden banner proudly waving atop a cupola, like some modern-day fortress. Weathervanes have been an enduring part of the American landscape since the colonial period, when cockerels, fish, and trumpeting angels graced the heavens on church steeples that pierced the horizon. Functioning as weather predictors and markers at a time when many occupations were itinerant or bound to the land, weathervanes held serious implications in the routines of daily life. Yet they also represent the earliest significant sculptural tradition in America. *American Weathervanes: The Art of the Winds* is the first major exhibition in more than four decades to highlight the beauty and diversity of this ever-evolving artform through more than 40 masterworks from private and public collections that were fashioned between the turn of the seventeenth and early twentieth centuries. The exhibition is organized by the American Folk Art Museum and curated by Robert Shaw, an independent curator and art historian who has written and lectured extensively on many aspects of American folk art.

The Art of the Winds will consider the art of the weathervane through four lenses: Art, form, history, and process.

- **ART:**

The primary focus of the exhibition will be to celebrate the supreme artistry of the weathervane in all its manifestations. This excellence of form, conception, and execution was first publicly recognized in the wake of the revolutionary 1913 Armory Show,

when American modernism found validity and inspiration in traditional early American arts. Curator Holger Cahill featured notable weathervanes in the inaugural exhibitions of American folk art he organized during the 1930s for the Newark Museum and the newly formed Museum of Modern Art. Subsequently weathervanes were among the works collected and visually documented as part of the Index of American Design, under the aegis of the Works Project Administration's effort to preserve vernacular expressions in danger of disappearing from the American landscape. The exhibition will display a selection of renderings with the original weathervanes that inspired them. In spite of the well-established place they hold in the canon of American folk art, *The Art of the Winds* is the first exhibition to present the weathervane as pure sculpture that powerfully occupies space and place.

- **FORM:**

Handmade wood and metal vanes were most common before the advent of commercial manufacturers that dominated the creation of weathervanes in the late nineteenth and early twentieth centuries. These early vanes occurred as flat or sheet forms notable for their silhouettes, and handwrought or carved three-dimensional forms. As the tradition and public demand expanded so did the diversity of forms which ultimately included representations of domestic and wild animals; birds, fish, and insects; mythical creatures from mermaids to dragons; patriotic symbols; occupational and ethnographic figures; and ships and horse-drawn vehicles that gave way to bicycles, locomotives automobiles, and airplanes, reflecting changes in the industrial age.

- **HISTORY:**

Like most other forms of American folk art, weathervanes originated in Europe, and early colonists carried the traditions of making and using vanes to America. Here the simple and conventional heraldic and religious forms developed into vital creative expressions that spoke to individual enterprises and larger national trends. The exhibition will trace this history through rare eighteenth-century examples that speak to this religious heritage through forms such as cocks and fish, and the heyday of the art of the weathervane as the making of weathervanes commercialized. By mid-century two major centers emerged, first in Boston and later in New York City. *Art of the Winds* is the

first exhibition in more than four decades to add substantially to the history and scholarship of this important expression, correcting misinformation, identifying new makers, and becoming the definitive exploration of this major American art form. Nineteenth-century broadsides, trade cards, trade catalogs, and period photographs will provide new insights into trends, manufacturing, and changing forms.

- **PROCESS:**

The Art of the Winds will deeply consider issues of surface, integrity, and conservation. Weathervane production was a laborious hands-on process whether made by a single artisan like Shem Drowne or in a small commercial shop. It required expertise in design, molding, joining multiple parts with solder, and finishing the assembled vane with paint or gold leaf. The process began with wood patterns, such as the exquisite wood carvings by the master sculptor Henry (Harry) Leech (1809–1885). Cast iron molds were made from the wood patterns and used to produce multiples of the form. The exhibition will pair a number of such original carvings with period weathervanes made from the molds. One of the most important aspects of weathervanes today is the authenticity of the surface as it has aged over time and through exposure. The exhibition will provide insights into distinguishing original surfaces from those that have been reproduced through an artificial aging process.

American Weathervanes: The Art of the Winds will be the most significant exhibition on weathervanes in this half-century, bringing to scholars, historians, and the general public the remarkable beauty, historical significance, and technical virtuosity of this art form. The exhibition will be accompanied by a lavishly illustrated book published by Rizzoli in association with the American Folk Art Museum and authored by Robert Shaw. This will be the authoritative work on this subject for generations to come.

July 16, 2019

Mary Labate Rogstad
Registrar
Vermont Historical Society
60 Washington St., Suite 1
Barre, VT 05641

Dear Ms. Rogstad,

The American Folk Art Museum is organizing the major exhibition *American Weathervanes: The Art of the Winds*, guest curated by noted art historian Robert Shaw. *American Weathervanes* will be on view at our museum in New York from November 3, 2020 until April 3, 2021, with a potential venue in spring and summer of 2021. It will be the first major exhibition and publication on the subject of historic weathervanes in more than four decades, revealing new scholarship about makers, cultural context, technical virtuosity, and enduring legacy of this iconic American art form.

American Weathervanes will consist of approximately forty sculptural weathervanes of the highest quality ever before assembled together. The displayed works of art are augmented by rare archival materials including broadsides, vane molds, and period photographs. Many of the weathervanes are being lent from private collections for the first time, and they will join extraordinary works from the collections of the American Folk Art Museum and other institutions. The accompanying publication will be the authoritative work on weathervanes, produced by Rizzoli. Attached is a prospectus on the exhibition.

In order to make *American Weathervanes* a success, I am grateful to you for consideration of *Horse-drawn Hook and Ladder Wagon Weathervane* from your collection. Your weathervane has been identified by Mr. Shaw, curator Stacy C. Hollander, and our exhibition advisory committee as an extraordinary example of this rich sculptural tradition in America.

In anticipation of your favorable response to our request, I have enclosed two copies of our loan agreement, with conditions described on the reverse. Should you agree to the loan, please sign and return one copy of the agreement in the envelope provided and retain one copy for your records. We welcome any changes to the accuracy of information on the agreement, as well as indication of insurance value, packing and display requirements, existing crate, and preferred credit line for the exhibition and catalog. The AFAM facility report will be forwarded via email. Should you have any questions or require further information, please feel free to contact me (jbusch@folkartmuseum.org, 212.595.9533 x 103) or Director of Collections and Exhibition Production, Ann-Marie Reilly, areilly@folkartmuseum (212.596.9533 x 106).

I thank you again for your consideration of the opportunity to join the American Folk Art Museum in *American Weathervanes: The Art of the Winds*, a long anticipated endeavor to advance the scholarship and promotion of the time-honored American weathervane.

Sincerely,

Jason T. Busch
Director



LOAN AGREEMENT FORM

Lender: Steve Mackenzie, City Manager
City of Barre, VT
City Hall
6 North Main Street, Suite 2
Barre, VT 05641
(802) 479-8517
manager@barrecity.org

Object(s): Horse-drawn Hook and Ladder Wagon Weathervane
W. A. Snow Iron Works
Originally on Firehouse, Barre, Vermont
Boston, Massachusetts, 1904
Molded copper
Approx. 36 x 72"; on 96" iron pole

Lender credit line (Please complete) _____

Exhibition Title: American Weathervanes: The Art of the Winds (working title)
American Folk Art Museum
2 Lincoln Square
New York, NY 10023

Dates of Loan: November 3, 2020- April 3, 2021

The undersigned (Lender) hereby lends to the American Folk Art Museum ("AFAM") the object(s) described above for the proposed and subject to the terms and conditions herein set forth.

Insurance value \$ 150,000 (please read conditions on reverse).
Do you hereby elect to maintain your own insurance? No If so, estimated premium is \$. If you choose to maintain your own insurance, please instruct your broker to furnish us with a certificate of insurance naming AFAM as an additional insured.

Unless permission is declined here, it is understood that this work may be photographed, telecast, and reproduced digitally for publicity and educational purposes connected with this exhibition and used for illustration in AFAM's catalogue, website, and other publications.

I HAVE READ THE CONDITIONS ON THE REVERSE AND ACCEPT THEM

SIGNATURE OF LENDER _____ DATE _____

TITLE _____

AMERICAN FOLK ART MUSEUM [Signature] DATE: June 18, 2019

TITLE: Director of Collections and Exhibition Production _____

Please complete and sign this loan agreement form and return a copy to the Collection Management office, American Folk Art Museum

1. Lender warrants and represents that: (a) it has full and absolute authority to make the loan described in this Agreement; (b) the foregoing description of object(s) being lent to AFAM hereunder is accurate and complete to the best of its information and belief; (c) Lender acknowledges that no fee or other compensation shall be payable by AFAM and/or other Museums solely by virtue of this loan; and (d) lender certifies that the object is in a condition to withstand ordinary strains of packing, shipping, transportation and handling.
2. AFAM, its employees, agents, and representative will exercise the same care with respect to the work of art referred to on the obverse as it does in the safekeeping of comparable property of its own. AFAM, its employees, agents, and representatives will not clean, restore, reframe or otherwise alter the work of art referred to on the obverse without the prior written consent of the Lender. Evidence of damage shall be reported immediately to Lender.
3. The work shall remain in the possession of AFAM and/or other Museums participating in the exhibition in question for the time specified on the obverse, but may be withdrawn from the exhibition at any time by duly authorized personnel of any such Museum.

The work will be returned only to Lender at the address stated on the obverse unless AFAM is notified in writing to the contrary by Lender or Lender's legal representative. If the legal ownership of the work shall change during the pendency of this loan, whether by reason of death, sale, insolvency, gift, or otherwise, the new owner is, prior to the work's return, required to establish its legal right to receive the work by proof satisfactory to AFAM.

4. Unless lender has elected to maintain its own insurance coverage AFAM will insure the work wall-to-wall under its fine arts policy for the amount specified by Lender on the obverse which represents fair market value against all risks of physical loss or damage from any external cause while in transit and on location during the period of this loan. AFAM's fine arts policy contains the usual exclusions for loss or damage due to wear and tear, gradual deterioration, moths, vermin, inherent vice, damage resulting from any repairing, restoration or retouching process; nuclear reaction, radiation or radioactive contamination, and risks of war. If the work shall have been industrially fabricated and can be replaced or repaired to the artist's specifications, AFAM's liability shall be limited to the cost of such replacement. Lender agrees that in the event of loss or damage, recovery shall be limited to such amount, if any, as may be paid by the insurer, Lender hereby releasing AFAM and the trustees, officers, agents and employees of AFAM from liability for any and all claims arising out of such loss or damage.

If Lender has elected to maintain its own insurance AFAM must be supplied with a certificate of insurance naming AFAM and each of the participating Museums as an additional insured or waiting subrogation against AFAM and each of the participating Museums. If Lender fails to supply AFAM with such a certificate, this loan agreement shall constitute a release of AFAM from any liability in connection with the work. AFAM does not accept responsibility for any error or deficiency in information furnished to Lender's insurer or for any lapses in coverage.

5. All costs of insurance, packing, crating, transportation and customs formalities will be borne by AFAM. If the work is to be returned at Lender's request (without prior written agreement), to any address other than that from which it was collected, Lender shall pay any additional costs necessitated by such a change, if so directed by AFAM.
6. This Agreement and any other documents incorporated herein by reference and all related appendices and schedules, constitute the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein and supersedes all prior agreements, both written and oral, with respect to such subject matter.
7. The laws of the State of New York (without giving effect to its conflict of laws principles) govern this Agreement and all matters arising out of or relating to this Agreement.

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

¹ Grant #: 06130-UCF-CFC-20-01		² Original <input checked="" type="checkbox"/>		Amendment # <input type="checkbox"/>	
³ Grant Title: Communities Caring for Canopy Grant 2020					
⁴ Amount Previously Awarded: \$0.00		⁵ Amount Awarded This Action: \$2,431.00		⁶ Total Award Amount: \$2,431.00	
⁷ Award Start Date: 03/01/2020		⁸ Award End Date: 03/15/2021		⁹ Subrecipient Award: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
¹⁰ Vendor #: 40530		¹¹ Grantee Name: City of Barre			
¹² Grantee Address: 6 North Main Street, Suite 2					
¹³ City: Barre		¹⁴ State: VT		¹⁵ Zip Code: 05641	
¹⁶ State Granting Agency: Forests, Parks and Recreation				¹⁷ Business Unit: 06130	
¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		¹⁹ Match/In-Kind: \$2,431.00		Description: This is a 50/50 grant match.	
²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>					

SECTION II - SUBRECIPIENT AWARD INFORMATION

²¹ Grantee DUNS #: 092061266		²² Indirect Rate: % (Approved rate or de minimis 10%)		²³ FFATA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
²⁴ Grantee Fiscal Year End Month (MM format): 6		²⁵ R&D: <input type="checkbox"/>			
²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11):					

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund			\$0.00	
Special Fund			\$0.00	
Global Commitment (non-subrecipient funds)			\$0.00	
Other State Funds			\$0.00	

FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

Required Federal Award Information

³¹ CFDA#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Fed Award Date	³⁸ Total Federal Award
10.664	Cooperative Forestry Assistance: UCF 19		\$2,431.00	\$2,431.00	19-DG-11420000-080	10/01/2018	\$543,401.00
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
			\$0.00				
Federal Awarding Agency:		Federal Award Project Descr:					
			\$0.00				
Federal Awarding Agency:		Federal Award Project Descr:					
			\$0.00				
Federal Awarding Agency:		Federal Award Project Descr:					
			\$0.00				
Federal Awarding Agency:		Federal Award Project Descr:					
			\$0.00				
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$0.00	\$2,431.00	\$2,431.00			

SECTION IV - CONTACT INFORMATION

⁴¹ STATE GRANTING AGENCY		⁴² GRANTEE	
NAME: Elise Schadler		NAME: Steven E. Mackenzie, P.E.	
TITLE: Urban and Community Forestry Program Manager		TITLE: City Manager	
PHONE: (802) 522-6015		PHONE: (802) 476-8240	
EMAIL: elise.schadler@vermont.gov		EMAIL: manager@barrecity.org	



Vermont Department of Forests, Parks & Recreation

Agency of Natural Resources

GRANT AGREEMENT PART 2

1. Parties: This is a Grant Agreement between the State of Vermont Department of Forests, Parks and Recreation, (hereinafter called “State”) and the City of Barre, Vermont, with principal place of business at 6 North Main Street, Suite 2, Barre, VT 05641 (hereinafter called “Subrecipient”).
It is the Subrecipient’s responsibility to contact the Vermont Department of Taxes to determine if, by law, the Subrecipient is required to have a Vermont Department of Taxes Business Account Number.
2. Subject Matter: The subject matter of this Grant Agreement is 2020 Caring for Canopy Grant.
3. Award Details: Amounts, dates and other award details are as shown in the attached *Grant Agreement Part 1 – Grant Award Detail*. A detailed scope of work covered by this award is described in Attachment A.
4. Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.
5. Cancellation: This Grant Agreement may be suspended or cancelled by either party by giving written notice at least 30 days in advance.
6. Attachments: This Grant consists of 21 pages including the following attachments that are incorporated herein:
 - Grant Agreement Part 1 – Grant Award Detail
 - Grant Agreement Part 2 – Grant Agreement
 - Attachment A – Scope of Work to be Performed
 - Attachment B – Payment Provisions
 - Attachment C – Standard State Provisions for Contracts and Grants
 - Attachment D – Other Provisions for Federal Subrecipients
 - Attachment E – Certification Regarding Drug-Free Workplace Requirements (Grants)
 - Attachment F – Certification Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transactions
 - Attachment G – Tree Planting Specifications
7. Order of Precedence: Any ambiguity, conflict or inconsistency in the Grant Document shall be resolved according to the following order of precedence:
 - 1) Grant Agreement Part 1 and Part 2
 - 2) Attachment C
 - 3) Attachment D
 - 4) Attachment E
 - 5) Attachment A
 - 6) Attachment B
 - 7) Attachment F

8) Attachment G

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

By the State of Vermont:

By the Subrecipient:

Date: _____

Date: _____

Signature: _____

Signature: _____

Michael C. Snyder, Commissioner
Department of Forests, Parks and Recreation

Name: _____
Title: _____

ATTACHMENT A

SCOPE OF WORK TO BE PERFORMED

The Subrecipient will provide the following services:

1. Create a tree nursery on Subrecipient-owned land where seedling stock can safely grow for use in public tree plantings.
 - a) Plant and maintain 50 seedlings at the nursery site
 - b) Engage volunteer assistance from high school students
 - c) Erect fencing and amend soil
 - d) Develop and issue a press release
 - e) Host a public event at the nursery to engage the public.

Grant Requirements and Deliverables

The Subrecipient shall perform the activities as described above. In carrying out the project, the Subrecipient shall:

1. Submit, upon completion of the project, the financial and reporting documentation as outlined in Attachment B.
2. Maintain all documents, papers, accounting records and other evidence pertaining to the cost incurred under this Agreement and make them available to the State for inspection for a period of three (3) years from the end of the grant period.
3. Credit the Vermont Department of Forests, Parks and Recreation, Urban & Community Forestry Program, and the U.S. Forest Service in any material or publicity. All data and materials created or collected under this Agreement – including all digital data – are public records. Subrecipient may utilize the information for their own purposes but shall not copyright these materials. Refer to Attachment D.
4. Comply with OMB guidance subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400.

ATTACHMENT B
PAYMENT PROVISIONS

1. The State shall pay the Subrecipient a sum not to exceed 50% of the total project costs, with the maximum award amount not to exceed \$2,431.00 as follows: Upon completion of and acceptance of the work by the State, the Subrecipient may submit invoices in accordance with the following schedule:

\$1,215.50 upon grant execution and submission of invoice.

Remainder amount to total 50% reimbursement of total project costs upon receipt and approval of the final report described in paragraph 2, not to exceed \$1,215.50.

Up to 90 days of Pre-award costs are allowable under this agreement as determined by the State and as related to scope of work in Attachment A.

2. The Subrecipient shall submit to the State, no later than March 15, 2021, a final report on the project activities. This report shall include the following:
 - a. Written list of expenditures, including match, comparing proposed budget outlined in grant application to actual expenditures.
 - b. A short, up to one page, written story about the project with photo documentation if applicable to be used by the Vermont Urban and Community Forestry Program to share the project. Possible uses include: e-newsletter, blog post, website, and printed material.
 - c. Provide digital copies of all products developed as part of this grant, if applicable. (This might include master plans, maps, inventories, or other printed materials.).
3. If the work described in any invoice as provided by the Subrecipient, has not been completed to the satisfaction of the State, as determined by the Grant Manager, the State reserves the right to withhold payment until the invoiced work has been satisfactorily completed. Overdue balances resulting from non-payment for unsatisfactory work will not be subject to interest or finance charges.
4. Any additional funds required to complete the project activities will be the responsibility of the Subrecipient to obtain.
5. The State shall not be responsible for any other expenses of the Subrecipient.
6. Invoices shall be addressed to the below and emailed to: ANR.FPRAgreements@vermont.gov

ATTN: Vermont Department of Forests, Parks and Recreation
Accounts Payable
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801

7. Upon determination that the project activities have been successfully completed as outlined in Attachment A and upon receipt by the State of the Subrecipient's reporting documentation, the State will make the final payment as outlined in Attachment B. If the aforementioned conditions cannot be met by March 15, 2021, the Subrecipient must request from the State, in writing, an extension, at least 30 days prior to the close-out date. The extension request must include a justification and a proposed extension date. The State may require a certificate of insurance meeting the requirements in Attachment C if the prior submittal is no longer current.

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017**

1. Definitions: For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity: The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

8. Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

10. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for

civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Location of State Data: No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Copies: Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

23. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. Confidentiality: Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) (“Force Majeure”). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

- A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party’s notice or such longer time as the non-breaching party may specify in the notice.
- C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

29. No Implied Waiver of Remedies: Either party’s delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party’s performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an “AS IS, WHERE IS” basis, with no warranties whatsoever.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

- A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

- B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party’s employee’s rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

ATTACHMENT D: OTHER PROVISIONS FOR FEDERAL SUBRECIPIENTS

1. **FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA.** Subrecipient shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award. Follow direction in USDA Supplemental 2 CFR 415.2.
2. **NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL.** VT DFPR shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text: ***“This institution is an equal opportunity provider.”***

ATTACHMENT E**U.S. DEPARTMENT OF AGRICULTURE****Certification Regarding
Drug-Free Workplace Requirements (Grants)
Alternative I - for Grantees other than Individuals**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et. seq.*), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 *Federal Register* (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

**(BEFORE COMPLETING CERTIFICATION,
READ INSTRUCTIONS AT THE END OF THIS ATTACHMENT)****Alternative I**

- A. The grantee certifies that it will or will not continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about –
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
 - (f) Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(g) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency;

(h) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Check if there are workplaces on file that are not identified here.

City of Barre, Vermont **06130-UCF-CFC-20-01**
Organization Award Number

Name and Title of Authorized Representative

Signature

Date

Form AD-1049 (2/93)

Instructions for Certification

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 in accordance with these instructions.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph 3).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled" substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal drug statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**ATTACHMENT F
U.S. DEPARTMENT OF AGRICULTURE**

**Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

**(BEFORE COMPLETING CERTIFICATION,
READ INSTRUCTIONS ON FOLLOWING TWO PAGES)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City of Barre, Vermont

06130-UCF-CFC-20-01

Organization Name

PR/Award Number

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
6. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Form AD-1047 (1/92)

ATTACHMENT G
TREE PLANTING SPECIFICATIONS FOR
"COMMUNITIES CARING FOR CANOPY" GRANTS

Part 1. General

1.1 Scope of Work

1.1.1 Planting trees

1.1.2 Initial maintenance and guarantee of plant materials

1.2 Quality and Performance Assurances

1.2.1 The Subrecipient shall furnish all contractors with a copy of these specifications, and all contractors must read, sign one copy, and agree to follow specifications outlined.

1.2.2 The Subrecipient shall inspect work periodically to ensure that all specifications are adhered to. Changes in specifications can be made only after approval from the Urban and Community Forestry Program.

1.2.3 Subrecipient shall insure that contractor's use all means necessary to protect all materials before, during and after installation including proper storage. Follow the manufacturer's recommended procedures for unloading, storage and installation where applicable.

1.2.4 Plant materials shall be in accordance with the American Standard for Nursery Stock, ANSI Z60-1-1990, as defined by the American Association of Nurserymen.

1.3 Warranty

1.3.1 All plant material shall remain alive and be in a healthy, vigorous condition for a period of three years after completion of the entire project.

1.3.2 Replace, in accordance with the drawings and specifications, all plants that are dead or, as determined by the Subrecipient or staff with the Urban and Community Forestry Program, are in an unhealthy or unsightly condition. Subrecipient or contractor shall bear the cost of replacement(s).

Part 2. Products

2.1 Plant Materials

2.1.1 Plant material shall conform to American Standard for Nursery Stock, ANSI Z60.1.

2.1.2 Plants shall be true to species and variety specified and nursery grown in accordance with good horticultural practices under climatic conditions similar to those in the locality of the project for at least two years. They shall have been freshly dug, oversized balled, and be of the form necessary to meet design standards. They shall be sound, healthy, vigorous, well-branched and densely foliated when in leaf and free of disease and insects (eggs or larvae). They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth.

2.1.3 Plants shall not be heavily pruned before delivery. Trees with multiple leaders, unless specified, will be rejected. Trees with damaged or crooked leader, abrasion of bark, sunscald, disfiguring knots, insect damage, or cuts of limbs over 3/4" (2 cm) in diameter that are not completely callused should be rejected.

2.1.4 Plants shall conform to the measurements specified, except for plants larger than those specified. If larger plants are used, the root ball shall be increased in proportion to the size of the plant. Caliper measurements shall be taken on the trunk 6" (15 cm) above the

natural ground line. Height and spread dimensions specified refer to the main body of the plant and not from branch tip to branch tip. Plants shall be measured when branches are in their normal position. If a range of size is given, no plant shall be less than the minimum size specified. Balled and burlaped trees shall be a minimum of 2" caliper.

2.1.5 All plants shall be labeled by plant name and size. Labels shall be attached securely to all plants, bundles and containers of plant materials when delivered. Plant labels shall be durable and legible, with information given in weather-resistant ink or embossed process lettering.

2.2 Guying, Staking and Wrapping Materials (OPTIONAL)

2.2.1 Wood Stakes shall be sound, uniform, hardwood, redwood or cedar. Wood stakes shall be, a minimum 2" section, 6' long and pointed at one end. Ground anchors, if specified, shall be arrowhead shaped earth anchors of malleable iron castings, aluminum castings, or stamped steel. Support ties shall be 2" or wider bands of polypropylene, or elasticized or webbed strapping. Wrapping materials shall be a standard manufactured tree wrapping paper.

2.3 Mulch

2.3.1 Mulch shall be 6 months old well-rotted bark mulch not larger than 4" in length and ½" in width, free from woodchips, sawdust, or twigs.

Part 3. Execution

3.1 Digging and Handling Plant Materials

3.1.1 Plants are to be dug with firm, natural balls of earth of diameter not less than that recommended in the Tree and Shrub Transplanting Manual as published by the International Society of Arboriculture, and of sufficient depth to include fibrous and feeding roots. Plants will not be accepted if the ball is dry, cracked or broken before or during planting operation. The root flare shall be within the top 2" of the soil ball.

3.2 Excavation

3.2.1 Tree pits are to be excavated no deeper than the depth of the root ball and three (3) times the diameter of the root ball.

3.2.2 Sub-grade soils shall be separated from the upper topsoil and if of poor quality, replaced with topsoil when backfilling. Sub-grade soil in pits shall be left undisturbed.

3.2.3 If tree pits are excavated with mechanical equipment, scarify the sidewalls and bottom prior to planting. Care shall be exercised to reduce soil compaction on site.

3.3 Planting Operations

3.3.1 Plants must be protected at all times from sun or drying winds. Plants that cannot be planted immediately on delivery shall be kept in the shade, well-protected with soil, covered with wet mulch or other acceptable material, and kept well-watered. Plants shall not remain unplanted any longer than three days after delivery to the site. Plants shall not be bound with wire or rope so as to damage the bark or break branches. Plants shall be lifted and handled with suitable support of the soil ball to avoid damage.

3.3.2 Plants shall be set at the same relationship to finish grade as they were to the ground from

which they were dug. Plants must be set plumb and braced rigidly in position until prepared topsoil has been tamped solidly around the ball and roots. Plants shall be set so that they will be the same depth one year. Care should be taken to ensure that root ball has not been covered above root flare during the nursery cultivation. Briefly remove burlap to inspect root ball prior to setting in hole to determine proper hole depth.

- 3.3.3** Ropes, strings and wrapping from the top 2/3 of the ball are to be removed after the plant has been set. The balance of the wrappings are to be left intact under the ball. All waterproof or non-degradable wrappings shall be removed from the ball. Wire baskets shall be cut and removed from the top 2/3 of ball.
- 3.3.4** Plant pits shall be backfilled with on-site excavated material unless directed otherwise. When pits are approximately 2/3 full, they shall be thoroughly watered to eliminate air pockets. After this initial watering, topsoil is to be installed to the top of pit and watered. Puddled soil conditions are to be avoided.
- 3.3.5** Planting areas are to be finish-graded to conform to grades after full settlement has occurred.
- 3.3.6** Plantings shall receive a 3" (10 cm) layer of shredded bark mulch in minimum of a 24" diameter circle around the -trunk of the tree.
- 3.3.7** Plants shall be thoroughly watered immediately after planting.

3.4 Staking/Guying, Wrapping and Pruning (OPTIONAL)

- 3.4.1** Staking shall be done only if the tree requires support in strong winds or protection from equipment, vehicles or vandals. If staking is necessary, stakes of non-rusting metal or untreated wood shall be driven outside the root ball and attached to the tree with broad straps, not wires, about six inches above the lowest level at which the trunk can be held and still return upright after the top is deflected. The Contractor shall be responsible for removing, staking and guying materials no later than one year after planting.
- 3.4.2** Trees shall not be wrapped except in extreme weather zones or where reflective heat could be a problem. Wrapping shall only be used during, the winter months. It is the responsibility of the Contractor to remove the wrap in the spring.
- 3.4.3** Plants shall not be pruned at the time of planting except to remove broken or crossing branches. Broken or crossing branches shall be pruned with a sharp tool and in a manner to retain and encourage the plant's natural growth characteristics. The crown of a young tree should not be cut back to compensate for root loss. Wound paint or dressing shall not be used.

3.5 Maintenance of Plant Materials

- 3.5.1** Maintenance shall consist of pruning, watering, cultivating, weeding, mulching, tightening and repairing straps and stakes, stake and wrap removal after one growing season, resetting plants to proper grades or upright position, and furnishing and applying such sprays or other materials as are necessary to keep plantings free of insects and disease and in healthy and thriving condition.

3.6 Guarantee Period and Replacements

- 3.6.1** The guarantee period for plant materials shall begin at the date of planting.
- 3.6.2** The contractor shall guarantee all plant material to be in healthy and thriving condition for a period of three years from the date of acceptance.
- 3.6.3** The Contractor shall replace, without cost and as soon as weather conditions permit, and within a specified planting period, all plants determined by the super-visor to be dead or

dying during the guarantee period. Plants with dead or dying branches or branch tips, or with foliage showing abnormal density, size or color shall be replaced. Replacements shall be subject to requirements stated in this specification.

- 3.6.4** The guarantee of all replacement plants shall extend for an additional period of one year from the date of their acceptance after replacement. In the event that a replacement plant is not acceptable during the extended guarantee period, the supervisor may elect subsequent replacement or credit for that item.

3.7 Planting Season

- 3.7.1** All deciduous material shall have been dug when dormant and prior to bud swelling.
- 3.7.2** All conifers shall be dug in the spring, prior to bud elongation or in late summer after new growth has hardened off.
- 3.7.3** Planting should take place as soon as possible after trees have been dug. Typically, planting season shall be from April 15 through June 15, depending upon the region.
- 3.7.4** Although discouraged, summer planting may be performed, however it will be the responsibility of the contractor to provide proper irrigation. Softwoods need 30 days of frost free weather.

3.8 Plant Establishment

- 3.8.1** It is the responsibility of the Contractor to ensure the resumption and continued growth of transplanted material.
- 3.8.2** The Contractor shall make periodic inspections, at no extra cost, during the guarantee period to determine what changes, if any, should be made in the maintenance program.

3.9 Watering and Care

- 3.9.1** The plants shall be watered at least weekly during the dry season. Contractor shall keep the area immediately surrounding the tree free from weeds and turf. The contractor shall install a fresh top coat of bark mulch not to exceed 3". The Contractor shall provide after care maintenance for a minimum of one year.

Friday, February 28, 2020

Councilors:

We have been contacted by our fuels broker (Competitive Energy Services) that with the declining market price of fuel oil (and propane?), it is time to consider renewing fuel contracts for FY21.

While we still have our homework to do and are not prepared to "jump" just yet, it is prudent to request your pre-authorization (similar to last year) so that we may strike when/if we do in the next 1-3 months.

You may recall that when we are ready to strike, we request real-time quotes from the broker, and the fuel provider then allows 24 hours from receipt to execute a contract.

Unless that happens on a Tuesday, we can't wait up to a week to get authorization to sign.

If we do execute a contract, I will present any contract for your ratification at the next successive Council mtg.

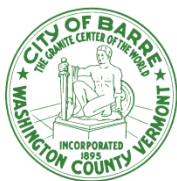
Required motion for approval:

"Authorize the Manager to execute fuel oil and/or propane contracts at the Manger's discretion when deemed in the City's best interests for subsequent ratification by the Council"

Thanks,
Steve

Steven E. Mackenzie, P.E.
City Manager
City of Barre, VT
City Hall
6 North Main Street, Suite 2
Barre, VT 05641

Office: 802-476-0241
Cell: 802-477-2255



• *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., and City Manager

Re: Department Head Reports

Report Date: February 28, 2020

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:

- Sample ballots for the March 3rd annual town meeting and presidential primary elections are posted on the City website. Early/absentee voting is ongoing.
- Annual liquor license renewal applications were mailed out January 14th. All liquor licenses expire on April 30, 2020.
- Annual unclaimed property reporting is ongoing. The report is due to the VT Treasurer's Unclaimed Property Division by May 1st.
- Working with the House Government Operations Committee on administrative charter changes associated with gender neutrality and removing city school language that was voided when the school merger was adopted. Such administrative changes can be made by the legislature without voter approval. The Barre City changes are part of a larger bill making gender neutrality changes to all charters. The bill is expected to pass out of the House before Town Meeting.
- Dog licenses are now available. All dogs are required to be licensed by April 1st.

2. BUILDING AND COMMUNITY SERVICES:

- Weight Watchers met on Saturday morning, Tuesday evening and Thursday morning in Alumni Hall.
- An open gym basketball session was held on Saturday in the AUD with about thirty in attendance, Admission was free as this was part of the “community sponsored” events.
- The City hosted a “thank you volunteers” luncheon on Saturday in Alumni hall for those that participate in the various City committees.
- The SHS boy’s hockey team hosted their final home game of the season on Saturday night at the BOR. The boys won 4-1!
- The SHS girls’ basketball team practiced on Sunday morning in the AUD.
- The Men’s Basketball League hosted a game on Sunday afternoon in the AUD.
- The local police held a basketball practice on Sunday evening in the AUD as they prepare for the fundraiser game to be held later in March at Hazen Union High School. The DMV held CDL testing on Tuesday and Wednesday in the Civic Center parking lot.
- The Twinfield girls’ basketball team practiced on Tuesday evening in the AUD.
- A Neighborhood Watch meeting was held on Wednesday evening in Alumni Hall.
- The Spaulding girls’ hockey team hosted their final home game on Wednesday evening. The girls won 7 – 0 to complete the regular season undefeated!
- An AAU basketball team practiced in the AUD on Friday evening.
- Don performed some maintenance work during the week but was also out sick half the week.
- The Facilities crew picked up from the “Bags and Balls” Corn – Hole tournaments and spent the week getting the AUD ready for the VPA boys’ basketball tournament which begins on Monday, March 2.
- On Monday, I attended the Pool Refurbishment Project pre-bid meeting at the pool, which was well attended. On Tuesday, I participated in a conference call regarding the pool project as well as a conference call regarding the USW contract negotiations. On Wednesday, I attended the final walk through for the BOR safety systems project and signed off on completion. On Thursday, I attended a follow up meeting with the Manager and D&K regarding the HVAC projects/issues regarding the Public Safety Building, City Hall and Alumni Hall. On Friday, I participated in conference calls with the VPA and schools regarding logistics for the upcoming basketball tournament.

2a. RECREATION:

- Time was spent coordinating gym time for AAU basketball teams. Several groups have requested gym time. Times needed to be weaved in between our busy spring show season at the AUD. Scheduled and then sent out to all for confirmation.
- Scheduling of the rink - U-32 hockey practices, SHS boys and girls practices and playoff times was performed this week with more next week as we learn who moves on.
- A conference call was held with a representative from the USTA regarding our summer tennis program. We will be searching for a new Instructor as the one from last year will

not be available. A conference call will be scheduled with the regional USTA coordinator.

- The digital sign online communications was repaired this week. The sign is now displaying updated information.
- Jody Norway and I set up and attended the Volunteer Recognition event on Saturday February 22, 2020 in Alumni Hall. The event was well attended and appreciated by the volunteers. It was nice to meet everyone and hear what each group has been working on.
- This week time was spent with the Open Gym Basketball program. There was a strong attendance with lots of fun.
- Time was spent with the Stick and Puck program. This program had low attendance. Thankfully a high school volunteer was able to assist at the Open Gym so I could go back and forth between the two that were at the same time.
- Preliminary discussions were held as we work at options for off site swim lessons this summer. There are a lot of pieces to work out, however it is an important goal to see if we can offer lessons.
- The VPA championships are at the AUD the next two weeks so time has been spent making sure the public is aware of the ticket purchasing process. We get a lot of walk ins during the day and many phone calls so we are working at getting the word out to make it easier for everyone.
- No cemetery admin was performed this week.
- Worked on the Tier II reporting .
- MARs were prepared this week.
- End of the season employment separation reports were filed with payroll
- Working with Elaine Wang from the Town of Barre as we prepare for the Egg Hunt.
- Busy week with school vacation, emails, telephone, networking, etc.

3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:

Planning – Janet:

- Finished office rearrangement layout plans;
- Added to the letter sent to new residents generated out of the clerk's office;
- Completed the city portion of the Designated Downtown annual report and sent to the Executive Director of the Partnership to finalize and submit;
- Attended the Energy Committee meeting Monday night;
- Completed the meeting minutes and posted later in the week;
- Attended City Council with the energy committee and Efficiency Vermont Tuesday night;
- Attended CVRPC Project Review Committee meeting Thursday afternoon in Montpelier;
- Attended the City Planning Commission meeting Thursday night at Alumni Hall;
- Worked on grants documents and applications;
- Various phone calls, emails, invoices, internal meetings with fellow staff, City Manager, Mayor, residents, business owners, etc.

Permitting – Heather:

- Issued 4 building permits;
- Issued 6 electrical permits;
- Issued 1 vacant building renewal license;
- Issued 4 zoning permits;
- Closed out in the databases and in the paper files 10 electrical permits;
- Closed out in the databases and in the paper files 5 building permits;
- Issued 5 certificates of completion for building permits from Code Enforcement;
- Completed research for the new potential restaurant called Roscini's at the VT Salumi location;
- Updated the energy spreadsheet for the Director;
- Answered phones, emails, waited on customers, filing, and the ever ongoing updates to both Fire Dept. & Zoning databases for address changes, file uploads, etc.

Assessing Clerk – Kathryn:

- Regular office and assessing work, grand list, 911, property transfer returns, address changes, customers, phone, e-mail requests, assistance and information, filing, computer updates, map copies and lister cards sent to those requesting copies;
- Received 9 change cards (changes in assessment) from the Assessor that require revisions in the NEMRC system for the 2020 assessment changes in value;
- Continue work with the 530 previous, and pulled 40 more change cards, for a total of 570 pulled to date. These cards are those that Mr. Gregoire, the Assessor's data collector, have been assigned to review with the homeowner then brings to the Assessor so that he may or may not need to make a change in assessment. Any changes become the change cards that the Clerk then gets to make all the changes necessary in the various systems (see bullet above);
- Added to the spreadsheet for the Assessor to use, any permits from the zoning administrator, and any permit closeouts to be listed on the Assessor card system, which is the permit list for the Assessor to complete;
- Continuing working on the 2019 Sales Study with all downloaded from the State with currently all but 12 done. We receive weekly additional transfers for the Study as the State receives the transfers from towns and processes them then adds them to the Sales Study which they download to us for previewing and validation or not;
- Down loaded 117 Homestead filings, 0 E & O, and 0 State Payments into the Grand List doing updates for in NEMRC, files, Grand List and yearly records. The year to date total of Barre City Homesteads filed for 2020 is 410. Completed one corrected bill for 95 Boynton Street for the abatement process.

3a. CONTRACT ASSESSOR:

- Contractor did not provide report.

4. DEPARTMENT OF PUBLIC WORKS:

- Department Head will send report with the warrants on Monday.

5. FINANCE DIRECTOR:

- Worked on fixed assets the majority of the week
- Received two quotes from vendors for fleet/asset/inventory/fuel management software
- Reconciled health, dental, & life insurance for both City and employee portions
- Reviewed AP Invoices

6. DEPARTMENT OF PUBLIC SAFETY:

6a. FIRE DEPARTMENT:

Weekly Fire Activity Report to follow this memo.

6b. POLICE

Police Media Logs to follow this memo.

Check Number	Check Date	Ck Acct	Vendor Number	Vendor Name	Invoice Number	Purchase Order	Check Amount	Invoice Description
135911	03/04/20	01	01009	ACTIVE NETWORK LLC	4100167362		1653.75	MaxGalary software
135912	03/04/20	01	01108	ARC MECHANICAL CONTRACTOR	19739		157.50	labor
135913	03/04/20	01	01057	AT&T MOBILITY	011120A		135.92	service 12/12/19-1/11/20
					020420		109.06	service 01/05-02/04/20
					021120		383.14	service 1/12-2/11/20
Total For Check 135913							628.12	
135914	03/04/20	01	01187	ATC GROUP SERVICES LLC	2233278		3725.06	Enterprise Aly monitoring
135915	03/04/20	01	23018	AUBUCHON HARDWARE	492820		7.10	fasteners
					492896		27.19	links,bolts
Total For Check 135915							34.29	
135916	03/04/20	01	02167	BARRE GARDENS HOLDINGS LL	02941D		1415.62	water overpayment
135917	03/04/20	01	02167	BARRE GARDENS HOLDINGS LL	02941E		5194.03	water overpayment
135918	03/04/20	01	02293	BCBSVT	020320		104366.13	prem 3/1-3/31/20
135919	03/04/20	01	02204	BENOIT ELECTRIC INC	3268		140.00	labor
135920	03/04/20	01	02188	BULLARD DON A	021520A		30.00	balance due on boots
135921	03/04/20	01	03062	C FORD PROFESSIONAL LETTE	14876		265.00	banner
135922	03/04/20	01	03009	CENTRAL VT HUMANE SOCIETY	021420		3000.00	services 7/1-9/30/19
					021820		2060.00	services 10/1-12/31/19
Total For Check 135922							5060.00	
135923	03/04/20	01	03277	CHARTER COMMUNICATIONS	022220		335.63	service 1/30-2/29/20
135924	03/04/20	01	03105	CHASE SHERRY	022420		81.18	refund Aflac prem adjustm
					022820		18.16	reimb healthcare deductio
Total For Check 135924							99.34	
135925	03/04/20	01	04071	DEAD RIVER CO	013020A		2391.59	fuel oil,lic fee,fuel tax
					021020		4785.64	fuel oil,lic fee,fuel tax
Total For Check 135925							7177.23	
135926	03/04/20	01	06122	FARNHAM BRIAN	022020		20.05	reimb healthcare deductio
135927	03/04/20	01	07062	GOSS JOHN & LINDSEY OR CI	00057		15.43	water overpayment
135928	03/04/20	01	07063	GREEN MOUNTAIN SECURITY	1256		499.00	labor,electric strike
					1259		257.00	card reader,labor,cables
Total For Check 135928							756.00	
135929	03/04/20	01	07006	GREEN MT POWER CORP	193357-0120		47.43	Merchants Row ev station
					205860-0120		119.54	N Main St/Maple Ave light
					2112300-0120		944.52	12 N Main St City Hall
					30586-0120		73.77	Maple Ave/Summer St lgt
					60586-0120		69.19	Summer/Elm St light
					8159200-0120		9229.14	61 Seminary St Aud/Bor
					893920-0120		1836.72	15 Fourth St PSB

Check Number	Check Date	Ck Acct	Vendor Number	Vendor Name	Invoice Number	Purchase Order	Check Amount	Invoice Description
					956930-0120		58.60	N Main St Dente Park
					Total For Check 135929		12378.91	
135931*	03/04/20	01	08084	HARDROCK GRANITE CO INC	022000950000		2410.76	prop tax abatement
135932	03/04/20	01	13061	MAINE OXY	32040707		349.14	propane
135933	03/04/20	01	13121	MORRISON CAMDEN	022820		32.08	reimb healthcare deductio
135934	03/04/20	01	14134	NORTHEAST DELTA DENTAL	030120		5317.82	prem 3/1-3/31/20
135935	03/04/20	01	14903	NORWAY JOANNE	022620		177.06	recognition lunch supplie
135936	03/04/20	01	19032	SOUP N GREENS	022420		228.79	lock up meals Jan 2020
135937	03/04/20	01	20096	TD BANK	021920		6285.50	principal, interest
135938	03/04/20	01	20002	TIMES ARGUS ASSOC INC	4127		60.90	advertise tax deadline
					4168		548.10	advertise March meeting
					4894		60.90	advertise tax deadline
					4897		60.90	advertise TAC
					4916		69.60	advertise dog lics
					4924		69.60	advertise bond vote
					4973		121.80	advertise agenda 2/25
					Total For Check 135938		991.80	
135939	03/04/20	01	21002	UNIFIRST CORP	4460808		182.69	uniform rental
135940	03/04/20	01	21017	UNUM LIFE INS CO OF AMERI	021420		6596.11	prem 3/1-3/31/20
135941	03/04/20	01	21003	US POSTMASTER	022520		1900.00	permit 101 fee
135942	03/04/20	01	22013	VERMONT DEPT OF HEALTH	402		50.00	engraved paper
135943	03/04/20	01	22006	VLCT PACIF	022820		205369.00	PACIF/WC Ins
135944	03/04/20	01	22017	VRPA	01345		20.00	registration-S Quaranta
135946*	03/04/20	01	01088	AFSCME COUNCIL 93	PR-03/04/20	PR01:156	203.00	Payroll Transfer
135947	03/04/20	01	01150	AIRGAS USA LLC	9098287511		325.12	oxygen
135948	03/04/20	01	01093	AMERICAN ROCK SALT CO LLC	0636088		6996.99	bulk salt
135949	03/04/20	01	01108	ARC MECHANICAL CONTRACTOR	20048		325.25	transformer, effic test
135950	03/04/20	01	01091	ARIES INDUSTIRES INC	395151		1779.37	transformer, mount, labor
135951	03/04/20	01	23018	AUBUCHON HARDWARE	492786B		10.79	file
					492795		47.57	battery
					492908		87.27	gas, torch
					Total For Check 135951		145.63	
135952	03/04/20	01	02011	BARRE CITY TREASURER	PR-03/04/20	PR01:156	92.40	Payroll Transfer
135953	03/04/20	01	02045	BARRE CITY WATER & SEWER	04686		75.91	58 depot sq water bill
135954	03/04/20	01	02047	BARRE ELECTRIC & LIGHTING	296715		97.97	coil, lug
					304904		49.40	battery
					Total For Check 135954		147.37	
135955	03/04/20	01	02123	BARRE PARTNERSHIP THE	02282020		65.00	BCEC heritage fest tent
135956	03/04/20	01	02204	BENOIT ELECTRIC INC	4		900.00	bor fire alarm final pymn
135957	03/04/20	01	03172	CARGILL INC	2905274796		11597.82	bulk salt
135958	03/04/20	01	03316	CELLI ANDREA E	PR-02/12/20		52.16	Payroll Transfer
					PR-02/19/20		52.16	Payroll Transfer

Check Number	Check Date	Ck Acct	Vendor Number	Vendor Name	Invoice Number	Purchase Order	Check Amount	Invoice Description
					PR-02/26/20		52.16	Payroll Transfer
					PR-03/04/20	PR01:156	52.16	Payroll Transfer
Total For Check 135958							208.64	
135959	03/04/20	01	03277	CHARTER COMMUNICATIONS	025972102192		72.41	internet
135960	03/04/20	01	03205	CITY OF BARRE PENSION PLA	PR-03/04/20	PR01:156	398.36	Payroll Transfer
135961	03/04/20	01	03308	COMMUNITY BANK NA	PR-03/04/20	PR01:156	235.00	Payroll Transfer
135962	03/04/20	01	03337	COMMUNITY BANK NA	PR-03/04/20	PR01:156	29625.45	Payroll Transfer
135963	03/04/20	01	03315	CONSOLIDATED COMMUNICATIO	02182020		154.10	internet
135964	03/04/20	01	03063	CVTV	939		184.00	web stream board meetings
135965	03/04/20	01	04071	DEAD RIVER CO	14017		1232.40	heating oil
					14018		1139.40	heating oil
					14019		291.09	heating oil
					14020		426.13	heating oil
					49146		528.78	heating oil
					523039		294.31	heating oil
Total For Check 135965							3912.11	
135966	03/04/20	01	05069	EDWARD JONES	PR-03/04/20	PR01:156	201.00	Payroll Transfer
135967	03/04/20	01	05059	ENDYNE INC	324120		55.00	water testing
					324261		1436.00	sludge
					324264		100.00	water sampling
					324503		55.00	water testing
Total For Check 135967							1646.00	
135968	03/04/20	01	05030	ESMI OF NEW YORK LLC	21394		4674.03	sludge
135969	03/04/20	01	05007	EVERETT J PRESCOTT INC	5658949		171.94	valve box cover
135970	03/04/20	01	06009	F W WEBB CO	66372483		99.16	pump coupler
					66372483-2		198.32	pump coupler
Total For Check 135970							297.48	
135971	03/04/20	01	07073	G D MACHINES	424419		278.75	repair #2 hydraulic cylin
135972	03/04/20	01	07006	GREEN MT POWER CORP	621740000000		10707.36	n front st waste water pl
135973	03/04/20	01	07119	GREEN UP VERMONT	877		300.00	green up appropriation
135974	03/04/20	01	08053	HOLLAND CO INC	1756		14081.85	sodium aluminate
135975	03/04/20	01	09021	IRVING ENERGY	539619		991.54	propane
135976	03/04/20	01	10025	J & B TRUCK CENTER	T420353		56.31	tube, tube assy coolant
					T420583		84.25	surge cap, ebp sensor
					T420598		580.22	mirror, eyemax, freight
Total For Check 135976							720.78	
135977	03/04/20	01	12090	LEVESQUE JOSEPH M	501		3416.66	assessor 2/1-2/29/2020
135978	03/04/20	01	12009	LOWELL MCLEODS INC	S57599		46.40	bolt with lock nut
					S57920		42.63	slotted nut
					W16664		1694.44	springs, bolts, labor

Check Number	Check Date	Ck Acct	Vendor Number	Vendor Name	Invoice Number	Purchase Order	Check Amount	Invoice Description	

							Total For Check 135978	1783.47	

135979	03/04/20	01	13088	MCMASTER-CARR	35275401		382.05	rods, tube, shipping	
135980	03/04/20	01	13189	MILES SUPPLY INC	0133938-02		13.42	safety glasses	
					0133939-003		60.50	goggles	
					0134850-01		39.12	safety glasses	
					0134888-02		45.25	nonshock absorbing lanyar	
					0134888-03		90.50	nonchock absorbing lanyar	

							Total For Check 135980	248.79	

135981	03/04/20	01	14017	NATIONAL FRATERNAL ORDER	PR-02/12/20		423.12	Payroll Transfer	
					PR-02/19/20		423.12	Payroll Transfer	
					PR-02/26/20		423.12	Payroll Transfer	
					PR-03/04/20	PR01:156	423.12	Payroll Transfer	

							Total For Check 135981	1692.48	

135982	03/04/20	01	14154	NORTH COUNTRY FEDERAL CRE	PR-03/04/20	PR01:156	187.00	Payroll Transfer	
135983	03/04/20	01	14121	NORTHFIELD AUTO SUPPLY	307739		56.03	oil filter	
					307793		103.92	counteract bal beads	
					307814		16.36	hose clamp	
					308067		5.48	funnels	
					308115		162.29	alternator	
					308160		36.17	oil filter, motor oil	
					308162		12.58	mercon v atf	
					308175		24.49	coupler	
					308253		134.82	battery	
					308286		57.69	strobe kit	

							Total For Check 135983	609.83	

135985*	03/04/20	01	14089	NORTHFIELD SAVINGS BANK	PR-03/04/20	PR01:156	1715.08	Payroll Transfer	
135986	03/04/20	01	14556	NORTRAX INC	1999086		67.36	flood lamp, freight	
135987	03/04/20	01	14055	NORWAY & SONS INC	15394		855.40	repair lights on dock	
					15395		221.90	2 relays for bm road pump	

							Total For Check 135987	1077.30	

135988	03/04/20	01	15046	OFFICE OF CHILD SUPPORT	PR-03/04/20	PR01:156	98.08	Payroll Transfer	
135989	03/04/20	01	15051	ONE CREDIT UNION	PR-03/04/20	PR01:156	2017.13	Payroll Transfer	
135990	03/04/20	01	15003	ORMSBY'S COMPUTER SYSTEMS	36025		997.50	symantec endpoint protect	
135991	03/04/20	01	16799	PEOPLE'S UNITED BANK	PR-03/04/20	PR01:156	80.09	Payroll Transfer	
135992	03/04/20	01	16077	PERSHING LLC	PR-03/04/20	PR01:156	225.00	Payroll Transfer	
135993	03/04/20	01	16102	PRUDENTIAL RETIREMENT	PR-03/04/20	PR01:156	305.00	Payroll Transfer	
135994	03/04/20	01	19000	SAFELITE FULFILLMENT INC	12/23/2019		219.86	windshield	
135995	03/04/20	01	19102	SECURSHRED	330343		45.00	shred	
135996	03/04/20	01	19186	SENSENICH JAN M	PR-02/12/20		335.85	Payroll Transfer	
					PR-02/19/20		335.85	Payroll Transfer	

Starting Date : 03/04/20 Ending Date : 03/04/20

Check Number	Check Date	Ck Acct	Vendor Number	Vendor Name	Invoice Number	Purchase Order	Check Amount	Invoice Description
					PR-02/26/20		335.85	Payroll Transfer
					PR-03/04/20	PR01:156	335.85	Payroll Transfer
Total For Check 135996							1343.40	
135997	03/04/20	01 19155		STAPLES CREDIT PLAN	011520		474.64	toner, chair mat, notes
135998	03/04/20	01 20095		TD BANK	PR-03/04/20	PR01:156	398.11	Payroll Transfer
135999	03/04/20	01 20097		TD BANK	PR-02/12/20		340.00	Payroll Transfer
					PR-02/19/20		340.00	Payroll Transfer
					PR-02/26/20		340.00	Payroll Transfer
					PR-03/04/20	PR01:156	340.00	Payroll Transfer
Total For Check 135999							1360.00	
136000	03/04/20	01 20032		TUCKER MACHINE CO INC	01-15266		83.21	belts, bolts/nuts shippin
136001	03/04/20	01 21002		UNIFIRST CORP	4460809		460.83	uniforms
					4460811		105.22	uniforms
					4460812		71.62	uniforms
					4462887		149.69	uniforms
Total For Check 136001							787.36	
136003*03/04/20		01 21010		UNITED STEELWORKERS	PR-02/12/20		202.68	Payroll Transfer
					PR-02/19/20		204.36	Payroll Transfer
					PR-02/26/20		205.77	Payroll Transfer
					PR-03/04/20	PR01:156	203.07	Payroll Transfer
Total For Check 136003							815.88	
136004	03/04/20	01 22100		VERMONT DEPT OF TAXES	PR-03/04/20	PR01:156	3774.38	Payroll Transfer
136005	03/04/20	01 22058		VIDEOVISION VIDEO PRODUCT	10648		535.50	board production
136006	03/04/20	01 22163		VRWA	450		48.00	registration micheli, rou
					452		24.00	registration micheli
Total For Check 136006							72.00	
136007	03/04/20	01 22062		VT STATE EMPLOYEES CREDIT	PR-03/04/20	PR01:156	370.00	Payroll Transfer
136008	03/04/20	01 23006		WILD AUTO ELECTRIC SHOP	57117		72.55	rotar, labor
94 checks for check account 01							490132.21	
Report total for 94 checks							490132.21	

Employee Tax Summary Report

by name for check dates 03/04/20 thru 03/04/20

Gross	FWT	FICA	MEDI	SWT	SDI	ERFICA	ERMEDI	FUTA	SUTA	Local	Net
Employee: 0090	ABARE, LANCE R.										
928.80	53.67	53.92	12.61	18.70	0.00	53.92	12.61	0.00	0.00	0.00	673.01
Employee: 0136	AHEARN, WILLIAM E.										
1713.33	137.76	104.99	24.55	82.14	0.00	104.99	24.55	0.00	0.00	0.00	0.00
Employee: 0145	ALDSWORTH, JOSEPH G.										
1492.34	120.36	89.58	20.95	34.56	0.00	89.58	20.95	0.00	0.00	0.00	160.43
Employee: 0155	AMARAL, ANTHONY C.										
768.32	57.14	47.64	11.14	19.70	0.00	47.64	11.14	0.00	0.00	0.00	0.00
Employee: 0417	BARIL, JAMES A.										
2313.87	339.90	136.46	31.91	100.65	0.00	136.46	31.91	0.00	0.00	0.00	0.00
Employee: 0570	BENJAMIN, KENNETH S.										
913.21	90.49	55.75	13.04	27.07	0.00	55.75	13.04	0.00	0.00	0.00	0.00
Employee: 0580	BENSON, NICHOLAS J.										
1048.74	104.97	63.60	14.87	31.42	0.00	63.60	14.87	0.00	0.00	0.00	0.00
Employee: 0590	BERGERON, JEFFREY R.										
1215.80	83.53	70.26	16.43	27.03	0.00	70.26	16.43	0.00	0.00	0.00	841.52
Employee: 1005	BOMBARDIER, TIMOTHY J.										
1730.80	238.30	105.50	24.67	86.42	0.00	105.50	24.67	0.00	0.00	0.00	0.00
Employee: 1100	BRAMMAN, KATHRYN H.										
966.00	97.29	59.89	14.01	29.05	0.00	59.89	14.01	0.00	0.00	0.00	635.95
Employee: 1097	BREAULT, BONNIE J.										
1282.03	158.26	74.73	17.48	47.40	0.00	74.73	17.48	0.00	0.00	0.00	0.00
Employee: 1130	BRENT, DOUGLAS S.										
1634.80	217.68	99.08	23.17	65.23	0.00	99.08	23.17	0.00	0.00	0.00	0.00
Employee: 1390	BULLARD, DON A.										
1043.60	135.55	64.70	15.13	41.69	0.00	64.70	15.13	0.00	0.00	0.00	0.00
Employee: 1397	BULLARD, JONATHAN R.										
1116.00	108.93	65.14	15.23	32.60	0.00	65.14	15.23	0.00	0.00	0.00	680.33
Employee: 1675	CARMINATI, JOEL F., JR										
739.05	59.25	44.58	10.43	18.00	0.00	44.58	10.43	0.00	0.00	0.00	0.00
Employee: 1720	CETIN, MATTHEW J.										
1228.50	77.33	65.87	15.41	25.34	0.00	65.87	15.41	0.00	0.00	0.00	0.00
Employee: 1810	CHARBONNEAU, MICHAEL J.										
1224.96	105.62	64.90	15.18	31.61	0.00	64.90	15.18	0.00	0.00	0.00	0.00
Employee: 1815	CHASE, SHERRY L.										
710.40	63.31	41.46	9.70	19.17	0.00	41.46	9.70	0.00	0.00	0.00	0.00
Employee: 1964	COPPING, NICHOLAS R.										
1259.58	121.88	69.70	16.30	36.49	0.00	69.70	16.30	0.00	0.00	0.00	219.20
Employee: 2015	CRUGER, ERIC J.										
1281.20	149.35	77.58	18.14	44.73	0.00	77.58	18.14	0.00	0.00	0.00	0.00
Employee: 2205	CUSHMAN, BRIAN K.										
1996.40	170.34	118.81	27.79	58.92	0.00	118.81	27.79	0.00	0.00	0.00	0.00
Employee: 2240	DAWES, CAROLYN S.										
1160.70	114.26	68.36	15.99	34.14	0.00	68.36	15.99	0.00	0.00	0.00	0.00
Employee: 2330	DEGREENIA, CATHERINE I.										
1350.00	179.63	79.92	18.69	53.21	0.00	79.92	18.69	0.00	0.00	0.00	0.00
Employee: 2332	DEMELL, WILLIAM M.										
1159.68	128.72	67.31	15.74	38.54	0.00	67.31	15.74	0.00	0.00	0.00	0.00
Employee: 2355	DEXTER, DONNEL A.										
1108.40	123.93	62.27	14.56	37.10	0.00	62.27	14.56	0.00	0.00	0.00	124.78
Employee: 2415	DONALD, LANCE B.										
801.25	78.17	49.43	11.56	23.32	0.00	49.43	11.56	0.00	0.00	0.00	593.70

Employee Tax Summary Report

by name for check dates 03/04/20 thru 03/04/20

Gross	FWT	FICA	MEDI	SWT	SDI	ERFICA	ERMEDI	FUTA	SUTA	Local	Net
Employee: 2445	DROWN, JACOB D.										
1322.44	171.19	79.79	18.66	51.28	0.00	79.79	18.66	0.00	0.00	0.00	0.00
Employee: 2570	DUHAIME, ROBERT H.										
1340.50	135.14	76.38	17.86	40.41	0.00	76.38	17.86	0.00	0.00	0.00	0.00
Employee: 2580	DURGIN, STEVEN J.										
1310.00	132.57	73.03	17.08	39.70	0.00	73.03	17.08	0.00	0.00	0.00	0.00
Employee: 2683	EASTMAN, LARRY E., JR										
1466.00	170.34	84.67	19.80	51.03	0.00	84.67	19.80	0.00	0.00	0.00	0.00
Employee: 2980	FARNHAM, BRIAN D.										
1136.94	119.42	68.23	15.96	35.75	0.00	68.23	15.96	0.00	0.00	0.00	0.00
Employee: 3027	FLEURY, JASON R.										
1542.30	187.31	86.83	20.31	56.12	0.00	86.83	20.31	0.00	0.00	0.00	517.83
Employee: 3275	FREY, JACOB D.										
1718.01	166.88	100.10	23.40	49.86	0.00	100.10	23.40	0.00	0.00	0.00	730.48
Employee: 3375	GAYLORD, AMOS R.										
2332.10	370.94	144.59	33.82	110.48	0.00	144.59	33.82	0.00	0.00	0.00	0.00
Employee: 3560	GILBERT, DAVID P.										
950.80	97.50	57.85	13.53	29.18	0.00	57.85	13.53	0.00	0.00	0.00	676.05
Employee: 3690	GRANDFIELD, HEATHER L.										
782.50	66.85	47.39	11.08	33.22	0.00	47.39	11.08	0.00	0.00	0.00	0.00
Employee: 4015	HASTINGS, CLARK H., III										
785.30	73.24	46.83	10.95	21.94	0.00	46.83	10.95	0.00	0.00	0.00	0.00
Employee: 4017	HAYDEN, AMY L.										
1100.80	99.36	62.34	14.58	29.74	0.00	62.34	14.58	0.00	0.00	0.00	0.00
Employee: 4025	HAYNES, WILLIAM D.										
1155.42	101.73	63.36	14.82	30.45	0.00	63.36	14.82	0.00	0.00	0.00	0.00
Employee: 4100	HEDIN, LAURA T.										
1156.00	109.73	68.42	16.00	32.78	0.00	68.42	16.00	0.00	0.00	0.00	0.00
Employee: 4230	HOULE, JONATHAN S.										
1595.27	213.87	97.76	22.86	64.09	0.00	97.76	22.86	0.00	0.00	0.00	0.00
Employee: 4250	HOWARTH, ROBERT C.										
1275.96	43.12	69.01	16.14	15.66	0.00	69.01	16.14	0.00	0.00	0.00	602.67
Employee: 4260	HOYT, EVERETT J.										
1042.89	74.25	59.79	13.98	34.48	0.00	59.79	13.98	0.00	0.00	0.00	0.00
Employee: 4745	KELLY, JOSEPH E., JR										
986.00	32.05	52.57	12.29	12.27	0.00	52.57	12.29	0.00	0.00	0.00	0.00
Employee: 4770	KIRKPATRICK, TROY S.										
1788.79	182.78	104.81	24.51	54.26	0.00	104.81	24.51	0.00	0.00	0.00	0.00
Employee: 4790	KOSAKOWSKI, JOSHUA D.										
1011.60	105.14	60.19	14.08	31.47	0.00	60.19	14.08	0.00	0.00	0.00	0.00
Employee: 4903	LANE, ZEBULYN M.										
891.20	87.82	54.70	12.79	26.03	0.00	54.70	12.79	0.00	0.00	0.00	0.00
Employee: 4906	LANGEVIN, RAYMOND P.										
888.00	66.04	55.06	12.88	26.42	0.00	55.06	12.88	0.00	0.00	0.00	0.00
Employee: 4908	LAPERLE, JESSICA L.										
1008.30	99.28	60.08	14.05	29.71	0.00	60.08	14.05	0.00	0.00	0.00	0.00
Employee: 4985	LEWIS, BRITTANY L.										
1613.92	219.87	99.57	23.29	65.89	0.00	99.57	23.29	0.00	0.00	0.00	0.00
Employee: 5010	LOWE, ROBERT L.										
1812.96	184.53	104.31	24.39	54.72	0.00	104.31	24.39	0.00	0.00	0.00	0.00
Employee: 5049	MACHIA, DELPHIA L.										
844.80	64.62	45.87	10.73	19.54	0.00	45.87	10.73	0.00	0.00	0.00	116.23

Employee Tax Summary Report

by name for check dates 03/04/20 thru 03/04/20

Gross	FWT	FICA	MEDI	SWT	SDI	ERFICA	ERMEDI	FUTA	SUTA	Local	Net
Employee: 5048	MACKENZIE, STEVEN E.										
1982.50	207.54	117.56	27.49	84.39	0.00	117.56	27.49	0.00	0.00	0.00	0.00
Employee: 5085	MALONEY, JASON F.										
1111.60	91.24	65.25	15.26	29.22	0.00	65.25	15.26	0.00	0.00	0.00	401.60
Employee: 5290	MARTEL, JOELL J.										
1126.81	102.25	65.49	15.32	30.54	0.00	65.49	15.32	0.00	0.00	0.00	0.00
Employee: 5425	MCGOWAN, JAMES R.										
1658.91	266.30	98.85	23.12	64.82	0.00	98.85	23.12	0.00	0.00	0.00	0.00
Employee: 5269	MCGUIRE, AARON M.										
830.40	59.00	51.24	11.98	20.22	0.00	51.24	11.98	0.00	0.00	0.00	0.00
Employee: 5270	MCNALLY, DONNA C.										
1008.87	113.84	59.43	13.90	34.08	0.00	59.43	13.90	0.00	0.00	0.00	181.83
Employee: 5100	MCTIGUE, PETER J.										
481.32	55.19	29.84	6.98	14.11	0.00	29.84	6.98	0.00	0.00	0.00	375.20
Employee: 5520	METIVIER, CHERYL A.										
800.65	78.59	49.64	11.61	23.43	0.00	49.64	11.61	0.00	0.00	0.00	0.00
Employee: 5600	MICHELI, STEVEN N.										
1468.80	113.60	87.06	20.36	40.40	0.00	87.06	20.36	0.00	0.00	0.00	1014.67
Employee: 5701	MILLER, ROBERT W.										
2224.52	263.52	132.59	31.01	82.68	0.00	132.59	31.01	0.00	0.00	0.00	1410.32
Employee: 5725	MONAHAN, DAWN M.										
1502.00	126.04	88.00	20.58	38.93	0.00	88.00	20.58	0.00	0.00	0.00	0.00
Employee: 5765	MORRIS, SCOTT D.										
966.80	72.49	58.64	13.71	23.98	0.00	58.64	13.71	0.00	0.00	0.00	625.07
Employee: 5768	MORRISON, CAMDEN A.										
966.21	90.27	58.93	13.78	27.01	0.00	58.93	13.78	0.00	0.00	0.00	641.42
Employee: 5770	MOTT, JOHN C.										
358.41	30.44	22.22	5.20	9.99	0.00	22.22	5.20	0.00	0.00	0.00	0.00
Employee: 5880	MURPHY, BRIANNA E.										
987.20	96.12	60.71	14.20	28.76	0.00	60.71	14.20	0.00	0.00	0.00	0.00
Employee: 5930	NORWAY, JOANNE P.										
680.00	61.85	40.61	9.50	18.76	0.00	40.61	9.50	0.00	0.00	0.00	0.00
Employee: 5940	NYKIEL, BRYAN T.										
944.40	51.73	52.97	12.39	18.16	0.00	52.97	12.39	0.00	0.00	0.00	585.54
Employee: 6030	PARKER, ROWDIE Y.										
960.82	109.94	58.33	13.64	32.91	0.00	58.33	13.64	0.00	0.00	0.00	0.00
Employee: 6040	PARSHLEY, TONIA C.										
1068.80	88.33	58.92	13.78	26.31	0.00	58.92	13.78	0.00	0.00	0.00	0.00
Employee: 6088	PIERCE, JOEL M.										
1213.20	85.70	70.10	16.39	27.67	0.00	70.10	16.39	0.00	0.00	0.00	0.00
Employee: 6377	POIRIER, HOLDEN R.										
939.06	61.31	55.76	13.04	20.86	0.00	55.76	13.04	0.00	0.00	0.00	0.00
Employee: 6385	PONTBRIAND, JAMES D.										
1368.27	150.85	78.55	18.37	45.18	0.00	78.55	18.37	0.00	0.00	0.00	0.00
Employee: 6395	POULIOT, BROOKE L.										
824.00	58.75	51.09	11.95	20.15	0.00	51.09	11.95	0.00	0.00	0.00	0.00
Employee: 6416	PROTZMAN, TODD A.										
575.00	46.51	35.65	8.34	14.45	0.00	35.65	8.34	0.00	0.00	0.00	0.00
Employee: 6415	PRUITT, BRITAIN J.										
1098.72	28.72	59.48	13.91	11.12	0.00	59.48	13.91	0.00	0.00	0.00	0.00
Employee: 6418	PULLMAN, DAVID L.										
653.80	49.54	39.30	9.19	15.29	0.00	39.30	9.19	0.00	0.00	0.00	0.00

Employee Tax Summary Report

by name for check dates 03/04/20 thru 03/04/20

Gross	FWT	FICA	MEDI	SWT	SDI	ERFICA	ERMEDI	FUTA	SUTA	Local	Net
Employee: 6440	QUARANTA, STEPHANIE L.										
1243.00	180.36	71.13	16.64	48.54	0.00	71.13	16.64	0.00	0.00	0.00	692.29
Employee: 6600	REALE, MICHAEL R.										
1336.94	166.94	82.89	19.39	50.01	0.00	82.89	19.39	0.00	0.00	0.00	0.00
Employee: 6640	RIVARD, SYLVIE R.										
800.65	77.99	49.33	11.54	23.27	0.00	49.33	11.54	0.00	0.00	0.00	0.00
Employee: 6689	ROCHFORD, ZACHARY J.										
1016.70	80.69	63.04	14.74	26.27	0.00	63.04	14.74	0.00	0.00	0.00	0.00
Employee: 6818	ROULEAU, JOSEPH J.										
1524.56	133.57	88.64	20.73	39.05	0.00	88.64	20.73	0.00	0.00	0.00	1122.94
Employee: 6870	RUBALCABA, DAVID T.										
1322.21	159.78	80.78	18.89	47.86	0.00	80.78	18.89	0.00	0.00	0.00	0.00
Employee: 6874	RYAN, PATTY L.										
384.96	43.63	23.87	5.58	12.88	0.00	23.87	5.58	0.00	0.00	0.00	0.00
Employee: 7049	SCHAUER, RUSSELL A.										
1287.92	66.40	75.99	17.77	22.19	0.00	75.99	17.77	0.00	0.00	0.00	0.00
Employee: 7100	SEAVER, DEBBIE L.										
1328.06	219.71	79.40	18.57	70.34	0.00	79.40	18.57	0.00	0.00	0.00	0.00
Employee: 7190	SHATNEY, JANET E.										
1131.10	74.49	65.32	15.28	24.51	0.00	65.32	15.28	0.00	0.00	0.00	0.00
Employee: 7200	SHAW, BENJAMIN K.										
1422.71	181.75	87.61	20.49	54.45	0.00	87.61	20.49	0.00	0.00	0.00	0.00
Employee: 7220	SHERIDAN, GARY R., JR										
1841.10	224.29	112.51	26.31	67.09	0.00	112.51	26.31	0.00	0.00	0.00	712.93
Employee: 7312	SMITH, CLINT P.										
1147.16	129.74	69.04	16.15	38.79	0.00	69.04	16.15	0.00	0.00	0.00	720.81
Employee: 7314	SOUTHWORTH, NORWOOD J.										
998.82	110.56	61.68	14.42	33.09	0.00	61.68	14.42	0.00	0.00	0.00	0.00
Employee: 7330	STRACHAN, ROBBIE B.										
1111.70	81.43	67.69	15.83	23.62	0.00	67.69	15.83	0.00	0.00	0.00	829.28
Employee: 7334	STRASSBERGER, KIRK E.										
806.31	47.22	47.63	11.14	16.93	0.00	47.63	11.14	0.00	0.00	0.00	0.00
Employee: 7450	SUPERNAUT, MERTON A.										
902.80	53.60	48.54	11.35	11.78	0.00	48.54	11.35	0.00	0.00	0.00	523.76
Employee: 7465	TAFT, FRANCIS R.										
1286.00	149.18	77.56	18.14	44.68	0.00	77.56	18.14	0.00	0.00	0.00	0.00
Employee: 7520	TILLINGHAST, ZACHARY M.										
1210.17	123.74	69.91	16.35	37.05	0.00	69.91	16.35	0.00	0.00	0.00	0.00
Employee: 7600	TUCKER, RANDALL L.										
2171.95	292.00	128.31	30.01	87.18	0.00	128.31	30.01	0.00	0.00	0.00	1291.70
Employee: 7610	TUCKER, RUSSELL W.										
1102.01	116.42	61.18	14.31	34.85	0.00	61.18	14.31	0.00	0.00	0.00	0.00
Employee: 7843	WALLANT, DAVID R.										
890.80	83.37	55.23	12.92	24.77	0.00	55.23	12.92	0.00	0.00	0.00	0.00
Employee: 8345	WORN, JESSICA L.										
952.45	70.28	56.09	13.12	21.05	0.00	56.09	13.12	0.00	0.00	0.00	0.00
120067.71	12117.99	7094.54	1659.19	3774.38	0.00	7094.54	1659.19	0.00	0.00	0.00	17701.54

Inspection Volume

2/27/2020 1:41:05 PM

Filters:

- Inspection Source: **Internal Department Only**
- Start Date: **2/22/2020 12:00:00 AM**
- End Date: **2/27/2020 11:59:59 PM**
- Inspector: **-all-**
- Occupancy Type: **-all-**
- IFC Occupant Class: **-all-**
- Occupancy Number: **-all-**
- Zip Code: **-all-**
- Address: **-all-**
- Street Name: **-all-**
- Inspection Type: **-all Fire Safety types-**
- Section Number: **-all-**

Volume by Inspector

Inspector	# of Inspections ¹	Violations Cited	Occupant Sq. Ft.
Howarth - Fire Marshal, Robert			
* Apartments Building Existing ^{FS}	2		0
** Complaint - Building / Apartment Issues ^{FS}	1		0
** Health Inspection ^{FS}	1		0
Re-inspect ^{FS}	22		0
* Apartments Building Existing (18)			
* Educational Existing (2)			
** Complaint - Building / Apartment Issues (2)			
Total 22³			
Total	26	11	0

Inspector	# of Inspections ¹	Violations Cited	Occupant Sq. Ft.
Strachan, Robbie - Building & Electrical Inspector			
** Complaint - Building / Apartment Issues ^{FS}	1		0
** Electrical - Final ^{FS}	7		0
** Building Construction Inspection ^{FS}	6		0
Re-inspect ^{FS}	16		0
* Apartments Building Existing (16)			
Total 16³			
Total	30	2	0

Totals

Inspector	# of Inspections ¹	Violations Cited	Violations Cleared ²	Violations Remaining	Occupant Sq. Ft.
* Apartments Building Existing ^{FS}	2				0
** Complaint - Building / Apartment Issues ^{FS}	2				0
** Electrical - Final ^{FS}	7				0
** Health Inspection ^{FS}	1				0
** Building Construction Inspection ^{FS}	6				0
Re-inspect ^{FS}	38				0
Total⁵	56	13	0	13	0

¹This is actually a count for the inspection type. A single inspection with two types will total as two not one.

²Cleared violations from re-inspections outside the date range ARE included if initial inspection falls within date range.

³One re-inspection can encompass multiple inspection types - this is why the re-inspection type-specific total is frequently greater than the # of inspections.

^{FS}Fire Safety Inspection.

⁵Filtering out portal inspections can cause violations cited to be less than violations cleared (violation cited count comes from both department and portal inspections, while violations cleared only come from department inspections).