



City of Barre, Vermont
"Granite Center of the World"

Agenda for the Planning Commission

Meeting held on Thursday, March 11, 2021 ~ 6:30 PM

Remote Participation Only ~ Join Zoom Meeting

<https://zoom.us/j/93610096782?pwd=NUdWbUJzSE9meG5lV0pMQ2QwQ0E5Zz09>

Meeting ID: 936 1009 6782

Passcode: 035627

Phone: 1 929 205 6099 US (New York – Long distance rates may apply)

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment (*for something that is not on the agenda*)
4. Old Business:
 - A. Approve meeting minutes of February 11, 2021
5. New Business:
 - A. Tax Increment Financing – Carol Dawes, City Clerk/Treasurer; Steve Mackenzie, City Manager
 - B. Paper and Accepted/Unaccepted Streets – Bill Ahearn, City Public Works Director
 - C. Review Next Steps Summary Table for upcoming meeting items
6. Staff Updates
7. Roundtable
8. Adjourn

Planning Commission meetings are open to the public.

For questions about accessibility or to request accommodation, please call (802) 477-1465.

1
2 **Regular Meeting of the Barre City Planning Commission**
3 **Meeting Minutes for February 11, 2021 at 6:30 P.M.**
4

5 The regular meeting of the Barre City Planning Commission was called to order virtually by
6 Commission Chair Michael Hellein at 6:30 pm. In attendance, participating via the Zoom Video
7 Conferencing platform were Commissioners Rachel Rudi, Jackie Calder, Dave Sichel, Thom
8 Lauzon and Amanda Gustin. Also present via video was Planning Director Janet Shatney. Chair
9 Hellein determined that there was a quorum was present. Visitors included Tom Badowski, Berlin
10 Town Administrator, and Brandy Saxton of PlaceSense, consultant to the Town of Berlin.

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13 1. **Call to Order:** at 6:30 pm.
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15 2. **Adjustments to the Agenda:** None.
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17 3. **Public Comment** (*for something that is not on the agenda*): Chair Hellein noted there was
18 no member of the public in attendance, therefore there were no public comments.
19
20 4. **New Business:**

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22 **A. Town of Berlin New Town Center Presentation for request of letter of support**
23

24 Town of Berlin Town Administrator Tom Badowski and their consultant Brandy Saxton
25 gave an overview of their New Town Center (NTC) design and application, that was
26 submitted to the Agency of Commerce and Community Development on February 1, 2021
27 for consideration. Their overview included the Mall Road as being the main artery through
28 the area, the different developments, the requirement to have a civic building within the
29 development, a town green in the center, and the various sidewalk and stormwater
30 improvements needed. They spoke of the Central Vermont Medical Center's plan to
31 redevelop their campus, potentially add a sky bridge over Fisher Road, and the medical
32 campus development area within the New Town Center area. The ultimate goal of the
33 project is residential infill, with Downstreet Housing and Ever North [a nonprofit
34 organization providing affordable housing and community investments] already having
35 projects slated for the area. The NTC designation would give life to their concept plan of
36 the area that was presented. The senior housing building (Chestnut Place) next to Walmart
37 is under construction at the moment. With the usual permitting and Act 250 hurdles to
38 overcome, their vision is to provide 300-500 new residential workforce housing units, with
39 plenty of walkability, subsurface parking under the buildings, and public transit at the
40 ready. Not all will be subsidized housing, and Chestnut Place is going to be a market rate
41 senior housing development.

42
43 Commissioner Lauzon made the motion that the Planning Commission offer a letter of
44 support, with its final draft to be approved by the City Council before sending to ACCD
45 and the Town of Berlin; seconded by Commissioner Sichel, *motion carried with Chair*
46 *Hellein voting against.*

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5. New Business:

A. Approve meeting minutes: December 10, 2020: Chair Hellein asked if there were any changes or corrections needing to be made; hearing none, a motion was made by Commissioner Lauzon and seconded by Commissioner Rudi to approve the minutes from December 10, 2020, with no further discussion, *motion carried unanimously*.

B. Next Steps Spreadsheet Discussion:

The spreadsheet was reviewed, and prioritized with timelines addressed. So that in future meetings, it will be known what will be discussed, and appropriate individuals, staff and partners can come and give overviews, status and assist with next steps. This way, each of the steps in the plan gets time to be discussed, and then deciding if there is little interest, then it can be noted. Commissioner Gustin suggested that this way would be good to have some kind of mechanism for declaring things done as well. And the desire for the future meetings to be a work session and not a lecture is the goal. The Commission said they desire that if there is any material for a meeting, that the packet is desired.

Ultimately, it was decided that with the priorities chosen this evening, that only 2 topics get covered in a meeting, and the next 3 meetings are now laid out with topics for discussion and people to be invited to speak on. Meetings with their topics will be publicized via Front Porch Forum, Facebook, the Website, and ask that it be brought up at Council meetings.

C. Chair/Vice Chair Roles Discussion

Chair Hellein said that he feels he is not doing a good job as chair of the commission, and the company he is working for is in “survival mode” at the moment and needs to give his company more time and attention, and do more extra work, that he thinks that could help and could then survive. So, with limited time for the Commission, he said that he spoke with Vice Chair Sichel about switching roles to the end of the fiscal year, having him run the meetings. He would still participate as a Commissioner, but not in the active role as Chair, until sometime in the future he can resume, and perhaps become Chair again. The other Commissioners were in full support of the role reversal as a temporary basis, and everyone supported Chair Hellein in his personal duties.

6. Staff Updates: Along with what was provide in the packet, the Director stated that with the Assessor being terminated at the end of December 2020, that is fairly big news. There are 3 people interested, of which 2 resumes have been received, but they are unqualified, very green and would be on-the-job training; that the City-side reappraisal RFP is out there for review; the CIP (Capital Improvement Plan) is still a work in progress, and the budget is always something to pay attention to. Commissioner Calder asked about the Recovery Residence

To be approved at the 03/11/21 meeting

92 application by Downstreet Housing, and that it is to be at 31 Keith Avenue, which is a 5-unit
93 apartment building with the “Hair By Us” beauty salon on the first floor.

94
95 7. **Roundtable:** Commissioner Gustin thanked the Chair for sending out the training opportunity
96 to register, and that when she got to it, it was already full. For some reason the forum was
97 capped, and Commissioner Lauzon stated that he knew that the forum is considering doing it
98 again perhaps in June, as so many people wanted to join. The Assessor position was talked
99 about again, and knowing there are deadlines looming, the Director said that the city is doing
100 everything they can to get someone in that position for April 1.

101
102 8. **Adjourn:** Motion to adjourn was made by Commissioner Lauzon and seconded by
103 Commissioner Calder at 7:55, *motion carried unanimously*.

104
105 There is an audio and video recording of the meeting available. The meeting was recorded by the
106 video conference platform.

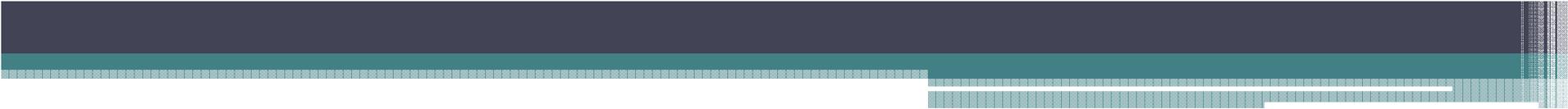
107
108 Respectfully submitted,
109 Janet E. Shatney, Planning Director

Tax Increment Finance Vote Public Informational Hearing

What is Tax Increment Finance
and how will it transform
Downtown Barre City?

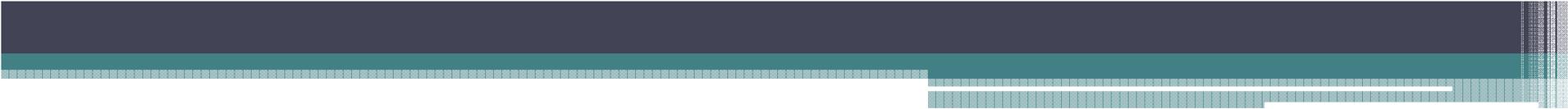
Vote: November 5, 2013

Presentation by: Mike Miller
Planning Director



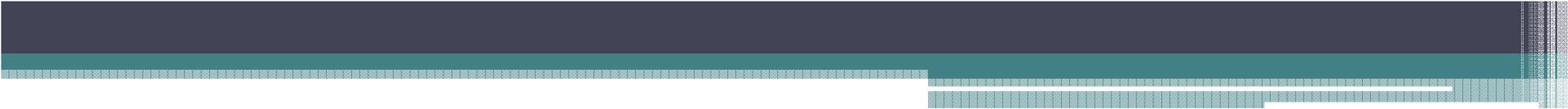
Outline

- Define Tax Increment Finance (TIF)
- Summarize the Barre City TIF tables
 - How much Tax Increment do we expect?
 - How much can the City finance?
- What is the November Ballot request?
- Describe each project expenditure.
- Summarize the benefits of the TIF for Barre City



What is Tax Increment Finance?

- TIF is an economic development tool where incremental increases in tax revenues are used to pay for infrastructure needed for redevelopment in a special district.
- The purpose of TIF is to improve infrastructure that serves the district in order to stimulate private sector development.



What is Barre City's TIF district?

- The district is the same area as Barre's Designated Downtown.
- TIF Plan approved by Council on October 23, 2012
- VEPC approved plan on December 13, 2012
- Last week described TIF.

**City of Barre, Vermont
Tax Increment Financing District
Downtown Parking Enhancement Project**

Project Budget

TIF Application preparation		
White & Burke		\$33,049.44
State of Vermont		\$5,000.00
City of Barre		\$630.00
Times Argus		\$180.40

**City of Barre, Vermont
Tax Increment Financing District
Downtown Parking Enhancement Project**

Exhibit A - TIF District Cash Flow

Year	Incremental Revenue	Administrative	Bond Servicing	Cash Balance
2015	157,780.00	20,000.00	71,889.67	65,890.33
2016	237,892.00	20,600.00	143,779.34	139,402.99
2017	242,650.00	21,218.00	143,779.34	217,055.65
2018	247,503.00	21,855.00	143,779.34	298,924.31
2019	268,140.00	22,511.00	143,779.34	400,773.97
2020	289,190.00	23,186.00	143,779.34	522,998.63
2021	310,661.00	23,882.00	143,779.34	665,998.29
2022	332,561.00	24,598.00	143,779.34	830,181.95
2023	376,463.00	25,336.00	143,779.34	1,037,529.61

TIF Tables

Found online at www.barrecity.org

Excel tables

4 tabs

- Project budget
- Cash flow
- TIF revenue
- Bond

Formulas link different tabs

- “Cash flow” tab pulls Revenue from TIF revenue and Bond servicing from Bond, etc.

City of Barre, Vermont				
Tax Increment Financing District				
Downtown Parking Enhancement Project				
Exhibit B - Estimated TIF Revenue				
	TIF Assessment	TIF District Base Assessment	Education Incremental Change	Municipal Incremental Change
47 North Main St.	854,100	543,400	310,700	310,700
361 North Main St. (Merchants Bank	1,970,885	-	1,970,885	1,970,885
112 Summer St.	140,800	51,300	89,500	89,500
159 North Main St.	454,800	393,200	61,600	61,600
143 N Main St.	408,800	375,500	33,300	33,300
276 N Main St.	394,800	384,000	10,800	10,800
240 N Main St.	145,700	137,400	8,300	8,300
51 Elm Street	189,800	170,990	18,810	18,810
30 Washington St.	510,400	420,340	90,060	90,060
72 Summer St	238,000	236,800	1,200	1,200
386 N Main St	373,400	358,500	14,900	14,900
47 Elm St.	83,500	82,800	700	700
30 Granite Street (education)	1,158,600	840,300	318,300	
30 Granite Street (municipal)	992,900	636,200		356,700
14 N Main St (education)	915,500	618,600	296,900	
14 N Main St (municipal)	618,600	618,600		0
201 N Main St.	156,000	265,500	(109,500)	-109,500
9 Merchant	-	407,300	(407,300)	-407,300
62 Summer St	179,300	213,130	(33,830)	-33,830
81 N Main St.	76,000	152,100	(76,100)	-76,100
45 Granite Street	168,100	176,300	(8,200)	-8,200
48 Granite Street (merged with 46)	-	34,000	(34,000)	-34,000
40 Elm St	60,600	116,740	(56,140)	-56,140
116 Summer St	97,700	103,070	(5,370)	-5,370
		Net above	2,495,515	2,237,015
			Education	Municipal
2014 changes	City Place 2014 value		8,000,000	1,650,165
	14 N Main St (2014 increase est)		1,448,800	
	47 N Main (2014 increase est)		321,000	321,000
	30 Granite St (Stabilization ends)			165,700
	30 Keith Avenue		(294,800)	-294,800
	20 Summer Street		(406,900)	-406,900
	8 Summer Street		(407,500)	-407,500
	1 Campbell Place (Courthouse Parking)		(133,560)	-133,560
	Increment		11,022,555	3,131,120
	Multiply by Current Municipal Tax Rate			1.647
	Multiply by Current State Education Tax Rate		1.4407	
	Municipal Taxes Collected			51,570
	Education taxes collected		158,802	
	Total tax increment		210,372	
2014	Increment (TIF District Revenue -75%)		157,780	
	Municipal Portion (25%)		12,893	
	Education Portion (25%)		39,701	
			210,374	

TIF Tables

TIF rules and regulations and formulas are complex.

Third tab is the actual increment for our district through 2023.

Last week... “INCREMENT” is the increase in TIF district grand list since 2012.

Using today’s tax rates “TAX INCREMENT” (the amount of taxes paid by the increment) is calculated.

Table on left shows only 2013 and 2014.

**City of Barre, Vermont
Tax Increment Financing District
Downtown Parking Enhancement Project**

Exhibit C - Estimated Bonding Schedule

Issuer:	Vermont Municipal Bond Bank
Bond Amount:	2,200,000.00
Bond Rate:	4.25%
Bond Term:	25

Date	Payment	Interest	Principal	Balance
6/1/2015				2,200,000.00
12/1/2015	71,889.67	46,878.08	25,011.59	2,174,988.41
6/1/2016	71,889.67	46,345.13	25,544.54	2,149,443.87
12/1/2016	71,889.67	45,800.82	26,088.85	2,123,355.02
6/1/2017	71,889.67	44,997.67	26,892.00	2,096,463.02
12/1/2017	71,889.67	44,671.89	27,217.78	2,069,245.24
6/1/2018	71,889.67	43,850.99	28,038.68	2,041,206.56
12/1/2018	71,889.67	43,494.48	28,395.19	2,012,811.37
6/1/2019	71,889.67	42,655.06	29,234.61	1,983,576.76
12/1/2019	71,889.67	42,266.49	29,623.18	1,953,953.58
6/1/2020	71,889.67	41,635.27	30,254.40	1,923,699.18
12/1/2020	71,889.67	40,990.60	30,899.07	1,892,800.11
6/1/2021	71,889.67	40,111.81	31,777.86	1,861,022.25
12/1/2021	71,889.67	39,655.07	32,234.60	1,828,787.65
6/1/2022	71,889.67	38,755.27	33,134.40	1,795,653.25
12/1/2022	71,889.67	38,262.17	33,627.50	1,762,025.75
6/1/2023	71,889.67	37,340.46	34,549.21	1,727,476.54
12/1/2023	71,889.67	36,809.45	35,080.22	1,692,396.32
6/1/2024	71,889.67	36,061.95	35,827.72	1,656,568.60

TIF Tables

Fourth tab (Bond schedule)

Very conservative 4.25%

Could be 20 to 30 year. Modeled at 25 years.

City of Barre, Vermont Tax Increment Financing District Downtown Parking Enhancement Project				
Exhibit A - TIF District Cash Flow				
Year	Incremental Revenue	Administrative	Bond Servicing	Cash Balance
2015	157,780.00	20,000.00	71,889.67	65,890.33
2016	237,892.00	20,600.00	143,779.34	139,402.99
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2018	247,503.00	21,855.00	143,779.34	298,924.31
2019	268,140.00	22,511.00	143,779.34	400,773.97
2020	289,190.00	23,186.00	143,779.34	522,998.63
2021	310,661.00	23,882.00	143,779.34	665,998.29
2022	332,561.00	24,598.00	143,779.34	830,181.95
2023	376,463.00	25,336.00	143,779.34	1,037,529.61
2024	383,992.00	26,096.00	143,779.34	1,251,646.27
2025	391,672.00	26,879.00	143,779.34	1,472,659.93
2026	399,505.00	27,685.00	143,779.34	1,700,700.59
2027	407,495.00	28,516.00	143,779.34	1,935,900.25
2028	415,645.00	29,371.00	143,779.34	2,178,394.91
2029	423,958.00	30,252.00	143,779.34	2,428,321.57
2030	432,437.00	31,160.00	143,779.34	2,685,819.23
2031	441,086.00	32,095.00	143,779.34	2,951,030.89
2032	449,908.00	33,058.00	143,779.34	3,224,101.55
2033	458,906.00	34,050.00	143,779.34	3,505,178.21
2034	468,084.00	35,072.00	143,779.34	3,794,410.87
2035	477,446.00	36,124.00	143,779.34	4,091,953.53
End of TIF District Life Span				
2036	179,042.00		143,779.34	2,081,239.43
2037	182,623.00		143,779.34	2,120,083.09
2038	186,275.00		143,779.34	2,162,578.75
2039	190,001.00		143,779.34	2,208,800.41
2040	193,801.00		64,069.00	2,338,532.41

TIF Tables

Second tab (TIF District Cash Flow)

- Most important table

Rows show 20 year TIF life span and 25 year payback for bond.

- After 20 years only municipal increment will pay bonds

Second column is revenue

Third column is costs to administer TIF which are reimbursable

Fourth column is bond payments

Fifth is Cash Balance.

TIF Table Summary

- Last week presentation with actual numbers...
 - Grand list set at \$49 million in 2012.
 - New Grand list grows to \$60 million by 2015.
 - \$11 million in “Increment”
 - Increment pays \$317,000 in taxes each year
 - Keep 75% or \$238,000 which is the “Tax Increment”...
 - ... which allows City to “Finance” up to \$7M in bonds for public improvements.

November 5th Ballot

- Shall general obligation bonds ... not to exceed \$2.2 million be issued for ... public improvements (next slides) ... utilizing TIF revenues for repayment ... with the City liable for indebtedness?
 - Funds can only be spent on projects listed
 - Cannot spend more than \$2.2M without return to voters.
 - Unspent money remains in TIF (if we are under budget)

**City of Barre, Vermont
Tax Increment Financing District
Downtown Parking Enhancement Project**

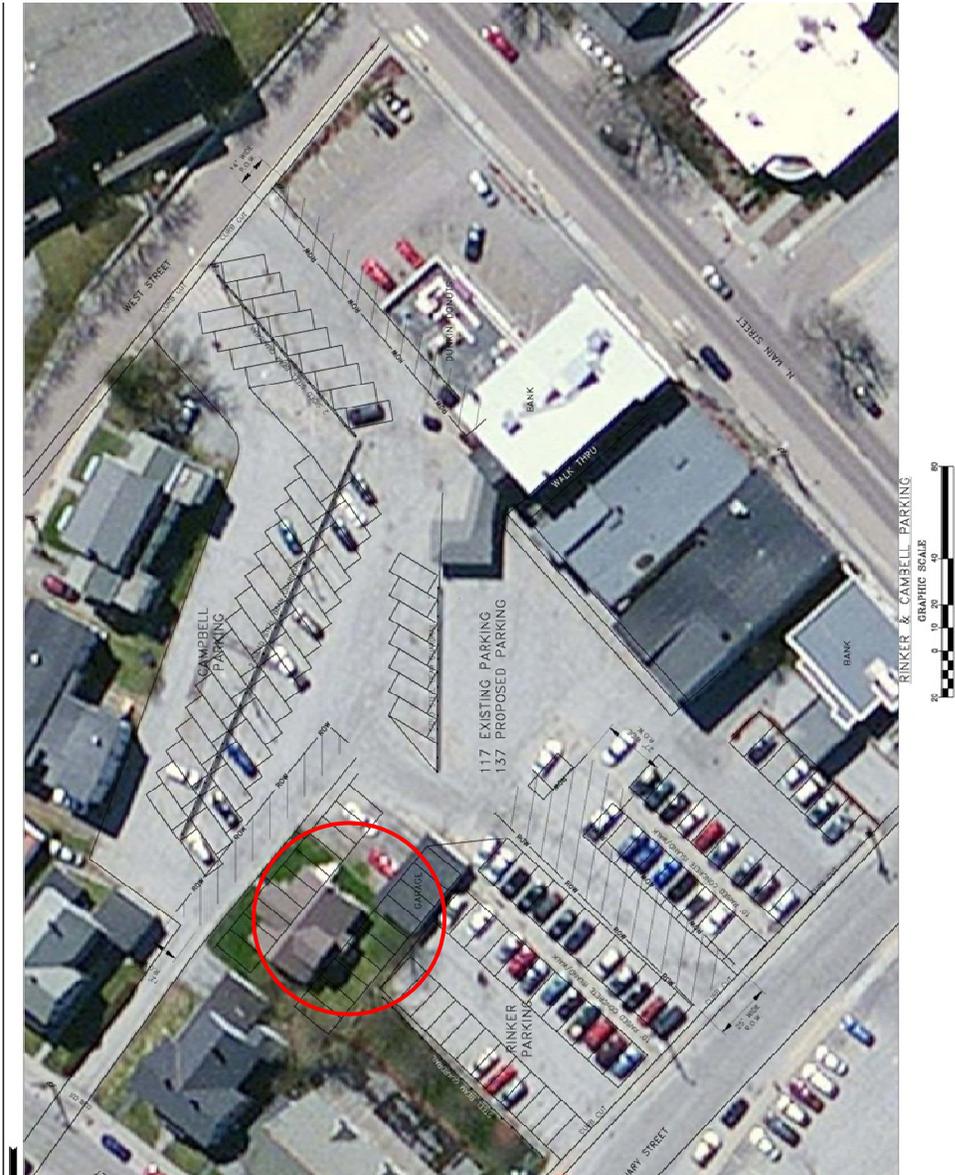
Project Budget

TIF Application preparation		
White & Burke		\$33,049.44
State of Vermont		\$5,000.00
City of Barre		\$630.00
Times Argus		\$180.40
McKee, Giuliani, & Clevelan		\$400.00
Doug Kennedy Advisors		\$7,145.00
Oliver Twombly		\$36.00
VEPC		\$10,836.18
Subtotal		\$57,277.02

TIF Projects:

1. Sempreon Reimbursement

Expenses from preparation of TIF application are reimbursable.



TIF Projects: 2. Campbell Parking

VEPC approved amendment to TIF
plan Oct 24th

Purchase property;
Environmental assessment;
Demolition;
Site preparation and paving

Total cost \$195k

20 New parking spaces (for now)

Provides opportunity for more
spaces later

Court House parking needed 2014



TIF Projects:

3. Merchants Row and Enterprise Aly Streetscape

Implementation of first steps of Merchants Row plan

Purchase two properties;
Site prep and paving;

Total cost \$315k

Potential increase of 40 parking spaces and vastly improved streetscape

Will support other grants in area including VCDP Planning Grant, brownfield grants, and possible CDBG-DR2 application.



TIF Projects:

4. N Main to Summer Parking

Construction of surface parking off Keith Avenue. First step in the implementation of the N Main to Summer Street Plan.

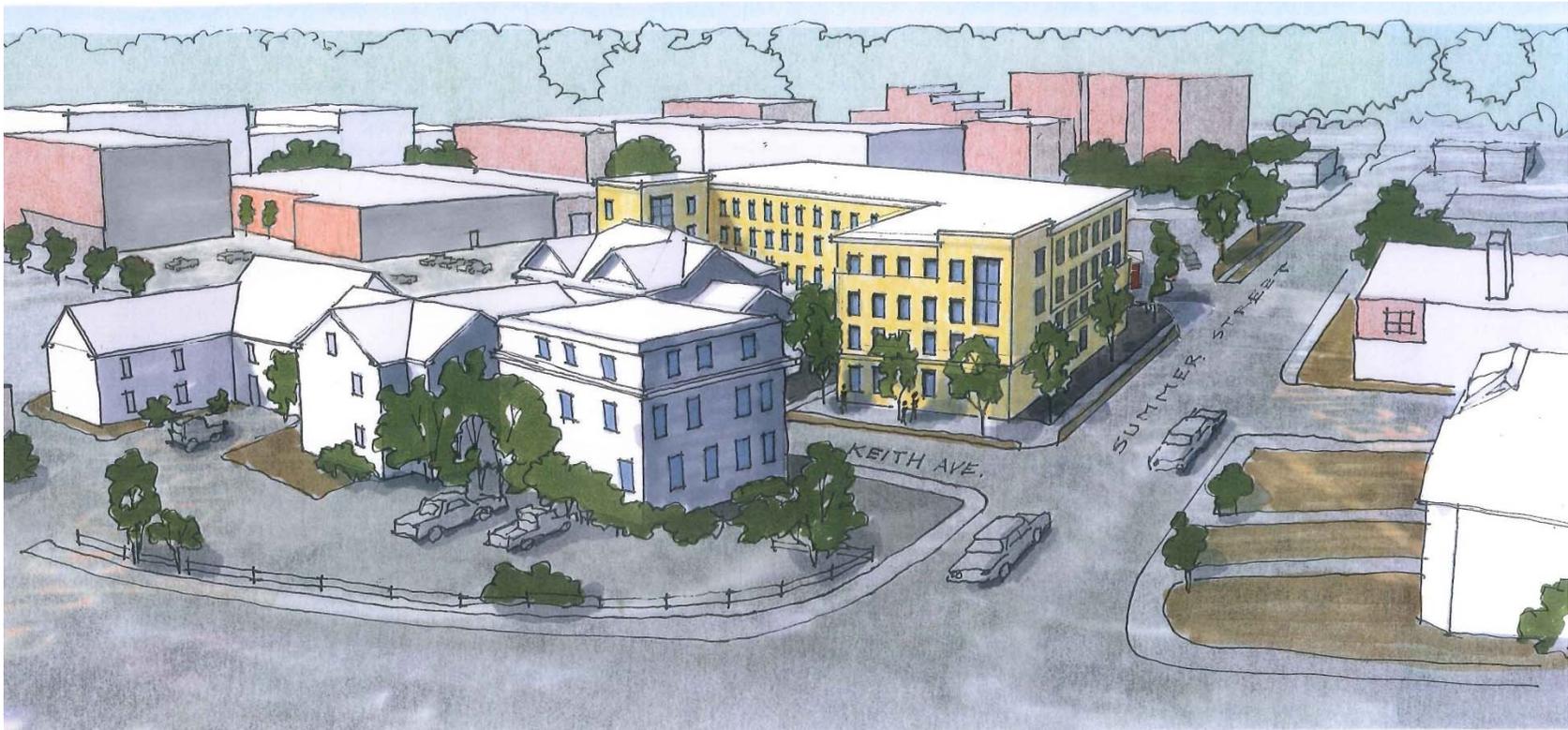
Purchase property;
Environmental assessment;
Demolition and remediation;
Final design and permitting;
Site preparation and paving;
Associated streetscape improvements;

Total cost \$1.25M

Potential increase of 64 public spaces and 24 private spaces

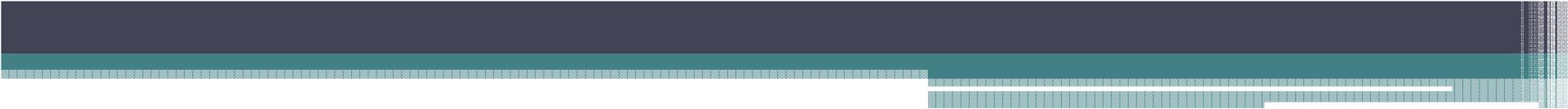
Summer Street Project Concept

Keith Avenue Parking is necessary for construction of Summer Street Project
Developer is CVCLT with support from Housing Vermont
\$4M project will replace housing lost from City Place Project and upgrade existing housing stock in the area



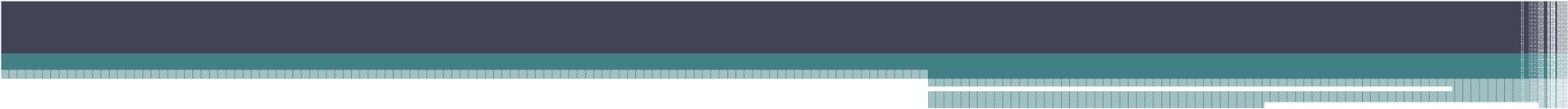
Summary of TIF benefits

- Development in the TIF District has already:
 - Added \$2.5 million to the TIF grand list
- By 2015 TIF District development will:
 - Add \$11 million to the education grand list
 - Add \$3.1 million to the municipal grand list
 - Add approximately 500 jobs
 - Pay \$50,000 in new state education taxes annual
 - Pay \$30,000 in new municipal taxes annual
 - Pay \$238,000 in new taxes to the TIF fund



Summary of TIF benefits

- As a result of the public improvements:
 - Increase of public parking spaces by 130 to 150 spaces depending on final designs.
 - Parking lots will be more attractive and safer due to improved lighting and additional sidewalks.
 - Enterprise Aly and Depot Square will also have contamination cleaned up.
 - 30+ units of housing on Summer Street will be improved meeting our URA requirements.
 - Barre Senior Center gets a new home.



Summary of TIF benefits

- ... and it will not raise taxes one penny on tax payers to receive these benefits...
- ... but without the public improvements that TIF will build, the City will suffer from a lack of parking, existing redevelopment plans (Merchants Row) will likely go unrealized, and we will lose millions of dollars in new development.

Conclusions

- Made very conservative projections (underestimate revenue and over estimate costs)
- Requesting voter approval for \$2.2 million in bonds to support three projects
- Revenues are sufficient to support \$7 million in bonds
- Development needed to pay increment is already built or almost complete (e.g. City Place).
- Improvements will enable additional growth downtown.

Next Step	Section	Responsible Dept./Individual (updated from Municipal Plan outline)	Dept. Priority	Logical obstacles
Implement the state-approved Tax Increment Financing (TIF) District for the downtown business district.	Economic Development	Council with Manager, Clerk, Planning Director	March 11, 2021 meeting	Timing: our debt incurrence window closes March 2022, so we need at least a one-year extension to try and get all the funding together
Complete planning for and implement the Merchant Row project.	Economic Development	Planning Director and others	March 11, 2021 meeting	Tied to TIF - time and financing
Identify and take appropriate action with regard to paper streets, particularly those that are limiting the use and development of otherwise suitable lots.	Transportation	Public Works Director	March 11, 2021 meeting	Lack of infrastructure on these streets makes development harder and more costly; UDO requires property to have municipal connections
Amend the city's Minimum Housing Code to incorporate stronger and more effective standards.	Housing	Code Enforcement	April 8, 2021 meeting	Their time and attention
Adopt energy-efficiency standards for rental units, particularly those that do not include heat as part of the rent.	Energy	Code Enforcement, Council	April 8, 2021 meeting	prioritization
Encourage home-sharing as a means of keeping larger single-family homes intact.	Housing	City Website	April 8, 2021 meeting	write a narrative and figure out how to get it out there
Prepare and adopt a Capital Improvement Program	Public Utilities	Planning and Finance Directors	May 13, 2021 meeting	None - time and attention by all DH's
Complete construction of the bike path through the city.	Transportation	Public Works Director; City Manager, Recreation Director	May 13, 2021 meeting	Funds
Develop a citywide long-range bicycle and pedestrian plan.	Transportation	Recreation Director	May 13, 2021 meeting	Attention and prioritization
Develop and adopt a citywide Parks and Recreation Plan.	Community Services and Amenities	Recreation Director	May 13, 2021 meeting	time and attention
Complete a citywide Pedestrian Environment Quality Index (PEQI) and Complete Streets assessment.	Transportation	Recreation Director	May 13, 2021 meeting	Time and attention from other DH's
Develop and adopt a citywide Open Space Plan.	Natural Environment	Recreation Director in collaboration with Public Works and Planning Director	May 13, 2021 meeting	time and attention
Continue the support of the Barre City Energy Committee (BCEC) to coordinate the city's energy planning, efficiency, conservation and generation efforts.	Energy	Planning Commission	June 10, 2021 meeting	none
Schedule and continue to complete energy efficiency upgrades to city-owned buildings.	Energy	Facilities and Public Works Directors	June 10, 2021 meeting	Funds
Enroll in the National Flood Insurance Program's Community Rating System.	Community Services and Amenities	Planning Director	June 10, 2021 meeting	time
Open a grocery store in Barre City.	Economic Development	External entity	June 10, 2021 meeting	A location; a developer

Next Step	Section	Responsible Dept./Individual (updated from Municipal Plan outline)	Dept. Priority	Logical obstacles
Undertake a study to document the occupancy of downtown buildings and recommend strategies to encourage use of upper floors for housing.	Housing	Planning Director with Planning Commission	July 8, 2021 meeting	Consultant?
Develop and adopt a Complete Streets policy.	Transportation	Public Works Director and Planning Director	July 8, 2021 meeting	Consultant; decide who will take the lead
Develop and adopt road standards.	Transportation	Public Works Director	July 8, 2021 meeting	Time; prioritization

Encourage and support Barre City Elementary and Middle School's (BCEMS) involvement in the Safe Routes to School program.	Transportation	Fire and Police Departments	August 12, 2021 meeting	Covid at the moment
Investigate demand for and establish additional scheduled stops as needed along the City Route, City Commuter and Hospital Hill bus routes.	Transportation	GMTA	August 12, 2021 meeting	locations for bus stops and approval and buying from GMTA

Review access management provisions in the city's land use regulations and update as needed.	Transportation	Planning Commission	September 9, 2021 meeting	none
Re-engineer the railroad trestle on Vanetti Place to mitigate flood hazards.	Transportation	VTrans, the Railroad and CVRPC	September 9, 2021 meeting	Railroad owns the tracks and trestle, so funding and need are important
Pursue further waste-based economic development	Public Utilities	BADC	September 9, 2021 meeting	property; developer
Complete the projects listed in the 2018 Central Vermont Tri-Town Stormwater Master Plan.	Natural Environment	Public Works Director	September 9, 2021 meeting	funding; prioritization; land owner buy-in
Develop and adopt a river management plan.	Natural Environment	Public Works and Planning Directors	September 9, 2021 meeting	prioritization; does it work with a River Corridor plan?
Study the feasibility of and options for establishing a greenway with a multi-use path along the Stevens Branch.	Natural Environment	Public Works and Recreation Directors	September 9, 2021 meeting	time and attention

Complete review for implementation of a Design Review Committee.	Land Use	Planning Director	October 14, 2021 meeting	staffing; endorsement by City Council; training
Update planning for and implement the North Main to Summer Street project.	Economic Development	Planning Director	October 14, 2021 meeting	Outdated plan, planned project will not work as outlined; need updated plan endorsed by the Council
Implement a pilot program that would assist with the purchase and management of owner-occupied rental properties in the city.	Housing	City Council	October 14, 2021 meeting	Need it worked into a city budget, and have Council endorse
Consider implementing a Housing Preservation Loan Program to help with the repairs needed to homes in the City.	Housing	City Council, City Clerk and Finance Director	October 14, 2021 meeting	Budget and staffing
Construct Barre's first traffic circle.	Transportation	Public Works Director	October 14, 2021 meeting	location; feasibility; cost
Install guard rails around the city's reservoir.	Public Utilities	Public Works Director	October 14, 2021 meeting	need to determine if this is actually still a need or not
Consider implementing the voter-approved Property Assessed Clean Energy (PACE) program.	Energy	City Clerk with City Council	October 14, 2021 meeting	budget and staffing

Staff Updates from February 12 to March 5, 2021:

1. Appointed Interim Assessor so that paperwork continues to flow as needed through the City;
2. Certified no outstanding lawsuits or unanswered grievances for the tax year 2020;
3. Assisting Tree Committee Chair with Tree Grant requirements;
4. Supplied to department heads the draft updated Permit Fees policy for comment so that it can go to Council for updating;
5. Assisted City Manager with updating the PowerPoint FY22 budget presentation;
6. Work continues with Energy Committee and their roadmap of work for the ensuing year;
7. Attended 2-day Community Rating System workshop put on by FEMA. Next step is to ensure city files and flood permits are up to date and in compliance with the NFIP (National Flood Insurance Program) before getting started on the CRS with FEMA;
8. Working on Pool Grant extension, as well as a reimbursement request;
9. Have received 4 resumes for the Assessor position, review with an internal team will commence next week;
10. Permitting is working on updating the Ped-Way site plan for the various activities that The Barre Partnership wants to do, as well as the owner of AR Market this summer;
11. Archiving of zoning permits from 1950 forward are being scanned as the paper is deteriorating;
12. Researching a Design Review Committee for the City, how they work, what is needed;
13. Salvation Army is working on getting their permits now;
14. DRB meeting was held March 4 for the new owner of 81 N. Main Street (where Project Independence was) for a 5th apartment, which was passed unanimously.