

City of Barre
Chapter 2 – ADMINISTRATION
#2025-01

The City Council of the City of Barre, Vermont will hold a second reading on Tuesday, February 25, 2025 at 6:20 P.M. in the City Council Chambers to discuss the following revision to the Code of Ordinances, amended Chapter 2 – Administration, as follows:

The City Council of the City of Barre hereby ordains that Chapter 2 of the Code of Ordinances of the City of Barre, Vermont is hereby amended to read as follows:

Note: **Bold/Underline indicates additions**
[brackets/~~Strikeout~~ indicates deletions]

Chapter 2 -- ADMINISTRATION

Art. I. In General, Secs. 2-1-2-20

Art. II. City Council, Secs. 2-21--2-36

Art. III. Reserved, Secs. 2-37--2-42

Art. IV. City Manager, Secs. 2-43--2-58

Art. V. Administrative Departments, Secs. 2-59--2-200

Div. 1. Generally, Secs. 2-59--2-67

Div. 2. Permitting, Planning & Inspection Services (Ord. No. 2010-04, 11/09/10), Secs. 2-68--2-75

Div. 3. Cemeteries and Parks, Secs. 2-76—2-81

Div. 4. Fire, Secs. 2-82--2-93

Div. 5. Health, Secs. 2-94--2-102

Div. 6. Police, Secs. 2-103--2-116

Div. 7. Public Works, Secs. 2-117--2-127

Div. 8. Sewage Disposal, Secs. 2-128--2-138

Div. 9. Street, Secs. 2-139--2-148

Div. 10. Water, Secs. 2-149--2-158

Div. 11. Engineering, Secs. 2-159--2-168

Div. 12. Recreation, Secs. 2-169--2-182

Div. 13. General Services, Secs. 2-183--2-200

Art. VI. City Officers, Secs. 2-201--2-258

Div. 1. Generally, Secs. 2-201--2-210

Div. 2. City Attorney, Secs. 2-211--2-220

Div. 3. City Physician, Secs. 2-221--2-230

Div. 4. Superintendent of Fire Alarm System Secs. 2-231--2-240

Div. 5. Appointed Officers, Secs. 2-241—2-258

Art. VII. Citizens' Advisory Committee, Secs. 2-259—2-272

Art. VIII. Emergency Management Department, Secs. 2-273—2-281

ARTICLE I. IN GENERAL

Sec. 2-1. Definitions.

For the purposes of this chapter the following words shall have the meanings indicated unless their context clearly requires otherwise:

CITY OFFICER means:

- (1) A person duly qualified who holds an elective office of the city under the charter.
- (2) A person duly qualified who holds an office or position by virtue of appointment by the council or a city officer under the charter, the city ordinances or general law, including but not limited to the heads of departments, executive directors of agencies, members of an agency, board or commission of the city; provided, however, that a person serving as a member of a board, commission, committee or other body whose functions are principally advisory shall not be deemed to be a city officer.

NEWS MEDIA means an organization publishing a newspaper or magazine, a radio station or a television station.

PUBLIC BODY means an agency, board, committee, commission or other body of the city government, whose members are appointed by the council or a city officer by virtue of provisions of the laws.

THE LAWS means the charter, general laws, provisions of this Code and city ordinances. (Ord. No. 1965-4, Sec. 2.1.01)

Sec. 2-2. Seal of the city adopted.

The seal, impression of which follows, is hereby adopted as the seal of the city: (Ord. No. 1974-3, 6-11-74)

Sec. 2-3. Flag of the city adopted; description.

The flag of the city shall be a green field with the gold seal of the city in the center. (Ord. No. 1965-9)

Sec. 2-4. Government of city; composition

The government of the city shall consist of the council and the city officers. (Ord. No. 1965-4, Sec.1.1.01)

Sec. 2-5. Emergency interim successors to council and city; offices; appointment.

Emergency interim successors shall be appointed pursuant to provisions of Chapter 7 of Title 20 of VSA or other pertinent general law. (Ord. No. 1965-4, Sec. 1.1.02)

Sec. 2-6. Public bodies-Meetings.

Insofar as the following provisions are not in conflict with other provisions of law pertaining specifically to it, a public body shall observe the following with respect to all its meetings or sessions:

- (1) Notice of regular meetings shall be **publicly** posted **as required by state law** [~~on the city hall bulletin board at least seven (7) days~~] **at least forty-eight (48) hours in advance of the meeting** [~~, excluding holidays, in such form as the council shall prescribe by resolution. The council may also require that notices shall be published in a newspaper~~].
- (2) Notices of special meetings shall be **publicly** posted as required **by state law at least twenty-four (24) hours in advance** [~~in the preceding subdivision (1), except that the mayor or three (3) alderman may reduce the time limited for posting to not less than four (4) hours, in which case the news media located in the city shall be notified at least four (4) hours before such meeting~~]. **Notices of emergency meetings shall be publicly posted to the same extent as required by state law.**
- (3) All notices shall [~~set forth the agenda for the meeting, or an article or articles setting forth the purpose of the meeting~~] **be in a format as required by state law.**
- (4) All meetings shall be held in city hall, unless otherwise [~~specifically authorized to be held in another~~

~~public place, open to the public, by resolution of the council]~~ **properly warned to be held elsewhere on the agenda.**

- (5) Executive session shall be held pursuant to [~~VSA sections 311 through 314 and any amendments thereto~~] **the requirements of, and for the purposes allowed by, state law.**
- (6) Within [~~three (3)~~] **five (5)** days after a meeting the clerk or secretary of the public body shall furnish the clerk a copy of the minutes of the meeting, together with a report on the subject matter considered in executive session. The clerk shall transmit a copy of such minutes and report to the council at its next regular meeting. (Ord. No. 1965-4, Sec. 2.3.01; Ord. No. 1980-6, 6-3-80; Ord. No. 1983-1, 1-13-83)

Sec. 2-7. Same-Regulations, bylaws and rules of procedure.

A public body authorized by law to issue regulations, to adopt bylaws or make rules for conduct of its meetings or affairs, shall upon taking such action furnish copies thereof to the council. It shall likewise furnish copies of any amendments subsequently made.

Any other public body may make rules for conduct of its meetings or affairs, which shall take effect when approved by the council. Such rules may be amended or repealed with the approval of the council.

Bylaws, rules and regulations of public bodies shall be published [~~in a appendix to this Code~~] **on the website of any such public body.** (Ord. No. 1965-4, Secs. 2.4.01-2.4.03)

Cross references--Rules and regulations of the police department, App. C; rules and regulations of the fire department, App. D.

Sec. 2-8. Same--news media, petitions, conduct of meetings.

- (a) In the meeting room of a public body, representatives of the news media shall be allotted space [~~and furnished with a table~~] for their use.
- (b) Electronic and photographic equipment and devices [~~, such as but not limited to cameras, tape recorders, broadcasting equipment and television equipment~~] shall be permitted [~~when used by representatives of the news media~~], but only in conformity with rules for the maintenance of good order, dignity and noninterference with proceedings, as may be prescribed by resolution **or policies** of the council.
- (c) [~~Any equipment or device requiring connection with the city's electric service may be made only after securing a permit from the council and paying the estimated cost of electricity to be consumed or one dollar, whichever is the greater.~~]

The right to petition and to communicate with a public body is to be held inviolate and observed by all public bodies, **subject to reasonable rules established by the public body and its presiding officer.** A person present at a meeting may present a petition or communication to a public body, which, when so requested therein, shall be read at the meeting; provided, however, that if the communication or petition exceeds [~~three hundred (300) words~~] **two (2) minutes in length when read.** it need not be read, but copies furnished by the person submitting the same, shall be made available to members of the public body. Petitions and communications shall be presented to the presiding officer of the public body. (Ord. No. 1965-4, Sec. 2.5.03)

Sec. 2-9. Same--Addresses by outsiders, disturbances, etc.

- (a) It shall be unlawful for any person, other than a member of the public body holding the meeting, to address or attempt to address any regular or special meeting of a public body, except upon consent of the presiding officer or a majority of the members present. Any infraction of this subsection may be excused for extenuating

circumstances by a majority vote of the public body, in which case no prosecution for the offense shall be brought.

(b) A person desiring to address a public body shall, unless invited to do so by the presiding officer, submit an oral or written request to the presiding officer.

(c) It shall be unlawful for a person not a member of the public body holding a meeting, to disturb or interrupt any meeting of a public body. Any person so offending may be summarily ejected from city hall or other public place in which the meeting is held, on order of the presiding officer or a majority of the members of the public body present at the meeting. (Ord. No. 1965-4, Sec. 2.5.10)

Sec. 2-10. Same--Annual report.

The council may, by resolution, require a public body or public bodies to submit a report for inclusion in the annual municipal report. Such report shall be in the form and length prescribed by the council. (Ord. No. 1965-4, Sec. 2.7.01)

Sec. 2-11. Same--Duty to perform prescribed functions and duties and exercise prescribed powers.

Public bodies of the city shall perform the functions and duties and have the powers prescribed for them by the laws or resolutions of the council. (Ord. No. 1965-4, Sec. 18.1.01)

Secs. 2-12--2-20. Reserved.

ARTICLE II. CITY COUNCIL*

Sec. 2-21. Meetings.

~~[(a)]~~Regular meetings of the council shall ~~[be held in the council chamber in city hall at]~~ **commence between 5:00 p.m. and 7:00 p.m.** on the days set for regular meetings by the charter, **with the start time and the meeting location warned on a properly posted agenda.**

~~[(b) When the day set for a regular meeting falls on a holiday or an election day, a special meeting of the council shall be held on the day preceding such holiday or election day, at the same place and hour as is provided for a regular meeting. (Ord. No. 1965-4, Sec. 6.2.01)]~~

Charter reference--Council to meet twice monthly on [every Tues.] Tuesday unless the Council approves an alternative day, Acts of 1955, No.304, Sec. 27; 1990 No. M-5, Sec. 2; 2007 No. M-5, Sec. 5.

Sec. 2-22. Rules governing meetings.

All meetings of the city council[;] **and** all annual or special meetings of the city[~~, all school district meetings]~~ shall be conducted in accordance with the Robert's Rules of Order. (Ord. No. 1983-1, 1-13-83)

Sec. 2-23. Agenda.

The manager shall be responsible for preparation of the agenda for all meetings of the council, subject to its direction. (Ord. No. 1965-4, Sec. 6.4.03)

Sec. 2-24—2.25. Reserved [~~Order of business.~~]

~~The order of business of the council shall be:~~

- ~~(a) Action on minutes of preceding meeting or meetings, if special meetings have been held between regular meetings;~~
- ~~(b) Readings of warrants and action thereon;~~
- ~~(c) Petitions and communications;~~
- ~~(d) Reports of officers and public bodies;~~
- ~~(e) Old business on agenda;~~
- ~~(f) New business on agenda;~~
- ~~(g) Requests or comments of members of the council.~~

~~Sec. 2-25. Reserved.~~

Editor's note-Section 2-25, relative to Robert's Rules of Order, has been deleted pursuant to Ord. No. 1983-1, adopted Jan. 13,1983. Said section formerly derived from Ord. No. 1965-4, Sec. 6.3.02.

Sec. 2-26. Minutes of meetings; distribution; approval.

Minutes of the preceding regular meeting and all intervening special meetings shall be furnished to members of the council **for its approval at the subsequent meeting** [~~before each regular meeting. If no corrections or amendments are offered, the presiding officer shall declare the minutes approved as printed or typed~~]. (Ord. No. 1965-4, Sec. 6.4.02)

Sec. 2-27. Resolutions; minutes; agenda.

All resolutions shall be presented to the council in writing. When adopted they shall be numbered by the clerk in the same manner as prescribed for in ordinances; for example, Resolution No. 1965-1.

All resolutions shall be recorded by the clerk in a book kept for the purpose, which shall be entitled: "Resolutions of the City Council of the City of Barre, Vermont." (Ord. No. 1965-4, Sec. 6.4.01)

Secs. 2-28--2-36. Reserved.

ADOPTION HISTORY

- First Reading at regular City Council meeting held on Tuesday, January 28, 2025.
- Proposed language printed in Times Argus newspaper on Saturday, February 1, 2025.
- Second Reading and Public Hearing held on Tuesday, February 25, 2025.
- Adopted at regular City Council meeting held on Tuesday, _____ and entered in the minutes of that meeting which are approved on _____.
- Posted in public places on _____.
- Notice of adoption published in the Times Argus newspaper on _____.
- Effective _____.

Dated this _____ day of _____, 2025

Cheryl Metivier
City Clerk/Treasurer