

**Regular Meeting of the Barre City Council
Held June 23, 2020**

The Regular Meeting of the Barre City Council was called to order by Mayor Lucas Herring at 6:02 PM at Alumni Hall, Barre Civic Center Complex. In attendance were: From Ward I, Councilors Jake Hemmerick and John Steinman; and from Ward III, Councilor Ericka Reil. Also present in person were City Manager Steve Mackenzie, Police Chief Tim Bombardier, Deputy Police Chief Larry Eastman, Fire Chief Doug Brent, Buildings and Community Services Director Jeff Bergeron, Human Resources Director Rikk Taft, Finance Director Dawn Monahan, Planning Director Janet Shatney, Public Works Director Bill Ahearn, and Clerk/Treasurer Carol Dawes.

Absent: From Ward II, Councilors Michael Boutin and Teddy Waszazak; and 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 Reil, seconded by Councilor Hemmerick. **Motion carried.**

- Minutes of the following meetings:
 - Regular Meeting of June 16, 2020
- City Warrants as presented:
 - Approval of Week 2020-25, dated June 24, 2020:
 - Accounts Payable: \$232,227.33
 - Payroll (gross): \$124,867.33

New Business –

A) Authorization to Accept State of Vermont, Agency of Human Services Base Grant for the Barre Community Justice Center – Grant Agreement #03520-1492.

Justice Center Executive Director Jeannie McLeod said this annual grant covers their operating costs. The grant amount is \$4,000 more than last year. Council approved acceptance of the grant on motion of Councilor Steinman, seconded by Councilor Hemmerick. **Motion carried.**

B) Authorization to Accept State of Vermont, Transitional Housing Grant for the Barre Community Justice Center – Grant Agreement #03520-1496.

Ms. McLeod said this grant helps provide housing services for people returning to the community from incarceration. This year's grant is \$19,000 more than last year. Council approved acceptance of the grant on motion of Councilor Hemmerick, seconded by Councilor Steinman. **Motion carried.**

C) Discussion on FY21 Budget and Potential Cost savings.

All those present worked through the current FY21 budget as approved by the voters at the March 3, 2020 annual town meeting election. There was discussion on a number of proposed and possible adjustments to mitigate the projected negative impacts of the pandemic, including:

- When parking enforcement should resume. The tentative date is September 1st.
- Continuing abatement of late charges and interest on delinquent taxes and water/sewer bills. This is on the June 30th agenda for discussion and possible action.
- The impact of accepting the COPS grant for new officers on Police Department overtime.
- Review projected rental income from events at the Civic Center.
- Procurement of human resources and security software, as budgeted.
- Waiver of Council stipends for the year. Possible impact on annual staff holiday party.
- Additional election supplies for this year's primary and general elections during pandemic. Secretary of State's office covering costs and postage.

To be approved at 6-20-20 Barre City Council Meeting

- Need for public safety radio improvements. Identify problems and funding solutions.
- Adjust street lighting in residential neighborhoods and evaluate lighting for public safety needs as a possible cost-savings measure.
- Level fund the library. Councilors agreed to keep the funding as budgeted.
- Replacing the municipal pool building roof. Seeking funding.
- Budgeted costs for mapping tech in Public Works Department reduced as there is increased access to entry level candidates.
- Review changes to winter street maintenance as potential cost savings measure – no overnight plowing or salt/sand except main arteries.
- Eliminate yard waste pick-up.
- Reallocate or eliminate funding for roadside mowing.
- Reduction in summer staffing and services for Buildings and Community Services Department.
- Considering changing health coverage from Blue Cross/Blue Shield to MVP, and projected cost savings.
- Remove allocation for VT Youth Conservation Corps.
- Grant reimbursements for COVID-related expenses.
- Savings associated with furloughed employees. Impact on savings due to staff callbacks.
- Development of an early retirement program.
- Revisiting parking meter rates as potential source of revenue.
- Effect on mutual aid if there are police department reductions in Montpelier.
- Projecting savings if unaccepted streets are no longer plowed.
- Projecting savings of potential mothballing of civic center complex. Continuing to move forward with planned replacement of Alumni Hall boiler.
- Austerity measures for bonded items.
- Selling city-owned lands.
- Timeline for when budget adjustments should be approved, and when municipal property tax rate will be set.

D) FY21 Council Priorities Review with Department Heads.

Those present reviewed the Council's FY21 priorities and draft department head priorities, including:

- Legislative approval of charter changes from March 2020 has been delayed due to the pandemic. The charter changes will be brought up during the 2021 session. In the meantime the Housing Board of Review will not be activated, and security deposit limits are still in effect.
- Working on compiling lists of active and potential grants.
- Develop an inventory of city achievements and awards. This information could be useful for grant applications.
- Succession planning – loss of institutional knowledge when more seasoned employees leave.
- Review of Police Department budget.
- Development of a strategic plan, mission and vision statement.

Roundtable - NONE

Executive Session – NONE

The Council meeting was adjourned by Mayor Herring at 9:08 PM.

There is no recording of the meeting.

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
 June 10, 2020 to June 17, 2020

Permit#	Permit Type	Owner	Property Address	Permit Description
E20-000050	Electrical Permit	Diane Jarmusz	8 Marcell Avenue	Install car charger and change out receptacles Lic #EM4634
E20-000051	Electrical Permit	GRANITE CITY DEVELOPERS, LLC	14 N MAIN ST	Electrical for additional salon independent work stations Lic #EM2750
E20-000052	Electrical Permit	DEW Barre City Place, LLC	219 North Main Street	Install service and wiring for one dual level 2 EV Charger Lic #EM3669
E20-000053	Electrical Permit	Scott Mears	70 Onward Street	Replace damage power service Lic #EM2838
E20-000054	Electrical Permit	Donald Lamore	14 FOSTER ST	Rewiring complete house Lic #EM04399
E20-000055	Electrical Permit	Sarah L Field	37 Woodland Drive	Add receptacles and smoke detector Lic #EM04399
VB19-000088	Vacant Building	Federal National Mortgage Association	3 Bank Street	
Z20-000040	Zoning Permit	PAVEL CHERKASOV	821 North Main Street	Change of Use from Single Family to add in-law apartment
Z20-000041	Zoning Permit	BLOSSER ERIN M	10 MURRAY ST	Construction fo a new 12'x14' wooden deck with pergola and steps
Z20-000042	Zoning Permit	Barre City Unified School District	91 ALLEN ST	Major Site Plan Review by the Development Review Board for the proposed Spaulding Educational Alternatives Facility. The project involves 10,000 gross sf building with associated parking, sidewalks and grading. The project is located in the R-4 District.
Total:		10		

06/19/20
01:27 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 20-23

Page 1 of 8
dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
0087 23 BROOK ST BARRE LLC		02400023000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	1,655.18	137156
0085 6 HOOKER LLC OR DANIEL SKIBA		080500060000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	1,065.00	137157
01142 AFLAC		268154	monthly premium	001-2000-240.0019	AFLAC PAYABLE	0.00	4,734.46	137158
01150 AIRGAS USA LLC		9101843417	wire	001-8050-350.1061	SUPPLIES - GARAGE	0.00	144.61	137159
01004 ALDSWORTH JOSEPH		061520	phone stipend Apr-Jun	001-6040-200.0214	PHONE /LANDLINE/INTERNET	0.00	150.00	137160
01013 ALLAN JONES & SONS INC		72702	tube	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	22.10	137161
01049 AMERICAN TOWER CORP		3328209	tower rental	001-6055-320.0724	RADIO MAINTENANCE	0.00	173.89	137162
01057 AT&T MOBILITY		1678JUN20	service 5/5-6/4/20	001-7050-200.0214	TELEPHONE	0.00	54.37	137163
		1678JUN20	service 5/5-6/4/20	001-8030-200.0214	TELEPHONE	0.00	54.37	137163
						0.00	108.74	
23018 AUBUCHON HARDWARE		494390	sledge hammer	003-8300-320.0752	MAIN LINE MAINT VACCON	0.00	35.99	137164
		494586	fasteners,chain	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	5.44	137164
		494643	roller covers,paint	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	160.83	137164
						0.00	202.26	
02080 BANK OF NEW YORK MELLON T(TRUSTEE)		129501370000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	97.08	137165
02131 BARRE UNIFIED UNION SCHOOL DISTRIC		061520	4th Qtr balance	001-4005-405.4005	GENERAL TAXES	0.00	112,072.75	137166
02204 BENOIT ELECTRIC INC		3616	bushings,pipe,nuts,wire	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	679.71	137167
02144 BERGERON PROTECTIVE CLOTHING LLC		222668	staphguard,hand pump	001-9130-370.1380	COVID-19 MATERIALS	0.00	129.00	137168
02027 BOUND TREE MEDICAL LLC		83646745	medical supplies	001-6040-350.1054	MEDICAL SUPPLIES	0.00	801.70	137169
02314 BOYTON STREET LLC OR CITY OF BARRE		022000610000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	26.46	137170

06/19/20
01:27 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 20-23

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
02199 BRENNTAG LUBRICANTS NORTHEAST		6645384	oil,lube,service charge	003-8330-320.0740	EQUIPMENT MAINT	0.00	1,864.26	137171
02315 BROMFIELD KATHRYN R & AMELIA S DEN		012501220D27	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	13.33	137172
02294 BULLARD JONATHAN		061220	vehicle window	001-6050-360.1161	INVESTIGATIONS MATERIALS	0.00	80.97	137173
02316 BUSHEY JORDAN OR CITY OF BARRE		109506290011	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	477.93	137174
03107 CAMPEAU LAWRENCE-LIFE ESTATE		156500680000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	14.75	137175
03087 CAPITOL STEEL & SUPPLY CO		067330	steel	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	203.95	137176
		067331	steel	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	37.75	137176
						0.00	241.70	
03108 CASADONTE RICHARD		057300390H32	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	1,057.08	137177
03043 CASELLA WASTE MGT INC		2410430	trash removal	001-7020-200.0213	RUBBISH REMOVAL	0.00	373.27	137178
		2410430	trash removal	001-8050-200.0213	RUBBISH REMOVAL	0.00	288.77	137178
		2410430	trash removal	001-6043-200.0213	RUBBISH REMOVAL	0.00	216.34	137178
		2410430	trash removal	001-7035-200.0213	RUBBISH REMOVAL	0.00	302.27	137178
						0.00	1,180.65	
03124 CENTRAL VERMONT MEDICAL CENTER		050120	medical supplies	001-6040-350.1054	MEDICAL SUPPLIES	0.00	2,547.42	137179
03057 CETIN MATTHEW		060520	glasses	001-6040-340.0944	GLASSES	0.00	200.00	137180
03082 CHA		35472-7	admin services thru 5/29	050-5800-360.1166	POOL REFURBISHMENT	0.00	4,500.00	137181
03309 CHIPAROSKI LAND TRUST		05650161000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	10.32	137182
03109 CHRISTIE MICHAEL		123003260000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	100.48	137183
03081 CPE		14830	tanks,vents,bulkheads	002-8422-500.1401	2.5M-POTASSIUM PERM FEED	0.00	18,619.97	137184

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

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

03262	CYR MARK & KIMBERLY						
	12400021000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	1,596.71	137185
04145	DANIELS LESLEY ARTHUR OR CITY OF B						
	059500090000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	26.80	137186
04071	DEAD RIVER CO						
	76594	fuel oil,lic fee,fuel tax	003-8330-330.0825	FUEL OIL	0.00	539.13	137187
04010	DUCHARME DANIEL & AMY OR CITY OF B						
	03393B	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	8.57	137188
05059	ENDYNE INC						
	333937	lab services	003-8330-320.0749	WASTEWATER SAMPLING/TESTI	0.00	55.00	137189
	333945	lab services	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	100.00	137189
					0.00	155.00	
06009	F W WEBB CO						
	67492619	tape	002-8422-500.1401	2.5M-POTASSIUM PERM FEED	0.00	12.45	137190
	67522188	adapters ,cplgs ,hangers	002-8422-500.1401	2.5M-POTASSIUM PERM FEED	0.00	178.40	137190
					0.00	190.85	
06087	FASTENAL CO						
	VTBAR119818	fasteners	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	32.39	137191
06105	FIRSTLIGHT FIBER						
	7305654	monthly service	001-5010-200.0214	TELEPHONE	0.00	55.27	137192
	7305654	monthly service	001-5020-200.0214	TELEPHONE	0.00	221.07	137192
	7305654	monthly service	001-5040-200.0214	TELEPHONE	0.00	545.71	137192
	7305654	monthly service	001-5050-200.0214	TELEPHONE	0.00	331.61	137192
	7305654	monthly service	001-5050-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	272.55	137192
	7305654	monthly service	001-5070-200.0214	TELEPHONE	0.00	331.61	137192
	7305654	monthly service	001-6040-200.0214	PHONE /LANDLINE/INTERNET	0.00	151.74	137192
	7305654	monthly service	001-6050-200.0214	TELEPHONE	0.00	102.03	137192
	7305654	monthly service	001-6050-210.0310	COMPUTER ACCESS - PD	0.00	100.00	137192
	7305654	monthly service	001-7020-200.0214	TELEPHONE	0.00	138.67	137192
	7305654	monthly service	001-7030-200.0214	TELEPHONE	0.00	25.57	137192
	7305654	monthly service	001-7050-200.0214	TELEPHONE	0.00	22.76	137192
	7305654	monthly service	001-8020-200.0214	TELEPHONE	0.00	221.07	137192
	7305654	monthly service	001-8030-200.0214	TELEPHONE	0.00	165.80	137192
	7305654	monthly service	001-8050-200.0214	TELEPHONE	0.00	71.31	137192
	7305654	monthly service	002-8200-200.0214	TELEPHONE	0.00	106.19	137192
	7305654	monthly service	002-8220-200.0214	TELEPHONE	0.00	69.96	137192
	7305654	monthly service	003-8300-200.0214	TELEPHONE	0.00	82.90	137192
	7305654	monthly service	003-8330-200.0214	TELEPHONE	0.00	81.52	137192
	7305654	monthly service	001-6043-350.1050	BLDG/GROUND SUPPLIES	0.00	28.26	137192

06/19/20
01:27 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 20-23

Page 4 of 8
dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	7305654	monthly service	001-7015-320.0730	POOL & BLD MAINT	0.00	23.29	137192
	7305654	monthly service	001-7020-200.0217	IT	0.00	55.95	137192
	7305654	monthly service	051-0280-360.1165	SEMP VCF TRUST PROJECTS	0.00	18.56	137192
	7305654	monthly service	001-6055-200.0214	TELEPHONE LANDLINE	0.00	153.05	137192
	7305654	monthly service	001-6055-210.0310	COMPUTER ACCESS - PD	0.00	150.00	137192
	7305654	monthly service	001-8500-200.0214	TELEPHONE	0.00	47.14	137192
					0.00	3,573.59	
06102 FISHER SCIENTIFIC							
	0394976	cleaners	003-8330-320.0737	LAB MAINT	0.00	267.05	137193
	0503949	solvents	003-8330-320.0737	LAB MAINT	0.00	272.19	137193
					0.00	539.24	
07073 G D MACHINES							
	424445	labor, supplies	002-8200-320.0752	HYDRANTS MAINT	0.00	298.00	137194
07067 GER HOLDINGS LLC OR CITY OF BARRE							
	086000410000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	110.63	137195
07001 GOLDFARB HOWARD & ISADORA SNAPP OR							
	028000170000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	72.57	137196
07006 GREEN MT POWER CORP							
	04970-0520	E Cobble Hill Rd water ps	002-8200-200.0205	ELECTRICITY-FIRE DISTRICT	0.00	231.18	137197
	105860-0520	Nelson St prv	002-8200-200.0203	ELECTRICITY-NELSON PV	0.00	22.19	137197
	149710-0520	RT 302 prv	002-8200-200.0212	ELECTRICITY - RT 302 POLE	0.00	22.19	137197
	405860-0520	credit Main St lights	001-6060-200.0210	ELECTRICITY	0.00	-167.87	137197
	579510-0520	Hill St/Washington St lgt	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	117.84	137197
	605860-0520	Summer St/Elm St light	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	60.80	137197
	62423-0520	Currier Park panel	001-8040-200.0210	ELECTRICITY CURRIER/DENTE	0.00	20.91	137197
	72080-0520	S Main St/Parkside Terr	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	109.94	137197
	95120-0520	Hill St/Washington St lig	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	92.90	137197
					0.00	510.08	
08053 HOLLAND CO INC							
	3608	chemicals	003-8330-360.1148	SODIUM ALUMINATE	0.00	15,237.80	137199
08064 HOWARD P FAIRFIELD LLC							
	7054428	switch button cluster	003-8300-320.0740	EQUIPMENT MAINT	0.00	1,273.32	137200
12032 LAKES REGION FIRE APPARATUS INC							
	30253	crosslays, hosebed, freight	001-6040-320.0720	CAR/TRUCK MAINT	0.00	111.50	137201
12074 LAMPHERE MICHAEL & GINA GAGNON							
	144002870000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	79.00	137202
12054 LAWSON PRODUCTS INC							
	9307630686	nuts, screws, flap discs, fr	001-8050-350.1061	SUPPLIES - GARAGE	0.00	239.17	137203

06/19/20
01:27 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 20-23

Page 5 of 8
dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
12033 LERETA LLC		001000670000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	1,579.38	137204
12291 MCGOWAN JAMES		061420	boots	001-6050-340.0943	FOOTWARE	0.00	109.00	137205
13107 METRO 19 LLC		156000190000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	25.85	137206
13028 METRO DEVELOPMENT LLC		111500020000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	33.24	137207
13108 MILLIKEN DAVID A		030001260000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	90.00	137208
13896 MURPHY BRIEANNA		061220	glasses	001-6050-340.0944	GLASSES	0.00	185.00	137209
13114 MURRAY CHRIS & LINDSEY GAGNON OR C		01514	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	11.32	137210
14016 NELSON ACE HARDWARE		053020	anchor,tape,tape measure	001-6040-320.0720	CAR/TRUCK MAINT	0.00	16.18	137211
		053020	anchor,tape,tape measure	001-6040-320.0726	MAINT FIRE ALARM/NEW BOX	0.00	7.19	137211
		053020	anchor,tape,tape measure	001-6040-350.1053	OFFICE SUPPLIES	0.00	7.99	137211
						0.00	31.36	
14121 NORTHFIELD AUTO SUPPLY		314964	silicone	003-8330-320.0740	EQUIPMENT MAINT	0.00	14.98	137212
		315009	plugs	003-8330-320.0740	EQUIPMENT MAINT	0.00	6.49	137212
		315178	grease gun	001-8050-350.1060	SMALL TOOLS	0.00	5.98	137212
		315183	wire,lamps,plug,grommet	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	129.21	137212
		315192	plugs	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	2.78	137212
		315327	hatch	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	8.49	137212
		315505	paint	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	20.07	137212
						0.00	188.00	
14031 NUGENT ZACHARY OR CITY OF BARRE		114500300000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	49.82	137213
15020 O'REILLY AUTOMOTIVE INC		052820	protectant,towels	001-6040-320.0720	CAR/TRUCK MAINT	0.00	45.97	137214
15054 ORR JEREMY		15850034000D	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	145.61	137215
16064 PALMER BRIAN-LIFE ESTATE-OR CITY O		103000900000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	17.89	137216

06/19/20
01:27 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 20-23

Page 6 of 8
dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
16003	PIKE INDUSTRIES INC						
	1081469	asphalt	001-8050-360.1172	BITUMINOUS HOT MIX-ST5	0.00	2,821.37	137217
16148	PROTEAU MARC & HELEN						
	14400029000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	145.58	137218
16148	PROTEAU MARC & HELEN OR CITY OF BA						
	14400029000B	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	187.33	137219
17010	QUADIENT FINANCE USA INC						
	060320	meter postage	001-5010-360.1163	POSTAGE FOR METER	0.00	1,000.00	137220
18026	R R CHARLEBOIS INC						
	80808	hood latch	001-8050-320.0740	EQUIPMENT MAINT - ST5	0.00	35.37	137221
18044	RANDOM RESCUE LLC						
	061820	services May 2020	001-6020-120.0173	PROF SERVICES/FEES	0.00	170.00	137222
18052	ROULEAU JOSEPH						
	060920	glasses	003-8330-340.0944	GLASSES	0.00	255.00	137223
19002	SAFETY-KLEEN SYSTEMS INC						
	83172085	washer solvent	001-8050-320.0743	TRUCK MAINT - ST5	0.00	264.19	137224
19108	SHADROUI RICHARD						
	061220	amb overpayment	001-1000-120.0139	AMBULANCE A/R	0.00	86.81	137225
19150	SHERWIN WILLIAMS CO						
	6236-3	strainers	001-8050-320.0740	EQUIPMENT MAINT - ST5	0.00	59.45	137226
19034	SHI INTERNATIONAL CORP						
	S51925627	scanner,printer	048-7000-320.0762	GRANT E TICKET PRINTERS	0.00	2,354.10	137227
19083	STONE & BROWNING						
	103001730000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	1,193.83	137228
20002	TIMES ARGUS ASSOC INC						
	5012	advertise solicitation me	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	95.70	137229
	5676	advertise solicitation me	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	95.70	137229
	5710	advertise tire disposal	001-5010-230.0510	ADVERTISING/PRINTING	0.00	104.40	137229
	5726	advertise agenda 6/16	001-5010-230.0510	ADVERTISING/PRINTING	0.00	213.15	137229
					0.00	508.95	
20080	TRI-TECH FORENSICS INC						
	272105	hand sanitizer,funnel,fre	001-9130-370.1380	COVID-19 MATERIALS	0.00	286.75	137230
	275367	masks	001-9130-370.1380	COVID-19 MATERIALS	0.00	325.00	137230
					0.00	611.75	
21002	UNIFIRST CORP						
	4493444	uniform rental	001-6043-340.0940	CLOTHING	0.00	29.17	137231

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	4493444	uniform rental	001-7015-340.0940	CLOTHING	0.00	18.83	137231
	4493444	uniform rental	001-8500-340.0940	CLOTHING	0.00	28.30	137231
	4493445	uniform rental	001-8050-320.0743	TRUCK MAINT - STS	0.00	63.00	137231
	4493445	uniform rental	001-8050-340.0940	CLOTHING	0.00	184.69	137231
	4493445	uniform rental	002-8200-340.0940	CLOTHING	0.00	73.21	137231
	4493445	uniform rental	003-8300-340.0940	CLOTHING	0.00	54.51	137231
	4493447	uniform rental	003-8300-320.0743	TRUCK MAINT	0.00	9.80	137231
	4493447	uniform rental	003-8300-340.0940	CLOTHING	0.00	34.07	137231
	4493447	uniform rental	003-8330-340.0940	CLOTHING	0.00	46.40	137231
	4493448	uniform rental	002-8220-340.0940	CLOTHING	0.00	76.54	137231
					0.00	618.52	
22152	VERMETTE-STEVENS YVETTE L						
	012000390000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	494.16	137232
22120	VT GRANITE MUSEUM OF BARRE INC						
	061520	prop tax Depot Lot	001-9130-360.1201	GRANITE MUSEUM PARK LOT	0.00	2,222.76	137233
23050	W B MASON CO INC						
	211086635	hand sanitizer	001-9130-370.1380	COVID-19 MATERIALS	0.00	143.88	137234
	211208152	bleach,wipes,face masks	001-9130-370.1380	COVID-19 MATERIALS	0.00	256.92	137234
					0.00	400.80	
23025	WILLIAMS ROSEMARIE						
	07850011000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	29.73	137235
26006	ZOLL MEDICAL CORP GPO						
	3079565	electrodes,freight	001-6040-350.1054	MEDICAL SUPPLIES	0.00	249.81	137236

06/19/20
01:27 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 20-23

By check number for check acct 01 (GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor							
PO	Invoice	Invoice	Account	Account	PO	Invoice	
Number	Number	Description	Number	Description	Amount	Amount	Check
Report Total						193,788.10	

To the Treasurer of City of Barre, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***193,788.10
Let this be your order for the payments of these amounts.



MEMO

TO: The Barre City Council

FROM: The Barre Community Justice Center

DATE: June 23, 2020

RE: The Barre Community Justice Center's FY21 Agency of Human Services grant amendment approval request.

Attached is our FY21 grant amendment from the Agency of Human Services, for our base grant. This grant allows us to run our Restorative Justice Programs; Circles of Accountability and Support and our Restorative Justice Panels, as well as our Community Conflict Resolution program. The grant does so by contributing to salaries of the coordinators, the director and our operations manager, who handles our payroll, grant reporting, data collection and human services. This grant also covers most of our general operating budget, such as supplies, computer equipment, professional fees, training, staff development and insurance, etc.

STATE OF VERMONT
GRANT AGREEMENT #03520-1492

1. Parties: This is a Grant Agreement between the State of Vermont, Department of Corrections, (hereinafter called "State"), and Barre Community Justice Center with principal place of business in Barre, VT (hereinafter called "Grantee"). It is the Grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Grantee is required to have a Vermont Department of Taxes Business Account Number.
2. Subject Matter: The subject matter of this Grant Agreement is community and restorative justice services. Detailed services to be provided by the Grantee are described in Attachment A.
3. Maximum Amount: In consideration of the services to be performed by Grantee, the State agrees to pay Grantee, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$170,000.00.
4. Grant Term: The period of Grantee's performance shall begin on July 1, 2020 and end on June 30, 2021.
5. Source of Funds:

General Fund 100%	Federal	%	Other	%
General Fund \$170,000.00	Federal \$		Other \$	
Department ID: 3480004100	Program #:		Class Code:	
6. CFDA Title:
Award Name:
Award Year:
Federal Granting Agency:
Research and Development Grant? Yes No .
CFDA Number:
Award Number:
A-133: FFATA:
7. 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 Grantee.
8. Cancellation: This Grant Agreement may be suspended or cancelled by either party by giving written notice at least 30 days in advance.
9. Contact persons: The Grantee's contact person for this award is: Jeannie MacLeod; Telephone Number 802-476-0276; E-mail address jmacleod@barrecjc.org.
10. Fiscal Year: The Grantee's fiscal year starts July 1 and ends June 30.
11. Attachments: This Grant consists of 34 pages including the following attachments that are incorporated herein:

- Attachment A - Scope of Work to be Performed
- Attachment B - Payment Provisions
- Attachment C - Customary State Grant Provisions
- Attachment D - Modifications of Insurance YES NO
- Attachment E - Business Associate Agreement YES NO
- Attachment F - AHS Customary Grant Provisions

The order of precedence of these documents shall be as follows:
Attachment D - Modifications of Insurance YES NO
Attachment C - Customary State Grant Provisions

**STATE OF VERMONT
GRANT AGREEMENT #03520-1492**

Page 2 of 34

Attachment A - Specifications of Work to be Performed
Attachment B - Payment Provisions
Attachment E - Business Associate Agreement YES NO
Attachment F - AHS Customary Grant Provisions

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

STATE OF VERMONT

GRANTEE

by:

by:

James Baker, Commissioner
Department of Corrections

Name: Steven Mackenzie, City Manager
Date: _____

Date: _____

Address: City of Barre
C/O GBCJC
6 N. Main Street
Barre, VT 05641

APPROVED AS TO FORM:

Assistant Attorney General Date

**ATTACHMENT A
SCOPE OF WORK TO BE PERFORMED**

Grantee will utilize restorative justice approaches, that strive to enhance community safety, improve quality of life and increase volunteer participation in the criminal justice process. The services and activities provided by Grantee will be consistent with the intent of State Restorative Justice Policy as specified in V.S.A Title 28, Section 2a, the Agency of Human Services Outcomes and Key Practices, the Department of Corrections Outcomes and Principles, and the Community Justice Center Performance Measures. The services provided by Grantee will be consistent with the State's interest in reducing the overall costs of State services and preventing incarceration or re-incarceration when less costly interventions would be appropriate.

Goals:

Grantee will focus on those services and programs that will enhance community safety. Grantee will design a program that includes approaches that are best practice and cost effective in reducing recidivism. Grantee will provide programs and services that:

- Give choice and opportunity to speak and be heard, especially for victims
- Place those who are harmed/affected at the center of the resolution process
- Reduce the risk of victimization of community members
- Improve offender accountability
- Seek to understand the harm done
- Work to repair the damage
- Recognize that stakeholder participation is voluntary
- Re-build relationships, to the degree possible, with all people involved
- Recognize the solution as a shared responsibility between the State and the community
- Use collaborative methodologies to resolve conflict and crime
- Expand stakeholder collaboration and involvement in the Grantee's activities

Grantee will provide restorative services and activities that utilize community volunteers to deal with and address crime, conflicts and disputes, both criminal and civil in nature, with youth and adults. Grantee will use restorative methodologies such as citizen panels, group conferencing, circle processes, mediated dialogues, and Circles of Support and Accountability (COSA). Grantee will engage and mobilize community volunteers to solve problems locally in a manner that seeks to provide more timely, less costly services with greater effectiveness and efficiency

Grantee will engage, empower and support community members to address issues of preventing crime, resolving conflict and rendering justice that are most important to them. Grantee will facilitate processes that seek to include everyone affected. Grantee will provide the majority of services by the use of trained volunteers who have connections to the host community. Grantee will recruit, train, support and supervise the volunteers who serve its community justice programs. Grantee will seek approval of State for each volunteer Grantee seeks to use. Grantee will include community volunteers in guiding the development of services and overall directions of its center. Grantee will ensure that volunteers participating in the oversight and operations of its programs and services will reflect the diversity of the community. Grantee will provide its programs and services within the categories of:

- **Intervention**
- **Reintegration**
- **Engagement**

INTERVENTION:

Direct Referral – Grantee will provide restorative processes that allow criminal and civil authorities such as police departments and school administrators to refer cases of crime, conflict and dispute directly to a local resource. Grantee’s processes will target both youth and adults.

Post-Conviction– Grantee will locally administer statewide restorative programs such as Reparative Probation and Reparative Without Probation and establish other restorative programs and services to handle adult and youth post-conviction/adjudication cases.

Reparative Probation

Grantee’s Reparative Probation program will provide a sentencing option for offenders to make reparation to victims and the community. Grantee will provide the offender with a reparative experience without expending needed correctional services that can more effectively be used for more serious criminal offenders. Grantee’s Reparative Probation program will bring members of the community and victims into the justice process.

Grantee’s Reparative Probation program will provide an alternative to traditional probation. Grantees Reparative Probation program will focus mainly on issues related to the crime and repairing injuries to victims and the community. Grantee’s Reparative Probation program will emphasize programs and services, which are traditionally targeted to the offender, is now focused on victims and the community.

Reparative Without Probation (Direct Reparative)

Grantee can refer offenders to a community reparative panel without being placed on some form of probation. In these types of cases, Grantee will process the case transactions between the community reparative panel and the Court and the local Probation and Parole (P&P) office will not be involved. Grantee’s restorative process steps will be the same for both Reparative Probation and Reparative Without Probation.

Grantee’s Reparative Panels will be “restorative” in nature. The central activity in the program is the very act of “offender meeting Panel”. The Panel, in this capacity, represents the community which extends to specific “victims of crime”. The interaction is designed to get the offender to realize the impact of his behavior. The very “process” of this meeting, (in and of itself), is a reparative activity where the offender is required to face representatives of the community and is offered the opportunity to accept responsibility and make amends. This meeting may be all that is required of the offender in fulfilling the program requirements. Grantee will focus decisions around additional activities resulting from the meeting and will focus on the offender restoring the harm caused by a specific criminal act.

Target Population:

Grantee will target offenders who have committed non-violent misdemeanor offenses. Grantee's Reparative (restorative justice) panels may handle some simple assault cases and unique felony cases if both the Court and the Panel agree. Grantee will exclude other violent offenses, including sexual and domestic violence cases, from reparative panel services. When mutually agreed upon between the Grantee and the local P&P Office, the reparative panel may handle offender referrals who have not been sentenced to Reparative Probation but who otherwise may benefit from the restorative process the Panel administers. Grantee will consider any and all referrals from Probation & Parole of individuals who have not been sentenced to Reparative Probation, but who may otherwise benefit from the restorative panel process.

Offender Activity Goal Areas:

Grantee will address reparative activities assigned to the offender to address the following goal areas:

- To learn about the impact of the crime on victims and the community.
- To make amends to the victim for the harm.
- To make amends to the community for the harm done.
- To learn ways to avoid re-offense.

Process Steps of a Reparative Panel/Circle Meeting:

- Grantee's Panel/Circle will Establish Common Ground – An underlying principle of the reparative process is that crime is an offense against human relationships. For this to have meaning for the offender, however, s/he must first see himself as connected, in some way, to the people in his community. Grantee will facilitate this by having panel members point out elements of local life that they share with the offender. Victims may also feel a sense of alienation from the community. As a result, Grantee will establish common ground also to the victim. The small and specific details of living in the same community can clearly illustrate the existing connection.
- All Understand the Impact of the Harm – In order for the harm to ultimately be repaired in a meaningful way, Grantee will ensure that everyone share an understanding of how the offense has impacted the affected parties. Grantee will give the victim the choice of explaining what effects of the crime have been or hearing from the offender first. If the victim is not present, Grantee will have a panel member represent how the victim may have been affected. Once this information is clear, Grantee will challenge the offender to think of how the community has been affected.
- Offender Accepts Responsibility – Once the impact of the harm has been fully explored, Grantee will ensure that the offender must actively take responsibility for his actions. Grantee will first ask the victim how s/he would like the offender to take responsibility. Often this takes the form of a verbal apology. However, the victim may simply want to ask questions directly of the offender regarding his choice to commit the offense. Grantee will encourage the offender to

concentrate on the part s/he played in the situation, particularly if the incident involved several offenders, and thank her/him for her/his willingness to share. Grantee will not rush to get the offender to accept responsibility if s/he is still grasping the impact of the harm. If an offender is clearly not accepting responsibility for the offense, Grantee will terminate the panel meeting. A shallow apology could serve to further hurt the victim.

- Grantee will develop a Collective Plan to Address the Harm – The development of a reparative agreement should follow naturally once the offender has accepted responsibility. Again, Grantee will allow the victim to be the first to state what s/he needs from the offender to repair the harm. Grantee will give the offender the opportunity to respond to the victims' terms. If the process has been a comprehensive one, then there is usually little, if any, resistance from the offender at this point. In order to facilitate ownership of the process, Grantee will ensure that the panel also asks the offender what s/he thinks is fair to restore the harm done to the community. The panel members may then adjust the offender's suggestion as they see fit. Grantee will ensure that the plan should be creative, accomplish the four offender goals, and be one that the offender can realistically complete within the given time frame. Grantee will assure that the offender is asked to consider any foreseeable obstacles to completion. Grantee will set a final meeting date, written on the reparative agreement and invite the victim. The panel may also schedule progress reviews with the offender as they deem appropriate. At this point, the offender and panel members sign the agreement and that part of the meeting is adjourned.
- If the victim agrees to participate, Grantee will ensure that the Reparative panel coordinator elect to use a restorative conference script to ensure meeting participant (victim, community member and offender), safety or enhance restorative opportunity. Alternatively, the coordinator and Panel may elect to have the victim, if the victim agrees, meet with the offender and the coordinator to repair the harm subsequent to the Panel meeting.

Grantee's Restorative Agreements will include:

- Fairness – Agreed upon activities should consider the offender's basic responsibility to work and provide for family, and not unduly interfere with these responsibilities.
- Equity – Agreed upon activities should reflect the severity and impact of the offense committed and applied consistently to all offenders.
- Relevance – Agreed upon activities should be based on the nature of the act itself and relevant, to be closely associated to and right the specific harm caused. (e.g., offense: illegal dumping, activity: 16 hours cleaning up illegal dump site).

Program Completion:

Grantee will complete the activities within a 90-day period after the Panel sees the offender. State may agree, when necessary, to a 120-day period for completion is acceptable.

REINTEGRATION:

Post Incarceration – Grantee will partner with local Probation and Parole offices to enhance State release plans that increase an offender's accountability and provide greater reentry support, leading to improved community safety.

Grantee will provide restorative reintegration services that balance accountability and support for moderate to high-risk/high-need offenders returning to the community on conditional release. Grantee will ensure that restorative reintegration services incorporate evidence-based correctional practices; target offender needs; address community and victim concerns; engage citizen volunteers; and emphasize recidivism reduction.

Grantee will work to maximize the use of volunteers in order to promote skill development and sustained community connections beyond formal program expectations. Grantee will recruit, train, support, and supervise the volunteers. The State must approve all volunteers as State volunteers.

Grantee will offer the following restorative reintegration services:

- **Circles of Support and Accountability**
- **Reintegration Panels**
- **Reentry Navigation**

Target Population:

Grantee will target offenders eligible for conditional reentry during the grant period who are reentering the community and are considered to be at moderate to high risk to reoffend based on their Ohio Risk Assessment System (ORAS) score and/or additional risk assessments will constitute the broad pool from which restorative reintegration referrals are chosen. COSAs should be reserved for those with the highest risk/need. Grantee will give priority consideration to high-risk sex offenders, then other sex offenders, then high-risk felony offenders, and then all others.

COSA

COSA Methodology:

When a case is referred, Grantee staff members meet with prospective candidates to explain the program's supports and expectations, confirm interest in participation and secure a signed release of information. Upon reviewing the case plan and other pertinent information, Grantee staff members determine whether or not to accept the case. Participation by reentering offenders is voluntary.

If the case is accepted, a broad assessment of the candidate's strengths and needs is completed. The assessment identifies housing and employment options, counseling requirements (including sex offender treatment, substance abuse and mental health needs), family resources, and other pertinent information. Grantee staff members also meet with State staff to identify supervision requirements and concerns, victim's needs, community issues and other concerns that need to be considered.

At the same time, Grantee staff members begin recruiting volunteers to serve as the core member's COSA. The COSA includes at least three volunteers who commit to work with the core member for at least one year. Experience, however, has shown that many COSA relationships do not simply end. Many volunteers and core members want to continue meeting after the year has passed, attesting to the strong social bonds that have been formed.

Once established, the COSA volunteers receive targeted training that reflects the specific needs and strengths of the core member, and if possible, meet with the offender at the correctional facility prior to his or her release. The basic COSA operating structure is comprised of weekly team meetings with the core member and periodic larger group meetings to ensure the core member's progress with reintegration, compliance with reentry conditions and other expectations, to deal with changing conditions and new opportunities, and to keep stakeholders adequately informed. Grantee will communicate with the local P&P office at a minimum of once per week to provide and receive relevant case information. Any violations of release conditions, and any concerns regarding the behavior and/or attitudes of the core member are to be brought to the immediate attention of P&P.

The volunteers, core member and Grantee staff at a minimum meet weekly for approximately one hour, to discuss everything from employment to budgeting, substance abuse to sexual deviancy. Although each circle is unique, the goal is the same: to develop consistent relationships based upon mutual trust, honesty and respect in direct support of having no more victims.

In addition to the weekly meetings, the volunteers also provide informal outreach to their core member. This may take the form of a ride, assistance looking for work, cooking a meal together, meeting for coffee, etc.

Reentry Navigation:

Reentry Navigation consists of providing enhanced community connections for returning offenders. This may include referrals to relevant service agencies, and resource identification within a community. It is intended to serve individuals for a short-term period with the greatest intensity during the first three months following the release from incarceration. Reentry navigation should not duplicate or supplant the case management services of the State. Grantee staff will apply effective relational approaches, integrate citizen volunteers, as appropriate, to assist with issues such as transportation and a variety of life skills. Navigation services to participating offenders may last up to one year.

Reintegration Panels or Circles

Restorative panels/circles provide opportunities for increased connection and mutual accountability between a returning offender and the community. The objective of this process is to enhance the offender's investment in the community to advance public safety. Grantee volunteers meet with recently released offenders to (re)establish a shared vision of what it means to be a productive and safe community member.

ENGAGEMENT:

Community Dialogue/Prevention – Grantee will develop restorative justice strategies and programs that promote community awareness, improve citizen understanding and enhance public safety. An important aspect of this undertaking is the development of alternative dispute resolution processes that enable the Grantee to effectively deal with the wide range of disputes and conflicts that beset its community. Also, Grantee will assist citizens in identifying the issues regarding crime and community conflict that are important to them and help the community address these issues using restorative methodologies including public forums and educational events.

Grantee Services Provided:

- Restorative justice panels/circles to handle Reparative Probation, Reparative Without Probation (Reparative Direct), criminal direct and school referred cases as referred. Grantee will offer restorative justice panels/circles for a minimum of 62 cases annually.
- Initiate and maintain outreach efforts with community partners and other stakeholders as necessary in striving to ensure adequate support for its work.
- Inform and engage local citizens and pertinent stakeholders by holding at least two community forums annually that pertain to quality of life and community safety.
- Provide offender reentry resource navigation as needed and as referred by the P&P office for offenders reentering the community.
- New COSAs referred by Probation and Parole Office for a minimum of 7 offenders annually, reentering the community.
- Restorative reintegration panels (and/or circles) as referred by Probation and Parole for offenders reentering the community”.

Quality Assurance Reporting Requirements Schedule:

For all Reparative Probation, Reparative Without Probation, Criminal Direct, Civil, School and other crime, conflict and dispute resolution cases, Grantee will report the following measure monthly by the 15th of each month for the preceding month:

- Number of open cases on the 1st of the month
- Number of new referrals during the month
- Number of total cases (sum of open and new cases)
- Number of referrals rejected due to case conditions
- Number of negative closures due to failure to appear
- Number of other negative closures (fail to complete)
- Number positive closures
- Number other closures (transfer, withdrawal)
- Number open cases at the end of the month

For all offenders under State custody and supervision who receive services from the Grantee, including Reparative and reentry cases, the Grantee will obtain an inmate Jacket ID (JID) from the State. Grantee will report the following information monthly by the 15th of each month for the preceding month:

- JID Number
- Date of case acceptance by Grantee for some level of service
- Type of service received (e.g., Reparative Panel, COSA, reentry navigation, COSA, reintegration panels or circles, etc.)
- Date of case closure when applicable
- Reason for case closure

Within 30 days of the grant award or a new fiscal year, Grantee will prepare an annual operating plan and budget that serves to achieve the intended results specified in this Attachment. The operating plan is expected to generally address the three categories of service and the specific services identified in this section of this Attachment, but in accordance with local needs and available resources. The operating plan must be approved by the State Grant Administrator.

Grantee will provide a copy of the following documents within 45 days of the start of the fiscal year:

- The written agreement (protocol, procedure, etc.) that describes the process and responsibilities for handling criminal cases referred directly by law enforcement and/or the State’s Attorney.
- The written agreement (protocol, procedure, etc.) between the Grantee and the Court, and other stakeholders as appropriate, for handling Reparative Without Probation cases.
- The written program description describing how civil referrals are handled. If Grantee does not receive civil referrals, then Grantee will provide a written explanation for why this restorative practice is not being used.
- The written program description describing how school restorative justice panel/circle referrals are handled.
- The current mission or purpose statement.
- The current strategic plan for prioritizing Grantee’s work, promoting its growth and advancing restorative principles.
- A list and brief description of its collaborative relationships with pertinent stakeholders such as the community, referring agencies, etc.
- The Citizens Advisory Board/Board of Directors By-Laws or governance rules.

Program-Specific Monitoring and Reporting

The following table identifies how performance measures and other data will be reported, monitored, and improved. This section meets State of Vermont Bulletin 5.0 requirements for grant monitoring.

Monitoring Activities	Format	Frequency/ Due Date	Recipient/ Attendees	Purpose / Information Required
Performance measure reporting	Electronic Report	Monthly	DOC Restorative Systems Administrator	Performance monitoring
Site Visit	In person meeting	Bi-Annually	DOC Community & Restorative Justice Executive or DOC Restorative Systems Administrator, P&P and Program Staff	Review of general program operations

<i>Financial Reports</i>	<i>Electronic</i>	<i>Quarterly*</i>	<i>DOC Community & Restorative Justice Executive or DOC Restorative Systems Administrator</i>	<i>Performance monitoring</i>
<i>Annual Report</i>	<i>Electronic Report</i>	<i>Annually</i>	<i>DOC Restorative Systems Administrator</i>	<i>Performance monitoring</i>

Reporting Period

July 1 - September 30
 October 1 - December 31
 January 1 – March 31
 April 1 – June 30

Report Due Date

October 15
 January 15
 April 15
 July 15

Payment Provisions:

Payment Provisions are specified in Attachment B. The grant will be paid in four installments, each consisting of 25% of the total grant. After the initial payment, future payments will be dependent upon the Grantee successfully completing quarterly quality assurance progress reviews.

Other Requirements and Provisions:

Grantee’s operating plan, budget, other quality assurance reporting requirements as specified above and any additional pertinent information will serve as a basis reviewing the Grantee’s operating status, performance and progress.

Grantee will attend all Community Justice Center Director meetings convened by the State.

The State will assume responsibility for scheduling the quarterly quality assurance progress review meetings.

Upon assessing performance and progress at the quarterly quality assurance review meetings, failure by the grantee to achieve the stipulated level of performance as specified in the Requirements and Services Provided and in the Quality Assurance Reporting Requirements sections of this Attachment may result in a penalty being imposed (loss of funding). The penalty for each infraction of inadequate performance or non-compliance will be a \$100.00 reduction in the total grant amount. The State will provide written notice of the penalty assessment. Penalties are due to the State as specified in Attachment B of this grant.

Grantee will provide a 10% match in cash and/or in-kind services.

Changes in the work to be completed by Grantee require State Grant Administrator approval and will require the grant to be amended.

It is understood that the proposed budget may change during the grant time period. Changes totaling more than five (5) % of the total grant budget require State Grant Administrator approval.

Grantee will cooperate with the State to establish and follow procedures and protocols to evaluate the effectiveness of its restorative initiatives, to include keeping files, data collection and sharing of such data.

Grantee will submit an accounting for the use of grant funds within 30 days of the end of the fiscal year or end of the grant.

All work products, reports, and invoices should be sent to Grant Administrator:

Chris Barton
Vermont Department of Corrections
NOB2 South
280 State Drive
Waterbury, VT 05671-2000

Or as e-mail attachments to: chris.barton@vermont.gov

Reporting Misconduct

Grantee will require all staff, contractors and volunteers to report immediately any knowledge, suspicion or information of any Grantee staff, contractor or volunteer misconduct. Grantee will give notice of the requirement to report misconduct to all staff, contractors and volunteers in a form and manner approved by the State. Grantee will document all reports of misconduct and shall immediately notify the State Central Office of any reported misconduct. Grantee will not retaliate against residents, staff, contractors or volunteers who report such misconduct or any neglect or violation of responsibilities that may have contributed to an incident.

Misconduct is defined as the following: Any conduct that discredits Grantee and/or the State. Examples include, but not limited to, violations of any state or federal law, any activity that endangers the safety or well-being of another person, and any verbal or physical behavior that is malicious, demeaning, harassing or insulting.

Prison Rape Elimination Act (PREA)

Grantee will comply with the Prison Rape Elimination Act of 2003 (28 C.F.R. Part 115, Docket No. OAG-131, R1N1005-AB34- Dated May 17, 2012), and with all applicable PREA Standards, VTDOC Policies and Directives related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within VTDOC. Grantee acknowledges that, in addition to "self-monitoring requirements" VT State staff will conduct announced or unannounced, compliance monitoring to include "on-site" monitoring. Failure to comply with PREA, including PREA Standards and VTDOC Directives and Policies may result in termination of the grant.

Link to the Final PREA Standards:

<http://www.prearesourcecenter.org/library/488/standards/departement-of-justice-national-prea-standards>

Additionally, Grantee performance shall align with the DOC principles:

- That people can change.
- That community participation and support are essential for the successful delivery of correctional services.
- In the inherent worth and dignity of all individuals.
- In treating people with respect and dignity.
- In teamwork and the process of continuous improvement.
- In professional self-improvement.
- In the placement of offenders in the least restrictive environment consistent with public safety and offense severity.
- In fairness throughout decision making.
- In respect for the liberty interests, rights and entitlements of the individual.
- In individual empowerment.
- In non-violent conflict resolution.
- In maintaining a safe and secure environment.
- In the value of individual, cultural and racial diversity.
- That victims have the right to have an active role in determining how their needs can best be met.
- That offenders are responsible, to the extent possible, to repair harm done to victims and the community.

State will provide guidance and technical assistance to Grantee as necessary and desirable. Financial or programmatic questions related to the grant should be directed to the grant manager.

**ATTACHMENT B
PAYMENT PROVISIONS**

The maximum dollar amount payable under this agreement is not intended as any form of a guaranteed amount. The Grantee will be paid for products or services specified in Attachment A, or services actually performed, up to the maximum allowable amount specified in this agreement. The payment schedule for delivered products, or rates for services performed, and any additional reimbursements, are included in this attachment. The following provisions specifying payments are:

1. Grant funding will not be released until Grantee has provided State with certificates of insurance to show that the required insurance coverage, detailed on Attachment C, is in effect. It is the responsibility of the Grantee to maintain current certificates of insurance on file with the State throughout the term of this agreement. Grantee shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this agreement.
2. Grantee will submit a signed and dated invoice for each payment period which must include an invoice number (grant agreement number can be used as invoice number).
 - a. The State agrees to pay Grantee \$42,500.00 for the period of July 1, 2020 through September 30, 2020.
 - b. The State agrees to pay Grantee \$42,500.00 for the period of October 1, 2020 through December 31, 2020.
 - c. The State agrees to pay Grantee \$42,500.00 for the period of January 1, 2021 through March 31, 2021.
 - d. The State agrees to pay Grantee \$42,500.00 for the period of April 1, 2021 through June 30, 2021.
3. Should the Grantee be subject to a penalty for non-performance as detailed in Attachment A of this agreement, penalties assessed are due to the State within 15 days of written notification.
4. Should the Grantee not deplete the entire grant award prior to June 30, 2021, the unexpended funds will be returned to the State within 30 days of the end of the grant.
5. Grantee will submit a final report outlining the budgetary and programmatic uses of these grant funds. This report will be due within 30 days of the end of the grant. Penalties will be assessed by State for late submission of final reporting at the rate of \$10.00 per day until the final reporting has been received by State.

Grantee will return Grant Agreement, Certificate of Insurance and submit invoices to:

AHS.DOCInvoicesBusinessOffice@vermont.gov

AHS/Dept. of Corrections
Business Office
NOB2 South
280 State Drive
Waterbury, VT 05671-2000

**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 E
BUSINESS ASSOCIATE AGREEMENT

SOV CONTRACTOR/GRANTEE/BUSINESS ASSOCIATE: CITY OF BARRE

SOV GRANT NO. 03520- GRANT EFFECTIVE DATE: JULY 1, 2020

This Business Associate Agreement (“Agreement”) is entered into by and between the State of Vermont Agency of Human Services, operating by and through its **Department of Corrections** (“Covered Entity”) and Party identified in this Agreement as Contractor or Grantee above (“Business Associate”). This Agreement supplements and is made a part of the contract or grant (“Contract or Grant”) to which it is attached.

Covered Entity and Business Associate enter into this Agreement to comply with the standards promulgated under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), including the Standards for the Privacy of Individually Identifiable Health Information, at 45 CFR Parts 160 and 164 (“Privacy Rule”), and the Security Standards, at 45 CFR Parts 160 and 164 (“Security Rule”), as amended by Subtitle D of the Health Information Technology for Economic and Clinical Health Act (HITECH), and any associated federal rules and regulations.

The parties agree as follows:

1. **Definitions.** All capitalized terms used but not otherwise defined in this Agreement have the meanings set forth in 45 CFR Parts 160 and 164 as amended by HITECH and associated federal rules and regulations. Terms defined in this Agreement are italicized. Unless otherwise specified, when used in this Agreement, defined terms used in the singular shall be understood if appropriate in their context to include the plural when applicable.

“*Agent*” means an Individual acting within the scope of the agency of the *Business Associate*, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c) and includes Workforce members and *Subcontractors*.

“*Breach*” means the acquisition, Access, Use or Disclosure of *Protected Health Information (PHI)* which compromises the Security or privacy of the *PHI*, except as excluded in the definition of *Breach* in 45 CFR § 164.402.

“*Business Associate*” shall have the meaning given for “Business Associate” in 45 CFR § 160.103 and means Contractor or Grantee and includes its Workforce, *Agents* and *Subcontractors*.

“*Electronic PHI*” shall mean *PHI* created, received, maintained or transmitted electronically in accordance with 45 CFR § 160.103.

“*Individual*” includes a Person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

“*Protected Health Information*” (“*PHI*”) shall have the meaning given in 45 CFR § 160.103, limited to the *PHI* created or received by *Business Associate* from or on behalf of Covered Entity.

“*Required by Law*” means a mandate contained in law that compels an entity to make a use or disclosure of *PHI* and that is enforceable in a court of law and shall have the meaning given in 45 CFR § 164.103.

“*Report*” means submissions required by this Agreement as provided in section 2.3.

“*Security Incident*” means the attempted or successful unauthorized Access, Use, Disclosure, modification, or destruction of Information or interference with system operations in an Information System relating to *PHI* in accordance with 45 CFR § 164.304.

“*Services*” includes all work performed by the *Business Associate* for or on behalf of Covered Entity that requires the Use and/or Disclosure of *PHI* to perform a *Business Associate* function described in 45 CFR § 160.103.

“*Subcontractor*” means a Person to whom *Business Associate* delegates a function, activity, or service, other than in the capacity of a member of the workforce of such *Business Associate*.

“*Successful Security Incident*” shall mean a *Security Incident* that results in the unauthorized Access, Use, Disclosure, modification, or destruction of information or interference with system operations in an Information System.

“*Unsuccessful Security Incident*” shall mean a *Security Incident* such as routine occurrences that do not result in unauthorized Access, Use, Disclosure, modification, or destruction of information or interference with system operations in an Information System, such as: (i) unsuccessful attempts to penetrate computer networks or services maintained by *Business Associate*; and (ii) immaterial incidents such as pings and other broadcast attacks on *Business Associate's* firewall, port scans, unsuccessful log-on attempts, denials of service and any combination of the above with respect to *Business Associate's* Information System.

“*Targeted Unsuccessful Security Incident*” means an *Unsuccessful Security Incident* that appears to be an attempt to obtain unauthorized Access, Use, Disclosure, modification or destruction of the Covered Entity's *Electronic PHI*.

2. Contact Information for Privacy and Security Officers and Reports.

2.1 *Business Associate* shall provide, within ten (10) days of the execution of this Agreement, written notice to the Contract or Grant manager the names and contact information of both the HIPAA Privacy Officer and HIPAA Security Officer of the *Business Associate*. This information must be updated by *Business Associate* any time these contacts change.

2.2 Covered Entity's HIPAA Privacy Officer and HIPAA Security Officer contact information is posted at: <http://humanservices.vermont.gov/policy-legislation/hipaa/hipaa-info-beneficiaries/ahs-hipaa-contacts/>

2.3 *Business Associate* shall submit all *Reports* required by this Agreement to the following email address: AHS.PrivacyAndSecurity@vermont.gov

3. Permitted and Required Uses/Disclosures of PHI.

3.1 Subject to the terms in this Agreement, *Business Associate* may Use or Disclose *PHI* to perform *Services*, as specified in the Contract or Grant. Such Uses and Disclosures are limited to the minimum necessary to provide the *Services*. *Business Associate* shall not Use or Disclose *PHI* in any manner that would constitute a violation of the Privacy Rule if Used or Disclosed by Covered Entity in that manner. *Business Associate* may not Use or Disclose *PHI* other than as permitted or required by this Agreement or as *Required by Law* and only in compliance with applicable laws and regulations.

3.2 *Business Associate* may make *PHI* available to its Workforce, *Agent* and *Subcontractor* who need Access to perform *Services* as permitted by this Agreement, provided that *Business Associate* makes them aware of the Use and Disclosure restrictions in this Agreement and binds them to comply with such restrictions.

3.3 *Business Associate* shall be directly liable under HIPAA for impermissible Uses and Disclosures of *PHI*.

4. **Business Activities.** *Business Associate* may Use *PHI* if necessary for *Business Associate's* proper management and administration or to carry out its legal responsibilities. *Business Associate* may Disclose *PHI* for *Business Associate's* proper management and administration or to carry out its legal responsibilities if a Disclosure is *Required by Law* or if *Business Associate* obtains reasonable written assurances via a written agreement from the Person to whom the information is to be Disclosed that such *PHI* shall remain confidential and be Used or further Disclosed only as *Required by Law* or for the purpose for which it was Disclosed to the Person, and the Agreement requires the Person to notify *Business Associate*, within five (5) business days, in writing of any *Breach* of Unsecured *PHI* of which it is aware. Such Uses and Disclosures of *PHI* must be of the minimum amount necessary to accomplish such purposes.

5. **Electronic PHI Security Rule Obligations.**

5.1 With respect to *Electronic PHI*, *Business Associate* shall:

- a) Implement and use Administrative, Physical, and Technical Safeguards in compliance with 45 CFR sections 164.308, 164.310, and 164.312;
- b) Identify in writing upon request from Covered Entity all the safeguards that it uses to protect such Electronic PHI;
- c) Prior to any Use or Disclosure of *Electronic PHI* by an *Agent* or *Subcontractor*, ensure that any *Agent* or *Subcontractor* to whom it provides *Electronic PHI* agrees in writing to implement and use Administrative, Physical, and Technical Safeguards that reasonably and appropriately protect the Confidentiality, Integrity and Availability of Electronic PHI. The written agreement must identify Covered Entity as a direct and intended third party beneficiary with the right to enforce any breach of the agreement concerning the Use or Disclosure of *Electronic PHI*, and be provided to Covered Entity upon request;
- d) Report in writing to Covered Entity any *Successful Security Incident* or *Targeted Security Incident* as soon as it becomes aware of such incident and in no event later than five (5) business days after such awareness. Such report shall be timely made notwithstanding the fact that little information may be known at the time of the report and need only include such information then available;

e) Following such report, provide Covered Entity with the information necessary for Covered Entity to investigate any such incident; and

f) Continue to provide to Covered Entity information concerning the incident as it becomes available to it.

5.2 *Reporting Unsuccessful Security Incidents.* *Business Associate* shall provide Covered Entity upon written request a *Report* that: (a) identifies the categories of Unsuccessful Security Incidents; (b) indicates whether *Business Associate* believes its current defensive security measures are adequate to address all Unsuccessful Security Incidents, given the scope and nature of such attempts; and (c) if the security measures are not adequate, the measures *Business Associate* will implement to address the security inadequacies.

5.3 *Business Associate* shall comply with any reasonable policies and procedures Covered Entity implements to obtain compliance under the Security Rule.

6. **Reporting and Documenting Breaches.**

6.1 *Business Associate* shall *Report* to Covered Entity any *Breach* of Unsecured *PHI* as soon as it, or any Person to whom *PHI* is disclosed under this Agreement, becomes aware of any such *Breach*, and in no event later than five (5) business days after such awareness, except when a law enforcement official determines that a notification would impede a criminal investigation or cause damage to national security. Such *Report* shall be timely made notwithstanding the fact that little information may be known at the time of the *Report* and need only include such information then available.

6.2 Following the *Report* described in 6.1, *Business Associate* shall conduct a risk assessment and provide it to Covered Entity with a summary of the event. *Business Associate* shall provide Covered Entity with the names of any *Individual* whose Unsecured *PHI* has been, or is reasonably believed to have been, the subject of the *Breach* and any other available information that is required to be given to the affected *Individual*, as set forth in 45 CFR § 164.404(c). Upon request by Covered Entity, *Business Associate* shall provide information necessary for Covered Entity to investigate the impermissible Use or Disclosure. *Business Associate* shall continue to provide to Covered Entity information concerning the *Breach* as it becomes available.

6.3 When *Business Associate* determines that an impermissible acquisition, Access, Use or Disclosure of *PHI* for which it is responsible is not a *Breach*, and therefore does not necessitate notice to the impacted *Individual*, it shall document its assessment of risk, conducted as set forth in 45 CFR § 402(2). *Business Associate* shall make its risk assessment available to Covered Entity upon request. It shall include 1) the name of the person making the assessment, 2) a brief summary of the facts, and 3) a brief statement of the reasons supporting the determination of low probability that the *PHI* had been compromised.

7. **Mitigation and Corrective Action.** *Business Associate* shall mitigate, to the extent practicable, any harmful effect that is known to it of an impermissible Use or Disclosure of *PHI*, even if the impermissible Use or Disclosure does not constitute a *Breach*. *Business Associate* shall draft and carry out a plan of corrective action to address any incident of impermissible Use or Disclosure of *PHI*. *Business Associate* shall make its mitigation and corrective action plans available to Covered Entity upon request.

8. Providing Notice of Breaches.

8.1 If Covered Entity determines that a *Breach* of *PHI* for which *Business Associate* was responsible, and if requested by Covered Entity, *Business Associate* shall provide notice to the *Individual* whose *PHI* has been the subject of the *Breach*. When so requested, *Business Associate* shall consult with Covered Entity about the timeliness, content and method of notice, and shall receive Covered Entity's approval concerning these elements. *Business Associate* shall be responsible for the cost of notice and related remedies.

8.2 The notice to affected *Individuals* shall be provided as soon as reasonably possible and in no case later than 60 calendar days after *Business Associate* reported the *Breach* to Covered Entity.

8.3 The notice to affected *Individuals* shall be written in plain language and shall include, to the extent possible, 1) a brief description of what happened, 2) a description of the types of Unsecured *PHI* that were involved in the *Breach*, 3) any steps *Individuals* can take to protect themselves from potential harm resulting from the *Breach*, 4) a brief description of what the *Business Associate* is doing to investigate the *Breach* to mitigate harm to *Individuals* and to protect against further *Breaches*, and 5) contact procedures for *Individuals* to ask questions or obtain additional information, as set forth in 45 CFR § 164.404(c).

8.4 *Business Associate* shall notify *Individuals* of *Breaches* as specified in 45 CFR § 164.404(d) (methods of *Individual* notice). In addition, when a *Breach* involves more than 500 residents of Vermont, *Business Associate* shall, if requested by Covered Entity, notify prominent media outlets serving Vermont, following the requirements set forth in 45 CFR § 164.406.

9. Agreements with Subcontractors. *Business Associate* shall enter into a Business Associate Agreement with any *Subcontractor* to whom it provides *PHI* to require compliance with HIPAA and to ensure *Business Associate* and *Subcontractor* comply with the terms and conditions of this Agreement. *Business Associate* must enter into such written agreement before any Use by or Disclosure of *PHI* to such *Subcontractor*. The written agreement must identify Covered Entity as a direct and intended third party beneficiary with the right to enforce any breach of the agreement concerning the Use or Disclosure of *PHI*. *Business Associate* shall provide a copy of the written agreement it enters into with a *Subcontractor* to Covered Entity upon request. *Business Associate* may not make any Disclosure of *PHI* to any *Subcontractor* without prior written consent of Covered Entity.

10. Access to PHI. *Business Associate* shall provide access to *PHI* in a Designated Record Set to Covered Entity or as directed by Covered Entity to an *Individual* to meet the requirements under 45 CFR § 164.524. *Business Associate* shall provide such access in the time and manner reasonably designated by Covered Entity. Within five (5) business days, *Business Associate* shall forward to Covered Entity for handling any request for Access to *PHI* that *Business Associate* directly receives from an *Individual*.

11. Amendment of PHI. *Business Associate* shall make any amendments to *PHI* in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 CFR § 164.526, whether at the request of Covered Entity or an *Individual*. *Business Associate* shall make such amendments in the time and manner reasonably designated by Covered Entity. Within five (5) business days, *Business Associate* shall forward to Covered Entity for handling any request for amendment to *PHI* that *Business Associate* directly receives from an *Individual*.

12. Accounting of Disclosures. *Business Associate* shall document Disclosures of *PHI* and all information related to such Disclosures as would be required for Covered Entity to respond to a request by an *Individual* for an accounting of disclosures of *PHI* in accordance with 45 CFR § 164.528. *Business Associate* shall provide such information to Covered Entity or as directed by Covered Entity to an *Individual*, to permit Covered Entity to respond to an accounting request. *Business Associate* shall provide such information in the time and manner reasonably designated by Covered Entity. Within five (5) business days, *Business Associate* shall forward to Covered Entity for handling any accounting request that *Business Associate* directly receives from an *Individual*.

13. Books and Records. Subject to the attorney-client and other applicable legal privileges, *Business Associate* shall make its internal practices, books, and records (including policies and procedures and *PHI*) relating to the Use and Disclosure of *PHI* available to the Secretary of Health and Human Services (HHS) in the time and manner designated by the Secretary. *Business Associate* shall make the same information available to Covered Entity, upon Covered Entity's request, in the time and manner reasonably designated by Covered Entity so that Covered Entity may determine whether *Business Associate* is in compliance with this Agreement.

14. Termination.

14.1 This Agreement commences on the Effective Date and shall remain in effect until terminated by Covered Entity or until all the *PHI* is destroyed or returned to Covered Entity subject to Section 18.8.

14.2 If *Business Associate* fails to comply with any material term of this Agreement, Covered Entity may provide an opportunity for *Business Associate* to cure. If *Business Associate* does not cure within the time specified by Covered Entity or if Covered Entity believes that cure is not reasonably possible, Covered Entity may immediately terminate the Contract or Grant without incurring liability or penalty for such termination. If neither termination nor cure are feasible, Covered Entity shall report the breach to the Secretary of HHS. Covered Entity has the right to seek to cure such failure by *Business Associate*. Regardless of whether Covered Entity cures, it retains any right or remedy available at law, in equity, or under the Contract or Grant and *Business Associate* retains its responsibility for such failure.

15. Return/Destruction of PHI.

15.1 *Business Associate* in connection with the expiration or termination of the Contract or Grant shall return or destroy, at the discretion of the Covered Entity, *PHI* that *Business Associate* still maintains in any form or medium (including electronic) within thirty (30) days after such expiration or termination. *Business Associate* shall not retain any copies of *PHI*. *Business Associate* shall certify in writing and report to Covered Entity (1) when all *PHI* has been returned or destroyed and (2) that *Business Associate* does not continue to maintain any *PHI*. *Business Associate* is to provide this certification during this thirty (30) day period.

15.2 *Business Associate* shall report to Covered Entity any conditions that *Business Associate* believes make the return or destruction of *PHI* infeasible. *Business Associate* shall extend the protections of this Agreement to such *PHI* and limit further Uses and Disclosures to those purposes that make the return or destruction infeasible for so long as *Business Associate* maintains such *PHI*.

16. **Penalties.** *Business Associate* understands that: (a) there may be civil or criminal penalties for misuse or misappropriation of *PHI* and (b) violations of this Agreement may result in notification by Covered Entity to law enforcement officials and regulatory, accreditation, and licensure organizations.

17. **Training.** *Business Associate* understands its obligation to comply with the law and shall provide appropriate training and education to ensure compliance with this Agreement. If requested by Covered Entity, *Business Associate* shall participate in Covered Entity's training regarding the Use, Confidentiality, and Security of *PHI*; however, participation in such training shall not supplant nor relieve *Business Associate* of its obligations under this Agreement to independently assure compliance with the law and this Agreement.

18. **Miscellaneous.**

18.1 In the event of any conflict or inconsistency between the terms of this Agreement and the terms of the Contract or Grant, the terms of this Agreement shall govern with respect to its subject matter. Otherwise, the terms of the Contract or Grant continue in effect.

18.2 Each party shall cooperate with the other party to amend this Agreement from time to time as is necessary for such party to comply with the Privacy Rule, the Security Rule, or any other standards promulgated under HIPAA. This Agreement may not be amended, except by a writing signed by all parties hereto.

18.3 Any ambiguity in this Agreement shall be resolved to permit the parties to comply with the Privacy Rule, Security Rule, or any other standards promulgated under HIPAA.

18.4 In addition to applicable Vermont law, the parties shall rely on applicable federal law (e.g., HIPAA, the Privacy Rule, Security Rule, and HITECH) in construing the meaning and effect of this Agreement.

18.5 *Business Associate* shall not have or claim any ownership of *PHI*.

18.6 *Business Associate* shall abide by the terms and conditions of this Agreement with respect to all *PHI* even if some of that information relates to specific services for which *Business Associate* may not be a "*Business Associate*" of Covered Entity under the Privacy Rule.

18.7 *Business Associate* is prohibited from directly or indirectly receiving any remuneration in exchange for an *Individual's PHI*. *Business Associate* will refrain from marketing activities that would violate HIPAA, including specifically Section 13406 of the HITECH Act. Reports or data containing *PHI* may not be sold without Covered Entity's or the affected *Individual's* written consent.

18.8 The provisions of this Agreement that by their terms encompass continuing rights or responsibilities shall survive the expiration or termination of this Agreement. For example: (a) the provisions of this Agreement shall continue to apply if Covered Entity determines that it would be infeasible for *Business Associate* to return or destroy *PHI* as provided in Section 14.2 and (b) the obligation of *Business Associate* to provide an accounting of disclosures as set forth in Section 12 survives the expiration or termination of this Agreement with respect to accounting requests, if any, made after such expiration or termination.

ATTACHMENT F
AGENCY OF HUMAN SERVICES' CUSTOMARY CONTRACT/GRANT PROVISIONS

1. **Definitions:** For purposes of this Attachment F, the term "Agreement" shall mean the form of the contract or grant, with all of its parts, into which this Attachment F is incorporated. The meaning of the term "Party" when used in this Attachment F shall mean any named party to this Agreement *other than* the State of Vermont, the Agency of Human Services (AHS) and any of the departments, boards, offices and business units named in this Agreement. As such, the term "Party" shall mean, when used in this Attachment F, the Contractor or Grantee with whom the State of Vermont is executing this Agreement. If Party, when permitted to do so under this Agreement, seeks by way of any subcontract, sub-grant or other form of provider agreement to employ any other person or entity to perform any of the obligations of Party under this Agreement, Party shall be obligated to ensure that all terms of this Attachment F are followed. As such, the term "Party" as used herein shall also be construed as applicable to, and describing the obligations of, any subcontractor, sub-recipient or sub-grantee of this Agreement. Any such use or construction of the term "Party" shall not, however, give any subcontractor, sub-recipient or sub-grantee any substantive right in this Agreement without an express written agreement to that effect by the State of Vermont.
2. **Agency of Human Services:** The Agency of Human Services is responsible for overseeing all contracts and grants entered by any of its departments, boards, offices and business units, however denominated. The Agency of Human Services, through the business office of the Office of the Secretary, and through its Field Services Directors, will share with any named AHS-associated party to this Agreement oversight, monitoring and enforcement responsibilities. Party agrees to cooperate with both the named AHS-associated party to this contract and with the Agency of Human Services itself with respect to the resolution of any issues relating to the performance and interpretation of this Agreement, payment matters and legal compliance.
3. **Medicaid Program Parties** (*applicable to any Party providing services and supports paid for under Vermont's Medicaid program and Vermont's Global Commitment to Health Waiver*):

Inspection and Retention of Records: In addition to any other requirement under this Agreement or at law, Party must fulfill all state and federal legal requirements, and will comply with all requests appropriate to enable the Agency of Human Services, the U.S. Department of Health and Human Services (along with its Inspector General and the Centers for Medicare and Medicaid Services), the Comptroller General, the Government Accounting Office, or any of their designees: (i) to evaluate through inspection or other means the quality, appropriateness, and timeliness of services performed under this Agreement; and (ii) to inspect and audit any records, financial data, contracts, computer or other electronic systems of Party relating to the performance of services under Vermont's Medicaid program and Vermont's Global Commitment to Health Waiver. Party will retain for ten years all documents required to be retained pursuant to 42 CFR 438.3(u).

Subcontracting for Medicaid Services: Notwithstanding any permitted subcontracting of services to be performed under this Agreement, Party shall remain responsible for ensuring that this Agreement is fully performed according to its terms, that subcontractor remains in compliance with the terms hereof, and that subcontractor complies with all state and federal laws and regulations relating to the Medicaid program in Vermont. Subcontracts, and any service provider agreements entered into by Party in connection with the performance of this Agreement, must clearly specify in writing the responsibilities of the subcontractor or other service provider and Party must retain the authority to revoke its subcontract or service provider

agreement or to impose other sanctions if the performance of the subcontractor or service provider is inadequate or if its performance deviates from any requirement of this Agreement. Party shall make available on request all contracts, subcontracts and service provider agreements between the Party, subcontractors and other service providers to the Agency of Human Services and any of its departments as well as to the Center for Medicare and Medicaid Services.

Medicaid Notification of Termination Requirements: Party shall follow the Department of Vermont Health Access Managed-Care-Organization enrollee-notification requirements, to include the requirement that Party provide timely notice of any termination of its practice.

Encounter Data: Party shall provide encounter data to the Agency of Human Services and/or its departments and ensure further that the data and services provided can be linked to and supported by enrollee eligibility files maintained by the State.

Federal Medicaid System Security Requirements Compliance: Party shall provide a security plan, risk assessment, and security controls review document within three months of the start date of this Agreement (and update it annually thereafter) in order to support audit compliance with 45 CFR 95.621 subpart F, *ADP System Security Requirements and Review Process*.

4. **Workplace Violence Prevention and Crisis Response** (*applicable to any Party and any subcontractors and sub-grantees whose employees or other service providers deliver social or mental health services directly to individual recipients of such services*):

Party shall establish a written workplace violence prevention and crisis response policy meeting the requirements of Act 109 (2016), 33 VSA §8201(b), for the benefit of employees delivering direct social or mental health services. Party shall, in preparing its policy, consult with the guidelines promulgated by the U.S. Occupational Safety and Health Administration for *Preventing Workplace Violence for Healthcare and Social Services Workers*, as those guidelines may from time to time be amended.

Party, through its violence protection and crisis response committee, shall evaluate the efficacy of its policy, and update the policy as appropriate, at least annually. The policy and any written evaluations thereof shall be provided to employees delivering direct social or mental health services.

Party will ensure that any subcontractor and sub-grantee who hires employees (or contracts with service providers) who deliver social or mental health services directly to individual recipients of such services, complies with all requirements of this Section.

5. **Non-Discrimination:**

Party shall not discriminate, and will prohibit its employees, agents, subcontractors, sub-grantees and other service providers from discrimination, on the basis of age under the Age Discrimination Act of 1975, on the basis of handicap under section 504 of the Rehabilitation Act of 1973, on the basis of sex under Title IX of the Education Amendments of 1972, and on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964. Party shall not refuse, withhold from or deny to any person the benefit of services, facilities, goods, privileges, advantages, or benefits of public accommodation on the basis of disability, race, creed, color, national origin, marital status, sex, sexual orientation or gender identity as provided by Title 9 V.S.A. Chapter 139.

No person shall on the grounds of religion or on the grounds of sex (including, on the grounds that a woman is pregnant), be excluded from participation in, be denied the benefits of, or be subjected to discrimination, to include sexual harassment, under any program or activity supported by State of Vermont and/or federal funds.

Party further shall comply with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d, et seq., and with the federal guidelines promulgated pursuant to Executive Order 13166 of 2000, requiring that contractors and subcontractors receiving federal funds assure that persons with limited English proficiency can meaningfully access services. To the extent Party provides assistance to individuals with limited English proficiency through the use of oral or written translation or interpretive services, such individuals cannot be required to pay for such services.

6. Employees and Independent Contractors:

Party agrees that it shall comply with the laws of the State of Vermont with respect to the appropriate classification of its workers and service providers as “employees” and “independent contractors” for all purposes, to include for purposes related to unemployment compensation insurance and workers compensation coverage, and proper payment and reporting of wages. Party agrees to ensure that all of its subcontractors or sub-grantees also remain in legal compliance as to the appropriate classification of “workers” and “independent contractors” relating to unemployment compensation insurance and workers compensation coverage, and proper payment and reporting of wages. Party will on request provide to the Agency of Human Services information pertaining to the classification of its employees to include the basis for the classification. Failure to comply with these obligations may result in termination of this Agreement.

7. Data Protection and Privacy:

Protected Health Information: Party shall maintain the privacy and security of all individually identifiable health information acquired by or provided to it as a part of the performance of this Agreement. Party shall follow federal and state law relating to privacy and security of individually identifiable health information as applicable, including the Health Insurance Portability and Accountability Act (HIPAA) and its federal regulations.

Substance Abuse Treatment Information: Substance abuse treatment information shall be maintained in compliance with 42 C.F.R. Part 2 if the Party or subcontractor(s) are Part 2 covered programs, or if substance abuse treatment information is received from a Part 2 covered program by the Party or subcontractor(s).

Protection of Personal Information: Party agrees to comply with all applicable state and federal statutes to assure protection and security of personal information, or of any personally identifiable information (PII), including the Security Breach Notice Act, 9 V.S.A. § 2435, the Social Security Number Protection Act, 9 V.S.A. § 2440, the Document Safe Destruction Act, 9 V.S.A. § 2445 and 45 CFR 155.260. As used here, PII shall include any information, in any medium, including electronic, which can be used to distinguish or trace an individual’s identity, such as his/her name, social security number, biometric records, etc., either alone or when combined with any other personal or identifiable information that is linked or linkable to a specific person, such as date and place of birth, mother’s maiden name, etc.

Other Confidential Consumer Information: Party agrees to comply with the requirements of AHS Rule No. 08-048 concerning access to and uses of personal information relating to any beneficiary or recipient of goods, services or other forms of support. Party further agrees to comply with any applicable Vermont

State Statute and other regulations respecting the right to individual privacy. Party shall ensure that all of its employees, subcontractors and other service providers performing services under this agreement understand and preserve the sensitive, confidential and non-public nature of information to which they may have access.

Data Breaches: Party shall report to AHS, through its Chief Information Officer (CIO), any impermissible use or disclosure that compromises the security, confidentiality or privacy of any form of protected personal information identified above within 24 hours of the discovery of the breach. Party shall in addition comply with any other data breach notification requirements required under federal or state law.

8. Abuse and Neglect of Children and Vulnerable Adults:

Abuse Registry. Party agrees not to employ any individual, to use any volunteer or other service provider, or to otherwise provide reimbursement to any individual who in the performance of services connected with this agreement provides care, custody, treatment, transportation, or supervision to children or to vulnerable adults if there has been a substantiation of abuse or neglect or exploitation involving that individual. Party is responsible for confirming as to each individual having such contact with children or vulnerable adults the non-existence of a substantiated allegation of abuse, neglect or exploitation by verifying that fact through (a) as to vulnerable adults, the Adult Abuse Registry maintained by the Department of Disabilities, Aging and Independent Living and (b) as to children, the Central Child Protection Registry (unless the Party holds a valid child care license or registration from the Division of Child Development, Department for Children and Families). See 33 V.S.A. §4919(a)(3) and 33 V.S.A. §6911(c)(3).

Reporting of Abuse, Neglect, or Exploitation. Consistent with provisions of 33 V.S.A. §4913(a) and §6903, Party and any of its agents or employees who, in the performance of services connected with this agreement, (a) is a caregiver or has any other contact with clients and (b) has reasonable cause to believe that a child or vulnerable adult has been abused or neglected as defined in Chapter 49 or abused, neglected, or exploited as defined in Chapter 69 of Title 33 V.S.A. shall: as to children, make a report containing the information required by 33 V.S.A. §4914 to the Commissioner of the Department for Children and Families within 24 hours; or, as to a vulnerable adult, make a report containing the information required by 33 V.S.A. §6904 to the Division of Licensing and Protection at the Department of Disabilities, Aging, and Independent Living within 48 hours. Party will ensure that its agents or employees receive training on the reporting of abuse or neglect to children and abuse, neglect or exploitation of vulnerable adults.

9. Information Technology Systems:

Computing and Communication: Party shall select, in consultation with the Agency of Human Services' Information Technology unit, one of the approved methods for secure access to the State's systems and data, if required. Approved methods are based on the type of work performed by the Party as part of this agreement. Options include, but are not limited to:

1. Party's provision of certified computing equipment, peripherals and mobile devices, on a separate Party's network with separate internet access. The Agency of Human Services' accounts may or may not be provided.
2. State supplied and managed equipment and accounts to access state applications and data, including State issued active directory accounts and application specific accounts, which follow

the National Institutes of Standards and Technology (NIST) security and the Health Insurance Portability & Accountability Act (HIPAA) standards.

Intellectual Property/Work Product Ownership: All data, technical information, materials first gathered, originated, developed, prepared, or obtained as a condition of this agreement and used in the performance of this agreement -- including, but not limited to all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and printouts, notes and memoranda, written procedures and documents, which are prepared for or obtained specifically for this agreement, or are a result of the services required under this grant -- shall be considered "work for hire" and remain the property of the State of Vermont, regardless of the state of completion unless otherwise specified in this agreement. Such items shall be delivered to the State of Vermont upon 30-days notice by the State. With respect to software computer programs and / or source codes first developed for the State, all the work shall be considered "work for hire," i.e., the State, not the Party (or subcontractor or sub-grantee), shall have full and complete ownership of all software computer programs, documentation and/or source codes developed.

Party shall not sell or copyright a work product or item produced under this agreement without explicit permission from the State of Vermont.

If Party is operating a system or application on behalf of the State of Vermont, Party shall not make information entered into the system or application available for uses by any other party than the State of Vermont, without prior authorization by the State. Nothing herein shall entitle the State to pre-existing Party's materials.

Party acknowledges and agrees that should this agreement be in support of the State's implementation of the Patient Protection and Affordable Care Act of 2010, Party is subject to the certain property rights provisions of the Code of Federal Regulations and a Grant from the Department of Health and Human Services, Centers for Medicare & Medicaid Services. Such agreement will be subject to, and incorporates here by reference, 45 CFR 74.36, 45 CFR 92.34 and 45 CFR 95.617 governing rights to intangible property.

Security and Data Transfers: Party shall comply with all applicable State and Agency of Human Services' policies and standards, especially those related to privacy and security. The State will advise the Party of any new policies, procedures, or protocols developed during the term of this agreement as they are issued and will work with the Party to implement any required.

Party will ensure the physical and data security associated with computer equipment, including desktops, notebooks, and other portable devices, used in connection with this Agreement. Party will also assure that any media or mechanism used to store or transfer data to or from the State includes industry standard security mechanisms such as continually up-to-date malware protection and encryption. Party will make every reasonable effort to ensure media or data files transferred to the State are virus and spyware free. At the conclusion of this agreement and after successful delivery of the data to the State, Party shall securely delete data (including archival backups) from Party's equipment that contains individually identifiable records, in accordance with standards adopted by the Agency of Human Services.

Party, in the event of a data breach, shall comply with the terms of Section 7 above.

10. Other Provisions:

Environmental Tobacco Smoke. Public Law 103-227 (also known as the Pro-Children Act of 1994) and Vermont's Act 135 (2014) (An act relating to smoking in lodging establishments, hospitals, and child care facilities, and on State lands) restrict the use of tobacco products in certain settings. Party shall ensure that no person is permitted: (i) to use tobacco products or tobacco substitutes as defined in 7 V.S.A. § 1001 on the premises, both indoor and outdoor, of any licensed child care center or afterschool program at any time; (ii) to use tobacco products or tobacco substitutes on the premises, both indoor and in any outdoor area designated for child care, health or day care services, kindergarten, pre-kindergarten, elementary, or secondary education or library services; and (iii) to use tobacco products or tobacco substitutes on the premises of a licensed or registered family child care home while children are present and in care. Party will refrain from promoting the use of tobacco products for all clients and from making tobacco products available to minors.

Failure to comply with the provisions of the federal law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The federal Pro-Children Act of 1994, however, does not apply to portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Infants, & Children (WIC) coupons are redeemed.

2-1-1 Database: If Party provides health or human services within Vermont, or if Party provides such services near the Vermont border readily accessible to residents of Vermont, Party shall adhere to the "Inclusion/Exclusion" policy of Vermont's United Way/Vermont 211 (Vermont 211), and will provide to Vermont 211 relevant descriptive information regarding its agency, programs and/or contact information as well as accurate and up to date information to its database as requested. The "Inclusion/Exclusion" policy can be found at www.vermont211.org.

Voter Registration: When designated by the Secretary of State, Party agrees to become a voter registration agency as defined by 17 V.S.A. §2103 (41), and to comply with the requirements of state and federal law pertaining to such agencies.

Drug Free Workplace Act: Party will assure a drug-free workplace in accordance with 45 CFR Part 76.

Lobbying: No federal funds under this agreement may be used to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendments other than federal appropriated funds.



4B

MEMO

TO: The Barre City Council

FROM: The Barre Community Justice Center

DATE: June 23, 2020

RE: The Barre Community Justice Center's FY21 grant amendment for Transitional Housing

Attached is a one year grant amendment for our Transitional Housing(TH) program, which allows us to have 11 beds, in 4 apartments, for people returning from incarceration. Some of the housing participants are Core Members in our Circles of Accountability and Support (COSA) program, some are just TH clients. A COSA is a group of community volunteers who work with an offender for one year to build relationships, they help Core Members think through choices, take responsibility for their actions and give them opportunities to do pro-social activities.

This grant also supports all of our clients in our housing to receive case management, which involves getting employment ready, substance use/mental health referrals, budgeting, learning to become a good tenant, etc. It also covers the maintenance and upkeep of our rentals, pays partial rent of our offices, partial insurance premiums, as well as some staff salaries. Our Transitional Housing program also provides case management services, but no housing, to service navigation referrals who are under the supervision of the Department of Corrections so they can find stability and hopefully move on to sustainable housing of their own in the future.

STATE OF VERMONT
GRANT AGREEMENT # 03520-1496

1. Parties: This is a Grant Agreement between the State of Vermont, Department of Corrections, (hereinafter called "State"), and the City of Barre with principal place of business at Barre, Vermont, (hereinafter called "Grantee"). It is the Grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Grantee is required to have a Vermont Department of Taxes Business Account Number.
2. Subject Matter: The subject matter of this Grant Agreement is transitional housing and supportive services. Detailed services to be provided by the Grantee are described in Attachment A.
3. Maximum Amount: In consideration of the services to be performed by Grantee, the State agrees to pay Grantee, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$222,230.
4. Grant Term: The period of Grantee's performance shall begin on July 1, 2020 and end on June 30, 2021.
5. Source of Funds:

General Fund 100%	Federal	%	Other	%
General Fund \$222,230	Federal \$		Other \$	
Department ID: 3480004100	Program #:		Class Code:	
6. CFDA Title:
Award Name:
Award Year:
Federal Granting Agency:
Research and Development Grant? Yes No .
CFDA Number:
Award Number:
A-133: FFATA:
7. 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 Grantee.
8. Cancellation: This Grant Agreement may be suspended or cancelled by either party by giving written notice at least 30 days in advance.
9. Contact persons: The Grantee's contact person for this award is: Steven Mackenzie, City Manager; Telephone Number 802-917-3213; E-mail address: jmacleod@barrecjc.org
10. Fiscal Year: The Grantee's fiscal year starts July 1 and ends June 30.
11. Attachments: This Grant consists of 29 pages including the following attachments that are incorporated herein:

- Attachment A - Scope of Work to be Performed
- Attachment B - Payment Provisions
- Attachment C - Customary State Grant Provisions
- Attachment D - Modifications of Insurance YES NO
- Attachment E - Business Associate Agreement YES NO
- Attachment F - AHS Customary Grant Provisions

The order of precedence of these documents shall be as follows:
Attachment D - Modifications of Insurance YES NO
Attachment C - Customary State Grant Provisions
Attachment A - Specifications of Work to be Performed

STATE OF VERMONT
GRANT AGREEMENT # 03520-1496

Page 2 of 29

Attachment B - Payment Provisions

Attachment E - Business Associate Agreement YES NO

Attachment F - AHS Customary Grant Provisions

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

STATE OF VERMONT

GRANTEE

by:

by:

James Baker, Interim Commissioner
Department of Corrections

Name: Steven Mackenzie, City Manager
Date: _____

Date: _____

Address:

City of Barre
City Hall
6 North Main Street, Suite 2
Barre, Vt. 05641

APPROVED AS TO FORM:

Assistant Attorney General Date

ATTACHMENT A
SPECIFICATIONS OF WORK TO BE PERFORMED, EVALUATION, REPORTING

1. PROGRAM NAME

Barre Community Justice Center

2. BRIEF PROGRAM DESCRIPTION

Grantee will reserve eleven (11) beds for Department of Corrections (State) transitional housing within scattered site (shared and single) apartments within the community, Grantee will give preference to high risk violent and sexual offenders.

3. PROGRAM PURPOSE

The State recognizes the need to develop community partnerships in order for men and women leaving its correctional facilities to successfully transition back to the community. This grant is meant to support the provision of transitional housing, rental assistance, housing search and retention, and other supportive services for individuals released to the community from correctional facilities.

Grantee will target individuals being released from incarceration as the priority target population for State funded housing programs and services. The State may consider, in its sole discretion, offenders who are supervised in the community at the time of referral and are at risk of being (re)incarcerated due to lack of appropriate and stable housing. Contractor will limit program participants to those under State supervision while receiving housing and/or services funded by this grant.

Purpose(s) of the Program:

1	<i>Promote housing stability of individuals returning to the community from incarceration</i>
2	<i>Supervise and support individuals (offenders) in the least restrictive environment</i>
3	<i>Provide opportunities for reintegration and connections to community and services</i>

4. SCOPE OF WORK

Description of Strategies or Services to be Performed

Grantee will provide case management, employment assistance, and referrals to community services, when appropriate. Grantee will link participants with the community and support them in a transition to independent living.

Grantee will provide the following Programs:

Transitional Housing- Grantee will provide temporary (generally up to twenty-four (24) months) housing for offenders in need of a stable living environment, including housing support services with the goal of transitioning to permanent housing. Grantee will provide single or shared rooms within a congregate transitional housing site or emergency shelter but may provide "master leased" apartments within the community.

To maximize program utilization and increase the likelihood that inmates State will release offenders as close to their projected release date as possible, local Probation and Parole (P&P) offices will maintain a

list of eligible offenders by release date and ensure that offenders referred have an ability to live independently with the level of services provided by the Grantee.

Grantee will provide a timely response to each referral from P&P so as not to delay release from incarceration. Grantee will respond by approving, denying, or requesting more information. Grantee's request for more information may include an interview, additional documentation, involvement of a local re-entry advisory committee/panel, etc. Interviews, document reviews, etc. will be completed in a timely manner. Grantee's repeated failure to maintain accurate and timely data may result in a corrective action plan and/or liquidated damage.

Grantee will work collaboratively with the local P&P office to integrate the housing and services associated with this grant with the individualized State case plan of each participant, and to establish a system for ongoing communication. Grantee will create an initial Housing Plan with each participant within 30 days of program entry. Grantee will review all Housing Plans least monthly and will update as needed.

Grantee will ensure that program policies and procedures align with the Agency of Human Services (AHS) policy on Housing Stability which can be found here:
<http://humanservices.vermont.gov/departments/office-of-the-secretary/ahs-director-of-housing-1/ahs-housing-stability-8-22-12-small-file.pdf>

Offender room and board payments (i.e. program fees, etc.) shall offset grant funds, and Grantee will notify the State grant administrator of any changes in programmatic payments and subsequent change in use of grant funds.

Staff Training and Criminal Background Checks

Grantee will ensure that all new staff members who will have direct contact with offenders will complete the State Volunteer/Contractor/Grantee Training. Grantee will arrange this training by contacting the local State Volunteer Services Coordinator (contact information available from P&P).

Grantee will certify at the time of the signing of this grant agreement that it has a written policy in place that includes: (1) That Grantee will conduct criminal background checks for potential employees; (2) That Grantee employees or volunteers will report in writing to his/her supervisor notice of his/her arrest or citation for criminal activity as soon as possible, but no later than 24 hours after the arrest or citation; (3) That Grantee employees or volunteers will immediately report in writing to his/her supervisor, when known by the employee/volunteer, that he/she is being investigated for criminal conduct by a law enforcement agency.

Grantee will report nature of the charge/arrest/citation immediately upon receiving the employee's written report of his/her arrest or receipt of citation to the State Community and Restorative Justice Executive.

Reporting Misconduct

Grantee will require all staff, contractors and volunteers to report immediately any knowledge, suspicion or information of any Grantee staff, contractor or volunteer misconduct. Grantee will give notice of the requirement to report misconduct to all staff, contractors and volunteers in a form and manner approved by the State. The Grantee will document all reports of misconduct and shall immediately notify the State Central Office of any reported misconduct. Grantee will not retaliate against residents, staff, contractors

or volunteers who report such misconduct or any neglect or violation of responsibilities that may have contributed to an incident.

Misconduct is defined as the following: Any conduct that discredits the Grantee and/or the State. Examples include, but not limited to, violations of any state or federal law, any activity that endangers the safety or well-being of another person, and any verbal or physical behavior that is malicious, demeaning, harassing or insulting.

Habitability Standards

Grantee will ensure and document that all State funded housing sites (scattered and congregate) meet minimum habitability standards, as provided by the State, for safety, sanitation, and privacy. Grantee will conduct inspections for scattered site housing, upon initial occupancy and then on an annual basis for the term of State financial assistance (even if the resident changes).

Right to Inspect

The Grantee acknowledges and agrees that the State has the right to review all housing programs for environmental health assessments. The Grantee acknowledges and agrees that this right to review includes the right to physically enter the transitional housing premises for inspection in order to make an environmental health assessment. Grantee will allow the State access to the transitional housing premises at any time and without notice. State access to scatter site apartments may be subject to local landlord-tenant laws.

Prison Rape Elimination Act (PREA)

Grantee will comply with the Prison Rape Elimination Act of 2003 (28 C.F.R. Part 115, Docket No. OAG-131, R1N1005-AB34- Dated May 17, 2012), and with all applicable PREA Standards, VTDOC Policies and Directives related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within VTDOC. Grantee acknowledges that, in addition to "self-monitoring requirements" VT State staff will conduct announced or unannounced, compliance monitoring to include "on-site" monitoring. Failure to comply with PREA, including PREA Standards and VTDOC Directives and Policies may result in termination of the grant.

Link to the Final PREA Standards:

<http://www.prearesourcecenter.org/library/488/standards/department-of-justice-national-prea-standards>

Additionally, Grantee performance will align with the following State principles:

- That people can change.
- That community participation and support are essential for the successful delivery of correctional services.
- In the inherent worth and dignity of all individuals.
- In treating people with respect and dignity.
- In teamwork and the process of continuous improvement.
- In professional self-improvement.
- In the placement of offenders in the least restrictive environment consistent with public safety and offense severity.
- In fairness throughout decision making.
- In respect for the liberty interests, rights and entitlements of the individual.
- In individual empowerment.
- In non-violent conflict resolution.

- In maintaining a safe and secure environment.
- In the value of individual, cultural and racial diversity.
- That victims have the right to have an active role in determining how their needs can best be met.
- That offenders are responsible, to the extent possible, to repair harm done to victims and the community.

The State will provide guidance and technical assistance to Grantee as necessary and desirable as determined by State. Grantee will direct financial or programmatic questions related to the grant to the Corrections Restorative & Community Justice Executive at (802)241-0043 or the Corrections Housing Program Coordinator at (802)241-0063.

5. Performance Measurement

The Grantee will report the following performance measures to the State in order to measure achievement of stated program purpose(s). Performance measures measure **quantity** (“how much are you doing?”), **quality** (“how well are you doing it?”), and **impact** of services delivered (is anyone better off?) in accordance with grant requirements and expectations.

Table 1: Performance Measures

Measure	Target	Time Period	Type	Methodology
# of individuals served	11	Quarterly	Quantity	Individuals referred by P&P who resided in transitional housing, received rental assistance and/or housing search and retention services.
# of bed days utilized	4015 annually & 1004 quarterly	Quarterly	Quantity	Bed days= the number of days a participant physically resides in housing
% of referrals accepted	80%	Quarterly	Quality	# referrals accepted divided by # referrals accepted and denied
% of initial Housing Plans created within 30 days of program entry	90%	Quarterly	Quality	# initial Housing Plans created/ # new program participants
% of Housing Plans reviewed with participants monthly	80%	Quarterly	Quality	# Housing Plans reviewed/by the # program participants requiring a housing plan.
% utilization	80%	Quarterly	Quality	# bed days utilized # DOC-funded bed days available Transitional Housing only
% who were <u>not</u> charged with a new crime while in the program	60%	Quarterly	Impact	# of participants charged with a new crime # of participants

% of participants who were employed, enrolled in an educational or training program or receiving benefits (TANF, SSI, VA, General Assistance, etc.) at exit	80%	Quarterly	Impact	# of participants who were employed, enrolled in an educational or training program or receiving benefits at exit # of participants who exited
% who exited to permanent housing	60%	Quarterly	Impact	% who exited to permanent housing/# of participants who exited Permanent Housing= housing that is meant to be long-term and has no predetermined time limit

Grantee will use the State's Offender Management System (OMS) as a tool to collect data related to the performance measures listed above, as well as additional electronic reports as requested by the State. Grantee will enter participant information into OMS within five (5) days of program entry or exit, and maintain regular contact notes. Grantee's repeated failure to maintain accurate and timely data may result in a corrective action plan and/or liquidated damage.

Program-Specific Monitoring and Reporting

Grantee will use the following table to identify how performance measures and other data will be reported, monitored, and improved. This section meets State of Vermont Bulletin 5.0 requirements for grant monitoring.

Table 2: Monitoring Procedures

Monitoring Activities	Format	Frequency/ Due Date	Recipient/ Attendees	Purpose / Information Required
Performance measure reporting	OMS and Electronic Report	Quarterly*	DOC Housing Coordinator	Performance monitoring
Site Visit	In person meeting	Quarterly	DOC Housing Coordinator, P&P and Program Staff	Review of general program operations
Habitability Inspections (Congregate sites only)	Onsite Review	Annually	DOC Housing Coordinator and Program Staff	Monitoring for safety
Annual Report	Electronic Report	Annually	DOC Housing Coordinator	Performance monitoring

Reporting Period*

July 1 - September 30
October 1 - December 31
January 1 - March 31
April 1 - June 30

Report Due Date

October 7
January 7
April 7
July 7

**ATTACHMENT B
PAYMENT PROVISIONS**

The maximum dollar amount payable under this agreement is not intended as any form of a guaranteed amount. The Grantee will be paid for products or services specified in Attachment A, or services actually performed, up to the maximum allowable amount specified in this agreement. The payment schedule for delivered products, or rates for services performed, and any additional reimbursements, are included in this attachment. The following provisions specifying payments are:

1. Grant funding will not be released until Grantee has provided State with certificates of insurance to show that the required insurance coverage, detailed on Attachment C, is in effect. It is the responsibility of the Grantee to maintain current certificates of insurance on file with the State throughout the term of this agreement. Grantee shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this agreement.
2. Grantee will submit a signed and dated invoice for each payment period which must include an invoice number (grant agreement number can be used as invoice number).
 - a. The State agrees to pay Grantee up to \$55,557.50 for the period of July 1, 2020 through September 30, 2020.
 - b. The State agrees to pay Grantee up to \$55,557.50 for the period of October 1, 2020 through December 31, 2020.
 - c. The State agrees to pay Grantee up to \$55,557.50 for the period of January 1, 2021 through March 31, 2021.
 - d. The State agrees to pay Grantee up to \$55,557.50 for the period of April 1, 2021 through June 30, 2021.
3. Should the Grantee be subject to a penalty for non-performance as detailed in Attachment A of this agreement, penalties assessed are due to the State within 15 days of written notification.
4. Should the Grantee not deplete the entire grant award prior to June 30, 2021, the unexpended funds will be returned to the State within 30 days of the end of the grant.
5. Grantee will submit a final report outlining the budgetary and programmatic uses of these grant funds. This report will be due within 30 days of the end of the grant. Penalties will be assessed by State for late submission of final reporting at the rate of \$10 per day until the final reporting has been received by State.

Grantee will return Grant Agreement, Certificate of Insurance to:

AHS/Dept. of Corrections
Business Office
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000

Grantee will submit invoices via e-mail to: AHS.DOCInvoicesBusinessOffice@vermont.gov

**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
MODIFICATION OF CUSTOMARY PROVISIONS
OF
ATTACHMENT C OR ATTACHMENT F

- 1. The insurance requirements contained in Attachment C, Section 8 are hereby modified:**

To Add:

Professional Liability: Before commencing work on this Agreement and throughout the term of this Agreement, the Party shall procure and maintain professional liability insurance for any and all services performed under this Agreement, with minimum coverage of **\$1,000,000.00** per occurrence, and **\$3,000,000.00** aggregate.

- 2. Requirements of other Sections in Attachment C are hereby modified:**

- 3. Requirements of Sections in Attachment F are hereby modified:**

ATTACHMENT E
BUSINESS ASSOCIATE AGREEMENT

SOV CONTRACTOR/GRANTEE/BUSINESS ASSOCIATE: GREATER BARRE COMMUNITY JUSTICE CENTER

SOV GRANT NO. 03520- GRANT EFFECTIVE DATE: 07/01/2020

This Business Associate Agreement (“Agreement”) is entered into by and between the State of Vermont Agency of Human Services, operating by and through its **Department of Corrections** (“Covered Entity”) and Party identified in this Agreement as Contractor or Grantee above (“Business Associate”). This Agreement supplements and is made a part of the contract or grant (“Contract or Grant”) to which it is attached.

Covered Entity and Business Associate enter into this Agreement to comply with the standards promulgated under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), including the Standards for the Privacy of Individually Identifiable Health Information, at 45 CFR Parts 160 and 164 (“Privacy Rule”), and the Security Standards, at 45 CFR Parts 160 and 164 (“Security Rule”), as amended by Subtitle D of the Health Information Technology for Economic and Clinical Health Act (HITECH), and any associated federal rules and regulations.

The parties agree as follows:

1. **Definitions.** All capitalized terms used but not otherwise defined in this Agreement have the meanings set forth in 45 CFR Parts 160 and 164 as amended by HITECH and associated federal rules and regulations. Terms defined in this Agreement are italicized. Unless otherwise specified, when used in this Agreement, defined terms used in the singular shall be understood if appropriate in their context to include the plural when applicable.

“*Agent*” means an Individual acting within the scope of the agency of the *Business Associate*, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c) and includes Workforce members and *Subcontractors*.

“*Breach*” means the acquisition, Access, Use or Disclosure of *Protected Health Information (PHI)* which compromises the Security or privacy of the *PHI*, except as excluded in the definition of *Breach* in 45 CFR § 164.402.

“*Business Associate*” shall have the meaning given for “Business Associate” in 45 CFR § 160.103 and means Contractor or Grantee and includes its Workforce, *Agents* and *Subcontractors*.

“*Electronic PHI*” shall mean *PHI* created, received, maintained or transmitted electronically in accordance with 45 CFR § 160.103.

“*Individual*” includes a Person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

“*Protected Health Information*” (“*PHI*”) shall have the meaning given in 45 CFR § 160.103, limited to the *PHI* created or received by *Business Associate* from or on behalf of Covered Entity.

“*Required by Law*” means a mandate contained in law that compels an entity to make a use or disclosure of *PHI* and that is enforceable in a court of law and shall have the meaning given in 45 CFR § 164.103.

“*Report*” means submissions required by this Agreement as provided in section 2.3.

“*Security Incident*” means the attempted or successful unauthorized Access, Use, Disclosure, modification, or destruction of Information or interference with system operations in an Information System relating to *PHI* in accordance with 45 CFR § 164.304.

“*Services*” includes all work performed by the *Business Associate* for or on behalf of Covered Entity that requires the Use and/or Disclosure of *PHI* to perform a *Business Associate* function described in 45 CFR § 160.103.

“*Subcontractor*” means a Person to whom *Business Associate* delegates a function, activity, or service, other than in the capacity of a member of the workforce of such *Business Associate*.

“*Successful Security Incident*” shall mean a *Security Incident* that results in the unauthorized Access, Use, Disclosure, modification, or destruction of information or interference with system operations in an Information System.

“*Unsuccessful Security Incident*” shall mean a *Security Incident* such as routine occurrences that do not result in unauthorized Access, Use, Disclosure, modification, or destruction of information or interference with system operations in an Information System, such as: (i) unsuccessful attempts to penetrate computer networks or services maintained by *Business Associate*; and (ii) immaterial incidents such as pings and other broadcast attacks on *Business Associate's* firewall, port scans, unsuccessful log-on attempts, denials of service and any combination of the above with respect to *Business Associate's* Information System.

“*Targeted Unsuccessful Security Incident*” means an *Unsuccessful Security Incident* that appears to be an attempt to obtain unauthorized Access, Use, Disclosure, modification or destruction of the Covered Entity's *Electronic PHI*.

2. Contact Information for Privacy and Security Officers and Reports.

2.1 *Business Associate* shall provide, within ten (10) days of the execution of this Agreement, written notice to the Contract or Grant manager the names and contact information of both the HIPAA Privacy Officer and HIPAA Security Officer of the *Business Associate*. This information must be updated by *Business Associate* any time these contacts change.

2.2 Covered Entity's HIPAA Privacy Officer and HIPAA Security Officer contact information is posted at: <http://humanservices.vermont.gov/policy-legislation/hipaa/hipaa-info-beneficiaries/ahs-hipaa-contacts/>

2.3 *Business Associate* shall submit all *Reports* required by this Agreement to the following email address: AHS.PrivacyAndSecurity@vermont.gov

3. **Permitted and Required Uses/Disclosures of PHI.**

3.1 Subject to the terms in this Agreement, *Business Associate* may Use or Disclose *PHI* to perform *Services*, as specified in the Contract or Grant. Such Uses and Disclosures are limited to the minimum necessary to provide the *Services*. *Business Associate* shall not Use or Disclose *PHI* in any manner that would constitute a violation of the Privacy Rule if Used or Disclosed by Covered Entity in that manner. *Business Associate* may not Use or Disclose *PHI* other than as permitted or required by this Agreement or as *Required by Law* and only in compliance with applicable laws and regulations.

3.2 *Business Associate* may make *PHI* available to its Workforce, *Agent* and *Subcontractor* who need Access to perform *Services* as permitted by this Agreement, provided that *Business Associate* makes them aware of the Use and Disclosure restrictions in this Agreement and binds them to comply with such restrictions.

3.3 *Business Associate* shall be directly liable under HIPAA for impermissible Uses and Disclosures of *PHI*.

4. **Business Activities.** *Business Associate* may Use *PHI* if necessary for *Business Associate's* proper management and administration or to carry out its legal responsibilities. *Business Associate* may Disclose *PHI* for *Business Associate's* proper management and administration or to carry out its legal responsibilities if a Disclosure is *Required by Law* or if *Business Associate* obtains reasonable written assurances via a written agreement from the Person to whom the information is to be Disclosed that such *PHI* shall remain confidential and be Used or further Disclosed only as *Required by Law* or for the purpose for which it was Disclosed to the Person, and the Agreement requires the Person to notify *Business Associate*, within five (5) business days, in writing of any *Breach* of Unsecured *PHI* of which it is aware. Such Uses and Disclosures of *PHI* must be of the minimum amount necessary to accomplish such purposes.

5. **Electronic PHI Security Rule Obligations.**

5.1 With respect to *Electronic PHI*, *Business Associate* shall:

a) Implement and use Administrative, Physical, and Technical Safeguards in compliance with 45 CFR sections 164.308, 164.310, and 164.312;

b) Identify in writing upon request from Covered Entity all the safeguards that it uses to protect such Electronic PHI;

c) Prior to any Use or Disclosure of *Electronic PHI* by an *Agent* or *Subcontractor*, ensure that any *Agent* or *Subcontractor* to whom it provides *Electronic PHI* agrees in writing to implement and use Administrative, Physical, and Technical Safeguards that reasonably and appropriately protect the Confidentiality, Integrity and Availability of Electronic PHI. The written agreement must identify Covered Entity as a direct and intended third party beneficiary with the right to enforce any breach of the agreement concerning the Use or Disclosure of *Electronic PHI*, and be provided to Covered Entity upon request;

d) Report in writing to Covered Entity any *Successful Security Incident* or *Targeted Security Incident* as soon as it becomes aware of such incident and in no event later than five (5) business days after such awareness. Such report shall be timely made notwithstanding the fact that little information may be known at the time of the report and need only include such information then available;

e) Following such report, provide Covered Entity with the information necessary for Covered Entity to investigate any such incident; and

f) Continue to provide to Covered Entity information concerning the incident as it becomes available to it.

5.2 Reporting *Unsuccessful Security Incidents*. *Business Associate* shall provide Covered Entity upon written request a *Report* that: (a) identifies the categories of Unsuccessful Security Incidents; (b) indicates whether *Business Associate* believes its current defensive security measures are adequate to address all Unsuccessful Security Incidents, given the scope and nature of such attempts; and (c) if the security measures are not adequate, the measures *Business Associate* will implement to address the security inadequacies.

5.3 *Business Associate* shall comply with any reasonable policies and procedures Covered Entity implements to obtain compliance under the Security Rule.

6. Reporting and Documenting Breaches.

6.1 *Business Associate* shall *Report* to Covered Entity any *Breach* of Unsecured *PHI* as soon as it, or any Person to whom *PHI* is disclosed under this Agreement, becomes aware of any such *Breach*, and in no event later than five (5) business days after such awareness, except when a law enforcement official determines that a notification would impede a criminal investigation or cause damage to national security. Such *Report* shall be timely made notwithstanding the fact that little information may be known at the time of the *Report* and need only include such information then available.

6.2 Following the *Report* described in 6.1, *Business Associate* shall conduct a risk assessment and provide it to Covered Entity with a summary of the event. *Business Associate* shall provide Covered Entity with the names of any *Individual* whose Unsecured *PHI* has been, or is reasonably believed to have been, the subject of the *Breach* and any other available information that is required to be given to the affected *Individual*, as set forth in 45 CFR § 164.404(c). Upon request by Covered Entity, *Business Associate* shall provide information necessary for Covered Entity to investigate the impermissible Use or Disclosure. *Business Associate* shall continue to provide to Covered Entity information concerning the *Breach* as it becomes available.

6.3 When *Business Associate* determines that an impermissible acquisition, Access, Use or Disclosure of *PHI* for which it is responsible is not a *Breach*, and therefore does not necessitate notice to the impacted *Individual*, it shall document its assessment of risk, conducted as set forth in 45 CFR § 402(2). *Business Associate* shall make its risk assessment available to Covered Entity upon request. It shall include 1) the name of the person making the assessment, 2) a brief summary of the facts, and 3) a brief statement of the reasons supporting the determination of low probability that the *PHI* had been compromised.

7. Mitigation and Corrective Action. *Business Associate* shall mitigate, to the extent practicable, any harmful effect that is known to it of an impermissible Use or Disclosure of *PHI*, even if the impermissible Use or Disclosure does not constitute a *Breach*. *Business Associate* shall draft and carry out a plan of corrective action to address any incident of impermissible Use or Disclosure of *PHI*. *Business Associate* shall make its mitigation and corrective action plans available to Covered Entity upon request.

8. **Providing Notice of Breaches.**

8.1 If Covered Entity determines that a *Breach* of *PHI* for which *Business Associate* was responsible, and if requested by Covered Entity, *Business Associate* shall provide notice to the *Individual* whose *PHI* has been the subject of the *Breach*. When so requested, *Business Associate* shall consult with Covered Entity about the timeliness, content and method of notice, and shall receive Covered Entity's approval concerning these elements. *Business Associate* shall be responsible for the cost of notice and related remedies.

8.2 The notice to affected *Individuals* shall be provided as soon as reasonably possible and in no case later than 60 calendar days after *Business Associate* reported the *Breach* to Covered Entity.

8.3 The notice to affected *Individuals* shall be written in plain language and shall include, to the extent possible, 1) a brief description of what happened, 2) a description of the types of Unsecured *PHI* that were involved in the *Breach*, 3) any steps *Individuals* can take to protect themselves from potential harm resulting from the *Breach*, 4) a brief description of what the *Business Associate* is doing to investigate the *Breach* to mitigate harm to *Individuals* and to protect against further *Breaches*, and 5) contact procedures for *Individuals* to ask questions or obtain additional information, as set forth in 45 CFR § 164.404(c).

8.4 *Business Associate* shall notify *Individuals* of *Breaches* as specified in 45 CFR § 164.404(d) (methods of *Individual* notice). In addition, when a *Breach* involves more than 500 residents of Vermont, *Business Associate* shall, if requested by Covered Entity, notify prominent media outlets serving Vermont, following the requirements set forth in 45 CFR § 164.406.

9. **Agreements with Subcontractors.** *Business Associate* shall enter into a Business Associate Agreement with any *Subcontractor* to whom it provides *PHI* to require compliance with HIPAA and to ensure *Business Associate* and *Subcontractor* comply with the terms and conditions of this Agreement. *Business Associate* must enter into such written agreement before any Use by or Disclosure of *PHI* to such *Subcontractor*. The written agreement must identify Covered Entity as a direct and intended third party beneficiary with the right to enforce any breach of the agreement concerning the Use or Disclosure of *PHI*. *Business Associate* shall provide a copy of the written agreement it enters into with a *Subcontractor* to Covered Entity upon request. *Business Associate* may not make any Disclosure of *PHI* to any *Subcontractor* without prior written consent of Covered Entity.

10. **Access to PHI.** *Business Associate* shall provide access to *PHI* in a Designated Record Set to Covered Entity or as directed by Covered Entity to an *Individual* to meet the requirements under 45 CFR § 164.524. *Business Associate* shall provide such access in the time and manner reasonably designated by Covered Entity. Within five (5) business days, *Business Associate* shall forward to Covered Entity for handling any request for Access to *PHI* that *Business Associate* directly receives from an *Individual*.

11. **Amendment of PHI.** *Business Associate* shall make any amendments to *PHI* in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 CFR § 164.526, whether at the request of Covered Entity or an *Individual*. *Business Associate* shall make such amendments in the time and manner reasonably designated by Covered Entity. Within five (5) business days, *Business Associate* shall forward to Covered Entity for handling any request for amendment to *PHI* that *Business Associate* directly receives from an *Individual*.

12. **Accounting of Disclosures.** *Business Associate* shall document Disclosures of *PHI* and all information related to such Disclosures as would be required for Covered Entity to respond to a request by an *Individual* for an accounting of disclosures of *PHI* in accordance with 45 CFR § 164.528. *Business Associate* shall provide such information to Covered Entity or as directed by Covered Entity to an *Individual*, to permit Covered Entity to respond to an accounting request. *Business Associate* shall provide such information in the time and manner reasonably designated by Covered Entity. Within five (5) business days, *Business Associate* shall forward to Covered Entity for handling any accounting request that *Business Associate* directly receives from an *Individual*.

13. **Books and Records.** Subject to the attorney-client and other applicable legal privileges, *Business Associate* shall make its internal practices, books, and records (including policies and procedures and *PHI*) relating to the Use and Disclosure of *PHI* available to the Secretary of Health and Human Services (HHS) in the time and manner designated by the Secretary. *Business Associate* shall make the same information available to Covered Entity, upon Covered Entity's request, in the time and manner reasonably designated by Covered Entity so that Covered Entity may determine whether *Business Associate* is in compliance with this Agreement.

14. **Termination.**

14.1 This Agreement commences on the Effective Date and shall remain in effect until terminated by Covered Entity or until all the *PHI* is destroyed or returned to Covered Entity subject to Section 18.8.

14.2 If *Business Associate* fails to comply with any material term of this Agreement, Covered Entity may provide an opportunity for *Business Associate* to cure. If *Business Associate* does not cure within the time specified by Covered Entity or if Covered Entity believes that cure is not reasonably possible, Covered Entity may immediately terminate the Contract or Grant without incurring liability or penalty for such termination. If neither termination nor cure are feasible, Covered Entity shall report the breach to the Secretary of HHS. Covered Entity has the right to seek to cure such failure by *Business Associate*. Regardless of whether Covered Entity cures, it retains any right or remedy available at law, in equity, or under the Contract or Grant and *Business Associate* retains its responsibility for such failure.

15. **Return/Destruction of PHI.**

15.1 *Business Associate* in connection with the expiration or termination of the Contract or Grant shall return or destroy, at the discretion of the Covered Entity, *PHI* that *Business Associate* still maintains in any form or medium (including electronic) within thirty (30) days after such expiration or termination. *Business Associate* shall not retain any copies of *PHI*. *Business Associate* shall certify in writing and report to Covered Entity (1) when all *PHI* has been returned or destroyed and (2) that *Business Associate* does not continue to maintain any *PHI*. *Business Associate* is to provide this certification during this thirty (30) day period.

15.2 *Business Associate* shall report to Covered Entity any conditions that *Business Associate* believes make the return or destruction of *PHI* infeasible. *Business Associate* shall extend the protections of this Agreement to such *PHI* and limit further Uses and Disclosures to those purposes that make the return or destruction infeasible for so long as *Business Associate* maintains such *PHI*.

16. **Penalties.** *Business Associate* understands that: (a) there may be civil or criminal penalties for misuse or misappropriation of *PHI* and (b) violations of this Agreement may result in notification by Covered Entity to law enforcement officials and regulatory, accreditation, and licensure organizations.

17. **Training.** *Business Associate* understands its obligation to comply with the law and shall provide appropriate training and education to ensure compliance with this Agreement. If requested by Covered Entity, *Business Associate* shall participate in Covered Entity's training regarding the Use, Confidentiality, and Security of *PHI*; however, participation in such training shall not supplant nor relieve *Business Associate* of its obligations under this Agreement to independently assure compliance with the law and this Agreement.

18. **Miscellaneous.**

18.1 In the event of any conflict or inconsistency between the terms of this Agreement and the terms of the Contract or Grant, the terms of this Agreement shall govern with respect to its subject matter. Otherwise, the terms of the Contract or Grant continue in effect.

18.2 Each party shall cooperate with the other party to amend this Agreement from time to time as is necessary for such party to comply with the Privacy Rule, the Security Rule, or any other standards promulgated under HIPAA. This Agreement may not be amended, except by a writing signed by all parties hereto.

18.3 Any ambiguity in this Agreement shall be resolved to permit the parties to comply with the Privacy Rule, Security Rule, or any other standards promulgated under HIPAA.

18.4 In addition to applicable Vermont law, the parties shall rely on applicable federal law (e.g., HIPAA, the Privacy Rule, Security Rule, and HITECH) in construing the meaning and effect of this Agreement.

18.5 *Business Associate* shall not have or claim any ownership of *PHI*.

18.6 *Business Associate* shall abide by the terms and conditions of this Agreement with respect to all *PHI* even if some of that information relates to specific services for which *Business Associate* may not be a "*Business Associate*" of Covered Entity under the Privacy Rule.

18.7 *Business Associate* is prohibited from directly or indirectly receiving any remuneration in exchange for an *Individual's PHI*. *Business Associate* will refrain from marketing activities that would violate HIPAA, including specifically Section 13406 of the HITECH Act. Reports or data containing *PHI* may not be sold without Covered Entity's or the affected *Individual's* written consent.

18.8 The provisions of this Agreement that by their terms encompass continuing rights or responsibilities shall survive the expiration or termination of this Agreement. For example: (a) the provisions of this Agreement shall continue to apply if Covered Entity determines that it would be infeasible for *Business Associate* to return or destroy *PHI* as provided in Section 14.2 and (b) the obligation of *Business Associate* to provide an accounting of disclosures as set forth in Section 12 survives the expiration or termination of this Agreement with respect to accounting requests, if any, made after such expiration or termination.

ATTACHMENT F
AGENCY OF HUMAN SERVICES' CUSTOMARY CONTRACT/GRANT PROVISIONS

1. **Definitions:** For purposes of this Attachment F, the term "Agreement" shall mean the form of the contract or grant, with all of its parts, into which this Attachment F is incorporated. The meaning of the term "Party" when used in this Attachment F shall mean any named party to this Agreement *other than* the State of Vermont, the Agency of Human Services (AHS) and any of the departments, boards, offices and business units named in this Agreement. As such, the term "Party" shall mean, when used in this Attachment F, the Contractor or Grantee with whom the State of Vermont is executing this Agreement. If Party, when permitted to do so under this Agreement, seeks by way of any subcontract, sub-grant or other form of provider agreement to employ any other person or entity to perform any of the obligations of Party under this Agreement, Party shall be obligated to ensure that all terms of this Attachment F are followed. As such, the term "Party" as used herein shall also be construed as applicable to, and describing the obligations of, any subcontractor, sub-recipient or sub-grantee of this Agreement. Any such use or construction of the term "Party" shall not, however, give any subcontractor, sub-recipient or sub-grantee any substantive right in this Agreement without an express written agreement to that effect by the State of Vermont.
2. **Agency of Human Services:** The Agency of Human Services is responsible for overseeing all contracts and grants entered by any of its departments, boards, offices and business units, however denominated. The Agency of Human Services, through the business office of the Office of the Secretary, and through its Field Services Directors, will share with any named AHS-associated party to this Agreement oversight, monitoring and enforcement responsibilities. Party agrees to cooperate with both the named AHS-associated party to this contract and with the Agency of Human Services itself with respect to the resolution of any issues relating to the performance and interpretation of this Agreement, payment matters and legal compliance.
3. **Medicaid Program Parties** (*applicable to any Party providing services and supports paid for under Vermont's Medicaid program and Vermont's Global Commitment to Health Waiver*):

Inspection and Retention of Records: In addition to any other requirement under this Agreement or at law, Party must fulfill all state and federal legal requirements, and will comply with all requests appropriate to enable the Agency of Human Services, the U.S. Department of Health and Human Services (along with its Inspector General and the Centers for Medicare and Medicaid Services), the Comptroller General, the Government Accounting Office, or any of their designees: (i) to evaluate through inspection or other means the quality, appropriateness, and timeliness of services performed under this Agreement; and (ii) to inspect and audit any records, financial data, contracts, computer or other electronic systems of Party relating to the performance of services under Vermont's Medicaid program and Vermont's Global Commitment to Health Waiver. Party will retain for ten years all documents required to be retained pursuant to 42 CFR 438.3(u).

Subcontracting for Medicaid Services: Notwithstanding any permitted subcontracting of services to be performed under this Agreement, Party shall remain responsible for ensuring that this Agreement is fully performed according to its terms, that subcontractor remains in compliance with the terms hereof, and that subcontractor complies with all state and federal laws and regulations relating to the Medicaid program in Vermont. Subcontracts, and any service provider agreements entered into by Party in connection with the performance of this Agreement, must clearly specify in writing the responsibilities of the subcontractor or other service provider and Party must retain the authority to revoke its subcontract or service provider

agreement or to impose other sanctions if the performance of the subcontractor or service provider is inadequate or if its performance deviates from any requirement of this Agreement. Party shall make available on request all contracts, subcontracts and service provider agreements between the Party, subcontractors and other service providers to the Agency of Human Services and any of its departments as well as to the Center for Medicare and Medicaid Services.

Medicaid Notification of Termination Requirements: Party shall follow the Department of Vermont Health Access Managed-Care-Organization enrollee-notification requirements, to include the requirement that Party provide timely notice of any termination of its practice.

Encounter Data: Party shall provide encounter data to the Agency of Human Services and/or its departments and ensure further that the data and services provided can be linked to and supported by enrollee eligibility files maintained by the State.

Federal Medicaid System Security Requirements Compliance: Party shall provide a security plan, risk assessment, and security controls review document within three months of the start date of this Agreement (and update it annually thereafter) in order to support audit compliance with 45 CFR 95.621 subpart F, *ADP System Security Requirements and Review Process*.

4. **Workplace Violence Prevention and Crisis Response** (*applicable to any Party and any subcontractors and sub-grantees whose employees or other service providers deliver social or mental health services directly to individual recipients of such services*):

Party shall establish a written workplace violence prevention and crisis response policy meeting the requirements of Act 109 (2016), 33 VSA §8201(b), for the benefit of employees delivering direct social or mental health services. Party shall, in preparing its policy, consult with the guidelines promulgated by the U.S. Occupational Safety and Health Administration for *Preventing Workplace Violence for Healthcare and Social Services Workers*, as those guidelines may from time to time be amended.

Party, through its violence protection and crisis response committee, shall evaluate the efficacy of its policy, and update the policy as appropriate, at least annually. The policy and any written evaluations thereof shall be provided to employees delivering direct social or mental health services.

Party will ensure that any subcontractor and sub-grantee who hires employees (or contracts with service providers) who deliver social or mental health services directly to individual recipients of such services, complies with all requirements of this Section.

5. **Non-Discrimination:**

Party shall not discriminate, and will prohibit its employees, agents, subcontractors, sub-grantees and other service providers from discrimination, on the basis of age under the Age Discrimination Act of 1975, on the basis of handicap under section 504 of the Rehabilitation Act of 1973, on the basis of sex under Title IX of the Education Amendments of 1972, and on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964. Party shall not refuse, withhold from or deny to any person the benefit of services, facilities, goods, privileges, advantages, or benefits of public accommodation on the basis of disability, race, creed, color, national origin, marital status, sex, sexual orientation or gender identity as provided by Title 9 V.S.A. Chapter 139.

No person shall on the grounds of religion or on the grounds of sex (including, on the grounds that a woman is pregnant), be excluded from participation in, be denied the benefits of, or be subjected to discrimination, to include sexual harassment, under any program or activity supported by State of Vermont and/or federal funds.

Party further shall comply with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d, et seq., and with the federal guidelines promulgated pursuant to Executive Order 13166 of 2000, requiring that contractors and subcontractors receiving federal funds assure that persons with limited English proficiency can meaningfully access services. To the extent Party provides assistance to individuals with limited English proficiency through the use of oral or written translation or interpretive services, such individuals cannot be required to pay for such services.

6. Employees and Independent Contractors:

Party agrees that it shall comply with the laws of the State of Vermont with respect to the appropriate classification of its workers and service providers as "employees" and "independent contractors" for all purposes, to include for purposes related to unemployment compensation insurance and workers compensation coverage, and proper payment and reporting of wages. Party agrees to ensure that all of its subcontractors or sub-grantees also remain in legal compliance as to the appropriate classification of "workers" and "independent contractors" relating to unemployment compensation insurance and workers compensation coverage, and proper payment and reporting of wages. Party will on request provide to the Agency of Human Services information pertaining to the classification of its employees to include the basis for the classification. Failure to comply with these obligations may result in termination of this Agreement.

7. Data Protection and Privacy:

Protected Health Information: Party shall maintain the privacy and security of all individually identifiable health information acquired by or provided to it as a part of the performance of this Agreement. Party shall follow federal and state law relating to privacy and security of individually identifiable health information as applicable, including the Health Insurance Portability and Accountability Act (HIPAA) and its federal regulations.

Substance Abuse Treatment Information: Substance abuse treatment information shall be maintained in compliance with 42 C.F.R. Part 2 if the Party or subcontractor(s) are Part 2 covered programs, or if substance abuse treatment information is received from a Part 2 covered program by the Party or subcontractor(s).

Protection of Personal Information: Party agrees to comply with all applicable state and federal statutes to assure protection and security of personal information, or of any personally identifiable information (PII), including the Security Breach Notice Act, 9 V.S.A. § 2435, the Social Security Number Protection Act, 9 V.S.A. § 2440, the Document Safe Destruction Act, 9 V.S.A. § 2445 and 45 CFR 155.260. As used here, PII shall include any information, in any medium, including electronic, which can be used to distinguish or trace an individual's identity, such as his/her name, social security number, biometric records, etc., either alone or when combined with any other personal or identifiable information that is linked or linkable to a specific person, such as date and place or birth, mother's maiden name, etc.

Other Confidential Consumer Information: Party agrees to comply with the requirements of AHS Rule No. 08-048 concerning access to and uses of personal information relating to any beneficiary or recipient of goods, services or other forms of support. Party further agrees to comply with any applicable Vermont

State Statute and other regulations respecting the right to individual privacy. Party shall ensure that all of its employees, subcontractors and other service providers performing services under this agreement understand and preserve the sensitive, confidential and non-public nature of information to which they may have access.

Data Breaches: Party shall report to AHS, through its Chief Information Officer (CIO), any impermissible use or disclosure that compromises the security, confidentiality or privacy of any form of protected personal information identified above within 24 hours of the discovery of the breach. Party shall in addition comply with any other data breach notification requirements required under federal or state law.

8. Abuse and Neglect of Children and Vulnerable Adults:

Abuse Registry. Party agrees not to employ any individual, to use any volunteer or other service provider, or to otherwise provide reimbursement to any individual who in the performance of services connected with this agreement provides care, custody, treatment, transportation, or supervision to children or to vulnerable adults if there has been a substantiation of abuse or neglect or exploitation involving that individual. Party is responsible for confirming as to each individual having such contact with children or vulnerable adults the non-existence of a substantiated allegation of abuse, neglect or exploitation by verifying that fact through (a) as to vulnerable adults, the Adult Abuse Registry maintained by the Department of Disabilities, Aging and Independent Living and (b) as to children, the Central Child Protection Registry (unless the Party holds a valid child care license or registration from the Division of Child Development, Department for Children and Families). See 33 V.S.A. §4919(a)(3) and 33 V.S.A. §6911(c)(3).

Reporting of Abuse, Neglect, or Exploitation. Consistent with provisions of 33 V.S.A. §4913(a) and §6903, Party and any of its agents or employees who, in the performance of services connected with this agreement, (a) is a caregiver or has any other contact with clients and (b) has reasonable cause to believe that a child or vulnerable adult has been abused or neglected as defined in Chapter 49 or abused, neglected, or exploited as defined in Chapter 69 of Title 33 V.S.A. shall: as to children, make a report containing the information required by 33 V.S.A. §4914 to the Commissioner of the Department for Children and Families within 24 hours; or, as to a vulnerable adult, make a report containing the information required by 33 V.S.A. §6904 to the Division of Licensing and Protection at the Department of Disabilities, Aging, and Independent Living within 48 hours. Party will ensure that its agents or employees receive training on the reporting of abuse or neglect to children and abuse, neglect or exploitation of vulnerable adults.

9. Information Technology Systems:

Computing and Communication: Party shall select, in consultation with the Agency of Human Services' Information Technology unit, one of the approved methods for secure access to the State's systems and data, if required. Approved methods are based on the type of work performed by the Party as part of this agreement. Options include, but are not limited to:

1. Party's provision of certified computing equipment, peripherals and mobile devices, on a separate Party's network with separate internet access. The Agency of Human Services' accounts may or may not be provided.
2. State supplied and managed equipment and accounts to access state applications and data, including State issued active directory accounts and application specific accounts, which follow

the National Institutes of Standards and Technology (NIST) security and the Health Insurance Portability & Accountability Act (HIPAA) standards.

Intellectual Property/Work Product Ownership: All data, technical information, materials first gathered, originated, developed, prepared, or obtained as a condition of this agreement and used in the performance of this agreement -- including, but not limited to all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and printouts, notes and memoranda, written procedures and documents, which are prepared for or obtained specifically for this agreement, or are a result of the services required under this grant -- shall be considered "work for hire" and remain the property of the State of Vermont, regardless of the state of completion unless otherwise specified in this agreement. Such items shall be delivered to the State of Vermont upon 30-days notice by the State. With respect to software computer programs and / or source codes first developed for the State, all the work shall be considered "work for hire," i.e., the State, not the Party (or subcontractor or sub-grantee), shall have full and complete ownership of all software computer programs, documentation and/or source codes developed.

Party shall not sell or copyright a work product or item produced under this agreement without explicit permission from the State of Vermont.

If Party is operating a system or application on behalf of the State of Vermont, Party shall not make information entered into the system or application available for uses by any other party than the State of Vermont, without prior authorization by the State. Nothing herein shall entitle the State to pre-existing Party's materials.

Party acknowledges and agrees that should this agreement be in support of the State's implementation of the Patient Protection and Affordable Care Act of 2010, Party is subject to the certain property rights provisions of the Code of Federal Regulations and a Grant from the Department of Health and Human Services, Centers for Medicare & Medicaid Services. Such agreement will be subject to, and incorporates here by reference, 45 CFR 74.36, 45 CFR 92.34 and 45 CFR 95.617 governing rights to intangible property.

Security and Data Transfers: Party shall comply with all applicable State and Agency of Human Services' policies and standards, especially those related to privacy and security. The State will advise the Party of any new policies, procedures, or protocols developed during the term of this agreement as they are issued and will work with the Party to implement any required.

Party will ensure the physical and data security associated with computer equipment, including desktops, notebooks, and other portable devices, used in connection with this Agreement. Party will also assure that any media or mechanism used to store or transfer data to or from the State includes industry standard security mechanisms such as continually up-to-date malware protection and encryption. Party will make every reasonable effort to ensure media or data files transferred to the State are virus and spyware free. At the conclusion of this agreement and after successful delivery of the data to the State, Party shall securely delete data (including archival backups) from Party's equipment that contains individually identifiable records, in accordance with standards adopted by the Agency of Human Services.

Party, in the event of a data breach, shall comply with the terms of Section 7 above.

10. Other Provisions:

Environmental Tobacco Smoke. Public Law 103-227 (also known as the Pro-Children Act of 1994) and Vermont's Act 135 (2014) (An act relating to smoking in lodging establishments, hospitals, and child care facilities, and on State lands) restrict the use of tobacco products in certain settings. Party shall ensure that no person is permitted: (i) to use tobacco products or tobacco substitutes as defined in 7 V.S.A. § 1001 on the premises, both indoor and outdoor, of any licensed child care center or afterschool program at any time; (ii) to use tobacco products or tobacco substitutes on the premises, both indoor and in any outdoor area designated for child care, health or day care services, kindergarten, pre-kindergarten, elementary, or secondary education or library services; and (iii) to use tobacco products or tobacco substitutes on the premises of a licensed or registered family child care home while children are present and in care. Party will refrain from promoting the use of tobacco products for all clients and from making tobacco products available to minors.

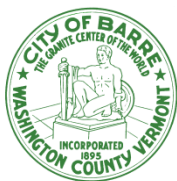
Failure to comply with the provisions of the federal law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The federal Pro-Children Act of 1994, however, does not apply to portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Infants, & Children (WIC) coupons are redeemed.

2-1-1 Database: If Party provides health or human services within Vermont, or if Party provides such services near the Vermont border readily accessible to residents of Vermont, Party shall adhere to the "Inclusion/Exclusion" policy of Vermont's United Way/Vermont 211 (Vermont 211), and will provide to Vermont 211 relevant descriptive information regarding its agency, programs and/or contact information as well as accurate and up to date information to its database as requested. The "Inclusion/Exclusion" policy can be found at www.vermont211.org.

Voter Registration: When designated by the Secretary of State, Party agrees to become a voter registration agency as defined by 17 V.S.A. §2103 (41), and to comply with the requirements of state and federal law pertaining to such agencies.

Drug Free Workplace Act: Party will assure a drug-free workplace in accordance with 45 CFR Part 76.

Lobbying: No federal funds under this agreement may be used to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendments other than federal appropriated funds.



● *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: June 19, 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:

- All staff members continue to be on at least part-time furlough.
- Appointment times for land records research in the vault are Tuesdays, Thursdays and Fridays from 9:00AM – 4:30 PM. The Planning & Zoning and Assessor's offices are also available at those times. We have also put a system in place to accommodate marriage licenses. Other services, such as notarizations, will likely be added in the near future.
- Department heads are working on plans for re-opening City Hall when appropriate. Items to be considered include staffing, installation of cough/sneeze guards, and making sure each office has adequate sanitizing supplies and procedures. All re-openings will be done in conformance with guidance from the VT Agency of Commerce and Community Development.
- Received special envelopes for this year's elections, as there will be different processes in place to accommodate the pandemic.
- For the August 11th primary we are encouraging voters to vote absentee by requesting ballots be mailed to them. In-person voting will be held on August 11th at the Civic Center, and will likely be conducted as a drive-through to ensure public safety. Plans are being developed.
- For the November 3rd general election all active voters will receive a ballot in the mail. They can return it by mail, drop box or at the polls on election day. In-person voting will

be available at the Civic Center. Details are still being worked out to ensure public safety.

2. BUILDING AND COMMUNITY SERVICES:

- On Monday, I met with Rob Favali from D&K to walk through Alumni Hall to map out the piping for the proposed new boiler/heating system.
- On Tuesday, I participated in the COVID 19 update conference call as well as the Department Head conference call. I also met with the installers from Portland Glass at City Hall for the installation of the “sneeze guards”. On Tuesday evening a
- I participated in the City Council GoToMeeting.
- On Wednesday, I had a conference call with the Women’s Hockey coach at Norwich University regarding the possibility of ice time at the BOR this coming season. I also attended a pool project update meeting at the pool site.
- On Thursday, I attended the ADA Committee meeting and met with a person looking to purchase a lot at Hope Cemetery.
- On Friday, I met with a trainer from the U.S. Census regarding some space for a short training. I also met with Kevin Moulton from the Montpelier Police Department regarding PT training for police in the BOR on June 22 and 23.
- The BCS crew worked a total of 82 hours mowing, mainly at Elmwood and St. Monica’s cemeteries. I also had one person working 32 hours at the Public Safety Building on the patrol room rehab. This is on top of the full time employee working 40 hours keeping the PSB clean and sanitizing three times a day.
- At the cemeteries, Don was able to assist with mowing. He also had two full burials, two cremations, an entombment in a mausoleum and one removal from the Elmwood vault.

2a. RECREATION:

- Department Head out on furlough.

3. DEPARTMENT OF PERMITTING, PLANNING AND ASSESSING:

Planning – Janet:

- Weekly meeting with Planning Commission Chair Monday afternoon;
- Finalized Planning Commission meeting minutes and sent out;
- Finalized all backlog of Energy Committee meeting minutes, assisted with final agenda and sent out for meeting Monday evening June 22nd;
- CVRPC Executive Committee meeting Monday late afternoon;
- Covid weekly team call Tuesday morning;
- Phone calls and emails continue regarding permits and sending out applications to then work with Heather through the process;

- Posted the Energy Committee's postings to the City website for Energy Tip Tuesday and Transportation Tip Thursday;
- Assist fellow staff with information, help, etc.;
- Working on FEMA Covid-19 Reimbursement grant;
- Salvation Army discussion notifications to all parties for June 30th;
- Return phone calls, emails, updating code enforcement databases with various.

Permitting – Heather:

- Worked Tuesday & part of Wednesday in the office;
- Issued 6 electrical permits;
- Issued 2 zoning permits;
- Issued 1 new Vacant Building Registry;
- Processed rental registry payments, totaling \$41,250 collected to date at approx. 42% received;
- Set the July 9, 2020 DRB hearing agenda, and sent out the applicant and abutter notices as well as sending the notice to the Times Argus for warning of the hearing;
- Contacted all DRB members to let them know of the upcoming hearing;
- Printed for the Council packet the issued permits list for the week;
- Many phone calls and emails continue with applicants, answering questions, etc.;
- Updated both zoning and the fire department's software for address changes, permit copies, etc.

Assessing Clerk – Kathryn:

- Worked Monday and Thursday;
- Regular office tasks as time allows: filing, emails, phone calls, address changes, etc.;
- Processed no PTTRs (property transfer returns) for updating all property records in NEMRC, Proval, and mapping software;
- Received 25 change of assessment cards, 1 no value-change cards and 1 return from Assessor for electrical permit work done, from the Assessor to process (again, means updating NEMRC, Proval, files and mapping software);
- Downloaded 18 homestead filings for a total of 1,398 received to date;
- Sent out 8 map copies and 19 lister cards as requested via email or by telephone.

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:

- Started to create Covid19 expense budget for the FEMA Public Assistance Grant
- Started working on fiscal year end reconciliations and planning for the audit
- Created FY21 top 5 goals for the finance department
- Reviewed police grant reimbursement request
- Reviewed FY21 budget DH recommendations and notes with Manager for upcoming council meeting
- Reviewed AP invoices

6. DEPARTMENT OF PUBLIC SAFETY:

6a. FIRE DEPARTMENT:

Weekly Fire Activity Report to follow this memo.

6b. POLICE

Police Media Logs to follow this memo.

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
6/18/20 6:10	20BA004779	Assist - Agency	Pitman Rd
Agency assist			
6/18/20 1:22	20BA004778	Assist - Agency	Paine Turnpike N
6/17/20 23:29	20BA004777	Noise	N Main St
6/17/20 23:18	20BA004776	Suspicious Event	South Main St
6/17/20 23:13	20BA004775	Welfare Check	Elm Street
6/17/20 22:59	20BA004774	Assist - Other	Washington St
6/17/20 22:34	20BA004773	Assist - Other	Washington St
6/17/20 22:30	20BA004772	Suspicious Vehicle	Parkside Terrace
Suspicious Vehicles on Parkside Terrace			
6/17/20 21:05	20BA004771	Disturbance	South Main St
6/17/20 19:28	20BA004770	Traffic Stop	Auditorium Hill
Traffic Stop for no registration sticker on Auditorium Hill.			
6/17/20 18:47	20BA004769	Traffic Stop	south main st / town line
Traffic stop for speed on S. Main St.			
6/17/20 17:33	20BA004768	Disturbance	Pearl St
Disorderly Conduct on Pearl Street			
6/17/20 17:09	20BA004767	Assist - Other	Prospect St
Agency Assist on Prospect Street.			
6/17/20 15:42	20BA004766	Alarm - Security	Parkside Terrace
6/17/20 15:18	20BA004765	Mental Health Issue	South Main Street
6/17/20 15:17	20BA004764	Fire - Rescue / MV Accident	Maple Ave / Summer St
6/17/20 15:12	20BA004763	TRO/FRO Violation	Seminary St
TRO/FRO violation South Seminary St			
6/17/20 15:06	20BA004762	Assist - Other	N Main St
Reports of harassment from NY			
6/17/20 13:48	20BA004761	Intoxication	S Main St
intoxication S Main St			
6/17/20 13:26	20BA004760	Accident - Property damage only	south main st / routhiers
6/17/20 13:23	20BA004759	Traffic Stop	Elm St / Jefferson St

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02**To:** 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
traffic stop Elm St			
6/17/20 13:01	20BA004758	Traffic Stop	Camp St
6/17/20 12:52	20BA004757	Welfare Check	Jefferson St
welfare check jefferson st			
6/17/20 12:43	20BA004756	Prisoner - Lodging/Releasing	Fourth St
prisoner release barre city			
6/17/20 12:40	20BA004755	Prisoner - Lodging/Releasing	Fourth St
prisoner release barre city			
6/17/20 12:36	20BA004754	Assist - Public	Fairview St
Public assist on Fairview St.			
6/17/20 12:27	20BA004753	Vandalism	Merchant St
reports of vandalism			
6/17/20 12:04	20BA004751	Noise	Jefferson St / Church St
noise Church St			
6/17/20 11:56	20BA004750	Arrest Warrant - In State	Fourth St
6/17/20 11:50	20BA004752	TRO/FRO Service	Fourth St
6/17/20 11:47	20BA004749	Arrest Warrant - In State	Fourth St
6/17/20 11:11	20BA004748	Assist - Other	N Main St
assist other n main st			
6/17/20 11:08	20BA004747	Traffic Stop	Beckley St / N Main St
6/17/20 10:41	20BA004746	Parking - General Violation	Seminary St / Auditorium Hill
6/17/20 10:32	20BA004745	Assist - Agency	Fourth St
agency assist Barre City			
6/17/20 10:19	20BA004744	Suspicious Vehicle	Currier Park
6/17/20 10:12	20BA004743	Prisoner	Fourth St
6/17/20 10:10	20BA004742	Prisoner - Lodging/Releasing	Fourth St
prisoner lodging Barre City			
6/17/20 10:00	20BA004741	TRO/FRO Violation	S Seminary St
APO violation on S. Seminary Street.			
6/17/20 9:38	20BA004740	Vandalism	Brook St
6/17/20 9:36	20BA004739	Assist - Agency	South Main St

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
6/17/20 9:28	20BA004738	TRO/FRO Violation	S Seminary St Apo Violation on S. Seminary Street.
6/17/20 9:21	20BA004737	Suspicious Event	Hope Cemetary
6/17/20 8:17	20BA004736	Intoxication	Jefferson St intoxication Jefferson st
6/17/20 3:43	20BA004735	Intoxication	Prospect St #
6/17/20 2:35	20BA004734	Motor Vehicle Complaint	Seminary Hill
6/17/20 2:22	20BA004733		
6/17/20 0:55	20BA004732	Runaway - Apprehension	Maple Ave Located Missing Juvenile on Maple Ave.
6/17/20 0:23	20BA004731	Disorderly Conduct	Brook St Disorderly Conduct on North Main Street
6/16/20 23:29	20BA004729	Prisoner - Lodging/Releasing	Fourth St Prisoner intake at BCPD
6/16/20 23:28	20BA004730	Prisoner	Fourth St Barre
6/16/20 22:27	20BA004728	Assault - Aggravated	Brook St
6/16/20 22:18	20BA004727	Animal Problem	Beckley St
6/16/20 22:11	20BA004726	Suspicious Vehicle	Parkside Terrace Suspicious Vehicles on Parkside Terrace.
6/16/20 21:17	20BA004725	Disorderly Conduct by Electronic	Washington St # Disorderly Condcut via electronic communication on Washington St.
6/16/20 20:45	20BA004721	Welfare Check	Smith St Welfare check requested in the area of Smith St.
6/16/20 20:38	20BA004724	Missing Person	Fourth St Missing Juvenile on Maple Ave.
6/16/20 20:34	20BA004723	Assault - Simple	Brook St
6/16/20 18:58	20BA004722	Supervisory Duties - Case review	Fourth S supervisor duties
6/16/20 17:56	20BA004720	Assist - Agency	N Main St agency assist Barre area
6/16/20 17:54	20BA004719	Domestic Disturbance	Maple Ave Domestic disturbance on Maple Ave.
6/16/20 17:27	20BA004718	Prisoner - Lodging/Releasing	Fourth St

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02**To:** 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
Prisoner released at BCPD			
6/16/20 17:24	20BA004717	<i>Assist - Other</i>	Fourth St
6/16/20 17:06	20BA004716	<i>Disturbance</i>	Granite St / Bridge
Disturbance reported on Granite St.			
6/16/20 17:03	20BA004715	<i>Assist - Agency</i>	Prospect St
Agency Assist on Prospect Street.			
6/16/20 16:12	20BA004714	<i>Suspicious Vehicle</i>	Allen St
suspicious vehicle Allen St			
6/16/20 15:46	20BA004713	<i>Motor Vehicle Complaint</i>	Willey St
Motor vehicle complaint on Willey St.			
6/16/20 15:31	20BA004712	<i>Juvenile Problem</i>	Averill St
juvenile problem Averill St			
6/16/20 15:19	20BA004711	<i>Accident - Property damage only</i>	Berlin St
Accident on Berlin Street			
6/16/20 15:07	20BA004710	<i>Assault - Simple</i>	Averill St
simple assault Averill St			
6/16/20 14:33	20BA004709	<i>Assist - Agency</i>	
6/16/20 14:05	20BA004708	<i>Accident - Property damage only</i>	Parkside Terrace
parking lot accident			
6/16/20 13:37	20BA004707	<i>Fraud</i>	Willey St
6/16/20 13:34	20BA004706	<i>Suspicious Person</i>	Parkside Terrace
suspicious person Parkside Terrace			
6/16/20 13:16	20BA004705	<i>Accident - Pedestrian/Bike</i>	South Main Street
6/16/20 13:12	20BA004704	<i>Threats/Harassment</i>	N Main St
6/16/20 13:04	20BA004703	<i>Drugs - Intel received</i>	Spaulding St
6/16/20 12:51	20BA004702	<i>Assist - Agency</i>	Fourth Street
6/16/20 12:35	20BA004701	<i>Threats/Harassment</i>	Fairview St
threats/harassment Fairview St			
6/16/20 12:18	20BA004700	<i>Motor Vehicle Complaint</i>	Pond St / Cherry St
Motor Vehicle Complaint on Pond Street			
6/16/20 11:52	20BA004699	<i>Use of Electronic Comm to Lure</i>	Fourth Street
6/16/20 11:49	20BA004698	<i>Assist - Agency</i>	Fourth St

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
6/16/20 11:38	20BA004697	Background Investigation - Loca	Fourth St
Fingerprints on Fourth Street			
6/16/20 11:27	20BA004696	TRO/FRO Violation	S Main St
6/16/20 11:05	20BA004695	Prisoner	Fourth St
6/16/20 10:35	20BA004694	Prisoner - Lodging/Releasing	Fourth St
Prisoner lodging at BCPD			
6/16/20 10:05	20BA004693	Motor Vehicle Complaint	N Main St
Motor vehicle complaint			
6/16/20 9:43	20BA004692	Vandalism	West St
Vandalism on West St.			
6/16/20 8:49	20BA004691	Disturbance	Fairview St
Disturbance on Fairview St.			
6/16/20 6:46	20BA004690	Search Warrant	Fourth St Barre, Vt 05641

PRESS RELEASE

INCIDENT: 20BA004690

DATE/TIME: 06/16/2020 0733

OFFICER: Patrol, SCU, K9

LOCATION: 115 Maple Avenue Barre, Vermont 05641

ACCUSED/VIOLATION:

Russel Masi DOB: 01/01/1965: Drugs, Crack Cocaine sale 18 VSA 4231 (B) (1), Dispensing/Selling in a Dwelling 18 VSA 4252 (a) (b), Cruelty to a Child by one over 16 13 VSA 1304

Jamie Masi DOB: 06/29/1976: Cruelty to a Child by one over 16 13 VSA 1304

Alysha Wood DOB: 07/25/1992: Drugs- Depressant Possession 18 VSA 4234 (A) (1)

SUMMARY OF INCIDENT:

A search warrant was executed at 115 Maple Avenue as part of an ongoing drug investigation . During the course of the search warrant Barre City Officers found evidence that the children in the household were exposed to drug paraphernalia. Officers also found evidence of drug sales and drug possession . Multiple subjects were charged and are due to appear in the Washington County Superior Court on June 17, 2020 and June 18, 2020.

6/16/20 0:00 20BA004689 Assist - Agency Green Acres

Assisted DCF on Bergeron Street.

6/15/20 21:55 20BA004688 Suspicious Vehicle Railroad St

Report of possible drunk driver on Railroad Street.

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
6/15/20 21:18	20BA004687	Sex Offender Compliance Check	Thomas St
Sex Offender Compliance Check			
6/15/20 20:47	20BA004686	Traffic Stop	Ayers St #
Traffic stop for signals required on Ayers St.			
6/15/20 20:45	20BA004685	Disorderly Conduct	Hollow Inn
Citizen dispute on S Main Street.			
6/15/20 20:37	20BA004684	Fraud	East Parkside Terrace
6/15/20 20:09	20BA004683	Juvenile Problem	N Main St #
Juvenile issue reported on N Main Street.			
6/15/20 19:12	20BA004682	Welfare Check	Green Acres
DCF assist on Bergeron Street.			
6/15/20 18:44	20BA004681	Sex Offender Compliance Check	Berlin Street
Sex offender registry checks.			
6/15/20 18:40	20BA004680	Sex Offender Compliance Check	Berlin Street
Sex offender registry checks.			
6/15/20 18:36	20BA004679	Welfare Check	Brook St
Welfare check on Brook St.			
6/15/20 18:33	20BA004678	Sex Offender Compliance Check	N Main St
Sex offender registry checks.			
6/15/20 18:21	20BA004677	Sex Offender Compliance Check	N Main St
Sex offender registry checks.			
6/15/20 18:14	20BA004676	Sex Offender Compliance Check	Metro Way
Sex offender registry checks.			
6/15/20 17:19	20BA004675	Suspicious Event	Smith Street
Suspicious event on Smith Street reported.			
6/15/20 17:17	20BA004674	Suspicious Person	Prospect St
Report of possibly intoxicated person on Prospect Street			
6/15/20 17:05	20BA004673	Accident - LSA	N Main Street / Two Loco Guys
Motor vehicle collision reported on Main St.			
6/15/20 16:27	20BA004672	Drugs - Suspicious	Smith Street
drugs-suspicious Smith St			
6/15/20 16:17	20BA004671	Suspicious Person	Brook St / Beverage Baron
suspicious person Brook St			
6/15/20 16:09	20BA004670	Accident - Non Reportable	N Main St
Accident on North Main Street			
6/15/20 15:55	20BA004669	Assist - Public	South Main St
Assist Public on South Main Street			
6/15/20 15:17	20BA004668	Intoxication	South Main Street
Intoxication on South Main Street			

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02**To:** 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
6/15/20 15:05	20BA004667	<i>Assist - Agency</i>	North Main St
agency assist N Main St			
6/15/20 14:35	20BA004666	<i>Traffic Stop</i>	North Main St
Traffic Stop on North Main Street			
6/15/20 14:03	20BA004665	<i>VIN verification</i>	Parkside Terrace
6/15/20 14:00	20BA004664	<i>Traffic Stop</i>	North main st / berlin
Traffic stop on North Main Street			
6/15/20 12:44	20BA004663	<i>Assist - Public</i>	Fourth St
Assist			
6/15/20 12:04	20BA004662	<i>Disturbance</i>	Prospect st / Opera house
disturbance Merchants Row			
6/15/20 11:39	20BA004661	<i>Assist - Public</i>	Currier Park / East St
public assist Currier Park			
6/15/20 11:33	20BA004660	<i>Assist - Public</i>	Fourth St
6/15/20 11:14	20BA004659	<i>Traffic Stop</i>	Vt Route 62
6/15/20 11:10	20BA004658	<i>Assist - Public</i>	Fourth St
6/15/20 11:05	20BA004657	<i>Assist - Public</i>	Church St
Waved down by male for civil issue			
6/15/20 10:56	20BA004656	<i>Traffic Stop</i>	North main st / army navy
Traffic Stops North Main Street			
6/15/20 10:49	20BA004655	<i>911 Hangup</i>	North Main St
911 hang up N Main St			
6/15/20 10:08	20BA004654	<i>Sex Offender Compliance Check</i>	Fourth St
6/15/20 9:55	20BA004653	<i>VIN verification</i>	Pond St
Vin Verification on Pond Street			
6/15/20 9:43	20BA004652	<i>Disorderly Conduct by Electronic</i>	Fourth St
DC by Phone Barre City			
6/15/20 9:27	20BA004651	<i>Traffic Stop</i>	Maple Ave
traffic stop Maple Ave			
6/15/20 9:15	20BA004650	<i>VIN verification</i>	Maple Ave
vin verification Maple Ave			
6/15/20 9:12	20BA004649	<i>Assist - Agency</i>	North Main St
Paperwork and bail to court			
6/15/20 9:03	20BA004648	<i>Threats/Harassment</i>	Fourth St
NTO service request			
6/15/20 8:25	20BA004647	<i>Supervisory Duties - Case review</i>	4th

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
6/15/20 7:13	20BA004646	Motor Vehicle Complaint	Budget Inn
Suspicious Vehicle on North Main Street			
6/15/20 5:40	20BA004645	Traffic Stop	Summer St / Cental Market
6/15/20 5:34	20BA004644	Motor Vehicle Complaint	Keith Ave
Abandoned motorcycle.			
6/15/20 5:20	20BA004643	Suspicious Person	VT Rt 14 / Hope Cemetery
Suspicious female			
6/15/20 4:53	20BA004642	Traffic Stop	S Main St / Parkside Terr
Traffic Stop on South Main Street for speeding.			
6/15/20 3:36	20BA004641	Threats/Harassment	Washington St
Disturbance on Church Street.			
6/15/20 0:42	20BA004640	Drugs - Possession	Beckley St / N Main St
Traffic stop for no front plate and failure to signal on Beckley St, operator cited for drug possession			
6/14/20 23:57	20BA004639	Disturbance	Brook St
Verbal disturbance on Brook St.			
6/14/20 23:38	20BA004638	Noise	Bergeron St
noise complaint at Green Acres			
6/14/20 23:06	20BA004637	Parking - General Violation	Park St / Tremont St
Parking complaint on East St.			
6/14/20 21:07	20BA004636	Vandalism	Ayers St
Vandalism on Ayers St			
6/14/20 20:23	20BA004635	DLS	Summer St / Cottage St
6/14/20 19:33	20BA004634	Threats/Harassment	Fourth Street
Citizen assist at PD			
6/14/20 18:12	20BA004633	Trespass	North Main St
6/14/20 17:21	20BA004632	Disturbance	Orange St
Disturbance reported on Orange St.			
6/14/20 17:15	20BA004631	Suspicious Person	Blackwell Street
Suspicious person on Black well St			
6/14/20 16:57	20BA004630	Prisoner	Fourth St
6/14/20 16:30	20BA004629	Prisoner - Lodging/Releasing	Fourth St
Prisoner lodging on Fourth Street			
6/14/20 14:53	20BA004628	Drugs - Suspicious	North Main St
Drug suspicious on North Main Street			
6/14/20 14:28	20BA004627	Intoxication	Shurtleff Pl/ Semnary
intoxication shurtleff place			

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02**To:** 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100		<u>Barre City Police Department</u>	
6/14/20 14:24	20BA004626	<i>Vandalism</i>	Harrington Ave
Vandalism on Harrington Street.			
6/14/20 9:59	20BA004625	<i>Alarm - Security</i>	Park St
alarm Park St			
6/14/20 9:53	20BA004624	<i>Missing Person</i>	Madison Ave
Missing Child on Madison Ave.			
6/14/20 9:41	20BA004623	<i>Larceny - from Building</i>	South Main St
larceny-from building South Main Street			
6/14/20 9:17	20BA004622	<i>Disturbance</i>	South Main Street
Disturbance on South Main Street			
6/14/20 8:28	20BA004621	<i>Disturbance</i>	Shurtleff Place
disturbance Shurtleff Place			
6/14/20 5:44	20BA004620	<i>Prisoner - Lodging/Releasing</i>	Fourth St
6/14/20 3:54	20BA004619	<i>Prisoner</i>	Fourth St
6/14/20 3:46	20BA004618	<i>Prisoner - Lodging/Releasing</i>	Fourth St
Lodged prisoner			
6/14/20 3:11	20BA004617	<i>Traffic Stop</i>	South Main St/ Tilden Hse
Arrest warrant			
6/14/20 1:28	20BA004615	<i>Traffic Stop</i>	French St / Washington St
6/14/20 1:27	20BA004616	<i>Drugs - Possession</i>	S Main St / Champlain Farms
Traffic stop leads to arrest for possession of suspected heroin			
6/14/20 0:47	20BA004614	<i>Traffic Stop</i>	South Main St
6/14/20 0:16	20BA004613	<i>Noise</i>	Chatot St
Noise complaint at Green Acres			
6/14/20 0:08	20BA004612	<i>Suspicious Vehicle</i>	Playground 2000
Suspicious vehicle at Playground 2000 after hours			
6/13/20 23:56	20BA004611	<i>Traffic Stop</i>	S Barre Road
Traffic stop for unreadable plate on S Barre Rd			
6/13/20 23:18	20BA004610	<i>Domestic Disturbance - Non-Rej</i>	Cabot Street
disturbance on Cabot St			
6/13/20 23:13	20BA004609	<i>Traffic Stop</i>	Merchant St
Traffic stop for stop sign violation on Merchant Street.			
6/13/20 21:52	20BA004608	<i>Assist - Other</i>	N Main St
Citizen assist on N Main St			
6/13/20 21:22	20BA004607	<i>Suspicious Person</i>	Seminary St
Report of 2 suspicious people out on Seminary Street.			
6/13/20 21:02	20BA004606	<i>Traffic Stop</i>	Third Street

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02**To:** 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
Traffic stop for no turn signals on Third St.			
6/13/20 20:30	20BA004605	Motor Vehicle Complaint	Highgate Drive
Report of motor bike being operated on Highgate Drive without a helmet on.			
6/13/20 20:18	20BA004604	Traffic Stop	Seminary St
traffic stop for no registration sticker on Seminary St			
6/13/20 19:13	20BA004603	Assault - Simple	Fairview St
Assault on the bike path			
6/13/20 18:38	20BA004602	Juvenile Problem	Jefferson St
Juvenile problem by City Hall Park			
6/13/20 18:24	20BA004601	Loitering / Vagrancy	Granite Street
Possible vagrancy investigated on Granite St.			
6/13/20 17:40	20BA004600	Needle Disposal	Boynton St
Disposed of 2 needles found on the ground near Boynton Street.			
6/13/20 17:35	20BA004599	Juvenile Problem	Prospect St
Report on Prospect Street about some juveniles that look like they are going to fight.			
6/13/20 17:29	20BA004598	Assist - Public	N Main St
Citizen assist via phone at the BCPD			
6/13/20 16:49	20BA004597	Larceny - from Building	Fairview St
Stolen keys reported on Fairview Street.			
6/13/20 14:40	20BA004596	Alarm - Security	Jefferson St
alarm Elm St.			
6/13/20 14:04	20BA004595	Suspicious Event	Vanetti Place
Suspicious event on Vanetti Place.			
6/13/20 13:59	20BA004594	Supervisory Duties - Case review	Fourth St
Supervisory Duties- Case Review			
6/13/20 12:57	20BA004593	Violation of Conditions of Release	N Main St
Possible conditions of release			
6/13/20 11:09	20BA004592	Juvenile Problem	Matthewson Park
Reports of two males fighting.			
6/13/20 10:25	20BA004591	Assist - Other	Barre City
Assist			
6/13/20 10:01	20BA004590	TRO/FRO Violation	Merchant St
Possible TRO violation			
6/13/20 9:26	20BA004589	Assist - Other	Fourth St
Assist			
6/13/20 9:20	20BA004588	Assist - Public	Fourth St
Public assist with drug info			
6/13/20 8:24	20BA004587	Assist - Public	S Main St
Possible TRO violaton			
6/13/20 8:04	20BA004586	Noise	Wellington St

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100			
<u>Barre City Police Department</u>			
noise complaint Wellington St			
6/13/20 7:49	20BA004585	Accident - Property damage only	Rt 62
6/13/20 2:26	20BA004584	Assist - Public	Fourth St
6/13/20 0:37	20BA004583	Suspicious Vehicle	S Main St
6/12/20 23:16	20BA004582	Suspicious Person	Brook St / N Main St
suspicious persons on Brook St			
6/12/20 22:47	20BA004581	Suspicious Event	Fourth St
Received information concerning missing person.			
6/12/20 22:21	20BA004580	Lewd and Lascivious Conduct	North Main Street
6/12/20 22:10	20BA004579	Motor Vehicle Complaint	N Main St
Agency Assist on North Main Street			
6/12/20 21:51	20BA004578	Fireworks	Prospect St
fireworks on prospect st			
6/12/20 20:47	20BA004577	Supervisory Duties - Case review	Fourth St Barre
Supervisory Duties- Case Review			
6/12/20 20:35	20BA004576	Larceny - Other	Washington St
Petit Larceny from a building on Washington Street.			
6/12/20 20:17	20BA004575	Traffic Stop	Summer St / Cottage St
Traffic stop for one way lanes and roadways on Summer St			
6/12/20 18:45	20BA004574	Prisoner	Fourth St
Prisoner returned to custody of Vermont State Police.			
6/12/20 18:44	20BA004573	Prisoner - Lodging/Releasing	Fourth St
Wanted person brought to be lodged.			
6/12/20 18:20	20BA004572	Traffic Stop	N Main St
Traffic stop for defective equipment on N Main St			
6/12/20 17:58	20BA004571	Threats/Harassment	South Main Street
Mental Health Issue on South Main Street			
6/12/20 17:49	20BA004570	Assist - Other	Fourth St
Agency Assist on Fourth Street			
6/12/20 15:20	20BA004569	Assist - Agency	Chatot St
Agency Assist on Fourth Street			
6/12/20 14:31	20BA004568	VIN verification	Fourth St
VIN verification			
6/12/20 14:09	20BA004567	Training-In-Service	
6/12/20 13:59	20BA004566	Training-In-Service	

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
6/12/20 11:48	20BA004565	Suspicious Person	Cottage St
citizen assist Cottage St			
6/12/20 11:13	20BA004564	Motor Vehicle Complaint	Washington St / Elm St
Motor vehicle complaint Washington St			
6/12/20 11:06	20BA004563	Motor Vehicle Complaint	N Main St
Motor vehicle complaint N. Main St			
6/12/20 10:49	20BA004562	Larceny - from Building	S Main St
6/12/20 10:46	20BA004561	Assist - Agency	N Main St
Agency assist N. Main St			
6/12/20 10:41	20BA004560	Welfare Check	Brook St
Welfare check Brook St.			
6/12/20 10:28	20BA004559	Fire - Rescue / MV Accident	Elm St / Summer St
Two vehicle crash			
6/12/20 10:27	20BA004558	Larceny - from Building	Garden St
6/12/20 10:21	20BA004557	Welfare Check	S Main St
Welfare check S. Main St			
6/12/20 9:39	20BA004556	Animal Problem	Currier Park
6/12/20 9:33	20BA004555	Assist - Other	N Main St
Paperwork to court			
6/12/20 9:12	20BA004554	Parking - General Violation	Green Acres
6/12/20 2:03	20BA004553	Traffic Stop	Brooklyn St
6/12/20 1:40	20BA004552	Suspicious Event	N Main St
Suspicious incident on North Main St.			
6/11/20 23:48	20BA004550	Traffic Stop	N Main St
traffic stop for signals required on N Main St			
6/11/20 23:47	20BA004551	Threats/Harassment	Highgate Dr
Harassment at Highgate Apts.			
6/11/20 23:22	20BA004549	Domestic Disturbance	Eastern Ave
Domestic Disturbance on Eastern Ave.			
6/11/20 23:17	20BA004548	Suspicious Event	Parkside Terrace
suspicious event on parkside terrace			
6/11/20 23:06	20BA004547	Traffic Stop	Prospect St
Traffic stop for signals required on Prospect St			
6/11/20 22:25	20BA004546	Trespass	N Main St
Subject trespassed from Cumberland Farms on N Main St			
6/11/20 22:15	20BA004545	Prisoner - Lodging/Releasing	Fourth St

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 <u>Barre City Police Department</u>			
Prisoner released at PD			
6/11/20 21:56	20BA004544	Fireworks	S Main St
Fireworks Complaint on South Main Street			
6/11/20 21:48	20BA004543	Supervisory Duties - Case review	Fourth St Barre
Supervisory Duties- Case Review			
6/11/20 21:47	20BA004542	Mental Health Issue	Brook St
Mental health warrant executed on Brook Street.			
6/11/20 20:33	20BA004541	Suspicious Event	S Main St
Suspicious Event on South Main Street.			
6/11/20 20:26	20BA004540	Assist - Public	Fourth St
Citizen assist at the PD.			
6/11/20 20:06	20BA004539	Landlord/Tenant Issues	Willey St
Civil Landlord Tenant Issue on Willey Street			
6/11/20 19:45	20BA004538	Prisoner	4th St
6/11/20 19:44 20BA004537 Prisoner - Lodging/Releasing Fourth St			
Lodged prisoner.			
6/11/20 19:09	20BA004536	Drugs - Possession	Seminary St
Subject picked up on arrest warrant on S Seminary St			
6/11/20 18:21	20BA004535	Custodial Interference - NonRep	Orange St
Citizen assist on Orange Street.			
6/11/20 17:37	20BA004533	Welfare Check	Maple Ave
Welfare Check on Maple Ave			
6/11/20 16:59	20BA004534	Domestic Disturbance	Blackwell St
Domestic Disturbance on Blackwell Street.			
6/11/20 16:20	20BA004532	Threats/Harassment	River St
Threatening complaint on River St.			
6/11/20 15:41	20BA004531	Assist - Agency	Brook St
Agency assist on Brook St.			
6/11/20 15:19	20BA004530	Suspicious Event	Willey Street
6/11/20 15:11 20BA004529 Assist - Other S Main St			
Reports of someone flipping off another person			
6/11/20 14:54	20BA004528	Suspicious Vehicle	Church St
ATV on the roadway			
6/11/20 14:24	20BA004527	Property Return / Disposal	Fourth St
Property return			
6/11/20 13:05	20BA004526	Assist - Other	Bugbee Ave
Assist			
6/11/20 12:30	20BA004525	Prisoner - Lodging/Releasing	Fourth St

06/22/20
02:21 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 20-25

Page 1 of 9
dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
0087 23 BROOK ST BARRE LLC		02400023000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	1,655.18	137156
0085 6 HOOKER LLC OR DANIEL SKIBA		080500060000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	1,065.00	137157
01142 AFLAC		268154	monthly premium	001-2000-240.0019	AFLAC PAYABLE	0.00	4,734.46	137158
01088 AFSCME COUNCIL 93	PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0007	UNION DUES PAYABLE	0.00	182.70	E21
01150 AIRGAS USA LLC		9101843417	wire	001-8050-350.1061	SUPPLIES - GARAGE	0.00	144.61	137159
01004 ALDSWORTH JOSEPH		061520	phone stipend Apr-Jun	001-6040-200.0214	PHONE /LANDLINE/INTERNET	0.00	150.00	137160
01013 ALLAN JONES & SONS INC		72702	tube	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	22.10	137161
01049 AMERICAN TOWER CORP		3328209	tower rental	001-6055-320.0724	RADIO MAINTENANCE	0.00	173.89	137162
01057 AT&T MOBILITY		1678JUN20	service 5/5-6/4/20	001-7050-200.0214	TELEPHONE	0.00	54.37	137163
		1678JUN20	service 5/5-6/4/20	001-8030-200.0214	TELEPHONE	0.00	54.37	137163
						0.00	108.74	
23018 AUBUCHON HARDWARE		494390	sledge hammer	003-8300-320.0752	MAIN LINE MAINT VACCON	0.00	35.99	137164
		494586	fasteners,chain	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	5.44	137164
		494643	roller covers,paint	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	160.83	137164
						0.00	202.26	
02080 BANK OF NEW YORK MELLON T(TRUSTEE)		129501370000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	97.08	137165
02131 BARRE UNIFIED UNION SCHOOL DISTRIC		061520	4th Qtr balance	001-4005-405.4005	GENERAL TAXES	0.00	112,072.75	137166
02204 BENOIT ELECTRIC INC		3616	bushings,pipe,nuts,wire	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	679.71	137167
02144 BERGERON PROTECTIVE CLOTHING LLC		222668	staphguard,hand pump	001-9130-370.1380	COVID-19 MATERIALS	0.00	129.00	137168
02241 BOMBARDIER TIMOTHY		060820	phone stipend,gas,meals	001-6050-230.0511	LOCK-UP MEALS	0.00	38.26	E22

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	060820	phone stipend,gas,meals	001-6050-310.0616	PAGERS/CELL/AIR CARDS	0.00	100.00	E22
	060820	phone stipend,gas,meals	001-6050-330.0835	VEHICLE FUEL	0.00	76.28	E22
					-----	-----	
					0.00	214.54	
02027	BOUND TREE MEDICAL LLC						
	83646745	medical supplies	001-6040-350.1054	MEDICAL SUPPLIES	0.00	801.70	137169
02314	BOYTON STREET LLC OR CITY OF BARRE						
	022000610000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	26.46	137170
02199	BRENNTAG LUBRICANTS NORTHEAST						
	6645384	oil,lube,service charge	003-8330-320.0740	EQUIPMENT MAINT	0.00	1,864.26	137171
02315	BROMFIELD KATHRYN R & AMELIA S DEN						
	012501220D27	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	13.33	137172
02294	BULLARD JONATHAN						
	061220	vehicle window	001-6050-360.1161	INVESTIGATIONS MATERIALS	0.00	80.97	137173
02316	BUSHEY JORDAN OR CITY OF BARRE						
	109506290011	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	477.93	137174
03107	CAMPEAU LAWRENCE-LIFE ESTATE						
	156500680000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	14.75	137175
03087	CAPITOL STEEL & SUPPLY CO						
	067330	steel	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	203.95	137176
	067331	steel	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	37.75	137176
					-----	-----	
					0.00	241.70	
03108	CASADONTE RICHARD						
	057300390H32	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	1,057.08	137177
03043	CASELLA WASTE MGT INC						
	2410430	trash removal	001-7020-200.0213	RUBBISH REMOVAL	0.00	373.27	137178
	2410430	trash removal	001-8050-200.0213	RUBBISH REMOVAL	0.00	288.77	137178
	2410430	trash removal	001-6043-200.0213	RUBBISH REMOVAL	0.00	216.34	137178
	2410430	trash removal	001-7035-200.0213	RUBBISH REMOVAL	0.00	302.27	137178
					-----	-----	
					0.00	1,180.65	
03124	CENTRAL VERMONT MEDICAL CENTER						
	050120	medical supplies	001-6040-350.1054	MEDICAL SUPPLIES	0.00	2,547.42	137179
03057	CETIN MATTHEW						
	060520	glasses	001-6040-340.0944	GLASSES	0.00	200.00	137180
03082	CHA						
	35472-7	admin services thru 5/29	050-5800-360.1166	POOL REFURBISHMENT	0.00	4,500.00	137181

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
03309	CHIPAROSKI LAND TRUST						
	05650161000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	10.32	137182
03109	CHRISTIE MICHAEL						
	123003260000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	100.48	137183
03205	CITY OF BARRE PENSION PLAN & TRUST						
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0006	ANNUITY PAYABLE	0.00	246.10	137237
03337	COMMUNITY BANK NA						
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0001	FEDERAL TAX PAYABLE	0.00	11,893.04	137239
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0004	FICA PAYABLE	0.00	18,314.32	137239
					0.00	30,207.36	
03308	COMMUNITY BANK NA						
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0013	HSA PAYABLE	0.00	235.00	137238
03081	CPE						
	14830	tanks,vents,bulkheads	002-8422-500.1401	2.5M-POTASSIUM PERM FEED	0.00	18,619.97	137184
03262	CYR MARK & KIMBERLY						
	12400021000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	1,596.71	137185
04145	DANIELS LESLEY ARTHUR OR CITY OF B						
	059500090000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	26.80	137186
04071	DEAD RIVER CO						
	76594	fuel oil,lic fee,fuel tax	003-8330-330.0825	FUEL OIL	0.00	539.13	137187
04010	DUCHARME DANIEL & AMY OR CITY OF B						
	03393B	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	8.57	137188
05069	EDWARD JONES						
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0006	ANNUITY PAYABLE	0.00	201.00	137240
05059	ENDYNE INC						
	333937	lab services	003-8330-320.0749	WASTEWATER SAMPLING/TESTI	0.00	55.00	137189
	333945	lab services	002-8220-320.0749	WATER SAMPLING/TESTING	0.00	100.00	137189
					0.00	155.00	
06009	F W WEBB CO						
	67492619	tape	002-8422-500.1401	2.5M-POTASSIUM PERM FEED	0.00	12.45	137190
	67522188	adapters,cplgs,hangers	002-8422-500.1401	2.5M-POTASSIUM PERM FEED	0.00	178.40	137190
					0.00	190.85	
06087	FASTENAL CO						
	VTBAR119818	fasteners	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	32.39	137191

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
06105 FIRSTLIGHT FIBER							
	7305654	monthly service	001-5010-200.0214	TELEPHONE	0.00	55.27	137192
	7305654	monthly service	001-5020-200.0214	TELEPHONE	0.00	221.07	137192
	7305654	monthly service	001-5040-200.0214	TELEPHONE	0.00	545.71	137192
	7305654	monthly service	001-5050-200.0214	TELEPHONE	0.00	331.61	137192
	7305654	monthly service	001-5050-440.1240	COMPUTER EQUIP/SOFTWARE	0.00	272.55	137192
	7305654	monthly service	001-5070-200.0214	TELEPHONE	0.00	331.61	137192
	7305654	monthly service	001-6040-200.0214	PHONE /LANDLINE/INTERNET	0.00	151.74	137192
	7305654	monthly service	001-6050-200.0214	TELEPHONE	0.00	102.03	137192
	7305654	monthly service	001-6050-210.0310	COMPUTER ACCESS - PD	0.00	100.00	137192
	7305654	monthly service	001-7020-200.0214	TELEPHONE	0.00	138.67	137192
	7305654	monthly service	001-7030-200.0214	TELEPHONE	0.00	25.57	137192
	7305654	monthly service	001-7050-200.0214	TELEPHONE	0.00	22.76	137192
	7305654	monthly service	001-8020-200.0214	TELEPHONE	0.00	221.07	137192
	7305654	monthly service	001-8030-200.0214	TELEPHONE	0.00	165.80	137192
	7305654	monthly service	001-8050-200.0214	TELEPHONE	0.00	71.31	137192
	7305654	monthly service	002-8200-200.0214	TELEPHONE	0.00	106.19	137192
	7305654	monthly service	002-8220-200.0214	TELEPHONE	0.00	69.96	137192
	7305654	monthly service	003-8300-200.0214	TELEPHONE	0.00	82.90	137192
	7305654	monthly service	003-8330-200.0214	TELEPHONE	0.00	81.52	137192
	7305654	monthly service	001-6043-350.1050	BLDG/GROUND SUPPLIES	0.00	28.26	137192
	7305654	monthly service	001-7015-320.0730	POOL & BLD MAINT	0.00	23.29	137192
	7305654	monthly service	001-7020-200.0217	IT	0.00	55.95	137192
	7305654	monthly service	051-0280-360.1165	SEMP VCF TRUST PROJECTS	0.00	18.56	137192
	7305654	monthly service	001-6055-200.0214	TELEPHONE LANDLINE	0.00	153.05	137192
	7305654	monthly service	001-6055-210.0310	COMPUTER ACCESS - PD	0.00	150.00	137192
	7305654	monthly service	001-8500-200.0214	TELEPHONE	0.00	47.14	137192
					0.00	3,573.59	
06012 FISHER SCIENTIFIC							
	0394976	cleaners	003-8330-320.0737	LAB MAINT	0.00	267.05	137193
	0503949	solvents	003-8330-320.0737	LAB MAINT	0.00	272.19	137193
					0.00	539.24	
07073 G D MACHINES							
	424445	labor,supplies	002-8200-320.0752	HYDRANTS MAINT	0.00	298.00	137194
07067 GER HOLDINGS LLC OR CITY OF BARRE							
	086000410000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	110.63	137195
07001 GOLDFARB HOWARD & ISADORA SNAPP OR							
	028000170000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	72.57	137196
07006 GREEN MT POWER CORP							
	04970-0520	E Cobble Hill Rd water ps	002-8200-200.0205	ELECTRICITY-FIRE DISTRICT	0.00	231.18	137197
	105860-0520	Nelson St prv	002-8200-200.0203	ELECTRICITY-NELSON PV	0.00	22.19	137197

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	149710-0520	RT 302 prv	002-8200-200.0212	ELECTRICITY - RT 302 POLE	0.00	22.19	137197
	405860-0520	credit Main St lights	001-6060-200.0210	ELECTRICITY	0.00	-167.87	137197
	579510-0520	Hill St/Washington St lgt	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	117.84	137197
	605860-0520	Summer St/Elm St light	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	60.80	137197
	62423-0520	Currier Park panel	001-8040-200.0210	ELECTRICITY CURRIER/DENTE	0.00	20.91	137197
	72080-0520	S Main St/Parkside Terr	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	109.94	137197
	95120-0520	Hill St/Washington St lig	001-6070-200.0210	TRAFFIC LIGHT ELECTRICITY	0.00	92.90	137197
					0.00	510.08	
08053	HOLLAND CO INC						
	3608	chemicals	003-8330-360.1148	SODIUM ALUMINATE	0.00	15,237.80	137199
08064	HOWARD P FAIRFIELD LLC						
	7054428	switch button cluster	003-8300-320.0740	EQUIPMENT MAINT	0.00	1,273.32	137200
12032	LAKES REGION FIRE APPARATUS INC						
	30253	crosslays,hosebed,freight	001-6040-320.0720	CAR/TRUCK MAINT	0.00	111.50	137201
12074	LAMPHERE MICHAEL & GINA GAGNON						
	144002870000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	79.00	137202
12054	LAWSON PRODUCTS INC						
	9307630686	nuts,screws,flap discs,fr	001-8050-350.1061	SUPPLIES - GARAGE	0.00	239.17	137203
12033	LERETA LLC						
	001000670000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	1,579.38	137204
12291	MCGOWAN JAMES						
	061420	boots	001-6050-340.0943	FOOTWARE	0.00	109.00	137205
13107	METRO 19 LLC						
	156000190000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	25.85	137206
13028	METRO DEVELOPMENT LLC						
	111500020000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	33.24	137207
13108	MILLIKEN DAVID A						
	030001260000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	90.00	137208
13896	MURPHY BRIEANNA						
	061220	glasses	001-6050-340.0944	GLASSES	0.00	185.00	137209
13114	MURRAY CHRIS & LINDSEY GAGNON OR C						
	01514	water overpayment	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	11.32	137210
14016	NELSON ACE HARDWARE						
	053020	anchor,tape,tape measure	001-6040-320.0720	CAR/TRUCK MAINT	0.00	16.18	137211
	053020	anchor,tape,tape measure	001-6040-320.0726	MAINT FIRE ALARM/NEW BOX	0.00	7.19	137211

By check number for check acct 01 (GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	053020	anchor, tape, tape measure	001-6040-350.1053	OFFICE SUPPLIES	0.00	7.99	137211
					0.00	31.36	
14154 NORTH COUNTRY FEDERAL CREDIT UNION							
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0009	SAVINGS PAYABLE	0.00	75.00	137241
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0013	HSA PAYABLE	0.00	112.00	137241
					0.00	187.00	
14121 NORTHFIELD AUTO SUPPLY							
	314964	silicone	003-8330-320.0740	EQUIPMENT MAINT	0.00	14.98	137212
	315009	plugs	003-8330-320.0740	EQUIPMENT MAINT	0.00	6.49	137212
	315178	grease gun	001-8050-350.1060	SMALL TOOLS	0.00	5.98	137212
	315183	wire, lamps, plug, grommet	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	129.21	137212
	315192	plugs	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	2.78	137212
	315327	hatch	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	8.49	137212
	315505	paint	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	20.07	137212
					0.00	188.00	
14089 NORTHFIELD SAVINGS BANK							
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0009	SAVINGS PAYABLE	0.00	1,236.39	137242
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0013	HSA PAYABLE	0.00	438.69	137242
					0.00	1,675.08	
14031 NUGENT ZACHARY OR CITY OF BARRE							
	114500300000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	49.82	137213
15020 O'REILLY AUTOMOTIVE INC							
	052820	protectant, towels	001-6040-320.0720	CAR/TRUCK MAINT	0.00	45.97	137214
15046 OFFICE OF CHILD SUPPORT							
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0009	SAVINGS PAYABLE	0.00	98.08	137243
15051 ONE CREDIT UNION							
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0009	SAVINGS PAYABLE	0.00	1,093.48	137244
15054 ORR JEREMY							
	15850034000D	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	145.61	137215
16064 PALMER BRIAN-LIFE ESTATE-OR CITY O							
	103000900000	prop tax overpayment	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	17.89	137216
16077 PERSHING LLC							
PR01:177	PR-06/24/20	Payroll Transfer	001-2000-240.0006	ANNUITY PAYABLE	0.00	165.00	137245
16003 PIKE INDUSTRIES INC							
	1081469	asphalt	001-8050-360.1172	BITUMINOUS HOT MIX-STS	0.00	2,821.37	137217

06/22/20
02:21 pm

City of Barre Accounts Payable
Warrant/Invoice Report # 20-25

Page 7 of 9
dmcnally

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
16146 POULIOT BROOKE		060120	phone stipend	001-6050-310.0616	PAGERS/CELL/AIR CARDS	0.00	50.00	E23
16148 PROTEAU MARC & HELEN		14400029000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	145.58	137218
16148 PROTEAU MARC & HELEN OR CITY OF BA		14400029000B	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	187.33	137219
16102 PRUDENTIAL RETIREMENT		PR01:177 PR-06/24/20	Payroll Transfer	001-2000-240.0006	ANNUITY PAYABLE	0.00	175.00	137246
17010 QUADIENT FINANCE USA INC		060320	meter postage	001-5010-360.1163	POSTAGE FOR METER	0.00	1,000.00	137220
18026 R R CHARLEBOIS INC		80808	hood latch	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	35.37	137221
18044 RANDOM RESCUE LLC		061820	services May 2020	001-6020-120.0173	PROF SERVICES/FEES	0.00	170.00	137222
18052 ROULEAU JOSEPH		060920	glasses	003-8330-340.0944	GLASSES	0.00	255.00	137223
19002 SAFETY-KLEEN SYSTEMS INC		83172085	washer solvent	001-8050-320.0743	TRUCK MAINT - STS	0.00	264.19	137224
19108 SHADROUI RICHARD		061220	amb overpayment	001-1000-120.0139	AMBULANCE A/R	0.00	86.81	137225
19150 SHERWIN WILLIAMS CO		6236-3	strainers	001-8050-320.0740	EQUIPMENT MAINT - STS	0.00	59.45	137226
19034 SHI INTERNATIONAL CORP		S51925627	scanner,printer	048-7000-320.0762	GRANT E TICKET PRINTERS	0.00	2,354.10	137227
19083 STONE & BROWNING		103001730000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	1,193.83	137228
20002 TIMES ARGUS ASSOC INC		5012	advertise solicitation me	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	95.70	137229
		5676	advertise solicitation me	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	95.70	137229
		5710	advertise tire disposal	001-5010-230.0510	ADVERTISING/PRINTING	0.00	104.40	137229
		5726	advertise agenda 6/16	001-5010-230.0510	ADVERTISING/PRINTING	0.00	213.15	137229
						0.00	508.95	
20080 TRI-TECH FORENSICS INC		272105	hand sanitizer,funnel,fre	001-9130-370.1380	COVID-19 MATERIALS	0.00	286.75	137230

By check number for check acct 01(GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	275367	masks	001-9130-370.1380	COVID-19 MATERIALS	0.00	325.00	137230
					0.00	611.75	
21002 UNIFIRST CORP							
	4493444	uniform rental	001-6043-340.0940	CLOTHING	0.00	29.17	137231
	4493444	uniform rental	001-7015-340.0940	CLOTHING	0.00	18.83	137231
	4493444	uniform rental	001-8500-340.0940	CLOTHING	0.00	28.30	137231
	4493445	uniform rental	001-8050-320.0743	TRUCK MAINT - STS	0.00	63.00	137231
	4493445	uniform rental	001-8050-340.0940	CLOTHING	0.00	184.69	137231
	4493445	uniform rental	002-8200-340.0940	CLOTHING	0.00	73.21	137231
	4493445	uniform rental	003-8300-340.0940	CLOTHING	0.00	54.51	137231
	4493447	uniform rental	003-8300-320.0743	TRUCK MAINT	0.00	9.80	137231
	4493447	uniform rental	003-8300-340.0940	CLOTHING	0.00	34.07	137231
	4493447	uniform rental	003-8330-340.0940	CLOTHING	0.00	46.40	137231
	4493448	uniform rental	002-8220-340.0940	CLOTHING	0.00	76.54	137231
					0.00	618.52	
22152 VERMETTE-STEVENS YVETTE L							
	012000390000	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	494.16	137232
22100 VERMONT DEPT OF TAXES							
	PR01:177 PR-06/24/20	Payroll Transfer	001-2000-240.0002	STATE TAX PAYABLE	0.00	3,708.89	137247
22120 VT GRANITE MUSEUM OF BARRE INC							
	061520	prop tax Depot Lot	001-9130-360.1201	GRANITE MUSEUM PARK LOT	0.00	2,222.76	137233
23050 W B MASON CO INC							
	211086635	hand sanitizer	001-9130-370.1380	COVID-19 MATERIALS	0.00	143.88	137234
	211208152	bleach,wipes,face masks	001-9130-370.1380	COVID-19 MATERIALS	0.00	256.92	137234
					0.00	400.80	
23025 WILLIAMS ROSEMARIE							
	07850011000A	prop tax overpayment	001-4005-405.4005	GENERAL TAXES	0.00	29.73	137235
26006 ZOLL MEDICAL CORP GPO							
	3079565	electrodes, freight	001-6040-350.1054	MEDICAL SUPPLIES	0.00	249.81	137236

06/22/20

City of Barre Accounts Payable

02:21 pm

Warrant/Invoice Report # 20-25

dmcnally

By check number for check acct 01 (GENERAL FUND) and check dates 06/24/20 thru 06/24/20

Vendor

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

Report Total

232,227.33

To the Treasurer of City of Barre, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***232,227.33
 Let this be your order for the payments of these amounts.

Employee Tax Summary Report

by name for check dates 06/24/20 thru 06/24/20

Gross	FWT	FICA	MEDI	SWT	SDI	ERFICA	ERMEDI	FUTA	SUTA	Local	Net
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.										
1424.15	120.22	85.35	19.96	34.52	0.00	85.35	19.96	0.00	0.00	0.00	0.00
Employee: 0417	BARIL, JAMES A.										
1574.97	187.05	90.07	21.06	56.04	0.00	90.07	21.06	0.00	0.00	0.00	0.00
Employee: 0570	BENJAMIN, KENNETH S.										
1004.41	109.52	61.40	14.36	32.78	0.00	61.40	14.36	0.00	0.00	0.00	0.00
Employee: 0580	BENSON, NICHOLAS J.										
1323.92	159.31	80.66	18.86	47.72	0.00	80.66	18.86	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	0.00
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: 1050	BOUTIN, MICHAEL A.										
250.00	0.00	15.50	3.63	0.00	0.00	15.50	3.63	0.00	0.00	0.00	230.87
Employee: 1100	BRAMMAN, KATHRYN H.										
427.44	28.32	26.25	6.14	9.37	0.00	26.25	6.14	0.00	0.00	0.00	0.00
Employee: 1097	BREAULT, BONNIE J.										
1286.54	170.71	78.25	18.30	51.14	0.00	78.25	18.30	0.00	0.00	0.00	0.00
Employee: 1130	BRENT, DOUGLAS S.										
1634.80	214.35	98.14	22.95	64.23	0.00	98.14	22.95	0.00	0.00	0.00	0.00
Employee: 1390	BULLARD, DON A.										
1066.82	140.66	66.14	15.47	43.23	0.00	66.14	15.47	0.00	0.00	0.00	0.00
Employee: 1397	BULLARD, JONATHAN R.										
1673.46	219.00	99.70	23.32	65.63	0.00	99.70	23.32	0.00	0.00	0.00	0.00
Employee: 1675	CARMINATI, JOEL F., JR										
552.27	37.50	32.75	7.66	11.93	0.00	32.75	7.66	0.00	0.00	0.00	0.00
Employee: 1720	CETIN, MATTHEW J.										
2829.95	214.74	165.16	38.63	67.45	0.00	165.16	38.63	0.00	0.00	0.00	0.00
Employee: 1810	CHARBONNEAU, MICHAEL J.										
3537.60	462.75	207.58	48.55	138.67	0.00	207.58	48.55	0.00	0.00	0.00	0.00
Employee: 1815	CHASE, SHERRY L.										
264.92	11.91	12.75	2.98	4.42	0.00	12.75	2.98	0.00	0.00	0.00	0.00
Employee: 1964	COPPING, NICHOLAS R.										
1638.21	196.64	93.17	21.79	58.92	0.00	93.17	21.79	0.00	0.00	0.00	0.00
Employee: 2015	CRUGER, ERIC J.										
2823.25	371.15	173.40	40.55	110.82	0.00	173.40	40.55	0.00	0.00	0.00	0.00
Employee: 2205	CUSHMAN, BRIAN K.										
1521.00	119.14	89.34	20.89	37.01	0.00	89.34	20.89	0.00	0.00	0.00	0.00
Employee: 2207	CYR, CHRISTOPHER M.										
21.88	0.00	1.36	0.32	0.00	0.00	1.36	0.32	0.00	0.00	0.00	0.00
Employee: 2240	DAWES, CAROLYN S.										
1162.20	114.58	68.46	16.01	34.24	0.00	68.46	16.01	0.00	0.00	0.00	0.00
Employee: 2330	DEGREENIA, CATHERINE I.										
1178.40	143.01	69.28	16.20	42.23	0.00	69.28	16.20	0.00	0.00	0.00	0.00
Employee: 2332	DEMELL, WILLIAM M.										
1027.31	101.09	59.10	13.82	30.25	0.00	59.10	13.82	0.00	0.00	0.00	0.00
Employee: 2355	DEXTER, DONNEL A.										
1154.45	134.06	65.13	15.23	40.14	0.00	65.13	15.23	0.00	0.00	0.00	0.00
Employee: 2415	DONALD, LANCE B.										
976.80	101.56	59.07	13.82	30.40	0.00	59.07	13.82	0.00	0.00	0.00	0.00

Employee Tax Summary Report

by name for check dates 06/24/20 thru 06/24/20

Gross	FWT	FICA	MEDI	SWT	SDI	ERFICA	ERMEDI	FUTA	SUTA	Local	Net
Employee: 2445	DROWN, JACOB D.										
1418.64	191.26	85.76	20.06	57.31	0.00	85.76	20.06	0.00	0.00	0.00	0.00
Employee: 2570	DUHAIME, ROBERT H.										
7245.20	0.00	444.57	103.98	0.00	0.00	444.57	103.98	0.00	0.00	0.00	6549.47
Employee: 2580	DURGIN, STEVEN J.										
2846.79	348.16	169.46	39.63	104.14	0.00	169.46	39.63	0.00	0.00	0.00	0.00
Employee: 2683	EASTMAN, LARRY E., JR										
1467.51	170.64	84.76	19.82	51.12	0.00	84.76	19.82	0.00	0.00	0.00	0.00
Employee: 2980	FARNHAM, BRIAN D.										
1732.49	195.29	105.15	24.59	59.54	0.00	105.15	24.59	0.00	0.00	0.00	0.00
Employee: 3027	FLEURY, JASON R.										
1355.34	149.06	75.24	17.60	44.64	0.00	75.24	17.60	0.00	0.00	0.00	0.00
Employee: 3275	FREY, JACOB D.										
2201.26	278.43	130.06	30.42	83.33	0.00	130.06	30.42	0.00	0.00	0.00	0.00
Employee: 3375	GAYLORD, AMOS R.										
1618.41	220.75	99.84	23.35	66.15	0.00	99.84	23.35	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	0.00
Employee: 3690	GRANDFIELD, HEATHER L.										
296.25	18.41	17.24	4.03	17.77	0.00	17.24	4.03	0.00	0.00	0.00	0.00
Employee: 4015	HASTINGS, CLARK H., III										
810.35	75.61	48.13	11.26	22.60	0.00	48.13	11.26	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.										
1430.52	156.05	80.42	18.81	46.74	0.00	80.42	18.81	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: 04125	HEMMERICK, JACOB M.										
250.00	0.00	15.50	3.63	0.00	0.00	15.50	3.63	0.00	0.00	0.00	0.00
Employee: 4230	HOULE, JONATHAN S.										
1262.00	148.07	77.10	18.03	44.35	0.00	77.10	18.03	0.00	0.00	0.00	0.00
Employee: 4250	HOWARTH, ROBERT C.										
1625.34	80.75	90.67	21.21	26.16	0.00	90.67	21.21	0.00	0.00	0.00	0.00
Employee: 4260	HOYT, EVERETT J.										
1002.00	69.60	57.26	13.39	33.18	0.00	57.26	13.39	0.00	0.00	0.00	0.00
Employee: 4745	KELLY, JOSEPH E., JR										
1079.20	41.47	58.35	13.65	15.23	0.00	58.35	13.65	0.00	0.00	0.00	0.00
Employee: 4770	KIRKPATRICK, TROY S.										
1479.36	148.25	85.63	20.03	41.76	0.00	85.63	20.03	0.00	0.00	0.00	0.00
Employee: 4790	KOSAKOWSKI, JOSHUA D.										
493.16	38.69	28.05	6.56	12.30	0.00	28.05	6.56	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.										
976.80	76.15	60.56	14.16	31.98	0.00	60.56	14.16	0.00	0.00	0.00	0.00
Employee: 4985	LEWIS, BRITTANY L.										
1132.15	124.74	69.70	16.30	37.35	0.00	69.70	16.30	0.00	0.00	0.00	0.00
Employee: 5010	LOWE, ROBERT L.										
1816.32	184.89	104.51	24.44	54.92	0.00	104.51	24.44	0.00	0.00	0.00	0.00
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 Tax Summary Report

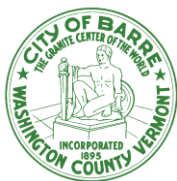
by name for check dates 06/24/20 thru 06/24/20

Gross	FWT	FICA	MEDI	SWT	SDI	ERFICA	ERMEDI	FUTA	SUTA	Local	Net
Employee: 5290	MARTEL, JOELL J.										
1248.60	127.68	73.04	17.08	38.17	0.00	73.04	17.08	0.00	0.00	0.00	0.00
Employee: 5425	MCGOWAN, JAMES R.										
1467.37	237.74	89.58	20.95	56.25	0.00	89.58	20.95	0.00	0.00	0.00	0.00
Employee: 5269	MCGUIRE, AARON M.										
498.24	23.99	30.64	7.17	9.66	0.00	30.64	7.17	0.00	0.00	0.00	0.00
Employee: 5270	MCNALLY, DONNA C.										
999.20	110.83	58.58	13.70	33.17	0.00	58.58	13.70	0.00	0.00	0.00	0.00
Employee: 5520	METIVIER, CHERYL A.										
101.08	1.88	6.02	1.41	1.06	0.00	6.02	1.41	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	0.00
Employee: 5701	MILLER, ROBERT W.										
2185.92	255.28	130.19	30.45	80.21	0.00	130.19	30.45	0.00	0.00	0.00	0.00
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: 5749	MOREY, RICHARD D.										
250.00	0.00	15.50	3.63	0.00	0.00	15.50	3.63	0.00	0.00	0.00	0.00
Employee: 5765	MORRIS, SCOTT D.										
483.40	20.87	28.67	6.70	8.62	0.00	28.67	6.70	0.00	0.00	0.00	0.00
Employee: 5768	MORRISON, CAMDEN A.										
1075.88	111.93	65.73	15.37	33.50	0.00	65.73	15.37	0.00	0.00	0.00	0.00
Employee: 5880	MURPHY, BRIEANNA E.										
1265.74	151.12	77.98	18.24	45.26	0.00	77.98	18.24	0.00	0.00	0.00	0.00
Employee: 5930	NORWAY, JOANNE P.										
242.25	13.18	13.47	3.15	4.85	0.00	13.47	3.15	0.00	0.00	0.00	0.00
Employee: 5940	NYKIEL, BRYAN T.										
1038.80	73.29	64.41	15.06	24.17	0.00	64.41	15.06	0.00	0.00	0.00	0.00
Employee: 6030	PARKER, ROWDIE Y.										
574.40	53.48	34.12	7.98	16.42	0.00	34.12	7.98	0.00	0.00	0.00	0.00
Employee: 6040	PARSHLEY, TONIA C.										
1079.20	89.98	59.56	13.93	26.92	0.00	59.56	13.93	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.										
1615.52	158.11	97.69	22.85	48.05	0.00	97.69	22.85	0.00	0.00	0.00	0.00
Employee: 6385	PONTBRIAND, JAMES D.										
1626.74	206.48	95.87	22.42	61.87	0.00	95.87	22.42	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, BRITTAIN J.										
1472.92	67.17	82.68	19.34	22.37	0.00	82.68	19.34	0.00	0.00	0.00	0.00
Employee: 6418	PULLMAN, DAVID L.										
484.59	29.80	28.56	6.68	9.78	0.00	28.56	6.68	0.00	0.00	0.00	0.00
Employee: 6600	REALE, MICHAEL R.										
1286.41	156.96	79.76	18.65	47.02	0.00	79.76	18.65	0.00	0.00	0.00	0.00
Employee: 6611	REIL, ERICKA A.										
250.00	0.00	15.50	3.63	0.00	0.00	15.50	3.63	0.00	0.00	0.00	0.00
Employee: 6640	RIVARD, SYLVIE R.										
375.70	29.13	22.73	5.32	9.63	0.00	22.73	5.32	0.00	0.00	0.00	0.00

Employee Tax Summary Report

by name for check dates 06/24/20 thru 06/24/20

Gross	FWT	FICA	MEDI	SWT	SDI	ERFICA	ERMEDI	FUTA	SUTA	Local	Net
Employee: 6689	ROCHFORD, ZACHARY J.										
1011.01	80.05	62.68	14.66	26.09	0.00	62.68	14.66	0.00	0.00	0.00	0.00
Employee: 6818	ROULEAU, JOSEPH J.										
1640.56	147.49	95.83	22.41	42.94	0.00	95.83	22.41	0.00	0.00	0.00	0.00
Employee: 6870	RUBALCABA, DAVID T.										
1538.70	183.69	94.20	22.03	55.55	0.00	94.20	22.03	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.										
1122.80	48.62	65.75	15.38	17.22	0.00	65.75	15.38	0.00	0.00	0.00	0.00
Employee: 7100	SEAVER, DEBBIE L.										
588.56	86.02	32.86	7.68	30.74	0.00	32.86	7.68	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.										
2795.72	398.78	172.74	40.39	119.12	0.00	172.74	40.39	0.00	0.00	0.00	0.00
Employee: 7220	SHERIDAN, GARY R., JR										
1588.40	174.39	96.84	22.65	52.12	0.00	96.84	22.65	0.00	0.00	0.00	0.00
Employee: 7312	SMITH, CLINT P.										
804.88	69.58	47.57	11.12	20.89	0.00	47.57	11.12	0.00	0.00	0.00	0.00
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: 7316	STEINMAN, JOHN F.										
250.00	0.00	15.50	3.63	0.00	0.00	15.50	3.63	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	0.00
Employee: 7334	STRASSBERGER, KIRK E.										
1366.61	79.20	82.38	19.26	27.73	0.00	82.38	19.26	0.00	0.00	0.00	0.00
Employee: 7450	SUPERNAUT, MERTON A.										
724.35	34.96	36.98	8.65	5.54	0.00	36.98	8.65	0.00	0.00	0.00	0.00
Employee: 7465	TAFT, FRANCIS R.										
1287.50	149.48	77.66	18.16	44.77	0.00	77.66	18.16	0.00	0.00	0.00	0.00
Employee: 7520	TILLINGHAST, ZACHARY M.										
2545.53	290.37	152.70	35.71	86.96	0.00	152.70	35.71	0.00	0.00	0.00	0.00
Employee: 7600	TUCKER, RANDALL L.										
1339.80	126.76	76.71	17.94	37.89	0.00	76.71	17.94	0.00	0.00	0.00	0.00
Employee: 7610	TUCKER, RUSSELL W.										
1122.67	120.90	62.46	14.61	36.20	0.00	62.46	14.61	0.00	0.00	0.00	0.00
Employee: 7843	WALLANT, DAVID R.										
992.82	98.99	61.55	14.40	29.62	0.00	61.55	14.40	0.00	0.00	0.00	0.00
Employee: 7850	WARD, JAMES O.										
25.00	0.00	1.55	0.36	0.00	0.00	1.55	0.36	0.00	0.00	0.00	0.00
Employee: 7870	WASZAZAK III, EDWARD C.										
250.00	0.00	15.50	3.63	0.00	0.00	15.50	3.63	0.00	0.00	0.00	0.00
Employee: 8345	WORN, JESSICA L.										
405.81	9.07	21.70	5.07	3.41	0.00	21.70	5.07	0.00	0.00	0.00	0.00
124867.33	11893.04	7421.49	1735.67	3708.89	0.00	7421.49	1735.67	0.00	0.00	0.00	6780.34



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

DEPARTMENT HEADS FY21 PRIORITIES LIST

(06-23-20)

City Clerk/Treasurer Carol Dawes:

1. Continue statutory duties: collect taxes; issue licenses, permits and registrations; issue and collect account receivable invoices; manage investments; manage bond reimbursements; manage billing and collection of delinquent taxes, water/sewer charges and accounts receivables; work with Board of Civil Authority on annual property tax assessment appeals; work with Board of Abatement on individual requests; maintain clerk & elections sections of website; management of parking team; assist the public.
2. Conduct safe elections:
 - a. August 11th primary
 - b. November 3rd general election
 - c. March 2, 2021 annual (town) meeting
3. Prepare for the statutory audit of the TIF district to be conducted by the Vermont State Auditor’s office. Originally scheduled for summer 2020. We have not received word as to whether our audit will still happen this year, or be deferred.
4. Adopt a record retention policy, and review/dispose of records as allowed by statute and policy.
5. Continue to move backwards in time with digital conversion of land records, including documents and surveys.
6. Expand on-line payment options

City Manager (Steve Mackenzie):

1. Preparation of FY22 General Fund Budget
2. Completion of Municipal Pool Upgraded Project
3. Complete Department Head Evaluations
4. Complete Metro Way Multi-Use Path Construction
5. City Hall Re-arrangement
6. Prepare/Adopt Administrative Policies Handbook
7. Paving/Utility Plan (Bill)
8. Citywide Reassessment RFP

9. Compel Property Parcel Sales
10. Complete FOP (Police) Contract Negotiation
11. Submit Bike Path Plan to Council
12. Complete Infrastructure Improvements per 2019 \$2.5M Bond
13. Complete Procurements per March 2020 \$1.7 M Capital Bond
14. Prepare/Release PWD Campus Planning RFP
15. Prepare/Release Merchants Row Redevelopment Planning/Deion RFP
16. GIV Trestle Removal
17. Complete Preparation of a Bare City Capital Improvements Plan (CIP)
18. Complete Preparation of a Barre City Capital Equipment Replacement Plan
19. Initiate 20 Year WWTF Assessment Evaluation
20. Initiate 20 Year WTF Assessment Evaluation
21. Assessment/Planning of Final TIF Bond

Human Resources/IT (Rikk Taft)

- Reorganize Staffing in City Hall
- Implement new HR System with Hiring interface
- Health Insurance carrier review and potential City wide change
- Finalize all outstanding Job Description to be Consistent and ADA Compliant
- Develop Claims Reporting and monitoring System

- Network Infrastructure install in PW Campus
- Network Wiring City Hall (Repair/Replace)
- Review and possibly move to Cloud Based Solutions rather than Server Replacements
- Address known trouble spots on the network

- Install Security Software and Complete Staff Training
- Install Camera systems in City Hall
- Finish All OSHA Programs and Training for All Facilities
-

- Continue Safety Site Surveys

Finance (Dawn Monahan):

- Conduct Leasing Analysis with Recommendations
- Prepare 5 Year General Fund Projection (FY21-25)
- Prepare 5 Year Water Enterprise Fund Projection (FY21-25)
- Prepare 5 Year Wastewater Enterprise Fund Projection (FY21-25)
- Prepare Internal Controls Plan
- Prepare Accurate Capital Assets List
- Implement PO System
- Implement Equipment Inventory and Tagging System
- HR/Payroll Software Acquisition/Launch
- Prepare Capital Plans (Equipment, Projects)

DPW (Bill Ahearn)

The overall priorities are 1) succession planning and implementation 2) bond projects underway/progressing 3) advancing work organization

These priorities will result in the following actions /accomplishments:

Succession Planning

1a) Filling vacancies in enterprise activities Water Treatment Div., Water Distribution Div., Sewer Div. and Wastewater Treatment Div. with highly qualified individuals that can assume additional responsibilities within a 1 to 3-year time frame. Average leadership team age – Administration (64), Sewer (57), Water (vacant), Wastewater Treatment (64), Water Treatment (27), Streets (57)

1b) Securing training for leadership skills for employees to improve skills in communication, motivation, recordkeeping, supervision and accountability. Soft skills with observable participation for all DPW employees to grow the expectation of professionalism. Limited soft skills training for all DPW employees – so this focuses on Work Leader and up in the organization during the short term.

Bond project - only 1 done and 2 projects of those approved are near completion Permanganate.

- 2a) i) Berlin St Water lines - initial investigations and correction action contracts if under VT 62
ii) Dix Reservoir Dam safety physical construction tasks (clearing, access walks)
iii) Cobble Hill Water Main – ravine repair
iv) US302 Water main VTrans permitting and contract repair

Work planning and integration

3a) Publication and execution of a street sweeping program that includes specific street-side closures of parking with public notice and simplified visual cues (cones with no parking tonight this side of street signs), surface water structure (grate cleaning) and Priority Sequencing.

3b)

Fire Department (Doug Brent):

1. Work on a short/long term plan for future COVID outbreaks using latest scientific facts in conjunction with our own operational lessons learned during Spring 2020
2. Prepare for vaccination of critical personnel for COVID
3. Continue with major response dispatch operational procedure updates
4. Continue to upgrade equipment technologies incrementally within budget

5. Work towards “right sizing” major equipment needs, i.e. Vehicles, major equipment
6. Increase the members of the call staff

Police (Tim Bombardier):

Filling the two COPS positions which will help support the SCU and relieve some of the OT issues. (we are exploring options to try and attract good full time officers for these openings) This is key to maintaining and addressing quality of life issues with in the City, by making sure that we have the proper staffing on shifts.

Continue our community outreach through our current outlets and expand them whenever possible. This includes expanding people’s knowledge of who our police officers are, and what they do on a daily basis. This is key given the national climate and misinformation that has and is being portrayed of all police as a result of the criminal conduct of a few.

We are way ahead of things here with the following already in place:

Neighborhood watch – The name says it all but there are more than a dozen different groups within the city which have been modeled separately to address the needs of the particular neighborhood.

BCPD’s Community Outreach Specialist – This is a civilian position (social worker) within the police department who provides intervention and system’s navigation for people in need. (**All people in need**) This position is a multi-faceted position serving or community in different ways and within different venues. BCPD is also the only CV department to have such a position, and this has been in place for many years now.

Project Safe Catch – This is a project that we along with Montpelier PD, Washington County Mental Health, and CV Substance Abuse have put in place to help individuals dealing with opioid addiction get the help they need. This also involves an OD follow-up protocol with people who have survived an OD trying to get them into recovery.

Embedded Mental Health Clinician – This is another project that we have partnered with MPD and as of 07/01/20 will be sharing an embedded clinician within the police departments to ride and respond with officers. This position will be supervised by WCMH and is geared toward intervention at the earliest possible moment to get individuals the help they need before a situation rise to a crime or becomes violent.

The Street Crimes Unit (SCU) – This is a rapid response team that exists to address emerging trends and needs on a week to week basis, creating flexible and dynamic responses, interventions and prevention strategies to mitigate criminal activity in the City. This is centered around criminal conduct that has a connection to drug activity.

The One Stop Resource Center – This provides support and resource navigation for anyone in need and was a PD initiative that we ended up eventually partnering with the Barre Justice Center on.

The Re-entry Panel/COSA - BCPD has an active role with this and a seat on the panel regarding re-entry to Barre and Central Vermont

Other areas that we also have an active role in the community without me elaborating on are, they are Special Investigation Unit (SIU), a Domestic Violence investigator assigned to the States Attorney's office, COSA, Drug Court, community picnic, are Norwich interns, etc.

Increase and provide the best and most up to date training to our officers as it, and funding become available to ensure that our staff and our citizens are safe. There will be numerous and significant changes in the coming months and we will need to make sure that our officers are provide all updates and training in a timely and efficient manner.

There are significant changes coming soon and DPS is supposedly going to start charging for dispatch services. With this in mind both the DC and I have been exploring what is out there for potential dispatch customers that we can provide service to.

Continue to explore and apply for grant opportunities that offset our operational cost like the COPS grant and increase our ability to provide the best services possible for our community. One example of this is the GHSP grants that we will utilize to get equipment and to help provide funding for officers to conduct directed patrols in the problem areas in the City. This allows them to stay focused on problem areas without being pulled away for other calls. We are also exploring using these grants to get additional safety equipment to include speed carts/signs.

To be Forwarded:

Buildings & Community Services

Planning, Permitting & Assessing

Recreation

Inspection Volume

6/22/2020 11:42:34 AM

Filters:

- Inspection Source: **Internal Department Only**
- Start Date: **6/13/2020 12:00:00 AM**
- End Date: **6/20/2020 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}	4		0
** Complaint - Trash / Ordinance Issue ^{FS}	1		0
Re-inspect ^{FS}	3		0
* Apartments Building Existing (1)			
** Complaint - Building / Apartment Issue (1)			
** Complaint - Trash / Ordinance Issue (1)			
Total 3³			
Total	8	24	0

Inspector	# of Inspections ¹	Violations Cited	Occupant Sq. Ft.
Strachan, Robbie - Building & Electrical Inspector			
* Apartments Building Existing ^{FS}	1		0
** Electrical - Energizing ^{FS}	1		0
** Electrical - Final ^{FS}	5		0
** Building Construction Inspection ^{FS}	1		0
Re-inspect ^{FS}	8		0
* Apartments Building Existing (1)			
* Mercantile Existing (2)			
** Complaint - Trash / Ordinance Issue (5)			
Total 8³			
Total	16	3	0

Totals

Inspector	# of Inspections ¹	Violations Cited	Violations Cleared ²	Violations Remaining	Occupant Sq. Ft.
* Apartments Building Existing ^{FS}	5				0
** Complaint - Trash / Ordinance Issue ^{FS}	1				0
** Electrical - Energizing ^{FS}	1				0
** Electrical - Final ^{FS}	5				0
** Building Construction Inspection ^{FS}	1				0
Re-inspect ^{FS}	11				0
Total⁵	24	27	0	27	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).

Media Log Report

Rev.01/26/12

From: 06/11/2020 0:02

To: 06/18/2020 6:10

Date/Time	Incident #	Call Type	Location
ORI: VT0120100 Barre City Police Department			
6/11/20 12:28	20BA004524	Prisoner - Lodging/Releasing	Fourth St
Prisoner release on Fourth St.			
6/11/20 11:05	20BA004523	Assist - Other	N Main St
Prisoner meal pick up			
6/11/20 10:19	20BA004522	Supervisory Duties - Case review	4th
6/11/20 9:25	20BA004521	Welfare Check	North Main St
Agency assist Barre, VT.			
6/11/20 9:05	20BA004520	Accident - Property damage only	N Main St
Parking lot crash			
6/11/20 8:38	20BA004519	Threats/Harassment	Fourth St
Threatening complaint on Fourth ST.			
6/11/20 8:06	20BA004518	Assist - Agency	
Agency Assist Shed Road			
6/11/20 7:55	20BA004517	Prisoner	Fourth St
6/11/20 7:36	20BA004516	Prisoner - Lodging/Releasing	Fourth St Barre, Vt 05641
6/11/20 7:19	20BA004515	Arrest Warrant - In State	Maple Ave
6/11/20 2:07	20BA004514	Suspicious Person	N Main St
6/11/20 1:36	20BA004513	Assist - Agency	Kent Place
6/11/20 0:12	20BA004511	Suspicious Person	Brooklyn St
Suspicious Event on Brooklyn Street			
6/11/20 0:02	20BA004510	Suspicious Person	Prospect St
Suspicious Person on Prospect Street			

Total Incidents 269