

CITY OF VERGENNES, VERMONT  
REGULAR MEETING of the CITY COUNCIL

March 14, 2023

5:30 p.m.

**AGENDA**

Remote Meeting Via Zoom

Join by Computer: <https://zoom.us/j/561577976>

Join by Phone: Dial: 1 (312) 626-6799

Meeting ID: 561 577 976

Meeting Password: 1234

1. Microphone Check
2. Call to Order
3. Pledge of Allegiance
4. Amendments to Agenda
5. Visitors
6. Approval of Minutes (2/28/23) and Warrant\* (3/14/22)
7. City Council Organization
  - a) Welcome to Mayor Chris Bearor and Alderwoman Cheryl Brinkman
  - b) Recognition of service to the City: Mathew Chabot and Mel Hawley
  - c) City Council Organization
    - i. Adoption of City Council meeting schedule through March 2024 \*
    - ii. Election of Deputy Mayor\*\*
    - iii. Adoption of Roberts Rules of Order for executive boards and committees which waives various formalities and calls for Mayor to vote on all motions\*\* <https://robertsrules.org/robertsrules.pdf>
    - iv. Designation of Newspaper of Record\*\*
8. Business
  - a) Request for approval of a one year license (April 1, 2023 to March 31, 2024) for the sale of liquor, tobacco and tobacco substitutes for the following businesses:
    - i. 2<sup>nd</sup> Class Liquor License for KPH Drugs, Inc. (Kinney Drugs)
    - ii. 2<sup>nd</sup> Class Liquor License, Tobacco License, and Tobacco Substitute for Brockton Corporation (Shaw's)
    - iii. 2<sup>nd</sup> Class Liquor License, Tobacco License, and Tobacco Substitute for Wesco, Inc. (Champlain Farms)
    - iv. 2<sup>nd</sup> Class Liquor License, Tobacco License, and Tobacco Substitute for R.L. Vallee (Maplefields)
    - v. 1<sup>st</sup> and 3<sup>rd</sup> class Liquor License for Pork Squid, LLC; 1<sup>st</sup> and 3<sup>rd</sup> class Liquor License and Outside Consumption Permit for Moohah, Inc. \*
  - b) Appointment of Cheryl Brinkman to the Addison County Solid Waste Management District Board of Supervisors for a one-year term ending February, 2024. \*
  - c) Appointment of Alderwoman Susan Rakowski to the Parks & Recreation Committee as City Council representative for a one-year term ending March, 2024. \*

CITY OF VERGENNES, VERMONT  
REGULAR MEETING of the CITY COUNCIL

March 14, 2023

5:30 p.m.

**AGENDA**

- d) Pool Update, Alderwoman Susan Rakowski, Parks & Recreation Committee
- e) Request to Amend Cheryl Brinkman's appointment to the Vergennes Planning Commission for a two-year term, August 1, 2022 to July 31, 2024, to now serve as a non-voting ex officio member per 24 VSA 4332.b. (Copy of statute in packet). \*
- f) Appointment of Alderwoman Cheryl Brinkman to the Energy Committee as City Council representative for one year term ending March 2024. \*
- g) Appointment of Sid Bosworth, Don Ferris, Al Harder-Hyde, Keith Morrill, Maggi Shadroui, Jeremy Francis, Grace Williams to the City of Vergennes Energy Committee for a term ending March 2024 (per bylaws adopted by the Vergennes City Council, October 11, 2022). \*
- h) Request to apply for a Municipal Energy Resilience grant through the Vermont Agency of Administration, Buildings & General services, for up to \$4,000 for energy resilience community capacity building, with no city match required. \*
- i) Discussion of Board and Committee vacancies. Board of Auditors (one vacancy); Board of Listers (2 vacancies); Grand Juror (one vacancy – letter of interest from Michelle Eastman in packet); Development Review Board (one vacancy); Parks & Recreation Committee (5 vacancies) \*\*\*
- j) Discussion of proposed changes to the Parks and Recreation Committee charge, updated and adopted by the City Council, March 22, 2022. \*\*\*
- k) Appointment of Kathy Rossier, Ben Hatch, Julian Cesner, Tania Bolduc, Mike Daniels, Matt Hawes, Erin Wolcott and Robyn Newton (as Addison Northwest School District representative) as members of the City of Vergennes Parks and Recreation Committee for a one-year term ending March, 2024 (per charge updated and adopted by the Vergennes City Council, March 22, 2022). \*
- l) Discussion of a possible 2023 special election to seek voter approval of:
  - i. proposed updated lease agreement between the City of Vergennes and the Friends of Vergennes Opera House.
  - ii. proposed lease agreement between the City of Vergennes and the Addison County Communications Union District a.k.a. Maple Broadband regarding the placement of telecommunications equipment on city property; See Title 24 Appendix: Municipal Charters, Chapter 15: City of Vergennes, Subchapter 1: General Provisions, App. § 15-26. Sales, etc.
  - iii. certain city reserve funds (not previously approved by voters), per 24 V.S.A. § 2804. Copies of statutes in packet \*\*\*

CITY OF VERGENNES, VERMONT  
REGULAR MEETING of the CITY COUNCIL

March 14, 2023

5:30 p.m.

**AGENDA**

- m) Discussion of policy for Infrastructure Improvement Fund, approved by voters on March 7, 2023. \*\*\*
- n) City Council approval of City Manager's appointment of Chief of Police per 24 App. V.S.A. ch. 15, § 9 (c) *All appointments by the City Manager shall be subject to approval by the City Council.* \*

- 9. City Manager Report
- 10. Mayor's Report
- 11. Adjournment

\*Decision Item

\*\*Possible Decision Item

\*\*\*Discussion Item

**CITY OF VERGENNES, VERMONT  
REGULAR MEETING CITY COUNCIL  
Tuesday, February 28, 2023**

COUNCIL MEMBERS/STAFF: Mayor Mathew Chabot, Alderman Dickie Austin, Alderman Mel Hawley, Alderwoman Jill Murray-Killon, Alderwoman Zoe Kaslow, Alderwoman Sue Rakowski (Zoom), Alderman Ian Huizenga, City Manager Ron Redmond, City Clerk Penny Austin, City Treasurer Angie Bolduc.

VISITORS: Martha DeGraaf, Recreation Coordinator, Dave DiBiase, Cheryl Brinkman, Don Peabody, and Chris Bearor

Call to Order: 5:30 PM

Amendments to Agenda: None

Approval of Minutes (2/14/23). Motion to accept minutes a written by Alderman Austin, seconded by Alderwoman Kaslow Vote: 7-0. Approved unanimously.

Approval of Warrant (2/28/23). Alderman Austin asked what GOVOS was. It is our land record digitization company. Motion by Alderwoman Austin, second by Alderwoman Kaslow. Vote 7-0. Approved unanimously.

Visitors:

Business:

7a.

1) Theresa Kajenski of Fothergill Segale & Valley spoke on Zoom about her findings from the 2021 audit. She had 13 journal entries that were changed to match the financial statements. Her two major findings were internal reconciliation of the balance sheets (45 Accounts) and approval of invoices. Mayor Chabot thanked her for all the time she has spent being our auditor and wished her well.

7b. Alderman Hawley went through all the fund balances even though the title said Fund 8 & 9. Mel spoke of a \$47k difference between the Pre-Audit number and the Post-Audit number. Alderwoman Rakowski asked if all of the reserve funds have been approved by the voters.

7c. Police Budget. Ron fixed the errors on the macros and presented the spreadsheet to the council. There was a discussion about changing the budget number because we now thought it might be cheaper. Alderman Austin asked if we were going to change the budget whenever we get something cheaper? Alderman Hawley moved to leave the police budget as approved at \$892,417 with line items rounded to the nearest dollars and reduce the interest, and round the straight time down to get to the \$892,417 with Alderwoman Kaslow seconding. Vote was 7-0 to approve.

7d. Fire Budget. Alderman Hawley moved to amend the Fire Budget by \$26,667 to pay the double payment to the Ray Davidson Fund to make the City current. Motion was seconded by Alderman Austin. Vote: 7-0.

7e. There was a discussion on the one-time \$24,000 Watershed Fund allocation to cover FY23 Budget Expense related to Recreation shown on page 16 of this months Council packet. Alderman Austin moved to pay the listed Recreation Expenses (\$^,087) from this fund allocation seconded by Alderman Huizenga. Vote: 7-0.

7f. Pump House Cleaning discussion. Alderman Austin moved to use the \$11,000 from the Watershed Fund to clean the Pump House, seconded by Alderman Huizenga. Vote: 7-0.

7g. Discussion on Sewer Connection Fees and Sewer Reservation Fees.

- 1) Sewer Connection Fees: It was found that a residence with one connection to sewer had been renovated to make the residence into 4 efficiency apartments with no additional connection permit nor were they being billed for the additional three units. These three units were done with no additional connections.
- 2) Sewer Reservation Fees: Alderman Hawley explained that this policy that was in place when he was City Manager, was taken to be \$50 for the Sewer Capacity Letter written so that the developer could get a permit from the State to proceed. Present City Staff and Zoning Administrator read it to be \$50 per "residential use" not an administrative charge for a letter as we were keeping track of sewer capacity granted which would mean if you were reserving capacity for six units, you paid \$50 for each unit as you were reserving capacity for six units, not one.

It was noted that the Zoning Administrator is rewriting the sewer connection and reservation policy so that adds a checklist to keep track of all of the forms and signatures are captured as the process goes forward so things can't be overlooked. It is expected to be presented to the council in March.

7h. Recommendation by Alderman Hawley to amend the refund policy for permit fees. This is also being included in the new policy mentioned above to be presented in March.

7i. Discussion to terminate the MOU with the Bike Club that uses MacIntosh Park. A new MOU is being presented to the City for review so there may be no need to terminate the existing MOU if the new one is agreeable. It will be reviewed by our legal and discussed at the next meeting.

7j. Alderman Austin moved to amend the City of Vergennes Resolution for American Rescue Plan Act (ARPA) Allocation of State and Local Fiscal Recovery Funds, approved by the Vergennes City Council on June 14, 2022, by adding "Section 2. The following allocation of ARPA funding to fund government services under the replacing lost public sector revenue spending category as follows: \$386,062.96 plus \$182.05 for a total of \$386,245.01- to offset the cost of municipal salaries and benefits in FY23, seconded by Alderwoman Kaslow. Vote: 7-0.

7k. Request to apply State and Local Fiscal Recovery Funds in the amount of \$386,062.96 and \$182.05 for a total of \$386,245.01 to offset the cost of municipal salaries and benefits in FY 23. Alderman Austin made a motion to transfer this amount to Fund 10, seconded by Alderwoman Murray-Killon. Vote: 7-0.

#### 8. Manager's Report:

- a. FY23 Budget Status Report- Done earlier in the evening on Section 7b.
- b. 1) Easement request from Maple Broadband- must go to voters at a special election as well as the other grants that need voter approval (Friends of Opera House All-Access Project, etc.)

10. The council went into executive session at 7:12 pm. per 1 V.S.A. § 313(a)(3) The Council came out of executive session at 9:30 pm. (no action taken). They immediately adjourned on motion by Alderman Austin, second by Alderwoman Murray-Killon.

03/10/23

City of Vergennes Accounts Payable

Page 1

01:40 pm

Check Warrant Report # 61865 Current Prior Next FY Invoices  
 All Invoices For Check Acct OF (General) 03/01/23 To 03/14/23

Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
802PRINT	802PRINT	1111 2022 ANNUAL REPORT	1167.48	0.00			--/--/--
802PRINT	802PRINT	1123 2022 ANNUAL REPORT - RPR	1105.38	0.00			--/--/--
A&DAUTO	A & D AUTOMOTIVE INC	20701 VFD 98 LDDR TRK VT INSP	100.00	0.00			--/--/--
A&DAUTO	A & D AUTOMOTIVE INC	20702 VFD - '94 FRGHTLNR VT IN	100.00	0.00			--/--/--
A&DAUTO	A & D AUTOMOTIVE INC	20703 VFD - 02 EO HVY VT INSP	100.00	0.00			--/--/--
A&DAUTO	A & D AUTOMOTIVE INC	20810 DPW - 19 KENWORTH ECM RP	463.52	0.00			--/--/--
A&DAUTO	A & D AUTOMOTIVE INC	22101 VFD '11 2500 HD - VT INS	50.00	0.00			--/--/--
AAP	ADVANCE AUTO PARTS	5411175 DPW - 18" WIPER BLADES	40.18	0.00			--/--/--
AAP	ADVANCE AUTO PARTS	61111344 DPW - HALOGEN HEAD LAMP	15.04	0.00			--/--/--
ACCESSIBI	ACCESSIBILITY SYSTEMS INC	12365 CH LIFT - CAT 1 TEST	270.15	0.00			--/--/--
ADDISONIN	ADDISON COUNTY INDEPENDENT	022823-STMT ADV - DRB/ANNUAL MTG	429.50	0.00			--/--/--
BADMANERI	ERIN BADMAN	703075 CH - FEB '23 CUSTODIAL E	580.00	0.00			--/--/--
BAILEYSPR	BAILEY SPRING AND CHASSIS	W19563 DPW-'23 RAM 3500 HD SPRN	1039.75	0.00			--/--/--
BLUETARP	CAPITAL ONE TRADE CREDIT	1647142920 FEB 2023 - AUBUCHON STMT	482.38	0.00			--/--/--
BOLTONVLY	BOLTON VALLEY RESORT	CSG-DEPOSIT DEP - CSG SKI/SNBRD GRAN	3625.00	0.00	3625.00	7240	03/10/23
CARGILL	CARGILL INCORPORATED	2908026496 DPW - CLEARLANE DEICER	3208.73	0.00			--/--/--
CARGILL	CARGILL INCORPORATED	2908030955 DPW - CLEARLANE DEICER	2185.95	0.00			--/--/--
CARGILL	CARGILL INCORPORATED	2908035097 DPW - CLEARLANE DEICER	2215.20	0.00			--/--/--
CARGILL	CARGILL INCORPORATED	2908048652 DPW - CLEARLANE DEICER	3280.88	0.00			--/--/--
CC	CONSOLIDATED COMMUNICATIONS	022823STMT FEB-MAR 2023 PHONES	842.81	0.00			--/--/--
COCOSNAP	COCOSNAP, LLC	LOANDIST-4 LOAN DISTRIBUTION 4	5356.16	0.00			--/--/--
COMCAST	COMCAST	DPW MAR 2023 DPW - MARCH 2023	155.08	0.00			--/--/--
COMCAST	COMCAST	PD MDM MAR23 VPD MODEM MAR 2023	104.85	0.00			--/--/--
COMCAST	COMCAST	POOL MAR '23 POOL - MARCH 2023	110.80	0.00			--/--/--
COMCAST	COMCAST	VFD MAR 2023 VFD - MARCH 2023	181.10	0.00			--/--/--
COMCAST	COMCAST	WW MAR 2023 WWTP - MARCH 2023	155.08	0.00			--/--/--
ENDYNE	ENDYNE INC	439653 WW - MONTHLY DMR SMP LG	160.00	0.00			--/--/--
FASTENAL	FASTENAL COMPANY	VTBUR317440 DPW - DELTA FTTG	27.39	0.00			--/--/--
GALLS	GALLS LLC	023523790 VFD - CUSTOM BADGES	480.55	0.00			--/--/--
GLENPECK	GLEN PECK ELECTRIC INC	14891 LIGHT REPAIR - BASIN BLC	299.10	0.00			--/--/--
GLOBAL	GLOBAL MONTELLO GROUP	297571 FEB 2023 GAS CARDS	3781.37	0.00			--/--/--
GMPC	GREEN MOUNTAIN POWER CORPORATI	030823STMT FEB-MAR 23 ELECTRICITY	3573.84	0.00			--/--/--
GMPC	GREEN MOUNTAIN POWER CORPORATI	STLGHTS0323 STREETLIGHTS FEB-MAR 23	2357.28	0.00			--/--/--
HOYLE	HOYLE, TANNER & ASSOCIATES, IN	0068619 FEB-MAR MCDNG PS&FM	10822.00	0.00			--/--/--
IROQUOIS	IROQUOIS MANUFACTURING COMPANY	166018 DPW - DUMP BODY 22 RAM	38890.00	0.00			--/--/--
LAPETECON	LAPETE CONSTRUCTION	02272023 TANDEM SNOW REMOVAL	300.00	0.00			--/--/--
LAPETECON	LAPETE CONSTRUCTION	03052023 SNOW REMOVAL	400.00	0.00			--/--/--
LEAF	LEAF	14426164 TOSHIBA COPIER	158.57	0.00			--/--/--
MEI	MEI ELECTRICAL CONTRACTORS	24480 VPD - ANNUAL FIRE ALRM M	275.00	0.00			--/--/--
MOTOROLA	MOTOROLA SOLUTIONS INC	8281577011 VDP - WIFI RADIO BASE BN	545.00	0.00			--/--/--
MRMIKES	MR MIKE'S CLEANING SERVICE INC	14114 VPD - FEB CUSTODIAL SVCS	320.00	0.00			--/--/--
OUIMETTE	OUIMETTE & RUNCIE	BARNUMTOWNUC BARNUMTOWN UCC TERM PREP	145.00	0.00			--/--/--
PARROS	PARRO'S GUN SHOP INC	58563 VPD - WEAPONS PURCHASE	3143.00	0.00			--/--/--
PITNEY	PITNEY BOWES GLOBAL FINANCIAL	3317114538 POSTAGE METER LEASE	222.06	0.00			--/--/--
PTS	PACIFIC TELEMAGEMENT SERVICE	1110662 POOL PAY PHONE	40.00	0.00			--/--/--
RADIO	RADIO NORTH	24144981 RLN5707 MINITOR V BTTRY	86.00	0.00			--/--/--
RCC	REAL CAPITAL CONSULTING INC	1338 FEB 2023 APPRAISAL CNSLT	1014.00	0.00			--/--/--
SURPASS	SURPASS CHEMIICAL CO., INC.	375209 SODIUM HYPOCHLORITE	1811.69	0.00			--/--/--
SURPASS	SURPASS CHEMIICAL CO., INC.	375218 SURFLOC B	4710.40	0.00			--/--/--
TECHGRP	TECH GROUP	101917 CH - MAR '23 IT SVCS	1342.00	0.00			--/--/--

03/10/23

City of Vergennes Accounts Payable

Page 2

01:40 pm

Check Warrant Report # 61865 Current Prior Next FY Invoices  
All Invoices For Check Acct OF (General) 03/01/23 To 03/14/23

Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
USABLUE	USA-BLUE-BOOK	277134 WWTP - STTLG CONES/ELECT	1811.61	0.00			--/--/--
USABLUE	USA-BLUE-BOOK	283508 WWTP - LAB PH ELECTRODE	552.36	0.00			--/--/--
USBANK	US BANK EQUIPMENT FINANCE	495205072 VPD - CREDIT COPIER LEAS	-283.55	0.00			--/--/--
VERGHRA	CITY OF VERGENNES	FUNDGMAR23 HRA FNDNG - CITIZENS ACC	16000.00	0.00	16000.00	7226	03/02/23
VPWD	VERGENNES-PANTON WATER DISTRIC	MAR2023 WATER - 591 GALS	35.54	0.00			--/--/--
VTETIS	VERMONT ELEVATOR INSPECTION SE	35991 CH - ANNUAL LIFT INSPECT	150.00	0.00			--/--/--
VTGAS	VERMONT GAS SYSTEMS	CH/FVOHFEB23 CH/FVOH HEATING FUEL	1074.58	0.00			--/--/--
VTGAS	VERMONT GAS SYSTEMS	VFD FEB2023 VFD - HEATING FUEL	610.85	0.00			--/--/--
VTGAS	VERMONT GAS SYSTEMS	VPD FEB2023 VPD - HEATING FUEL	384.54	0.00			--/--/--
VTGAS	VERMONT GAS SYSTEMS	WW-FEB2023 WW - HEATING FUEL	763.26	0.00			--/--/--
WBMASON	W B MASON CO INC	236464217 CH - HAND SOAP	21.48	0.00			--/--/--
WBMASON	W B MASON CO INC	236465928 CH - PAPER / DPW - INK	125.98	0.00			--/--/--
WBMASON	W B MASON CO INC	236588842 CH - FOLDERS & WATER	41.95	0.00			--/--/--
WBMASON	W B MASON CO INC	236706249 FLAIR PENS - ELECTIONS	59.99	0.00			--/--/--
WBMASON	W B MASON CO INC	236725854 CH - H2O COOLER RENTAL	5.99	0.00			--/--/--
WBMASON	W B MASON CO INC	CM1635456 CH - BOTTLE RETURN	-6.00	0.00			--/--/--
Report Total			123,617.85	0.00	19,625.00		

City Council

To the Treasurer of City of Vergennes, 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 \$ \*\*\*123,617.85.

Let this be your order for the payments of these amounts.

---



---



---



---



---



---



---



---

**2023 – 2024****City Council Calendar**

Monday, March 6, 2023, Annual City Meeting

Tuesday, March 7, 2023 Election Voting

Tuesday, March 14 Regular Meeting (Re-organization)

Tuesday, March 28, 2023 Regular Meeting

Tuesday, April 11, 2023 Regular Meeting

Tuesday, April 25, 2023 Regular Meeting

Tuesday, May 9, 2023 Regular Meeting

Tuesday, May 23, 2023 Regular Meeting

Tuesday, June 13, 2023 Regular Meeting

Tuesday, June 20, 2023 Budget Work Session/Regular Meeting

Tuesday, June 27, 2023 Regular Meeting (Adopt Budget - Set Tax Rate)

Tuesday, July 11, 2023 Regular Meeting (Appointments)

Monday, August 8, 2023 Regular Meeting

Tuesday, August 22, 2023 Regular Meeting

Tuesday, September 12, 2023 Regular Meeting

Tuesday, September 26, 2023 Regular Meeting

Tuesday, October 10, 2023 Regular Meeting

Tuesday, October 24, 2023 Regular Meeting

Tuesday November 14, 2023 Regular Meeting

Tuesday, November 28, 2023 Regular Meeting

Tuesday, December 12, 2023 Regular Meeting

Tuesday, January 9, 2024 Regular Meeting

Tuesday, January 23, 2024, Regular Meeting

Tuesday, February 13, 2024, Regular Meeting

Tuesday, February 27, 2024, Regular Meeting

Monday, March 4, 2024 Annual City Meeting

Tuesday, March 5, 2024 Voting

Tuesday March 12, 2024 Regular Meeting (Re-organization)

Tuesday, March 26, 2024, Regular Meeting



## Vermont Statutes

### [Title 24 : Municipal And County Government](#)

#### [Chapter 117 : Municipal And Regional Planning And Development](#)

##### Subchapter 002 : [Municipal Planning Commissions](#)

(Cite as: 24 V.S.A. § 4322)

#### § 4322. Planning commission; membership

(a) A planning commission shall have not less than three nor more than nine voting members. All members may be compensated and reimbursed by the municipality for necessary and reasonable expenses. At least a majority of the members of a planning commission shall be residents of the municipality.

(b) The legislative body of a rural town, or not more than two elected or appointed officials of an urban municipality who are chosen by the legislative body of the urban municipality, shall be nonvoting ex officio members of a planning commission. If a municipality has an energy coordinator under chapter 33, subchapter 12 of this title, the energy coordinator may be a nonvoting ex officio member of the planning commission.

(c) Notwithstanding subsection (a) of this section:

(1) for an appointed planning commission, the legislative body may change the number of members that may be appointed to the commission; and

(2) for an elected planning commission, a municipality may vote at an annual or special meeting to change the number of members that may be elected to the commission.

(d) Notwithstanding subsection 4323(c) of this subchapter, if the number of members on an appointed or elected planning commission is reduced, the members with the nearest expiration of their term of office shall serve until the expiration of that term and then the office shall terminate. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1969, No. 116, § 3; 1973, No. 261 (Adj. Sess.), § 2, eff. July 1, 1974; 1979, No. 174 (Adj. Sess.), § 3; 2021, No. 157 (Adj. Sess.), § 6, eff. July 1, 2022.)

# Vergennes Energy Committee Bylaws

Approved October 11, 2022

- Mission

A. The mission of the Vergennes Energy Committee is to promote energy savings and reduce greenhouse gas emissions in order to preserve the character and environment of Vergennes. The Energy Committee will make sustainable, energy-efficient recommendations to the City of Vergennes; secure funding sources and measure initiatives. The Energy Committee will engage and educate the community by organizing related activities and projects.

- Authorization

A. The Vergennes Energy Committee was established in 2022 following an adopted resolution to create an energy committee by the Vergennes City Council on August 23, 2022. The Vergennes Energy Committee By-Laws and member appointments were approved at the October 11, 2022 meeting of the Vergennes City Council.

- Purpose and Functions

A. Promote energy savings by gathering up-to-date information on energy use in the community and environmental factors, current technology and economics of energy conservation; increase public understanding and offer cost saving suggestions for individuals, businesses and the community as a whole; and provide resources to residents and commercial establishments that clearly outline energy conservation and efficiency steps that will reduce energy bills.

B. Report to the City Council regarding the identified actions the community should take to reduce the City of Vergennes' greenhouse gas emissions; support opportunities for use of technologies that will conserve energy and reduce emissions, and installation of cleaner or more efficient sources of energy; utilize the zoning bylaws to conserve energy required for transportation by promoting mixed use and encouraging alternative transportation including pedestrian, bicycle and public transit opportunities; follow the guidelines mapped out in the Enhanced Energy Plan adopted as part of the Vergennes Municipal Development Plan adopted by the City Council on March 10, 2020; conserve the health of the natural environment by encouraging reduction of carbon dioxide and other greenhouse gas emissions, and protect natural areas and other important resources from inappropriate energy exploitation.

C. Make sustainable, energy efficient recommendations to the community by cooperating and communicating with the City Council, Planning Commission, groups, and organizations having similar concerns and with appropriate agencies of the regional, state, and federal government.

D. Develop new funding sources available to the City of Vergennes either by statute, budget and/or grant resources available to fund approved energy initiatives; participate in the application processes with the approval of the City Manager and/or the City Council.

E. Work with Addison County Regional Planning Commission's Energy Coordinator to measure the efficacy of the Committee's initiatives as well as the energy consumption of the City of Vergennes and community at large; report as needed to the City Council.

F. Engage and educate the community about the use of established energy efficiency, alternative transportation use and renewable energy campaigns; the committees' functions are made transparent and available to the public in a variety of ways. Meeting agendas and minutes will be posted to the City of Vergennes website at [vergenne.org](http://vergenne.org) as required by Vermont's open Meeting Law.

G. Coordinate, organize and/or support relevant activities in the community and related projects to support community engagement and education initiatives.

- Procedures

A. In general, projects and decision-making are to proceed along the following guidelines:

1. The Energy Committee will develop its work program, elect officers and assign specific tasks to its committee at the annual meeting in November. The committee members or citizens or community groups may present suggestions for projects.
2. The Energy Committee will present approved recommendations and/or plans to the Planning Commission and the City Council as appropriate.
3. Final decisions and actions shall be decided by majority, subject to law and overrule by the City Council
4. The Energy committee shall operate in accordance with the Vermont Open Meeting Law. The Energy Committee shall be responsible for public communications.

- Membership

A. The Energy Committee shall have up to nine members appointed by the City Council at its first regular meeting in March. The Chair of the Energy Committee may make recommendations in writing to the City Council for appointments or reappointments of committee members.

B. Members are expected to attend two-thirds of scheduled meetings per year, as determined at the Annual meeting of each year. The Energy Committee welcomes the inclusion of a representative from Northlands Job Corps and the Vergennes Union High School, a legislative liaison, volunteer involvement, and public participation without formal appointment by the City Council.

C. The Energy Committee shall select a Chair, Vice-Chair, and Secretary from its membership at its annual meeting.

D. All vacancies shall be filled by the City Council.

E. All members shall serve without compensation, but may be reimbursed by the City of Vergennes for necessary and reasonable expenses incurred in the course of their duties.

- Meetings

A. The Energy Committee Chair shall develop an agenda for distribution to all members prior to each meeting.

B. Energy Committee meetings shall be open to the public and held monthly at a regular day and time to be determined by the committee. Special and emergency meetings may be held at other times in accordance with Vermont Open Meeting Law.

C. All agendas, records and minutes of any Energy Committee meeting or action shall be filed with the City Clerk and City Manager and posted on the City of Vergennes website at [vergenes.org](http://vergenes.org) and be available to the public.

D. A quorum shall consist of the presence of a majority of the then-appointed members. No action shall be taken without the affirmative vote of a majority of the Energy Committee members present and voting. Any member unable to attend shall notify the Chair in advance of the meeting date.

E. This Energy Committee is subject to the [Conflict of Interest Policy](#) (adopted by the Vergennes City Council. In order to secure and preserve the highest level of public trust in the deliberations and decisions of the Energy Committee, it is incumbent upon each member to scrupulously avoid any act which constitutes a conflict of interest.

- Administration

A. The Energy Committee shall have the authority to request appropriations from the City of Vergennes for its operating expenses, education materials, and information expenses. Funds appropriated or donated to the Energy Committee shall be under the control of the City Manager and/or City Council.

- Amendments

A. These Bylaws may be amended at a regular or special meeting of the City Council. Written notice of intent to amend must be publicly posted, sent to each member of the Energy Committee at least seven days prior to the meeting at which the proposed action is to be taken.

- Dissolution

A. The Vergennes Energy Committee is intended to be perpetual but may be dissolved by an affirmative vote of the City Council at a regular or special meeting. Written notice of intent to dissolve will be publicly posted, sent to each member of the Energy Committee at least seven days prior to the meeting at which the proposed action is to be taken.



## Municipal Energy Resilience Program

Grants are available for energy resilience building projects

### *Opportunities*

- Free energy resilience audits and technical assistance
- Education and outreach assistance from your local Regional Planning Commission
- Grants and loans available



### *Funding*

- Up to \$4,000 to build capacity for energy resilience work
- Up to \$500,000 for qualifying energy projects



**Weatherize - Improve Energy Efficiency - Supplement or Replace Heating Systems with More Efficient Renewable Versions**



## ***Who's Eligible?***

Any city, town, fire district, incorporated village, or other governmental incorporated unit except school districts.

## ***Partnerships***

- Efficiency Vermont
- Vermont League of Cities and Towns
- Vermont's 11 Regional Planning Commissions
- Vermont Energy and Climate Action Network

*Questions? Visit our website:  
[bgs.vermont.gov/municipal-energy-resilience-program](https://bgs.vermont.gov/municipal-energy-resilience-program)  
or contact us to find out more.*

Energy Office  
Department of Buildings  
and General Services  
133 State Street  
5th Floor  
Montpelier, VT  
05633-5801  
[bgs.merp@vermont.gov](mailto:bgs.merp@vermont.gov)





# Selectboard Approval Request Template

## Municipal Energy Resilience Program

Passed on June 2nd, 2022, Act 172 authorized MERP \$45 million to support dependable and sustainable connections to critical municipal services for all Vermonters. Buildings owned by cities, towns, fire districts, incorporated villages, and all other governmental incorporated units except for school districts are eligible for the program. No local match is required for this funding. The program includes three main components: 1) Community Capacity Grant, 2) Free Energy Assessments of municipal buildings, and 3) Implementation Funds.

We understand that a variety of community members may participate in the application process for the MERP grant opportunities. To ensure the success of these grant proposals we ask that approval for the application to these grants be included in regular selectboard and public meeting minutes.

## Community Capacity Grant (OPEN)

### Description

The Community Capacity Grants provide up to \$4,000 to support energy resilience community capacity building. This is a non-competitive grant, all towns that apply with an applicable project can expect to receive this grant. Funds granted must be expended by December of 2024. Selectboard approval for proposed projects is required. Potential uses include:

- Energy education and outreach materials and mailers
- Hire a consultant or grant writer
- Host a community energy fair or similar public energy event
- Start an energy committee

**Please ensure a statement similar to the template provided below is affirmed by the town's selectboard and included in the meeting minutes.**

*The [municipality] selectboard appoints [individual] as a municipal representative with the authority to apply for the Municipal Energy Resilience Program Community Capacity Grant, worth \$4,000, for the purposes of [proposed eligible project].*



## Free Energy Assessments (COMING SOON)

Through this portion of MERP towns can apply for energy assessments of any municipally owned building except schools. These assessments will provide recommendations and cost estimates for HVAC and thermal envelope improvements, weatherization, renewable energy equipment, battery storage and EV charging equipment. Two levels of assessment are available:

- Level 1: Walk-through assessment. Takes ~1.5 hours and goes beyond Efficiency VT assessment qualifies the building for MERP Implementation Funds.
- Level 2: Investment grade audit. Takes ~4 hours and qualifies the building for MERP implementation funds and other Federal and State funding sources. Additional information on the building is required, including utility bills, past energy audits, and architectural drawings.

The town may apply for assessments of multiple buildings but is asked to limit the number of Level 2 assessments requested. The town should also call out specific interest in EV Charger infrastructure, battery storage, or renewable energy in the assessment application.

**Please ensure a statement similar to the template provided below is affirmed by the town's selectboard and included in the meeting minutes.**

*The [municipality] selectboard appoints [individual/energy committee] as a municipal representative with the authority to apply for the Municipal Energy Resilience Program Free Energy Assessment. The town agrees to apply for a [level 1 or 2] assessment of [municipal building A], and a [level 1 or 2] assessment of [municipal building B].*

## Implementation Grant (IN DEVELOPMENT)

Each municipality can apply for a maximum of \$500,000 for building renovation projects regarding weatherization, thermal efficiency, and supplementing or replacing fossil fuel heating systems with more efficient renewable or electric alternatives. Any municipal building that receives an energy assessment through the MERP program is eligible for this funding. These funds can be split across several eligible buildings under one project grant.

This application will not be available until early 2024 and details of this portion of the program are still in development. Template language will be developed as greater detail is available. The town is encouraged to discuss who will lead any effort to apply to the Implementation grant.

<b>ELECTED &amp; APPOINTED OFFICIALS as 03 14 23</b>				
Organization / Committee	Name	Term Begins	Term Ends	Length
City Council (elected)	Chris Bearor	03 2023	03 2025	2
	Dickie Austin	03 2022	03 2024	2
	Cheryl Brinkman	03 2023	03 2025	2
	Ian Huizenga	03 2021	03 2023	2
	Zoe Kaslow	03 2022	03 2024	2
	Jill Murray-Killon	03 2022	03 2024	2
	Susan Rakowski	03 2021	03 2023	2
Organization / Committee	Name	Term Begins	Term Ends	Length
Addison Northwest School District Board (elected)	John Stroup	March, 2022	March, 2025	3
	Margaret Carrera-Bly	March, 2023	March, 2026	3
	Michael Kane	March, 2023	March, 2025	2
	Mark Koenig	March, 2021	March, 2024	3
Organization / Committee	Name	Term Begins	Term Ends	Length
Board of Auditors (elected)	Sivan Cotel	March, 2022	March, 2025	3
	Jennifer Russell	March, 2021	March, 2024	3
	Vacancy		March, 2026	3
Organization / Committee	Name	Term Begins	Term Ends	Length
Board of Listers (elected)	Vacancy		March, 2024	3
	William Benton		March, 2026	3
	Vacancy		March, 2026	3
Organization / Committee	Name	Term Begins	Term Ends	Length
Justices of the Peace (elected). The term of office of justices of the peace shall be two years, and shall commence on the first day of February next after their election.	Mark Koenig	Feburary	1/31/2024	2
	Lowell Bertrand	Feburary	1/31/2024	2
	Tara Brooks	Feburary	1/31/2024	2
	Abigail "Abby" Blum	Feburary	1/31/2024	2
	Christopher Spencer	Feburary	1/31/2024	2
	Nial Rele	Feburary	1/31/2024	2
	Patricia Ganson	Feburary	1/31/2024	2
	Christopher Bearor	Feburary	1/31/2024	2
	Rena Trepanier	Feburary	1/31/2024	2
	Beth Bearor	Feburary	1/31/2024	2
Organization / Committee	Name	Term Begins	Term Ends	Length
Grand Juror (elected)	Vacancy		March, 2024	1
Organization / Committee	Name	Term Begins	Term Ends	Length
City Clerk, appointed	Penny Austin		Reappt 07/01/23	1
City Manager, appointed	Ron Redmond		Reappt 07/01/23	1
City Treasurer, appointed	Angie Bolduc		Reappt 07/01/23	1
City Attorney, appointed	NONE			
Organization / Committee	Name	Term Begins	Term Ends	Length
Addison County Regional Planning Commission (appointed)	Shannon Haggett, Delegate	7/1/2022	6/30/2023	1
	Cheryl Brinkman, Delegate	7/1/2022	6/30/2023	1
	Tim Cook, Alternate	7/1/2022	6/30/2023	1
	Vacant, 2nd Alternate	7/1/2022	6/30/2023	1
Organization / Committee	Name	Term Begins	Term Ends	Length

Addison County Solid Waste Management District Board of Supervisors (appointed)	Cheryl Brinkman	March, 2022	February, 2023	1
Organization / Committee	Name	Term Begins	Term Ends	Length
Addison County Communications Union District, Maple Broadband (appointed)	<i>Shannon Haggett, Delegate</i>	5/1/2022	4/30/2023	1
	<i>Alternate, Vacant</i>			1
Organization / Committee	Name	Term Begins	Term Ends	Length
Development Review Board (appointed)	Brent Rakowski, Chair	8/1/2021	7/31/2023	2
	Vacancy (Carrie Macfarlane)	8/1/2021	7/31/2023	2
	Don Peabody	8/1/2021	7/31/2023	2
	Steve Rapoport	8/1/2021	7/31/2023	2
	Amy Yuen	8/1/2022	7/31/2024	2
	Jason Mullin	8/1/2022	7/31/2024	2
	Mabrouka M'Barek	8/1/2022	7/31/2024	2
Organization / Committee	Name	Term Begins	Term Ends	Length
Energy Committee (appointed)	Cheryl Brinkman, Chair	10/11/2022	March, 2023	1
	Sid Bosworth	10/11/2022	March, 2023	1
	Don Ferris	10/11/2022	March, 2023	1
	Al Harder-Hyde	10/11/2022	March, 2023	1
	Keith Morrill	10/11/2022	March, 2023	1
	Maggi Shadrouti	10/11/2022	March, 2023	1
	Jeremy Francis	10/11/2022	March, 2023	1
	Grace Williams	10/11/2022	March, 2023	1
Organization / Committee	Name	Term Begins	Term Ends	Length
Recreation Committee (appointed)	Kathy Rossier, Chair	03 2022	03 2023	1
	Sue Rakowski, CC Rep	03 2022	03 2023	1
	Robyn Newton, ANWSD Rep	03 2022	03 2023	1
	Ben Hatch, Secretary	03 2022	03 2023	1
	Julian Cesner, Fin. Liaison	03 2022	03 2023	1
	Tania Bolduc	03 2022	03 2023	1
	Mike Daniels	03 2022	03 2023	1
	Matt Hawes	03 2022	03 2023	1
	Lynne Rapoport	03 2022	03 2023	1
	Erin Wolcott	03 2022	03 2023	1
	Vacancy			1
	Vacancy			
	Vacancy			1
	Vacancy			1
Vacancy			11	
Organization / Committee	Name	Term Begins	Term Ends	Length
Emergency Management Director/Designee (appointed)	Ron Redmond	7/1/2022	6/30/2023	1
Emergency Services Representative (appointed)	David DiBiase	7/1/2022	6/30/2023	1
Organization / Committee	Name	Term Begins	Term Ends	Length
	Michael Winslow, Vice Chair	8/1/2021	7/31/2023	2

Planning Commission (appointed)	Danelle Birong	8/1/2021	7/31/2023	2
	Ryan Adreon	8/1/2021	7/31/2023	2
	Shannon Haggett, Chair	8/1/2022	7/31/2024	2
	Cheryl Brinkman	8/1/2022	7/31/2024	2
	Chris Spencer	8/1/2022	7/31/2024	2
	Janice Bosworth	8/1/2022	7/31/2024	2
Organization / Committee	Name	Term Begins	Term Ends	Length
Transportation Advisory Committee (TAC), ACRPC (appointed)	Brent Rakowski, Delegate	7/1/2022	6/30/2023	1
	Shannon Haggett, Alternate	7/1/2022	6/30/2023	1
Organization / Committee	Name	Term Begins	Term Ends	Length
VPWD Vergennes Pantow Water District (appointed) Maria Brown, Clerk/Treasurer VPWD, maria.vpww@yahoo.com	Chris Bearor	04/01/2022	03/31/2025	3
	Bruce MacIntire	04/01/2022	03/31/2023	1
	Patricia Ganson	04/01/2020	03/31/2023	3
	Thelma Oxholm	4/1/2021	3/31/2024	3
Organization / Committee	Name	Term Begins	Term Ends	Length
Revolving Loan Fund Committee (appointed)	Christopher Lapiere, banker	5/1/2022	4/30/2023	1
	LynnDonnelly, realtor	5/1/2022	4/30/2023	1
	City Treasurer	5/1/2022	4/30/2023	1
	Scott Gaines, VP	5/1/2022	4/30/2023	1
	Hillary Devine, Bus. Owner	5/1/2022	4/30/2023	1
	Renny Perry, citizen at large	5/1/2022	4/30/2023	1
	Ian Huizinga: City Council	5/1/2022	4/30/2023	1
Organization / Committee	Name	Term Begins	Term Ends	Length
Ray E. Davison Capital Equipment Fund Committee (appointed) Meets at least 1 x per year, in May.	Jim Breur, Chief, VFD			
	David DiBiase, First Deputy Chief, Equipment Officer, VFD			
	Angie Bolduc, Treasurer			
	Ron Redmond, City Manager			
	Estate Executor			
	Member of City Council			

Michelle Sullivan Eastman  
9 3<sup>rd</sup> Street  
Vergennes, VT 05491  
802-349-6370

March 10, 2023

City of Vergennes  
120 Main Street  
PO Box 35  
Vergennes, VT 05491  
802-877-2841

Dear Manager Redmond and the Vergennes City Council Members,

I would like to be considered as a candidate for the open position of Grand Juror for the City of Vergennes. Previous to Anne Humphrey, I held that position for several years and I'd be honored to hold it again.

I've lived in Vergennes most of my life and am proud to call this city my home. While my schedule does not currently allow for a more active position within the city, I still like to be connected.

It my understanding that while there is no pay or compensation of any kind for this position, there are also no duties at this time and that this position must only be filled due to our city's charter.

I look forward to hearing from you about this matter and if appointed will be available for swearing in right away.

Thank you for your consideration.

Sincerely,



Michelle Sullivan Eastman

# VERGENNES PARKS AND RECREATION COMMITTEE GENERAL CHARGE

Updated and Adopted by the Vergennes City Council, March 22, 2022

## General Charge

The mission of the Vergennes Parks and Recreation Committee is to ~~provide~~ **advocate for** quality recreational facilities, parks, and programs, which are safe, diverse, affordable, accessible, and enriching to the community.

The Vergennes Parks and Recreation Committee shall perform in an advisory capacity to the City Council and City Manager **and Recreation Coordinator** in matters pertaining to the operations and maintenance of recreational programming, facilities, and parks in Vergennes. The committee will ~~determine~~ **identify** recreational needs, and submit recommendations **to the City** for the ~~its~~ development of goals, programs, budgets, and the maintenance of recreational facilities and parks.

## Specific Duties

- ~~GOALS/BUDGET: Develop annual goals in collaboration with the Recreation Coordinator, including a parks and recreation budget which includes~~ **Make recommendations to the City for its annual budget including** operating costs, programming, capital improvement, fees, and maintenance ~~to be reviewed and approved annually by the City Council and City Manager.~~
- ~~PROGRAMS: Enhance the quality of life to all Vergennes residents, by working with the Recreation Coordinator to plan~~ **recommending** a wide variety of programs and services that promote maximum utilization of the parks and recreation facilities.
- ~~PARKS/FACILITIES: Plan for proper review and inspection of parks and recreation facilities and make recommendations on facility maintenance and capital improvement projects to the City Manager and Public Works Department.~~
- ~~COMMUNICATION: Provide opportunities for regular feedback from the community to enhance recreational opportunities.~~
- 

## General Information & Membership

The committee will hold one regular meeting a month as determined by the committee and more often at the call of the committee chair. Unless warned otherwise, all meetings will be at City Hall. The committee shall post all agenda and minutes in compliance with Vermont Open Meeting Laws.

The committee may be composed of the following members appointed annually by the City Council at its first regular meeting in March. Should the City Council fail to appoint new membership at its first regular meeting in March, committee membership shall continue as previously designated until such time as the City Council is able to confirm new membership. Open seats may be appointed at any time.

### Voting Members:

- Up to 12 Vergennes residents having an interest in recreation and/or recreation facilities, brought forth by recommendation of the committee chair
- 1 Representative designated by the Addison Northwest School District Board of Directors
- 1 City Council designee

The Recreation Coordinator shall staff the committee and report on the recreation budget and proposed plans regarding recreational facilities, parks, and programs.

The committee shall select a Chair, Secretary, and Financial Liaison.

Anyone interested in serving on the Vergennes Parks and Recreation Committee are encouraged to submit a letter of interest noting their desire to obtain a seat on the Vergennes Parks and Recreation Committee.

Letters of interest can be emailed to the attention of the Recreation Committee at [Recreation@vergenne.org](mailto:Recreation@vergenne.org)

### **Reporting Responsibilities**

The committee, through its Chair, City Council designee, and the Recreation Coordinator, shall periodically (as necessity warrants) keep the City Council, City Manager, and the public apprised of the committee's work, and progress on the annual goals. The committee chair and recreation coordinator shall maintain a close working relationship with the City Manager.

## Vermont Statutes related to a proposed special election.

Title 24 Appendix : Municipal Charters

Chapter 015 : City Of Vergennes

Subchapter 001 : General Provisions

(Cite as: 24 App. V.S.A. ch. 15, § 26)

### § 26. Sales, etc

(a) All sales, leases, or grants of any real estate belonging to the City shall be signed by the Mayor thereof, and sealed with the City Seal, and any conveyance so executed, if approved by a meeting of the citizens of the City legally assembled, and recorded in the records of the town where the lands so sold, leased, or granted lie, shall be good and effectual in law to convey the estate intended to be conveyed by such sale, lease, or grant.

(b) Any allocation of wastewater treatment capacity of the wastewater treatment plant of the City and any use of any wastewater distribution mains of the City connected to the plant serving any property outside the territorial limits of the City shall require a written agreement setting forth the specific terms and conditions of the allocation of wastewater capacity or use of wastewater distribution mains of the City connected to the plant. Any written agreement allocating wastewater treatment capacity outside the territorial limits of the City shall be approved at an annual or special meeting of the voters of the City legally assembled and, once signed by the City Council, or its authorized representative, shall be recorded in the land records of the municipality where the lands are located and benefited by the allocation of wastewater treatment capacity or use of wastewater distribution mains of the City connected to the plant. (Amended 2007, No. M-15, § 2, eff. May 16, 2007.)

Title 24 : Municipal And County Government

Chapter 077 : Construction; Condemnation

(Cite as: 24 V.S.A. § 2804)

### § 2804. Reserve funds; use

(a) At an annual or special meeting duly warned, a municipality may establish a reserve fund to be under the control and direction of the legislative branch of the municipality. The reserve fund shall be kept in a separate account and invested as are other public funds and may be expended for such purposes for which established, or when authorized by a majority of the voters present and voting at an annual or special meeting duly warned, for other purposes.

(b) If a reserve fund is established under subsection (a) of this section to pay a school district's future school capital construction costs approved under 16 V.S.A. chapter 123, any funds raised by the district as part of its education spending to pay for those future costs shall be considered "approved school capital construction spending" in calculating excess spending under 32 V.S.A. § 5401(12). Districts shall submit to the Agency of Education annually a report of deposits into and expenditures from a school capital construction reserve fund. If the Agency of Education determines that any amount in the reserve fund has not been used for approved school capital construction within five years after deposit into the fund, then 150 percent of that amount shall be added to the district's education spending in the then-current year for purposes of calculating the excess spending penalty. The definitions in 16 V.S.A. chapter 133 shall apply to this subsection. (Amended 1997, No. 71 (Adj. Sess.), § 103, eff. March 11, 1998; 2005, No. 38, § 23; 2013, No. 92 (Adj. Sess.), § 271, eff. Feb. 14, 2014.)



**DRAFT Infrastructure Improvement Fund Policy**  
**as of 3/14/22**

**History**

In 2021, the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan, delivered \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. Of Vermont's \$1.25 billion share, over \$200 million (about \$300 per Vermonter) was allocated to municipalities. In 2021 and 2022, the city of Vergennes received \$772,125.92 plus \$182.05 for a total of \$772,307.97. Issuance of the "final rule" from the US Treasury Department in 2022 gave local legislative bodies increased spending flexibility, simplified reporting, and discretion over how to spend their local ARPA funds.

In FY 23, the Vergennes City Council approved two expenditures totaling \$49,050.25 from the \$772,307.97, leaving a balance of \$723,257.72. See details below.

\$ 772,125.92	Total allocation from Treasury
Less \$ 25,000.00	50% of the cost of a new emergency generator for the Fire Station.
<u>Less \$ 24,050.25</u>	25% of the cost of a 2022 Dodge Ram 3500 Dump Truck.
\$ 723,257.72.	Total funds available for Infrastructure Improvement Fund on 3/7/23

On March 7, 2023, voters approved Article 2: "Shall the City establish a reserve fund to be called the Infrastructure Improvement Fund for the purpose of funding capital improvements including but not limited to city facilities, parks, and sidewalks to be funded by Coronavirus State and Local Fiscal Recovery Funds totaling \$723,257.72, in accordance with 24 V.S.A. 2804?"

As of March 14, 2023, the anticipated expenditure have been reduced.

-Original \$25,000 for the generator reduced to \$15,000

-Original \$24,050.25 for the 2022 Dodge Ram) reduced to zero. Recent sale of old truck covers this amount.

\$772,125.92	Total allocation from Treasury
<u>-\$15,000</u>	Updated projected contribution needed towards new emergency generator
\$757,307.97	Total Funds available for Infrastructure Improvement Fund, 3/14/23

**Use of the Fund Revenue:**

- Expenditures shall benefit the citizens of Vergennes and increase the livability of the community.
- Expenditures from the funds may be used solely for:
  - capital improvements for the purpose of funding capital improvements, including but not limited to city-owned facilities and property: sidewalks, buildings and parks. Funds may not be used to fund improvements to public streets or to the city's sewer collection system and wastewater treatment facility. Capital improvements are defined as construction, long-term repairs, renovation, or improvements to city-owned facilities and property.
  - cost of planning and analysis designed to reduce city expenses and/or increase staff productivity.
- Funds may only be spent by combining their use with at least one of the following funding sources:
 

○ General Fund	○ Public Fundraising
○ Water Tower	○ State Funds
○ Watershed Fund	○ Federal Funds
○ City Bonds	

**Fund Allocation Decisions:**

The City Council is responsible for all expenditures from the Fund. A list of projects shall be maintained and updated on a periodic basis. The City Council shall review the projects and associated costs on a regular basis and vote on expenditures at a regularly scheduled meeting.

DRAFT