

SPECIAL COUNCIL MEETING

Tuesday, May 30, 2023 5:00pm

Council Chambers or Zoom

<https://us06web.zoom.us/j/88982525535?pwd=VzIXOU5taldoYkgySjUdTldqSUVGQT09>

Meeting ID: 889 8252 5535 Passcode: 675736

One tap mobile: 929-205-6099

Page Item

1. Call to Order – 5:00 pm
2. Adjustments to the Agenda
3. Visitors and Communication
4. Consent Agenda
 - A. Approval of Minutes
4.
 - i. Regular City Council Meeting of Tuesday May 23, 2023
 - B. City Warrants
 - i. Approval of City Warrants from Week of May31, 2023
 - C. Clerk’s Office Licenses and Permits
 - D. Ratify Council’s 5/23/23 approval of an extension request for abstract grand list lodging
5. City Clerk & Treasurer Report
6. Liquor/Cannabis Control Boards
7. City Manager’s Report
8. New Business
 - A. Update on preparations to address emergency housing transitions (Manager)
9.
 - B. Volunteer appointments/reappointments (applicants to be confirmed in the Friday Packet)
 - i. Buildings & Facilities Committee
 - ii. Transportation & Public Works Committee
 - iii. Cow Pasture Stewardship Committee
 - iv. Homelessness Task Force
16.
 - C. Clerk/Treasurer Annual Review/Set Compensation (Clerk)
9. Upcoming Business
10. Round Table
11. Executive Session – As Needed
12. Adjourn

Nicolas Storellicastro, City Manager

The portion of this meeting starting at 7:00pm will be taped for re-broadcast on Channel 192 CVTV and will be re-broadcast on Wednesday at 9:00 a.m. and 12:00 noon CVTV Link for meetings online – cvtv723.org/

Committee Meeting this week

Thursday June 1

Development Review Board 7:00 PM Council Chambers

Ground Rules for Interaction with each other, staff, and the general public

- Rules may be reviewed periodically
- Practice mutual respect
 - Assume good intent and explain impact
 - Ask clarifying questions
 - If off course, interrupt and redirect
- Think, then A.C.T.
 - Alternatives – Identify all choices
 - Consequences – Project outcomes
 - Tell your story – Prepare your defense
- Ethics checks
 - Is it legal?
 - Is it in scope (Charter, ordinance, policy)?
 - Is it balanced?
- “ELMO” – Enough, Let’s Move On
 - Honor time limits
 - Be attentive, not repetitive
- Be open-minded to different solutions or ideas
 - Remarks must be relevant and appropriate to the discussion; stay on subject
 - Don’t leave with “silent disagreement”
 - Decisions agreed on by consensus when possible, majority when necessary
 - All decisions of Council are final
- No blame
 - Articulate expectations of each other
 - We all deeply care about the City in our own way
 - Debate issues, not personalities
- Electronics
 - No texting, email, or videogames during the meeting



City of Barre, Vermont

6 N. Main St., Suite 2
Barre, VT 05641
www.barrecity.org

R. Nicolas Storellicastro
City Manager
(802) 476-0240
citymanager@barrecity.org

MEMO

TO: City Council
FR: The Manager
DATE: 5/26/23
SUBJECT: Packet Memo re: 5/30/23 Special Council Meeting Agenda Items

Councilors:

As a reminder, Tuesday's Council meeting will begin at 5:00 PM, and there will be both an in-person and Zoom option to attend.

The following notes apply to packet support materials for the Subject Council Meeting Agenda.

8-A: Update on preparations to address emergency housing transitions

There is no memo in the packet for this item. Staff will be working on a PowerPoint presentation that will be shared on Tuesday night that incorporates the latest information we have at that time. The City has submitted a letter of interest to DCF and we will be updating Council on the contents of that request and any information received between now and Tuesday.

8-B: Volunteer appointments/reappointments

There is no memo associated with this item, only the application forms of the following individuals that were available for interviews on short notice:

- **Buildings & Facilities Committee** (4 seats, 2-year terms, 1 seat; 1-year unfinished term)
 - Sue Higby
 - Richard Dente
 - Jon Valsangiacomo
 - 1 additional candidate applied and will be scheduled at a later meeting
- **Transportation & Public Works Committee** (4 open seats, 2-year terms)
 - Arthur Bombardier
 - 2 additional candidates applied and will be scheduled at a later meeting
- **Cow Pasture Stewardship Committee** (1 seat, 1-year term; 1 seat, 1-year unfinished term)
 - Susan McDowell
 - No additional candidates applied
- **Homelessness Task Force** (3 seats, 2-year terms; 1 seat, 1-year unfinished term)
 - Miriam Ben-Dor
 - Joseph Mueller
 - 2 additional members applied and will be scheduled at a later meeting

These volunteers have been advised to be present or logged into Zoom by at least 6:00 PM.

**Regular Meeting of the Barre City Council
Held May 23, 2023**

The Regular Meeting of the Barre City Council was called to order in person and via video platform by Mayor Jake Hemmerick at 7:10 PM at Barre City Hall, Barre, Vermont. In attendance in person or virtually were: From Ward I, Councilors Emel Cambel and Thom Lauzon; from Ward II, Councilors Michael Boutin and Teddy Waszazak; and from Ward III, Councilors Michael Deering and Samn Stockwell. City staff members present were City Manager Nicolas Storrellicastro, Assistant City Manager Dawn Monahan, Planning Director Janet Shatney, Public Works Director Brian Baker, Buildings and Community Services Director Jeff Bergeron, Fire Chief Keith Cushman, Deputy Fire Chief Joe Aldsworth, Community Outreach Specialist Brooke Pouliot, and Clerk/Treasurer Carol Dawes.

Absent: NONE

Others Present: NONE

There were technical difficulties with the Zoom connection. The meeting started at 7:10 PM without the Zoom connection or recording. The Mayor rearranged the agenda in hopes the issues would be resolved shortly.

Adjustments to the Agenda:

- Defer approval of the Polli resolution until the technical issues are resolved.
- Add a new item to the consent agenda to approve a grand list filing extension request to the VT Department of Taxes Property Valuation and Review Division.

Approval of Consent Agenda:

Council approved the following consent agenda items on motion of Councilor Cambel, seconded by Councilor Stockwell. **Motion carried.**

- A. Approval of Minutes:
 - i. Special meeting of May 8, 2023.
- B. City Warrants as presented:
 1. Ratification of Week 2023-20, dated May 17, 2023:
 - i. Accounts Payable: \$142,615.72
 - ii. Payroll (gross): \$133,887.47
 2. Approval of Week 2023-21, dated May 24, 2023:
 - i. Accounts Payable: \$255,907.32
 - ii. Payroll (gross): \$131,767.83
- C. 2023 Clerk's Office Licenses & Permits:
 1. Entertainment Licenses:
 - i. Community dinner in City Hall Park, Saturday, May 27th, from 5-7 PM
 - ii. Earthly Wonders opening event, 321 N. Main St., Saturday, May 27th, from 11AM – 4PM
- D. Accept the resignation of committee, task force, board, and commission members
- E. Authorize Manager to execute a contract and accept a Vermont DWSRF loan application for lead pipe inventories as required by the U.S. EPA
- F. Authorize Manager to execute contracts:
 - i. Replace the pool house roof
 - ii. Perform environmental services at Enterprise Aly
 - iii. FY24 fuels
 - iv. FY24 public works supplies
- G. (added) Authorization to submit Grand List lodging extension request to VT Department of Taxes

Property Valuation and Review Division.

City Clerk & Treasurer Report –

Clerk/Treasurer Dawes reported on the following:

- Election results from the May 9th BUUSD special election to vote on the budget are posted on the City website.
- Fourth quarter property taxes were due May 15th. The final delinquency rate was 4.74%.

Liquor Control Board/Cannabis Control Board – NONE

City Manager's Report –

Manager Storellicastro noted the following:

- There are 46 interviews to be conducted by Council over the next few meetings for incumbent and new committee and board members.
- Today was the last day for City residents to drop off yard waste at the Barre Town stump dump. The City has reached out to the Town to request an extension.
- The Public Works Department will make one swing around the City to pick up yard waste that's bagged and bundled and set at the curbside as of tomorrow morning.
- Treatment of the grub infestation at Hope Cemetery has begun.
- Painting of the municipal pool is underway in advance of opening for the season.
- Deputy Fire Chief Joe Aldsworth has been elected the new president of Capital Mutual Aid.
- Last week was National Police Week, and this week is both National EMS Week and National Public Works Week. Barre City honors the hard work and dedication of its workers in those essential fields.

Technical problems were resolved, and the Zoom connection and recording were established at 7:18 PM.

Approve a resolution honoring Louis Americo Polli, the first Italian-born Major League Baseball player.

Clerk Dawes read the resolution and Council approved it on motion of Councilor Lauzon, seconded by Councilor Deering. **Motion carried.**

Those in attendance offered applause in recognition of Mr. Polli's accomplishments, and a copy of the resolution was given to relatives in attendance. It will be part of a permanent display at the Montpelier Mountaineers baseball field.

Visitors and Communications – NONE

New Business –

A) Volunteer appointments/reappointments

i. Cow Pasture Committee – Janette Shaffer (reappointment)

Ms. Shaffer expressed her interest in continuing to serve on the Cow Pasture Stewardship Committee. She spoke of her expertise in grant writing and project management. Council approved the reappointment on motion of Councilor Waszazak, seconded by Councilor Cambel. **Motion carried.**

B) Update on preparations to address the end of the state's motel housing program.

Manager Storellicastro gave a Powerpoint presentation on the coalition of municipalities and organizations that have been meeting to discuss the end of the state's motel housing program, and the impact on local communities and service agencies. The Manager said most recent data says there are 302 adults and 85 children, representing 223 households, in Washington County. There is a possibility of

opening the BOR as a temporary shelter until September 1st, provided the state provides staffing and services for the site. There was discussion on building a transition plan for what would happen beginning September 1st, and camping options in municipalities and state parks.

Lisa Liotta said season passes to state parks is not a viable option as the passes don't allow staying overnight. Overnight camping in state parks is limited to no more than two weeks. Most camping sites are booked well in advance, and don't provide access to transportation, food or services.

Ericka Reil from the Barre City Homelessness Task Force said camping is already going on in Barre City. Ms. Reil said it's hard to build a transition plan when there's no available housing. People need access to services and funding assistance.

Ken Russell from the Montpelier Homelessness Task Force said the state has been trying to transition this issue down to the local level and people are falling through the cracks.

Alison Calderara from Capstone Community Action said between October 2022 and March 2023 they have served 139 households, and were only able to find housing for 39 of them. They have one staff person working with motels on relocations, and there is need for long-term solutions.

There was discussion on whether plans will be in place for July 1st when the motel program ends, developing a uniform policy across municipalities for first responders with regards to encounters with campers, developing a regional approach, and humanely connecting people with services.

Barre City Representative Jonathan Williams said the legislature has included \$102M in housing assistance and \$121M in affordable housing appropriations in the FY24 budget. The funds include \$17M for the Housing Opportunity Program (HOP). Representative Peter Anthony said some of the funding embedded in the FY24 budget hasn't been approved yet.

There was discussion on use of funds to support campers, finding ways to share needs across all regional communities, creating permanent housing, getting a commitment from the state, proposed legislation to open state facilities as housing options, possible emergency declarations that would mobilize the National Guard.

Council will hold a special meeting next Tuesday to get an update on the situation. The meeting will be held on Tuesday, May 30th, at 5PM, and will include representatives from the City's police, fire, and EMS departments.

Sue Higby of Studio Place Arts said the ARPA Community Innovation Fund presentations scheduled for later in the meeting might be deferred, as the ARPA funds might be needed for the homelessness situation.

Councilor Lauzon made the motion to table the ARPA Community Innovation Fund discussion, seconded by Councilor Deering. It was noted such a motion is non-debatable, and Clerk Dawes said it requires a 2/3 vote to approve. **Motion did not carry with Councilors Boutin, Deering, Lauzon, Cambel and Stockwell voting in favor, and Mayor Hemmerick and Councilor Waszazak voting against.**

[N.B. The Clerk noted to the Mayor afterwards that five affirmative votes out of seven is more than 2/3rd, so the motion should have carried.]

Ellen Kaye said these are human beings in our community, and this is sheltering outdoors, not camping, which implies recreation.

Beth Mueller asked what the capacity of the BOR would be as a shelter. Manager Storellicastro said that would be established working with the state.

C) ARPA Community Innovation Fund presentations and authorize funding for selected projects.

Shawn Trader from the Rainbow Bridge Community Center spoke of their request to fund establishing a library of books at the RBCC. Their funding request is \$4,500.

Cathy Hartshorn from the Barre Area Senior Center spoke of their request to fund purchase of equipment to allow for outreach to those who can't access the center. Ms. Hartshorn said they have 343 members, of which 104 are Barre City residents. Their funding request is \$4,875.

Karen Lane from the Old Labor Hall spoke of the request to finish installation of a lift that will serve all floors, and facilities upgrades for sound, lighting & projection equipment, curtain tracking and additional seating. Their funding request is \$15,000.

Karol Diamond from Circle spoke of their need for technology upgrades, infrastructure improvements and new appliances at their shelter location. Their funding request is \$18,000.

Sue Higby from Studio Place Arts spoke of the proposed art installation and lighting improvements in the walkway between the Merchant's Row parking lot and N. Main Street. The funding request is \$24,924.

BUUSD Superintendent Chris Hennessey said he was grateful for the earlier discussion on homelessness, which impacts the schools. He asked to be included in the ongoing coalition discussions.

Ed Rouse from the Spaulding High School Foundation; SHS principal Luke Aither; BUUSD facilities director Jamie Evans; and BUUSD board chair Giuliano Cecchinelli spoke of the need to develop an updated budget and engineering place for athletics field upgrades. Their funding request is \$26,800. A similar request is going before the Barre Town selectboard at its next meeting.

Emily Ruff from Sage Mountain Botanical Sanctuary spoke of plans to expand their outdoor classroom and other facilities. They serve students from the surrounding communities including Barre City and Barre Town, and provide transportation to and from area schools to their campus in Orange. Their funding request is \$20,000.

Jordan Bergeron from Barre Community Baseball spoke of the plans to install lighting at the privately owned Bond Field in Barre Town. Mr. Bergeron said they serve 241 kids between 4 and 12 years old, with approximately 40% coming from Barre City and the balance from Barre Town and surrounding communities. Mr. Bergeron said the Bond Field is home to Barre's Little League Baseball teams. Their funding request is \$75,000, and a similar request is going before the Barre Town selectboard.

No action was taken by the Council at this time.

D) TIF Update.

Stephanie Clarke and David White from White + Burke Real Estate Advisors reviewed the history of the work they've been doing with the City to identify possible new projects for the TIF district. Mr. White said the next phase will be to create an action team of local stakeholders for outreach to those who might be interested in participating in downtown projects that could benefit from public investment. The team will include representatives from Barre Area Development Corporation, Central Vermont Economic Development Corporation, Barre Partnership, and at least two members of the Council. Ms. Clarke said they have reached out to Mayor Hemmerick and Councilor Lauzon to invite them to participate due to

their knowledge of TIF districts and institutional knowledge of the City's district. Other Councilors who might be interested in participating should reach out to the Manager. The intention is to finalize the members of the action team at the next Council meeting.

E) Ordinance #2023-01: Community Investment Ordinance – second reading and public hearing warned for 7:30 PM.

The public hearing opened at 9:30 PM. Councilor Waszazak reviewed the changes incorporated from the last meeting. There was discussion on whether the ordinance will place additional burdens on smaller businesses, making it more difficult for them to work with the City. It was noted there are waivers and exemptions in the ordinance that help address certain situations.

Council adopted the ordinance as presented on motion of Councilor Stockwell, seconded by Councilor Cambel. **Motion carried with Mayor Hemmerick and Councilors Cambel, Stockwell and Waszazak voting in favor, and Councilors Boutin, Deering and Lauzon voting against.**

F) Authorize \$45,297.78 in undesignated FY23 fund balance to purchase replacement fire gear.

Manager Storlicastro said the current fire gear is ten years old, which is the end of its useful life. The cost is too big to absorb in the Fire Department's budget in one lump sum, but future replacement purchases will be more cyclical.

Council approved the purchase with FY23 undesignated fund balance on motion of Councilor Waszazak, seconded by Councilor Stockwell. **Motion carried.**

Upcoming Business –

- Committee interviews beginning June 6th
- Capital Improvement Plan update
- Annual review from Clerk Dawes, including compensation request June 6th

Round Table –

Councilor Deering said he's been enjoying spending time at the Farwell recreation field with his daughter's soccer team.

Councilor Stockwell thanked those who are working on the homelessness housing plan.

Executive Session – NONE

The meeting adjourned at 10:12 PM on motion of Councilor Lauzon, seconded by Councilor Waszazak. **Motion carried.**

The open portions of the meeting were recorded on the video platform.

Respectfully submitted,

Carolyn S. Dawes, City Clerk



CITY OF BARRE

VOLUNTEER APPLICATION

Commissions, Committee, Boards and Task Force Application Form

Note to applicants, including incumbents: after submitting a completed application to the City Manager's Office (execassist@barrecity.org) you will be requested to attend a City Council meeting to be interviewed. You will be advised of the date and approximate time of the Council meeting when you will be interviewed and your application considered. Please type or print legibly below.

Legal Full Name: _____ Date of Birth: _____

Other Names/Nicknames Used : _____

E-mail: _____ Present Mailing Address: _____

Years at Address? _____ Legal residence:(if different from above)

Home Phone: _____

Business Phone: _____

Cell Phone: _____

Position (Commission, Board, Committee or Task Force) applying for

1. _____

2. _____

Please tell us interests you about the committees you selected. List qualifications which may be beneficial to this position. (Use space below or attach additional sheet.)

By signing below you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the City Council has the authority to remove members appointed by them in accordance with the City Charter and Vermont State Statute, as applicable, for misrepresentation of any statement made on this application.

Sign here: _____

Date: _____

Submit completed application to the City Manager's Office at: execassist@barrecity.org

City Manager's Office Use Only

Notified by: email phone on ___/___/___ to attend Council Mtg. on ___/___/___

Notified by: _____

Term of Appointment: From _____ to _____



CITY OF BARRE

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Legal Full Name: Richard Dente Date of Birth: [REDACTED]

Other Names/Nicknames Used : Rick

E-mail: dente37@yahoo.com Present Mailing Address: [REDACTED]

Years at Address? 50 Legal residence:(if different from above)

Home Phone: [REDACTED]

Business Phone: [REDACTED]

Cell Phone: [REDACTED]

Position (Commission, Board, Committee or Task Force) applying for

1. Buildings and Facilities Committee former Civic Center Committee

2. _____

Please tell us interests you about the committees you selected. List qualifications which may be beneficial to this position. (Use space below or attach additional sheet.)

I am a lifelong resident of Barre. I have been a member of this committee for over 30 years. I have always felt very strongly toward preserving and enhancing the facilities we have to help make Barre a center for a variety of activities to offer to its residents and surrounding communities. I have a background in accounting, I own a retail business, I'm Treasurer of two corporations and I appreciate the Historical value of anything vintage.

By signing below you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the City Council has the authority to remove members appointed by them in accordance with the City Charter and Vermont State Statute, as applicable, for misrepresentation of any statement made on this application.

Sign here: [Signature]

Date: 4-28-23

Submit completed application to the City Manager's Office at: excassist@barrecity.org

City Manager's Office Use Only

Notified by: email phone on ___/___/___ to attend Council Mtg. on ___/___/___

Notified by: _____

Term of Appointment: From _____ to _____



CITY OF BARRE

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Legal Full Name: Jon Valsangiacomo Date of Birth: [REDACTED]

Other Names/Nicknames Used : _____
E-mail: jon@vdmLaw.com Present Mailing Address: [REDACTED]

Years at Address? 14-15 years Legal residence:(if different from above)

Home Phone: _____ Business Phone: [REDACTED]

Cell Phone: [REDACTED]

Position (Commission, Board, Committee or Task Force) applying for

1. Civic Center Committee

2. _____

Please tell us interests you about the committees you selected. List qualifications which may be beneficial to this position. (Use space below or attach additional sheet.)

I have been a member, and am a former chair, of the Civic Center Committee for 17 years or more. I would like to continue on the committee given the work we have done and need to continue to do regarding the Sanders Funding for the Aud.

By signing below you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the City Council has the authority to remove members appointed by them in accordance with the City Charter and Vermont State Statute, as applicable, for misrepresentation of any statement made on this application.

Sign here: [Signature]

Date: 4-27-2023

Submit completed application to the City Manager's Office at: execassist@barrecity.org

City Manager's Office Use Only

Notified by: email phone on ___/___/___ to attend Council Mtg. on ___/___/___

Notified by: _____

Term of Appointment: From _____ to _____



CITY OF BARRE

VOLUNTEER APPLICATION

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Legal Full Name: Arthur Bombardier Date of Birth: [REDACTED]

Other Names/Nicknames Used: Art

E-mail: ADKLB5@charter.net Present Mailing Address [REDACTED]

Years at Address? 2 Legal residence: (if different from [REDACTED])

Home Phone: [REDACTED]

Business Phone: Retired

Cell Phone: [REDACTED]

Position (Commission, Board, Committee or Task Force) applying for

1. Transportation & Public Works Committee

2. _____

Please tell us interests you about the committees you selected. List qualifications which may be beneficial to this position. (Use space below or attach additional sheet.)

47 yrs w/ VDOT (Fulltime) - 8 yrs part time w/ VDOT
15 yrs Const. & 32 yrs Design Reviewing Agency Plans
from Conceptual Plans to
Final Plans.

Also, 26 yrs on the Barre City TAC.

By signing below you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the City Council has the authority to remove members appointed by them in accordance with the City Charter and Vermont State Statute, as applicable, for misrepresentation of any statement made on this application.

Sign here: Arthur Bombardier

Date: 4/10/23

Submit completed application to the City Manager's Office at: excassist@barrecity.org

City Manager's Office Use Only

Notified by: email phone on ___/___/___ to attend Council Mtg. on ___/___/___

Notified by: _____

Term of Appointment: From _____ to _____



CITY OF BARRE

VOLUNTEER APPLICATION

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Legal Full Name: Susan McDowell Date of Birth: [REDACTED]

Other Names/Nicknames Used : _____
E-mail: susaninbarre@charter.net Present Mailing Address: [REDACTED]

Years at Address? 30+ Legal residence:(if different from above)

Home Phone: [REDACTED] Business Phone: same

Cell Phone: [REDACTED]

- Position (Commission, Board, Committee or Task Force) applying for
1. Cow Pasture Stewardship Committee
 2. _____

Please tell us interests you about the committees you selected. List qualifications which may be beneficial to this position. (Use space below or attach additional sheet.)

I have great reverence for this beautiful space and often enjoy walking and/or taking photos there. Access to this natural area was fundamental my overall well-being during the most isolate parts of the Covid pandemic. Since then, I have also enjoyed sharing this space with others by way of guiding Mindful Outdoor Experiences.

Additionally, I perceive membership on this committee as an opportunity to use some of my skills (experience in marketing/communications, grant administration, group facilitation, workshop design and presentation, mindful outdoor

By signing below you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the City Council has the authority to remove members appointed by them in accordance with the City Charter and Vermont State Statue, as applicable, for misrepresentation of any statement made on this application.

Sign here: Susan McDowell Date: May 1, 2023

Submit completed application to the City Manager's Office at: execassist@barrecity.org

City Manager's Office Use Only

Notified by: email phone on 802 / / to attend Council Mtg. on / /

Notified by: _____

Term of Appointment: From _____ to _____



CITY OF BARRE

VOLUNTEER APPLICATION

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Legal Full Name: Miriam Ben-Dor Date of Birth: [REDACTED]

Other Names/Nicknames Used : _____

E-mail: miriamvt@yahoo.com Present Mailing Address: [REDACTED]

Years at Address? 4 months Legal residence:(if different from above)

Home Phone: _____ Business Phone: _____

Cell Phone: [REDACTED]

Position (Commission, Board, Committee or Task Force) applying for

1. Barre Homelessness Task Force

2. _____

Please tell us interests you about the committees you selected. List qualifications which may be beneficial to this position. (Use space below or attach additional sheet.)

Having been homeless several times in my life, most recently when I moved back to Vermont in August, I came to know of Another Way in Montpelier, and was glad to be able to use their services to help me get back on my feet. As a result of my volunteering there, I was offered a position with them, where I am now working. One of my coworkers mentioned the taskforce to me, and suggested I would be a good person to join, as I have both knowledge and experience with being homeless, and doing the work of getting rehoused. I may have some particular insight into what some homeless people may need.

By signing below you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the City Council has the authority to remove members appointed by them in accordance with the City Charter and Vermont State Statue, as applicable, for misrepresentation of any statement made on this application.

Sign here: Miriam Ben-Dor

Date: 04/18/2023

Submit completed application to the City Manager's Office at: execassist@barrecity.org

City Manager's Office Use Only

Notified by: email phone on ___/___/___ to attend Council Mtg. on ___/___/___

Notified by: _____

Term of Appointment: From _____ to _____



CITY OF BARRE

VOLUNTEER APPLICATION

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Legal Full Name: Joseph Mueller Date of Birth: [REDACTED]

Other Names/Nicknames Used : _____
E-mail: josefmueller@gmail.com Present Mailing Address: [REDACTED]

Years at Address? 22 Legal residence:(if different from above)

Home Phone: [REDACTED] Business Phone: _____

Cell Phone: same

Position (Commission, Board, Committee or Task Force) applying for

1. Task force on homelessness
2. _____

Please tell us interests you about the committees you selected. List qualifications which may be beneficial to this position. (Use space below or attach additional sheet.)

I have been involved with Good Samaritan Haven as a cook for a few years and I volunteer for VABVI as a driver. I have a Masters in Psychology and am also a member of AA. I am interested in helping in dealing with the homelessl problem in Central Vermont that just seems to be getting worse.

By signing below you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the City Council has the authority to remove members appointed by them in accordance with the City Charter and Vermont State Statue, as applicable, for misrepresentation of any statement made on this application.

Sign here: _____ Date: _____

Submit completed application to the City Manager's Office at: execassist@barrecity.org

City Manager's Office Use Only

Notified by: email phone on ___/___/___ to attend Council Mtg. on ___/___/___

Notified by: _____

Term of Appointment: From _____ to _____



City of Barre, Vermont

“Granite Center of the World”

**ACTION ITEM BRIEFING MEMO
CITY COUNCIL AGENDA ITEM
CITY COUNCIL AGENDA: 05-30-23**

Consent Item No.: _____ **Discussion Item No.** _____ **Action Item No.** 8C

AGENDA ITEM DESCRIPTION:

Clerk/Treasurer Annual Review, Set Compensation

SUBJECT:

Same

SUBMITTING DEPARTMENT/PERSON:

Carol Dawes, clerk/treasurer

STAFF RECOMMENDATION:

Approve clerk/treasurer compensation for FY24

STRATEGIC OUTCOME/PRIOR ACTION:

Not applicable

EXPENDITURE REQUIRED:

None.

FUNDING SOURCE(S):

Not applicable.

LEGAL AUTHORITY/REQUIREMENTS:

*BARRE CITY CHARTER, Article III. Clerk. Sec. 410. Duties. (excerpt)
Compensation for the clerk shall be fixed by the City Council.*

BACKGROUND/SUPPLEMENTAL INFORMATION:

Annually the Clerk/Treasurer presents a review of activities in the offices, and plans for future projects, along with a compensation request for the following fiscal year.

LINK(S):

Not applicable

ATTACHMENTS:

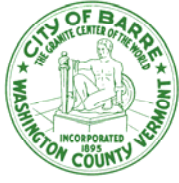
Clerk/Treasurer review and compensation request

INTERESTED/AFFECTED PARTIES:

Clerk/Treasurer, Council, taxpayers

RECOMMENDED ACTION/MOTION:

Approval of Clerk/Treasurer compensation for FY24.



City of Barre, Vermont

“Granite Center of the World”

Carolyn S. Dawes
City Clerk/Treasurer

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To: Barre City Council
From: Carolyn S. Dawes, Barre City Clerk/Treasurer
Date: May 26, 2023
Re: City Clerk/Treasurer Compensation

By this memo I am requesting an hourly wage increase of 4% for FY24.

As per Barre City Charter Chapter 4, Sec. 410, the City Clerk/Treasurer’s compensation is set by the City Council. Below is my election and compensation history since first being elected in March 2008:

Date	Action	Compensation	% increase
3/4/08	Elected to first 2 year term		
3/11/08	compensation rate set for balance of FY08 and all of FY09. This represented a 10% decrease from the previous clerk/treasurer’s compensation.	\$20.72/hour	-10%
6/23/09	compensation rate for FY10 set	\$21.45/hour	3.5%
3/2/10	Re-elected to 2 nd term		
6/15/10	compensation rate for FY11 set	\$22.20	3.5%
5/24/11	compensation rate for FY12 set	\$22.20	0%
12/20/11	compensation rate for FY13 set	\$23.31	5%
3/6/12	Re-elected for 3 rd term		
1/15/13	compensation rate for FY14 set	\$23.90	2.5%
3/4/14	Re-elected for 4 th term		
7/24/14	compensation rate for FY15 set	\$24.38	2%
6/16/15	compensation rate for FY16 set	\$25.60	5%
3/1/16	Re-elected for 5 th term		
5/24/16	Compensation rate for FY17 set	\$26.37	3%
6/1/17	Compensation rate for FY18 set	\$26.90	2%
3/6/18	Re-elected for 6 th term		
6/19/18	Compensation rate for FY19 set	\$27.71	3%
6/11/19	Compensation rate for FY20 set	\$28.68	3.5%
3/3/20	Re-elected for 7 th term		
6/16/20	Compensation rate for FY21 set	\$29.54	3%
5/25/21	Compensation rate for FY22 set	\$30.43	3%
3/1/22	Re-elected for 8 th term		
5/31/22	Compensation rate for FY23 set	\$31.95	5%

Taking into consideration my experience and leadership of the departments under my supervision, the initiatives that have been launched during my tenure, my ongoing participation in continuing education,

and the budget as approved by the voters on March 2, 2023, **I am requesting a base salary increase of 4%**, for a 40 hour work week. Traditionally, I work more hours at no additional pay.

Item	FY2023 compensation	Requested FY 2024 compensation
Hourly Rate	\$31.95	\$33.23

Other compensation would continue to include the benefits for exempt employees:

- Single person high deductible health insurance plan and health savings account, with employer contributions and employee payroll deductions, as outlined in the USW Collective Bargaining Agreement (or such coverage as is mandated under federal/state law).
- Single person dental and life insurance.
- Eyeglasses coverage.
- Longevity pay of \$1.85/week/year of service (began after three years).
- Employer contributions to VMERS retirement plan (in addition to employee contributions).
- Access to Section 457 deferred compensation fund (employee contributions only).
- Access to AFLAC insurance (employee contributions only).
- Holiday, vacation, personal, and sick time.

In the past I have provided comparison information from the VCLT annual compensation report, however, far fewer municipalities are participating in the report these days, so the data available is less comprehensive. Below is FY22 clerk/treasurer compensation as reported from 7 towns in the 4,000 – 10,000 population range (sorted by hourly rate):

Municipality	Population	Hourly Rate	Gross Pay
Newport City	4,244	\$43.04	\$89,523.72
Stowe Town	4,447	\$39.85	\$82,881.24
Morristown Town	5,485	\$37.30	\$77,584.00
Swanton Town	6,542	\$34.58	\$71,926.40
St. Johnsbury Town	7,162	\$32.92	\$68,475.68
Barre City	8,590	\$31.96	\$66,476.80
Derby Town	4,256	\$25.22	\$52,450.32



DUTIES OF OFFICE/DEPARTMENTS

I manage the clerk/treasurer office, collections department, and elections. The departments and staff carry out their statutory and city charter/ordinance responsibilities:

- Recording land, city, and vital records.
- Coordinating and conducting elections.
- Issuing licenses, permits and registrations.
- Billing, collecting and processing property taxes and account receivables.
- Billing, collecting and processing delinquent taxes, delinquent water/sewer payments, and delinquent account receivables.
- Assisting the Council with charter & ordinance revisions, resolutions, policies, and other needs.
- Working with the Boards of Civil Authority and Abatement on hearings and appeals.
- Managing borrowing, investing, banking and cash flow needs.
- Maintaining clerk & election sections of website.
- Assisting the public.

SINCE May 2022 REPORT

Since my May 2022 presentation to Council, department staff and I have worked on the following:

- We scheduled the following tax sales this fiscal year. All properties paid in full before the tax sale dates, so no actual sales were held:
 - September 29, 2022 (4 properties)
 - April 4, 2023 (3 properties)
- Currently participating in VT Housing Assistance Program (VHAP) being administered through VT Housing Finance Agency. This program offers assistance for delinquent property taxes and water/sewer bills for those experiencing COVID-related economic hardship. To date the City has received ~ \$90,000. The application deadline is mid-June 2023, and the program will end shortly after that.
- We are also participating in the Low-Income Household Waste/Water Assistance Program (LIHWAP) being administered by VT DCF Economic Services. This program provides assistance for delinquent, current and future water/sewer bills. It's an ongoing program with no end date, and so far we have received ~ \$6,500 in delinquent payments and ~ \$3,500 for future payments.
- Conducted the following elections since the last report. FYI there are approximately 6,000 voters on the checklist:

Election	Voters participating
August 9, 2022 state primary election	1,318
November 8, 2022 general election	2,845
March 7, 2023 annual meeting election	1,241
May 9, 2023 BUUSD budget revote	842

The August 2022 primary election was held as a drive-through in the BOR, and the May 2023 BUUSD budget revote was held at the Old Labor Hall as the civic center wasn't available. All active voters were mailed a postcard in January 2022, and again in January 2023, encouraging them to request absentee ballots for the March 2023 annual town meeting.

- The average property tax delinquency rate for the past four quarters has been 5.44%, as compared to the previous four quarters (5.12%). Our goal is to average below 5% delinquency rate per quarter. We're seeing an increase in the number of properties going delinquent because people are aware of the assistance programs. While the delinquency rate is a bit higher this year over last year, the delinquency rate at the end of FY22 was just over 1%.
- Continue to head up a group of staff on the Parking Team; mitigating issues; working with businesses & organizations that have parking permit agreements with the City; responding to public comments and complaints as needed, and crafting new policies and ordinance language. The Team meets monthly and includes the Manager, Planning Director, Public Works Director, Police Chief and Deputy Chief, and parking enforcement personnel. Current issues being worked on include expanding available overnight parking in the downtown, reviewing parking agreements, exploring options for winter parking, and parking fees for use of the EV charging stations.
- The City's cash flow has been healthy enough that we have taken advantage of an investment opportunity; depositing \$500,000 into a 12-month CD at Union Bank with an APR of 4.25%.
- Continue to oversee investment and financial control of the Semprebob Bequest Fund, Semprebob Bike Path Fund, Semprebob Vermont Community Foundation Annuity Fund, Keith Fund, and Brusa Trust, including tracking expenditures and reimbursements from the various funds to the City General Fund, and vice versa.
- Continue to oversee investment and financial control of the five cemetery-related accounts, including transferring funds and allocations from accounts as required by receipts, expenses and budgeting.

- Serve as TIF communications liaison between the City and VT Economic Progress Council (VEPC). Worked with city staff to complete the 2022 annual TIF report. Worked with city auditors to complete the FY22 TIF Agreed Upon Procedures report for VEPC. Work with VEPC twice a year for their spring and fall monitoring reviews of TIF projects and records-keeping. The fall 2022 monitoring visit included review of the findings in the State’s Auditor’s report and a tour of the TIF project areas, and the spring 2023 monitoring report included no findings on our records and accounting.
- Worked with Barre City’s legislative representatives to seek an additional 2-year extension for the TIF district’s deadline to incur debt. The bill was originally S.94, but was absorbed into H.471. It passed both legislative bodies, and is now waiting for the Governor’s signature. The bill includes the 2-year extension, and an extension to 2039 for retaining municipal and education increment.
- Fifteen-year member of the Vermont Municipal Clerks & Treasurers Association.
 - Chair of the VMCTA Legislative Committee. This year efforts were focused on continued emergency open meeting law and town meeting measures, election law changes including ranked choice voting, and advocating against towns being required to do mailings on behalf of the Tax Department.
 - Member of the VMCTA public records retention ad hoc committee; continue to work with the Vermont State Archives and Records Administration (VSARA) to develop more user-friendly municipal records retention schedules.
- Manage bond funds – pull records and make requisition requests for all active bonds:

○ \$1.15M bond (approved 3/6/18)(closed)	○ \$560K bond (approved 3/5/19)
○ \$720K bond (approved 3/6/18)(closed)	○ \$2.5M bond (approved 3/5/19)
○ \$900K bond (approved 8/14/18)(closed)	○ \$1.7M bond (approved 3/3/20)

FUTURE PROJECTS FOR FY24

Upcoming/continuing projects include:

- Consult with Vermont State Archives and Records Administration on current vault layouts and records storage options. The hope is to continue to move in the direction of digitization to grow our remote access, and to preserve the original records by limiting physical access. There are also records in the vault that need to be reviewed, and have their necessary retention determined. This project has been on my wish list for several years; dependent upon being able to get someone from VSARA here to review our vaults and records. Such visits haven’t been possible for many years, but with the addition of new staff at VSARA, vault visits are slowly being offered.
- Adopt a record retention policy, and review/dispose of records as allowed by statute and policy. The policy has been drafted, and should be completed in the coming months.
- Conduct at least one election:
 - March 5, 2024 annual (town) meeting (will include presidential primary)
- Contract to have surveys/plats in the land records digitized and made available remotely. Many of these documents are in very poor condition and need the originals will need to be preserved after scanning. There are funds available – \$4 of the recording fees received for every page of land records is set aside in a preservation fund. The current balance is approximately \$100,000.
- Continue to move backwards in time with digital conversion of land records so as to allow access electronically. Currently back to 1980. This work is eligible to be paid for out of the preservation funds mentioned above.
- Working with the VT Department of Taxes Property Valuation and Review Division on implementation of new grand list software, which is scheduled to take place over the next two years. This will involve both the Clerk’s office and the Assessor’s office. Some of the assessor portions of the new software went live in 2022. The original plan was to implement full integration for summer 2023, but there have been delays. Some portions associated with the

Assessor's office are rolling out in 2023, but the integration with the grand list and property taxes won't take place until 2024.

I'm planning for my retirement as of Town Meeting Day 2024:

- Working on an operations manual and tickler file of the work done in the clerk's office, and those tasks that are specific to the clerk/treasurer.
- Planning to hold public meetings/opportunities for people to meet with me to talk about the work, in an effort to encourage folks to run for the position.
- Working with the Manager on possible continued assistance with special projects.