

REGULAR COUNCIL MEETING
Tuesday, December 17, 2024 5:00pm
Zoom Meeting ID: 889 8252 5535 Passcode: 675736
One tap mobile 929-205-6099

Page	Agenda Item
	1. Call to Order – 5:00PM
	2. Executive Session – legal/real estate (5PM – 6PM, estimated)
	3. Adjustments to the Agenda (6PM estimated)
	3-a. Resolution #2024-21: In recognition of Sue Minter
	3-b. Visitors & Communications
	4. Consent Agenda
4	A. Approval of Minutes i. Meeting of December 10, 2024
	B. Clerk’s Office Licenses & Permits C. Authorize the Manager to execute contract(s) D. Ratify Council’s 12/10/24 allocation of \$10,000 from the Brusa Trust to the Fuel Your Neighbor Program
	4-a. Approve City Warrants i. Approve week of 12/18/24
	5. City Clerk & Treasurer Report
	6. Liquor/Cannabis Control Boards
	7. City Manager’s Report
	8. New Business
9	A. 1 st Reading Warned 6:20PM Ord. #2024-03: Winter Parking Ban
13	B. Approve publication of terms of sale of Seminary St and Campbell Place parking lots
23	C. Vermont Coyotes presentation
	D. Appoint Council liaison to the Police Advisory Committee
	E. Consideration of Berlin St/Prospect St stop sign
	F. ADA procedures briefing
	9. Upcoming Business
	10. Round Table
	11. Executive Session – real estate
	12. Adjourn

The next regular meeting of the City Council is scheduled for Tuesday, January 7, 2025.

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

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



City of Barre, Vermont

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

MEMO

TO: City Council
FROM: The Manager
DATE: 12/13/24
SUBJECT: Packet Memo re: 12/17/2024 Council Meeting Agenda Items

Councilors:

The following notes apply to packet support materials for the Subject Council Meeting Agenda. Please note, **the Council meeting will begin at 5:00PM for a legal/real estate executive session.** The open portion of the meeting is anticipated to begin at 6:00PM. There will also be an executive session for real estate at the conclusion of the meeting.

4-C Authorize the Manager to execute contract(s)

There are no contracts for approval.

4-D Ratify Council’s 12/10/24 allocation of \$10,000 from the Brusa Trust to the Fuel Your Neighbor Program

At last week’s meeting, the Council approved making a \$10,000 allocation from the Brusa Trust to support Capstone’s Fuel Your Neighbor Program. This item was not warned on the December 10, 2024 agenda, so it requires ratification.

8-A 1st Reading Warned 6:20PM Ord. #2024-03: Winter Parking Ban

The packet includes a memo and draft changes to the winter parking ban ordinance. Based on preliminary observations of the new winter parking rules pilot, staff is recommending a permanent change to ordinance to start parking bans at 11:00PM. We believe this change would benefit plowing operations under the new and old winter parking rules.

8-B Approve publication of terms of sale of Seminary St and Campbell Place parking lots

Materials for this agenda item will be provided under separate cover as they are being prepared by legal counsel.

8-C Vermont Coyotes presentation

As you are aware, the Vermont Coyotes are a new ABA franchise that will play home games at The Aud starting in the 2025 season. Representatives from the team will present about current plans for the team and community engagement.

8-D Appoint a Council liaison to the Police Advisory Committee

There is no memo in the packet for this agenda item. With the election of Councilor Waszazak to the Vermont House of Representatives, he will be resigning from his seat on the Council, and by extension, his role as liaison to the Police Advisory Committee (PAC). The PAC meets the second Wednesday of the month at 6:00PM.

8-E Consideration of Berlin St/Prospect St stop sign

The packet includes a memo detailing the staff’s recommendation against making the intersection of Prospect St and Berlin St an all-way stop. The staff’s recommendation has been validated by the VHB study, attached to the memo.

8-F ADA procedures briefing

The packet includes resources from the City’s website detailing compliance with the Americans with Disabilities Act (ADA). The Manager will provide Council with an update on the City’s ADA obligations.

Regular Meeting of the Barre City Council (Draft)
Held December 10th, 2024
Council Chambers-Barre City Hall

The scheduled Meeting of the Barre City Council was called to order in person and via video platform by Mayor Thomas Lauzon at 6:00 PM in the Council Chambers at City Hall, Barre, Vermont. In attendance were: From Ward I, Councilors Emel Cambel and Councilor Sonya Spaulding; from Ward II, Councilors Amanda Gustin and State Representative Teddy Waszazak; and from Ward III, Councilors Samn Stockwell (remotely) and Michael Deering. City staff members present were City Manager Nicolas Storellicastro, and Clerk/Treasurer Cheryl Metivier.

Absent: none

Adjustments to the Agenda – Insert *NEW* agenda item – Approval of \$5000.00 donation from Brusa Trust to Capstone Fuel Your Neighbors Assistance Program replacing 8B, and moving all subsequent items down the item line.

Visitors & Communications –

Christmas for Kids volunteers;
Officer Jason Fluery, Katie Fluery, Jenn Charbonneau and State Rep. Michael Boutin

The group announce the resounding success in fund raising to date, of over \$20,000. Through collections from the coin drop, the ticket raffle held during the MMA event at the Auditorium, and through private donation the funds will serve more than 70 families and more than 110 children. These funds are not just used for gifts, but are given for basic necessities, such as food, fuel, clothing, bedding and personal hygiene essentials.

Caitlyn Burnham –

Concerned for showing support for a religious agenda.

Consent Agenda-

- A. Approval of Minutes
 - i. Meeting of November 26, 2024 (with edits requested by Councilor Spaulding)
- B. Clerk's Office Licenses & Permits – none
- C. Authorize the manager to execute contract(s)
 - i. Police cruiser replacement
- D. Approve Sno-Bees Snowmobile Club landowner's permission form

Motion to approve consent agenda made by Councilor Gustin, seconded by Councilor Cambel-approved

Approve City Warrants

- i. Ratify week of 11/04/2024
- ii. Approve week of 12/11/2024

Motion to approve city warrants-Move made by Councilor Deering, seconded by Councilor Waszazak

City Clerk & Treasurer Report

The final version of the 24-25 tax bill is in L Brown's hands as of Thursday, Dec 5th. The bills will be mailed by the end of this week.

Included in the envelope with the tax bill, is an insert for clarification and clarification of information provided on the revised bill.

The insert has been posted on a few media sites; Regroup, FPF (Front Porch Forum).

The balance shown remaining for the Q2 will be due Feb 17th with the Q3 payment. No penalties or interest will be added.

Any questions may be directed to the Clerk's office.

Liquor/Cannabis Control Boards-

Special Events Permit Submitted by;

Neddo Family Vineyard, LLC

For an event at Nelson Hardware – Thursday Dec 12th. (Ladies Night)

City Managers Report

*Update on new parking ban; the Manager would like to bring a 1st reading to change the ordinance from 1am-6am, to, 11pm to 6am to council soon.

*Regroup App is up and running as another method of communication between the City and community members. This will be the best method to stay informed about the Winter Snow Ban parking restrictions, however notification will be sent through VT alert and FB. Template for success is 2000+ subscribers.

*An update on the study from VHP in regards to stop a sign for the intersection of Prospect St., Berlin St. and Westwood Parkway should be ready for next council meeting.

*Fire hydrant repairs are due, calculating 42 are out of service and 16 replacements required. The (16) replacements, will come with a cost of approx. \$95,000. However, Fire Chief Cushman is confident safety is not compromised.

*Watching the forecast, and monitoring the rain levels and snow melt.

Councilor Gustin- Announced Barre-Up has resources ready if needed.

New Business

8A. Volunteer appointments

i. PAC (Police Advisory Committee)– Eli (Poa) Mutino

Motion to approve appointment of Eli Mutino to the Police Advisory Committee moved by Councilor Cambel, seconded by Councilor Waszazak – approved.

ii. JEDIB – Matt Mulligan

Motion to approve appointment of Matt Mulligan to the JEDIB committee- Move made by Councilor Gustin, seconded by Councilor Cambel - approved

8B. Approve \$5000.00 donation from Brusa Trust to Capstone Fuel Your Neighbors Assistance Program

East Rise Credit Union will match all funds up to \$325,000.

Councilor Deering proposed an increase of \$5000, totaling \$10,000 dollars, to be matched by East Rise Credit Union.

Motion to approve donating \$10,000 to the Capstone Fuel Your Neighbors Assistance Program moved by Councilor Waszazak, seconded by Councilor Gustin – approved.

8C. Authorize \$60,000 from special projects fund to support Prospect Heights due diligence (PHDI)

Previous city manager Steve MacKenzie, Carl Rinker, Angie Harbin, from Downstreet Housing and Planning Commission Committee Chair David Sickler

All parties came to the table to discuss and ask the Council to approve allocating funds from the Special Projects fund to meet the due diligence of Prospect Heights. Councilor Stockwell expressed concerns over reallocating fund back in the future, noting the fund need to be spent wisely and with much consideration.

Motion to approve authorizing \$60,000 from special projects fund to support Prospect Heights due diligence (PHDI) moved by Councilor Waszazak, seconded by Councilor Cambel - approved

Councilor Gustin – approved

Councilor Deering – approved

Councilor Spaulding – approved

Councilor Stockwell – nay

8D. Set legislative priorities

Maggie Lenz of Atlas Government Affairs, State Rep. Teddy Waszazak and State Rep, Michael Boutin

The synopsis prepared by Councilor Gustin, listing priorities discussed at the November 19, 2024 meeting, helped guide the Council in discussion on how to refine the list ahead of the new legislation session. Council heard the guidance from Maggie, with her experience from last year, and with knowledge of other municipalities also vying for funding for similar causes, stating the completion is out there and budgets are tight. Suggestions for seeking regional funding for mitigation projects, housing pilot programs were well accepted. The articles listed as request for the (3) charter changes and the flood gauge, would possibly be early addressed.

8E. Update on Flood Resiliency- Councilor Gustin, Councilor Waszazak

*Tess Taylor advocate for the Unhoused and Homeless met with FEMA and were told to email them a list of needs, and in return, a list of funding possibilities would be given to match up to the City's needs.

*Communication upgrades – The Regroup app provides information on parking bans, tax bills and more. 700+ have currently signed up, and hoping to continue the membership.

*River Access Task Force raised a good amount of money with a fund raiser held at the Canadian Club, named “the Worst Song Ever”.

*The \$499,752 dollars recently received for Auditorium upgrades will be well spent for;

Foundation insulation
Weather-stripping windows and doors
Replacing with LED lighting
HVAC upgrades

*Mayor Lauzon and State Rep. Teddy Waszazak attended a Winooski River basin conversation held by the Vermont Council of Rural Development and Central Vermont Regional Planning Commission on Dec 4th.

The takeaway from this conversation is, communities need to combine voices and collective forces for regional watershed projects to be successful for all.

*Prospect Heights Development as the update occurred earlier in the meeting.

*The infill analysis conducted by CVPC has come back and will be reviewed for tools to identify parcels and match housing possibilities.

Upcoming

Mayor – Survey the public for priorities within the community for budget purposes.

Councilor Gustin – Micro grants for neighborhoods

Councilor Stockwell – ADA compliance update. Named officer.

Councilor Spaulding – Be sure the ADA conversation happens in a future council meeting.

Councilor Deering – addressing panhandling, the situation is becoming unsafe.

Manager – may bring public conduct ordinance to the table.

Round Table

Councilor Stockwell – Performance of the Messiah at the Barre Opera House was amazing, the Barre Opera House which is a great resource. Christmas for Kids is serving a special need to families in the area. If anyone wants to help with specific needs, reach out to local organizations for lists.

Councilor Waszazak – The State House tree was donated by the American Legion in Barre.

Councilor Spaulding – Is there a better option than the bags on meters during the holidays. Maybe allow fees to be used for donations.

Councilor Gustin – Foxy’s a tribute to phenomenal food.

Councilor Deering – Christmas for Kids great success. Foxy’s a historic gem.

Mayor Lauzon – Foxy’s a great space. The success for the Christmas for Kids program is appreciated.

Findings for executive session moved by Councilor Deering, seconded by Councilor Cambel approved.

Motion to enter executive session including Bob Lord, Carl Rinker, Al Flory and Steve MacKenzie moved by Councilor Cambel, seconded by Councilor Waszazak, approved.

Motion the exit executive session moved by Councilor Waszazak, seconded by Councilor Gustin, approved

Motion to adjourn moved by Councilor Waszazak, seconded by Councilor Deering, approved

Meeting adjourned at 8:30pm

Next meeting is scheduled for Tuesday, December 17th, 2024.

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

Respectfully submitted,

Cheryl A. Metivier, City Clerk



City of Barre, Vermont

“Granite Center of the World”

CITY COUNCIL AGENDA: 12/17/2024

Agenda Item No.: 8-A

AGENDA ITEM DESCRIPTION: 1st Reading Warned 6:20PM: Ord. #2024-03 Winter Parking Ban

SUBMITTING DEPARTMENT or PERSON: The Manager

STAFF RECOMMENDATION: Advance to 2nd reading

BACKGROUND INFORMATION:

The City has piloted a new forecast-dependent winter parking ban. This winter, parking will be allowed on City streets and parking lots from 1:00 a.m. to 6:00 a.m., unless a ban has been issued. Through several storms, the pilot program has been modestly successful. While most residents are in compliance, approximately 10 vehicles have been towed during the last two storm events.

The winter parking ban is contained in Chapter 17 of ordinance. Staff does not believe we should codify the new winter rules until we know how and if they will work long-term. However, through implementation of the pilot, we have determined that there would be positive long-term value – regardless of whether the new rules are made permanent or not – of changing the start time of parking bans from 1:00 a.m. to 11:00 p.m. of the previous night. This change will have two positive outcomes for operations:

- **Allows plow drivers to begin snow clearing earlier:** Under current practice, plow drivers typically do not commence plowing until approximately 2:00 a.m.; and
- **Clarifies communication on parking bans:** When a ban is issued, it must be issued for the succeeding date/time. For example, if the City were to issue a ban on the night of this Council meeting, it would be issued for “Wednesday, December 18.” For most people, that really means that they need to move their car to off-street parking Tuesday, December 17 before going to bed. If a ban starts at 11:00 p.m., it could be communicated as starting on the prior night (i.e. Tuesday in the example above).

The attached mark-up of the ordinance also proposes conforming and technical amendments to clean-up the text.

ATTACHMENTS: Proposed amendments to the winter parking ban ordinance

RECOMMENDED ACTION/MOTION:

Move to advance Ordinance #2024-03 to 2nd reading on January 7, 2025.

City of Barre
Chapter 17 – TRAFFIC
#2024-03

The City Council of the City of Barre, Vermont will hold a first reading on Tuesday, December 17, 2024 at 6:20 P.M. in the City Council Chambers to discuss the following revision to the Code of Ordinances, amended Section 17-26, Chapter 17 – Traffic, as follows:

The City Council of the City of Barre hereby ordains that Section 17-26, Chapter 17 of the Code of Ordinances of the City of Barre, Vermont is hereby amended to read as follows:

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

Chapter 17 – TRAFFIC

Sec. 17-26. Parking regulations.

(a) No operator or driver of any vehicle shall stop, stand or park the same in any of the following places except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or official sign:

- (1) Within an intersection[.];
- (2) On a crosswalk[.];
- (3) Within six (6) feet of a fire hydrant[.];
- (4) In front of a private driveway[.];
- (5) On any sidewalk[.]; **or**
- (6) Abreast of another vehicle in any street.

(b) No person shall put, place, or park any vehicle on any public street for the purpose of selling or renting the same or for the purpose of displaying or advertising the same for sale or rent.

(c) Unless otherwise provided, vehicles in the city shall be parked parallel and close to the curb the full length of the vehicle, with right wheels to curb, and, where parking spaces are marked off or painted on the pavement, no driver or operator of any vehicle shall stop, stand or park such vehicle otherwise than wholly within the spaces so marked off or painted.

(d) [~~During the period from~~] **Between** the 15th day of November of each year to the first day of April of the following year, no person shall, between the hours of [~~4:00 a.m.~~] **11:00 p.m.** and 6:00 a.m., park any vehicle or permit any vehicle to remain parked on any [~~public highway in the~~] city **street or city-owned parking lot, unless such vehicle is parked in a designated overnight parking space with a valid permit.**

(e) [~~(h) Reserved.~~]

(f) It shall be unlawful for a person:

- (1) To park a vehicle for a period of more than seventy-two (72) consecutive hours on any street in the city[.];
- (2) [~~Unless permission is granted by the city manager or designee, to~~] **To** park or stop a vehicle in a restricted zone, except for the purpose of discharging or receiving a passenger, and then only if the zone is not occupied or about to be occupied by a vehicle permitted to use the zone by the city manager or designee. If such vehicle approaches, the vehicle without permission shall immediately vacate the zone, **unless permission is granted by the city manager or designee[.]**;
- (3) To park a vehicle in or upon school grounds from 7:00 p.m. until 9:00 a.m. of the following day, unless permitted to do so by an officer or other person so empowered to grant such permission by the [~~board of school commissioners of the~~] city's school district[.];
- (4) To park or stop a vehicle in or upon or operate a vehicle in any real property located within a city cemetery, **park or playground** from one half hour before sunset until one half hour after sunrise on the following day, without permission of the city manager or designee. The permission shall be in writing and when so parked or stopped shall be exhibited to any police officer requesting to see it[.];
- (5) To park or stop a vehicle on a crosswalk which has been marked on a street by signs or stripping[.];
- (6) To park a vehicle along or on a curb, which has been painted yellow by authority of the city manager or designee, unless permission to do so has been granted by the city manager or designee[.];
- (7) To park a vehicle on any street from which merchandise or service is sold or offered for sale, or displayed for sale or exhibition, without permission of the city manager or designee, with the exception of those vendors who have been issued a vending license pursuant to City Ordinance Sec. 10-16[.];
- (8) [~~Unless a parking space is otherwise plainly marked on the street, to~~] **To** park a vehicle in any manner other than parallel and close to the curb edge of the traveled way of a street, the full length of the vehicle, **unless a parking space is otherwise plainly marked on the street[.]**;
- (9) To park or stop a vehicle within an intersection, or on a bridge or a sidewalk, or in front of a private driveway, or within six (6) feet of a fire hydrant, or abreast of a vehicle parked or stopped at the curb of a street, or so as to obstruct traffic[.];
- (10) [~~Except where parking of vehicles is permitted, it shall be unlawful to~~] **To** park a vehicle or place or leave anything in a roadway, which may impede or hinder its full and free use by vehicles, **except where parking of vehicles is permitted[.]**;
- (11) [~~It shall be unlawful to~~] **To** park a vehicle or place or leave anything which may impede or hinder vehicular traffic where "No parking" traffic signs are erected[.];
- (12) [~~In the parking meter zone, except in a parking space or as otherwise provided, it shall be unlawful to~~] **To** park a vehicle or place or leave anything **in the meter zone, except in a parking space or as otherwise provided,** which may impede or hinder the full and free use of a roadway by vehicles[.];
- (13) [~~It shall be unlawful to~~] **To** park a vehicle on any city street in such a manner that the vehicle is facing oncoming traffic[.];

(14) ~~[It shall be unlawful to]~~ **To** park any vehicle, other than one properly displaying a valid handicapped license plate or valid handicapped parking card issued by the Commissioner of Motor Vehicles, in a designated handicapped parking space[.]; **and** (Ord. No. 1987-4, 3-10-87)

(15) To stop or park any vehicle in an area designated as “No Parking” by signage installed by the city.

~~[Cross-reference Similar provisions, Sec. 17-45.]~~

~~[(j) It shall be unlawful for a person to park any vehicle on any street in such a manner or in any way which may interfere with the prompt and orderly removal or plowing of snow, removal of ice, or sanding or salting or otherwise treating snow or ice by the street department. This section shall be effective only between the hours of 1:00 a.m. and 6:00 a.m. between the 15th day of November of each year and the first day of April of the following year.~~

~~(k)~~ **(f)** For the purpose of cleaning, clearing, oiling, repairing, reconstruction or surfacing a street, sewer or waterline, the ~~[street department or the water department or sewage]~~ department **of public works** may close all of a street or part thereof to parking or stopping of vehicles by causing signs to be posted thereon, in conspicuous locations, indicating the prohibition of parking thereon. It shall be unlawful for a person to park a vehicle on a street or part of a street closed under this section.

~~[(l) (g) [An officer of the]~~ **The** fire department may prohibit parking in street within not more than five hundred (500) feet from the scene of a fire which the fire department is attending and engaged in extinguishing, when deemed such parking interferes or will interfere with fire-fighting and other duties of the department. Signs shall be erected on all streets at the outer limits of the no-parking zone so designated, and the signs shall be removed when the needs of the department no longer require. It shall be unlawful for any person to park or stop or enter with a vehicle any no-parking zone established under provisions of this section unless authorized by an officer of the fire department.

~~[(m) It shall be unlawful for any driver or operator of a motor vehicle to stop or park such vehicle in any area designated as NO PARKING by signage installed by the City of Barre. (Ord. No. 2014-01, 4-22-14)]~~

ADOPTION HISTORY

- First Reading at regular City Council meeting held on Tuesday, December 17, 2024. Second Reading and Public Hearing set by Council for Tuesday, January 7, 2025.
- Proposed language printed in Times Argus newspaper on Saturday, December 21, 2024.
- Second Reading and Public Hearing held on Tuesday, _____.
- Adopted at regular City Council meeting held on _____ and entered in the minutes of that meeting which are approved on _____.
- Posted in public places on _____.
- Notice of adoption published in the Times Argus newspaper on _____.
- Effective _____.

Dated this _____ day of _____, 2025

Cheryl Metivier
City Clerk/Treasurer



City of Barre, Vermont

“Granite Center of the World”

CITY COUNCIL AGENDA: 12/17/2024

Agenda Item No.: 8-E

AGENDA ITEM DESCRIPTION: Consideration of Berlin St/Prospect St stop sign

SUBMITTING DEPARTMENT or PERSON: The Manager

STAFF RECOMMENDATION: Provide final disposition of this constituent matter

BACKGROUND INFORMATION:

In June 2024, Ms. Parry of Palmisano Plaza requested a new four-way stop sign to be erected at the intersection of Prospect Street and Berlin Street, claiming “[t]he intersection is probably the most dangerous one in the City. Many accidents occur there every year and people speed through there every single day.” Review of this request was assigned to the Public Works Department. After completing his review of the request by applying the appropriate Manual on Uniform Traffic Control Devices (MUTCD) standards, Director Baker concluded that a four-way stop sign was not warranted (see attached email response) for the following reasons:

- **Annual Average Daily Traffic (AADT) count need to exceed 6,000 cars per day:** 2022 VTrans AADT data shows that this intersection has approximately 2,500 cars per day.
- **3 or more correctable crashes within 12 months or 5 or within 2 years:** Barre Police Department data indicates only one crash reported in the previous two years (March 16, 2024).
- **Limited visibility:** After speaking with the homeowner of 163 Berlin Street, it was determined that bush trimming would restore adequate visibility.

Ms. Parry disputed the findings and staff recommendation during appearances at Visitors & Communications. The Council directed staff to seek a professional, independent, and expert opinion on the subject. A contract with VHB, at a cost of \$2,500, was approved by the City Council on November 12, 2024. The VHB study was completed and submitted to the City Manager’s office on December 11, 2024, and the findings support the initial report by Director Baker, concluding that with adequate vegetation control, an all-way stop is **not** warranted.

Please note that despite a commitment to connect Ms. Parry with VHB, I decided not to do that for two reasons: (1) additional cost that would be billed to the City for any meeting time between Ms. Parry and the consultant; and (2) I believed there was value in having an objective report without input from both the City and the interested party. The report that has been submitted is free of influence from either party.

Staff acknowledges, understands, and respects that the Council has the authority to override any decision we make at any point and for any reason. While this stop sign decision before the Council may seem like an inconsequential decision, I urge the Council to exercise caution and weigh the potential consequences of approving Ms. Parry’s request for the following reasons:

- **This should not be a Council-level decision.** The City Council is a policy-setting body, not an administrative or operational body. Administration of day-to-day decisions such as placement of traffic control devices are the responsibility of the City Manager and their appointees. This issue, under normal circumstances, should not have even risen to the Manager’s level because the Public Works Director performed a thorough and defensible review that has since been validated by an independent contractor. The Council hires a Manager and the Manager hires a Public Works Director to make these day-to-day decisions. In this case, it is indisputable that the City applied a fair standard to review the constituent request (even if the result was not what members of the Council may have individually preferred).

- **Overriding a rational and validated staff recommendation undermines any future decisions by City staff that a resident may not agree with.** If the Council overrides a rational staff decision that has been further validated by an independent review, residents will have no incentive to abide by staff decisions in the future, and will choose to appeal every staff decision to the Council. The Council provides a valuable appeal for irrational, unfair or capricious decisions. However, this decision was based on the application of a well-known standard, and by all indicators deserves to be accepted as a final decision. City staff similarly made decisions about buyouts after setting a standard (clusters around the river) and applying it to all applicants. Those decisions were also painful, and not all Councilors agreed with every particular outcome. However, the approach resulted in objective and consistent decisions that we believe are in the City's best interest.
- **Making a decision that contradicts staff and independent advice sets a dangerous precedent for the Council as it adjudicates future disputes.** If the Council ignores not just a staff recommendation, but also the recommendation of a hired consultant, it will have little rationale to reject future requests from residents that the Council may happen to disagree with. Staff has applied a known standard to a resident's request, and used those objective findings to deny the request. If in the future, a resident requests a stop sign at an intersection that the Council believes should not have one, the Council will have little basis for rejecting the request if it approves this request by Ms. Parry.
- **Staff will be incentivized to refer all resident disputes to the City Council for resolution.** If the Council chooses to approve Ms. Parry's request, it will send a signal to City staff that recommendations do not carry weight and that disputes with residents should be directly referred to the Council for resolution. City staff provides an important buffer to allow professional and objective decision making without political or constituent pressure.

Accordingly, I strongly recommend that the Council reaffirm Director Baker's decision, as validated by the VHB study.

ATTACHMENTS: (1) Public Work Director Brian Baker email response; (2) VHB study

RECOMMENDED ACTION/MOTION:

Provide final disposition of this constituent request.

Re: New Stop Sign Needed.....

From Brian Baker <PWdirector@barrecity.org>

Date Wed 7/10/2024 12:14 PM

To Nicolas Storellicastro <citymanager@barrecity.org>; S P <[REDACTED]>; Samn Stockwell <S.Stockwell@barrecity.org>

Cc [REDACTED]

Hi Samn, Sandra, and Michael,

I am including all of you on this response as you all have posed the same question about a 4-way stop at the Prospect and Berlin Street intersection.

To start I spoke with the owner of 163 Berlin Street and they are going to trim the bushes to help maintain a clear site line up Prospect Street. They were very agreeable plan on keeping them trimmed in the future.

As for installing a stop sign for Prospect Street. Traffic design throughout the US used a publication called "Manual for Unified Traffic Control Devices" commonly referred to as the MUTCD. A stop sign should not be used for speed control, but according to the MUTCD to install a stop sign on the major route in an intersection one of the following items need to be true:

1. Annual Average Daily Traffic(AADT) count need to exceed 6,000 cars per day
2. 3 or more correctable crashes within 12 months or 5 or within 2 years.
3. Limited visibility.

After doing some research here are my finding and reasoning why a stop sign is not warranted for that intersection:

1. The 2022 AADT by VTrans shows at that intersection has approximately 2,500 cars per day.
2. I spoke with Chief Vail about the crash history of this intersection. He checked with the Vermont Crash Reporting System and they have only one crash reported in the last several years. That crash was reported on March 16th of this year.
3. After speaking with the home owner of 163 Berlin Street, visibility should be restored to that intersection after the bush trimming is completed.

Hopefully this explains a little about how the decisions are made on traffic control, let me know if you have any questions.

To: Brian Baker
Director, Public Works and Engineering
City of Barre
12 Burnham Street
Barre, VT 05641

Date: December 11, 2024

Project #: 59228.00

From: Jenn Conley
Joe Vanacore

Re: All-Way Stop Condition Evaluation -
[Prospect Street at Berlin Street and Westwood Parkway]

Introduction

Upon request of the City of Barre ("City"), VHB evaluated the intersection of Prospect Street, Berlin Street and Westwood Parkway for its potential conversion to all-way stop condition. This assessment was conducted in accordance with the criteria outlined in Section 2B.12 of the MUTDC (11th edition) and included a review of factors related to the existing operation and safety of the intersection, the potential to improve these conditions, and the applicable warrants for an all-way stop. To facilitate this evaluation, VHB conducted a site visit to observe existing intersection characteristics, measure sight distances, and collect 12 hours of traffic volume data for all movements. The findings from this evaluation are detailed below.

Existing Intersection Characteristics

The intersection of Prospect Street at Berlin Street and Westwood Parkway is currently stop controlled for the approaches of Berlin Street and Westwood Parkway. The speed limit is 25 miles per hour on all approaches. There is an existing pedestrian crossing across Prospect Street on the east side of the intersection which connects to an existing sidewalk on the east side of Berlin Street, which is in very poor condition.



Figure 1 Intersection Overview

All-Way Stop Warrants

The following five warrants are all-way stop control warrants as described in Section 2B.12-2B.17 of the MUTCD. The satisfaction of an all-way stop control warrant or warrants shall not in itself require the installation of all-way stop control at an unsignalized intersection. The decision to install all-way stop control on roadways open to public travel may be based on engineering judgment.

Warrant A: Crash Experience

A. For a four-leg intersection, there are five or more reported crashes in a 12-month period or six or more reported crashes in a 36-month period that were of a type susceptible to correction by the installation of all-way stop control.

> **Warrant A is not met.**

In the last 36-months there have been 4 crashes.

Warrant B: Sight Distance

All-way stop control may be installed at an intersection where an engineering study indicates that sight distance on the minor-road approaches controlled by a STOP sign is not adequate for a vehicle to turn onto or cross the major (uncontrolled) road. At such a location, a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop.

> **Warrant B would not be met – with vegetation removal.**

As illustrated in Figure 2, the sight lines approaching the intersection are good, comfortably exceeding stopping sight distance requirements. However, Warrant B considers adequate intersection sight triangles for the minor, stop controlled approaches to be a distance at which a vehicle can turn onto or cross the major street safely. The sight triangle from the Westwood Parkway northbound (NB) approach is ample. However, as shown in Figure 3, for the southbound (SB) approach on Berlin Street, sight triangles are less optimal. Currently, greenery to the east and west partially obstructs sight lines from Berlin Street (Figure 4 – following page). It is recommended to mitigate this by clearing the vegetation within both clear zones and maintaining these areas free of obstructions. Continued monitoring is also suggested. If these sight triangle obstructions remain, implementing all way stop control would be appropriate.



Figure 2 Sight Lines

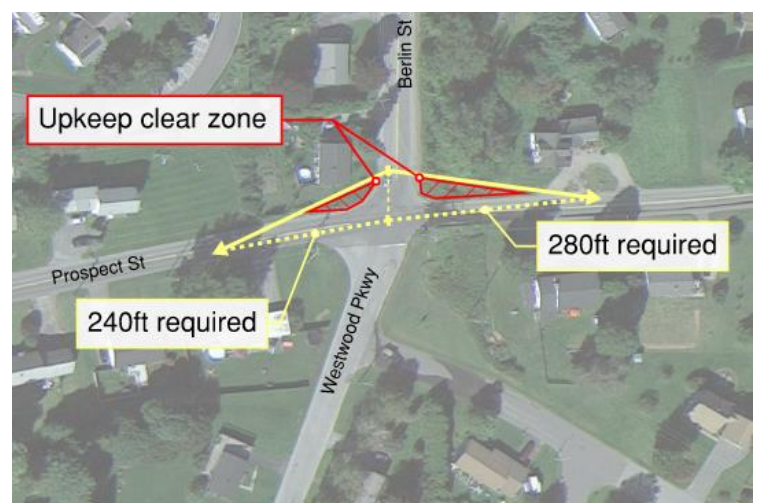


Figure 3 Intersection Sight Triangles



Figure 4 Partial Obstruction at Stop controlled approach

Warrant C: Transition to Signal Control or Transition to Yield Control at a Circular Intersection

All-way stop control may be installed at locations where all-way stop control is an interim measure that can be installed to control traffic while arrangements are being made for the installation of a traffic control signal at the intersection or for the installation of yield control at a circular intersection.

> **Warrant C is not applicable.**

No change is proposed to the traffic control that would require transition at this location.

Warrant D: 8-Hour Volume (Vehicles, Pedestrians, Bicycles)

A. The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the major-street approaches is at least 300 units per hour for each of any 8 hours of a typical day; and

B. The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the minor-street approaches is at least 200 units per hour for each of any of the same 8 hours.

> **Warrant D is not met.**

As shown in Figure 5, the Prospect Street volumes remain below 300 units per hour for any hour in the day and the Berlin Street and Westwood Parkway volumes remain below 200 units per hour.

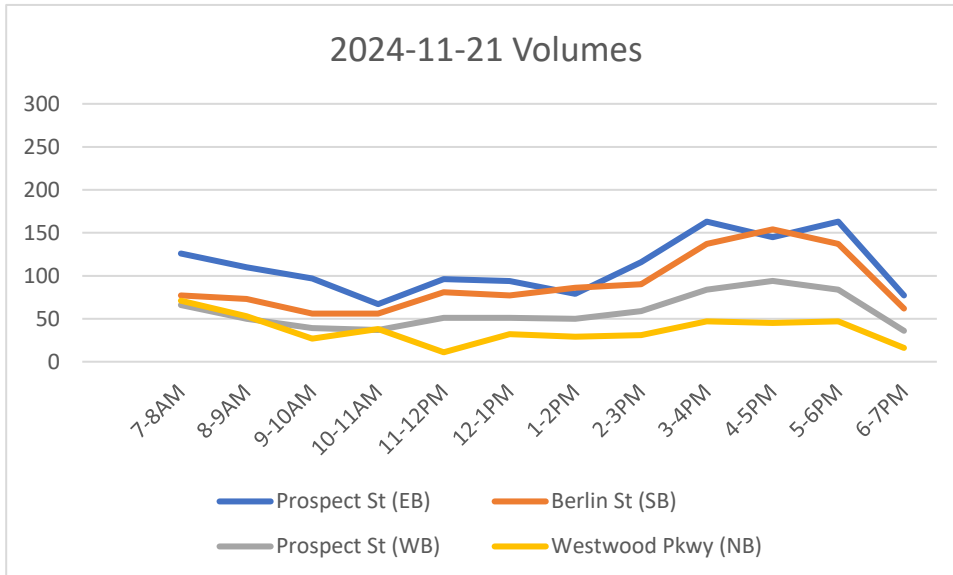


Figure 5 Traffic Volumes

Warrant E: Other Factors

All-way stop control may be installed at an intersection where an engineering study indicates that all-way stop control is needed due to other factors not addressed in the other all-way stop control warrants. Such other factors may include, but are not limited to, the following:

- A. The need to control left-turn conflicts,
- B. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where all-way stop control would improve traffic operational characteristics of the intersection, or
- C. Where pedestrian and/or bicyclist movements support the installation of all-way stop control.

> **Warrant E is not met.**

Intersection operations were reviewed for the intersection both with and without the all-way stop condition. Under both conditions, the overall intersection level of service is very good with minimal delays. Even on the minor, stop controlled approaches delays are minimal

		TWSC (2024 Existing PM Peak Volumes)				
		Overall	EB	WB	NB	SB
HCM Delay ^(sec/veh)		6.9	4.1	1.4	11.4	11.2
HCM LOS		A	A	A	B	B

		AWSC (2024 Existing PM Peak Volumes)				
		Overall	EB	WB	NB	SB
HCM Delay ^(sec/veh)		8.3	8.7	7.9	7.8	8.2
HCM LOS		A	A	A	A	A

Table 1 HCM Synchro 11 Performance Results

Note: The term "level of service" (LOS) is used to denote the different operating conditions that occur on a given roadway segment under various traffic volume loads. It is an indicator of travel speed, delay, and freedom to maneuver. Level of service provides an index to the operational qualities of a roadway segment or an intersection. Level of service ranges from A to F, with LOS A representing the best operating conditions and LOS F representing the worst operating conditions.

Conclusions and Recommendations

After a site visit, review of sight distances, traffic volume data collection, and warrant analysis, VHB concludes that with removal of vegetation, a conversion to an all-way stop control will not warranted. Warrants A, C, D and E are not applicable or not met by a significant margin and Warrant B would not be met with vegetation removal. For Warrant B, as outlined above, and illustrated in Figure 3, vegetation clearing in the northwest and northeast sight triangles should be undertaken to enhance sight distance. If removal and maintenance of vegetation is not possible, and road users approaching southbound on Berlin Street, after stopping, cannot see conflicting traffic and are not able to negotiate the intersection unless conflicting cross traffic is also required to stop, implementation of an all-way stop would be appropriate.

Intersection												
Int Delay, s/veh	6.9											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	93	52	23	14	40	21	10	23	17	27	41	89
Future Vol, veh/h	93	52	23	14	40	21	10	23	17	27	41	89
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	100	100	100	100	100	100	100	100	100	100	100	100
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	93	52	23	14	40	21	10	23	17	27	41	89

Major/Minor	Major1		Major2		Minor1		Minor2					
Conflicting Flow All	61	0	0	75	0	0	394	339	64	349	340	51
Stage 1	-	-	-	-	-	-	250	250	-	79	79	-
Stage 2	-	-	-	-	-	-	144	89	-	270	261	-
Critical Hdwy	4.12	-	-	4.12	-	-	7.12	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.218	-	-	2.218	-	-	3.518	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	1542	-	-	1524	-	-	566	582	1000	606	582	1017
Stage 1	-	-	-	-	-	-	754	700	-	930	829	-
Stage 2	-	-	-	-	-	-	859	821	-	736	692	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1542	-	-	1524	-	-	460	540	1000	545	540	1017
Mov Cap-2 Maneuver	-	-	-	-	-	-	460	540	-	545	540	-
Stage 1	-	-	-	-	-	-	706	656	-	871	821	-
Stage 2	-	-	-	-	-	-	737	813	-	654	648	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	4.1		1.4		11.4		11.2	
HCM LOS					B		B	

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	615	1542	-	-	1524	-	-	737
HCM Lane V/C Ratio	0.081	0.06	-	-	0.009	-	-	0.213
HCM Control Delay (s)	11.4	7.5	0	-	7.4	0	-	11.2
HCM Lane LOS	B	A	A	-	A	A	-	B
HCM 95th %tile Q(veh)	0.3	0.2	-	-	0	-	-	0.8

Intersection	
Intersection Delay, s/veh	8.3
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	93	52	23	14	40	21	10	23	17	27	41	89
Future Vol, veh/h	93	52	23	14	40	21	10	23	17	27	41	89
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	93	52	23	14	40	21	10	23	17	27	41	89
Number of Lanes	0	1	0	0	1	0	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	1	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	1
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	1	1
HCM Control Delay	8.7	7.9	7.8	8.2
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	SBLn1
Vol Left, %	20%	55%	19%	17%
Vol Thru, %	46%	31%	53%	26%
Vol Right, %	34%	14%	28%	57%
Sign Control	Stop	Stop	Stop	Stop
Traffic Vol by Lane	50	168	75	157
LT Vol	10	93	14	27
Through Vol	23	52	40	41
RT Vol	17	23	21	89
Lane Flow Rate	50	168	75	157
Geometry Grp	1	1	1	1
Degree of Util (X)	0.063	0.21	0.093	0.185
Departure Headway (Hd)	4.507	4.507	4.455	4.249
Convergence, Y/N	Yes	Yes	Yes	Yes
Cap	796	798	805	846
Service Time	2.531	2.529	2.481	2.269
HCM Lane V/C Ratio	0.063	0.211	0.093	0.186
HCM Control Delay	7.8	8.7	7.9	8.2
HCM Lane LOS	A	A	A	A
HCM 95th-tile Q	0.2	0.8	0.3	0.7

ADA Coordinator, Grievance Procedure, Self-Evaluations, and Transition Plans

Public entities that have 50 or more employees are required to have a grievance procedure and to designate at least one responsible employee to coordinate ADA compliance. Although the law does not require the use of the term “ADA Coordinator,” it is commonly used by state and local governments across the country. The ADA Coordinator’s role is to coordinate the government entity’s efforts to comply with the ADA and investigate any complaints that the entity has violated the ADA. The Coordinator serves as the point of contact for individuals with disabilities to request auxiliary aids and services, policy modifications, and other accommodations or to file a complaint with the entity; for the general public to address ADA concerns; and often for other departments and employees of the public entity. The name, office address, and telephone number of the ADA Coordinator must be provided to all interested persons.

The 1991 ADA regulation required all public entities, regardless of size, to evaluate all of their services, policies, and practices and to modify any that did not meet ADA requirements. In addition, public entities with 50 or more employees were required to develop a transition plan detailing any structural changes that would be undertaken to achieve program access and specifying a time frame for their completion. Public entities were also required to provide an opportunity for interested individuals to participate in the self-evaluation and transition planning processes by submitting comments. While the 2010 regulation does not specifically require public entities to conduct a new self-evaluation or develop a new transition plan, they are encouraged to do so.



Americans with Disabilities Act (ADA) Compliance

Commitment

The City of Barre is firmly committed to fostering an inclusive environment for all individuals within the agency and in relation to services offered to the public. Our dedication to disability access is rooted in the belief that everyone, regardless of their abilities, should have equal access to opportunities, information and support. This commitment applies to our workforce and to the programs and services we provide to the public.

[City of Barre Public Notice of ADA \(PDF\)](#)

Grievance Procedures and Complaint Form

The City of Barre is dedicated to creating an inclusive, welcoming and discrimination free environment. If you believe you have been discriminated against because of a disability, you may contact the ADA Coordinator to address your concerns, provide information and work towards finding a resolution in accordance with Citywide Policy and relevant laws. Your information will be kept confidential and will only be shared with those involved in investigating and resolving the issues.

[City of Barre ADA grievance Procedures \(PDF\)](#)

[City of Barre ADA Grievance Form \(PDF\)](#)

City of Barre ADA Coordinator

Nicolas Storellicastro, City Manager

Phone: (802) 476-0240

[Email the City Manager](#)

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[ADA Grievance Procedure](#)

[City of Barre ADA Grievance Form](#)



City of Barre, Vermont

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

R. Nicolas Storellicastro
City Manager
(802) 476-0241
citymanager@barrecity.org

AMERICANS WITH DISABILITIES ACT (ADA) CITY OF BARRE ADA GRIEVANCE PROCEDURE

The City of Barre has established this Grievance Procedure to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of City services, activities, programs, or benefits.

Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or their designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

*City of Barre ADA Coordinator
6 N. Main St, Suite 2
Barre, VT 05641*

STEP 1

A written grievance should be filed on the City of Barre ADA Grievance Form, which is located on the City’s website or by calling the City Manager’s office at (802) 476-0240. If the grievance is not filed on the Grievance Form, it should nonetheless contain the following information:

- The name, address, and telephone number of the person filing the grievance;
- The name, address, and telephone number of the person alleging the ADA violation, if other than the person filing the grievance;
- A description of the alleged violation and the remedy sought;
- Information regarding whether a complaint has been filed with the United States Department of Justice (DOJ) or other federal or state civil rights agency or court;
- If a complaint has been filed, the name of the agency or court where the complaint was filed, the date the complaint was filed, and the name, address and telephone number of a contact person with the agency with which the complaint was filed; and
- An oral grievance can be filed by contacting the ADA Coordinator. The oral grievance will be reduced to writing by the ADA Coordinator utilizing the ADA Grievance Form and will be signed by grievant.

STEP 2

Within 15 calendar days after receipt of the complaint, the ADA Coordinator (or designee) will:

- Conduct the investigation necessary to determine the validity of the alleged violation;
- Schedule a meeting with the complainant to discuss the complaint and the possible resolutions; and
- Within 15 calendar days after the meeting, the ADA Coordinator (or designee) will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the City, offer options for substantive resolution of the complaint.

STEP 3

If the response by the ADA Coordinator (or designee) does not satisfactorily resolve the issue, the complainant (and/or designee) may appeal the decision within 15 calendar days after receipt of the response. Details will be provided on how to file an appeal in the ADA Coordinators response letter. The appeal will be submitted to the City Manager (or designee).

STEP 4

Within 15 calendar days after receipt of the appeal, the City Manager (or designee) will schedule a meeting with the complainant to discuss the complaint and possible resolutions. The meeting will be held within 15 calendar days of scheduling the meeting. Within 30 calendar days after the meeting, the City Manager (or designee), will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

Record Retention

All written complaints received by the City Manager, ADA Coordinator, or other appropriate City official, and all appeals submitted to the City Manager and all related documents and responses from these offices and officials will be retained by the City for at least three years.

General Information & Your Rights Under the ADA

Enforcement under the ADA is generally provided in one or more of three ways:

- (1) The City is responsible for establishing its own grievance procedures for bringing about enforcement under the ADA. Complaint and grievance procedures should follow guidelines described in DOJ regulations. The City is also responsible for continually monitoring its policies and procedures with respect to its implementation of the ADA. The City is required to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II of the ADA. The City's grievance procedure and grievance form is available on the City of Barre website. A copy can be obtained from the City Manager's office by calling (802) 476-0240 or writing to the following address:

*City of Barre ADA Coordinator
6 N. Main St, Suite 2
Barre, VT 05641*

- (2) DOJ enforces the requirements of Title II of the ADA. Any person may also file a complaint with that agency, and it is responsible for investigating such complaints and resolving disputes through its own regulatory policies.
- (3) The ADA generally provides for civil litigation as a method of effecting enforcement, and any person may file a civil complaint as a result of alleged discrimination under the ADA. The City of Barre has established a formal grievance procedure. This section summarizes the ADA's enforcement mechanisms and requirements for the City regarding grievances, including the City's grievance procedures and grievance form.

**CITY OF BARRE
ADA GRIEVANCE FORM**

Today's Date: _____

Complainant's Full Legal Name: _____

Address: _____

City, State, Zip: _____

Telephone and E-mail: _____

Legal Name of Individual Discriminated Against if Different than Complainant's:

Address: _____

City, State, Zip: _____

Telephone and E-mail: _____

Alleged Violation

Date(s) of Occurrence: _____

Description of Violation and City of Barre Department Involved (please attach additional pages or use back of form if more space is needed):

Requested Action by the City of Barre to Correct Violation:

Has Complaint been Filed with State or Federal Agency: Yes No.

Name of Agency: _____ Date Filed: _____

Contact Person: _____

Signature of Complainant: _____

Date Signed: _____

ADA Coordinator Date received _____

Time Received _____