

**Special Meeting of the Barre City Council  
Held August 24, 2021**

The Special Meeting of the Barre City Council was called to order in person and via video platform by Mayor Lucas Herring at 6:03 PM at Barre City Hall. In attendance were: From Ward I, Councilors Emel Cambel and Jake Hemmerick; from Ward II, Councilor Teddy Waszazak; and from Ward III, Councilors Ericka Reil and Samn Stockwell. City staff members present were City Manager Steve Mackenzie, Fire Chief Doug Brent, Police Chief Tim Bombardier, Deputy Fire Chief Joe Aldsworth, Finance Director Dawn Monahan, Buildings and Community Services Director Jeff Bergeron, Deputy Police Chief Larry Eastman, BCS Assistant Director Stephanie Quaranta, Planning Director Janet Shatney, Human Resources Director Rikk Taft, and Clerk/Treasurer Carol Dawes.

Others present: Montpelier City Manager Bill Frasier and Assistant City Manager Cameron Niedermayer.

**Absent:** From Ward II, Councilor Michael Boutin.

**Adjustments to the Agenda:** NONE

**Visitors and Communications –** NONE

**Overview of a Facilitated Strategic Planning Process.**

Montpelier City Manager Bill Frasier reviewed the process Montpelier has used for strategic planning over the past few years, including focusing on important leadership issues; providing clarity on vision, external authority and capacity; using time and resources wisely; empowering department heads to perform work and carry out strategies; and using an outside facilitator to begin the process.

The Special Council meeting was adjourned at 7:05 PM on motion of Councilor Waszazak, seconded by Councilor Stockwell. **Motion carried.**

The meeting was recorded on the video platform.

**Regular Meeting of the Barre City Council  
Held August 24, 2021**

The Regular Meeting of the Barre City Council was called to order in person and via video platform by Mayor Lucas Herring at 7:05 PM at Barre City Hall. In attendance were: From Ward I, Councilors Emel Cambel and Jake Hemmerick; from Ward II, Councilor Teddy Waszazak; and from Ward III, Councilors Ericka Reil and Samn Stockwell. City staff members present were City Manager Steve Mackenzie, Fire Chief Doug Brent, Police Chief Tim Bombardier, Deputy Fire Chief Joe Aldsworth, Finance Director Dawn Monahan, Buildings and Community Services Director Jeff Bergeron, Deputy Police Chief Larry Eastman, BCS Assistant Director Stephanie Quaranta, Planning Director Janet Shatney, Human Resources Director Rikk Taft, Public Works Director Bill Ahearn, Health Officer Robert Howarth, and Clerk/Treasurer Carol Dawes.

**Absent:** From Ward II, Councilor Michael Boutin.

**Adjustments to the Agenda:** Mayor Herring said the update on the community picnic will be deleted from the agenda, as the picnic has been canceled. The Mayor said the discussion on ARPA funds has been deferred. Councilor Hemmerick asked that the water/sewer rate schedule on the consent agenda be pulled out for further discussion. Mayor Herring said it will be added to the end of the new items.

**Approval of Consent Agenda:**

Council approved the following consent agenda items, and moving the discussion on the water/sewer rate schedule to the end of the agenda, on motion of Councilor Hemmerick, seconded by Councilor Cambel.

**Motion carried.**

- A. Minutes of the following meetings:
  - 1. Special meeting of August 10, 2021
  - 2. Regular meeting of August 10, 2021
- B. City Warrants as presented:
  - 1. Ratification of Week 2021-33, dated August 18, 2021
    - i. Accounts Payable: \$405,489.51
    - ii. Payroll (gross): \$129,315.89
  - 2. Approval of Week 2021-34, dated August 25, 2021:
    - i. Accounts Payable: \$258,810.43
    - ii. Payroll (gross): \$128,222.41
- C. 2021 Licenses & Permits: NONE
- D. Approval to Apply for a Step II CWSRF North End Pump Station Final Design Funding App.
- E. Approval of Declaration of Official Intent.
- F. Approval to Purchase Civic Center Scheduling Software.
- G. Approval of Proposed Fee Changes for Fire Department.

**The City Clerk/Treasurer Report –**

Clerk/Treasurer Dawes reported on the following:

- The first quarterly property tax payment is due by September 15<sup>th</sup>.
- Next file of property tax adjustment payments from the state will be received September 1<sup>st</sup>. Revised bills will go out as soon as possible after that so people can pay the correct amounts for the first quarter.

**Liquor Control – NONE**

**City Manager’s Report -** Manager Mackenzie noted his report was sent out via email.

**Visitors and Communications – NONE**

**Old Business –**

**A) Approve Assignment of East Montpelier Parcel Sale Proceeds.**

Manager Mackenzie reviewed his memo and recommended Council assign the proceeds to the Capital Improvement Fund. Council approved the recommendation on motion of Councilor Waszazak, seconded by Councilor Cambel. **Motion carried.**

**New Business –**

**A) Community Picnic Update.**

Mayor Herring said due to COVID restrictions regarding hand washing stations, the community picnic has been canceled.

**C) Barre Area Development Quarterly Update.**

Barre Area Development executive director Cody Morrison gave a Powerpoint update on BADC activities since the last report, including securing grant funding for City infrastructure projects and the farmers market, assisting with review of the TIF district, business recruitment and retention, marketing initiatives, increasing Google activity, social media, and promotions through VT Tourism and Marketing. There was discussion on marketing and metrics for success, and Mr. Morrison said he would share reporting with the Council.

**B) Aldrich Library Quarterly Update.**

Library executive director Loren Polk gave a Powerpoint presentation update on library activities since the last report, including increased circulation now that people can come into the library, collections guides on the website curated by staff, offering outdoor and virtual programs, offering in-person senior days again, summer meal site, and monthly book sales.

**D) Barre Partnership Quarterly Update.**

Partnership executive director Tracie Lewis gave a Powerpoint presentation update on Partnership activities since the last report, including the farmers market, Food Truck Thursdays, concerts in Currier Park, Barre Blooms flowerpots throughout the downtown, ribbon cuttings and business anniversaries, Barre Art Splash, and the Fall Festival scheduled for September 30<sup>th</sup> through October 2<sup>nd</sup>.

**E) Downstreet Building Relocation Follow Up.**

Capstone Community Action board member Jon Valsangiacomo noted for the record this agenda item is related to Capstone, not Downstreet. Capstone executive director Sue Minter reviewed the programs offered by the organization, serving Washington, Lamoille and Orange Counties. Ms. Minter said they received federal funding to expand the Head Start program at their Brook Street location. The expansion will allow them to serve a significant increase in children and families, but the funding requires an increase in available parking. The plan calls for the purchase and demolition of the three-unit apartment building next door to accommodate new parking. At the urging of the Council, Capstone has been working with the City and other local organizations to try and find a way to relocate the building so as not to lose the housing units, however no suitable location could be identified, and the move is cost prohibitive. There was discussion on the positive impact on the City from the expansion of the Head Start program, and traffic enforcement in this dangerous area. Councilors thanked Ms. Minter and Capstone for their efforts, and it was noted all tenants in the apartment building have been successfully rehoused.

**F) Animal and Fowl Task Force Ordinance Change Presentation.**

Task Force member John LePage and Health Officer Robert Howarth reviewed the draft revisions. There was discussion on definitions, species of poultry allowed in the City, functions of the Animal Control Committee, variances, exceptions and appeals. Mayor Herring said the next step will be a first reading at a future Council meeting.

**G) Approval to Apply for an ERSA Trail Grant for the Cow Pasture.**

Cow Pasture Committee members Janette Shaffer, Jim Deshler and Tim Rapczynski spoke of the Enhanced Recreation Stewardship and Access Trail Grant application (ERSA), which would provide funding to purchase a parcel of land to preserve parking access for the Cow Pasture. It would also allow some trail enhancement to mitigate interference between trail walkers and snowmobilers. Planning Director Janet Shatney showed a map of the lots under consideration for purchase. Council approved submitting the grant application on motion of Councilor Waszazak, seconded by Councilor Reil. **Motion carried.**

**H) Discussion of Criteria and Process for Selecting ARPA-Funded Projects.**

This item is deferred.

**I) Police Chief Recruitment Process Briefing.**

Manager Mackenzie reviewed his memos on the recruitment process including makeup of the selection panel for screening and reviewing, target schedule dates, and draft job description. The Manager said his hope would be to have a new chief on board by late December or early January, and he would appoint the current Deputy Chief as acting chief between Chief Bombardier's retirement the end of October and the arrival of the new chief. Councilor Waszazak asked to be named as the Council liaison to the panel, and the Council gave unofficial approval.

**From consent agenda H. Approval of Resolution 2021-12: City of Barre Water & Sewage Rates Schedule – Effective 09-01-2021.**

Manager Mackenzie, Public Works Director Ahearn, Mayor Herring, and Councilor Waszazak reviewed past Council discussions and actions surrounding this topic, and previous approvals of the rate schedule and annual increases. There was discussion on comparisons between Barre City rates and those of other similarly-sized communities, base charges vs. usage charges, and impact on rates from unanticipated expenses related to the North Main Street reconstruction project.

Council approved ratification of the resolution on motion of Councilor Cambel, seconded by Councilor Stockwell. **Motion carried.**

**Round Table –**

Manager Mackenzie said COVID-19 protocols have been upgraded, and masks will be required in all City buildings beginning tomorrow, regardless of vaccination status. The Manager said the mask mandate will be in effect for tomorrow's All in for Barre community visit events.

Councilor Waszazak said the library will be holding a book sale this Friday and Saturday.

Mayor Herring reminded the Council that future agendas are available for their review on Sharepoint.

**Executive Session –**

Councilor Stockwell made the motion to find that premature general knowledge of litigation to be discussed would clearly place the City of Barre at a substantial disadvantage should the discussion be public. The motion was seconded by Councilor Hemmerick. **Motion carried.**

Council went into executive session at 10:00 PM to discuss litigation under the provisions of 1 VSA sec. 313 on motion of Councilor Stockwell, seconded by Councilor Hemmerick. **Motion carried.**

Manager Mackenzie and Clerk Dawes were invited into the executive session.

Clerk Dawes left the executive session at 10:05 PM.

Council came out of executive session at 10:25 PM on motion of Councilor Stockwell, seconded by Councilor Waszazak. **Motion carried.**

No action was taken.

The meeting adjourned at 10:25 PM on motion of Councilor Waszazak, seconded by Councilor Hemmerick. **Motion carried.**

The meeting was recorded on the video meeting platform.

Respectfully submitted,

Carolyn S. Dawes, City Clerk