

**REGULAR COUNCIL MEETING**  
**Tuesday, December 6, 2022, 7:00pm**

Join Zoom Meeting

<https://us06web.zoom.us/j/84167678361?pwd=b3FQVFhwd3BZVndvRENQTGV4WU4wZz09>

Meeting ID: 841 6767 8361      Passcode: 425227

One tap mobile 929-205-6099

**Page Item**

1. Call to Order – 7:00 pm
2. Adjustments to the Agenda
3. Visitors and Communications
4. Consent Agenda
3. A. Approval of Minutes Regular City Council Meeting of November 29, 2022
8. B. Approval of City Warrants from Week of Wednesday December 7, 2022
16. C. Clerk’s Office Licenses and Permits
17. D. Appointment of the Manager as an authorized representative for CWSRF and DWSRF
18. E. Authorize the Mayor to sign a letter of support for a Resource USDA application
5. City Clerk & Treasurer Report
6. Liquor Control Board/Cannabis Control Board
7. City Manager’s Report
8. Unfinished Business
9. New Business
21. A. “Housing Needs Assessment for the City of Barre” presentation (Housing Task Force)
30. B. FY24 Budget Presentations: Barre Area Development Corporation, The Barre Partnership, and Aldrich Public Library (Manager and City Partners)
68. C.. Authorization of a VLCT community Fund grant application by the Diversity & Equity Committee (Mayor, Councilor Stockwell, and D&E Committee Chair Mulvaney)
10. Upcoming Business
11. Round Table
12. Executive Session – As Needed
13. Adjourn

Nicolas Storrellicastro, City Manager

*The portion of this meeting starting at 6:00pm 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/](http://cvtv723.org/)*

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**OTHER MEETINGS AND EVENTS**

**Check the City Website for Meeting Warnings, Agendas, Meeting Location and Log-in Instructions.**

**Thursday December 1<sup>st</sup>**

Development Review Board 7 P.M. Council Chambers

**Monday December 5<sup>th</sup>**

Recreation Committee 5 P.M. Virtual only

**December 6<sup>th</sup>**

Animal Control Committee 5 P.M. Council Chambers

**December 7<sup>th</sup>**

Homelessness Taskforce 7 P.M. Public Safety Building Hybrid

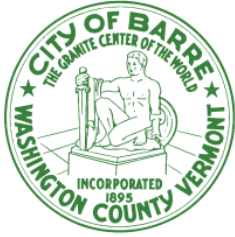
**December 8<sup>th</sup>**

Planning Commission 5:30 P.M. Council Chambers

Diversity and Equity Committee at 6:30PM by zoom only

**December 12<sup>th</sup>**

Police Advisory Committee 6 P.M. Public Safety Building Hybrid



# *City of Barre, Vermont*

*“Granite Center of the World”*

**R. Nicolas Storrellicastro**  
City Manager

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## MEMO

**TO:** City Council  
**FR:** The Manager  
**DATE:** 12/6/22  
**SUBJECT:** Packet Memo re: 12/6/22 Council Meeting Agenda Items

Councilors:

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

### **New Business:**

#### **Item 9-A: “Housing Needs Assessments for the City of Barre” Presentation (Housing Task Force)**

David Sichel will present the white paper prepared by the Housing Task Force, which provides information about housing needs in the City of Barre, as well as some actions for the City to consider. There is no action memo associated with this item. Mr. Sichel has been directed to keep his presentation to 10 minutes or less to allow for discussion.

#### **Item 9-B: FY24 Budget Presentations: Barre Area Development Corporation (BADC), The Barre Partnership, and Aldrich Public Library (Manager and City Partners)**

This is the final installment of our FY24 Budget review, and includes presentations from the major organizations that receive funding. The presentations will be made by Aimee Green (recently hired Executive Director of BADC), Tracie Lewis (Executive Director of The Barre Partnership), and Loren Polk (Director of the Aldrich Library). Please note that due to the challenging FY24 Budget conditions we have been discussing, the draft FY24 Budget we have been presenting to you assumes flat funding for all organizations. Any increases to these organizations recommended by Council would cause projected expenses to increase by such amounts. All the presenters have been directed to keep presentations to 10 minutes or less to allow for discussion.

#### **Item 9-C: Authorization of a VLCT Community Fund grant application by the Diversity & Equity Committee (Mayor, Councilor Stockwell, and D&E Committee Chair Mulvaney)**

The Diversity & Equity Committee has been working over the past several weeks on an application for funding to support their proposed “Let’s Talk About Justice, Diversity, Equity, Inclusion and Belonging” project. The Committee has been working closely with the Mayor and Councilor Stockwell, and they have kept me apprised as to their progress. I believe the City is able to support implementation of this grant, and I believe it will have value for our community. Included in the packet, you will find the application, the Grant Application Review Form pursuant to Council Policy, and letters in support of the application, including from Police Chief Vail.

**Special Meeting of the Barre City Council  
Held November 29, 2022**

The Special Meeting of the Barre City Council was called to order in person by Mayor Jake Hemmerick at 6:30 PM at Barre City Hall. 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 was City Manager Nicolas Storellicastro.

**Absent:** NONE

**Also present:** NONE

**Adjustments to the Agenda:** NONE

**Executive Session** – Councilor Lauzon made the motion to find that premature general public knowledge of personnel issues to be discussed would clearly place the City of Barre at a substantial disadvantage should the discussions be public. The motion was seconded by Councilor Waszazak. **Motion carried.**

Council went into executive session at 6:32 PM to discuss personnel issues under the provisions of 1 VSA § 313 on motion of Councilor Lauzon, seconded by Councilor Cambel. Manager Storellicastro was invited into the executive session. **Motion carried.**

Council came out of executive session at 7:00 PM on motion of Councilor Lauzon, seconded by Councilor Stockwell. **Motion carried.**

Mayor Hemmerick adjourned the meeting at 7:00 PM.

**Regular Meeting of the Barre City Council  
Held November 29, 2022**

The Regular Meeting of the Barre City Council was called to order in person and via video platform by Mayor Jake Hemmerick at 7:02 PM at Barre City Hall. 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 Storellicastro, Finance Director Dawn Monahan, Public Works Director Bill Ahearn, Interim Fire Chief Joe Aldsworth, Community Outreach Specialist Brooke Pouliot, and Clerk/Treasurer Carol Dawes.

**Absent:** NONE

**Adjustments to the Agenda:** The following adjustments were made:

- Move authorization of engineering contract to follow the DPW FY24 budget presentation.
- New a new agenda item to schedule an Animal Control Committee hearing.
- Add approval of a special community development warrant to the consent agenda.
- Add discussion on the VT IDEAL grant program on advancing equity at the local level.

**Visitors and Communications** –

Bernadette Rose reminded everyone that we are on unceded Abenaki lands. Ms. Rose thanked the interfaith community and downtown churches for supporting those experiencing housing insecurities.

Porter Walbridge Jr. said he has completed his Eagle Scout project, and his court of honor is scheduled for December 17<sup>th</sup>. He invited Councilors to attend. Mayor Lauzon asked Council to add an agenda item making December 17<sup>th</sup> Porter Walbridge Jr. Day in recognition of his accomplishment and dedication to the community. Those in attendance offered a round of applause to Mr. Walbridge.

**Approval of Consent Agenda:**

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

- A. Approval of Minutes:
  - i. Regular meeting of November 15, 2022.
- B. City Warrants as presented:
  - 1. Ratification of Week 2022-47, dated November 23, 2022:
    - i. Accounts Payable: \$82,415.59
    - ii. Payroll (gross): \$133,366.59
  - 2. Approval of Week 2022-48, dated November 30, 2022:
    - i. Accounts Payable: \$271,987.32
    - ii. Payroll (gross): \$151,155.40
- C. 2022 Licenses & Permits:
- D. Approval of donation from Brusa Trust to Capstone Crisis Fuel Assistance Program.
- E. (added) Approval of special community development warrant to transfer ACCD housing grant funds to Downstreet Housing & Community Development.

**City Clerk & Treasurer Report –**

Clerk/Treasurer Dawes reported on the following:

- Annual license renewals were mailed out last week.
- The Clerk noted Capstone has matching opportunities for donations, and the City's donation to their fuel assistance qualifies for a 100% match.

**Liquor Control Board/Cannabis Control Board – NONE**

**City Manager's Report –**

Manager Storlicastro noted the following:

- Recent special events were great including the November 18-20 college basketball tournament, and last weekend's holiday parade, tree lighting, and craft fair.
- A committee has been formed for the fire chief search, led by Interim Chief Joe Aldsworth. They are reviewing applications.
- The ARPA survey closes December 9<sup>th</sup>, and the final report will come to Council in January. There have been 18 letters of interest for funding requests received to date.
- Continuing to meet people in the community. Met with Gregg Forbis at Rainbow Bridge Community Center.
- Noted the recent passing of Judith Miles, who was a fixture in the community for many years. The Manager said the first piece of mail he received when he started working for Barre City was a welcome card from Ms. Miles.

**Unfinished Business – NONE**

**New Business –**

- A) Authorize an emergency allocation in support of the operation of a day-time warming shelter at Aldrich Library.**

Manager Storellicastro said the estimated costs for the 2022-2023 winter proposal total \$12,000, with the Barre Interfaith Community covering half of the costs, and the City being asked to cover the balance. The Manager said his recommendation is to allocate the funds out of the FY22 fund balance.

Ericka Reil, chair of the Homelessness Task Force, said there is an urgent need, and the proposed expenses would cover staffing and minimal supplies for the center at the Aldrich Library.

Aldrich Library director Loren Polk said the library standardized hours to accommodate those needing shelter between when the local church breakfasts close and the library opens to the general public.

Community Outreach Specialist Brooke Pouliot spoke of the importance of a warm space and access to services.

Interim Fire Chief Joe Aldsworth said people need to get out of the weather, and a warming shelter reduces the need for emergency services and emergency rooms.

There was discussion on the amount of the request, and whether the City's share should come from ARPA funds instead of the fund balance.

Councilor Lauzon made the motion to allocate up to \$6,000 out of ARPA funds for the welcome and warming center. Motion was seconded by Councilor Waszazak.

Sarah Helman asked about last year's expenses and what was provided for services. Ms. Polk said last year's costs totaled \$3,739.45, and covered expenses associated with staffing and supplies. The estimate for this year includes similar expenses for an extended period of time.

Councilor Lauzon called the question. The motion died for lack of a second.

Bernadette Rose said the City should seek support from surrounding communities. There was discussion on including these expenses on an ongoing basis in the library's budget.

Council voted on the motion as made. **Motion carried.**

#### **B) FY24 Budget Department Reviews: Public Works.**

Public Works Director Bill Ahearn reviewed his presentation on the engineering and public works departments' proposed FY24 budgets. Mr. Ahearn said he oversees general fund budgets that include engineering, streets, snow removal, and fleet operations. He also oversees the water treatment, water distribution, and wastewater treatment departments, which are separately funded through enterprise funds. He noted his presentation this evening deals exclusively with the general fund departments. The integrated increase between the engineering and public works departments shows an increase of 1.49%. Mr. Ahearn reviewed the percentage of costs for patching potholes, stormwater-related activities, and staff costs, and increases associated with rising fuel costs. He noted popular community service activities including tire collections, bulky trash days, and making drop off locations available for yard waste.

There was discussion on what the breakdown of paving expenses between the general and capital funds, bike path planning and funding sources, new procedures to reduce the amount of salt needed, use of the See. Click. Fix. application for reporting issues to the department, using hired project managers for upcoming projects, building capacity to complete projects so as to take advantage of the state and federal funding currently available.

**E) Authorize an engineering contract with Wright-Pierce Consulting Engineers for completion of a 20-year Wastewater Treatment Facility (WWTF) Review.**

Mr. Ahearn said the last review was completed in 1993, and is supposed to be done every 20 years. He said there are major upgrades needed, and the review will help identify and prioritize them. There was discussion on the scope of work included in the contract, and the loan program helping to fund the review, which is forgivable should any portion of the work be completed within a certain timeframe.

Council approved the authorization on motion of Councilor Waszazak, seconded by Councilor Deering.  
**Motion carried.**

**C) FY24 Revenue Review.**

Manager Storellicastro reviewed the presentation highlighting proposed changes in revenues, which includes removing some licensing, increasing some fees, and creating new permits. There was discussion on collection efforts for unpaid parking tickets, reviewing stormwater connection fees, and reviewing reinspection fees for properties that aren't meeting building codes.

Manager Storellicastro said all departments have now presented their draft FY24 expense budgets to the Council, along with revenues. The December 20<sup>th</sup> Council meeting will focus on the entire budget.

**D) Introductory committee re-set discussion.**

Manager Storellicastro reviewed his memo and draft reorganization chart. There was discussion on how to merge committees and appoint members when there might be more people than there are spaces on the new committee, limiting people's service to one committee, and rearranging some of the proposed committee groupings. The Manager said he will solicit input from committee members with an eye towards making changes in the new year. Council asked to see the list again with current committee members included.

**Added) Scheduling an Animal Control Committee Hearing.**

Manager Storellicastro said the City has received a request for a hearing before the Animal Control Committee related to a dog bite incident. Current members of the ACC are Councilors Boutin, Deering, and Stockwell. The hearing was scheduled for Thursday, December 1, 2022 at 5Pm at Alumni Hall. It was requested that the final written decision be reviewed by the City Attorney before being issued.

**Added) IDEAL Program.**

Councilor Lauzon distributed information about the IDEAL Vermont program for advancing equity at the local level. The program is administered by the Vermont Office of Racial Equity, and is a coalition of Vermont municipalities dedicated to advancing racial and other forms of equity across the state through shared learning and tangible action. Councilor Lauzon encouraged people to read through the materials and perhaps bring it back for further discussion.

**Added) Naming December 17, 2022 Porter Walbridge Jr. Day**

In recognition of Mr. Walbridge's upcoming Eagle Scout Court of Honor, Council named December 17, 2022 as Porter Walbridge Jr. Day on motion of Councilor Lauzon, seconded by Councilor Stockwell.

**Motion carried.**

**Upcoming Business – NONE**

**Round Table –**

Councilor Boutin asked for a five-minute executive session to discuss personnel. He said it was a great weekend of holiday festivities. He reminded the other Councilors of this coming Saturday's coin drop for the Christmas for Kids program.

Other Councilors offered kudos to the Barre Partnership for the wonderful holiday events over the past weekend.

Mayor Hemmerick encouraged people to take the ARPA survey, available through the City's website. He said the Downstreet Recovery House grand opening is December 6<sup>th</sup>. Light Up the Library is kicking off with numerous displays throughout the library that are available for purchase or raffle. The Mayor thanked Councilor Stockwell for sitting in for him on the Mayors Coalition.

**Executive Session** – Councilor Lauzon made the motion to find that premature general public knowledge of personnel issues to be discussed would clearly place the City of Barre at a substantial disadvantage should the discussions be public. The motion was seconded by Councilor Stockwell. **Motion carried.**

Council went into executive session at 10:07 PM to discuss personnel issues under the provisions of 1 VSA § 313 on motion of Councilor Lauzon, seconded by Councilor Stockwell. Manager Storellicastro and Clerk Dawes were invited into the executive session. **Motion carried.**

Council came out of executive session at 10:12 PM on motion of Councilor Waszazak, seconded by Councilor Cambel. **Motion carried.**

No action was taken.

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

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

Respectfully submitted,

Carolyn S. Dawes, City Clerk

By check number for check acct 01 (GENERAL FUND) and check dates 12/07/22 thru 12/07/22

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
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01142	AFLAC						
	836142	monthly premium	001-2000-240.0018	DENTAL PAYABLE	0.00	4,294.26	147362
01003	ALDRICH PUBLIC LIBRARY						
	11232022	warming shelters	019-5010-130.0182	Welcome & Warming Center	0.00	3,739.45	147363
	11282022	2nd qtr payment	001-7010-220.0420	ALDRICH LIBRARY	0.00	59,823.00	147364
					0.00	63,562.45	
01007	ALLIANCE MECHANICAL						
	058352	Cleaning Methane digester	003-8330-320.0740	EQUIPMENT MAINT	0.00	4,631.62	147365
	060201	heat for digester	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	1,028.75	147365
					0.00	5,660.37	
23018	AUBUCHON HARDWARE						
	491637	3/4 press & temp valve	002-8200-320.0750	MAIN LINE MAINT	0.00	16.19	147366
	492192	shower rod	001-7030-350.1053	SUPPLIES/EQUIPMENT	0.00	10.79	147366
					0.00	26.98	
02123	BARRE PARTNERSHIP THE						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,250.00	147367
02067	BARRE SENIOR CENTER						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,875.00	147368
02131	BARRE UNIFIED UNION SCHOOL DISTRIC						
	11282022	2nd qtr payment	001-4005-405.4005	GENERAL TAXES	0.00	1592,420.66	147369
02499	BASIC BENEFITS LLC						
	09012022	cobra coverage R Pike	001-9020-110.0151	HEALTH INSURANCE	0.00	738.40	147370
02399	BROWN DENISE K						
	12022022	refund ovrnght prk pmt	001-4030-430.4038	PARKING PERMITS	0.00	16.97	147371
03062	C FORD PROFESSIONAL LETTERING						
	15392	Banners	048-8000-320.0762	BOR BANNER EXP	0.00	470.58	147372
03217	C V LANDFILL INC						
	691404	grit	003-8330-230.0518	GRIT	0.00	4,913.14	147373
03209	CAPSTONE COMMUNITY ACTION						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	750.00	147374
03098	CENTRAL VT ADULT BASIC EDUCATION						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,925.00	147375
03055	CENTRAL VT COUNCIL ON AGING						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	3,750.00	147376



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Vendor

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03056	CENTRAL VT HOME HEALTH & HOSPICE						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	7,000.00	147377
03420	CHAMPLAIN VALLEY PLUMBING AND HEAT						
	704615	fuel WWTP Tnk 2	003-8330-330.0825	FUEL OIL	0.00	1,532.59	147378
	733697	fuel 135 N Main St	001-7015-330.0831	WHEELLOCK BLDG FUEL	0.00	589.04	147378
	735691	fuel WWTP Tnk 4	003-8330-330.0825	FUEL OIL	0.00	2,081.62	147378
	736924	fuel City Hall	001-6043-330.0833	FUEL OIL	0.00	1,835.00	147378
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					0.00	6,038.25	
03277	CHARTER COMMUNICATIONS						
	59721111922	internet service	001-7020-200.0217	IT	0.00	149.98	147379
03159	CIRCLE						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	500.00	147380
03083	COMMUNITY HARVEST OF CENTRAL VERMO						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	375.00	147381
03315	CONSOLIDATED COMMUNICATIONS						
	11182022	radio circuits	002-8220-320.0724	RADIO MAINT	0.00	66.96	147382
	11182022	radio circuits	002-8200-320.0724	RADIO MAINT	0.00	46.12	147382
	11182022	radio circuits	001-8020-320.0724	RADIO MAINT	0.00	46.11	147382
	11182022	radio circuits	001-8050-320.0724	RADIO MAINT	0.00	46.11	147382
	11212022	pump house	003-8300-320.0737	EJECTOR STATION N MAIN ST	0.00	72.58	147382
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					0.00	277.88	
04030	DMS MACHINING & FABRICATION						
	46207	steel labor	001-8050-320.0743	TRUCK MAINT - STS	0.00	1,143.16	147383
04133	DOWNSTREET HOUSING & COMMUNITY DEV						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,250.00	147384
04106	DUBOIS & KING INC						
	622274	engineering services	001-8050-120.0171	CONSULTANT SERVICES	0.00	370.00	147385
04095	DUFRESNE GROUP						
	17044	North End PS RPR	003-8430-500.1401	2.5M-N MAIN ST PUMP STATI	0.00	2,442.50	147386
	17045	North End PS CS Spec	003-8430-400.1401	NE PUMP STA RLF	0.00	3,229.20	147386
	17136	North End PS CS Bas	003-8430-500.1401	2.5M-N MAIN ST PUMP STATI	0.00	5,590.00	147386
	17144	7122030 sw permit renewal	001-8050-120.0172	STORMWATER PERMIT FEES	0.00	3,951.00	147386
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					0.00	15,212.70	
05040	EAST COAST SIGNALS						
	6753-201972	signal maint April 21	001-6070-200.0211	TRAFFIC LIGHT MAINTENANCE	0.00	2,815.00	147387

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	6882-201972	signal maintenance	001-6070-200.0211	TRAFFIC LIGHT MAINTENANCE	0.00	1,560.00	147387
					0.00	4,375.00	
05030 ESMI OF NEW YORK LLC							
	454993	biosolids 11/6-11/12/22	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	8,135.97	147388
	456138	11/13-11/19/22 biosolids	003-8330-230.0519	DISPOSAL OF SLUDGE	0.00	2,720.20	147388
					0.00	10,856.17	
05007 EVERETT J PRESCOTT INC							
	6050283	#2 insetters - meters	002-8200-320.0753	METER MAINT	0.00	8,333.00	147389
	6058346	#2 insetters - meters	002-8200-320.0753	METER MAINT	0.00	8,333.00	147389
	6109082	6x6 cplg Out of svc bags	002-8200-320.0750	MAIN LINE MAINT	0.00	930.90	147389
	6110333	2 1/2x2 adapter	003-8330-320.0727	BLDG & GROUNDS MAINT	0.00	53.28	147389
					0.00	17,650.18	
06095 FAMILY CENTER OF WASHINGTON COUNTY							
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	875.00	147390
06012 FISHER SCIENTIFIC							
	8038819	buffer clrd yllw & blue	003-8330-320.0737	LAB MAINT	0.00	184.80	147391
06031 FOXFIRE TREE CARE LLC							
	01340-I	remove trees Bugbee Ave	001-8040-320.0725	PUB PARKS/TREES MAINT	0.00	4,680.00	147392
07127 GOOD BEGINNINGS OF CENTRAL VT							
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	250.00	147393
07055 GOOD SAMARITAN HAVEN							
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	375.00	147394
07100 GREEN MOUNTAIN TRANSIT AGENCY							
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	9,600.25	147395
07006 GREEN MT POWER CORP							
	11142022	Main St historic lights	001-6060-200.0210	ELECTRICITY	0.00	491.05	147396
	11152022H	135 N Main Wheelock	001-7015-200.0210	WHEELLOCK ELECTRICITY	0.00	87.94	147396
	11212022	6 N Main City Hall	001-6043-200.0210	CITY HALL ELECTRICITY	0.00	503.26	147396
	11212022A	N Front St WWP	003-8330-200.0210	ELECTRICITY	0.00	14,161.79	147396
	11212022B	61 Seminary Aud & BOR	001-7020-200.0210	ELECTRICITY	0.00	1,436.62	147396
	11212022B	61 Seminary Aud & BOR	001-7030-200.0210	ELECTRICITY	0.00	2,154.94	147396
	11212022C	15 Fourth St PSB	001-7035-200.0210	ELECTRICITY	0.00	1,505.47	147396
					0.00	20,341.07	
08001 HACH CO							
	13348691	chlorine	003-8330-320.0737	LAB MAINT	0.00	316.22	147397

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
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09033	IMPACT FIRE SERVICES						
	25014968	fire extinguishers	001-7020-320.0729	ANNEX MAINT	0.00	320.00	147398
09021	IRVING ENERGY						
	367077	propane	001-7030-330.0836	PROPANE	0.00	256.79	147399
	53007	propane PSB	001-7035-330.0836	PROPANE	0.00	2,490.88	147399
					-----	0.00	2,747.67
10093	JACQUEZ JONATHAN						
	112822	ret ovrnight prking prmit	001-4030-430.4038	PARKING PERMITS	0.00	16.97	147400
10013	JEWETT DENNIE & CAROL OR						
	00072-101822	delinq water/sewer refund	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	106.59	147401
	00072-10182A	delinq water/sewer refund	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	32.55	147402
					-----	0.00	139.14
12054	LAWSON PRODUCTS INC						
	9310095549	Cotter pins & Linch Pins	001-8050-350.1061	SUPPLIES - GARAGE	0.00	258.61	147403
13102	MACKENZIE STEVEN E						
	112822	zoom jot form	001-5040-130.0184	MANAGER'S EXPENSES	0.00	34.97	147404
	112822	zoom jot form	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	157.92	147404
					-----	0.00	192.89
13068	MAIN STREET LAW LLP						
	68422	USW negotiations	001-5030-230.0517	CONTRACT NEGOTIATIONS	0.00	650.00	147405
13061	MAINE OXY						
	3002603102	propane	001-7030-350.1053	SUPPLIES/EQUIPMENT	0.00	379.96	147406
13075	MCWILLIAM JAMES						
	2022-8-JM	Nov 14-Nov 23 56.5 hrs	048-8000-320.0762	BOR BANNER EXP	0.00	1,412.50	147407
13299	MORRIS SCOTT						
	2601918	boot reimbursement	001-8050-340.0943	FOOTWARE	0.00	418.01	147408
14078	NEW ENGLAND AIR SYSTEMS LLC						
	187665	burner assembly repair	002-8200-320.0727	BLDG & GROUNDS MAINT	0.00	301.62	147409
14134	NORTHEAST DELTA DENTAL						
	12012022	monthly premium	002-8200-110.0153	DENTAL INS	0.00	118.62	147410
	12012022	monthly premium	001-2000-240.0018	DENTAL PAYABLE	0.00	2,786.06	147410
	12012022	monthly premium	001-9020-110.0153	DENTAL INSURANCE	0.00	2,581.23	147410
	12012022	monthly premium	001-9020-110.0153	DENTAL INSURANCE	0.00	33.22	147410
	12012022	monthly premium	003-8330-110.0153	DENTAL INSURANCE	0.00	106.86	147410

By check number for check acct 01 (GENERAL FUND) and check dates 12/07/22 thru 12/07/22

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	12012022	monthly premium	002-8220-110.0153	DENTAL INS	0.00	106.86	147410
	12012022	monthly premium	003-8300-110.0153	DENTAL INSURANCE	0.00	152.18	147410
					-----		
					0.00	5,885.03	
14055 NORWAY & SONS INC							
	16908	install new lights	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	513.46	147411
14051 NRPA							
	11302022	NRPA Membership	001-7050-220.0413	DUES/MEMBERSHIP FEES	0.00	180.00	147412
16074 PEOPLES HEALTH & WELLNESS CLINIC							
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	750.00	147413
18148 R K MILES							
	42918/7	3/4x4x8 plywood	001-8050-320.0742	SNOW EQUIP MAINT	0.00	202.75	147414
	42929/7	TNF spray foam	003-8330-320.0740	EQUIPMENT MAINT	0.00	13.28	147414
					-----		
					0.00	216.03	
18023 RETIRED & SENIOR VOLUNTEER PROGRAM							
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	750.00	147415
19002 SAFETY-KLEEN SYSTEMS INC							
	90311944	parts washer solvent	001-8050-320.0743	TRUCK MAINT - STS	0.00	285.93	147416
19418 SANEL NAPA - BARRE							
	372912	snap ring pliers	003-8330-350.1060	SMALL TOOLS	0.00	18.49	147417
	374147	batt cable battery core d	003-8330-320.0743	TRUCK MAINT	0.00	7.29	147417
	374147	batt cable battery core d	003-8330-320.0740	EQUIPMENT MAINT	0.00	222.29	147417
	374179	bulbs	001-8050-320.0743	TRUCK MAINT - STS	0.00	15.29	147417
	374245	power steering fluid	003-8330-320.0743	TRUCK MAINT	0.00	7.69	147417
	374280	tire bead sealer	001-8050-350.1061	SUPPLIES - GARAGE	0.00	19.29	147417
	374672	coupler	001-7030-350.1053	SUPPLIES/EQUIPMENT	0.00	11.49	147417
					-----		
					0.00	301.83	
19061 SCHWAAB INC							
	7660736	City Manager stamp	001-5040-350.1053	OFFICE SUPPLIES/EQUIPMENT	0.00	49.50	147418
19060 SEXUAL ASSAULT CRISIS TEAM							
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	625.00	147419
19431 STITZEL PAGE & FLECHER PC							
	69928	TIF District	001-5030-120.0170	PROF SERVICES - CITY ATT	0.00	195.00	147420
19415 SUNBELT RENTALS INC							
	132655588-00	sweeper/broom rental	001-8050-210.0323	EQUIPMENT RENTAL - STS	0.00	203.87	147421
19160 SWISH WHITE RIVER							
	W532913	wipers towels spry 9 lyso	002-8220-320.0727	BLDG & GROUNDS MAINT	0.00	535.50	147422

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PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	W535027	Ice rid plus	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	681.00	147422
					0.00	1,216.50	
20072	TALLMAN LAW ASSOCIATES PC						
	0125-0132-00	delinq prop tax refund	001-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	1,399.03	147423
20002	TIMES ARGUS ASSOC INC						
	184261	Tax Deadline	001-5070-230.0510	ADVERTISING (TAXES)	0.00	95.16	147424
	184265	DRB Hearing 12/1/22	001-8030-230.0510	ADVERTISING/PRINTING	0.00	84.91	147424
	184280	College Classic	048-8000-320.0762	BOR BANNER EXP	0.00	150.00	147424
	184315	Council Agenda 11/22/22	001-5010-230.0510	ADVERTISING/PRINTING	0.00	59.09	147424
	184784	Council Agenda 11/29/22	001-5010-230.0510	ADVERTISING/PRINTING	0.00	275.73	147424
					0.00	664.89	
20005	TOWN OF BARRE						
	22493	lawn wst site expenses	001-7015-320.0721	FIELD MAINTENANCE	0.00	3,262.08	147425
20020	TWOMBLY OLIVER L						
	2022-28	N Main Pump Station	003-8430-500.1401	2.5M-N MAIN ST PUMP STATI	0.00	3,419.00	147426
21002	UNIFIRST CORP						
	1070181592	Uniforms	002-8220-340.0940	CLOTHING	0.00	69.64	147427
	70181592	Uniforms	003-8300-340.0940	CLOTHING	0.00	42.69	147427
	70181592	Uniforms	003-8330-340.0940	CLOTHING	0.00	63.72	147427
	70181592	Uniforms	003-8330-320.0743	TRUCK MAINT	0.00	14.77	147427
	70181595	Uniforms	001-8500-340.0940	CLOTHING	0.00	28.06	147427
	70181595	Uniforms	001-7030-340.0940	CLOTHING	0.00	66.00	147427
	70181595	Uniforms	001-7015-340.0940	CLOTHING	0.00	14.93	147427
	70181595	Uniforms	001-6043-340.0940	CLOTHING	0.00	28.93	147427
	70181595	Uniforms	001-7020-340.0940	CLOTHING	0.00	36.58	147427
	70181596	Uniforms	003-8300-340.0940	CLOTHING	0.00	71.18	147427
	70181596	Uniforms	002-8200-340.0940	CLOTHING	0.00	130.58	147427
	70181596	Uniforms	001-8050-320.0743	TRUCK MAINT - STS	0.00	92.31	147427
	70181596	Uniforms	001-8050-340.0940	CLOTHING	0.00	265.60	147427
					0.00	924.99	
21017	UNUM LIFE INS CO OF AMERICA						
	12012022	monthly premium	003-8300-110.0152	LIFE INSURANCE	0.00	198.46	147429
	12012022	monthly premium	002-8220-110.0152	LIFE INS	0.00	144.76	147429
	12012022	monthly premium	001-2000-240.0017	LIFE PAYABLE	0.00	1,666.79	147429
	12012022	monthly premium	002-8200-110.0152	LIFE INS	0.00	154.81	147429
	12012022	monthly premium	001-9020-110.0152	LIFE INSURANCE	0.00	43.41	147429
	12012022	monthly premium	001-9020-110.0152	LIFE INSURANCE	0.00	3,480.25	147429
	12012022	monthly premium	003-8330-110.0152	LIFE INSURANCE	0.00	187.77	147429
					0.00	5,876.25	
21003	US POSTMASTER						
	11232022	postage water/sewer	003-8300-360.1163	METER POSTAGE	0.00	950.00	147430

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	11232022	postage water/sewer	002-8200-360.1163	METER POSTAGE	0.00	950.00	147430
					0.00	1,900.00	
22013	VERMONT DEPT OF HEALTH						
	12012022	renewal food license	001-7020-320.0727	BLDG/GROUNDS MAINT	0.00	105.00	147431
22142	VERMONT DOOR COMPANY						
	34294	repair ovrhead door	001-7035-320.0727	BLDG & GROUNDS MAINT	0.00	2,121.00	147432
22011	VIKING-CIVES USA						
	4519531	standoff inner arm	001-8050-320.0743	TRUCK MAINT - STS	0.00	197.08	147433
	4519540	cutting edges & locknuts	001-8050-320.0743	TRUCK MAINT - STS	0.00	2,387.28	147433
	4519633	Sabre blad Angle Blade	001-8050-320.0743	TRUCK MAINT - STS	0.00	1,126.24	147433
					0.00	3,710.60	
22025	VLCT						
	MAC2022-0482	Reg cannabis retail	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	56.00	147434
	MAC2022-0591	Mun budget capital plan	001-5010-130.0184	CITY COUNCIL'S EXPENSES	0.00	48.00	147434
					0.00	104.00	
22138	VT ASSOC FOR BLIND & VISUALLY IMPA						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	250.00	147435
22040	VT CENTER FOR INDEPENDENT LIVING						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	750.00	147436
23064	WASHINGTON COUNTY DIVERSION PROGRA						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	625.00	147437
23059	WASHINGTON COUNTY MENTAL HEALTH						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	2,500.00	147438
23033	WCYSB						
	11282022	2nd qtr appropriation	001-9110-220.0425	VOTER APPROVED ASS EX	0.00	1,250.00	147439
24503	WILLETT DONNA						
	04783	delinq water/sewer refund	002-2000-200.0214	REFUND OVERPAYMENT-T/C	0.00	196.15	147440
23041	WORK SAFE						
	29957	signs Compact Cars Only	001-8050-360.1189	STREET SIGNS	0.00	20.30	147441

12/02/22  
01:09 pm

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

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HGrandfield

By check number for check acct 01 (GENERAL FUND) and check dates 12/07/22 thru 12/07/22

Vendor							
PO	Invoice	Invoice	Account	Account	PO	Invoice	
Number	Number	Description	Number	Description	Amount	Amount	Check
-----							
Report Total					-----	1830,562.28	
					=====		

To the Treasurer of City of Barre, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*1,830,562.28  
Let this be your order for the payments of these amounts.

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**Permit List to Council  
November 18, 2022 to December 2, 2022**

Planning, Permitting & Assessing Services  
6 N. Main Street, Suite 7 ~ Barre, VT 05641

Street #	Street Name	Permit#	Permit Type	Work Description	Issue Date	Owner Name
57	Batchelder Street	B22-000083	Building Permit	Demolish and remove existing 2-car garage	12/01/2022	Carl A Brusetti
240	N Main Street	B22-000084	Building Permit	Interior demolition of former diner in preparation for redevelopment.	12/01/2022	Elizabeth Manriquez
20	Merchant Street	B22-000085	Building Permit	Approval of interior wall demo and finishings in Bldg known as 42 Summer St: remove some interior walls to create an open area for commercial gym.	12/01/2022	Kerin Properties, LLC
21	Park Street	B22-000086	Building Permit	Installation of a 4.13kW AC roof mounted solar PV system.	12/01/2022	Laura J. Cadmus
21	Metro Way	B22-000087	Building Permit	Installation of a ticket window in the retail space, and move an interior door.	12/01/2022	Metro Development One, LLC
100	Summer Street	E22-000130	Electrical Permit	EM-03280. Update outlets in all 4 apartments.	11/29/2022	DH Properties, LLC, [Joshua Dubrovich, Jennie Holden]
20	Merchant Street	E22-000131	Electrical Permit	EM-07640. Commercial Building 42 Summer: Remove electrical from old walls and install necessary outlets, etc. plus parking lot lighting.	11/29/2022	Kerin Properties, LLC
502	N Main Street	E22-000132	Electrical Permit	EM-03669. Rework electrical in existing storage building.	11/30/2022	FHS Holdings, LLC
42	Beckley Street	E22-000133	Electrical Permit	EM-05829. Installation of a rooftop solar interconnected PV system; 20 modules (100 amp), 6.00 kW DC. Has an accompanying building permit.	12/01/2022	Braun E Hudson
80	Abbott Avenue	Z22-000054	Zoning Permit	Infill inground swimming pool. Contractor: Lajeunesse Construction, Inc.	Issued 11/29/22; effective 12/14/2022	Mark J McKnight & Suzanne C Duvall
20	Merchant Street	Z22-000055	Zoning Permit	Approval of wall signage on Bldg known as 42 Summer Street. Gooseneck overhead lighting allowed.	Issued 11/29/22; effective 12/14/2022	Kerin Properties, LLC
8	School Street	Z22-000056	Zoning Permit	Boundary line adjustment between 6 and 8 School Street: give 0.36 acres (1729 sf) from 6 School Street to 8 School Street.	Issued 11/29/22; effective 12/14/2022	Lorraine M Bisson
1	Bromur Street	Z22-000057	Zoning Permit	Redevelopment of site parking, drives, pedestrian walks and amenities.	Issued 11/29/22; effective 12/14/2022	Downstreet Housing and Community Development, Inc.
2	Bromur Street	Z22-000058	Zoning Permit	Redevelopment of site parking, drives, pedestrian walks and amenities.	Issued 11/29/22; effective 12/14/2022	Downstreet Housing and Community Development, Inc.
4	Cottage Street	Z22-000059	Zoning Permit	Change of Use approval for a total of 3 transitional housing units. Front area of building to remain as office space.	Issued 12/01/22; effective 12/16/2022	Mosaic Vermont, LLC



CLEAN WATER STATE REVOLVING FUND (CWSRF)  
DRINKING WATER STATE REVOLVING FUND (DWSRF)

## Appointment of Alternative Authorized Representative



Loan Number (WPL/RF3/RF1) RF1-253-2.0, RF1-281-2.0, and RF3-e439-1.0

The City of Barre City Council, as legislative body of the applicant, hereby authorized Nicolas Storellicastro to act as an alternative authorized representative of the applicant for the purpose of furnishing to the State of Vermont such information, data and documents pertaining to the above noted project as may be required and otherwise to act as the authorized representative of the applicant in connection with the project.

This is a/an change in authorized representative. If change in authorized representative, they are replacing Steven Mackenzie and Steve Micheli.

Updated contact information:

Name: Nicolas Storellicastro

Mailing Address: 6 N. Main Street, Suite 2

Email: [citymanager@barrecity.org](mailto:citymanager@barrecity.org)

Phone number: 802-476-6520

Signed by the majority of the legislative body.

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Date: 12/6/2022

# *City of Barre, Vermont*

*“Granite Center of the World”*

**ACTION ITEM BRIEFING MEMO  
CITY COUNCIL AGENDA ITEM  
CITY COUNCIL AGENDA: December 6, 2022**

**Consent Item No.: 4-E**

**AGENDA ITEM DESCRIPTION:** Authorize the Mayor to sign a letter of support for a ReSOURCE USDA application

**SUBJECT:** Improvements to the Beck & Beck #1 Granite Shed at 30 Granite Street

**SUBMITTING DEPARTMENT or PERSON:** Mayor Hemmerick

**STAFF RECCOMENDATION:** None

**STRATEGIC OUTCOME/PRIOR ACTION:** Development & improvements within the City. Support for a local nonprofit that provides training and poverty relief programs.

**EXPENDITURE REQUIRED:** No City funding required or requested

**LEGAL AUTHORITY/REQUIREMENTS:** The United States Department of Agriculture (USDA) Rural Development requests evidence of community support from the governing body as part of their application. The applicant reports that they have coordinated with the City’s permitting and public works offices, which have no concerns.

**BACKGROUND/SUPPLEMENTAL INFORMATION:**

ReSOURCE is hoping to do a final phase of renovations to its facility, the old Beck & Beck #1 granite shed at 30 Granite Street and will be submitting a USDA Rural Development grant next month. They have asked for a letter of support from the City to include with the \$300,000 grant application, which is estimated to cover about 55% of the total project cost.

The goal of this final phase of construction is to complete siding replacement and build a covered receiving area that will make the drop-off donation easier for donors and more comfortable for staff. Fixing the siding will restore the historic appearance of the building. While the ReSOURCE has restored the siding on the front faces of the building, the rear of the building still has cracked and peeling vinyl siding that does not reflect the historic character of the area nor the professionalism of either ReSOURCE nor the City of Barre.

This project contributes to ReSOURCE’s overall mission and will help enhance program outcomes:

**Training outcomes:** 30 YouthBuild and Construction/Weatherization 101 students will be enrolled (this is an increase over 24 trainees in the last year). 80% will graduate. Of graduates, 95%

will obtain at least one industry recognized skill certification (NCCER, OSHA-10), and 90% or more will be placed in employment with a starting wage of \$17/hr or more.

**Poverty relief outcomes:** Through expanded capacity, ReSOURCE will further extend its poverty relief programs. In the last year this site processed 33,791 sales; 476 shoppers making those purchases were from Barre. ReSOURCE will again give away up to \$100,000 in free essential goods and services to Vermont communities and nonprofit partners.

For more information, contact:

Thomas Longstreth, Executive Director of the ReSOURCE  
329 Harvest Lane, Suite 200, Williston, VT 05495  
(802) 857-4344

**ATTACHMENTS:**

- Evidence of Community Support

**INTERESTED/AFFECTED PARTIES:**

- Employees & partners at ReSOURCE.
- USDA Rural Development
- Adjoining Property Owners
- Barre City Permitting Officials

**RECOMMENDED ACTION/MOTION:** Authorize the Mayor to sign the Evidence of Community Support letter to Thomas Longstreth.

## EVIDENCE OF COMMUNITY SUPPORT

### For Non-Profit Organizations

TO: USDA Rural Development

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SUBJECT: Community Support for Community Facility Application to  
USDA Rural Development

Please be advised the Town/City of Barre, VT supports the application which has been submitted to USDA Rural Development by ReSource: A Nonprofit Community Enterprise (applicant) for (brief description of project):

Final phase renovations to the ReSource's facility in Barre, VT. ReSource provides critical job skill training, environmental stewardship, and poverty relief programs and services. The City previously supported the first phase of renovations at this site and support the current proposal to complete siding replacement, and build a covered receiving area that will enhance operations and restore the historic appearance of the building.

The applicant/project will provide needed services to the community and is not expected to have an adverse impact on other facilities providing similar services or on services provided directly by our community (such as police, fire, water, sewer, educational, transportation, etc.).

Provision of this certificate in no way commits our community to provide financial support for the proposed project.

Name: Jake Hemmerick  
Title: Mayor  
Date: December 6, 2022  
Signature: \_\_\_\_\_

*This document should be executed by an authorized official of the governing body of the community in which the proposed facility to be financed is located.*

Updated 6/10/08

## **Housing Needs Assessment for the City of Barre**

All In For Barre Housing Task Force- October 2022

Barre needs to build all types of new housing and improve its existing aging housing stock. Even though according to the latest census data Barre's population declined in the last decade there is currently an unprecedented demand for single family homes, condos and apartments of all sizes. This is reflected in the low availability and quick sale of existing homes and the pleas across all media from people desperate for houses and apartments. Additionally, local businesses, hospitals and even schools are reporting the loss of potential employees because they cannot find housing. On top of this housing crisis is the growing numbers of homeless people who have little chance of finding permanent affordable homes.

There is no single solution for ending the housing shortage. It will need a wide range of short and long term projects and programs requiring the involvement and contributions from local, state and federal governments working with non-profits agencies, private homeowners, developers, volunteers, tenants and landlords.

The Housing Task Force of the Barre City Council has set a goal of creating at least 100 new housing units in the city in the next five years. The Barre City Council will need to hire a professional to get ideas from all the various groups that can help solve the crisis and to write a final assessment of the city's housing needs. In the meantime the Barre Housing Task Force, a group organized as part of the 2021 All in For Barre community action plan, has been meeting, discussing and researching possible solutions.

The following are some of our recommended goals and actions discussed by the various sub-committees of the task force. This is just a start and will need to be expanded on as we develop new ideas and to include costs, timelines, responsible partners and very importantly how to communicate with Barre's citizens about these efforts.

### **Homelessness**

**Goal: Provide timely and ongoing support of the homeless in Barre.**

Action: Through policy and monetary support Barre City should continue to work with local non-profit agencies that are successfully serving the homeless in Barre such as Good Samaritan Haven, Interfaith organizations, etc.

Action: Work with other Washington County communities to more efficiently serve the homeless. If it doesn't already exist, create a Washington County homeless task force.

Action: Fund a position who works to identify existing services in Barre City and who is responsible for creating and promoting a central public media hub to provide information between agencies and the public about currently available services.

## **Single Family Homes**

**Goal: Increase the number of ADUs (Accessory Dwelling Units) in owner occupied buildings.**

Action: Change zoning ordinances that hinder expansion of ADUs.

Action: Provide information to homeowners about the costs and benefits of ADUs. Look at the Brattleboro model that aids homeowners with ADUs.

**Goal: Improve the value, energy efficiency and safety of Barre's existing single-family homes.**

Action: Create a revolving low interest loan fund to help homeowners pay for: upgrading basic systems in their home (especially electrical); weatherizing and making homes more energy efficient; helping with flood proofing in high flood prone areas; and assisting with the costs of adding an ADU to their home.

Action: Support and assist Habitat for Humanity's Blackwell Street Project that is working with individual homeowners in the neighborhood to improve the condition of their homes.

Action: Work with Efficiency Vermont or other appropriate agencies to publicize and develop a weatherization program for Barre City homeowners.

Action: Work with local technical schools and create programs for students that provide hands-on supervised training in upgrading systems, weatherizing, and flood proofing of older homes in Barre.

## **New Housing**

**Goal: Build more new housing of all types in Barre.**

Action: Review and change existing zoning ordinance that hinder new building projects.

Action: Create a map using GSI information that shows vacant land both public and private in each of Barre's neighborhoods showing where possible building lots exist.

Action: Investigate the costs of building out paper streets as a way to encourage building on vacant lots. Determine if this action is even financially feasible. If not, study the possibility of abandoning these paper streets.

Action: Work with developers to increase the supply of housing in the city. Be open to public-private partnerships.

Action: Work with local agencies, such as Downstreet Housing to develop more affordable housing options in the city.

Action: Consider opportunities for Co-Housing and Boarding Houses and other creative affordable housing options.

Action: Work with large local employers and banks to create funding sources for building ADUs, multi-family apartment buildings, single family homes, or PUDs (Planned Unit Developments) to provide workforce housing.

Action: Take advantage of any state and federally funded programs to assist in development of new housing.

Action: Continue to register vacant buildings and develop a system to quickly sell these properties so they can be rehabilitated for housing or demolished to create space to build new housing.

### **Owner-Occupied Housing**

**Goal: Increase the percentage of owner-occupied homes.**

Action: Create programs to assist first-time home buyers. This can include interest rate subsidies and other incentives.

Action: Publicize training and assistance for individuals considering purchasing a first home that is available through Downstreet Housing and Community Development..

Action: Promote opportunities and create incentives for first-time home buyers to purchase properties that include income generating units such as duplexes and homes with accessory dwelling units. This can help offset the costs of home ownership.

Action: Consider why there are not more condominiums in Barre and whether they should be encouraged and incentivized. Condos can be a more affordable owner-occupied housing option.

Action: Promote Home-Share opportunities. Consider whether any zoning rules inhibit this.

### **Landlord Tenant Laws**

**Goal: Increase the number of rental units.**

Action: Work with landlord and tenant groups to identify problems with the current state law that take rental units off the market.

Action: Work with local legislators to introduce and adopt changes to state statutes that are more balanced.

## **Data and Analysis**

To better inform actions to improve existing housing and adding housing stock to the community it is important to have data and information about the current situation.

### **Executive Summary**

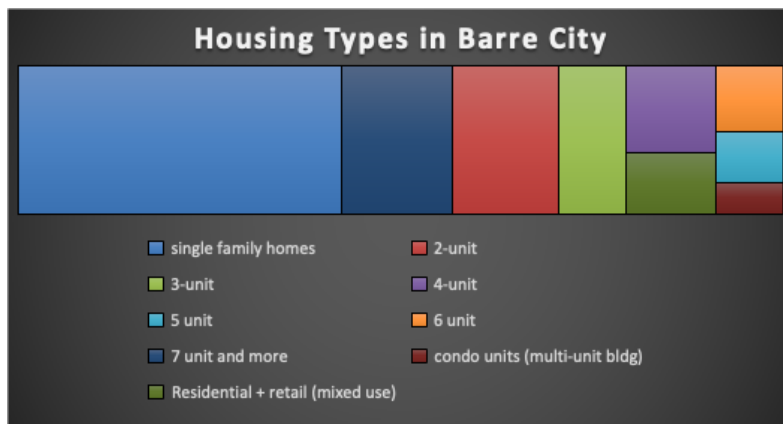
1. While Barre's population and the number of households has shrunk a bit there is a severe shortage of housing.
2. Barre has a very old housing stock. Many older houses need expensive upgrades. Some are not currently habitable.
3. There is a lack of new housing development.
4. It appears that the private market alone will not be able to address the issue.
5. Zoning ordinances related to housing need to be reviewed and updated.
6. Barre has a higher percentage of residents living in rental housing than county and statewide averages.
7. Median income levels are low compared to county and statewide averages.
8. Forty four percent of Barre households paid more than thirty percent of their income for housing in 2019. The percentage is probably higher now. This is despite home prices and rental rates that are significantly lower than county and statewide averages.
9. The housing shortage is creating problems for employers and will inhibit job creation.

### **What We Know About Barre Residents and Housing**

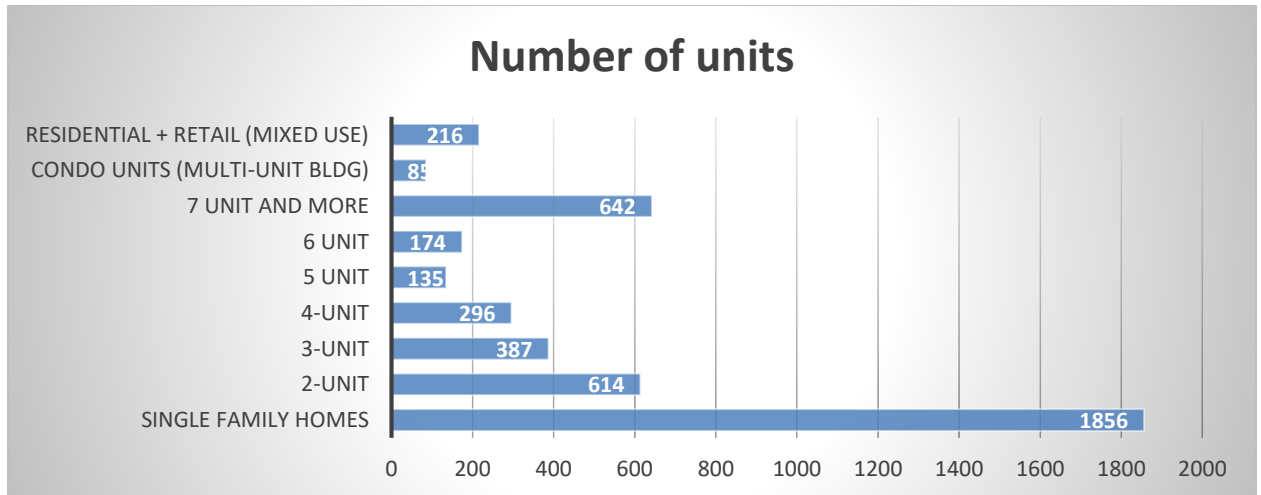
- Barre City has 3983 households of which 1863 are owner occupied and 2120 are renters. Fifty three percent of Barre households are renters compared to twenty nine percent statewide. (2019 data from housingdata.org). In Washington County 71 % of housing is owner occupied. (Vermont Housing Needs Assessment Report- VDHCD- Feb. 2020)
- There were 154 fewer households in Barre City in 2019 than there were in 2010. The decrease was spread across both owner occupied and rental housing. (2019 data from housingdata.org)
- Barre City has a median income level under the statewide average. The median household income in Barre City is \$38,142 versus \$61,973 statewide. The median household income for homeowners in Barre City is \$60,578 compared to \$75,634 statewide. The median household income for renters in Barre City is \$26,092 compared to \$35,969 statewide. Median household income went down in Barre City from 2009-2019, it went up statewide. (2019 data from housingdata.org)
- Barre City median household income is sixty percent of the Washington County wide median income. (2019 data from housingdata.org)
- Twenty percent of Barre City households paid more than fifty percent of household income towards housing costs while an additional twenty three percent paid between thirty and forty nine percent. A total of forty four percent of Barre households paid more than thirty percent of their income towards housing costs. This is higher than statewide averages for homeowners and lower for renters. (2019 data from housingdata.org)



- Median primary home prices in Barre City in 2020 were about one-third less than the statewide median home price. This has historically been the case. In 2020 the median home price in Barre City was \$165,000 as compared to \$245,000 statewide. (2020 data from housingdata.org). Median home sale prices in Washington County were \$200,515 in 2018. (Vermont Housing Needs Assessment Report- VDHCD- Feb. 2020)
- Housing stock in Barre City is much older than the statewide averages. The median year in which a house was built in Barre City is 1942 as compared to 1974 statewide. Almost fifty percent of houses in Barre City were built before 1939, as compared to about twenty six percent statewide. About thirteen percent of houses in Barre City were built after 1980 as compared to almost forty one percent statewide. (2014-18 data from housingdata.org)
- Median monthly gross rents in Barre City were \$739 as compared to \$985 statewide. (2019 data from housingdata.org). Rents in Washington County were also higher, \$880 on average in 2017. (Vermont Housing Needs Assessment Report- VDHCD- Feb. 2020)
- Barre has a relatively high number of residents earning below the federal poverty level. Thirty nine percent of renter households in Barre City are extremely low income (Less than 30% of Median Income). (Downstreet Housing Report 2016)
- There is currently a shortage of housing in the area. Rental units are hard to find. Houses that go on the market sell quickly and prices have gone up significantly. This seems to be especially the case for mid-priced homes.
- Rental vacancy rates in Washington County are 2.5%. The only county with a lower vacancy rate is Chittenden County. (Vermont Housing Needs Assessment Report- VDHCD- Feb. 2020)



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- “There are an estimated fifty vacant and substandard housing units in Barre. The housing units are vacant for a variety of reasons, including stalled and lengthy lender foreclosure processes and investors who hold properties but don’t have the desire and/or funds to rehabilitate them. There are undeveloped neighborhoods, streets, and lots within the city boundaries, capable of cumulatively accepting over one hundred additional housing units. Both categories represent potential low-hanging fruit for housing development.”

From the Planning Commission White Paper on Housing 2021.

- About half of Barre City residents work outside of the city.
- Seventy one percent of the people who work in Barre live outside of the city. (2019 data from housingdata.org)
- Commute to work times are mostly short. Seventy one percent of Barre residents have a commute of less than thirty minutes. This is slightly less than the statewide average. (2018 data from housingdata.org)
- A lack of housing in the area is creating problems for employers who recruit employees from outside of the area. For example, it is creating problems for Central Vermont Medical Center, one of the area’s largest employers.
- “Barre City: The importance of Barre City’s commitment to renovating its downtown and the subsequent increases in local private employment and growth in owner-occupancy cannot be underestimated. The underlying basis for a healthy housing market is stronger than it was four years ago. Its job base has stabilized; accessibility along the I-89 corridor remains strong; perhaps most of all, it now holds a significant share of the affordable ownership stock in Central Vermont. Communities where the cost of ownership is 60% to 100% higher now surround Barre City. Making the community attractive to young homeowners is a critical piece of any long-term housing stabilization strategy and that outcome appears to be occurring. This does not necessarily mean building the inventory of shared equity homes in town. The significantly lower ownership costs allow for market options that give greater weight to the deterrence of resale limitations that come with deed restrictions. Declining senior households limit the demand for independent senior housing. The community continues to have a disproportionate share of the county’s ELI and Very Low Income non-elderly renters. Median renter incomes remain quite low as to market

rents. A significant number of work-age adults are not in the job market. These factors provide significant barriers to improvements in rental stock and in the likelihood of any new mixed-income tax credit rental development succeeding.”

Downstreet Housing Assessment 2016

These challenges bring up many questions. Below are some things that would be good to know and understand in order to inform a plan to address the city’s housing needs.

### **What We Don’t Know and Would Like to Find Out**

- The population in Barre is shrinking yet there is a lack of housing. Why is this? Is Barre losing housing units, if so, why? Are household sizes getting smaller? Are housing units converting to temporary rentals such as Airbnb?
- There is little, if any, new housing being built in Barre. This is the case for both single and multi-family units. Why is that? Is there a disconnect between the cost of construction and the attainable price for newly built units?
- Are municipal zoning and other regulations hampering development of new housing units, both single and multi-family? If so, how? How do we balance neighborhood wants, public health, aesthetics, etc.? Would changes lead to additional housing units? If yes, how many units?
- How will construction of new housing impact the grand list? Will new housing result in higher governmental expenses? For example, new school students, more roads to plow, etc. Will there be a net tax gain or loss for Barre City?
- The housing stock in Barre is old, much older than the statewide average. Many properties would benefit from significant investment in improving them. Are there ways to help make this happen? Would the investment pay off? If so, how?
- What would make Barre a more appealing place to work and live?
- What sort of public/private projects might work?
- Will improving housing stock make rentals and owner-occupied housing prices go up.? If so, will this make the housing affordability issue worse?
- Are there enough tradespeople (electricians, builders, plumbers, etc.) to undertake this work?
- Do we need to address housing for the elderly? Do we need to address housing for people with special needs? Do we need to address housing equity and inclusion?
- Many single-family homes are occupied by people seventy-five and older. Will these homes come on the market in the next ten to fifteen years?
- Is Barre City unattractive to potential single-family homeowners? Does Barre City have reputational issues to address?

### **Analysis and Ideas**

- Median income in Barre is quite low compared to the state average. It is 61.5% of the statewide average.
- Housing prices and rental rates in Barre are very low compared to state median price.

- New construction costs are high. It might cost about \$350,000 to obtain land and build a single-family house. This does not include the cost of infrastructure. Can such a house sell for that much in Barre? Is there a market for these types of houses in the city?
- There are several programs and there is funding for low-income housing. Organizations such as Downstreet Housing and Good Samaritan Haven provide these provide housing for homeless and low-income people. State and federal funding is available but probably not adequate.
- There is also a shortage of single-family housing in the area. Are there programs to encourage construction of new single-family and non-low-income housing? Are there alternatives to single-family housing?
- Amend zoning ordinances to allow paper streets to be developed. The city might need to fund the infrastructure to accomplish this. Developing paper streets might be very expensive and difficult compared to other options to bring new housing online.
- Amend zoning ordinances to allow higher density development. For example, adjust or eliminate density requirements, change zoning district lines, reduce lot sizes, remove or reduce parking spaces per unit requirement.
- Create a revolving loan fund to help with home improvements/renovation. Will it work? Will people use it?
- Expand, better fund, and better publicize home weatherization programs. This reduces heating cost, thus making housing more affordable. In some cases, this might be significant. In the case of rental properties, it may be difficult to assure that the savings accrue to the renters because it is the landlord that must invest in the energy efficient improvements.
- There are many vacant upper floors in downtown buildings. Can this space be converted to living units (rentals or condominiums)? There may also be an opportunity to redevelop, from the ground up some vacant or under-utilized properties downtown. This would require significant investment and a public private partnership.
- There might be several other reasons for the housing shortage in Barre.
  - Based on the rental registry kept by the City and anecdotal reports, there are a number of landlords that are taking apartments off the market. Some have said that this is because it is too hard and expensive to evict tenants that are not paying rent, are engaged in unlawful activities, are disruptive, damaging the apartment, etc. It can take up to a year to evict a tenant that is not paying rent. The lost rental income and legal fees can be prohibitive for some landlords. Some apartment owners say it is cheaper to keep the apartment vacant than to rent it. This might require action at the state level.
  - Some housing units are not available because they are not inhabitable and the cost to bring them up to code is prohibitive.
  - Are family sizes getting smaller?
  - Are more housing units being used as short-term rentals? For traveling nurses, for Air B&B type units, etc.
  - Is the Census undercounting the population in Barre?

## **Updated Information**

While the data presented in this white paper is fairly recent, market conditions have changed dramatically over the past few years, since the arrival of COVID. The housing market has become even tighter while home prices and rental rates have increased dramatically. Below are a few data points to illustrate the changes.

- The median single family home sale price in Barre City has increased to about \$200,000, perhaps even a bit higher based on recent real estate sales data. This is a twenty percent increase over the 2020 median home price of \$165,000.
- Very few single-family homes are coming on the market. For example, on September 12, 2022, there were only seven homes listed for sale in Barre City. An additional twelve homes were listed in Barre Town. This may be in part because people are hesitant to sell their homes due to the cost and difficulty of finding a new home. With interest rates now rising people may also not want to give up their low rate mortgages.
- In August 2022, a house in Barre City is on the market for 28 days before sale on average.
- The rental vacancy rate in Barre is about one half of one percent!
- Rents have gone up dramatically. Current HUD fair market rents in Barre, adopted in July 2022 (2023 rates), which includes utilities, are \$953 for a one-bedroom to \$1,584 for a three-bedroom apartment. The 2019 HUD rates were \$785 for a one-bedroom and \$1,298 for a three-bedroom apartment. This is an average twenty one percent increase. These are countywide numbers based on a five-year rolling average (2016-2020). Because recent rents have been increasing at a much faster rate, these rates will likely increase rapidly as new years get added and old years drop off. HUD market rates represent a maximum rent equal to the fortieth percentile of area market rents.
- The up-front cost to rent an apartment are very high. The deposit can include first and last month's rent, a security deposit, and sometimes other surcharges, such as for pets. One Housing Task Force member explained this cost can be over \$6,000. Given the median incomes in Barre this can be a prohibitive amount.

## **In Summary**

We know that the City of Barre is a relatively low-income community with an old housing stock. In addition, a high percentage of city residents are renters compared to surrounding areas. Almost half of the city's residents pay more than 30 percent of the income towards housing costs. This number has certainly increased due to rapidly rising home prices and inflation. This is in spite of the fact that home prices and rental rates are significantly lower than those in the rest of Washington County. Rental vacancy rates are very low. Housing stock in Barre City is old and often in need of significant and expensive improvement to meet current codes.

There is a broad need for housing of all types in Barre City and the wider area. The costs of new construction and significant house renovations is high, and this may discourage new construction and housing stock upgrades.

## **Barre Area Development Corporation FY2024 Budget**

### **Budget Overview and Summary**

Barre Area Development, Inc. (BADC)'s benefits to the Barre Community (City and Town) include nurturing promoting, sustaining, and implementing economic development. We coordinate economic development services among various local, State and Federal agencies and organizations that impact economic and housing development in the Barre community. Additionally, we collaborate with the Barre Partnership and other private, not-for-profit and government sectors to provide joint marketing and business recruitment and retention. We are the primary point of contact for information and support regarding economic development in the municipalities, and we develop and work with funding sources to develop, assist and sustain housing and business for Barre. In FY24 we will be working actively with the Regional Priorities Committee to develop and sustain critical housing needs in Barre with the Prospect Heights Project, while also recruiting and assisting with the relocation of businesses to the Barre community. Our work marketing Barre is a needed and critical component of economic development in Barre both to address the housing crisis in our area, and to help increase our workforce and ultimately, our grand list.

In FY24 BADC will be working funding sources to develop, assist and sustain housing and business in the Barre community. Our focus will be on the prioritization of workforce housing developments in collaboration with: Downtown Designated Neighborhoods Program, Downstreet Housing & Community Development, other funding sources including: NBRC, VHFA, USDA Rural Development and others. The development and execution of Prospect Heights Project Housing Plan to include over 100 housing units ranging from affordable to market rate is top of the list. Our submission of project to the Regional Priorities Committee was completed on November 29th.

The marketing of BADC's website and promotional videos, along with outreach to existing business considering expansion and relocation is paramount to the work we do. Our contract with the newly created Marketing Coordinator position will prove critical to the success of this work in FY24. This position conceptualizes, develops, and executes marketing campaigns, creates, and distributes content for social media, website blogs, addresses SEO and website needs, provides photography, and is a key BADC ambassador and representative to the community.

As we prepare for future growth it is both overdue and critical that BADC organizes all stakeholders through a Strategic Plan including retaining a consultant to assist with development of 5-10 year plan which will include collaboration with the Wilson Industrial Park Committee, and the Barre Town Economic Development Committee, and the Barre City Economic Development Committee.

The FY24 budget is increasing for three reasons:

- Increased funding for the Executive Director position.
- Continuation of new Marketing Coordinator position.
- Funding for the strategic planning process.

It's a bright future ahead, and with the continued support of the City and Town BADC's benefits and mission will bring much overdue revitalization, housing, and new business to our wonderful community of Barre.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
<b>Revenue</b>				
City of Barre	\$ 81,345	\$ 13,066	\$ 52,779	\$ 51,744
Town of Barre	\$ 81,345	\$ 13,066	\$ 52,779	\$ 51,744
Interest Earned	\$ 4,000	\$ 167	\$ 500	\$ 434
PPP Loan	\$ 0	\$ 0	\$ 0	\$ 13,877
<i>Total Revenue</i>	\$ 166,690	\$ 26,299	\$ 106,058	\$ 117,800
<b>Expenses</b>				
ED Salary	\$ 80,000	\$ 16,791	\$ 77,250	\$ 71,485
ED Payroll Tax	\$ 6,120	\$ incl above	\$ incl above	\$ incl above
ED Health Ins	\$ 13,925	\$ incl above	\$ incl above	\$ incl above
ED Retirement	\$ 2,400	\$ incl above	\$ incl above	\$ incl above
Marketing Coordinator	\$ 31,200	\$ 12,370	\$ 0	\$ 0
Mktg Coord. P/R Taxes	\$ 2,387	\$ incl above	\$ 0	\$ 0
Rent	\$ 4,800	\$ 1,600	\$ 4,800	\$ 4,400
Accounting Fees	\$ 3,900	\$ 2,100	\$ 4,500	\$ 3,850
Insurance	\$ 2,500	\$ 1,834	\$ 2,500	\$ 2,214
Phone & Internet	\$ 2,500	\$ 1,110	\$ 2,500	\$ 2,195
Office Expenses	\$ 2,000	\$ 687	\$ 2,000	\$ 754
Website Hosting Expenses	\$ 1,000	\$ 294	\$ 1,000	\$ 259
Travel, Meetings, Workshops	\$ 2,000	\$ 137	\$ 2,000	\$ 3,048
Dues & Subscriptions	\$ 360	\$ 0	\$ 360	\$ 500
ED Recruitment	\$ 0	\$ 2,368	\$ 2,328	\$ 73
Strategic Planning	\$ 10,000	\$ 75	\$ 6,570	\$ 0
Donations	\$ 0	\$ 0	\$ 250	\$ 50
<i>Total Expenses</i>	\$ 165,092	\$ 39,366	\$ 106,058	\$ 103,988
<b>Net Total</b>	\$ 1,598	\$ (13,667)	\$ 0.24	\$ 28,971

**Support and Revenue**

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
City of Barre	\$ 81,345	\$ 13,066	\$ 52,779	\$ 51,744
Town of Barre	\$ 81,345	\$ 13,066	\$ 52,779	\$ 51,744

This is the annual appropriation from the City and Town. Additional funding of \$28,566 is requested from both the City and the Town.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Interest Earned	\$ 4,000	\$ 167	\$ 500	\$ 434

Estimated interest accrued from certificates of deposit.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
PPP Loan	\$ 0	\$ 0	\$ 0	\$ 13,877

**Expenses**

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
ED Salary	\$ 80,000	\$ 16,791	\$ 77,250	\$ 71,485

The FY23 budget included the ED's payroll taxes and health insurance in the salary line item. The proposed FY24 budget now accounts for payroll taxes, health insurance, and retirement separately. When the new ED was recruited, the salary was increased to a competitive market rate.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
ED Payroll Taxes	\$ 6,120	\$ incl above	\$ incl above	\$ incl above

Inclusive of all related Federal and State taxes.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
ED Health Ins	\$ 13,925	\$ incl above	\$ incl above	\$ incl above

This line item funds the 75% of health insurance through MVP, which is paid by BADC.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
ED Retirement	\$ 2,400	\$ incl above	\$ incl above	\$ incl above

BADC provides for a 3% match of salary contribution to an IRA.



	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Marketing Coordinator	\$ 31,200	\$ 12,370	\$ 0	\$ 0

The appropriations from the City and Town of Barre for Fiscal Year 2023 did not include the new and key Marketing Coordinator role. The contract for this role began after the FY began, and as such BADC is running a deficit for this critical role within the organization. BADC's request includes a PT Marketing Coordinator for FY24 to include the cost of payroll taxes, as noted.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Marketing Coord. P/R Taxes	\$ 2,387	\$ incl above	\$ 0	\$ 0

Inclusive of all related Federal and State taxes.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Rent	\$ 4,800	\$ 1,600	\$ 4,800	\$ 4,400

Yearly rent for BADC office in the Blanchard Block used for work and regular in-person group and individual meetings.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Accounting Fees	\$ 3,900	\$ 2,100	\$ 4,500	\$ 3,850

BADC is realizing a savings in FY24 with Accounting Fees.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Insurance	\$ 2,500	\$ 1,834	\$ 2,500	\$ 2,214

Yearly Directors & Officers insurance for BADC.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Telephone & Internet	\$ 2,500	\$ 1,110	\$ 2,500	\$ 2,195

Yearly telephone and internet costs for BADC.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Office Expenses	\$ 2,000	\$ 687	\$ 2,000	\$ 754

Yearly office expenses for software licenses and postage.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Website Hosting Expenses	\$ 1,000	\$ 294	\$ 1,000	\$ 259

Yearly website hosting costs.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Travel, Meetings, Workshops	\$ 2,000	\$ 137	\$ 2,000	\$ 3,048

Yearly travel, meetings, and workshop costs. Reimbursement for mileage. State and Economic Development County and regional meetings.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Dues & Subscriptions	\$ 360	\$ 0	\$ 360	\$ 500

Yearly dues and subscription costs.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
ED Recruitment	\$ 0	\$ 2,368	\$ 2,328	\$ 73

There will be no ED recruitment costs in FY24.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Strategic Planning	\$ 10,000	\$ 75	\$ 6,570	\$ 0

BADC is preparing for an overdue Strategic Planning exercise in FY2024 and is requesting \$10K to be able to afford the services of an outside consultant to assist in the process.

	FY24 Proposed	FY23 YTD	FY23 Budget	FY22 Actual
Donations	\$ 0	\$ 0	\$ 250	\$ 50

# Barre Area Development, Inc. (BADC) Budget Presentation to the City of Barre Fiscal Year 2024



**Aimée S. Green**

*Executive Director*

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# BADC FY 24 Budget Presentation

## BADC's Benefits to the Barre Community

- To nurture, promote, sustain and implement economic development in the Barre Community (Barre City and Town).
- To coordinate economic development services among various local, State and Federal agencies and organizations that impact economic and housing development in the Barre community.
- Collaborate with the Barre Partnership and other private, not-for-profit and government sectors to provide joint marketing and business recruitment and retention.
- To act as a point of contact for information and support regarding economic development in the municipalities.
- To develop and work with funding sources to develop, assist and sustain housing and business in the Barre community.

# BADC FY 24 Budget Presentation

## Economic Strategy & Investments for FY24

- To develop and work with funding sources to develop, assist and sustain housing in the Barre community.
- Recruitment and relocation of business to the Barre Community
- Marketing the Barre Community (Barre City and Barre Town)
- Organizing the Stakeholders through a Strategic Plan of BADC



# BADC FY 24 Budget Presentation

## Housing Strategy & Investments for FY24

- Work with funding sources to develop, assist and sustain housing and business in the Barre community.
  - Prioritization of workforce housing developments in collaboration with:
    - Downtown Designated Neighborhoods Program
    - Downstreet Housing & Community Development
    - other funding sources including: NBRC, VHFA, USDA Rural Development and others.
  - Development & execution of Prospect Heights Project Housing Plan to include over 100 housing units ranging from affordable to market rate. Submission of proposed Project to the Regional Priorities Committee completed on November 29th.

# **BADC FY 24 Budget Presentation**

## **Business Development Strategy & Investments for FY24**

- Recruitment and relocation of small to large scale business to the Barre Community
- Business Outreach
- Business Assistance
- Resource Dissemination

# BADC FY 24 Budget Presentation

## Marketing Strategies & Investments for FY24

- BADC Website and Promotional Videos
  - Rebranding of BADC
  - Launch of Industrial Promotional Video
- Marketing of BADC to existing business considering expansion and relocation
- Marketing of Barre community to targeted businesses seeking relocation/expansion



# BADC FY 24 Budget Presentation

## Marketing Coordinator

The Marketing Coordinator is a key new collaborator providing support for the organization during a critical growth period supporting housing, business and economic development.

- Conceptualization, development & execution of
- marketing campaigns
- Creation & distribution of content for social media, blogs, and other communications
- SEO & website updates
- Photography
- BADC ambassador & representative
- Management & fulfillment of printed marketing materials

# BADC FY 24 Budget Presentation

## Strategic Planning for FY24

- Organization of the Stakeholders for Strategic Planning
  - Retain Consultant to assist with development of 5-10 year plan
  - Develop and launch committees and collaboration between:
    - Wilson Industrial Park Committee
    - Barre Town Economic Development Committee
    - Barre City Economic Development Committee

# BADC FY 24 Budget Presentation

## Budget Increases for FY24 to support BADC's work

- Economic & Housing Strategy and Investments
- Marketing Strategies and Investments
- Strategic Planning

	<b>FY24 Proposed</b>	<b>FY23 YTD</b>	<b>FY23 Budget</b>	<b>FY22 Actual</b>
City of Barre	\$ 81,345	\$ 13,066	\$ 52,779	\$ 51,744

This is BADC's annual appropriation from the City from FY22 to-date. Additional funding of \$28,566 is requested in FY24 to support the key work of the Executive Director and Marketing Coordinator, and to launch a critical and overdue Strategic Plan.

# BADC FY 24 Budget Presentation

## BADC Staff



## BADC Executive Committee



# BADC FY 24 Budget Presentation

**Questions?**

November 24, 2022

To: Nicolas Storellicastro, City Manager  
Barre City Council

Re: Request for FY2024 Library Appropriation

Dear Nicolas,

We're closing out another busy year at the library. Consistent municipal support for the library over the past few years has provided invaluable stability for Aldrich, in turn helping us better serve the people of Barre with improved programs and services. As our community came out of the COVID pandemic and quarantine, we are again seeing a return to visitor counts over 45,000 per year to date, and circulation of our collection continues to exceed 160,000 in the past fiscal year. Programs have returned in the last year as well, with "Agatha, the Post Elf" visiting last year in place of Santa (due to social distancing practices), and a modest relaunch of the Authors at Aldrich event this fall. Additional activities and fundraisers are expected to return soon, with an in-person Full STEAM Ahead program beginning this month, and Santa returning to the library with "Agatha the Post Elf" this December!

All of this is possible thanks to the invested support in the library from Barre City, Barre Town, and generous partners committed to Aldrich. Thank you for your part in committing yearly to the library through municipal appropriations, and for ensuring Barre's residents have access to the library and our services as a result!

As you are aware, Aldrich receives less in municipal support than other libraries of its size. We strive to reflect the values of our community, and those include thrift and efficiency. Despite these values, the increasing cost of fuel, inflation anticipated for costs with vendors, and a modest contract increase for staff have affected our budget in the next fiscal year, and we anticipate a 7% increase in our overall budget.

We will be working hard to reduce costs and increase revenue outside of municipal appropriations over the next year in order to continue connecting Barre to information, education, community, and recreation through the coming year. We request an increase in support from the City of Barre for FY2024, from \$240,465 to \$259,700 to help us meet these goals. This request comes after hours of discussion and budget adjustments as reflected in our FY24 budget, along with increased investment transfers.

We look forward to visiting on December 6<sup>th</sup> to further share our services and budget request. Please reach out to us if you have any questions or would like additional information in advance of our visit.

Sincerely,

Loren Polk  
Library Director  
AldrichDirector@gmail.com  
802-477-1216

Nancy Pope  
Board President

David Sichel  
Board Treasurer

# **Aldrich Public Library**

## **FY 2024 Budget**

### **Overview**

The Aldrich Public Library was dedicated on September 22, 1908. The library was built with a generous bequest from Barre native Leonard Frost Aldrich, along with additional funds raised by the library trustees and land given by the City of Barre. The library was built at a cost of \$46,350.02. Books were donated by the City and Town of Barre, as well as several private libraries. During his oration at the dedicatory exercises US District Court Judge Wendell P Stafford, also a Barre native, said “The ideal librarian is no longer a watchdog suspiciously defending his charge, but a teacher, a helper, a wise, judicious counsellor and friend. Books must be where they can be handled by readers without the constant interference of anyone in charge, where they can be taken down and put back without summoning an attendant.”

In many ways the library today serves the community in much the same way as when it was dedicated. An independent Board of Trustees continues to oversee the operation of the library. The library is open to all residents of the community. Funding is provided by the City and Town of Barre. Other sources of funding include donations from patrons, community members, businesses and local clubs and organizations, grants, and funds from the library’s investment accounts. The cost of operating the library today is far greater than was the cost in 1908. The 114-year-old library has continuing maintenance and upkeep needs. The library’s collection has grown far beyond books only and requires continuous updating.

### **Budget Overview**

During the past year the library emerged from the COVID pandemic and things began to return to “normal”. People were able to come into the library to browse and check out books. In person activities restarted and outside groups again began meeting at the library. Some, but not all fund-raising activities were able to restart.

Library staff and trustees have worked hard to keep budget increases as low as possible while continuing to provide the services the community expects. The budget summary shown below provides an overview of the proposed library budget, along with actual expenditures from FY 2020, 2021 and 2022, and the FY2023 budget.

Over the past few months, inflation has put pressure on the budget, and this will likely continue in 2023. In addition, there are a number of capital needs, both short and long-term, that need to be addressed. These issues are addressed in the budget and are driving the proposed 7.2% percent increase over the current budget year. Health insurance premiums increased substantially, as have heating oil costs. As part of an effort to address building maintenance and capital needs are increases to fund a variety of service contracts to be sure that library systems such heating and cooling, elevator maintenance and building maintenance are well maintained. In seeking out these service contracts some short-term maintenance needs were identified and are addressed in the budget. Developing these business relationships will also help us develop a longer-term capital budget.

To be more specific, three areas of the budget; Insurance, Overhead and Maintenance, and Utilities have increased by \$53,040, which is more than the \$49,405 increase in the total budget.

Some goals and objectives of this year's budget are to:

- Staff the library to safety and continuity of service hours.
- Maintain building maintenance and operation. This includes ongoing maintenance. The library is currently reviewing and improving g current maintenance contracts. In addition, some short-term capital needs need to be addressed.
- Begin a long-term capital improvement budgeting process. This will include some projects for the current and a long-term plan including needs and potential funding sources.
- Provide access to information for library patrons, both digitally and in print. The information must be relevant, current, accurate and diverse.
- Provide more outreach and community engagement and education.
- Provide a variety of programs for adults, teens, and children, focused on community and educational objectives.
- Provide funds to engage in fund raising activities.
- Provide funding for administrative record keeping and financial accounting to properly account for the use of the library's operating budget and endowment accounts.
- Pursue grant opportunities.

Shown below is a summary of the proposed FY 2024 budget. This includes both revenues and expenditures. Following the budget summary is a more detailed line-item budget along with a narrative explaining in more detail the proposed revenues and expenditures.



ACCOUNT NUMBER	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget Draft 2
<b>REVENUE</b>					
40000 - Books and Media	\$ 10,405	\$ 6,677	\$ 5,581	\$ 13,000	\$ 10,000
42000 - Circulation Desk	\$ 5,097	\$ 756	\$ 2,473	\$ 7,000	\$ 7,000
42500 - Donations	\$ 62,094	\$ 12,187	\$ 44,507	\$ 32,500	\$ 32,500
42990 - Annual Appeal	\$ 59,468	\$ 23,687	\$ 17,704	\$ 20,500	\$ 20,500
44000 - Fundraising Activities	\$ 13,613	\$ 600	\$ 7,525	\$ 18,500	\$ 18,500
45000 - Grants	\$ 6,750	\$ 2,305	\$ 29,706	\$ 6,000	\$ 6,000
46000 - Investment Transfers	\$ 108,202	\$ 104,056	\$ 101,959	\$ 134,000	\$ 154,000
46690 - Library Programs	\$ 7,886	\$ 1,450	\$ 10,101	\$ 8,500	\$ 8,500
48000 - Meeting Room Rental	\$ 175	\$ 25	\$ 270	\$ 800	\$ 800
48850 - Municipal Appropriations	\$ 401,550	\$ 414,050	\$ 423,250	\$ 432,888	\$ 467,520
49200 - Bank Interest Income	\$ 133	\$ 215	\$ 278	\$ 100	\$ 100
<b>TOTAL REVENUE</b>	<b>\$ 674,525</b>	<b>\$ 566,009</b>	<b>\$ 643,355</b>	<b>\$ 673,788</b>	<b>\$ 725,420</b>

EXPENSE	FY 20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget Draft 2
60000 - Program Books and Media	\$ 33,798	\$ 33,534	\$ 38,119	\$ 50,000	\$ 50,000
61000 - Bank - Credit Card Fees	\$ 401	\$ 335	\$ 581	\$ 250	\$ 250
61300 - Bookkeeping	\$ 13,149	\$ 11,356	\$ 11,681	\$ 12,750	\$ 12,750
61350 - Prof Services and Legal Fees	\$ 7,373	\$ 8,645	\$ 5,250	\$ 5,000	\$ 7,000
61400 - Dues and Memberships	\$ 3,231	\$ 4,219	\$ 2,905	\$ 3,000	\$ 3,000
61500 - Equipment Purchases	\$ 1,067	\$ 892	\$ 2,185	\$ 1,000	\$ 1,000
62000 - Fundraising Expenses	\$ 3,721	\$ 4,154	\$ 6,061	\$ 7,500	\$ 7,500
62300 - Grant Expenses	\$ 1,734	\$ 465	\$ 14,969		\$ 1,000
63100 - Office Supplies	\$ 8,975	\$ 13,699	\$ 5,642	\$ 7,400	\$ 9,000
63220 - Technology Expenses	\$ 12,873	\$ 12,044	\$ 4,293	\$ 7,600	\$ 8,000
64000 - Programs	\$ 6,766	\$ 2,466	\$ 5,662	\$ 8,500	\$ 8,500
65000 - Museum Archives					\$ -

<b>65195 - Payroll Expenses</b>	\$ 374,959	\$ 351,183	\$ 412,640	\$ 433,535	\$ 425,900
<b>66395 - Insurance</b>	\$ 42,238	\$ 46,999	\$ 48,024	\$ 47,000	\$ 60,300
<b>67000 - Photo Reproduction</b>					\$ -
<b>67100 - Postage</b>		\$ 3,317	\$ 4,948	\$ 6,000	\$ 6,000
<b>67200 - Printing</b>	\$ 1,701		\$ 5,614	\$ 2,000	\$ 2,000
<b>67300 - Publicity</b>	\$ 178	\$ 400		\$ 1,600	\$ 1,600
<b>68000 - Overhead and Maintenance</b>	\$ 30,021	\$ 17,864	\$ 33,546	\$ 42,100	\$ 66,600
<b>68050 - Capital Improvements</b>		\$ 4,278		\$ 5,000	\$ 5,000
<b>68300 - Equipment</b>					\$ -
<b>68650 - Depreciation</b>					\$ -
<b>69800 - Other Expenses</b>	\$ 66			\$ -	\$ -
<b>69900 - Professional Development</b>	\$ 328	\$ 283	\$ 1,082	\$ 1,000	\$ 1,000
<b>70000 - Mileage/Misc. Reimbursement</b>	\$ 15	\$ 14		\$ 800	\$ 800
<b>70100 - Utilities</b>	\$ 35,170	\$ 48,903	\$ 54,439	\$ 43,660	\$ 58,900
<b>TOTAL EXPENSE</b>	<b>\$ 581,306</b>	<b>\$ 565,050</b>	<b>\$ 656,549</b>	<b>\$ 685,695</b>	<b>\$ 735,100</b>
	<b>\$ 93,220</b>			<b>\$ (11,907)</b>	<b>\$ (9,680)</b>
<b>OTHER INCOME</b>					
<b>42900 - Estate Donations</b>	\$ 51,542	\$ 984,853			

**Detailed Budget Analysis**

Below is a line-item narrative explaining the FY2024 budget proposal.

**Revenue**

**Books and Media**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
40100 – Friends of the Library		\$ 15.00			\$ -
40110 – Adopt an Author	\$1,547.87	1,735.65	\$ 1,691.90	\$ 1,500	\$ 1,500
40200 – Memorial Gifts	6,223.27	3,707.28	1,687.67	3,000	\$ 3,000
40300 – Book Sales	1,848.99	281.00	550.45	2,000	\$ 2,000
40400 – Gifts	34.50	500.00		500	
40500 – Clubs and Organizations			100.00	2,100	\$ 2,100
40600 – Lost and Paid	286.30	0.33	385.62	400	\$ 400
40700 – Personal Books Purchased	78.25	88.18	213.96		
40800 – Library Publications			100.00		
40900 – Donation Box	386.00	350.00	851.07	500	\$ 500
40950 – Books and Media – Other					
<b>Total 40000 – Books and Media</b>	<b>\$ 10,405.18</b>	<b>\$ 6,677.44</b>	<b>\$ 5,580.67</b>	<b>\$ 10,000</b>	<b>\$ 9,500</b>

Much of the income in the books and media category is restricted to the use of collection development. This may include the Granite City Garden Clubs donation toward gardening magazines, money donated in memory of loved ones, and money paid toward an adopted author at the library.

**Circulation Desk**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
42050 - Postage	71.75		99.00		
42100 - Computer Use	54.18		28.00		
42200 - Copies	1,988.21	142.15	790.09	2,000	2,000
42250 - Research Fees		50.00	70.50	100	100
42300 - Fines	1,509.33	38.85	157.75	2,500	2,500
42400 - Non-Residents	1,473.35	525	1,328	2,400	2,400
42450 - Circulation Desk - Other					
<b>Total 42000 - Circulation Desk</b>	<b>\$ 5,096.82</b>	<b>\$ 756</b>	<b>\$ 2,473.35</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>

Copies, prints, non-resident memberships, fines, and research fees contribute to this income.

Copies revenue went almost to zero because the library was closed due to Covid. Now that the library is open, we expect this line-item revenue come back to pre-Covid levels.

Fine revenue plummeted during Covid times when fines were suspended. Now that the library is open, we expect to see this line-item revenue come back to pre-Covid levels. The Library Board will be discussing elimination of fines. The revenue from fines would have to be made up in some other way.

Non-resident fees are payments for annual library access from people who are not residents of Barre City or Town who wish to use the library. The cost for a one-year card is \$20 for individuals and \$25 for families. These fees have

been level for several years and will be reviewed and brought up to date. Non-resident revenue fell during the Covid pandemic. Now that the library is open, we hope to see this line-item revenue come back to pre-Covid levels.

**Donations**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
42600 - Donations - Clubs & Orgs	\$ 784	\$ 1,031.88	\$ 19,568.46	\$ 16,000	<b>\$ 16,000</b>
42700 - Donations - Individuals	61,269.24	6,622.11	14,895.45	6,500	<b>6,500</b>
42800 - Donations - Business	40.63	4,532.76	10,043.15	10,000	<b>10,000</b>
<b>Total 42500 - Donations</b>	<b>\$ 62,093.87</b>	<b>\$ 12,186.75</b>	<b>\$ 44,507.06</b>	<b>\$ 32,500</b>	<b>\$ 32,500</b>

Donations income represents the true love of the library our community has! These funds come to us through the kindness of our patrons and community partners, without our request.

A portion of this comes from the work of the Rotary Club of Barre. They work every year to provide a community breakfast on the library lawn during Heritage Festival, and their efforts support the library annually around \$14,000!

While we can anticipate and prepare to use donations, there is a limit to this planning. We have been named in the estate of several longtime Barre residents, and we do not include these donations in our annual budgeting. Instead, these gifts are incorporated into our investments and budgeted into annual income through “46000 – Investment Transfers”.

**Annual Appeal**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
43000 - Appeal Individuals	\$ 45,666.58	\$ 22,505.50	\$ 12,904.41	\$ 15,000	<b>\$ 15,000</b>
43100 - Appeal - Business	11,001.00	1,181.80	3,600.00	5,000	<b>5,000</b>
43200 - Appeal - Clubs and Orgs	2,800.00		1,200.00	500	<b>500</b>
<b>Total 42990 - Annual Appeal</b>	<b>\$ 59,467.58</b>	<b>\$ 23,687.30</b>	<b>\$ 17,704.61</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>

Our Annual Appeal mailer goes out to over 3,000 individuals and businesses in the fall and returns funding throughout the year. Due to our conservative budget, mailings of this size are limited, and we take advantage of this mailing to also share many points from our year-end report, and a brief invitation to participate in upcoming events at the library. Outside of this mailing, all promotion of our events and services is shared through newsletter distribution, on our website, and on social media.

**Fund Raising Activities**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
44050 - Fundraising Spring Fling	\$ 13,500	\$ 600	\$ 7,325	\$ 18,000	<b>\$ 18,000</b>
44000 - Fundraising Activities - Other	113		200	500	<b>500</b>
<b>Total 44000 - Fundraising Activities</b>	<b>\$ 13,613</b>	<b>\$ 600</b>	<b>\$ 7,525</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>

Our Spring Fling event begins with sponsorship requests in January and culminates in an after-hours party at the library in April. This event allows community members to celebrate the library with live music, delicious food, and a magic show throughout the library. COVID has paused this annual event for the last two years, however the Board is discussing the ability to host this event again in 2023.

While other fundraisers have been attempted in the past, none have gained enough traction or return on investment to repeat.

**Grants**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
45100 - Grants (E-Rate)					
45200 - Grants - Foundations	\$ 2,000			\$ 5,500	<b>\$ 5,500</b>
45250 - Full Steam Ahead		\$ 500			
45300 - Grant Resource Sharing Postage				500	<b>500</b>
45350 - Promise Community Grant		(-295)			
45375 - Dabble Day Grant	750				
45400 - Grants – Misc.	4,000	2,100	29,706.74		
<b>Total 45000 - Grants</b>	<b>\$ 6,750</b>	<b>\$ 2,305</b>	<b>\$ 29,706.74</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>

Grant funding is available regularly, and requires investment in the application and tracking process. Often these funds are restricted in their use, and we take advantage of grant funding for existing projects such as inter-library loan, internet services, and children’s summer activities. Other grant opportunities require shovel ready projects or matching funds to support projects, so these are evaluated on a case-by-case basis.

**Investment Transfers**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
46010 - Investment Income – APL Trust	\$ 20,000	\$ 15,120	\$ 10,240	\$ 40,000	<b>\$ 40,000</b>
46050 - Investment Income – APL Restricted Trust					
46100 - Elizabeth Campbell Fund	28,202	28,936	31,719	30,000	<b>30,000</b>
46300 - York Fund Distribution	60,000	60,000	60,000	64,000	<b>64,000</b>
46400 - Investment Income – Donald Allen Funds					<b>20,000</b>
46600 - Dividends and Interest					
90000 - Market Value Fluctuation					
<b>Total 46000 - Investment Transfers</b>	<b>\$ 108,202</b>	<b>\$104,056</b>	<b>\$101,959</b>	<b>\$134,000</b>	<b>\$154,000</b>

A Board policy regarding investment gains, risks, and use guides our advisors at CFSG to manage and transfer funds from three investment accounts. One of these accounts is held exclusively for restricted funding, and transfers are limited to several restricted uses, primarily collection development.

Finally, the library is a recipient of the Elizabeth Campbell Fund, which is managed by a separate board. Ms. Campbell established this trust to support the library with additional funding, provided the City of Barre continue to provide 25% of our budgeted income.

We were the recent recipient of an estate donation from Barre resident and library supporter, Donald Allen. Some of the funds are unrestricted and \$20,000 has been allocated to the library operating budget, in accordance with board policy. The other portion of the funds have yet to be assigned, as they are restricted “for the heritage and history of Central Vermont, with emphasis on gardening, granite, and agriculture.”

**Library Programs**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
47000 - Library Program - Authors at Aldrich	\$ 2,390.00			\$ 2,000	<b>\$ 2,000</b>
47100 - Library Program - Children's	1,400.00	\$ 1,450	\$ 7,971.76	2,500	<b>2,500</b>
47300 - Library Program - Adults	2,184.21		150.00	2,000	<b>2,000</b>
47400 - Library Program - Young Adults	1,911.59		1,980.00	2,000	<b>2,000</b>
<b>Total 46690 - Library Programs</b>	<b>\$ 7,885.80</b>	<b>\$ 1,450</b>	<b>\$ 10,101.76</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>

Library programs funding often comes to us in restricted gifts for the purpose of programs. This may come from the volunteer group, Friends of the Aldrich Library, or from community partners.

Fiscal year 2023 saw a continuing return of programs both at the library and virtually. We were again able to use large tents, placed outside, to support outdoor, socially distanced programming in response to high COVID numbers in the community, and continued to use the Milne room for events with HVAC circulation to support programs in inclement weather. Although we applied to the Vermont Afterschool grant, we were not awarded it this year, and spending reflects this decrease.

**Meeting Room Rental**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
48000 - Meeting Room Rental	\$ 175	\$ 25	\$ 270	\$ 800	<b>\$ 800</b>

A policy created in 2019 for the purpose of offering our space outside of open hours had some interest and traction this year. This allows for residents to use the space and include charges necessary to cover the cost of staff during this time. As COVID concerns abate, we are hopeful community activity and use of the library will increase.

**Municipal Appropriations**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
49000 - Municipal Barre Town APPR	\$ 180,000	\$ 184,050	\$ 188,650	\$ 192,423	<b>\$ 207,800</b>
49100 - Municipal City of Barre APPR	221,550	230,000	234,600	240,465	<b>\$ 259,700</b>
<b>Total 48850 - Municipal Appropriations</b>	<b>\$ 401,550</b>	<b>\$ 414,050</b>	<b>\$ 423,250</b>	<b>\$ 432,888</b>	<b>\$ 467,500</b>

Municipal appropriations are the community’s investment in an open, public space and shared collection of literature, educational materials, and programs. This funding is common to non-municipal libraries in the state, and Aldrich receives this funding from Barre City and Barre Town in return for library membership for every resident!

We are asking for a funding increase of \$15,377 from Barre Town and \$19,235 from Barre City.

In fiscal year 2023, Barre City’s appropriation averages \$28.43 per person and Barre Town averages \$24.33 per person. These are paid to the library quarterly and contribute 69% to the annual income of the library. This is a bargain value to the community, as compared to average municipal appropriations of over \$37 per Vermonter.

**Bank Interest Income**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
49200 - Bank Interest Income	\$ 133.25	\$ 215.31	\$ 277.58	\$ 100	\$ 100

Bank Interest income is not a significant revenue source for the library. The Board Finance Committee will re-examine this budget line for corrections to reflect actual income in subsequent budget years.

**Expense**

**Program Books and Media**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
60100 - Books/Media Adults	\$ 12,329.53	\$14,854.14	\$ 13,664.03	\$ 14,000	\$ 14,000
60200 - Books/Media Children's	10,287.16	9,786.98	14,533.14	10,000	10,000
60300 - Books/Media Audio-Visual	1,853.07	2,044.00	3,087.70	8,000	8,000
60400 - Books/Media Periodicals/Renew	2,517.40	3,211.48	4,119.64	3,000	3,000
60500 - Books/Media Young Adults	3,746.15	1,914.45	1,323.52	3,000	3,000
60600 - Books/Media Large Prints	0	133.55		1,000	1,000
60700 - Books/Media York	210.10	42.15		1,000	1,000
60800 - Personal Books Bought	1,355.04	1,547.15	1,390.29		
60900 - Books/Media Digital Resources				10,000	10,000
60950 - Books/Media - Other	1,500				
<b>Total 60000 - Program Books and Media</b>	<b>\$ 33,798.45</b>	<b>\$ 33,533.90</b>	<b>\$ 38,118.32</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

This includes not only books, but also newspapers, magazines, DVDs, books on tape, and eBooks and eAudiobooks.

The fiscal year 2023 increase in this category includes shifting collection subscriptions from “Technology” to books and media.

The Program Books and Media line items pay for new books and other media and are level funded for the FY2024 budget draft. While prior year’s expenditures are lower, we expect inflation will bring the costs up. It is important to keep the library collection up to date.

**Bank - Credit Card Fees**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
61000 - Bank - Credit Card Fees	\$ 400.79	\$ 334.53	\$ 581.39	\$ 250	\$ 250

This small line item covers credit card fees.

**Bookkeeping**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
61300 - Bookkeeping	\$ 13,149	\$ 11,356.04	\$ 11,611.18	\$ 12,750	<b>\$ 12,750</b>

This line item pays for a contract bookkeeper, Batchelder and Associates. The bookkeeper issues payments and completes monthly statements, reconciles accounts and prepares the books for an annual review by the accountant. Batchelder and Associates additionally manages payroll submitted by the library director.

**Prof Services and Legal Fees**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
61350 - Prof Services and Legal Fees	\$ 7,372.50	\$ 8,645	\$ 5,250	\$ 5,000	<b>\$ 7,000</b>

This line item pays for our annual review with Debra Burke of Osterman, Sancibrian, and Burke, with a minimal budget for attorney consultation as needed. The increase in the budget reflects prior year actual costs.

In considering a review or full audit for the FY22 year, we connected with Batchelder and Debra Burke for clarification on the cost and benefit difference of an annual review versus a full audit. Debra Burke suggested the 5-year comparison and nature of the review is sufficient for our budget size and records, and the increase in cost would not merit additional valuable information. For this reason, we continued with a review, which is now complete for the FY22 budget year and have not budgeted for a full audit in the FY23 or FY24 years.

**Dues and Memberships**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
61400 - Dues and Memberships	\$ 3,230.80	\$ 4,218.55	\$ 2,905.11	\$ 3,000	<b>\$ 3,000</b>

This line-item is level funded and reflects the current cost of dues and memberships associated with library operations. These include membership to the Green Mountain Library Consortium, Follett integrated library systems, and the Vermont Library Association.

**Equipment Purchases**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
61500 - Equipment Purchases	\$ 1,067.05	\$ 891.58	\$ 2,164.81	\$ 1,000	<b>\$ 1,000</b>

Equipment purchases include items that are used for library operations over the course of several years but do not have depreciation schedules. Examples include a vacuum for the children's room, acrylic sign holders and book bins, and automated soap dispensers.



### Fundraising Expenses

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
62000 - Fundraising Expenses	\$ 3,720.91	\$ 4,153.89	\$ 6,060.68	\$ 7,500	\$ 7,500

These costs are associated with print, mailing and advertising our fundraisers. We have attempted to both refine our mailing lists and expand them, particularly to corporate donors, over the last 3 year, and this explains much of the variance.

### Grant Expenses

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
62350 - Full Steam Ahead Exp	\$ 566.37				\$ 1,000
62310 - Design Services					-
62300 - Grant Exp - Other	418.19	\$ 465.17			-
62315 - Promise Community Expenses	749.34				-
Total 62300 - Grant Expenses	\$ 1,733.90	\$ 465.17	\$ 14,968.91		\$ 1,000

When a grant for specific projects or programming is awarded, the expenses are tracked in this section.

### Office Supplies

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
63100 - Office Supplies	\$ 8,974.5	\$ 13,699.34	\$ 5,641.60	\$ 7,400	\$ 9,000

Office supplies expenses include everything from general office supplies (printer paper) to library specifics (library cards, book covers, and yes, that stamp for the return date). General cleaning supplies used by staff and items such as hand sanitizer and Kleenex are included here too.

We have seen a lot of variation in this line item due to supply and demand changes and increase in the purchase of supplies such as masks and sanitizing materials in the last two years.

### Technology Expenses

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
63225 - Hardware	\$ 4,742.04	\$ 3,272.38	\$ 2,652.89	\$ 4,000	\$ 5,000
63250 - Software	267.00	3,196.98	490.47		
63275 - Equipment Repairs and Maintenance			\$ 1,149.48	600	
63280 - Software Licenses	7,864.01	5,574.48	-	3,000	3,000
Total 63220 - Technology Expenses	\$ 12,873.05	\$ 12,043.84	\$ 4,292.64	\$ 7,600	\$ 8,000

Hardware, software, and licenses (increasingly subscription software) are needed to keep 20 public computers and 15 staff computers running and secure.

### Programs

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
64100 - Authors at Aldrich	\$ 3,095.49			\$ 2,000	<b>\$ 2,000</b>
64200 - Library Program Exp Adults	510.78	\$ 127.53	\$ 634.31	2,000	<b>2,000</b>
64300 - Library Program Exp Children	2,129.84	2,338.44	4,047.54	2,500	<b>2,500</b>
64400 - Library Program Exp Seniors					
64500 - Library Program Exp Young Adult	1,030.14		859.96	2,000	<b>2,000</b>
Total 64000 - Programs	\$ 6,766.25	\$ 2,465.97	\$ 5,661.83	\$ 8,500	<b>\$ 8,500</b>

Program expenditures were down during the COVID period, except for children’s programs. Many online programs were put on by the children’s librarian. We expect program expenses to move back to pre-COVID levels.

### Museum Archives

Account Number	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget	FY24 Budget
65000 - Museum Archives			\$ -		

This retired line item is still included in budget statements, but no longer used.

### Payroll Expenses

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
65200 - Salaries/Wages	\$ 340,655.35	\$ 318,814.95	\$ 375,818.38	\$ 385,950	<b>\$ 354,916</b>
65275 - SUTA	12.00			3,780	<b>28,393</b>
65300 - Fica/Medicare	27,594.61	25,246.53	28,881.57	28,367.33	<b>28,393</b>
66000 - Retirement	6,697.01	7,121.37	6,637.61	15,438	<b>14,196</b>
Total 65195 - Payroll Expenses	\$ 374,958.97	\$ 351,182.85	\$ 412,640.09	\$ 433,535.33	<b>\$ 425,897</b>

Payroll cost makes up the largest part of the library budget. FY24 payroll includes a three percent pay increase for employees covered by the collective bargaining agreement. This is the last year of the current collective bargaining agreement.

In an effort to keep our budget and municipal appropriations requests at a conservative increase, the payroll budget represents a restructuring of staff in both number of employees and FTE. Additionally included for FY24 is a half-time Administrative Assistant, to support tighter records keeping and increased donor management. The administrative burden on the Library Director for these items is not conducive for management best practices; we believe the Library Director’s time should be spent on “higher level” activities such as policy maintenance, staff evaluation, and budget review.

**Insurance**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
66100 - Health Insurance	\$ 36,118.26	\$ 37,958.56	\$ 33,925.36	\$ 40,000	<b>\$ 50,000</b>
66400 - Workers Comp Insurance	747.57	401.07	2,486.11	1,200	<b>1,200</b>
67400 - BOP Insurance	4,263.68	8,639.60	10,417.43	4,700	<b>8,000</b>
67600 - Insurance Fine Art- Fine Art					
67700 - Insurance D&O	1,108.07		1,195.03	1,100	<b>1,100</b>
Total 66395 - Insurance	\$ 42,237.58	\$ 46,999.23	\$ 48,023.93	\$ 47,000	<b>\$ 60,300</b>

Our insurance budget covers policies for the library as well as any full-time staff.

Health insurance costs will be increasing by 11.7\_% on January 1, 2023. Worker's compensation and the BOP insurance premiums have also been corrected to reflect policy premiums.

**Photo Reproduction**

Account Number	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget	FY24 Budget
67000 - Photo Reproduction					

This retired line item is still included in budget statements, but no longer used.

**Postage**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
67100 - Postage	\$ 2,020.69	\$ 2,853.29	\$ 2,726.28	\$ 5,000	<b>\$ 5,000</b>
67105 - Pitney Bowes Rental	1,521.17	464.18	1,221.76	1,000	<b>1,000</b>
Total 67100 - Postage	\$ 3,541.66	\$ 3,317.47	\$ 3,948.06	\$ 6,000	<b>\$ 6,000</b>

The postage budget is level funded in part thanks to a grant from the Vermont Department of Libraries to support interlibrary loans and resource sharing. This program brings rare and/or expensive books to Aldrich patrons from other libraries - including college libraries - around the world.

**Printing**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
67200 - Printing	\$ 1,701.27		\$ 5,614	\$ 2,000	<b>\$ 2,000</b>

Our printing system has been updated to include a pay kiosk that accepts coins or card. This supports increasing printer income from patrons without cash in hand. The initial transition to this system (including a new leased printer) occurred in fiscal year 2022.

**Publicity**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
67300 - Publicity	\$ 178.41	\$ 400.03	\$ 1,600	\$ 1,600	\$ 1,600

This budget item allowed for the purchase of sandwich boards during COVID that advertised our operating hours and services. We hope to include annual investments in banners, flyers, bookmarks, etc.

**Overhead and Maintenance/ Building Maintenance and Repair**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
68400 - Janitorial Services	\$ 16,402.44	\$ 7,620.81	\$ 17,600.00	\$ 22,000	\$ 27,000
68450 - Janitorial Supplies	2,952.53	630.85	631.41	1,500	1,500
68500 - Repairs & Maintenance	6,958.25	6,585.30	10,929.27	13,000	23,000
68520 - Building Repairs - York	123.60			200	200
68550 - Service Contracts	417.00	1,537.00	3,594.57	2,500	12,000
68600 - Snow Removal - East Barre	421.98		180.00	400	400
68625 - Snow Removal - Washington St	2,745.00	1,490.00	610.87	2,500	2,500
<b>Total 68000 - Overhead &amp; Maintenance</b>	<b>\$ 30,020.80</b>	<b>\$ 17,863.96</b>	<b>\$ 33,546.12</b>	<b>\$ 42,100</b>	<b>\$ 66,600</b>

The maintenance budget is being overhauled and increased substantially to assure the building systems are well maintained and maintenance is not deferred. Maintenance contracts have been established for HVAC maintenance, and roof inspection and maintenance, and bi-annual maintenance such as carpet cleaning is planned in these budget lines. Additional maintenance contracts to support HVAC controls and annual service and inspection to safety and security systems are under consideration as well.

**Capital Improvements**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
68050 - Capital Improvements		\$ 4,278.30		\$ 5,000	\$ 5,000

Though there are not specific capital improvements plans in place at this time, several grants for public and historic buildings are available in the near future. One of these grants is designated for the purpose of hiring a preservation contractor or architect to support preliminary planning for repairs. Many of these grants request matched funding, and this budget line is dedicated to supporting a match for grant work.

**Equipment**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
68300 - Equipment					

**Depreciation**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
68650 - Depreciation					

**Other Expenses**

Account Number	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget	FY24 Budget
69800 - Other Expenses	\$ 65.69				

**Professional Development**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
69900 - Professional Development	\$ 328.39	\$ 282.78	\$ 1,081.62	\$ 1,000	\$ 1,000

Professional development funds pay for occasional conference fees for staff and training resources for library work.

**Mileage/Misc. Reimbursement**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
70000 - Mileage/Misc. Reimbursement	\$ 15.11	\$ 13.97		\$ 800	\$ 800

Mileage and reimbursement have historically been used to support transportation costs to various conferences and meetings in the state, primarily for the Library Director and Librarians. While never a large expense, the use of mileage reimbursement is significantly low due to an increase of online meeting opportunities.

Historically the miscellaneous reimbursement allocation was used to support staff costs during our Volunteer Appreciation luncheon. This event was suspended in 2020 and 2021 due to COVID.

**Utilities**

Account Number	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
69000 - Telephone/ Internet East Barre		\$ 9.99			
69100 - Telephone/ Internet Washington S	\$ 4,900.75	3,521.97	\$ 5,499.48	\$ 6,000	\$ 6,000
71000 · Electricity/East Barre	1,887.83	2,636.08	3,045.85	1,700	2,000
71100 · Electricity Washington St	17,976.39	18,498.17	18,900.13	19,000	19,000
71200 · Heat East Barre	492.13	1,840.08	349	960	1,300
71300 · Heat Washington St	7,997.56	20,872.75	24,841.75	14,400	29,000
71400 · Water/Sewer East Barre	588.94	505.38	623.82	600	600
71500 · Water/Sewer Washington St	1,326.57	1,018.74	1,178.54	1,000	1,000
Total 70100 - Utilities	\$ 35,170.17	\$ 48,903.16	\$ 54,438.57	\$ 43,660	\$ 58,900

Thanks to online fuel tracking with Conti Oil, we are able to watch and analyze the average seasonal use of heating fuel and have an estimated average use based on the previous 3-year history. Our heating increase is budgeted based on this average, multiplied by the current fuel per gallon cost of \$5.

## Investment Funds

The library has several investment accounts, some donor restricted, and some board designated. The investment accounts have been managed for many years by the Community Financial Service Group, which is a fiduciary investment manager connected to Community National Bank. Below is a brief overview of the accounts. A board adopted investment policy guides the investment of the funds.

Market values as of October 31, 2022:

Board Designated Account-	Total Market Value	\$ 700,576
Donor Restricted Account-	Total Market Value	\$ 237,857
Ronald J. York Account-	Total Market Value	\$1,442,507
Don Allen Board Designated Account-	Total Market Value	\$ 482,106
Don Allen Donor Restricted Account-	Total Market Value	\$1,259,370
All Accounts -	Total Market Value	\$4,122,416

A board established policy governs withdrawal of funds from the board designated accounts. Four percent of the three-year rolling average returns are transferred to the library operating budget from these accounts. The goal of this policy is to enable the funding to be perpetual. Greater withdrawals would deplete the underlying principal and reduce future year distributions to the library operating budget from the investment accounts.

Finally, the library is the beneficiary of the Elizabeth Campbell fund, managed outside of the Board's authority. Elizabeth Campbell established this trust to support the library in continuity with the restriction requiring a 30% contribution of library funding from the City of Barre. When this condition is met, the Campbell fund contributes \$30,000 to our annual budget.

## Closing/Conclusion

Thank you, Barre, for another successful year of literacy, learning, and community at the Aldrich Public Library. We are proud to serve the people of Barre City and Barre Town, and cannot wait for another exciting year of programs, community gathering, and new books to discover!

In Service,

Loren Polk  
Library Director

Nancy Pope  
Board President

David Sichel  
Board Treasurer



# Aldrich Public Library

Performance and Budget Review

# WHAT WE DO

## INSPIRE the joy of reading

- Provide a diverse collection of over 60,000 physical titles worth over \$1,080,000.
- Offer a collection of over 50,000 digital titles to access 24 hours a day, 7 days a week.
- NoveList book advisory
- Online Reading Rooms and Collections
- Book Groups
- Summer Reading Program
- Authors at Aldrich
- Storytime and Storywalk events

## PROMOTE lifelong learning

- 20 public computers, access to three printers and copiers, microfilm/microphish archives, and a 3d printer
- A historical collection of historical Barre Town, Barre City, and regional pictures and documents
- Online learning resources, such as Universal Class and WorldBook Online
- Knitting, Geneology, and Medicare information groups
- Senior Day
- Full STEAM Ahead Programs

## STRENGTHEN community

- 3 meeting rooms available to the community, with state-of-the-art meeting technology including an Owl, a Bose sound system, and large screen projector
- Quiet study spaces, gathering spaces, and dedicated Teen and Children's spaces.
- Provide opportunities for civil discourse and empathy.



# HOW WE DO ALL OF THIS

## Barre City Municipal Appropriations

\$ 240,465 in FY2023

\$28.43 per resident

Thank you!

## Barre Town Municipal Appropriations

\$ 192,423 in FY2023

\$24.33 per resident

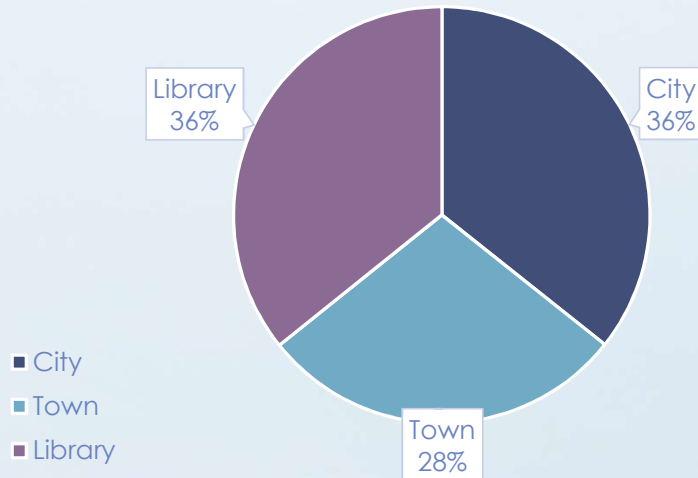
Thank you!

## Donations, Fundraisers, Fees and Investments

\$ 240,900 in FY2023

- Annual Appeal
- Spring Fling
- Light up the Library
- Auction
- Book sale
- Rotary Breakfast
- Estate donations, held in investments and paid to the library at a 4% average
- Thank you!

Library Funding



## WHAT WE NEED

- \$ 259,700 for FY2024
- Equivalent to \$30.70 per person
  
- The average cost per person for libraries serving populations over 7,000 is \$40.35\*

\* FY2021 statistics provided by the Vermont Department of Libraries.  
[https://libraries.vermont.gov/services/news/public\\_statistics](https://libraries.vermont.gov/services/news/public_statistics)

*“Libraries will get you through times of no money better than money will get you through times of no libraries.”*

*- Anne Herbert*

Loren Polk  
AldrichDirector@gmail.com  
802-477-1216

Open your smartphone camera and scan the QR Code to read our latest newsletter!



**Barre City VT Community Fund VLCT grant request What do you hope to achieve with this project? Who will benefit?**

Community dialogue is a vital part of equity and inclusion; examining history, current climate, and future goals are steps that must be taken to understand the role of equity in making Barre City more welcoming, safe, and healthy. Since embarking on its mission two years ago when the Barre City Council created the Diversity and Equity Committee, the Committee has learned that some basic groundwork is needed to lay a foundation of support for diversity and equity objectives. *Let's Talk About Justice, Diversity, Equity, Inclusion and Belonging* is an education project aimed at City leadership including municipal managers, elected officials, leaders from non-profits who serve the City, and community volunteers on City committees and task forces. Professionals in the field will use facilitation techniques designed to engage all participants in discussions about what impacts their work has on equity and inclusion. Groups will be taken through a process of discovery to assess their own biases, perceptions of community support and resistance, and discussions of techniques on how to view their work through the lens of equity and inclusion. Participants will also examine the Equity Toolkit developed by the Vermont League of Cities and Towns (VLCT) as a way of understanding how this local work fits into the State's equity strategy. The program will include a separate group comprised of Diversity and Equity Committee members to assist them in discovering their ideological differences and creating a process to recover when a wide diversity of ideas create conflict. The Diversity and Equity Committee has had difficulty with this issue and require a facilitated mediation to affirm agreements and values. This will improve the Committee's ability to address barriers to equity both within the Committee and outside in the community.

Participants benefit directly from what they learn, which will be useful in their respective positions, as they are operating from a particular tier of community leadership and employment. This cohort represents an important segment of the community already engaged in making plans and designs for the City's future. The understanding and support of community leadership and employees is foundational to the work of removing barriers to equity. The usefulness of an educated leadership cannot be overstated, as it represents willingness to make the changes necessary to achieve full civil rights for all who live, work, and travel through Barre City. Evaluations and other feedback from participants will serve to assist in future strategies and be a model for use with a wider audience, particularly the general public.

**What are you proposing to do to advance equity work? What activities or steps will you take to do this? What is your timeline?**

A series of group discussions will be designed and facilitated by Kristi Clemens, Assistant Vice President for Equity and Compliance and Title IX Coordinator at Dartmouth College. Clemens co-authored a curriculum titled, "From Safe Space to Brave Space" which uses a facilitation and discussion style to bring participants to a deeper understanding of each other's perspectives. By engaging in brave sharing of their lived experiences, participants will understand how power and privilege exist in systems and impact our experience in community. The group of Diversity and Equity Committee members will require the planning and facilitation time of a professional

mediator who will conduct a process designed to establish committee norms and agreements which adhere to the values of the committee's mission statement.

Beginning in February 2023, the first *Let's Talk About Justice, Diversity, Equity, Inclusion, and Belonging* series will begin with four sessions, each examining a different aspect of equity work and will include the history of diversity in Barre and the City's goals and objectives as documented by the City Council. Second in the series is scheduled for July 2023, and the third for February 2024. With 12-15 participants at each, there is potential for a cadre of 30-40 people who will have a heightened awareness of the importance of equity and inclusion in all aspects of City affairs. With the majority of participants from the leadership and municipal employment sector, there can be a greater impact on community progress utilizing a proven method to achieve equity and inclusion objectives.

As soon after the City receives approval for this grant, the Diversity and Equity Committee will schedule the meeting times for mediation. A mediator will meet with each individual member and then as a group for several sessions with a proposed outcome of securing agreements about how the Committee plans to move forward after the effects of internal conflict.

#### **What makes the proposed approach the best one for your community at this time?**

With the help and advice of professionals in the field, among them Kristi Clemens, consultant Sha'an Moulert Med., Winooski Equity Director Yasamin Gordon, and Executive Director of Equity for the State of Vermont, Xusanna Davis, the Committee realized it was too far out ahead of the community and needed to both evaluate its progress made over the past two years and to reevaluate priorities. The Committee published a comprehensive report covering the last two years, with clear recommendations for the City Council. Among those is a line-item budget for the Committee both to demonstrate the City's commitment to carry out diversity and inclusion work, and for the Committee to use matching funds for future community education grants. The report also explains that without professional assistance, the work of a few volunteers who do not have the capacity nor the authority is insufficient to make any significant progress in this regard. In order to engender this level of commitment, there needs to be a stronger desire for it and a larger group of people to support it. The Committee has negotiated an agreement with the Barre Unified Union School District to fund and share an Equity Coordinator or Director position; for the City to agree with this proposal, we must increase the level and type of support at the upper layers of City authority, municipal management, and the general public.

The Diversity and Equity Committee has received support from many in the community, but some responses indicate a need for continued discussion and outreach. The Diversity and Equity Committee will open conversations, build understanding, and create the work needed to bring equity to life in Barre City.

For the Diversity and Equity Committee, the timing is perfect to resolve issues that have been impediments to both Committee progress and community attitude toward the work of equity.

City Council has established clear guidelines for this, and all City committees and we clarified the conditions and expectations of Committee members. This will assist the Committee in a resolution that will reaffirm each members' commitment to the goals and objectives of the Council's charge to them.

### **Community engagement in project development\***

**How does this approach serve the needs of the community's former, current, and future Black, Indigenous, People of Color (BIPOC) residents and businesses? Who was involved in developing this project? (Ideally, projects will be developed in partnership with diverse groups of people.)**

The Diversity and Equity Committee adapted the State of Vermont Equity Impact Assessment Tool, which the City Council has directed be used for planning and development and for examining the City's policies, practices, and procedures regarding diversity, equity, and inclusion. The most crucial and challenging aspect of the tool is how to involve BIPOC, whether they are living below the poverty line, are homeless, who are experiencing food insecurity, are disabled or are otherwise marginalized. This discussion series will be used as a way to inform those who serve the City in direct ways about the value of considering equity in projects that effect the community. Professional assistance has been engaged in developing this plan and they agree that inexperience requires those who hold authority and public office to demonstrate the need and value of equity and inclusion. Unless and until we have a critical mass of support and cooperation, there can be little progress toward goals which promote inclusion. The report pointed out that an equity coordinator, director, or consultant needs to be hired to organize community outreach, conduct data research, and train municipal staff in how to involve and serve those individuals and groups who are marginalized and are directly impacted by their work. The Committee's recent evaluation concluded that the task of developing methods of engagement with the community requires not only a foundation of support from City leadership but assistance from professionals. The City Council is currently involved in the budget process for FY2024 and is considering the committee's recommendation. *Let's Talk About Justice, Diversity, Equity, Inclusion and Belonging* is a first authentic step to advance the Diversity and Equity Committee past the formative and performative stages.

In a way, the whole City and beyond have been involved in recognizing the need for professional mediation for the Diversity and Equity Committee to work on resolution of its internal natural conflicts. We are looking to develop broader support across the City for the important work of this Committee. Like all cities, tension exists between different perspectives. Recent controversies have highlighted the differences between viewpoints and the need for in-depth conversations. With the support of the City Council and staff, the work of the Committee will be significantly furthered by this grant.

The City Council believes that a Committee with a wide range of diverse ideologies is useful, therefore the Committee must learn how to accept that challenge without violating the

Committee's agreements, mission, goals and objectives. A mediator will assist the Committee with finding ways to recover from negative interpersonal and social controversy.

### **Previous work\***

**What work has your community done so far on equity and inclusion? How will this project build upon that work? What conditions are present to help make this work successful, and what might make it challenging? (Prior work is not required, but we are interested in knowing how the community's work is progressing on this topic.)**

Barre City had a difficult time with the issue of whether to fly a "Black Lives Matters" flag. Opposition to this gesture acknowledging violence against people of color rose to the level of State legislators, who initially would not ratify the City's new proposed change to its City Charter which did not permit the flying of any other than the U.S., State, and POW flags. The House Government Operations Committee determined that such a City Charter change was divisive, and that the charter change with respect to flags was overkill because, in its view, "city councils — in this case Barre's — already have the authority... to dictate what goes on municipal property." In the wake of the controversy, the City Council created the Barre City Diversity and Equity Committee in August 2019 to develop a flag ordinance, assess the City's readiness for advancing equity work, and to make recommendations about how to do so. The Committee's proposed flag ordinance became moot due to the City Charter change eventually accepted by the Senate committee.

The Diversity and Equity Committee, comprised of seven adult and two youth volunteers, is appointed by the City Council, each member serving two-year terms. Since its inception, the Committee has identified several areas of interest to focus on:

- Providing community education, which includes anti-bias and other training for municipal leadership and staff, political and social service entities, and the general public;
- Advancing the use of the Barre City Equity Impact Assessment Tool to promote its development and use, including educating others about how to use it;
- Responding to issues regarding injustice, inequity, and exclusion, including among Diversity and Equity Committee members;
- Developing allies and circles of support to focus on justice, diversity, equity, inclusion, and belonging in Barre City;
- The Barre Unified Union School District has also been focused on equity and has been working on changing its policies and procedures to be more aligned with equity and inclusion objectives. The Diversity and Equity Committee has liaised with them and is planning co-

operative events and projects including a community read, involving the Aldrich Public Library and funding from the Vermont Humanities Council. There are also after-school and summer youth equity leadership theater programs funded by 21<sup>st</sup> Century Funds. The Committee has also liaised with the VLCT Justice, Diversity, Equity, Inclusion and Belonging Committee, and is examining how to best utilize the VLCT Equity Tool Kit and is encouraging the City to accept an invitation to join IDEAL Vermont.

The *Let's Talk About Justice, Diversity, Equity, Inclusion and Belonging* project is a foundational one to the community education efforts of the Diversity and Equity Committee and is designed to be in tandem with several other education projects the Committee is planning. During the same time period of the project there will be a community summer reading program examining the autobiographic graphic novel by John Lewis, "March." Both will represent the first projects reflecting the direction Council anticipated when forming this Committee.

### **Evaluation\***

**How will you evaluate your work? How will you know if your goals have been achieved? Evaluation can include metrics (# of people reached, trained, etc.) or other approaches to evaluation**

Workshops will be limited to 15 individuals per session, and with three sessions planned, that will include 45 persons from the City's leadership. Their responses to the training will help predict whether this type of educational process can attract a wider audience, other municipal workers, and the general public. A pre- and post-evaluation will assess the efficacy of the project, and a satisfaction survey will help identify future educational needs as well as illuminate reactions to the content and any desire to continue with a follow-up program. We will adapt the University of Delaware's Equity Assessment survey as a pre- and post-test vehicle, which will help collect data about the placement of community leadership before and after the project in order to determine if there are any changes in attitude and understanding of equity and to inform us about the value of using this method for use with other cohorts. A satisfaction evaluation also will identify potential allies, how well the program was received, and what steps can be taken by participants to engage them in future projects. Satisfied people can encourage others who may be more reluctant to engage with this kind of work, and the Diversity and Equity Committee can use what they learn to enhance its ability to engage with others in the community in conversations regarding justice, diversity, equity, inclusion, and belonging.



**Let's Talk about Justice, Diversity, Equity, Inclusion and Belonging – Project Budget**

<b>ITEM</b>	<b>IN-KIND (\$)</b>	<b>ACTUAL (\$)</b>
<b>Personnel:</b>		
Administration (3 hrs * 3 * \$40/hr. = \$360)		360
Consultant/Facilitator (10 hrs * 3 * \$125/hr = \$3,750)		3,750
Mediator (25 hrs * \$100/hr = \$2,500)		2,500
Coordinator (D&E volunteer 40 hrs. * \$15 = \$600)	600	
<b>Total Mileage:</b>		
1720 miles * \$0.625 = \$1,075		1,075
<b>Materials:</b>		
Handbook/History timeline (50 copies * 25 = \$1,250)		1,250
<b>Hospitality:</b>		
Refreshments/water (150.00 * 3 = \$450.00)		450
<b>Space rental:</b>		
Public, accessible space (\$170 * 3)	510	
<b>TOTAL</b>	<b>1,110</b>	<b>9,385</b>

Resources:

Vermont Community Fund – VLCT sponsor: \$9,385.00.

D&E Volunteers 600.00

Municipal rental 510,00

**TOTAL: \$10,495.00**

**Attachment A  
Grant Application Review Form**

City Department:	Manager on behalf of the Diversity & Equity Committee
For further information, contact:	Nicolas Storellicastro
Phone Number:	802-476-0240

Funding Agency:	VLCT
Application Deadline:	
Brief Description of project and purpose: Training and facilitated group discussions to under the "Let's Talk about Justice, Diversity, Equity, Inclusion, and Belonging" Series.	

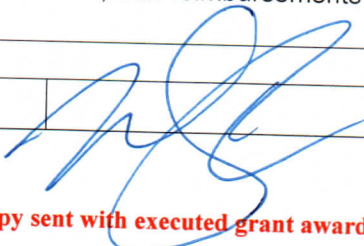
Amount of Expected Grant Award:	\$8,285
Amount of local cash match required:	N/A
Amount of local In-kind Match:	\$510 in in-kind facility rental contribution

Name any significant partnerships with other organizations (i.e., is an MOU required, intergovernmental agreements, etc.):  
N/A

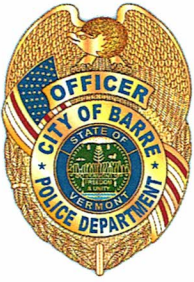
How does this proposed grant align with the City's strategic priorities and/or Department's Operating Plans?  
This grant is aligned with City goals and objectives to remove barriers to equity and create opportunity for dialogue among leadership.

How does this grant provide for or expand services to address critical need?  
Provides training/education about aspirations of a more inclusive, fair, just, and healthy community.

Is the Department capable of administering the financial and administrative aspects of the grant? Explain. If no, state what assistance will be needed:  
Yes, this grant generally supports training and sessions, with reimbursements and stipends constituting the primary cost drivers.

City Manager Received (sign and date):  4/29/22

**\* Copy must be retained in grant application file and copy sent with executed grant award to Accounting Department. \***



# *Barre City Police Department*

**Chief Braedon S. Vail**

15 Fourth Street, Suite 2  
Barre, Vermont 05641-4476

[www.barrecity.org](http://www.barrecity.org)

Tel: 802-476-6613  
Fax: 802-476-0249

Larry E. Eastman, Jr.  
Deputy Chief of Police

November 14, 2022

Vermont Community Foundation  
3 Court Street  
Middlebury, Vermont 05753  
ATT: Lydia Brownell

Ms. Brownell,

I am writing to express support for the City of Barre's application for the Equitable and Inclusive Communities grant offered through your foundation in cooperation with the Vermont League of Cities and Towns and the Vermont Office of Racial Equity. The City, through the Barre City Diversity and Equity Committee, is embarking upon a project entitled "Let's Talk About Justice, Diversity, Equity, Inclusion and Belonging," for which it is seeking funding.

The project aims to aid City leaders in better understanding and incorporating the principles of diversity, equity and inclusion into their operations, and be an integral part of the City's strategic plan. This will be achieved through a series of educational workshops facilitated by Dartmouth College's Acting Senior Director of Institutional Diversity and Equity, Kristi Clemens.

As a leader in the City of Barre, I am excited to support this effort and hope to make this project a reality in order to create a more inclusive environment for everyone who lives in or visits our community.

Respectfully,

A handwritten signature in black ink, appearing to read "Braedon S. Vail".

Braedon S. Vail  
Chief of Police



November 22, 2022

Lydia Brownell  
Vermont Community Foundation  
3 Court Street  
Middlebury VT 05753

Dear Ms. Brownell:

I am writing to show my support for the application for the Equitable and Inclusive Communities grant that is being submitted from Barre City. I whole heartedly support the City of Barre's Diversity and Equity Committee and the project "Let's Talk About Justice, Diversity, Equity, Inclusion and Belonging."

I appreciate the goal of the project to help a variety of leaders in the city to assess their biases, discuss how to view their work through the lens of equity and inclusion and discuss and understand perceptions of community support and resistance. I am hopeful that our community leadership will fully embrace this project to better provide a place that is welcoming and open to all members of the community, including those that have been marginalized.

As a business owner, I recognize the importance of creating an inclusive community to support the economic vitality of our city. As a school board member, I recognize the importance of creating an equitable community to provide resources and supports for all our students and their families. And finally, as a homeowner and taxpayer, I can see the benefits, from an economic standpoint and sustainability standpoint to creating a more inclusive, equitable and welcoming city.

I believe that the rich history of the City of Barre is due to the dynamic mix of people that moved here to be involved in the granite industry many years ago. I do hope we can recognize and get back to appreciating the diversity we all bring to the community, whether it be our ethnicity, our religion, our socio-economic status, our personal beliefs, or orientations. I am hopeful that our Diversity and Equity Committee can use this project to help lay the groundwork to have the difficult conversations, create policies that are inclusive, and provide equitable resources to allow our city to grow and thrive.

Kind regards,

A handwritten signature in blue ink, appearing to read "Sonya M. Spaulding".

Sonya M. Spaulding  
Owner

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800.396.8049

Elberton, GA  
888.283.5863

Montrose, PA  
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Rockville, MN  
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