

Mayor: Tim Smith
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Marie Besette
Ward 4: Michael McCarthy




Ward 5: Bob Farrar
Ward 6: Chad Spooner
Clerk/Treasurer: Curry Galloway
City Manager: Dominic Cloud

St. Albans City Council
Regular Meeting
Monday, December 13, 2021
6:30 Open Session, Council Chambers
Zoom link: www.stalbansvt.com/council

AGENDA

1. Convene Open Session with Pledge of Allegiance 6:30
2. General public comment on non-agenda matters within the Council's purview. 6:32
3. Police Advisory Board Presentation and Budget Request 6:35
4. Police Department Policy Approval (D&V) 7:00
 - a. Arrests and Investigatory Stops
 - b. Harassment and Discrimination LGBTQ Specifications
 - c. Investigations
 - d. Sexual harassment in the Workplace
 - e. Transporting and Searching Prisoners
 - f. Use of Force
5. St. Albans Museum Budget Request, B. Deso, J. Luneau and J. Bailey 7:15
6. Charter amendment to allow the City Council to appoint the Clerk/Treasurer 7:30
 - a. Overview of proposal, Mayor Smith
 - b. Council discussion
 - c. Consider a motion that supports amending the City Charge to allow nonresidents to serve as Clerk/Treasurer, appointed by the City Council and retaining all independence of the office, and direct staff to prepare proposed language and necessary public hearings (D&V).
7. Consider appointments to the Development Review Board, C. Sawyer (D&V) 7:55
8. Consider a VCDP grant agreement resolution (D&V) 8:00
9. Mayor's Report 8:05
 - a. Reappointment of Winnie Wilkinson and John Nicholls to the PAB for three year terms (D&V)
10. City Manager's Report 8:10
 - a. TIF article at Town Meeting for redevelopment of 100 Federal St.
 - b. Overview of upcoming hearings and timeline for City budget.
 - c. Consider approval of Council Goals and Objectives (D&V)
11. Consider authorization of ARPA funds to conduct environmental assessment of property located at 14 Maple (D&V) 8:20
12. Council Reports 8:25
13. Consider approval of meeting minutes: Reg. mtg. 11/8/21 (D&V) 8:35
14. Consider approval of warrant: 11/30/21 (D&V) 8:36
15. Other Business 8:37
16. Executive Session 8:45
 - a. The Council finds that premature disclosure of contract negotiations, matters related to the appointment or evaluation of a public officer, and discussing real estate purchase options would compromise the City or person involved (D&V).
 - b. The Council moves to enter Executive Session to discuss the above (D&V)
17. Adjourn 9:00

	Saint Albans Police Department 30 Lower Welden Street St. Albans, VT 05478 (802) 524-2166	
	SUBJECT:	Arrests and Investigatory Stops
	POLICY:	
	REVIEW:	Three (3) Years
	Review Date 11/2021	Authorized: _____ Chief of Police- M. Lamothe
NOTE: This written directive is for the internal governance of the St. Albans Police Department. The directives contained herein are intended for agency use only and do not form the basis of any criminal or civil liability. Violations of these directives may form the basis for agency administrative sanctions only.		

PURPOSE

The purpose of this policy is to define the limitations of authority and acceptable conduct and practices of law enforcement officers when making contact with individuals in the community. Included in this policy are voluntary contacts, investigatory detentions, pat-downs, and arrests.

POLICY

Interactions with community members form the cornerstone of effective law enforcement operations. All officers should follow the provisions of this policy to maximize the usefulness of police-public contacts to include voluntary contacts, investigatory detentions, pat-downs, and arrests. It is the policy of this agency that all community-police contacts made by agency personnel shall be conducted professionally and in accordance with established legal principles.

DEFINITIONS

Arrest: Taking a person into custody.

Arrest Warrant: A written order issued by a judge, magistrate, or other proper authority that commands a law enforcement officer to place a person under arrest.

Custody: Placed under formal arrest or when a reasonable person in the individual's position would have understood the situation to constitute a restraint of freedom of movement of the degree that the law associates with formal arrest.

Exigent Circumstances: Those circumstances that would cause a reasonable person to believe that a particular action is necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

Investigatory Detention: Temporary detention of a person for investigative purposes based upon reasonable suspicion that the person has committed, is committing, or is about to commit a crime, under circumstances that do not amount to probable cause for arrest.

Pat-Down: A frisk or external feeling by utilizing the hands without manipulation of the outer garments of an individual for weapons.

Probable Cause: When articulable facts and circumstances within an officer's knowledge are sufficient to warrant a prudent person or one of reasonable caution to believe that the suspect has committed, is committing, or is about to commit an offense.

Reasonable Suspicion: A particularized and objective basis, supported by specific and articulable facts, for suspecting a person of criminal activity. Reasonable suspicion must be more than a hunch or feeling but need not

meet the test for probable cause sufficient to make an arrest.

Voluntary Contact: An encounter between a law enforcement officer and an individual that may be initiated by the officer for any reason and during which the individual is free to leave at any time.

PROCEDURES

A. Voluntary Contacts

Voluntary contacts may be initiated without probable cause, reasonable suspicion, or other indication of criminal activity by the individual when officers adhere to provisions of this policy.

1. Initiation of Voluntary Contacts

- a. Officers may initiate a voluntary contact in any location where they have a legal right to be.
- b. Officers are prohibited from initiating contacts based on individual demographics to include, but not limited to race, ethnic background, national origin, gender, gender identity, sexual orientation, religion, socioeconomic status, age, disability, cultural group, or political status, except when such characteristics are part of a specific subject description.
- c. Officers shall not use contacts on a pretextual basis to intimidate, harass, or coerce individuals.

2. Voluntary Contact Protocol – Voluntary contacts are based on the presumption that the individual is not under any reasonable suspicion of criminal activity.

- a. Persons contacted may not be detained in any manner against their will or frisked unless they provide consent or reasonable suspicion is established during the course of the contact to believe they present a danger to the officer and the officer has reasonable suspicion that they have committed, are committing, or are about to commit a crime.
- b. An officer may not use force or coercion to require an individual to stop or respond to questions or directions absent any other legal reason.
- c. Officers shall strive to ensure that their actions and requests could not be reasonably perceived by the individual as a restraint on their freedom to leave. As such, officers should"

Introduce themselves and explain the reason for making the contact;

Act in a professional, respectful, and restrained manner at all times;

Establish rapport;

Avoid requests that sound like commands;

Phrase requests using optional words such as "may," "would you mind," or similar terms and phrases;

Ensure the contact remains reasonable and voluntary; and

Not create a physical or other barrier to the individual's ability to leave, to include keeping identification, such as a driver's license, or by creating a physically imposing and intimidating presence.

- d. If individuals ask whether they must respond to questions or remain in the officer's presence, they shall be informed that they do not have to answer any questions and are free to leave at any time.
- e. Where individuals refuse or cease to cooperate during a contact, they shall be permitted to

leave.

- f. Refusal of the individual to cooperate cannot be used as the basis for turning the “contact” into a “detention.”

B. Investigatory Detentions

1. Justification for Conducting an Investigatory Detention

- a. Officers may stop individuals for the purpose of conducting an investigatory detention only where reasonable suspicion is present.
- b. In justifying the stop, the officer must be able to point to specific articulable facts that, when taken together with rational inferences, reasonably warrant the stop. Such facts include but are not limited to the following:

The actions of the suspect suggest that they are engaged in a criminal activity.

The suspect is carrying a suspicious object.

The suspect’s clothing bulges in a manner that suggests they are carrying a weapon.

The suspect is located in proximate time and place to an alleged crime.

2. Procedures for Conducting an Investigatory Detention

- a. When approaching the suspect, officers shall clearly identify themselves as law enforcement officers. If not in uniform, officers should announce their identity and display agency identification.
- b. Officers shall, as soon as feasible, explain to the stopped individual(s) why they were stopped.
- c. Before approaching more than one suspect, individual officers should determine whether the circumstances warrant a request for backup assistance and whether the detention can and should be delayed until such assistance arrives.
- d. Officers should confine their questions to those concerning the suspect’s identity and other inquiries necessary to resolve the officer’s suspicions. In no instance shall an officer detain a suspect longer than is reasonably necessary to make these limited inquiries and resolve suspicions. Officers shall be aware that prolonging an investigatory detention unnecessarily may cause a court to view the detention as an unlawful seizure if probable cause does not exist for an arrest.
- e. Officers are not required to give suspects warnings related to custodial interrogation in order to conduct investigatory detentions.
- f. Individuals are not required nor can they be compelled to answer any questions posed during investigatory detentions. Failure to respond to an officer’s inquiries is not in and of itself sufficient grounds to make an arrest.
- g. Officers shall take precautionary measures for their own safety and the safety of others during an investigatory detention, including display of firearms or handcuffing the detainee. Officers shall be aware that unnecessary or prolonged display of firearms and handcuffing during the investigatory detention may cause a court to view the detention as an arrest.
- h. If the officer has no basis for making an arrest after conducting an investigatory detention, they shall record the facts of the detention as prescribed by agency policy or procedure.

C. Pat-Downs

1. Justification for Conducting Pat-Downs

- a. Officers shall remain vigilant and strictly adhere to agency training when performing pat-down searches.
- b. A law enforcement officer has the right to perform a pat-down of the outer garments of a suspect for weapons when:
 - The suspect has been legitimately stopped with reasonable suspicion, and
 - The officer has specific articulable facts that the suspect possesses weapons on their person and poses a threat to the officer's or another person's safety.
- c. Not every investigatory detention poses sufficient justification for conducting a pat-down. The following are some criteria that may form the basis for establishing articulable justification for performing a pat-down. Officers should note that these factors are not all-inclusive, and the totality of the circumstances should be considered. The existence of more than one of these factors may be required in order to justify a pat-down. Consider the following:
 - The type of crime suspected – particularly in crimes of violence where the use or threat of deadly weapons is involved.
 - Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons.
 - Visual indications that suggest that the suspect is carrying a firearm or other deadly weapon.
- d. Pat-downs shall be performed only to protect the safety of officers and others and shall never be used as a pretext to obtain evidence or for other purposes.

2. Procedures for Performing a Pat-Down

- a. When reasonable suspicion justifies a pat-down, the search should be performed with due caution, restraint, and sensitivity.
- b. Whenever possible, pat-downs should be conducted by at least two officers – one who performs the search while the other provides protective cover.
- c. Whenever practical, pat-downs should be performed by officers of the same sex as the suspect.
- d. Pat-downs should generally be conducted with a suspect in a standing position; however, circumstances may exist where an officer can articulate justification of a more secure position in which to conduct the cursory search.
- e. During the pat-down, officers shall feel only the outer clothing of the suspect using their hands but without manipulation of fingers. Officers shall not place their hands in pockets unless they feel an object that could reasonably be a weapon.
- f. If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack, or other item that may conceal a weapon, the officer should not open the item, but instead place it out of the suspect's reach.
- g. If, during a pat-down, an officer recovers an illegal weapon or contraband, the officer may initiate an arrest based on probable cause.

D. Arrests

Officers shall conduct arrests only when based upon probable cause or an arrest warrant.

1. Probable Cause

- a. Probable cause for arrest may be established by one of the following:

Observations of the officer,

Information or evidence obtained during an investigatory detention or voluntary contact,

An identified individual's specific complaint,

Information provided by a law enforcement informant of proven reliability,

Information provided by other law enforcement sources.

- b. Officers shall not make any arrest based solely on the following:

Information received from an anonymous source,

Mere suspicion not amounting to probable cause.

2. Arrest Warrants

- a. Except when a warrantless arrest is justified by the existence of probable cause, arrests shall be made under an arrest warrant.
- b. Arrest warrants shall be obtained from the legal authority empowered to issue such warrants in this jurisdiction.
- c. Warrants shall be in the form prescribed by the law of this jurisdiction and shall adequately identify the person to be arrested. The warrant shall also provide such other information as is required by law.
- d. Any officer to whom an arrest warrant is delivered shall examine it to ensure that it is in proper form, that all information required by law is provided, and that the warrant appears to be valid. The officer shall also take note of any restrictions placed upon the arrest by the language of the warrant.
- e. Once received, an arrest warrant shall be executed without delay, except as otherwise may be required by the circumstances of the case.

3. Making the Arrest

- a. No arrest shall be made at a time or in a manner contrary to any express limitations included in a warrant or in a manner or at a time or place prohibited by:
 - Agency regulation,
 - Applicable legislation, or
 - Relevant court decisions.
- b. Arrests shall be made at a time and place and in a manner that will maximize the probability of a successful arrest and minimize the danger to officers, innocent bystanders, and suspects.
- c. The arresting officers shall identify themselves, inform the suspect of their arrest, and specify the charges for which the arrest is being made.
- d. Officers not in uniform shall display their badges and credentials when making the arrest to ensure proper identification when safe to do so.
- e. Officers shall follow agency policy and applicable law regarding knock and announce when executing arrest warrants.
- f. No officer shall enter premises owned or occupied by a third person to make an arrest unless the officer has a separate legal basis for entering the premises. Such a basis may be provided by:
 - Possession by the officer of a search warrant for those premises,
 - Consent of a person with apparent authority by law to give such consent, or
 - Exigent circumstances.

- g. Officers shall use only the level of force that they reasonably believe is necessary to make an arrest in accordance with this agency's use-of-force policy.
- h. Arrestees shall be advised of their rights pertaining to custodial interrogation before any questioning designed to elicit incriminating statements. Those rights should, whenever reasonably possible, be read verbatim from a standardized agency-approved form.

4. Arrestee Requests

- a. Following the arrest, officers should not permit arrestees to leave the immediate area of the arrest for personal purposes (e.g., to get a coat).
- b. In exceptional cases where it is deemed necessary to grant the arrestee's request to leave the immediate area, they shall first be searched for weapons, contraband, evidence, or implements of escape and then be accompanied and closely monitored by the arresting or other officers.

5. Safety Precautions

- a. Officers shall approach every arrest situation with the knowledge that any arrest, regardless of the offense involved, may present an element of danger. Therefore, officers making arrests shall take all reasonable precautions to ensure their own safety.
- b. Restraint of the Arrestee
 - i. Officers should handcuff arrestees in accordance with training and agency policy.
 - ii. Officers may handcuff the arrestee with their hands in front, or use other appropriate and approved restraining device(s) where the arrestee:
 - Is in an obvious state of pregnancy,
 - Has a physical handicap,
 - Displays behaviors consistent with mental illness or an intellectual/developmental disability,
 - Has injuries that could be aggravated by standard handcuffing procedures, or
 - Where other special circumstances exist.
 - iii. Multiple handcuffs shall be used when needed to prevent injury.
 - iv. Additional approved restraint devices may be used to secure an individual who violently resists arrest or who acts in a manner that indicates they pose a threat to themselves or to the public. Officers should use only those restraints that appear necessary to control the situation and only for the period of time required.
 - v. When restraining individuals on the ground, officers should position the subject in a manner that will assist breathing, such as placement on their side, and avoid pressure to the chest, neck, or head. Neck restraints are prohibited. See use of force policy for additional information.
- c. Search Incident to Arrest
 - i. Officers shall conduct a thorough search of the person arrested.
 - ii. Any criminal evidence discovered during the search of the arrestee's person shall be seized and preserved in accordance with agency procedures.
 - iii. The search incident to arrest shall include not only the arrestee, but also areas within their reach and control.
 - iv. Officers shall follow agency policy and protocol related to strip and body cavity searches.
- d. Protective sweeps of the premises or area where the arrest occurs may be performed if there is a reasonable belief that there are third parties that pose a danger to those on

the arrest scene.


e. Post-Arrest Protection

- i. Officers are responsible for the safety of the arrestee. In addition, officers shall take the steps reasonably necessary to protect:
 - The officer from the arrestee,
 - Victims and third persons from the arrestee, and
 - The arrestee from self-injury or injury by others.
 - ii. In particular, officers shall not allow victims into close proximity with the arrestee and shall prevent bystanders from approaching the arrestee.
 - iii. Officers shall not allow the arrestee out of their immediate presence for any reason until the arrestee is properly secured and transported.
6. Arrest of Juveniles – All officers shall be aware that the arrest, transportation, and booking of juveniles are subject to specific legal requirements. Officers shall be familiar with and observe these requirements at all times when arresting juveniles.
7. Citation in Lieu of Arrest – Officers shall issue citations in lieu of arrest in all situations where citation is directed by law. In situations where citation is discretionary, officers shall consider whether:
 - a. The person is likely to disregard a citation;
 - b. The person, if cited and released, is likely to cause harm to themselves or any other person; and/or
 - c. There are other factors that should be considered and are permitted by law and agency policy.
8. Release after Arrest
 - a. If it becomes apparent that there is no probable cause to support an arrest, the individual shall be released, and a supervisor shall be notified.
 - b. The officer should document their actions as to the reason(s) for releasing the individual.
 - c. If the person is released, officers shall ensure that they are released at a safe location and not otherwise placed at risk as a result of the incident. If necessary, officers should provide transportation for the released person to a safe location.

E. Reporting

1. The agency should provide an annual report regarding investigatory detentions and arrests to the public, indicating the total number of stops, location of stops, time and day information, outcome of the stops (arrest, non-arrest, etc.), weapon recovery, race, and gender of the stopped individual.

Revised 11/2021

	Saint Albans Police Department 30 Lower Welden Street St. Albans, VT 05478 (802) 524-2166	
	SUBJECT:	Harassment and Discrimination, LGBTQ Specifications
	POLICY:	#
	REVIEW:	Three (3) Year
	Review date: 11/2021	Authorized: _____ Chief of Police: M. Lamothe
NOTE: This written directive is for the internal governance of the St. Albans Police Department. The directives contained herein are intended for agency use only and do not form the basis of any criminal or civil liability. Violations of these directives may form the basis for agency administrative sanctions only.		

PURPOSE

The relationship between law enforcement and groups such as the Lesbian, Gay, Bisexual, Transgender and Queer (or Questioning) (LGBTQ) communities has been fraught with suspicion and misunderstanding. In keeping with the Mission Statement and Core Values of the St. Albans Police Department, it is important for us to foster partnerships that address, directly and indirectly, bigotry and ignorance. In the delivery of needed law enforcement and police services, we must work together to develop an atmosphere of understanding, respect and trust within our community. This policy establishes guidelines and operating procedures for all personnel when interacting with the LGBTQ community including transgender, intersex, and gender nonconforming individuals.

POLICY

St. Albans Police Department personnel will exhibit professionalism and courtesy during all interactions with members of the public and fellow employees including transgender, intersex or gender nonconforming individuals.

PROCEDURE

Definitions:

Designated Sex (synonymous with sex assigned at birth): The sex one is labeled at birth, generally by a medical or birthing professional, based on a cursory examination of external and/or physical sex characteristics such as genitalia and cultural concepts of male and female sexed bodies. Sex designation is used to label one's gender identity prior to self-identification.

Gender Identity: One's internal sense of being a man, woman, neither of these, both, or other gender(s). Everyone has a gender identity. For transgender individuals, their sex assigned at birth and their gender identity are not necessarily the same.

Gender Expression: How one chooses to express one's gender identity to others through behavior, clothing, hairstyle, voice, body characteristics, etc. Gender expression may change over time and from day to day and may or may not conform to an individual's gender identity.

Gender Nonconforming: A gender expression or identity that is outside or beyond a specific culture or society's gender expectations. Or, a term used to refer to individuals or communities who may not identify as transgender, but who do not conform to traditional gender norms. May be used in tandem with other identities.

Intersex: A general term used to describe a variety of conditions in which a person is born with a variation in sex characteristics, including chromosomes, reproductive anatomy and/or genitals, and therefore cannot be distinctly identify within the binary sexes. Not all transgender individuals are intersex and not all intersex individuals are transgender, some individuals are both.

LGBTQ: An acronym for lesbian, gay, bisexual, transgender and queer or questioning.

Gender Affirming Surgery: Surgical procedures that alter or change physical sex characteristics in order to better express a person's inner gender identity. Surgery may include removal of the breasts, augmentation of the chest, or alteration or reconstruction of genitals. Also called *Gender Confirming Surgery* or *Sex Re-assignment Surgery* (SRS).

Transgender (often referred to as Trans): An umbrella term describing a diverse community of individuals whose gender identity differs from that which they were assigned at birth; Expressions and identities that challenge the binary male/female gender system.

Verbal Communication

In accordance with procedures detailed herein, personnel will treat members of the LGBTQ community as any other member of the community; but, will also take steps to ensure that transgender, intersex and gender nonconforming individuals are treated in a manner appropriate to the individual's gender identity, which may be different from the sex that the individual was assigned at birth or listed on their official government-issued identification.

Determining an Individuals Gender Identity

Personnel may make an initial assumption about an individual's gender identity based upon the individual's general appearance, including clothing, body characteristics, behavior, voice, and/or

hair cut/style. Such assumptions may be incorrect; thus, steps must be taken to ensure that all individual's rights are carefully guarded against harassment or discrimination.

During contact with any person, should the individual disclose a transgender, intersex, or gender non-conforming identity or if questions arise about an individual's gender identity, St. Albans Police Department personnel will respectfully ask how the individual identifies.

If the person discloses a transgender, intersex, or gender non-conforming identity or if questions arise about an individual's gender identity, St. Albans Police Department personnel will respectfully ask what pronouns the individual uses, such as: she, her, hers; he, him, his; they, them, their. An effort should be made to use such pronouns whenever reasonable.

Regardless of the individual's public appearance, personnel should address transgender, intersex and gender nonconforming individuals by their chosen name rather than the name which is on their government-issued identification; and, personnel should use the situationally specific pronoun regardless of the sex indicated on government-issued identification. However, **all police reports will include the name and gender affirmed by government issued identification on the face sheet; all other names and gender shall be listed as aliases.** Once the name affirmed by government identification is identified in the narrative, the writer may complete the report using the persons chosen name. In order to ensure clarity in such a transition, the following example [or similar] is recommended for use in a report: "John Doe, hereafter referred to as JANE..."

Discriminatory References

No member of the St. Albans Police Department shall refer to any individual in a derogatory manner; this prohibition specifically includes derogatory references due to gender identity or gender expression. All St. Albans Police Department personnel understand that there are many terms transgender, intersex or gender nonconforming individuals use to describe themselves; St. Albans Police Department personnel will mirror the language used by the individual when such reference is not generally/socially derogatory.

Gender Classification on Written Departmental Documents

Members of the St. Albans Police Department preparing or completing a written document regarding a transgender, intersex or gender nonconforming arrestee, victim, witness, reporting party or any other individual, shall classify the individual's sex on the document as the individual's sex listed on their official government-issued identification.

In the event that the individual does not have their official identification (e.g. driver's license, state ID, passport, etc.), in their possession, employees should ask the individual what sex is listed on

their identification. The individual's answer and the employee's verification through dispatch should be used to determine the appropriate manner in which to classify the individual's sex on the document.

Any name used by the individual other than what is listed on their official government-issued identification card, will be recorded as an alias. It is permissible to identify the alias as the preferred name for use or reference in the report narrative.

Narrative reporting shall include appropriate gender expression for any person that identifies differently than what appears on official government documents. Once the name affirmed by government identification is identified in the narrative, the writer may complete the report using the persons chosen name. In order to ensure clarity during such transition, the following example is recommended for use in a police report: "John Doe, hereafter referred to as JANE...."

General Gender Classification Procedures

In compliance with all other applicable sections in this manual, employees searching, arresting or transporting a transgender, intersex or gender nonconforming individual, or performing similar official actions or duties (excluding preparation of written documents) in connection with such individuals, shall interact with the individual and apply the appropriate department procedures based upon the individual's gender identity.

Arrest and Booking Room Procedures

If the transgender person identifies as either male/female, they shall be searched by an on-duty St. Albans Police Officer or booking specialist of the identified gender if such gender specific officers are both on-duty and available. If staffing allows for options, inquire of the transgender person which gender they would prefer to be searched by. If time and safety issues permit, the arresting officer may delay a search until a gender specific officer is available. However, any delay is temporary and not without limits. If such a delay is applied to the circumstance, the arresting officer shall not allow the arrested person to be alone without a police officer physically present in the room for any period of time until a complete custodial search has been conducted.

Generally, this section shall not apply to pat frisk searches conducted in the field pursuant to arrest or pre-arrest Terry Pat Frisk; in those instances, the officer shall conduct a pat frisk of the transgender person as they would any prisoner or suspicious person under the circumstances. If a gender specific officer is present, the arresting officer may yield and permit the second officer to conduct a field custodial search or pre-arrest Terry pat frisk.

Removal of items related to the gender identity of a transgender, intersex, or gender nonconforming individual (such as prosthetics, clothing and wigs) shall only be performed as needed for compliance with established departmental policies and procedures regarding searches, arrests, transport and processing of arrestees. Any items removed should be indicated in the report. The manner of removal shall comply with departmental policies and procedures and shall be consistent with the removal of similar items from individuals who are not transgender, intersex or gender nonconforming.

For the instance when the purpose(s) for removing items are satisfied by temporary removal, the individual shall be permitted to wear the removed items if/when all applicable policies and procedures are complete, and reasonable safety concerns are resolved. This can include but is not limited to wigs, clothing, and prosthetics.

Where permanent removal is required, the handling and storage of removed items shall be consistent with the handling and storage of similar items pursuant to departmental policy and procedure.

Transporting Transgender, Intersex and Gender Nonconforming Individuals

When transporting transgender, intersex or gender nonconforming individuals, officers shall designate the individual listed by the sex on their official identification. Employees will continue communicating to the individual in accordance with the person's gender identity, and follow departmental procedures on the basis of their identification. These same principles shall also apply during the prisoner transportation process and in compliance with applicable prisoner transportation procedures found elsewhere in this manual.

The employee should ascertain if the individual would like their gender identity communicated to the jail when transfer takes place. Any time a transgender person is transferred to another facility, the Custody of Arrested Form shall note how the person identifies if the individual wants that information shared.

When transported to another facility or to the custody of another police agency, St. Albans Police Officers will notify the receiving person at the receiving facility or agency that the person is wearing a wig or prosthetic. **If for officer safety reasons the item must be removed prior to transport, the item(s) shall be secured, and transported with the detainee. The decision to re-apply such articles will be let to the policies and/or procedures of the receiving agency or facility following intake.**

Employment Considerations

The St. Albans Police Department is committed to employing qualified people regardless of sexual orientation, identification or expression. The St. Albans Police Department shall not refuse to hire

or discharge or discriminate in any way in compensation, terms, conditions or privileges of employment because of sexual orientation, identification or expression.

In compliance with other sections of this manual, members of the LGBTQ community employed by the St. Albans Police Department shall be free of harassment and discrimination

Public Accommodations

The St. Albans Police Department shall provide rest facilities and locker/storage facilities, accommodations, advantages and privileges to all employees without discrimination.

The St. Albans Police Department shall not refuse, withhold or deny access to accommodations, advantages or privileges of public accommodations to visitors of the station that identify as LGBTQ.


Reporting Violations

In compliance with other sections of this manual, all members of the St. Albans Police Department, regardless of rank, position or sworn status shall accept complaints of violations of this section regardless of the time or location that such allegations are made. Complaints against officers are accepted per the Department Internal Affairs Policy.

Staff Training

Upon promulgation of this directive, all department members will receive training on its' contents and intent.

Revised 11/2021

	Saint Albans Police Department 30 Lower Welden Street St. Albans, VT 05478 (802) 524-2166	
	SUBJECT:	Investigations
	POLICY:	
	REVIEW:	Three (3) Years
	Review Date 11/2021	Authorized: _____ Chief of Police- M. Lamothe
NOTE: This written directive is for the internal governance of the St. Albans Police Department. The directives contained herein are intended for agency use only and do not form the basis of any criminal or civil liability. Violations of these directives may form the basis for agency administrative sanctions only.		

PURPOSE

To establish policies and procedures that will ensure effectiveness and efficiency while conducting criminal investigations by members of the St. Albans Police Department.

Criminal investigation techniques are built on logic, tested knowledge and scientific principles. Successful investigations are based on attention to detail, accuracy, and sincerity in lawfully searching for and reporting the facts. The solution of crimes through proper investigative methods is a critical element in the Department's effort to enforce the laws.

POLICY

The policy of the St. Albans Police Department is to investigate all reported and/or detected criminal offenses by:

1. Determining whether a crime has been committed, and if so, the specific offense(s).
2. Gathering information and evidence that will identify the offender.
3. Apprehending suspected offenders.
4. Preparing cases for prosecution.

It is also the policy of the St. Albans Police Department to treat every individual, every personal contact and case investigation with

consistency and equity regardless of an individual's demographics to include, but not limited to race, ethnic background, national origin, gender, gender identity, sexual orientation, religion, socioeconomic status, age, disability, cultural group, or political status, except when such characteristics are part of a specific subject description.

PROCEDURES

The below procedures are general police procedures and may include:

Pro-active Car stops based on license status

Members who base a vehicle stop on the prior knowledge of an operator's driver's license status shall verify the status of the license prior to making the vehicle stop.

Arrest Warrants

Members are required to validate an arrest warrant *prior* to placing a person in custody for what they believe is an active arrest warrant. Often arrest warrants are voided without officer's knowledge.

Out of Area Police Investigations

Absent self-activation for exigent circumstances, case follow up, or agency assists, officers should not engage in police investigations outside of the geographic areas of coverage of the department without prior approval from a supervisor. See Standards of Conduct Policy for more information on self-activation.

Scene Safety and Security

Members are required to determine if a crime has been committed and the circumstances surrounding that crime in a timely manner. This can be accomplished by scene observation, interviewing victims, witnesses, and accused subjects, as well as evidence collection and scene documentation.

Upon arrival at the scene of a crime, the crime scene will be assessed for safety and secured to prevent the contamination/alteration of potential evidence. Emergency medical care will be rendered. Once life safety issues are addressed and the scene is secured, ensure that a search warrant or valid consent, if applicable, is obtained prior to searching a crime scene for evidence.

1. The area of a crime scene to be secured will consist of the primary and any secondary scenes, area(s) of potential entry/egress points, and areas where evidence may be located.
2. Crime scenes are often areas of interest to bystanders, and the media. Crime scene security is necessary to protect the integrity of an investigation. The area secured should encompass as much area as the initial responding member feels is necessary to accomplish this goal. It is easier to reduce the size of a crime scene than it is to enlarge an already established scene.
3. Emergency service vehicles, barrier tape, traffic cones, or any other form(s) of physical barriers may be utilized to secure a crime scene.
4. All non-essential emergency personnel will be kept out of the crime scene area.
5. Emergency medical personnel will have crime scene access to provide any needed emergency medical assistance within a crime scene.
6. A crime scene security log will be initiated for each major crime, and maintained by the initial responding member, until properly relieved of that duty. The crime scene log will identify any person that enters a secured crime scene, the agency they represent, the date and time they entered, as well as the date and time they departed from the crime scene.
7. Responding members will make every effort to identify victim(s), potential witnesses, or person(s) of interest at the crime scene.
8. Briefing of arriving investigative personnel will be conducted by the initial responding member(s). The briefing will consist of description of the scene as found by the responding member(s), any alterations made to the scene, any other emergency personnel responding to the crime

scene, actions taken by responders, identity of any victim, potential witnesses, or person(s) of interest related to the investigation, and any other information obtained during the initial response by law enforcement.

MEDIA ACCESS AT SMALL SCALE INCIDENTS

Members of the media shall not be precluded from observing incidents, producing recorded media and commenting regarding an incident, provided they do so from locations that are open to the public.

Although preferable, members of the media are not required to possess or display media identification cards, press passes or other forms of identification in locations open to the public.

Note: It must be remembered that "public access equals media access," regardless of the subject matter to be observed. Members of the media cannot be restricted from entering and/or producing recorded media from areas that are open to the public, regardless of subject matter, including plainclothes and/or undercover operations that are conducted in public view.

Department members will attempt to identify members of the media who have produced recorded media containing plainclothes and/or undercover operations or personnel. The Department member shall request the member of the media not release portions of the media containing sensitive plainclothes and/or undercover operations, or that the identity of the plainclothes/undercover personnel be electronically concealed/blurred prior to dissemination.

MEDIA ACCESS TO CRIME SCENES

The ranking member in charge of the scene may direct members of the media to a designated media area. Media personnel are not permitted within the crime scene.

Supervisors in charge at significant scenes should make every reasonable effort to establish designated media area.

When members of the Department are in control of a private dwelling, private area or other areas generally not opened to the public, permission must be obtained from the person having authority over such premises, as well as from the officer in charge, before members of the media are permitted in or on the property. Media representatives shall not be allowed to enter areas of extreme and imminent danger (Example: immediate vicinity of a burning propane tanker). Media representatives shall not be precluded from entering areas that are open to the public.

GENERAL CRIME RESPONSE

Law enforcement response is largely based upon training, experience and judgement. The officer must disseminate the information provided by dispatch or the complainant, and at times, what they visualize, and determine what the response shall be. It is incumbent on the officer to determine if a response is necessary and to what extent such response will follow.

In the case of limited information, the officer should err on the side of caution and respond planning for that the situation is more dire than reported. Examples of this are silent 911 calls, or calls with little to no information.

Crimes reported to the Uniform Division and investigated by that division will generally be crimes that do not rise to the level of a BCI investigation.

Members will follow the procedures set out in this policy and will ensure that scene processing and evidence collection are conducted using best practices.

Members are encouraged to consult with members of the Bureau of Criminal Investigation, when specialized assistance is required.

Members shall not perform undercover or covert operations while on or off duty without the explicit approval of Command Staff. This includes plain clothes operations and operations with

unmarked or personal vehicles. Exclusions may include BCI or employees working in an undercover capacity.

REPORTS

All members involved in a criminal investigation are required to document their involvement(s) in the respective investigation case. This includes anytime an officer performs a temporary detention on a person and/or uses force, whether or not that detention results in an arrest. The lead investigator will be required to file the initial investigation report. All other members assisting with an investigation will document their involvement with a supplemental report.

Successful investigations are based on accurate recording of the facts and circumstances surrounding an investigation. Notes shall be taken by members to document a member's actions. These notes shall include all conditions, events, and spontaneous statements obtained by the member.

Notations must be legible, accurate, complete, and easy to comprehend as they will serve to refresh the member's memory. Information to be obtained/recorded:

1. Date and time of arrival on the scene.
2. Weather conditions.
3. Date and approximate time of the crime.
4. Date and approximate time crime was discovered.
5. Identity and rank of other members at the scene.
6. Results of initial interviews.
7. Correct identity of witnesses, suspect and victim
8. The names of Crime Scene Search Team personnel who respond to the crime scene if applicable.
9. A list of evidence collected and its disposition.
10. A field sketch of the crime scene when appropriate.
11. Report fully and accurately.

If a member has developed probable cause that an individual has committed a crime, then an arrest should be made.

A member should inform any arrested suspect of their Miranda warnings only if they are taken into custody and are to be questioned.

It is strongly recommended that arrests, Miranda warnings, and interviews of major crime suspects not be attempted unless BCI personnel have been consulted.

CASE REFERRAL

Follow-up investigations are the primary responsibility of the members who initiated the investigation. Circumstances may dictate, however, that follow-up investigations be conducted by a member assigned to the BCI.

In the case of a missing person, the initial responding member will involve the criminal division as soon as needed, but notification to BCI of a missing person will be made no later than the end of the initial responding member's shift if the missing person has not been located by that time.

The initial responding member will complete the initial report to record their actions up to the time they turn over the investigation to a criminal investigator.

RESOURCES

The below resources are general department resources that may include:

The SAPD has specially trained Fire and Explosion Investigators. They may be consulted for assistance for fire investigations.

SAPD has trained Crash Reconstruction members. They may be consulted for major or serious crashes in which criminal charges are expected.

OUTSIDE RESOURCES

The below resources are general outside police resources and may include:

The Vermont State Police Major Crime Unit may be consulted for Murder cases, serious assaults, serious sexual assaults.

Northwest Unit for Special Investigations (NUSI) will be contacted for sexual assaults or assaults involving children.

The Vermont State Police Crime Scene Search Team (CSST) may be consulted for officer involved shootings, homicide cases, serious assaults, serious sexual assaults for the purpose of collecting evidence.

The Vermont State Police Crash Reconstruction Team (CRT) may be consulted for major or serious crashes in which criminal charges are expected.

CUSTODIAL INTERVIEWS/INTERROGATIONS

ALL custodial interrogations of individuals concerning the investigation of a homicide (Chapter 53 of Title 13) or Sexual Assault, (Chapter 72 of Title 13) may be electronically recorded in its entirety. "Electronic recording" means an audio AND video recording. Ideally members will capture in the video both the interrogator(s) and the person being interrogated. Due to this requirement, members will want to familiarize themselves with the recording equipment in the place of detention where the interrogation is taking place. This includes custodial questioning/interrogation that occurs in any police office, station or barracks, or other place of detention.

A custodial interrogating or interview means any situation in which a person is questioned by law enforcement that is reasonably likely to illicit an incriminating response AND the person being questioned would consider themselves in custody, or unable to freely leave the situation. This is the same standard in which a person should have been advised of their Miranda rights.

Electronic Recording means an audio AND visual recording that is authentic, accurate and unaltered, of a custodial interrogation or custodial questioning. If there is no means or capacity to visually record the interrogation/questioning, then an audio recording must be made.

Both the investigator(s) or person conducting the questioning as well as the person being questioned shall be simultaneously captured on the recording.

Exceptions:

The following exceptions apply:

Exigent circumstances;

A person's refusal to be electronically recorded;

Interrogations conducted by other jurisdictions;

A reasonable belief that the person being questioned/interrogated did not commit a felony homicide or sexual assault and therefore electronic recording of the interrogation was not required;

The safety of a person or protection of their identity;

Equipment malfunction.

If a member does not make an electronic recording of a custodial interrogation as required under the statute, they shall communicate directly and immediately with the prosecutor as to why the recording was not made. The prosecution shall prove by a preponderance of the evidence that one of the exceptions identified applies. (Refer to Title 13 VSA 5585)

USE OF SOCIAL MEDIA IN CRIMINAL INVESTIGATIONS**PURPOSE**

To establish guidelines for use of social media in criminal investigations, crime analysis situational assessments and criminal intelligence development, including management, administration and oversight. This policy is intended to address social media in general, not a particular form of social media.

DEFINITIONS

Criminal Nexus - Established when behavior or circumstances are related to an individual or organization's involvement or planned involvement in criminal activity or enterprise.

Online Alias - An online identity encompassing identifiers, such as name and date of birth, differing from the employee's actual identifiers, that uses a nongovernmental Internet Protocol address. Online alias may be used to monitor activity on social media websites or to engage in authorized online undercover activity, but shall not include the name and photograph(s) of a real individual.

Online Undercover Activity - The utilization of an online alias to engage in interactions with a person via social media sites that may or may not be in the public domain. For the purpose of this policy, the lone act of "friending" an individual/group/event is not considered interaction.

Public Domain - Any Internet resource that is open and available to anyone.

Social Media - A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social media networking sites (Facebook, MySpace), micro blogging sites (Twitter), photo and video-sharing sites (Flickr and Instagram), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Social Media Monitoring Tool - A tool used to capture data and monitor social media sites by utilizing automated tools such as web crawlers and word search functions to make predictive analysis, develop trends, or identify relevant information.

Social Media Websites - Sites which focus on building online communities of people who share interests and activities and/or exploring the interests and activities of others. Social media websites are further categorized by Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), micro blogging sites (Twitter), photo and video-sharing sites (Flickr and Instagram), wikis (Wikipedia), blogs, and news sites (Digg, Reddit). The absence of an explicit reference to a specific social media website does not limit the application of this policy.

Valid Law Enforcement Purpose - A purpose for information/intelligence gathering development, or collection, use, retention, or sharing that furthers the authorized functions and activities of a law enforcement agency, which may include the prevention of crime, ensuring the safety of the public, furthering officer safety, and ensuring homeland security, while adhering to law and agency policy designed to protect the privacy, civil rights, and civil liberties of Americans.

UTILIZATION OF SOCIAL MEDIA

Social media for investigative purposes may be used by members for a valid law enforcement purpose. The following are valid law enforcement purposes:

- A. Crime analysis and situational assessment reports.
- B. Ensuring the safety of the public.
- C. Criminal intelligence development.
- D. Criminal investigations.

Online Aliases, once created, shall be recorded with the BCI Lieutenant, or designated BCI Sergeant to include the following information:

- A. Date the alias was created,
- B. Member who created and is using the alias,
- C. Case numbers in which the alias is being used as an investigative tool,
- D. Date the alias is disabled.

Members will only utilize social media to seek or retain information that:

- A. Is based upon a criminal predicate or a credible, articulable threat to public safety; or
- B. Is based upon reasonable suspicion that an identifiable individual or organization has committed an identifiable criminal offense or is involved in or is planning criminal conduct or activity that presents a credible, articulable threat to an individual, the community, or the nation and

the information is relevant to the criminal conduct or activity (criminal intelligence information); or

C. Is relevant to the investigation and prosecution of suspected criminal incidents or the prevention of crime; or
D. Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety; or

E. Is useful in obtaining information about missing or endangered persons who have been reported as missing or endangered to a law enforcement agency.

Members shall not utilize social media to seek or retain information about:

- A. Individuals or organizations solely on the basis of their religious, political, social views or non-criminal activities; or
- B. An individual's affiliation with a lawful organization or event; or
- C. An individual's race, ethnicity, citizenship, place of origin, disability, gender, or sexual orientation unless such information is relevant to the individual's criminal conduct or activity or if required to identify the individual; or
- D. An individual's age other than to determine if someone is a minor.

Members will not directly or indirectly receive, seek, accept, or retain information from:

- A. An individual or nongovernmental information provider who may or may not receive a fee or benefit for providing the information if there is reason to believe that the information provider is legally prohibited from obtaining or disclosing the information; or
- B. A source that used prohibited means to gather the information.

AUTHORIZATION TO ACCESS SOCIAL MEDIA WEBSITES

1. This section addresses the authorization necessary to utilize social media and access social media websites for crime analysis and situational awareness/assessment reports, intelligence development, and criminal investigations.

2. Public Domain - No authorization is necessary for general research, topical information or other law enforcement uses.

3. Online Alias - All online aliases shall be reviewed and approved by the designated BCI Commander and shall not include the name and photograph(s) of a real person. Likewise, an online alias(es) may only be used by members to seek or retain information that:

Is based upon a criminal predicate or a credible, articulable threat to public safety; or

Is based upon reasonable suspicion that an identifiable individual, regardless of citizenship or U.S. residency status, or organization has committed a criminal offense or is involved in or is planning criminal conduct or activity that presents a threat to any individual, the community, or

The nation and the information is relevant to the criminal conduct or activity; or

Is relevant to the investigation and prosecution of suspected criminal incidents, the resulting justice system response, the enforcement of sanctions, orders, or sentences, or the prevention of crime; or

Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety; or

Is useful in locating a missing or endangered person who has been reported as missing or endangered to a law enforcement agency.

False Claims- Members with an approved online alias may use their online alias to make false representations in concealment of

personal identity in order to establish social media accounts (i.e. a Facebook account).

Online Undercover Activity - Occurs when members utilizing an online alias, interacts and/or communicates with a person via social media. For the purposes of this policy, "Friending" is not considered interacting. Members shall not engage in online undercover activity.

AUTHORIZATION TO UTILIZE SOCIAL MEDIA MONITORING TOOLS

Only members who have been trained on a social media monitoring tool and who have read and acknowledged the Social Media/Social Media Monitoring Policy will be authorized to utilize it.

Prior to utilizing a social media monitoring tool, a valid law enforcement purpose must exist which may include, but are not limited to, criminal investigations, situational assessment reports for large events, demonstrations or other gatherings that require law enforcement presence and where there is a credible and articulable threat to public safety or reasonable grounds of criminal activity.

In the case of situational assessments such as an event or large gathering, social media monitoring tools may be utilized until the conclusion of the law enforcement presence related to the event. If continued use is needed, a valid law enforcement purpose is required.

SOURCE RELIABILITY AND CONTENT VALIDITY

Information developed from social media sites should be corroborated using traditional investigative tools including interviews, verification of address, verification of internet protocol address information, or other lawful means.

DOCUMENTATION AND RETENTION

Other than crime analysis and situational assessment reports, all information obtained from social media websites shall be utilized for active and on-going investigations only.

Crime analysis and situational assessment reports may be prepared for special events management, including First Amendment-protected activities. At the conclusion of the situation requiring the report or First Amendment-protected event where there was no criminal activity related to the information gathered, the information obtained from the social media monitoring tool shall not be referenced or disseminated following the conclusion of the situation and will be deleted within fourteen (14) days. Information from the social media monitoring tool that does indicate a criminal nexus will be retained in an intelligence report, suspicious activity report, or case investigative file as directed by St. Albans Police Department Rules and Regulations relating to data retention.

Information identified as criminal in nature that is obtained in the course of an investigation from a social media site will be collected and retained using screen shots, printouts of chat logs, copying uniform resource locators (URL's) for subpoena or investigatory purposes, or storing the information via secure digital means. Employees will only utilize approved computer systems and software intended to record data from social media sites.

DISSEMINATION

As soon as practical following awareness of the potential criminal or terrorist activity, the member shall immediately notify the appropriate law enforcement agency of any potential criminal or terrorist activity.

Retention and dissemination of social media information will be the same as the type of file in which the information is located. For example, retention and dissemination of social media information within an intelligence file will be treated in the same manner as an intelligence file. Information developed during the course of a criminal investigation will be forwarded to the responsible agency to be included in their investigative case file and retained and disseminated in the same manner as the investigative case file.

OFF DUTY CONDUCT / SOCIAL MEDIA

No department Social Media Monitoring Tool shall be used while an employee is off duty.

A member who becomes aware of potential criminal or terrorist activity via the public domain while off duty shall contact a supervisor if the activity involves a minor child or exigent circumstances to determine the best course of action.

As soon as practical following awareness of the potential criminal or terrorist activity, the member shall immediately notify the appropriate law enforcement agency of the potential criminal or terrorist activity.

As soon as practical following awareness of the potential criminal or terrorist activity, the member should prepare detailed notes to document a complete description of the information observed and specifics as to the events that occurred or action taken.

Members shall act to preserve and maintain proper custody of images, texts, photographs, or other potential evidence.

PERSONAL EQUIPMENT AND PERSONAL SOCIAL MEDIA WEBSITES AND PASSWORDS

Given the ease with which information can be gathered from public internet searches, tracking services, and other computer analytic technology, the use of member's personal or family internet accounts, social media, or internet service for official department business is prohibited.


SANCTIONS FOR MISUSE

A violation of the provisions of this policy may be indicative of a violation of state and/or departmental policies and may result in disciplinary action against the offending member.

COMPLAINTS AND INFORMATION QUALITY ASSURANCE

Members will report violations or suspected violations of this policy to their supervisor, who shall notify the Commander of Internal Affairs. Complaints from the public regarding information obtained from social media websites will be submitted to the Commander of Internal Affairs. All complaints shall be handled in accordance with departmental policy. If the information is determined to be erroneous, the information will be corrected or deleted. Should the complaint indicate a violation of SAPD policy, protocols for reporting those violations will be followed.

Revised 11/2021

	Saint Albans Police Department 30 Lower Welden Street St. Albans, VT 05478 (802) 524-2166	
	SUBJECT:	Sexual Harassment-Workplace
	POLICY:	#
	REVIEW:	Three (3) Years
	Review date: 11/2021	Authorized: _____ Chief of Police: M. Lamothe
NOTE: This written directive is for the internal governance of the St. Albans Police Department. The directives contained herein are intended for agency use only and do not form the basis of any criminal or civil liability. Violations of these directives may form the basis for agency administrative sanctions only.		

PURPOSE

The St. Albans Police Department is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the SAPD is committed to enforcing this Non-Discrimination and Anti-Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation and/or sexual assault. Discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis is unlawful and undermines the character and purpose of the SAPD. Such discrimination or harassment violates Department policy and will not be tolerated.

Any form of retaliation against anyone who has complained of or formally reported discrimination, harassment, or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated, and violates both this policy and applicable law.

POLICY

The SAPD prohibits discrimination, harassment, retaliation, and sexual assault. The SAPD expects management level personnel to serve as models of appropriate conduct for other employees and will hold them to a higher standard of accountability. Management personnel must not only refrain from actions that violate this policy, but also refrain from any activity that would give the appearance of impropriety.

This policy applies to all employees of the SAPD and applies regardless of whether the alleged wrongdoer is an employee. Employees represented by a labor organization retain all rights under their collective bargaining agreements and labor law including the right to use the grievance process. This policy does not override any provisions of those collective bargaining agreements.

DEFINITIONS

- a) **Discrimination** is adverse treatment of any employee based on the protected class or category of persons to whom he/she belongs, rather than on the basis of his/her individual merit, with respect to the terms, conditions, or privileges of employment including, but not limited to hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate that employee.
- b) **Harassment** is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, an employee because of his/her membership in any protected group or on any other prohibited basis (e.g., race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status or citizenship status. The harasser can be the employee's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the City, such as a client or customer. Examples of such conduct include, but are not limited to:
- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group;
 - Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols;
 - Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands;
 - Physical assault or stalking;
 - Displays or electronic transmission of derogatory, demeaning or hostile materials; and
 - Unwilling to train, evaluate, assist, or work with an employee.
- c) **Sexual harassment** is a form of harassment that consists of making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical acts of a sexual or sex-based nature where such conduct interferes with the employee's work performance or creates an intimidating, hostile or offensive working environment. Sexual harassment may also occur where a supervisor/manager demands that an employee/subordinate satisfy sexual demands in order to receive job benefits, to continue employment, or as a basis for making any other employment decision. Such sexual harassment occurs between a manager/supervisor and an employee due to the nature of the manager/subordinate relationship. A manager/supervisor for this purpose is a direct supervisor or someone who can affect or impact an employee's terms, conditions, or privileges of employment because they can take or impact action such as hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate that employee.
- d) **Quid Pro Quo**: A Latin phrase that means "this for that". Quid Pro Quo sexual harassment involves situations in which workplace issues such as promotion, job retention, or time off are offered in return for dating or sexual favors. For example: Disciplining a subordinate who ends a romantic relationship; changing performance expectations after a subordinate refuses

repeated requests for a date; or demanding or suggesting sexual favors in exchange for some job benefit.

- e) **Hostile Work Environment:** Unwelcome sexual conduct which unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Hostile Environment harassment occurs as a result of hostile or abusive language, illustrations or visuals, and/or conduct in the workplace – words, gestures or images that are considered offensive by one or more individuals.
- f) **Third Party Sexual Harassment:** Individuals who are not directly affected by a specific behavior but who are uncomfortable when it occurs may experience this type of harassment. For example: A co-worker who is disturbed by the way managers or co-workers treat one another – even if the others are unaffected. Third Party Sexual Harassment may also involve vendors or service providers who use offensive sexual language or behaviors with employees.
- g) **Same Sex Sexual Harassment:** Sexual harassment that involves two or more people of the same sex. People can feel threatened or sexually harassed at work. While this may involve gay, lesbian, bisexual or transgender employees, that is not always the case. For example: Non-gay workers may be offended by hazing, jokes, or touching by coworkers of their same gender that is sexual or sexually suggestive.
- h) **Ethnic/Racial Harassment:** Ethnic or racial slurs or jokes, and other verbal or physical conduct relating to an employee's national origin or race constitute harassment when this conduct:
 - Has the purpose or effect of creating an intimidating, hostile, or offensive working environment or,
 - Has the purpose or effect of interfering with an employee's work performance or,
 - Adversely affects an employee's employment opportunities.
- i) **Religious Harassment:** Religious slurs or jokes, and other verbal or physical conduct relating to an employee's religious beliefs constitute harassment when the conduct:
 - Has the purpose or effect of creating an intimidating, hostile, or offensive working environment or,
 - Has the purpose or effect of interfering with an employee's work performance or,
 - Adversely affects an employee's employment opportunities.
- j) **Retaliation** is any adverse action taken against an individual (applicant or employee) because they filed a charge of discrimination, complained to the Department or a government agency about discrimination on the job, or participated in an employment discrimination proceeding (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived discrimination, such as a family member. Examples of retaliation include termination, demotion, refusal to promote, or any other adverse action that would discourage a reasonable person from opposing perceived discrimination.

- k) **Sexual assault** is a sexual act against the will and without the consent of the employee-victim or where the employee-victim is incapable of giving consent. This includes conduct that would be considered criminal under the Vermont Statute Annotated. Discrimination, harassment, retaliation, and sexual assault are unacceptable in the workplace. This behavior violates Department policy even when it does not constitute a violation of law.
- l) **Consensual Relationship** is a relationship involving sexual behavior that is welcome and voluntary does not constitute sexual harassment under the law.
- m) **Inappropriate Relationship** is a romantic and “consensual” relationship in situations where one individual has greater power or authority over another. Such relationships are inappropriate in the workplace and shall not take place while any situation of authority exist and appropriate action may be taken. To the extent possible, no employees involved in a consensual relationship, shall be placed in a position of power or authority over the other.

REPORTING DISCRIMINATION, HARASSMENT, RETALIATION, OR SEXUAL ASSAULT

Any employee who believes that they has been a victim of discrimination, harassment, retaliation or sexual assault prohibited by this policy, or any employee who has witnessed such discrimination, harassment, retaliation or sexual assault, should immediately report the circumstances in accordance with the procedure set forth below. The Department may investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate. An employee may make a complaint to any of the individuals listed below:

- Immediate supervisor or supervisor in the chain of command
- The Director of Human Resources
- The City Manager
- The Vermont Human Rights Commission

Contact information for the VHRC, Director of Human Resources and City Manager:

Vermont Human Rights Commission 14-16 Baldwin St, Montpelier, VT 05633
Phone: (802) 828-2480. Fax (802) 828-2481

Director of Human Resources
Tom Leitz
100 Main St.
St. Albans, VT. 05478
Phone: (802) 524-2166 ext. 256
Email: tleitz@stalbansvt.com

City Manager
Dominic Cloud
100 North Main Street
St. Albans, VT 04092
Phone: (802) 524-1500 ext. 254
Email: d.cloud@stalbansvt.com

All complaints under this policy will be referred to the Chief or BCI Lieutenant of the employee making the complaint for coordination of the investigation and resolution. If the Chief or BCI Lieutenant has a personal relationship with the employee, the accused or has an otherwise conflicting interest or is the accused, he or she must forward the complaint to the City Manager. The SAPD encourages prompt reporting of complaints so that it may respond appropriately and conduct an investigation while the matter is freshest in witnesses' memory and other evidence is most likely to be available. There is no fixed deadline for reporting discrimination, harassment, retaliation or sexual assault complaints. Because it is not always easy to interpret words or actions, employees are further encouraged to bring forward any concerns under this policy before they rise to the level of violating the law.

It is imperative that managers and supervisors set the tone for the enforcement of this policy. Managers and supervisors have a special obligation not to engage in discrimination, harassment, retaliation or sexual assault. All management and supervisory personnel have an affirmative duty and are required to promptly report any discrimination, harassment, retaliation or sexual assault that they observe, learn about from others, or reasonably suspect has occurred with respect to an employee.

INVESTIGATION AND DISPOSITION OF COMPLAINTS

(a) The Investigation

The SAPD will conduct a prompt, thorough and impartial investigation of a complaint as necessary and appropriate per the Internal Affairs Policy. The investigation will include an interview with the alleged employee-victim. It also may include interviews with the person who made the initial report, the complainant (if not the alleged victim), the alleged wrongdoer and/or any other person who may have information regarding the incident, each of whom is encouraged to cooperate with any investigation. The investigator may also review relevant documents. The investigation process is strictly internal to the department. Any union represented employee retains his or her right to have union representation during the investigation process.

It should be noted that an allegation that is criminal in nature, ie. Sexual Assault may be immediately forwarded to the Vermont State Police and/or Attorney General Office and a separate internal investigation may be initiated by the SAPD.

(b) Findings and Recommendations

The investigator will report their findings to the person who made the initial report, the alleged victim of discrimination, harassment, retaliation or sexual assault, the alleged wrongdoer, and

relevant managers and supervisors. Where the investigator concludes that a violation of this policy has occurred, the SAPD will take prompt and appropriate remedial action, which may include disciplinary action. Depending on the circumstances, disciplinary action may include (but is not limited to): verbal or written reprimand suspension, demotion or dismissal. Discipline for a violation of this policy need not be progressive, so a first violation of this policy may warrant suspension or discharge.

(c) The Investigatory File

Every complaint will trigger the creation of an investigatory file. The investigatory file will consist of the initial complaint, the final investigative report, including a record of the remedial action to be taken, if any, and any documents created or used during the investigation. For the duration of the investigation, the investigator will maintain the investigatory file. The Chief will maintain records of all complaints after the conclusion of an investigation.

CONFIDENTIALITY


The department will maintain the confidentiality of the complaint, and the privacy of the persons involved, to the greatest extent possible, consistent with its goal of conducting a thorough and complete investigation and to the extent permitted by law.

NON-RETALIATION

The department will not in any way retaliate against an individual who reports a perceived violation of this policy, participates in any investigation, or otherwise opposes perceived discrimination, harassment, or retaliation, including as a witness. It will also not retaliate against anyone associated with the individual who engages in such protected conduct, such as a family member. The department further will not tolerate retaliation by any employee. Retaliation is a serious violation of this policy, as well as federal, state, and local law. Anyone who believes they are a victim of retaliation should report the matter immediately according to the same procedure provided in this policy for making complaints of discrimination, harassment, or sexual assault. Any person found to have retaliated against another individual will be subject to the same disciplinary action provided under this policy for other violations.

SEXUAL ASSAULT The medical, emotional, and legal needs of a sexual assault victim may differ from those of other harassment complainants. Sexual assault victims who are employees should, therefore, in addition to filing a complaint under this policy, report the assault to the police for investigation and be encouraged to pursue counseling and other services available.

Revised 11/2021

	Saint Albans Police Department 30 Lower Welden Street St. Albans, VT 05478 (802) 524-2166	
	SUBJECT:	Transporting and Searching Prisoners
	POLICY:	
	REVIEW:	Three (3) Years
	Review date: 11/2021	Authorized: _____ Chief of Police- M. Lamothe
NOTE: This written directive is for the internal governance of the St. Albans Police Department. The directives contained herein are intended for agency use only and do not form the basis of any criminal or civil liability. Violations of these directives may form the basis for agency administrative sanctions only.		

PURPOSE

To establish guidelines to ensure the safe handling and transportation of prisoners / individuals who are in the custody of the St. Albans Police Department.

POLICY

It is the policy of the St. Albans Police Department to provide due care and take all reasonable precautions to securely handle, transport and prevent the escape of individuals in custody, so as to maintain security and control and protect the safety, rights, health and well-being of the public, the officers and the person in custody.

PROCEDURES

Searching of Prisoners prior to Transport: Unless the exigency of the tactical situation deems otherwise, officers will always thoroughly pat down and search all persons in custody for weapons, contraband and medical alert devices, such as bracelets and necklaces, before placing the person in any police vehicle intended for prisoner security or transport. Strip, mouth and body cavity searches may only be conducted pursuant to the procedures established by the Department. Any article that could be used as a weapon or means of escape should be confiscated. Officers should not rely upon another officer's search and should never presume that any prisoner has already been searched.

Search of Transport Vehicles: It is recommended that all patrol vehicles used in the transportation of prisoners have the following equipment removed, deactivated or disconnected prior to transporting a prisoner: interior rear door handles, interior rear door locks and / or power to the windows. The rear area of the vehicle, generally used to transport prisoners, should be separated from the front by a barrier ("cage") that allows constant visual contact between the officer and prisoner. All vehicles that may be used for prisoner transports shall be thoroughly

searched prior to each shift, and prior to each prisoner transport, for weapons or contraband. Some latitude in pre-transport examinations may be allowed where an officer has been in constant visual control of the vehicle following the pre-shift inspection, preventing any possible introduction of weapons or contraband. The transporting officer shall also search the prisoner area of the vehicle as soon as practicable after a prisoner transport and before it is re-used. These protocols are to ensure that no contraband, weapons or similar items are present and may present a safety or security threat, and to ensure that any such items will be found both in a timely manner and attributable to a specific prisoner.

Transport / Communications Notification: Officers will notify dispatch of any transport and destination. To help protect the officer in the event of false allegations, officers should provide the starting and ending mileages and locations for all transports. All prisoner transports should also be recorded.

Restraint of Prisoner during Transport:

1. Handcuffs are the primary restraint devices approved for general use by officers. Generally, all persons in custody and being transported in a police vehicle *should* be handcuffed with their hands behind their backs, palms facing outward. Officers may, however, use their discretion in determining whether handcuffs are required or could be alternatively used by restraining the hands in front of the person. In making this determination, officers may take into account:

- a. the person's age, physical condition, including illness or injuries, and extent of any disabilities;
- b. the nature and severity of the offense;
- c. the threat to the safety of the officer and / or others; and
- d. the statutory requirement to transport those who are mentally ill by the "least restrictive form of transportation available that meets the security needs of the situation."

2. The general handcuff requirement shall not be exempted if any of the following circumstances exist:

- a. the person is under the influence of drugs and/or alcohol;
- b. the person is under arrest for a violent crime;
- c. the person has a known history of violence;
- d. the person resisted arrest or otherwise exhibited violent behavior; or
- e. the person poses a reasonable likelihood or threat of escape.

3. Unless the tactical situation dictates otherwise, handcuffs must be double locked and should be tightened only enough to effectively secure the person's wrists. Prior to transport, the handcuffs should be checked to ensure that double locking has occurred, and the wrists should be checked for cutting or swelling and the handcuffs loosened, if necessary. If the prisoner complains of pain associated with the handcuffs, the officer must promptly stop, when safe to do so, and check the handcuffs. The officer must document the reasons for not double locking handcuffs, and any complaints of pain and the steps taken to resolve the complaint in their narrative report.

4. During transport, a handcuffed person shall be seated upright in the cruiser and secured with a seat belt, if possible, in a position that does not knowingly and significantly restrict breathing. Officers will not "hog tie" a person and should avoid transporting any person in a face down (prone) position. This does not mean that an officer is prohibited from separately binding or restraining a person's hands, legs and/or feet, provided that it is reasonable and safe to do so.

5. With the exception of seat belts and approved leg strap restraints (for resistive or combative persons), no person may be secured to any portion of the cruiser or handcuffed and placed in a vehicle with self-locking doors, without an officer present while the person is in the vehicle.

6. If a person has been handcuffed and custody procedures can be completed in a reasonable time, the person may remain handcuffed until he is jailed or released from custody. When custody procedures are delayed, and the human needs of the person must be attended to (e.g., a need to go to the bathroom), the handcuffs should be removed, and other arrangements used to ensure that security and safety are maintained.

7. Whenever a person displays physical distress or respiratory difficulty during a transport (either in a cruiser or by ambulance), the transporting officer will notify the on-duty supervisor of the incident and complete a detailed narrative report.

8. An ambulance shall always be used to transport subjects who:

- a. are unconscious;
 - b. are in obvious respiratory distress;
 - c. because of age, infirmity or injury, could be further injured by conventional transport;
- or

9. Beyond the standard handcuffs, additional equipment (i.e., "spit hood," waist belt, leg irons, etc. may be authorized, as deemed necessary and appropriate by the supervisor in order to prevent damage, assault or injury to the officer(s) or others.

Placement / Observation of Prisoners during Transport: Prisoners will generally be transported in a marked police unit with a safety barrier. The prisoner should be placed in the rear passenger side seat, if at all possible. Juvenile prisoners should not be transported with adult offenders. It is the responsibility of the transporting officer(s) to maintain observation of

prisoners during the transport. Transports will be recorded in accordance with the policies or directives of the receiving facility.

Law Enforcement Services during Transport: Officers shall proceed directly to the destination facility by using the shortest practical route, and shall not stop to provide law enforcement services while transporting a prisoner unless there is a substantial risk to the safety of the third party and the risk to the prisoner is minimal. In such cases, dispatch must be notified.

Actions upon Arrival at Destination Facility:

1. Consistent with other procedures of the Department, or as required by any other secure detention-type facility being entered, firearms must be secured in a gun locker or other safe designated area.
2. Restraining devices will be left on the prisoner while transfer of custody takes place. The restraining devices should only be removed at the discretion of receiving facility's staff.
3. Any documentation regarding the prisoner (teletypes, warrant(s), affidavit(s), criminal history, commitment papers, etc.) must be provided to the proper intake person at the facility receiving the person into their custody. Acceptance of these documents and the prisoner will confirm transfer of custody. Officers will ensure that proper signatures are provided and obtained on any affidavits or other documents, as applicable.
4. Officers must advise the receiving officer or supervisor, or in the case of a hospital, the Triage or Charge Nurse, of any known medical or unusual security risks/hazards (e.g., violent, self-destructive or suicidal, extreme intoxication or drug impairment, infectious illness, or an escape risk). Such detainees will be kept under constant supervision while in the custody of Department personnel, who may be authorized to take additional restraint or security measures to ensure the safe transfer of custody.

Transporting Transgender, Intersex and Gender Nonconforming Individuals

When transporting transgender, intersex or gender nonconforming individuals, officers shall designate the individual listed by the sex on their official identification. Employees will continue communicating to the individual in accordance with the person's gender identity, and follow departmental procedures on the basis of their identification. These same principles shall also apply during the prisoner transportation process and in compliance with applicable prisoner transportation procedures found elsewhere in this manual.

The employee should ascertain if the individual would like their gender identity communicated to the jail when transfer takes place. Any time a transgender person is transferred to another facility, the Custody of Arrested Form shall note how the person identifies if the individual wants that information shared.

When transported to another facility or to the custody of another police agency, St. Albans Police Officers will notify the receiving person at the receiving facility or agency that the person is wearing a wig or prosthetic. **If for officer safety reasons the item must be removed prior to transport, the item(s) shall be secured, and transported with the detainee. The decision to re-apply such articles will be let to the policies and/or procedures of the receiving agency or facility following intake.**

Transportation of Prisoner with Disabilities:

1. Standard transport practices may be impossible or dangerous for people with mobility disabilities. Officers should use caution not to harm an individual or damage the person's mobility aids / devices. A person whose disability affects the muscular and / or skeletal system may not be able to be restrained using handcuffs or other standard techniques. If this is the case - and there is no danger of escape or threat to the officer - these circumstances are an exception to the general handcuff requirement. It should not be assumed, however, that restraining devices will not be necessary for persons with disabilities. Officers may use other appropriate means of restraint to protect themselves and the arrestee from injury (e.g., straps holding a person securely to a stretcher).

2. The method of transport will be based in large part on the type and severity of the disability, the level of resistance by the suspect, the nature of the crime, and the immediacy of the situation. Based upon the circumstances, the police Department's shift supervisor will be responsible for determining the need for a custodial arrest, and if custodial arrest is warranted, the appropriate means of transportation. The best approach is to ask the person what type of transportation they can use, and how to lift or assist the person into and out of an appropriate vehicle. The following options may be available:

a. *Police Cruiser:* If the prisoner is cooperative and mobile enough to move into the back seat of a cruiser and the mobility aid can be secured in the trunk or transported in another police vehicle.

b. *Private Transportation Agency:* AmCare Ambulance Service (802) 527-1244

3. A person with disabilities may require physical aids such as a wheelchair, cane, or leg braces to maintain mobility. Once the immediate presence of danger has diminished and the suspect poses no threat or is safely contained, then efforts shall be made to return the device(s). If mobility aids must be withheld, the suspect must be closely monitored to ensure that his or her essential needs are met. Mobility aids, prescription medications, and other associated medical equipment should be transported with the prisoner whenever possible. Otherwise, arrangements will be made to have those items transported to the prisoner's location as soon as possible.

4. The receiving facility should be notified of the prisoner's pending arrival.

Medical Care and Transportation of Sick or Injured Prisoners:

1. Medical treatment shall be provided to all prisoners who request it, or may require it, due to sickness or injury. If a prisoner is injured, or reports being sick and in need of medical care, officers shall seek medical attention by a rescue service provider or a hospital as soon as practical. The involved officer(s) shall notify the Shift Supervisor of any such medical need as soon as reasonably possible.
2. If the prisoner is able to be transported in a police vehicle in a seated, upright position and that form of transport will not aggravate any injury, the prisoner may be transported by conventional means. If not, an ambulance should be requested for the transport.
3. An officer should accompany the prisoner in the rescue vehicle to the hospital and should maintain custody of, during treatment. If the prisoner is admitted to the hospital, the officer shall notify the shift supervisor, who will make any further necessary arrangements or decision regarding the prisoner's disposition and / or the Department's involvement in maintaining custody.
4. If the nature of the sickness or injury precludes the use of restraining devices, two officers should be assigned to assist with the transport.

Hospitalized Prisoner:

1. The shift supervisor shall be notified in any case in which a prisoner is admitted to the hospital. Pre-arraignment, the prisoner will generally remain the responsibility of the St. Albans Police Department. Post-arraignment, the prisoner will generally become the responsibility of the Northwest State Correctional Facility.
2. If, based upon the seriousness of the incident, and other relevant factors, the shift supervisor deems it necessary and appropriate to post an officer to guard the prisoner (as opposed to issuing a summons, or requesting charges at a later date), an officer will be posted. However, assigned officers should generally be of the same gender as the prisoner if possible.
3. Officers will be in full uniform and have a radio, phone (cellular or hospital landline) and restraints available.
4. Prisoners are not to be left unattended. Officers shall station themselves in the most strategic location to allow for monitoring all activity and controlling the prisoner. In order to prevent escapes, officers will accompany the inmate to other areas of the hospital for treatment, tests, etc. Officers will check the hospital room for contraband, unauthorized personnel, etc., after anytime that the room is vacant.
5. Unless deemed unnecessary and not an escape risk by a shift supervisor due to a medical condition or procedure, prisoners should be secured to the bed. Handcuffs or leg shackles will be applied properly and double locked to the bed frame and to either ankle, with the ankle properly padded/taped to avoid injury or abrasion. This directive may be waived by supervisory personnel where the suspect is deemed safe and reasonable by a supervisor due to the severity of their injuries.

6. Visitors shall not be allowed access to any prisoner. An exception shall be made for family members if it is determined that the prisoner is at or near end of life and doing so will not hinder any ongoing criminal investigations. Telephone privileges will be limited to attorney / client.

7. In the event of a fire alarm / evacuation, the officer and medical staff will determine if the safety and welfare of the prisoner is threatened and if evacuation is warranted. If evacuation is necessary, officers are to cooperate with the hospital staff. Prisoners should be handcuffed and shackled prior to evacuation, unless their medical condition dictates otherwise. Unless compelling security reasons dictate otherwise, emergency medical conditions will take priority over security.

8. Officers will complete a supplement on the original case, outlining the date and times of the detail, any visitors, relevant prisoner statements made or overheard, and unusual circumstances.


Escape from Custody:

1. The transporting officer/s will immediately notify dispatch and the on-duty shift supervisor of any escape and provide the subject's description, direction of travel and underlying charges. If the escape occurred in another jurisdiction, the shift supervisor will ensure that the law enforcement agency in that jurisdiction is notified and provided with this same information.

2. The shift supervisor should consider the need to for administrative notification to the Chief of Police.

3. Any officers involved in the transport, or having witnessed the escape, shall complete a detailed report of the incident before the end of that tour of duty. The shift supervisor will conduct a review of the incident and forward these reports and any recommendations through the chain of command to the Chief of Police within 48 hours.

Revised 11/2021

	Saint Albans Police Department 30 Lower Welden Street St. Albans, VT 05478 (802) 524-2166	
	SUBJECT:	
	POLICY:	Use of Force
	REVIEW:	As determined by the Vermont Criminal Justice Council
	Review Date 10/2021	Authorized: _____ Chief of Police- M. Lamothe
NOTE: This written directive is for the internal governance of the St. Albans Police Department. The directives contained herein are intended for agency use only and do not form the basis of any criminal or civil liability. Violations of these directives may form the basis for agency administrative sanctions only.		

INTRODUCTION:

This is a statewide use of force policy created pursuant to Executive Order 03-20. This policy is a guide and shall not be construed as creating any substantive or procedural rights enforceable at law by any party in any civil, criminal, or administrative matter. It only applies in internal agency or Criminal Justice Council proceedings, as appropriate. This policy shall not be construed as creating a higher legal standard of care with respect to third party claims. This policy and its appendices are subject to the considerations in this introduction as well as the definitions that follow, and shall be construed consistent with any law governing the use of force, including 20 V.S.A. § 2368.

Every law enforcement officer in Vermont is committed to upholding the Constitution, as well as the laws of the United States and Vermont, while defending the civil rights and dignity of all persons. Whenever possible, police seek to accomplish lawful objectives through cooperation with the public and with minimal reliance on physical force to overcome resistance.

There are times when use of force against a citizen is unavoidable. In these cases, the decision to use force should not be undertaken lightly and the facts and circumstances of each case must be evaluated carefully and thoroughly. Many times, this analysis must be made in a split second under tense and rapidly evolving circumstances.

While force is used in response to a subject's behavior, officers should recognize that their own conduct can contribute to the need to use force. Whenever feasible and safe for all involved, officers should seek to use de-escalation techniques, which include effective communication skills and use of available resources to reduce the need to use force.

Nothing in this policy should be construed to require officers to assume unreasonable risks in the performance of their duties. The safety of the officer(s) and the public is paramount. Officers who fail to use timely and adequate force when it is necessary may endanger themselves, the community and fellow officers. Conversely, officers who use unreasonable

force degrade the community's confidence in the police and expose themselves and the agency to legal risks.

POLICY STATEMENT:

This agency believes in the sanctity of every human life and in the value of de-escalation and effective communication. When force is necessary to bring an event or incident under control, officers will use only objectively reasonable force to accomplish lawful objectives.

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SECTION 1: DEFINITIONS

Active resistance - A subject using physical activity to resist or take affirmative action to defeat an officer's ability to take them into custody or to seize them, but the subject's actions would not lead a reasonable officer to perceive a risk of physical injury to themselves, the subject, or a third person. Examples of active resistance include pulling away, escaping or fleeing, struggling and not complying on physical contact.

Passive resistance – A subject who takes no affirmative action to defeat police efforts to make an arrest but who does not respond to verbal commands and may refuse to move by sitting down, acting as “dead weight” or similar.

Active aggression - Behavior that an objectively reasonable officer would believe creates an imminent risk of physical injury to the subject, officer, or third party, but would not lead a reasonable officer to perceive a risk of death or serious bodily injury. Examples include an attack on an officer, strikes, wrestling, undirected strikes with injury potential, kicking, shoving, punching, and other words or behavior indicating that such actions are imminent.

Deadly force – Any use of force that creates a substantial risk of causing death or serious bodily injury.¹ Also referred to as lethal force.

De-escalation - Actions used by officers, when safe and feasible without compromising law-enforcement priorities, that seek to minimize the likelihood of the need to use force during an incident and increase the likelihood of gaining voluntary compliance from a subject. This generally refers to the act of moving from a state of high tension to a state of reduced tension. Common de-escalation techniques include deliberately slowing the progression of law enforcement actions, using barriers, cover and distance, as well as communicating in a calm, clear manner, using active listening skills and asking open ended questions. When appropriate *and available*, officers should consider calling in and relying on resources, such as crisis teams or embedded social workers, to assist in de-escalating a situation.

Force – Physical coercion employed by a law enforcement officer to compel a person's compliance with the officer's instructions.² For the purpose of this policy, this includes all law enforcement actions beyond compliant handcuffing.

Imminent threat of death or serious bodily injury – Based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity and apparent intent to immediately cause death or serious bodily injury to the law enforcement officer or another person. An imminent threat is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of harm, but is one that, from appearances, must be immediately addressed and confronted.³

Intervene – To come between, whether physically or verbally, to prevent or alter a result or course of events.

Law enforcement officer – Shall have the same meaning as 20 VSA 2351a⁴, used interchangeably with “officer.”

Necessary - When a reasonable officer with the same information and in the same situation would conclude that no reasonably effective alternative appears to exist.

¹ H.145 language (a)(2)

H.145 language (a)(3)

³ H.145 language (a)(4)

⁴ H.145 language (a)(5)

Objectively reasonable - Whether the decision by a law enforcement officer to use force was objectively reasonable shall be evaluated from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances. A law enforcement officer's failure to use feasible and reasonable alternatives to force shall be a consideration for whether its use was objectively reasonable. The calculus of reasonableness must allow for the fact that police officers are often forced to make split-second decisions about the amount of force that is necessary in a particular situation, in circumstances that are tense, uncertain, dynamic and rapidly evolving.

Factors to be considered in determining the objective reasonableness of force include, but are not limited to:

- The seriousness of the crime or suspected offense;
- The level of threat or resistance presented by the subject(s) (e.g. proximity to weapons, potential for escape, availability of other resources or officer backup);
- Whether the subject was posing an immediate threat to officers or a danger to the community;
- The potential for injury to citizens, officers or subjects (e.g. levels of exhaustion, relative size, strength, skill level, age of suspect versus officer as well as number of officers versus subject(s)).

Chokehold— means the use of any maneuver on a person that employs a lateral vascular neck restraint, carotid restraint, or other action that applies any pressure to the throat, windpipe, or neck in a manner that limits the person's breathing or blood flow.⁵

Proportional - To be proportional, the level of force applied must reflect the totality of circumstances surrounding the situation at hand, including the nature and immediacy of any threats posed to officers and others. Officers must rely on training, experience, and assessment of the situation to decide an appropriate level of force to be applied. Reasonable and sound judgment will dictate the force option to be employed. Proportional force does not require officers to use the same type or amount of force as the subject. The more immediate the threat and the more likely that the threat will result in death or serious physical injury, the greater the level of force that may be proportional, objectively reasonable, and necessary to counter it.

Totality of the circumstances – means the conduct and decisions of the law enforcement officer leading up to the use of force and all facts known to the law enforcement officer at the time, including the conduct of the person or persons involved.⁶

SECTION 2: CONSIDERATIONS PRIOR TO FORCE BEING USED

⁵ H.145language (a)(1)

⁶ H.145language (a)(6)

The authority of law enforcement to use physical force is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and with sanctity for every human life. Every person has a right to be free from excessive force by officers acting under authority of the State.⁷ The decision by a law enforcement officer to use force shall be evaluated carefully and thoroughly, in a manner that reflects the gravity of that authority and the serious consequences of the use of force by law enforcement officers, in order to ensure that officers use force consistent with law and with agency policies.⁸ Agencies shall provide officers with training, clear policy guidelines and supervision on use of force consistent with law and policy.

Use of force is intended only to control behaviors and situations while accomplishing a lawful purpose. It is never intended to be punitive. Officers must constantly re-assess the totality of the circumstances in any encounter where force is necessary to gain compliance from an individual.

A law enforcement officer shall use only the force objectively reasonable, necessary and proportional to effect an arrest, to prevent escape or to overcome resistance of a person the officer has reasonable cause to believe has committed a crime or to achieve any other lawful law enforcement objective.⁹ Whenever feasible, officers shall allow individuals reasonable time to submit to arrest or detention before force is used.

When possible, officers shall use de-escalation tactics. This includes taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation, reduce the likelihood that force will be necessary and increase the likelihood of cooperation from the person. The goal of de-escalation is to reduce the immediacy of a threat so that more time, options, and resources can be called upon to resolve the situation without force or with a reduction in the amount of force necessary. This commitment to de-escalation means that officers should not knowingly create exigency or take actions that may increase the likelihood of force becoming necessary.

De-escalation may include the use of such techniques as scene management; calm, respectful and clear communication; use of warnings; verbal persuasion; deliberately slowing the progression of law enforcement actions; creating more space between the officer and person; using cover or barriers; and team tactics. Even as a use of force encounter is happening, de-escalation must be re-evaluated so that if the level of resistance offered by the subject goes down, so should the officer's response.

Special situations: Appendix D provides guidelines for interacting with persons experiencing mental impairment. When a law enforcement officer knows that a subject's conduct is the result of a medical condition, mental impairment, developmental disability, physical limitation, language barrier, drug or alcohol impairment, or other factor beyond the subject's control, the

⁷ H.145language (b)(3)

⁸ H.145 language (b)(4)

⁹ H.145language (b)(2)

officer shall take that information into account in determining the amount of force appropriate to use on the subject, if any.¹⁰ This is especially important when responding to calls for service that are non-criminal in nature such as a welfare check or a known mental health crisis.

Police use of force is in response to behaviors, and the underlying cause of those behaviors may not always be apparent during a police-citizen encounter. Some people with mental and physical impairments may be unable to comply with police requests for reasons beyond their control. Intoxicated or otherwise impaired individuals may also have a compromised ability to understand or comply with commands from police. When officers have knowledge of these disabilities or conditions, they should factor this knowledge into their response to these individuals, so long as it is safe to do so. When time allows during interactions with such persons, officers should emphasize de-escalation as well as the ability to use time and physical distance to reduce the likelihood of force being necessary.

SECTION 3: LESS LETHAL FORCE

The dynamics of all encounters are unique. It is impossible to attempt to categorize and define the levels of force appropriate in any given situation or set of variables. When an officer determines that use of force is necessary and appropriate, the officer shall utilize objectively reasonable force. Officers should modulate their use of force as resistance changes.

In determining whether a particular use of force is objectively reasonable, the officer must consider:

- A. The seriousness of the offense the officer believes the subject is involved in;
- B. Whether or not the subject poses an immediate physical threat to the officer or others;
- C. The degree of the threat posed by the subject;
- D. Whether the subject is actively resisting or attempting to evade arrest/detention by flight;
- E. Whether the totality of the circumstances justifies the officer's response.

Agencies shall provide officers with a range of force options and appropriate training or certification on these tools or techniques. Not all agencies will have the same force options. Officers may only carry tools/weapons that are approved by the agency and for which they have been trained. Officers must comply with all training requirements of the Vermont Criminal Justice Council. Agencies must provide policy guidance on the use of agency-approved tools or weapons. Improvised tools as described in section C below are not subject to the approval and training in this paragraph.

¹⁰ H.145 (b)(5)

Officers are responsible for visually inspecting their issued equipment prior to each shift and testing any equipment consistent with training and manufacturer's recommendations. Any equipment that the officer knows is not functioning properly shall not be used.

When an officer meets resistance in the performance of lawful duties, reasonable attempts to inform the subject of the reason the officer is taking relevant actions should be made. To the extent feasible, persuasion and de-escalation should be used and officers should take reasonable steps to provide accessible, effective communication.

When a subject is not compliant, response to resistance can be addressed by "empty-hand" techniques or in some circumstances, using tools designed to bring a situation under control. Examples of empty-hand techniques include:

- A. **Officer Presence/Verbal Commands/Persuasion:** While not a use of force, officer presence and communication can be an effective way to control a situation. Officers should use effective communication skills when practical. Persuasion may occur by a show of authority either by a uniform presence or obvious identification as a police officer. Verbal and non-verbal commands should be given to direct and let the subject know what is expected of them. Officers should document their verbal orders regarding arrest, investigative detention, or protective custody, verbal warnings regarding non-compliance and the results. The subject should be informed as to the reason for detention as soon as practical.

The option of officer presence and verbal commands should not be construed to suggest that an officer risk losing control of a situation, or potentially endanger the safety of themselves or others, where the use of escalated force is the proper choice.

- B. **Control/Restraint (including soft empty-handed control techniques):** Officers may use a variety of techniques in accordance with their training to gain compliance of passively or actively resistant subjects including but not limited to techniques using their hands, elbows, arms, legs and bodies.

Common tools used in police use of force include:

- A. **Aerosol Agents:** Aerosol Agents are designed to respond to various threat levels and may be utilized to address subjects who are actively resisting. When an aerosol agent has been used an officer shall, as soon as practical, provide the subject with the Administrative Warning form (See Appendix B) in preparation for providing care for the individual contaminated by the product. Decontamination should occur as soon as practical following the application of an aerosolized agent.

Oleoresin Capsicum (OC) 10% solution is an example of an aerosol agent used by some departments. It may be issued in one of several delivery systems including individual “fog” spray, or individual “stream” spray, or a crowd control “fog” system. The crowd control “fog” system may be used in special circumstances and must be authorized by the Officer in Charge.

- B. **Conducted Energy Weapon (CEW):** See statewide policy on CEW use. **In addition to the statewide policy, officers must carry a CEW in a “cross draw” manner that is over the midline of their body toward their non-firearm side or on their non-firearm side in a “support hand draw” manner.**
- C. **Police Batons:** A fixed or expandable impact and control weapon. The baton is designed to respond to various threat levels. Since the levels of force used in response to threats differ, the officer must evaluate the level of the threat to determine the appropriate techniques to be employed. Batons can be used in accordance with approved techniques and target areas as a tool for control and restraint techniques, impact techniques and as an instrument to assist in the movement of individuals or groups of individuals. There may be exigent circumstances that prevent the use of a baton but require the use of an impact device due to the level and immediacy of a threat. In such circumstances, an officer may utilize alternate techniques or devices, as good judgment would deem appropriate, such as the use of arms and legs, flashlight, clipboard or other such method.

Additionally, under circumstances that present an *imminent risk of serious bodily injury or death*, that from appearances must be immediately addressed and confronted, improvised weapons such as pens, knives carried by officers to cut ligatures and seat belts and other such tools or instruments could be used.

- D. **Use of police canines (K-9):** Canines can be used in numerous ways that are not considered a use of force such as search and rescue or evidence searches. When used as a force option to protect the handler and/or others or to apprehend a person, canines are generally considered to be commensurate to an impact tool. An example of using canines at a lower level of force is a sit watch to monitor subjects who have been detained. See agency policy on use of police canines for more information.
- E. **Less Lethal Impact Munitions (LLIMs) or impact projectiles:** LLIMs are designed to function as extended range impact weapons and their use is justified whenever use of an impact technique is appropriate. The intended role of less lethal munitions is

to immobilize resistant persons at safe distances to prevent injury to officers or the public. LLIMs are discharged only by specially trained officers called “Grenadiers.”

- i. LLIMs may be used to prevent the escape of suspects under appropriate circumstances. In these cases, the severity of the threat posed by the continued freedom of the suspect must be carefully weighed.
- ii. LLIMs are also effective in crowd control and riot situations. When their use is anticipated in this capacity, the Grenadier will obtain clearance from the Officer in Charge prior to deploying one or more LLIMs. (NOTE: Crowd control policy further informs this area of operations. No use of force action, including LLIMs, shall be used during peaceful protests and demonstrations.)
- iii. The decision to use LLIMs should never be done at the risk of officers’ safety or that of the public. Officers should not assume unreasonable risks in deploying LLIMs against a suspect threatening to use deadly force.
- iv. If a suspect is threatening to use deadly force and LLIMs offer an opportunity to resolve the incident without use of deadly force, LLIMs may be deployed if:
 - a. The scene is contained and there are not active attempts of serious bodily injury; and
 - b. There is adequate staff on scene to supplement the use of LLIMs with deadly force options should LLIMs fail to control the suspect and result in further deterioration of the incident.
- v. LLIMs may be used against wild and domestic animals to drive them away or to deter an attack. Where an animal poses a threat of bodily injury or must be euthanized, conventional firearms should be used.

F. **Firearms (Lethal Force):** see section 4 below.

G. **Factors in Choosing the Level of Force Deployed:** Circumstances that may be considered in the officer’s assessment of physical threat and the appropriate use of force include, but are not limited to, the following:

- i. Severity of the offense or significance of the need to apprehend the subject;
- ii. Age;
- iii. Size;
- iv. Skill level (whether they possess knowledge of martial arts, advanced fighting techniques, etc.);
- v. Number of suspects;
- vi. Whether the suspect is armed or reported to be armed;
- vii. Actual proximity to weapons;
- viii. Prior experience with the suspect(s);
- ix. Location of the encounter;
- x. Background or peripheral hazards;
- xi. The subject's response to commands/instructions;
- xii. Availability of cover for the officer(s);
- xiii. Physical condition and position of the officer and subject(s) – are there injuries, is the officer on the ground or in a compromised position;
- xiv. Time considerations – when possible officers should seek to use additional time to their advantage to reduce the likelihood of having to use force through planning. Other time considerations include the action/reaction lag time, as well as the uncertainty of any response or instrument instantly stopping a threat.
- xv. When a law enforcement officer knows that a subject's conduct is the result of a medical condition, mental impairment, developmental disability, physical limitation, language barrier, drug or alcohol impairment, or other factor beyond the subject's control, the officer shall take that information into account in determining the amount of force appropriate to use on the subject, if any. ¹¹

Officers are not required to use or consider alternatives that increase danger to themselves or to others. Nothing in this policy requires officers to assume unreasonable risks. In assessing the appropriate use of force, the safety of the public and the officer(s) is paramount.

¹¹ H.145 language (b)(5)

All tools/devices intended for police use of force should be securely carried in their approved holders when performing uniform patrol functions. Tools should only be removed from their holders when their use is anticipated, for inspection or testing, or for storage in secure areas such as prior to entering interview rooms, booking facilities or while fingerprinting.

SECTION 4: LETHAL FORCE

General: Lethal force is used to stop an action that could reasonably result in death or serious bodily injury to a person.

Agencies must specify what types of firearms, ammunition or other lethal force tools are authorized for use by officers.

Agencies shall also provide guidance on care, safe handling, storage and inspections of all lethal force tools.

Use of Force Authorization: An officer is justified in using deadly force upon another person only when, based on the totality of the circumstances, such force is objectively reasonable and necessary to:

1. Defend against an imminent threat of death or serious bodily injury to the officer or to another person; or
2. Apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended.¹²

The use of deadly force is necessary when given the totality of the circumstances, an objectively reasonable law enforcement officer in the same situation would conclude that there was no reasonable alternative to the use of deadly force that would prevent death or serious bodily injury to the officer or to another person.¹³

A law enforcement officer shall cease the use of deadly force as soon as the subject is under the officer's control or no longer poses an imminent threat of death or serious bodily injury to the officer or to another person.¹⁴

Even when lethal force is permissible, officers should assess whether its use creates a danger to third parties that outweighs the likely benefits of its use. For example, background or peripheral environments should be considered.

¹² H.145 language (c)(1 A & 1 B)

¹³ H.145 language (c)(2)

¹⁴ H.145 language (c)(3)

In the event an officer uses force that results in the death or serious bodily injury of a person, the procedure found in Appendix A *“Lethal force post-incident procedures and statewide policy on review of BWC recordings following lethal force incidents”* shall apply.

Verbal warning: When feasible, an officer shall, prior to the use of force, make reasonable efforts to identify himself or herself as a law enforcement officer and to warn that deadly force may be used.¹⁵

Lethal force restrictions:

- A. Officers shall not use deadly force against a person based on the danger that person poses to themselves, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the officer or another person.¹⁶ Put more simply, officers shall refrain from using deadly force against a person who is only posing a threat to their own life and no other.
- B. Chokeholds: A law enforcement officer shall not use a chokehold on a person unless deadly force is justified pursuant to 20 V.S.A. § 2368 (c) (1 – 4).¹⁷
- C. Warning shots: Are strictly prohibited.
- D. Discharging a Firearm and Moving Vehicles: An officer will not discharge a firearm at or from a moving vehicle unless: a person in the vehicle is threatening the officer or another person with lethal force other than the vehicle; or, the vehicle is operated to deliberately strike a person(s) and all other means of defense (including moving out of the path of the vehicle) have been exhausted or are not practical.
- E. Unholstering Firearms: Firearms should only be drawn when an officer has reason to fear for their safety or the safety of others (see section 7 (A.) below), and at no other time in any public place, except for humane destruction of an animal described below.
- F. Dangerous/Injured Animals: Firearms may be utilized to euthanize a dangerous animal or one so badly injured that humanity requires its removal from further suffering when no other disposition is reasonably practical.

¹⁵ H.145language (c)(5)

¹⁶ H.145language (c)(4)

¹⁷ H.145 language ((c)(6)

- G. Alcohol or Drugs: Officers will not use any Department issued or approved firearm while under the influence of alcohol or regulated drugs not otherwise prescribed by a medical professional.

SECTION 5: DUTY TO INTERVENE

All officers have an affirmative duty to intervene whenever they witness another officer using a chokehold or using excessive force.¹⁸ In addition, officers shall report any instance of excessive force or use of a chokehold to a supervisor prior to the end of the shift during which it occurred.

SECTION 6: DUTY OF CARE

Whenever a person in an officer's care or custody sustains an injury, becomes unconscious, displays a further altered mental status, or states that s/he is injured, the officer must provide, timely summon, or obtain appropriate medical attention. This applies whether the officer used force or not, and whether the person's condition preceded custody. Officers will provide care commensurate with their training and experience and officers will quickly summon emergency medical assistance when needed.

Additionally, any time a person has been sprayed with an aerosolized agent that causes irritation, s/he will be decontaminated as soon as practical. Officers will read the OC administrative warning form to the person being decontaminated. (See Appendix B)

SECTION 7: REPORTING & SUPERVISORY REVIEW

- A. Reporting – Whenever an officer uses force beyond compliant handcuffing, they will complete a Use of Force Report (See Appendix C) and identify all relevant supporting documentation such as recordings, witness statements, etc. within 72 hours, except in the following circumstances:
- i. The officer is injured or otherwise unable to complete the report, in which case the officer shall provide the necessary information verbally to a supervisor as soon as practical.
 - ii. When lethal force is used, or whenever the actions of an officer result in death or serious bodily injury to a person, the officer will not complete a Use of Force Report. Instead, an administrative investigation will be

¹⁸ H.145(b)(7)

completed. The administrative investigation team will complete the data required in the Use of Force Report.

- iii. In cases where multiple officers use force in excess of compliant handcuffing during an incident, only one officer will author a Use of Force Report which clearly names all officers who used force. Each officer who used force will complete a supplemental report and all reports will be included as supporting documentation when the Use of Force Report is submitted.

Pointing the muzzle of a firearm at or in the direction of a person is considered a use of force. Officers shall not point the muzzle of a firearm at or in the direction of a person absent articulable facts that the situation may escalate to the point where use of lethal force would be justified. Drawing or maintaining a firearm at a ready position may be considered as a use of force if it is done during an encounter with a subject(s) or within view of the public. There is a clear distinction between escalating the use of force by unholstering a firearm during an encounter with others, versus unholstering a firearm during a building search, execution of a search warrant or any other activity in which only law enforcement personnel are present.

Use of Force Reports shall contain details of the citizen's actions and the officer's responses. Officers should take reasonable steps to gather and preserve any electronic or physical evidence, including witness statements, regarding use of force incidents.

- B. Supervisory review procedure – A supervisor will review the Use of Force Report and all supporting documentation. At a minimum, supervisory review includes:
 - i. Ensuring that the information submitted is complete and all required data is present.
 - ii. Determining if the use of force was objectively reasonable and consistent with this policy. The supervisor shall make a notation indicating their approval or disapproval of the use of force being reasonable.
 - iii. Identifying any need for training, performance counseling or other administrative action.
 - iv. If necessary, consulting with the officer or returning the report for more information.
 - v. Supervisory review of whether the decision by an officer to use force was objectively reasonable shall be evaluated from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances. A law enforcement officer's failure to use feasible and reasonable alternatives to force shall be a consideration for whether its use was objectively reasonable.¹⁹

¹⁹ H.145language (b)(1)

- vi. The home agency CEO shall make a referral to the Vermont Criminal Justice Council pursuant to 20 V.S.A. §2401 (2)(C) anytime a finding of excessive use of force is made.
- vii. The home agency CEO shall make a report to appropriate authorities if the review uncovers evidence that a crime has been committed.

SECTION 8: ADMINISTRATIVE INVESTIGATION

The Vermont law enforcement community recognizes the enormous responsibility that comes with the authority to use force. As guardians of our communities, the police must ensure that all uses of force, but especially those resulting in death or serious bodily injury, are thoroughly reviewed.

Anytime an officer employs lethal force or takes action that results in death or serious bodily injury to a person, the agency shall conduct an administrative investigation. This investigation is separate from any criminal investigation that may occur. The agency may employ outside assistance to conduct the administrative review. The purpose of the review is to document the incident, complete required Use of Force report(s), determine if the incident is within policy, identify areas for improvement and to determine if there are any training or policy implications.

This investigation may result in remedial training, recommendations for discipline or commendation, or recommendations for policy revision. [See Appendix A for more information]

SECTION 9: TRAINING

At a minimum, officers must comply with all certification and in-service training standards of the Vermont Criminal Justice Council. For the purpose of annual certification, only use of force and tactics training conducted by instructors certified by the Vermont Criminal Justice Council is acceptable. All officers will receive a copy of and training on use of force policies at least annually and all training will be documented. In addition, all officers shall be trained on ways to avoid confrontations, de-escalate conflict and recognize during a physical confrontation when de-escalation must occur.

If an agency considers sending officers to additional use of force or tactics training, the CEO should carefully review the content and philosophy of the training to ensure that it is consistent with Vermont law and this policy. Agencies are cautioned that standards for police use of force vary widely across the country and considerable scrutiny should be given to other trainings. Material from outside resources may not be introduced into the use of force training curricula for Vermont law enforcement officers unless the additional content has been reviewed by the VCJC Use of Force Committee and approved by the VCJC.

##

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Appendix A - DRAFT Statewide Use of Force Policy on lethal force post-incident procedures and statewide policy on review of BWC recordings following lethal force incidents**INTRODUCTION:**

Impartial and thorough investigation of officer involved shootings and other serious use of force incidents is essential to ensure police accountability, transparency and to maintain public trust. The following procedure is to be followed whenever an officer is involved in a lethal force incident (see definition below).

Among other things, this document describes the transition from an officer(s) being the investigator to that officer(s) becoming the subject of parallel investigations (administrative and potential criminal) in the wake of a lethal force incident. It also provides clear direction on the use of BWC recordings in the wake of a lethal force incident.

DEFINITIONS:

Chief Executive Officer (CEO): Means the person in control of a police agency, normally the Chief, Colonel or Sheriff.

Lethal force incident: Whenever an officer uses lethal force (whether the subject is injured or not); and, any incident where an officer takes any action that results in death or serious bodily injury to a person. Hereinafter referred to as "incident".

Public Safety Statement: A statement given at the scene of a lethal force incident, or as soon as practical, that allows the on-scene investigation to continue once the involved officer(s) leaves the area. It is a brief statement provided to the on-scene supervisor. The statement should include initial information such as type of force used; location of injured or dead person(s); description of any outstanding subject(s) including direction and mode of travel, known weapons, clothing description, etc.; description and location of any known victims, witnesses or evidence; and, any other information necessary to ensure officer and public safety and assist in the apprehension of outstanding suspects.

PROCEDURE:

When an incident covered by this policy occurs:

- A. Officers should take actions necessary to render the scene safe.
- B. When necessary or requested by subject(s) involved, officers shall immediately summon emergency medical services and immediately provide appropriate medical attention.

C. The ranking officer on scene shall assume incident command, and immediately request the response of a supervisor. Upon arrival, the supervisor shall take control of the incident scene.

D. The incident location should be secured for purposes of investigation and evidence preservation.

E. The involved officer(s) should provide a Public Safety Statement prior to leaving the scene when practical. The Public Safety Statement should be made as contemporaneously to the event as possible.

F. The involved officer(s) should be removed from the scene to a secure location or a medical treatment facility if necessary. An officer or other support person should be assigned to stay with the involved officer(s). If available, a Peer Officer Support Team (POST) member or similar crisis response staff should be assigned this task. The support person should avoid conversation about the incident and instead focus on the officer's health and well-being.

G. To maintain the integrity of the investigation those involved should not discuss the incident amongst themselves. This excludes communication with family, legal counsel, mental health personnel, medical personnel or union representation. Employees should be encouraged to refrain from watching or listening to the news, social media or podcasts regarding the incident in which they were involved.

H. Appropriate personnel should be contacted, including but not limited to the CEO, the VT State Police Major Crime Unit, the State's Attorney's Office and POST members or counselors as necessary.

I. At the direction of the Major Crime Unit, the involved officer(s) shall be photographed, and any injuries documented prior to the end of the shift. All BWC or other recordings of the incident shall be preserved as evidence by the home agency. The home agency will be asked to provide all video, audio, phone and radio transmission recordings of the entire incident to the Major Crimes Unit. Additionally, the officer(s)' firearm or other tools used in the incident will be collected and preserved as evidence. The CEO will determine if and when a replacement firearm will be issued to the involved officer(s).

J. When practical, the involved officer may walk through the scene to assist Major Crimes Unit with his/her location at the time lethal force was used and/or leading up to lethal force.

K. Involved officers shall **not** be allowed to view their body-worn camera footage prior to being interviewed by the Major Crime Unit, nor will they be permitted to review any other recordings of the incident or have them described by others. (See below for additional detail)

VT STATE POLICE INVESTIGATION:

When a Vermont law enforcement agency is involved in a lethal force incident, there are multiple priorities that must be considered. First and foremost, the agency must ensure public safety by cooperating with any investigation that seeks to identify person(s) who violate State or Federal law. Further, the agency has an obligation to its community to be as transparent and accountable as possible. Agencies also have an obligation to their employees who have the right to be treated fairly and in accordance with applicable collective bargaining agreements. There are times in the wake of a lethal force incident when the officer(s) becomes the focus of a criminal investigation to assess compliance with the law.

Officers involved in lethal force incidents are afforded the same constitutional rights as any person under criminal investigation. It is preferable for transparency that officers participate in the Major Crime Unit's investigative process.

The following procedure is the statewide practice for Major Crime Unit review of lethal force incidents:

1. Officer(s) provides a public safety statement at the scene.
2. Officer(s) do not review BWC or other recordings of the incident, nor are they given an account of any recordings by anyone.
3. Officer and their attorney meet with investigators to provide an initial statement unaided by recordings or other information surrounding the incident.
4. Following this statement, the officer and their attorney may review the officer's BWC or cruiser camera footage and or other video that would show the officer's perspective at the time force was used.
5. The officer and their attorney may then provide investigators with additional information.

Discrepancies between an officer's unaided and aided statements following an incident are expected. The science of memory in the wake of a stressful or traumatic event is extensive and points to numerous physiological phenomena during acutely stressful situations (e.g. auditory exclusion and tunnel vision) being common causes of discrepancies.

ADMINISTRATIVE INVESTIGATION:

Whenever an officer uses lethal force, the home agency will initiate a parallel administrative investigation. The CEO of the home agency may request an independent review or investigation by an outside entity. Even if an outside entity is used, the administrative investigation is different from a potential criminal investigation in that the involved officer(s) is/are compelled to participate in the administrative investigation process as a condition of employment. The administrative investigation will be conducted in compliance with 20 V.S.A. §2401(4) and 2402 and any other applicable law or regulation of the Vermont Criminal Justice Council.

In the event that an outside law-enforcement agency with jurisdiction (normally the VSP Major Crime Unit) initiates an investigation into the incident for the purpose of determining if there is criminal liability, the administrative investigation should occur after the criminal investigation and decisions by the Attorney General's Office and the State's Attorney's Office are complete.

The administrative investigator will interview the involved officer(s) and witnesses, and review all available evidence, information and statements. The administrative investigator may use information obtained as part of the criminal investigation but may **not** provide any information from the administrative investigation to criminal investigators or prosecutors. All applicable collective bargaining agreements will be followed during an administrative investigation.

The officer shall be kept informed of the progress of the administrative investigation and upon completion, notified in writing of the outcome.

The CEO or their designee shall notify the State's Attorney, relevant municipal/state legal counsel, and any duly appointed police oversight body (in executive session) of the administrative investigation's outcome. If the investigation concludes a necessity to report to the VCJC pursuant to 20 V.S.A. §2401, it shall be done without delay. A guide to reporting officer misconduct can be found here: <https://vcjc.vermont.gov/content/act-56-reference-guide>.

RECOMMENDATIONS PRIOR TO RETURN TO DUTY:

The officer(s) should be placed on administrative leave or assigned to administrative duties with no enforcement responsibilities pending completion of the criminal investigation and decision about prosecution by both the Attorney General's Office and the State's Attorney's Office.²⁰

It is strongly recommended that the CEO direct the officer to obtain psychological follow-up for post-incident trauma and that the agency pays for such services. With prior approval from the CEO, an officer may seek psychological follow-up from a licensed professional of their choice. At least an initial psychological follow-up should be completed before the officer is reassigned to duty.

RELEASE OF BWC OR OTHER RECORDINGS IN THE WAKE OF A LETHAL FORCE INCIDENT:

Recordings, or portions thereof, taken during the course of these significant incidents do become public pursuant to public records law. In the wake of an incident, ensuring due process for every person involved is essential. The question of releasing recording is not *if*, but *when*.

²⁰ Keeping an officer on admin duty may not be feasible in some agencies. The CEO should carefully evaluate the circumstances and consult with the State's Attorney and Attorney General's Office prior to returning the officer to duties that may involve enforcing laws/ordinances or using force.

Following lethal force incidents, it is not uncommon for multiple agencies to possess copies of BWC or other recordings. For instance, the home agency, the Vermont State Police and the State's Attorney's Office or Attorney General's Office may all have copies of the relevant recordings. This can create confusion, duplication of effort and expense as well as inconsistency when presented with public information requests for release of the footage. Because multiple copies of digital recordings will exist, the following guidance is intended to identify the agency with the superordinate interest at certain stages post-incident.

When an outside agency (usually VSP) conducts a criminal investigation, the investigating agency will provide the home agency with a letter requesting preservation of all evidentiary items and describing the investigative process. Recordings are considered evidence in a criminal investigation. While the criminal investigation is ongoing, VSP (or other outside agency) is in control of the record²¹ and, in consultation with prosecutors, will control release of recordings until the investigation is complete and the case has been reviewed by both the Attorney General's Office and the State's Attorney's Office.

- a. If the VSP investigation results in criminal charges, the prosecuting agency shall be in control of the record and control release until such charges are resolved.
- b. If the VSP investigation does not result in criminal charges, the home agency resumes its controlling role as the keeper of the record.

This procedure is intended to provide clarity to involved agencies, members of the public and media and to avoid confusion and unnecessary duplication of effort to process requests for recordings. Nothing in this guidance is intended to shield recordings from public examination. There are numerous factors that impact the release of body-worn camera or other recordings of a serious incident. It is not possible to create a definitive timeline for the release of recordings given the number of legal, investigative, operational, and external factors that bear on events on a case by case basis. Footage should be released as soon as practical in consultation with investigators, prosecutors, and organizational leaders. Whenever possible, release will occur within 30 days of the incident.

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²¹ 1 V.S.A. 317(c)(5)

Appendix B – Administrative Warning for Use of Aerosol Agents

When an aerosol agent has been used an officer shall, as soon as practical, provide the subject with the Administrative Warning below in preparation for providing care for the individual contaminated by the product. Decontamination should occur as soon as practical following the application of an aerosolized agent.

Name: _____ Date: _____ Incident #: _____

You have been contaminated with an aerosol agent (insert the name of the product), a natural product derived from cayenne peppers. This aerosol agent is non-toxic and the effects will wear off in a short time.

The effects of being exposed may complicate other medical conditions, including, but not limited to:

1. Overdoses;
2. High levels of drugs like cocaine, amphetamines, barbiturates, PCP, opiates, heroin, prescription drugs or alcohol;
3. Medical conditions relating to heart problems;
4. Pregnancy.

I am going to ask you five questions for your own safety. Not answering my questions, withholding information or giving false or misleading answers could delay medical treatment and may seriously jeopardize your health and safety.

Do you understand everything I have told you? ☐ YES ☐ NO ☐ Refused to answer

1. Are you currently under the influence of cocaine, amphetamines, barbiturates, PCP, opiates, heroin, prescription drugs or alcohol?
☐ YES ☐ NO ☐ Refused to answer
2. Are you, or could you be pregnant? ☐ YES ☐ NO ☐ Refused to answer
3. Do you have heart problems, lung problems, diabetes, high blood pressure, allergies or any other serious medical condition? ☐ YES ☐ NO ☐ Refused to answer
4. Do you have a pacemaker? ☐ YES ☐ NO ☐ Refused to answer
5. Do you wish to be medically evaluated? ☐ YES ☐ NO ☐ Refused to answer

Appendix C UOF Policy – Use of Force Reporting minimum requirements

Whenever an officer uses force beyond compliant handcuffing, they will complete a Use of Force Report and identify all relevant supporting documentation such as recordings, witness statements, etc. **At a minimum**, agencies will collect data on the following fields:

1. Name, DOB, gender, race, address and contact info of the person or persons force was used on.
2. Name/rank/radio or badge number of the officer(s) involved.
3. Date/time/location of the use of force.
4. Incident number and call type
5. Description of the incident location to include whether it was indoors/outdoors, lighting conditions, and weather conditions.
6. Reason for the use of force such as: to effect an arrest, to defend self, to defend another, to effect an investigative detention, etc.
7. Description of the subject's behavior that necessitated the use of force.
8. Description of the level of resistance offered by the subject such as: passive resistance, active resistance, or assaultive.
9. Description of the force used by the officer(s) such as: empty hand controls or strikes, aerosol agent, baton (strikes or control/restraint techniques), display or use of CEW*, firearm, etc. This description should include all officer actions taken beyond compliant handcuffing, the intended target area, the area affected and a description of whether each action was effective to gain compliance. If relevant, the make/model/serial number of the tool used must be recorded.
10. Description of any injuries to the subject or officer, including where and by whom medical evaluation (if any) was provided, transport method to treatment, and photographs of injuries. A description and photos of any injuries should be obtained when feasible, even if the subject refuses medical attention.
11. Identification of other officers or agencies present when force was used.
12. Identification of any known witnesses.
13. A narrative of the incident including identification of any supplemental information such as medical records, recordings, whether the subject(s) is a member of a special population, if any community resources such as mental health professionals were consulted, etc.
14. Name of the supervisor(s) who reviewed the use of force report and an indication of whether the use of force was within or outside of policy.

*If a CEW is used, the following information should be documented:

- a. Type of use (deployed from distance or drive stun) and number of cartridges and/or cycles applied;
- b. Clothing of the subject and whether contact probes penetrated the subject's skin;

- c. Whether CEW use was effective;
- d. Taser and cartridge(s) serial numbers.

APPENDIX D to Vermont Statewide Use of Force Policy – Use of Force Guidelines for Interacting with Persons Known to be Experiencing or Perceived to be Experiencing Mental Impairment**I. PURPOSE**

These guidelines are an extension of the Statewide Use of Force policy and are intended to assist Vermont law enforcement officers when they encounter persons known to be experiencing, or perceived to be experiencing, mental impairment to bring safe and effective resolution to the situation.

II. INTRODUCTION

Act 27 addresses standards for law enforcement use of force. Specifically, 20 V.S.A. § 2368 (b)(1) states that a law enforcement officer's failure to use feasible and reasonable alternatives to force shall be a consideration for whether the use of force was objectively reasonable. Officers should make reasonable efforts to de-escalate the situation and if force is necessary, use only the force that is objectively reasonable, necessary and proportional to resolve the situation.

III. MENTAL IMPAIRMENT**A. Definition**

For purposes of these guidelines, mental impairment is defined as a diminishment in an individual's cognitive, emotional or behavioral functioning as a result of physiological or psychosocial factors. A person may experience mental impairment for a variety of reasons, including as a result of a mental illness, drug or alcohol use or a physical illness such as a traumatic brain injury or a diabetic emergency.

B. Signs that someone may be experiencing mental impairment

Signs that someone may be experiencing mental impairment include, but are not limited to:

- A person experiencing mental impairment may be distracted by auditory, visual or other stimulus and unable to comply with directions from law enforcement or to listen effectively.
- Appearance of heightened emotion or the opposite – flat affect/no emotions.
- Atypical aggression or displaying an unusually high energy level.
- Person may appear to be reacting to external or internal stimuli that is not able to be perceived by the officer (voices, smells, seeing something the officer doesn't).
- Disorganized behavior or atypical behavior like walking in traffic, not having clothes on or doing things that are unexpected given the context/environment.
- Incoherent speech, delayed speech, unprompted vocalizations or providing responses that do not match the questions asked.
- Sensitivity to auditory or sensory stimulation, covering their ears, turning away.

- Rocking back and forth or other self-soothing mechanisms.
- Non-compliance with officer's instructions in a manner that indicates an inability to comprehend or follow instructions rather than outright defiance. For example, a person may try to retreat away out of fear or appear to "freeze up."

C. Possible reactions to uses of force by a person experiencing mental impairment

These are generalized statements and do not apply to all persons experiencing mental impairment

The person may have unexpected strength and tolerance to pain. This information may be useful when determining how many officers should be present and whether or not a hands-on approach will be successful or merely cause the officer(s) to have to escalate their level of force.

The person may be vulnerable to ill effects of Taser or certain restraints because of pre-existing or medication-induced conditions (if possible, check with family members or health care providers about a subject's pre-existing conditions before deploying force).

IV. GUIDING PRINCIPLES

No two situations are alike. While every encounter is unique, there are some fundamental principles that should be upheld in every situation involving a person known to be experiencing or perceived to be experiencing mental impairment. First, acknowledging the sanctity of human life – including the lives of the subject(s), the officer(s), and the general public – is central to the police mission to protect and serve. In addition, the ability for law enforcement officers to display patience, humanity and genuine compassion in these situations will lead to better outcomes and increase public confidence. Next, law enforcement must go beyond a "what is justified" mindset to striving for what is the best possible outcome with the least amount of harm to all involved. This includes trying to limit the amount of trauma experienced by the subject, their family and the community. Lastly, law enforcement officers must be self-aware and not create the exigency that requires a use of force.

V. LEGAL CONSIDERATIONS

There are specific state and federal laws as well as case law that apply to law enforcement use of force against persons law enforcement officers know or perceive to be experiencing mental impairment.

a. Vermont Use of Force Law

Vermont's recently enacted statewide use of force law provides that when a law enforcement officer knows that a subject's conduct is the result of a mental impairment, the officer must take that information into account in determining the amount of force appropriate to use on the subject, if any.²²

²² 20 V.S.A. §2368, subdivision (b)(5) (Added 2021, No 27, eff. October 1, 2021.)

Vermont's statewide use of force statute also provides that a law enforcement officer shall not use deadly force against a person based on the danger that person poses to himself or herself if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the law enforcement officer or to another person.²³

For example, if a person with a gun is threatening to kill themselves, it would be unlawful for a law enforcement officer to use deadly force against that person if an objectively reasonable officer would not believe that the person poses an imminent threat of death or serious bodily injury to others, including the law enforcement officer.

b. Accommodations for Individuals with Known or Apparent Disabilities

When feasible, law enforcement officers should seek to reasonably accommodate individuals with known or apparent disabilities, including when considering the use of force against such individuals. Reasonable accommodations are specific to each situation. Examples of accommodations that may be reasonable include:

- Recognizing that an individual may be overwhelmed and removing distractions from the scene.
- Obtaining relevant information from family members, friends or others at the scene who know the individual and their history.
- Asking an adult member of the individual's family to participate in transport.
- Speaking slowly, simply, and briefly.
- Limiting the number of people who speak to the individual.
- Maintaining a comfortable distance from the individual.
- Engage in non-threatening communications.
- Use the passage of time to defuse a situation.
- Avoid physical contact.
- Call a nearby mental health counselor or peer support specialist.

c. Case law

²³ 20 V.S.A. §2368, subdivision (c)(4) (Added 2021, No 27, eff. October 1, 2021.)

A subject's mental impairment is one of among many factors that a court will consider in determining whether a law enforcement officer's use of force was objectively reasonable.²⁴ Other factors include the severity of the crime at issue, whether the subject poses an immediate threat to the safety of the officers, and whether the subject is actively resisting arrest or attempting to evade arrest by flight.²⁵

Thus, use of force against an individual who has committed no crime, poses no threat to the community and whom the officer knows or reasonably should know is experiencing mental impairment is not evaluated in the same way as use of force to apprehend a person suspected of serious criminal wrongdoing or who poses a threat to the community.²⁶

VI. PROCEDURES

A. Alternatives to be considered

Gaining control is not always necessary if the person is not harming themselves or others. The following suggestions are meant to emphasize the importance of understanding the role of law enforcement in a given situation. If no crime has been committed and the police are serving in a caretaking function, it is essential that the officer make an independent assessment of the situation.

- Even though police were called to the scene, does this constitute an emergency or an appropriate use of police resources? Absent an articulable fear of danger to a person, officers should consider if there are other community partners that might be better suited to handle this situation.
- Even though a person may be experiencing mental impairment does that mean police have to intervene or take the person into custody? Is it a crisis? Is there danger to self or others? Is there an emergent need to take action rather than summon other resources or make a referral to resources?
- Although a person may have a mental illness, this does not necessarily mean they are in need of or want mental health care.

B. Identify the situation – planning/preparation

When time is available – such as during the response to such an incident – time can be used effectively to assist in a successful resolution. Either the responding officer, or in some cases, the dispatcher, should begin to assess the circumstances by gathering as much information as is available. Useful information can be gleaned by considering the following preparation steps:

²⁴ *Brunette v. City of Burlington*, Case No. 2:15-cv-00061, at p. 40 (D. Vt. Aug. 30, 2018); *Chamberlain v. City of White Plains*, 960 F.3d 100, 106 fn. 9, 108, and 114 (2d Cir. 2020)

²⁵ *Graham v. Connor*, 490 U.S. 386, 395 (1989).

²⁶ *Chamberlain v. City of White Plains*, 960 F.3d 100 (2d Cir. 2020); *Gray v Cummings*, 917 F.3d 1, 11 (1st Cir. 2019); *King v. Hendricks County Comm'rs*, 954 F.3d 981, 984 (7th Cir. 2020); *Vos v. City of Newport Beach*, 892 F.3d 1024, 2034 (9th Cir. 2018).

BEFORE ARRIVAL TO THE SCENE

- Who called the police and what prompted the call? What does the caller know about the subject? A family member with knowledge of the subject's condition and past history may be able to provide more reliable information than a stranger who can only report behaviors happening in real time.
- If there have been prior instances of the person needing assistance, does the caller know what helped?
- Dispatch should ask the caller if there are weapons involved, who is on scene and what the physical environment is.
- Officers should be familiar with the resources available in the area and enlist assistance as necessary because local resources may have knowledge of the individual and there may be a plan in place for this person.
- Check prior involvements with the person – is there information that points to a mental health impairment? Could this help explain some of the conduct being reported?
- Check CAD/RMS or other resources to see if there are contacts listed or family members or acquaintances who may be useful in the encounter. Information from prior encounters may provide ways to connect with the person.

UPON ARRIVAL AT THE SCENE

- Upon arrival and initial assessment of the situation, the officer should ask *do I need to take immediate action?* If the answer is yes, nothing in this appendix prevents an officer from doing so. If not, **slow everything down**.
- Officers should consider whether summoning a trained crisis negotiator or mental health clinician would be appropriate.

C. Response guidelines – while in the encounter

Once on scene and able to assess the totality of the circumstances, officers may be able to use some of the following suggestions to facilitate a safe outcome. Time, containment, communication, self-regulation and utilization of community resources are effective tools to work toward peaceful resolution.

CONTAINMENT

- Keep distance from the person whenever able, both for officer safety reasons and to avoid making the person feel trapped.
- Try to limit the number of other influences who may be escalating the situation unknowingly (other persons on scene).

TIME

- Slow down the pace of events and try to establish rapport. Try to create a non-threatening environment where conversation can occur.
- Allow for the possibility that a successful resolution may look different than a typical police response. Expect that this will take longer than usual and do not rush to problem solving. Be open to alternative resolutions and collaboration with other stakeholders.

SELF-REGULATION

- Self-regulation – controlling your own level of stress and conveying calm. Officers should be mindful to not escalate things by their own behavior.
- Make a conscious choice to shift from enforcement mode to peaceful resolution mode. The safety of all persons trumps the need for the officer to control every movement. Be respectful. Avoid whispering or laughing. Validate the person's concerns and perspective of distress whether or not it is something you personally would find distressing.
- Officers should continually re-assess the purpose of their presence on scene and what the desired outcome is. Focus on keeping the person and situation calm.
- Be nice. Treat the person as a fellow human and provide the level of service that you would want if this was your loved one.

COMMUNICATION

- Utilize a contact officer and a cover officer. The cover officer should ensure the environment is safe and allow the contact officer to focus on the subject. The contact officer should be the only one to talk to the subject. The contact officer should continually assess their demeanor and intensity to try and de-escalate the situation. Consider changing contact officers or changing roles among responders if things are not going well or if the contact officer loses their patience.
- Command presence is unlikely to be effective in an encounter with a person experiencing mental impairment. Shouting or making threats is often counterproductive. Maintain your professionalism and calm demeanor. Do not use profanity or raise your voice. Some persons experiencing certain mental impairments may experience hyper-sensitive hearing such that a whisper may sound like a shout.
- Avoid directives such as "calm down" or "relax". Consider using non-adversarial phrases such as "I see you are upset. Please tell me about it" or "What can I do to help you?" Assure the person that you are there to help and they are not in trouble (or that the trouble can be overcome).
- Make only one request at a time or ask only one question. Ask open ended questions. Listen carefully to the responses and see if there is useful information to develop rapport or identify needs. Repeat back what they have said to you, paraphrase and check for understanding.
- Be aware of your non-verbal cues – facial expressions, body language, tone of voice and eye contact can be effective to help de-escalate a volatile situation.
- If an officer takes an action, assessing whether it had the desired effect or not will help inform next steps.

COMMUNITY RESOURCES

- Utilize community resources such as social workers, CRISIS clinicians, military resources (if the subject is a veteran), peer support specialists or other community members with special knowledge or a connection to the subject and allow them to inform elements of the response or take the lead as appropriate.
- Offer alternative resources as appropriate – if you gain information that the person is concerned about domestic violence or substance use, offer to connect them to community resources that do not focus on mental health.

VI. SPECIAL SITUATIONS**A. Welfare checks**

When called to check the welfare of a person, the primary objective is to help and do no harm. Most welfare checks do not involve an allegation of criminal behavior and that changes the calculus of what is reasonable. The desired outcome is to get the subject whatever help they need without unnecessary harm or trauma being inflicted through the encounter.

DISPATCHER/CALL TAKER

- The call taker/dispatcher should try to ascertain as much information as possible about the situation, the subject of concern and the caller.
- Determine the caller's basis of knowledge of the subject.

LAW ENFORCEMENT INDEPENDENT ASSESSMENT

The officer needs to make an independent assessment of the situation and whether police intervention is needed. Consider speaking to the complainant prior to responding. Is an in-person response required?

UPON ARRIVAL

- On arrival, state who you are and why you are there. Try to reassure the person that you are there to help and determine that they are safe. Provide information about what would assist in resolving the concern.
- Try to establish communication, even if through a closed door.
- Officers should determine whether or not the person poses a risk to themselves or others. If the answer is yes, a plan should be made to take the person into protective custody. If the answer is no, the officer should consider making referrals to available resources or asking community resources to follow up with the subject.

WARRANTLESS ENTRY –CONSIDERATIONS

It is a basic principle of Fourth Amendment law that searches and seizures inside a home without a warrant are presumptively unreasonable. However, officers may render emergency assistance to occupants of private property who are seriously injured or threatened with such injury. The mere possibility of danger is insufficient. And, a person's mental illness does not alone create an exigent circumstance.

The core question is whether the facts would lead a reasonable officer to believe that there was an urgent need to render aid or take action. A warrantless search is no longer permissible once the exigency ends. The exigent circumstances rule does not apply where the police, without a warrant or any legally sound basis for warrantless entry, threaten that they will enter without permission unless admitted.

If police are going to make forced entry to the residence or a room, strong consideration should be given to announcing the intention to do so and allow the person an opportunity to open the door. Again, officers should not create the exigency that then requires immediate, forced entry.

B. Warrants for emergency examination

Law enforcement officers are periodically requested to take a person into custody pursuant to a warrant for emergency examination (EE). These guidelines should provide strategies for these encounters. Officers are reminded to make reasonable accommodations during service of EE warrants so long as it is feasible under the circumstances.

Revised 10/2021

MEMORANDUM

To: St. Albans City Councilors

From: Mayor Tim Smith

Re: Council Appointment of City Clerk / Treasurer

Date: December 10, 2021

As you're all aware, Curry Galloway does not intend to seek re-election as City Clerk and Treasurer due to health issues. I know I speak for all of us when I say that Curry is an exceptional Clerk and we hope she enjoys a full recovery.

In today's day and age, a City Clerk and Treasurer must have exceptional communication and organizational skills; the ability to manage elections and votes that inspire public confidence; and the ability to navigate complex rules and regulations and explain them to the general public in a friendly manner. The Clerk and Treasurer is, for many people, the face of the City. It is too important a position to limit recruitment to our two square miles and to take our chances with whomever is willing to run for election.

During this transition in the office, I think we should seek voter approval to change to an appointed Clerk and Treasurer with no residency requirement.

The City recently ran a hiring process for the Assistant clerk, where there is no residency requirement. We received 68 applicants. There were 14 from the City and 14 from the Town. We interviewed five; one was from the City and two were from the Town. We hired someone from the Town. In today's recruiting environment, we need the ability to cast a wide net and remove obstacles. We need a larger pool than one or two people who choose to run. To get that, we need to move to an appointed Clerk / Treasurer with no residency requirement. This would be similar to other Department heads such as Police, Fire, and Public works.

What is different from other department heads is that the appointment would be by the City Council not the City Manager. The Clerk and Treasurer position has a long tradition of independence. They do not report to the Manager. I want to maintain that independence. This would not change any of the duties codified in the City Charter or Vermont Statutes. But I think it's time to change to an appointed Clerk and Treasurer who is selected by the City Council without regard for residency. We owe it to our residents to get the best person possible while still retaining the independence of the office.

Procedurally, this would require a vote to amend the Charter in March and Legislative concurrence thereafter with an implementation date of July 1, 2022. There would still be a position on the ballot in March and a candidate may choose to run. If a candidate is elected, and the Charter passes and is approved by the State Legislature, the candidate would phase out on July 1. They could also apply to be the appointed Clerk and Treasurer. If no candidate files, a vacancy occurs, and we would manage the vacancy through an interim appointment.

I look forward to our discussion Monday evening and am hopeful you will join me in seeking voter authorization for this important change.

MEMORANDUM

Date: December 8, 2021

To: St. Albans City Council

From: Chip Sawyer, Director of Planning & Development

Re: Development Review Board Candidates on December 13, 2021

At the end of this year, we'll have two terms expiring on the Development Review Board. The City Council will need to consider appointments and/or extensions before the DRB's next meeting on January 3, 2022.

Here are the candidates:

- Incumbent Rebecca Pfeiffer is seeking re-appointment to a full seat.
- Incumbent Denis LaPointe is seeking re-appointment but a switch to an Alternate seat, due to potential schedule issues in 2022.
- Current Alternate Matt Preedom is interested in appointment to Mr. LaPointe's former full seat. This would open up Mr. Preedom's Alternate seat.
- Becky Manahan is a new candidate for the DRB. However, we have yet to schedule her City Council candidate chat.

The City Council has a few options at this point:

1. Wait for Ms. Manahan to finish the typical candidate process before making any appointments. In the meantime, consider extending the terms of Ms. Pfeiffer and Mr. LaPoint for two months in order to maintain a quorum during the interim.
2. Make some appointments now and wait for other appointments until Ms. Manahan is finished with the normal candidate process.
3. Make all appointments now.

I have pasted the board status below, and candidate applications are attached in the following pages.

Development Review Board Membership:

Member	Term Expires	
Rebecca Pfeiffer, Chair	12/31/2021	Seat will be Open
Denis LaPointe, V.Chair	12/31/2021	Seat will be Open
Dick Thayer	12/31/2023	
Emily Biron	12/31/2023	
Tanner McCuin	12/31/2022	
Matt Preedom, Alternate 1	12/31/2022	
Alternate 2 Seat OPEN		Seat Open

Mayor: Elizabeth Gamache
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Tammi DiFranco
Ward 4: Scott Corrigan



Ward 5: Ryan Doyle
Ward 6: Chad Spooner
Clerk/Treasurer: Susan Krupp
City Manager: Dominic Cloud

CITY BOARD & COMMISSIONS APPLICATION

Name & Occupation: Rebecca Pfeiffer, VT ANR Floodplain Regulatory Team Lead
Mailing Address: 100A Lincoln Ave, St Albans, VT 05478
Daytime Phone: (914) 263.4439 (home cell, preferred); (802) 490-6157 (work cell)
Email Address: rjpfeiff@gmail.com

*For additional information on a particular St. Albans City Board or Commission, please visit:
www.stalbansvt.com/boards*

1. Please name the St. Albans City Board or Commission that you are applying for:
Development Review Board
2. Reasons for wanting to serve on this group:
 - Enjoy helping & volunteering for my community
 - Being part of the City's growth and revitalization
 - I have a background that would appear to be a good fit for the DRB
 - Helping to keep the "urban village" feel of our downtown by balancing/maintaining its historic feel while accommodating new growth and development in line with our City plan.
3. List skills or knowledge that would be relevant to this Board/Commission:
 - Site Plan Review experience
 - Regulatory permitting (State Floodplain Permit)
 - Act 250 review & comments for District Commissions
 - Working with NRPC on flood hazard planning & flood resilience outreach
 - Municipal planning, permitting & site review support
 - Some familiarity of State Historic Preservation work & goals
4. List work or volunteer experience that would add to your expertise for this Board/Commission:

My professional work consists of technical site plan review, permitting & planning support with communities in Northern Vermont around floodplain & river corridor development. I also issue our State Floodplain Permit for work in floodplains that VT communities are not able to regulate according to VT Statute, and provide site review & comments related to Act 250 proposals. I have a good working knowledge of Vermont statutes related to municipal zoning & have worked with the zoning regulations of many VT communities. Working on the DRB would seem to be a good fit with my professional background.

Public service opportunities are offered by the City of St. Albans without regard to race, color, national origin, religion, sex or disability.

Please return your completed application to:

City of St. Albans, Attn: Kristen Smith, 100 North Main Street, St. Albans, VT 05478
k.smith@stalbansvt.com (802) 524-1500 ext. 253 fax (802) 524-1505

Mayor: Elizabeth Gamache
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Tammi DiFranco
Ward 4: Scott Corrigan



Ward 5: Ryan Doyle
Ward 6: Chad Spooner
Clerk/Treasurer: Susan Krupp
City Manager: Dominic Cloud

CITY BOARD & COMMISSIONS APPLICATION

Name & Occupation: Denis LaPointe
Mailing Address: 95 High St.
Daytime Phone: (802) 503-7848
Email Address: delapointe CC @ Comcast. NET

For additional information on a particular St. Albans City Board or Commission, please visit:
www.stalbansvt.com/boards

1. Please name the St. Albans City Board or Commission that you are applying for:

Development Review Board

2. Reasons for wanting to serve on this group:

Get more involved in community
Participate in decision making regarding
developments in the City

3. List skills or knowledge that would be relevant to this Board/Commission:

Professional accountant. Served in various executive positions
for a large chemical company in many countries (UK, Mexico, Canada,
Philippines & China) positions held included Global Strategic planning
manager, GM & COO in Philippines operations, Director of Supply Chain
GM of China operations

4. List work or volunteer experience that would add to your expertise for this

Board/Commission: Experienced negotiator in Joint Venture creation,
Negotiated multi-million \$ raw material supply contracts
Negotiated with municipal and federal officials in China.
and had total responsibility to build and startup a new
chemical plant in China.

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k.smith@stalbansvt.com (802) 524-1500 ext. 253 fax (802) 524-1505

Mayor: Tim Smith
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Marie Bessette
Ward 4: Michael McCarthy



Ward 5: Kate Laddison
Ward 6: Chad Spooner
Clerk/Treasurer: Curry Galloway
City Manager: Dominic Cloud

CITY BOARD & COMMISSION APPLICATION

Name & Occupation: Matthew Freedom, Attorney

Mailing Address: 46 Bishop Street, St. Albans, VT

Daytime Phone: (802) 578-9741

Email Address: Matthew.Freedom@gmail.com

For additional information on a particular St. Albans City Board or Commission, please visit:
www.stalbansvt.com/boards

1. Please name the St. Albans City Board or Commission that you are applying for:

Development Review Board

2. Reasons for wanting to serve on this group:

I have been a St. Albans resident since 2014 and have enjoyed my time in this community. I would love an opportunity to contribute to the city's future by participating in the process by which new projects are reviewed and approved. I feel that responsible development is critical to the city's future because of the benefits it offers in terms of new amenities, employment opportunities, and aesthetics. I also feel strongly that development should be supervised to ensure that it complies with the city's goals and regulations so that it fulfills a public as well as a private purpose.

3. List skills or knowledge that would be relevant to this Board/Commission:

I have had an opportunity to participate in permitting hearings in other municipalities and feel that I have some familiarity with the process. I also have legal training that would be useful in a setting where building codes, municipal plans, and state regulations must be applied to proposed projects.

4. List work or volunteer experience that would add to your expertise for this Board/Commission:

Paralegal and attorney at general practice law firms. I have worked for clients seeking and opposing new development in a variety of procedural postures. I have also worked on construction disputes between and/or among customers, contractors, neighbors, and condominium associations. Previously I worked as a carpenter and have some experience with the permitting process from that perspective.

Public service opportunities are offered by the City of St. Albans without regard to race, color, national origin, religion, sex or disability.

Please return your completed application to:
City of St. Albans, Attn: Kristen Smith, PO Box 867, 100 No. Main St., St. Albans, VT 05478
k.smith@stalbansvt.com | (802) 524-1500 ext. *253 | fax (802) 524-1505

Mayor: Tim Smith
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Marie Besette
Ward 4: Michael McCarthy



Ward 5: Robert Farrar
Ward 6: Chad Spooner
Clerk/Treasurer: Curry Galloway
City Manager: Dominic Cloud

CITY BOARD & COMMISSION APPLICATION

Name & Occupation: Becky Manahan / Librarian
Mailing Address: 15 Forest Hill Drive, St. Albans VT 05478
Daytime Phone: 802-524-1507 cell 802-309-2207
Email Address: me4books@gmail.com

For additional information on a particular St. Albans City Board or Commission, please visit:
www.stalbansvt.com/boards

1. Please name the St. Albans City Board or Commission that you are applying for:

Development Review Board

2. Reasons for wanting to serve on this group:

I'm interested in the future of our city. I have been impressed with the revitalization of our downtown, & would like to be a part of its growth.

3. List skills or knowledge that would be relevant to this Board/Commission:

Having lived in this city for 35 years, I'm familiar with many community members/partners.

4. List work or volunteer experience that would add to your expertise for this Board/Commission:

I've worked for the St. Albans Free Library 20+ years, and have always followed the local news/events. Previous board experience: American Heart Association, St. Albans Free Library Board of Trustees, United Way of Northwest Vermont.

Public service opportunities are offered by the City of St. Albans without regard to race, color, national origin, religion, sex or disability.

Please return your completed application to:

City of St. Albans, Attn: Kristen Smith, PO Box 867, 100 No. Main St., St. Albans, VT 05478
k.smith@stalbanstvt.com | (802) 524-1500 ext. *253 | fax (802) 524-1505

MEMORANDUM

Date: December 9, 2021

To: St. Albans City Council

From: Chip Sawyer, Director of Planning & Development

Re: Resolution for Healthy Roots VCDP Grant Agreement

The Healthy Roots Collaborative has been awarded \$72,939 in COVID recovery funds by the VT Community Development Program. As with all VCDP grants, this funding must run through the City. The City Council previously held a public hearing on the grant application in April.

Healthy Roots is a program of Northwest Regional Planning Commission and has been supporting access to local foods in Franklin and Grand Isle counties since 2014. With the only established distribution service for charitable food sites, Healthy Roots increased the amount and variety of foods being delivered to charitable food sites and health organizations across the region.

The grant funding will be used to cover reimbursement of local food services provided from July 2020 through June 30, 2022. Reimbursement costs will cover the administration, distribution and mileage costs associated with providing gleaned produce and other charitable food donations to the identified communities. The remaining funding will be used to maintain increased services for the identified sites in St. Albans City, Richford, as well as the elderly populations served through CIDER and Island in the Sun in the Champlain Islands. In addition to services to traditional charitable food sites Healthy Roots will use funding to continue to support expanded services to migrant farm workers through our partnership with Bridges to Health and NOTCH clinics in Franklin County.

City Council approval of the attached resolution is required in order to execute the grant agreement for this project.

Staff will be on hand to answer any questions on Monday evening.

GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE**Form PM-1**

WHEREAS, the (check one) [] Town [X] City [] Village of St. Albans
has applied for funding under the Vermont Community Development Program, as provided for in 10
VSA Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant
Agreement # 07110- IG-2020-St Albans C-63 to this municipality for said funding:

Now, THEREFORE, BE IT RESOLVED as follows:

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;
- 2) that William Sawyer Title Director of Planning & Development
is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 3) that Dominic Cloud Title City Manager
who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY

(Typed Name)

(Signature)

For Agency Use:

Processed By: _____ Date: _____

MEMORANDUM

To: St. Albans City Council

From: Dominic Cloud, City Manager

Re: Redevelopment of 100 Federal Street

Date: December 10, 2021

As the Council will recall, the City acquired the property at 100 Federal St. to facilitate its timely remediation and redevelopment. I'm pleased to announce that we're ready to proceed with a Town Meeting Day vote to utilize Tax Increment Financing to cover the cleanup costs at 100 Federal St.

Voters will recall that TIF allows bonds to be issued for public improvements like Brownfield cleanup with the debt service to be paid from the tax revenues from new development. Those new tax revenues are the increment. The City has successfully utilized this tool in the Congress and Main, Downtown Core, and Ace Hardware redevelopment projects.

The TIF Bond will be approximately \$500,000 including direct costs and professional services. We have reached the outlines of an agreement with Dairy Farmers of America to purchase the lot for \$400,000 after cleanup. DFA has conceptually agreed to construct a new building worth at least \$1 million on either 100 Federal or the existing campus within three years of cleanup. This increment, combined with other growth in the District, will cover the debt service on the bonds issued for the cleanup.

Over the past two years, DFA has invested in the St. Albans campus with new receiving rooms, as well as some process upgrades, and this new parcel of land will allow continued investment for one of our largest employers and tax payers.

Additional details to be provided in the coming months.

Memorandum

Date: November 6, 2020

From: Angela Emerson, PG, LE Environmental LLC

To: Dominic Cloud, St. Albans City Manager

Re: Budgetary Cleanup Cost Breakdown, 100-120 Federal Street

LE Environmental LLC has completed a Brownfields Phase II Environmental Site Assessment (ESA) and an Additional Brownfields Phase II ESA at the 100-120 Federal Street Site in St. Albans, Vermont (Site). Current conceptual redevelopment plans for the Site include and construction of a commercial structure placed on the northern portion of the Site with a paved parking area.

Environmental investigations conducted on the Site have revealed the presence of polycyclic aromatic hydrocarbons (PAHs), polychlorinated Biphenyls (PCBs), arsenic, and lead above residential and non-residential use on a portion of the Site. Additionally, elevated photoionization detector (PID) readings and strong petroleum odors suggests a release of petroleum has also occurred on a portion of the Site.

Sampling of the fill soils that were brought onto the Site indicates that soil does not contain levels of contaminants of concern above regulatory standards or applicable Vermont statewide background concentrations. It is possible that additional testing of the fill soils maybe required as part of the cleanup process to satisfy the Vermont Department of Environmental Conservation (DEC), and the cost estimate includes additional sampling and testing.

Concentrations of arsenic and lead exceeded the Vermont Groundwater Enforcement Standard (VGES) in two locations at the Site. Given the fairly low magnitude of the metal exceedances, and the low mobility of arsenic and lead in groundwater, the plume is likely confined to the Site boundaries. The DEC may ask for an additional groundwater monitoring well downgradient of the current wells, and this estimate includes an additional well installation.

Some additional soil and possibly groundwater sampling may be required on the Site. This includes additional groundwater monitoring well installation and sampling, disposal facility testing, clean soil testing, and testing to satisfy TSCA regulations. An Evaluation of Corrective Action Alternatives (ECAA) and a Corrective Action Plan will be required once redevelopment plans are solidified.

The likely cleanup remedy for this Site will include partial contaminated soil removal and installation of clean soil, concrete, or asphalt caps on the Site. Below is

Memorandum re: Budgetary Cleanup Cost Breakdown
100-120 Federal Street, St. Albans, VT
November 6, 2020



a budgetary cost breakdown for a cleanup remedy at the Site that includes a three-foot excavation throughout the impacted area and installation of a paved parking lot cap.

Budgetary Environmental Work and CAP Implementation Cost Estimate

Task	Subtotal
ECAA/CAP	\$15,500
Contractor Bid Support / Construction Meetings	\$7,000
Construction Inspection and Oversight	\$4,000
Construction of Protective CAP(s)	\$111,000
Contaminated Soil Disposal	\$128,000
Additional Soil/GW Sampling and TSCA Reporting	\$18,500
Clean Soil Sampling	\$1,500
As-Built Report Preparation and MW Abandonment	\$14,700
Cleanup Cost	\$300,200
20% Contingency	\$60,040
Total Cost For Project	\$360,240

Please contact me at (802) 922-0043 or at angela@leenv.net with any questions.



21 North Main Street Unit #1
Waterbury, Vermont
Phone: 802-917-2001
www.leenv.net

Site Map Proposed Soil Borings For Contamination Delineation 100-120 Federal Street St. Albans, Vermont

Legend

- Existing Soil Boring
- Existing GW Well
- ▲ Soil Boring
- Sewer Line
- Water Line

Drawing Date: 6/27/19
LEE Project #: 19-124

City of St. Albans

Town Meeting Day Planning Calendar

Revised, December 10, 2021

- | | |
|---|----------------------------|
| 1. December Council Meeting | December 13, 2021 |
| 2. Warn hearing for Charter Change (70 – 60 days) | December 21 – 31, 2021 |
| 3. Warn hearing for TIF vote (15 days) | December 24, 2021 |
| 4. Finance Committee Review Budget | Week of Jan 3 |
| 5. Manager Presentation of Budget | January 10, 2022 (reg mtg) |
| 6. Council Review of Budget | January 17, 2022 |
| 7. Sign Warning for Town Meeting | Week of January 24 |

Additional hearings and informational session to be scheduled.

St. Albans City Council
Goals and Objectives, 2021 - 22
Updated December 2021

Recreation: strengthen community through diverse, quality programming and facilities

1. Continue focus on Hard'ack with successful launch of pool.
2. Complete design and funding of Houghton park improvements.
3. Stripe more tennis courts for pickle ball.
4. Explore feasibility of outdoor rink.
5. Explore feasibility of mini golf at Hard'ack.
6. Support Aldis Hill through Grant Writing.
7. Advance utilization of Auditorium for performing arts with improved seating and stage modifications.
8. Work with Parks Commission to develop pocket park on corner of Maple and LaSalle.

Racial Equity, Economic Justice, and Diversity: promote and protect values of diversity and equity.

1. Launch and support BEI committee.
2. Increase recognition and celebration of designated months (Pride, Black History, e.g.)
3. Seek diverse participation in City events and celebrations.
4. Continue ongoing education and training to promote inclusive culture in workplace.
5. Continue to support and promote All Are Welcome campaign.

Community Promotion: promote St. Albans as a welcoming City full of opportunity.

1. Promote and distribute St. Albans video.
2. Participate in State of VT "Stay to Stay" program.
3. Explore addition of international portion of farmer's market.

Neighborhoods: improve neighborhoods by making public investments that encourage private investment.

1. Develop a neighborhood grant / improvement grant program similar to downtown version.
2. Establish a truck route.
3. Explore flashing crosswalk at school.
4. Work to keep cross walks constantly painted.
5. Continue enforcement of PHSO and fire inspection program.

Police: deliver police, dispatch, and emergency management services that are consistent with Council's vision

1. Continue to implement transformation road map.
2. Continue to operationalize Police Advisory Board.
3. Complete launch of Georgia Dispatch Tower.
4. Continue to evaluate opportunities for regional policing.
5. Evaluate increased use of street cameras.
6. Continue to strengthen and protect officer recruitment and retention programs.

Finance: manage City finances to ensure high return for dollars invested

1. Manage LOT revenue consistent with Council policy.
2. Complete bond votes for remaining TIF projects (Brownfields, Fonda, and Federal Street) before March 1, 2023
3. Track and manage ARPA funds consistent with federal guidelines

Economic Development: encourage public / private investment in the City.

1. Use public / private / partnership model to fill empty storefronts.
2. Make strategic acquisitions of key redevelopment opportunities.
3. Explore retail subsidy / redevelopment combination plan to help transition out of Covid.
4. Evaluate Retail Cannabis program and consider voter action

Infrastructure: complete priority infrastructure projects that enhance the overall vitality of the City.

1. Develop plan and timeline for fixing combined sewer overflow on Lower Welden.
2. Develop plan and proposal for water tower refurbishment.
3. Evaluate feasibility of adding curbs on Brown and Messenger.

Administration: provide strong administrative leadership that advances strategic objectives for the City.

1. Advance proposal for appointed Clerk/Treasurer.
2. Incorporate energy conservation planning into decision making.
3. Develop program or partnership for regular entertainment in City Hall Auditorium.
4. Develop plan for utilization of former police facility upon their exit.
5. Start utilizing VT ALERT system.
6. Work with new clerk to conduct redistricting based on new Census.

Council Operations: build consensus around a common vision and direct staff to implement that vision

1. Launch two new awards / recognition mechanisms. One for community service and one for community investment.

**St. Albans City Council
Minutes of Meeting
Monday, November 8, 2021**

A regular meeting of the St. Albans City Council was held on Monday, November 8, 2021, at 6:30 pm in Council Chambers at City Hall.

Council Present: Mayor Tim Smith; Aldermen: Mike McCarthy, Tim Hawkins, Chad Spooner, Jim Pelkey & Bob Farrar and Alderwoman Marie Bessette.

Council Absent: None absent.

Staff Present: Dominic Cloud, City Manager; Chip Sawyer, Director of Planning & Development and Tom Leitz, Director of Administration.

Visitors: NWATV, Zach Scheffler, Reier Erickson, Mareesa Miles, Mary Harbaugh, Courtney Seale and Josh Ellerbrock.

1. Executive Session

- a. The Council finds that premature disclosure of contract negotiations, matters related to the appointment or evaluation of a public officer, and discussing real estate purchase options would compromise the City or person involved (D&V).

A motion was made by Alderman Hawkins; seconded by Alderman McCarthy to find that premature disclosure of contract negotiations, matters related to the appointment or evaluation of a public officer, and discussing real estate purchase options would compromise the City or person involved. Vote was unanimous, 7-0.

- b. The Council moves to enter Executive Session for the purpose of discussing the above (D&V).

A motion was made by Alderman McCarthy; seconded by Alderman Hawkins to enter Executive Session for the purpose of discussing the same. Vote was unanimous, 7-0.

2. Convene Open Session with Pledge of Allegiance.

Mayor Smith called the meeting to order at 6:30 pm and led the pledge of allegiance. Mayor Smith asked for a moment of silence in remembrance of longtime resident and former Mayor, Jim Fitzgerald.

3. General Public Comment on non-agenda Matters within the Council's Purview.

Mr. Erickson thanked the City for planting trees in the greenbelt. Mr. Spooner asked how many trees were planted. Mr. Sawyer responded that there were 50 trees. Mayor Smith noted the importance of investing in more in trees with the emerald ash borer in the region.

4. Public Hearing on City ARPA funds

Mayor Smith stated that Mr. Sawyer would be providing an overview of the ARPA funding rules. The City will be receiving \$2 million which needs to be spent by 2024.

- a. Overview of ARPA funding rules, C. Sawyer

Mr. Sawyer presented an overview of ARPA funding rules. (See Attached ARPA Presentation).

Mr. Spooner asked Mr. Sawyer if the ARPA funds are to be used for new projects and not projects that have already been approved by the voters. Mr. Sawyer responded that generally, that is correct. In terms of infrastructure, these funds could cover items that have been on the City's priority list for infrastructure and water and wastewater. Mr. Sawyer stated that the City can't offset funds previously spent with the ARPA funds.

Mayor Smith recalled that at the last meeting, the City Manager presented the pilot project where the City would invest in some blighted homes and would improve the neighborhoods.

b. Public Comment

Mary Harbaugh introduced herself. She asked the council to prioritize projects on climate adaptation and planning. She read aloud an excerpt from the US Treasury which states, "Treasury encourages recipients to consider green infrastructure investments and projects to improve resilience to the effects of climate change." Ms. Harbaugh explained that communities are using these ARPA funds for urban tree studies and climate action plans. She encouraged the City to plan for these climatic changes and to think beyond what can be seen in the present.

Zach Scheffler thanked council and staff for opening up the conversation about ARPA funds. He commented that a lot of things are coming together here in the City and the ARPA funding will play a big role in that. He explained that he's spent a lot of time with the Police Advisory Board and has gotten a front row seat to some of the needs in terms of public health and mental health that is needed here in the City. He emphasized the need for having crisis workers on staff to meet the needs of people in the City who are going through an immense amount of psychological, physical and emotional challenges due to physical impacts of the pandemic as well as the psychological and emotional effects of the pandemic that will be around for a long time. He noted that many family situations and personal relationships have been strained even more during the pandemic. He would like to see the ARPA funds fund public health in terms of enhancing the public safety response of the police department to these instances of emotional and mental crises that demand an intentional, specialized approach to situations. He believes the ARPA funding is well-suited to not only fall in line with the needs of the City but to fall in line with the needs of what he's hearing at the Police Advisory Board and would be an opportunity to help folks in the City in a real way.

Mr. Spooner noted the shortage of crisis workers that Mr. Scheffler alluded to and asked Mr. Cloud if it is a funding issue or a staffing issue. Mr. Cloud responded that funding is not the biggest hurdle and is a complex discussion. He suggested revisiting during a budget planning session. He stated that there are some other fee for service arrangements such as the local option tax which might be a better fit for something like this.

Mr. McCarthy stated that base revenues are up and it's becoming pretty clear that Statewide, the way that mental health services is funded is going to have to evolve in some ways so part of that conversation may lead to some new opportunities. He added that there is a real understanding that there are gaps in resources that aren't being provided.

Mr. Spooner thanked Mr. Scheffler for taking down the white supremacy propaganda and thanked him for picking up trash the other day.

Reier Erickson commented that he would like to see some ARPA funding used for City arts and mentioned that the City Hall Auditorium could be improved to hold large shows which would also bring revenue into the downtown. As a Theater Arts major, he believes it would be a beneficial use of funds. He has the framework for a nonprofit, Rail City Theater Company, and working toward a 4013c.

Mareesa Miles stated that she's been working at Spectrum Youth and has recently been thinking about the youth in St. Albans and what they have for opportunities after school, in the evenings and on the weekends. She encouraged council to really think about what can be done for the youth in St. Albans. Mr. Spooner asked Ms. Miles if she had a specific age group in mind. Ms. Miles responded that the Spectrum Center is engaging older youth and had the ages 9-11 in mind. Mayor Smith asked Ms. Miles to share the top 3 needs at the Spectrum Center. Ms. Miles responded that she's only

been there a month but would love for any homeless youth to come to the center. She added that there is a meal train if anyone would like to donate meals. Mr. Spooner commented that he has heard some great stories about the center and are doing fantastic work.

5. Consider adoption of Resolution for VCDP Grant Agreement, C. Sawyer (D&V)

Mr. Sawyer stated that Spectrum received a VCDP grant through the City to assist with their first couple years of operations. The grant is for \$300,000. A resolution of the City Council is required before the grant agreement can be signed.

A motion was made by Alderman Hawkins; seconded by Alderman Pelkey to adopt resolution for VCDP grant. Vote was unanimous, 7-0.

6. Correction to Grand List for 17 Lo. Gilman, C. Sawyer (D&V)

Mr. Sawyer stated that there was a fire at 17 Lower Gilman Street in March and as the grand list was put together in April, it fell through the cracks that the property should have been updated to reflect that the functionality of the building had been severely reduced due to the fire.

A motion was made by Alderman Pelkey; seconded by Alderwoman Bessette to approve correction to grand list for 17 Lower Gilman Street as presented. Vote was unanimous, 7-0.

7. Mayor's Report

Mayor Smith thanked all the volunteers who participated in Spooky Saturday. The craft show at City Hall over the weekend benefiting the Josh Pallotta fund was well received. Kingman Street is also about complete and looks excellent.

8. Council Reports

Ms. Bessette stated that her ward held a Halloween block party and handed out 50 hot dogs. The neighbors enjoyed it.

Mr. Spooner asked when council would receive the goals and objectives. Mr. Cloud responded that they will review in December.

9. Consider approval of meeting minutes: Reg. mtg. 9/13/21 & 10/11/21 (D&V)

A motion was made by Alderman Hawkins; seconded by Alderman McCarthy to approve meeting minutes from 9/13/21. Vote was unanimous, 4-0 with 3 abstentions.

A motion was made by Alderman Hawkins; seconded by Alderman Spooner to approve meeting minutes from 10/11/21. Vote was unanimous, 7-0.

10. Consider Approval of Warrant: 10/31/21 (D&V)

A motion was made by Alderman Hawkins; seconded by Alderman Spooner to approve warrant 8/31/21. Vote was unanimous, 7-0.

11. Executive Session

A motion was made by Alderman Spooner; seconded by Alderman McCarthy to find that premature disclosure of contract negotiations and matters related to the appointment or evaluation of a public officer would compromise the City or person involved. Vote was unanimous 7-0.

A motion was made by Alderman Spooner; seconded by Alderman McCarthy to move to enter Executive Session to discuss the above. Vote was unanimous, 7-0.

Respectfully Submitted,

Kristen Smith, Community Relations Coordinator

For checks For Check Acct 01 (General Fund) 11/01/2021 To 11/30/2021

Vendor		Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
000405	ACE HARDWARE ST ALBANS	94507/2	DSP GLOVE LTX LG IV	31.98	0.00	31.98	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	94528/2	ACE BETTER BRSH ANG	40.97	0.00	40.97	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	95005/2	BIRD SEED BUCKET W/LID	9.99	0.00	9.99	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	95114/2	KEYKRAFTER #24R RUBBERHD	7.58	0.00	7.58	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	95178/2	SWATTR FLY PLASTIC	18.48	0.00	18.48	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	95243/2	ELEC TAPE 3/4"X66'RED	27.96	0.00	27.96	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	95389/2	GLASS CLEANER FRESH	8.79	0.00	8.79	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	95639/2	SNO-GUARD FENCE 4X50ORG	37.99	0.00	37.99	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	95741/2	CM DRY NOZZLE 2-1/2"	15.99	0.00	15.99	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	95750/2	KEYKRAFTER #68 BRASS	33.48	0.00	33.48	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96214/2	ANTIFRZ ARTIC RV 1GL	54.99	0.00	54.99	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96263/2	OILER ZOOM SPOUT 4OZ	13.98	0.00	13.98	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96284/2	ACE SHVL SQRPT LONG-HND	77.98	0.00	77.98	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96353/2	PAD FELT1/2CRCL BRN	4.79	0.00	4.79	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96357/2	VELCRO 2"X15'IND STR	43.57	0.00	43.57	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96360/2	METAL HOOK 4PK .5LB	43.95	0.00	43.95	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96369/2	new building misc.	30.78	0.00	30.78	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96377/2	PY 24" INDOOR/ OUTDOOR	24.98	0.00	24.98	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96381/2	City Hall Auditorium Bat	13.98	0.00	13.98	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96389/2	Banner Clips	32.37	0.00	32.37	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96405/2	PICTURE HANG STRIPS	18.98	0.00	18.98	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96406/2	phone cord	45.98	0.00	45.98	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96410/2	CM TORPEDO LEVEL 9"	7.99	0.00	7.99	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96422/2	ECON HACKSAW 10" ACE	9.99	0.00	9.99	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96431/2	MOP PAD PROMIST MAX	9.99	0.00	9.99	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96464/2	FATMAX TAPE MEASURE	12.99	0.00	12.99	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96465/2	FATMAX TAPE MEASURE	-3.00	0.00	-3.00	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96476/2	KEYKRAFTER #68 BRASS	2.29	0.00	2.29	86838	11/05/21
000405	ACE HARDWARE ST ALBANS	96483/2	RING SHOWER CLEAR 12PK	23.96	0.00	23.96	86838	11/05/21

						Check Total	703.75	
{O!VOID!}	--- None ---	-- VOID --		0.00	0.00	0.00	86839	11/05/21
{O!VOID!}	--- None ---	-- VOID --		0.00	0.00	0.00	86840	11/05/21
HULBERT	ALLEN S. HULBERT	2231	48 Kingman St. Sump Pump	320.00	0.00	320.00	86841	11/05/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1F41-GNTL-1H	High Speed DisplayPort C	160.08	0.00	160.08	86842	11/05/21
AMAZON	AMAZON CAPITAL SERVICES, INC	Invoice#11R3	concessions	283.43	0.00	283.43	86842	11/05/21
AMAZON	AMAZON CAPITAL SERVICES, INC	Invoice#1QW9	Avaya 7 Ft. Gray Handset	54.76	0.00	54.76	86842	11/05/21
AMAZON	AMAZON CAPITAL SERVICES, INC	Invoice#1TYL	Dustless Chalk (12 ct bo	27.92	0.00	27.92	86842	11/05/21
AMAZON	AMAZON CAPITAL SERVICES, INC	Invoice#1VMG	Prize Wheel 12 Inch Tabl	40.95	0.00	40.95	86842	11/05/21

						Check Total	567.14	
BENSTR	BENEFIT STRATEGIES LLC	2851	Health	825.00	0.00	825.00	86843	11/05/21
BENSTR	BENEFIT STRATEGIES LLC	2852	Health	1100.00	0.00	1100.00	86843	11/05/21

						Check Total	1925.00	

12/01/21

CITY OF ST. ALBANS Accounts Payable

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Check Warrant Report # 18185 Current Prior Next FY Invoices

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For checks For Check Acct 01 (General Fund) 11/01/2021 To 11/30/2021

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
010100	BONNETT'S WELDING SHOP	12243	hardack gate	112.50	0.00	112.50	86844 11/05/21
012750	BURLINGTON COMMUNICATION SER C	BCS9349	Dispatch	600.00	0.00	600.00	86845 11/05/21
RECREF	CARRIE BELATSKI	carriebelats	carrie belatski	100.00	0.00	100.00	86846 11/05/21
CONNERCOM	CONNER COMMUNICATIONS, INC.	839-926	new PD	1857.75	0.00	1857.75	86847 11/05/21
CONNERCOM	CONNER COMMUNICATIONS, INC.	839-951	network video switch.	3811.97	0.00	3811.97	86847 11/05/21
CONNERCOM	CONNER COMMUNICATIONS, INC.	839-954	conference room webcam	258.00	0.00	258.00	86847 11/05/21
					Check Total	5927.72	
023000	CROSS CONSULTING ENGINEERS,PC	113146	Congress Main	1074.40	0.00	1074.40	86848 11/05/21
023000	CROSS CONSULTING ENGINEERS,PC	113149	Pool	4915.80	0.00	4915.80	86848 11/05/21
023000	CROSS CONSULTING ENGINEERS,PC	113151	Fonda	1194.00	0.00	1194.00	86848 11/05/21
					Check Total	7184.20	
027650	E J PRESCOTT INC.	5944951	8' GATE WRENCH 2"SQ NUT	867.84	0.00	867.84	86849 11/05/21
027650	E J PRESCOTT INC.	5948668	ED VAR EUTRNG	27500.00	0.00	27500.00	86849 11/05/21
027650	E J PRESCOTT INC.	5948669	CUSTOMER PORTAL CORE - Y	16388.00	0.00	16388.00	86849 11/05/21
					Check Total	44755.84	
029150	ENDYNE, INC	390037	WSID 5130 TC	50.00	0.00	50.00	86850 11/05/21
030100	F W WEBB COMPANY	73467300	0 BU HEX HD 1-1/4x1" LF	64.91	0.00	64.91	86851 11/05/21
033650	FRANKLIN RENTAL & SALES CTR. I	271287	RECOIL	204.04	0.00	204.04	86852 11/05/21
035275	GAUTHIER TRUCKING COMPANY, INC	1596810	99 ALDIS ST	321.06	0.00	321.06	86853 11/05/21
035275	GAUTHIER TRUCKING COMPANY, INC	1596893	30 BARLOW ST	209.40	0.00	209.40	86853 11/05/21
					Check Total	530.46	
035500	GEORGE S WOOD INC	INV131404	tire repair	104.00	0.00	104.00	86854 11/05/21
100800	GRAINGER	9087615762	Pet Waste Bags	330.00	0.00	330.00	86855 11/05/21
GREENFEET	GREEN FEET GARDENING	942	Streetscape Landscaping	5930.00	0.00	5930.00	86856 11/05/21
GREENFEET	GREEN FEET GARDENING	943	Taylor Park Rain Gardens	1350.00	0.00	1350.00	86856 11/05/21
					Check Total	7280.00	
IMPACTFIR	IMPACT FIRE SERVICES, LLC	10797978	REGULAR,PK) FIRE Each 2.	640.00	0.00	640.00	86857 11/05/21
KIMBALL	KIMBALL MIDWEST	9304639	UPS GROUND 1Z16813603088	514.15	0.00	514.15	86858 11/05/21
KIMBALL	KIMBALL MIDWEST	9321910	52289 AIR CHUCK	31.26	0.00	31.26	86858 11/05/21
					Check Total	545.41	

For checks For Check Acct 01 (General Fund) 11/01/2021 To 11/30/2021

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
LEENVIRON LE ENVIRONMENTAL LLC	18-112-17	CM Brownfields	4065.00	0.00	4065.00	86859	11/05/21
052650 LEADBEATER CONSULTING	TLC110121A	Offsite - Initial setup	275.00	0.00	275.00	86860	11/05/21
052650 LEADBEATER CONSULTING	TLC110221A	Offsite - Initial setup	300.00	0.00	300.00	86860	11/05/21

					Check Total	575.00	
MELANSON MELANSON HEATH & COMPANY, P.C.	615970	for audit of June 30, 20	10000.00	0.00	10000.00	86861	11/05/21
RECREF MICHELLE POULIOT	michellepoul bill		100.00	0.00	100.00	86862	11/05/21
VTPRINT MINUTEMAN PRESS	PAB survey	mailer	628.14	0.00	628.14	86863	11/05/21
070950 PIKE INDUSTRIES, INC.	1161108	Asphalt	266.64	0.00	266.64	86864	11/05/21
075600 REYNOLDS AND SON, INC.	3398173	VLCT GRANT	805.62	0.00	805.62	86865	11/05/21
077950 S B COLLINS INC	5585977	fuel	153.33	0.00	153.33	86866	11/05/21
077950 S B COLLINS INC	5602117	Fuel:	183.92	0.00	183.92	86866	11/05/21
077950 S B COLLINS INC	5602118	Fuel:	851.51	0.00	851.51	86866	11/05/21
077950 S B COLLINS INC	5602120	Fuel:	57.38	0.00	57.38	86866	11/05/21

					Check Total	1246.14	
SARTWELLS SARTWELL, SARA	HOLIDAYLIGHT	Holiday Lights 2021	9000.00	0.00	9000.00	86867	11/05/21
079650 SECURSHRED	375767	SecurShred	22.00	0.00	22.00	86868	11/05/21
085700 STATE OF VERMONT - WATERSHED M	7074-9014.AC	MS4 Permit Fee	2332.00	0.00	2332.00	86869	11/05/21
086322 STICKS & STUFF	160339	KEEPER BUNGEE CORD	13.99	0.00	13.99	86870	11/05/21
086322 STICKS & STUFF	160560	2X6X16 SPRUCE	26.02	0.00	26.02	86870	11/05/21
086322 STICKS & STUFF	160580	2X6X16 SPRUCE	80.26	0.00	80.26	86870	11/05/21
086322 STICKS & STUFF	160646	SAKRETE POST SET	51.20	0.00	51.20	86870	11/05/21
086322 STICKS & STUFF	160661	MIDWEST 8X11/4	7.99	0.00	7.99	86870	11/05/21
086322 STICKS & STUFF	160726	SAKRETE POST SET MIX, 40	64.00	0.00	64.00	86870	11/05/21

					Check Total	243.46	
STONES STONE'S AUTO REPAIR LLC	28461	Cooper snowclaw	1041.34	0.00	1041.34	86871	11/05/21
STONES STONE'S AUTO REPAIR LLC	28850	Hercules H-933	1564.06	0.00	1564.06	86871	11/05/21
STONES STONE'S AUTO REPAIR LLC	29106	Firestone Winterforce	695.80	0.00	695.80	86871	11/05/21

					Check Total	3301.20	
STUDLEY STUDLEY PRINTING & PUBLISHING,	30591	Note Cards - 5.5" x 8.5"	303.59	0.00	303.59	86872	11/05/21
STUDLEY STUDLEY PRINTING & PUBLISHING,	30599	Business Cards - Marty M	49.00	0.00	49.00	86872	11/05/21

					Check Total	352.59	

12/01/21

CITY OF ST. ALBANS Accounts Payable

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09:34 am

Check Warrant Report # 18185 Current Prior Next FY Invoices

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For checks For Check Acct 01 (General Fund) 11/01/2021 To 11/30/2021

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
CHIMNEYSW THE CHIMNEY SWEEP FIREPLACE SH	S9398B	Fine Tune	129.00	0.00	129.00	86873	11/05/21
TMDE	TMDE CALIBRATION LABS, INC	42276	1.00 Calibration	420.00	0.00	420.00	86874 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8057	TALLEY'S	262.62	0.00	262.62	86875 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8059	TREVOR'S UNMARKED	107.89	0.00	107.89	86875 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8061	CAR #3	49.03	0.00	49.03	86875 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8062	BRACEY'S	36.00	0.00	36.00	86875 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8063	CAR #5	205.42	0.00	205.42	86875 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8064	K-9 2020	54.00	0.00	54.00	86875 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8065	BEN'S 2016	50.00	0.00	50.00	86875 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8066	CAR #1	108.00	0.00	108.00	86875 11/05/21
091275	TRAINERS AUTOMOTIVE CENTER	8067	JEEP GRAND	50.40	0.00	50.40	86875 11/05/21
					Check Total	923.36	
092750	USA BLUE BOOK	766020	Orange PVC Gloves Rubber	346.77	0.00	346.77	86876 11/05/21
VHB	VHB	0356058	Kingman St. Project	12929.35	0.00	12929.35	86877 11/05/21
097150	VLCT PACIF	INT595100121	PCINT	753.00	0.00	753.00	86878 11/05/21
101245	W.B. MASON CO., INC.	223963526	RUG PAD 5'X7' RUG. HARDW	951.38	0.00	951.38	86879 11/05/21
105060	WRIGHTS EXCAVATING	2021-143	130 Excavator	1907.50	0.00	1907.50	86880 11/05/21
105060	WRIGHTS EXCAVATING	2021-156	Paving	3600.00	0.00	3600.00	86880 11/05/21
					Check Total	5507.50	
5STARTINT	5-STAR WINDOW TINTING LLC	ESO0039	Dispatch window tinting	180.00	0.00	180.00	86881 11/12/21
000405	ACE HARDWARE ST ALBANS	94707/2	CLAMP 1-9/16"TO2-1/2"SS	101.82	0.00	101.82	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	95110/2	DAWN ULTRA ORIG 19.4OZ	19.97	0.00	19.97	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	95707/2	FUNNEL POLYLN BLK	58.96	0.00	58.96	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96376/2	OPTIMUM BATTERY AAA	53.96	0.00	53.96	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96416/2	CM 20 PC AIR ACC KIT	204.25	0.00	204.25	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96461/2	ACE RSTP SPRY ALCH	5.99	0.00	5.99	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96470/2	KEYKRAFTER #68 BRASS	13.74	0.00	13.74	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96495/2	CLEANING WIPES ARMOR	43.97	0.00	43.97	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96515/2	PROPANE GALLON	45.39	0.00	45.39	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96518/2	KEYKRAFTER #24R RUBBERHD	3.99	0.00	3.99	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96520/2	PEAK WASH/ DEICER -25	4.99	0.00	4.99	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96521/2	BATTERY ALKLN DURA AA	9.99	0.00	9.99	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96531/2	GASKT FLAT FBGLS 0.6X54"	36.76	0.00	36.76	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96534/2	ANTI ODOR BWL BRUSHCADY	17.12	0.00	17.12	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96539/2	PROPANE GALLON	9.21	0.00	9.21	86882 11/12/21
000405	ACE HARDWARE ST ALBANS	96556/2	Cleaning supplies for gy	73.94	0.00	73.94	86882 11/12/21
					Check Total	704.05	

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
{O!VOID!} --- None ---	-- VOID --		0.00	0.00	0.00	86883	11/12/21
032328 ALDRICH + ELLIOTT, PC	80192	Federal St CSO	2896.00	0.00	2896.00	86884	11/12/21
032328 ALDRICH + ELLIOTT, PC	80209	74 Lo Welden Stormwater	2700.00	0.00	2700.00	86884	11/12/21
					Check Total	5596.00	
002300 ALLEN ENGINEERING & CHEM CORP	111-522832-0	CHEMICAL CORPORATION	565.75	0.00	565.75	86885	11/12/21
002300 ALLEN ENGINEERING & CHEM CORP	111-522833-0	CHEMICAL CORPORATION	565.75	0.00	565.75	86885	11/12/21
002300 ALLEN ENGINEERING & CHEM CORP	111-522844-0	CHEMICAL CORPORATION	431.15	0.00	431.15	86885	11/12/21
					Check Total	1562.65	
002500 AM CARE AMBULANCE SERVICE	CSA11012021	ambulance service	12651.94	0.00	12651.94	86886	11/12/21
AMAZON AMAZON CAPITAL SERVICES, INC	19PT-MPRY-FN	boot tray	59.28	0.00	59.28	86887	11/12/21
AMAZON AMAZON CAPITAL SERVICES, INC	1CWH-FQKN-JQ	Holiday Raffle Stamps	25.98	0.00	25.98	86887	11/12/21
AMAZON AMAZON CAPITAL SERVICES, INC	1DPP-RQ4Q-69	stantion	139.95	0.00	139.95	86887	11/12/21
AMAZON AMAZON CAPITAL SERVICES, INC	1RFX-4TYM-G7	Intuition	135.92	0.00	135.92	86887	11/12/21
AMAZON AMAZON CAPITAL SERVICES, INC	1VNW-XQDR-VL	Lighting,	69.95	0.00	69.95	86887	11/12/21
AMAZON AMAZON CAPITAL SERVICES, INC	Invoice#1XQ4	cables	353.15	0.00	353.15	86887	11/12/21
					Check Total	784.23	
ANDYBONN ANDY BONNEAU MACHINERY CO	13518	polaris ranger	361.43	0.00	361.43	86888	11/12/21
APEXEL APEX ELECTRIC	239	Service Ticket	200.00	0.00	200.00	86889	11/12/21
BRIGHAM BRIGHAM ROAD SELF STORAGE LLC	11461	Storage	75.00	0.00	75.00	86890	11/12/21
011710 BROOK FIELD SERVICE	39399	inspections	510.08	0.00	510.08	86891	11/12/21
015300 CARGILL, INCORPORATED	2906621487	DEICER SALT	1633.50	0.00	1633.50	86892	11/12/21
015300 CARGILL, INCORPORATED	2906624632	DEICER SALT	1620.75	0.00	1620.75	86892	11/12/21
					Check Total	3254.25	
CFSWMA CFSWMA 15-16	10005046	SLUDGE	1525.20	0.00	1525.20	86893	11/12/21
CFSWMA CFSWMA 15-16	10005262	SLUDGE	1378.00	0.00	1378.00	86893	11/12/21
CFSWMA CFSWMA 15-16	10005584	SLUDGE	1645.80	0.00	1645.80	86893	11/12/21
CFSWMA CFSWMA 15-16	10005844	SLUDGE	1545.00	0.00	1545.00	86893	11/12/21
					Check Total	6094.00	
COTT COTT SYSTEMS, INC.	143373	online access	445.00	0.00	445.00	86894	11/12/21
023000 CROSS CONSULTING ENGINEERS,PC	113155	Albans	557.25	0.00	557.25	86895	11/12/21
SHADY DAMIEN BRANON	093021	brackets welding	206.04	0.00	206.04	86896	11/12/21

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
DOGWASTE	DOG WASTE DEPOT	446252	CASE of **3200**	609.71	0.00	609.71	86897 11/12/21
DOGWASTE	DOG WASTE DEPOT	446252A	CASE of **3200**	609.71	0.00	609.71	86897 11/12/21
					Check Total	1219.42	
026600	DUBOIS CHEMICALS, INC	IN-2187507	COAGULITE 450 208L/55G	4179.02	0.00	4179.02	86898 11/12/21
029150	ENDYNE, INC	389945	St Albans VVVVTF	140.00	0.00	140.00	86899 11/12/21
029150	ENDYNE, INC	391055	St Albans VVVVTF	70.00	0.00	70.00	86899 11/12/21
					Check Total	210.00	
EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	905036551A	Description	933.53	0.00	933.53	86900 11/12/21
031800	FISHER SCIENTIFIC CO.	2599833	TRAY DISPENSING 18X24X6I	111.07	0.00	111.07	86901 11/12/21
033650	FRANKLIN RENTAL & SALES CTR. I	271285	FILTER AIR	505.55	0.00	505.55	86902 11/12/21
034750	GALLS INCORPORATED	019489762	HOWELUCOUTURE	242.38	0.00	242.38	86903 11/12/21
035275	GAUTHIER TRUCKING COMPANY, INC	1596803	100 NORTH MAIN	256.52	0.00	256.52	86904 11/12/21
035275	GAUTHIER TRUCKING COMPANY, INC	1596811	32 LOWER WELDON	207.65	0.00	207.65	86904 11/12/21
035275	GAUTHIER TRUCKING COMPANY, INC	1596812	KINGMAN MAIN	533.56	0.00	533.56	86904 11/12/21
035275	GAUTHIER TRUCKING COMPANY, INC	1596813	36 ALDIS ST	336.54	0.00	336.54	86904 11/12/21
035275	GAUTHIER TRUCKING COMPANY, INC	1596814	79 REWES DR	130.18	0.00	130.18	86904 11/12/21
035275	GAUTHIER TRUCKING COMPANY, INC	1597177	67 ALDIS RD	43.43	0.00	43.43	86904 11/12/21
					Check Total	1507.88	
GOTTHAT	GOT THAT RENTAL AND SALES INC	91519	WASHER, HOT WATER	932.80	0.00	932.80	86905 11/12/21
GOTTHAT	GOT THAT RENTAL AND SALES INC	92864	CONE, TRAFFIC 28"/COLLAR	1430.21	0.00	1430.21	86905 11/12/21
GOTTHAT	GOT THAT RENTAL AND SALES INC	92912	TRENCHER/ BARRETO	147.07	0.00	147.07	86905 11/12/21
					Check Total	2510.08	
GREENFEET	GREEN FEET GARDENING	935	Mulch	389.02	0.00	389.02	86906 11/12/21
038175	GREEN MOUNTAIN ELECTRIC SUPPLY	S3876797.001	POWERSONIC PS-1270F1	70.66	0.00	70.66	86907 11/12/21
HEARTWOOD	HEARTWOOD LANDSCAPE SERVICES L	6711	Fall 2021 Tree Program	20769.00	0.00	20769.00	86908 11/12/21
042750	HOLLAND COMPANY, INC.	11906	Commercial Liquid Alumin	5318.02	0.00	5318.02	86909 11/12/21
INNOVATIV	INNOVATIVE SURFACE SOLUTIONS	INV61288	588 / PROMELT ULTRA 1000	3815.08	0.00	3815.08	86910 11/12/21
KIMBALL	KIMBALL MIDWEST	9344787	266811 CABLE TIE	20.00	0.00	20.00	86911 11/12/21
KIMBALL	KIMBALL MIDWEST	9353480	80758NP Grease	313.84	0.00	313.84	86911 11/12/21
					Check Total	333.84	

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
051295	LAKE STREET AUTO SERVICE & SAL 31187	2004 Chevrolet - Colorad	118.08	0.00	118.08	86912	11/12/21
051295	LAKE STREET AUTO SERVICE & SAL 31289	2012 Ford - F550 Super	50.00	0.00	50.00	86912	11/12/21
051295	LAKE STREET AUTO SERVICE & SAL 31407	2017 Ford - F-550 Super	50.00	0.00	50.00	86912	11/12/21
051295	LAKE STREET AUTO SERVICE & SAL 31429	2020 International - Dum	50.00	0.00	50.00	86912	11/12/21
051295	LAKE STREET AUTO SERVICE & SAL 31435	2014 Ford - F-450 Super	54.40	0.00	54.40	86912	11/12/21

					Check Total	322.48	
MSG	MAIN STREET GRAPHICS, LLC	12480	No parking signs	213.75	0.00	213.75	86913 11/12/21
MSG	MAIN STREET GRAPHICS, LLC	12753	City Hall New Podium dec	107.50	0.00	107.50	86913 11/12/21
MSG	MAIN STREET GRAPHICS, LLC	12890	Decal	142.50	0.00	142.50	86913 11/12/21
MSG	MAIN STREET GRAPHICS, LLC	12894	All Are Welcome material	1469.25	0.00	1469.25	86913 11/12/21

					Check Total	1933.00	
057750	MAURICE SERVICE CENTER	185226	f150	161.57	0.00	161.57	86914 11/12/21
MITCHTEE	MITCHELL TEES & SIGNS, INC.	76640	Tataseo academy clotng	198.50	0.00	198.50	86915 11/12/21
NEPBA	NEPBA COMPTROLLER LOCAL #420	PR 111221	PR 111221	600.00	0.00	600.00	86916 11/12/21
066600	NORTHSTAR FIREWORKS	09/02/21	Nov. 27 Tree Lighting Fi	5000.00	0.00	5000.00	86917 11/12/21
066600	NORTHSTAR FIREWORKS	09/03/21	New Year's Eve Fireworks	5000.00	0.00	5000.00	86917 11/12/21

					Check Total	10000.00	
070690	P&H SENESAC INC	734800	Sludge	7348.00	0.00	7348.00	86918 11/12/21
PFC	PAUL FRANK & COLLINS	192261	Downtown Development Pro	264.00	0.00	264.00	86919 11/12/21
PFC	PAUL FRANK & COLLINS	192262	Sale to Connor Brothers	1591.00	0.00	1591.00	86919 11/12/21

					Check Total	1855.00	
PDPETTY	PETTY CASH POLICE	Petty cash	Petty Cash Reimbursement	529.07	0.00	529.07	86920 11/12/21
POLSINELL	POLSINELLO FUELS INC.	47210	GULFSYN	2190.95	0.00	2190.95	86921 11/12/21
073200	QUICK RESPONSE SPRINKLER SYSTE	4921	Response Sprinkler Syste	1925.00	0.00	1925.00	86922 11/12/21
077950	S B COLLINS INC	5602116	Fuel:	90.64	0.00	90.64	86923 11/12/21
077950	S B COLLINS INC	5602119	fuel	46.48	0.00	46.48	86923 11/12/21
077950	S B COLLINS INC	5602121	Fuel:	605.22	0.00	605.22	86923 11/12/21

					Check Total	742.34	
SDIRELAND	SD IRELAND	690.05	Kingman Street Project	242244.00	0.00	242244.00	86924 11/12/21
081500	SLACK CHEMICAL CO, INC	428897	425 G Caustic 25%	1129.50	0.00	1129.50	86925 11/12/21
081500	SLACK CHEMICAL CO, INC	429209	408 G Caustic 25%	1087.34	0.00	1087.34	86925 11/12/21
081500	SLACK CHEMICAL CO, INC	429503	532 G Caustic 25%	1400.26	0.00	1400.26	86925 11/12/21

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
081500	SLACK CHEMICAL CO, INC	429768	516 G Caustic 25%	1474.44	0.00	1474.44	86925 11/12/21

						Check Total	5091.54
084400	ST ALBANS COOP CREAMERY INC	423598	GLOVE PREMIUM PIGSKIN LG	25.98	0.00	25.98	86926 11/12/21
084400	ST ALBANS COOP CREAMERY INC	423918	BOOT LACROSSE 1600G EDGE	199.99	0.00	199.99	86926 11/12/21

						Check Total	225.97
086322	STICKS & STUFF	160608	INSUL,KNAUF/ JM	132.97	0.00	132.97	86927 11/12/21
086322	STICKS & STUFF	160820	SAKRETE CONCRETE	75.84	0.00	75.84	86927 11/12/21
086322	STICKS & STUFF	160821	2X4X12 SPRUCE	6.51	0.00	6.51	86927 11/12/21
086322	STICKS & STUFF	161002	VSI #21-241017 - 10/07/2	70.00	0.00	70.00	86927 11/12/21
086322	STICKS & STUFF	161332	SAKRETE CONCRETE MIX, 80	37.92	0.00	37.92	86927 11/12/21
086322	STICKS & STUFF	161342	SAKRETE CONCRETE MIX, 80	37.92	0.00	37.92	86927 11/12/21
086322	STICKS & STUFF	161364	2X8X8 #1 PRESSURE TREATE	98.17	0.00	98.17	86927 11/12/21
086322	STICKS & STUFF	161374	6X6X8 #2 PRESSURE TREATE	1038.24	0.00	1038.24	86927 11/12/21
086322	STICKS & STUFF	161467	KEY ALL SINGLE CUT	2.39	0.00	2.39	86927 11/12/21
086322	STICKS & STUFF	161498	MIDWEST FASTENER	5.56	0.00	5.56	86927 11/12/21
086322	STICKS & STUFF	161522	POST CAP 6X6 FLAT TOP	89.15	0.00	89.15	86927 11/12/21
086322	STICKS & STUFF	161605	TAPE RULE 30' FATMAX	52.30	0.00	52.30	86927 11/12/21
086322	STICKS & STUFF	161617	EYE BOLT W/NUT 1/2X4IN	36.98	0.00	36.98	86927 11/12/21
086322	STICKS & STUFF	161711	ADAPTER INSERT 1/2X3/4	6.76	0.00	6.76	86927 11/12/21
086322	STICKS & STUFF	161719	1-1/2x1 RED INS. ADAPTER	12.97	0.00	12.97	86927 11/12/21

						Check Total	1703.68
{O!VOID!} --- None ---	-- VOID --		0.00	0.00	0.00	86928 11/12/21	
STONES	STONE'S AUTO REPAIR LLC	29063	Cooper Snow	1008.47	0.00	1008.47	86929 11/12/21
086701	SURPASS CHEMICAL COMPANY INC	362930	Sodium Hypochlorite	2282.70	0.00	2282.70	86930 11/12/21
SWANTON	SWANTON VILLAGE	521178	Electric 09/29/2021 - 10	106.37	0.00	106.37	86931 11/12/21
072350	THE ROYAL GROUP INC	683880	alarms NWCC	1140.22	0.00	1140.22	86932 11/12/21
090450	TOTAL HOME CENTER	3342600	Microwave for new buildi	259.90	0.00	259.90	86933 11/12/21
090925	TOWN OF ST ALBANS	Hard'ack Sig Permit to Move Hard'ack	165.00	0.00	165.00	86934 11/12/21	
091275	TRAINERS AUTOMOTIVE CENTER	8060	2016 CHEVY	252.73	0.00	252.73	86935 11/12/21
TREADLIGH	TREAD LIGHTLY LANDSCAPING LLC	362	Mowing	35.00	0.00	35.00	86936 11/12/21
REFPKTI	US BANK	Tim Smith Re Mayor reimbursement	107.00	0.00	107.00	86937 11/12/21	
092750	USA BLUE BOOK	701799	MSA Advantage GME/ P100	841.05	0.00	841.05	86938 11/12/21
092750	USA BLUE BOOK	701813	Submersible Pump Hose Ki	463.99	0.00	463.99	86938 11/12/21
092750	USA BLUE BOOK	768522	JCM 161 SS Repair Clamp	493.87	0.00	493.87	86938 11/12/21

						Check Total	1798.91

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044550	VANTAGEPOINT TRANSFER AGENTS-3 PR 111221	PR 111221	4313.25	0.00	4313.25	86939	11/12/21
024250	WHITE & BURKE	13888 Fonda Planning	1287.51	0.00	1287.51	86940	11/12/21
100500	WORKING DOG SEPTIC SERVICES	17790 WINTER RATE PORT TOILET	135.00	0.00	135.00	86941	11/12/21
WORKSAFE	WORKSAFE	27067 Highway Sign 12 x 18 x .	137.03	0.00	137.03	86942	11/12/21
WORKSAFE	WORKSAFE	27084 Highway Sign 18 x 6 x .0	112.40	0.00	112.40	86942	11/12/21
Check Total					249.43		
PAYROLL	BEARDSLEY, DAVID	BEARDA PR 111221	149.61	0.00	149.61	86943	11/12/21
IAOAI	INTERNATIONAL ASSOCIATION OF A 28603A	Mulheron Dues	100.00	0.00	100.00	86944	11/15/21
IAOAI	INTERNATIONAL ASSOCIATION OF A 45228	McCarty Dues	100.00	0.00	100.00	86944	11/15/21
Check Total					200.00		
TAYLCO	ABOVE & BEYOND BUILDING SERVIC 300	service. Disinfect. Nove	1675.00	0.00	1675.00	86945	11/19/21
000405	ACE HARDWARE ST ALBANS	96562/2 FENCE SNW GURD ORG 4X50'	75.98	0.00	75.98	86946	11/19/21
000405	ACE HARDWARE ST ALBANS	96592/2 MULTISCREW #8X2-1/2"	96.76	0.00	96.76	86946	11/19/21
Check Total					172.74		
032328	ALDRICH + ELLIOTT, PC	80201 Aldis Hill Tank Design	17759.09	0.00	17759.09	86947	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	16GT-MGG3-MQ Zoom Webcam	97.66	0.00	97.66	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1CFM-GRC4-99 Push Pins	36.61	0.00	36.61	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1F71-47J9-F9 Mutualsign Sign Stand	38.99	0.00	38.99	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1HFT-FVFP-XY Paper 5.75"	35.18	0.00	35.18	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1JWQ-FW1W-QN Colorful Happy	79.97	0.00	79.97	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1M4Y-Q1LH-VV Hardcover Notebook/	43.22	0.00	43.22	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1NGQ-YVFN-6Q 12 Fast	34.99	0.00	34.99	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1W76-Y39R-XQ SXTDDSP Design	35.41	0.00	35.41	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1YGP-TXHC-XT for Adults	39.75	0.00	39.75	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1YL4-JJPT-6W Bags for Holiday Raffle	15.99	0.00	15.99	86948	11/19/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1YXL-DCPV-F6 cabinet	46.89	0.00	46.89	86948	11/19/21
Check Total					504.66		
002950	AMERICAN RED CROSS	22379308 DATE DESCRIPTION	375.00	0.00	375.00	86949	11/19/21
002950	AMERICAN RED CROSS	22382361 DATE DESCRIPTION	192.00	0.00	192.00	86949	11/19/21
Check Total					567.00		
006600	BEDARD REFRIGERATION & AIR CON 6010	Radar Base	5000.00	0.00	5000.00	86950	11/19/21
007600	BERNIE GAGE P & H INC	47728 Hardack Tow Shack	235.96	0.00	235.96	86951	11/19/21

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BMI	BMI	41412887	Concert Music Licensing	368.00	0.00	368.00	86952 11/19/21
010450	BOSTON TAILORING & CLEANERS, I	Multiple	uniform cleaning	1833.63	0.00	1833.63	86953 11/19/21
CBHI	CENTER FOR BEHAVIORAL HEALTH I	OctoberA	Jody Kamon - Coaching	165.00	0.00	165.00	86954 11/19/21
CONNERCOM	CONNER COMMUNICATIONS, INC.	839-956	Timeclock move	257.09	0.00	257.09	86955 11/19/21
023000	CROSS CONSULTING ENGINEERS,PC	113272	Federal St. Sidewalk Pro	258.56	0.00	258.56	86956 11/19/21
023000	CROSS CONSULTING ENGINEERS,PC	113275	Main Congress	801.25	0.00	801.25	86956 11/19/21
023000	CROSS CONSULTING ENGINEERS,PC	113278	Fonda Site	4331.25	0.00	4331.25	86956 11/19/21
023000	CROSS CONSULTING ENGINEERS,PC	113282	Hard'ack Phase	408.75	0.00	408.75	86956 11/19/21
					Check Total	5799.81	
DOMINIOND	DOMINION DIAGNOSTICS, LLC	7738081	DOMINION DIAGNOSTICS, LL	198.00	0.00	198.00	86957 11/19/21
PROPTAXES	DRAKE, WILLIAM & EMERALD	TA26060022ab	Abatement TA26060022	5471.37	0.00	5471.37	86958 11/19/21
080650	DUNKIEL & SAUNDERS	24544	City Logo Trademark	1850.00	0.00	1850.00	86959 11/19/21
032325	FOOD CITY	01-610867	food	25.77	0.00	25.77	86960 11/19/21
033010	FRANKLIN CTY INTERNATL FIREFIG	Firefighter	Essentials class	600.00	0.00	600.00	86961 11/19/21
033650	FRANKLIN RENTAL & SALES CTR. I	271681	SPLITTER LOG	48.00	0.00	48.00	86962 11/19/21
035500	GEORGE S WOOD INC	INV131796	Automotive repairs	600.00	0.00	600.00	86963 11/19/21
HELFRICH	GOLD STAR DOG TRAINING LLC	54	instructor fees	1652.00	0.00	1652.00	86964 11/19/21
038175	GREEN MOUNTAIN ELECTRIC SUPPLY	S3888517.001	1-1/2" PVC CONDUIT	1336.40	0.00	1336.40	86965 11/19/21
038175	GREEN MOUNTAIN ELECTRIC SUPPLY	S3889435.001	1-1/2" 90DEG 36"RAD PVC	53.64	0.00	53.64	86965 11/19/21
038175	GREEN MOUNTAIN ELECTRIC SUPPLY	S3889727.001	1-1/2" PVC CONDUIT	-191.97	0.00	-191.97	86965 11/19/21
					Check Total	1198.07	
GREEST	GSPP FF FUND II LLC	NVO03748	Solar	11392.72	0.00	11392.72	86966 11/19/21
049150	KEVIN SMITH SPORTS	275464	PC CORE COTTON TEE	720.00	0.00	720.00	86967 11/19/21
MELANSON	MELANSON HEATH & COMPANY, P.C.	616331	Audit June 30, 2021 fina	10000.00	0.00	10000.00	86968 11/19/21
061950	MUNICIPAL RESOURCES	22504	and witness interviews.	4843.17	0.00	4843.17	86969 11/19/21
066800	NORTHWEST REGIONAL PLANNING	5383	VCDP Grant Project	1006.83	0.00	1006.83	86970 11/19/21
066800	NORTHWEST REGIONAL PLANNING	5384	VCDP Grant Project	755.14	0.00	755.14	86970 11/19/21
					Check Total	1761.97	

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
010050	O'REILLY AUTOMOTIVE, INC	5671-225869 SSB	284.56	0.00	284.56	86971	11/19/21
068450	PAPAZIAN, LYSSA	STA003 Historic District Update	3200.00	0.00	3200.00	86972	11/19/21
068640	PARADISE POOL & SPA	119511 chemicals pool	51.50	0.00	51.50	86973	11/19/21
PEAK2	PEAKCM LLC	005 Pool	217456.76	0.00	217456.76	86974	11/19/21
POWERSHIF	POWERSHIFT	#60520 email	312.00	0.00	312.00	86975	11/19/21
077450	ROTARY CLUB OF ST ALBANS	578 Rotary	398.00	0.00	398.00	86976	11/19/21
077950	S B COLLINS INC	5617129 fuel	66.20	0.00	66.20	86977	11/19/21
077950	S B COLLINS INC	5617130 fuel	150.96	0.00	150.96	86977	11/19/21
077950	S B COLLINS INC	5617132 fuel	70.99	0.00	70.99	86977	11/19/21
077950	S B COLLINS INC	5617133 fuel	61.39	0.00	61.39	86977	11/19/21
077950	S B COLLINS INC	5640411 Fuel	83.00	0.00	83.00	86977	11/19/21
077950	S B COLLINS INC	5640412 fuel	61.01	0.00	61.01	86977	11/19/21
077950	S B COLLINS INC	5640414 fuel	433.62	0.00	433.62	86977	11/19/21
077950	S B COLLINS INC	5655244 fuel	193.13	0.00	193.13	86977	11/19/21
077950	S B COLLINS INC	5655245 Non-Fuel:	157.50	0.00	157.50	86977	11/19/21
077950	S B COLLINS INC	5655247 fuel	110.89	0.00	110.89	86977	11/19/21
077950	S B COLLINS INC	5655248 Fuel:	1123.43	0.00	1123.43	86977	11/19/21

					Check Total	2512.12	
079650	SECURSHRED	377551 SecurShred	22.00	0.00	22.00	86978	11/19/21
086322	STICKS & STUFF	162794 HY-KO 10x14 Post No Tres	1.99	0.00	1.99	86979	11/19/21
VHB	VHB	0358590 Kingman St Project	2192.70	0.00	2192.70	86980	11/19/21
097050	VLCT EMPLOYMENT RESOURCE AND B	REN033779-Q1 VLCT Employment	2750.00	0.00	2750.00	86981	11/19/21
97575	VSFA MEMBERSHIP COORDINATOR	2022 membership	368.00	0.00	368.00	86982	11/19/21
101800	WATERSHED CONSULTING ASSOCIATE	2021-1446 Stormwater Outfall Repai	375.00	0.00	375.00	86983	11/19/21
101800	WATERSHED CONSULTING ASSOCIATE	2021-1449 Stormwater IDDE	8996.25	0.00	8996.25	86983	11/19/21

					Check Total	9371.25	
100500	WORKING DOG SEPTIC SERVICES	17919 PORT TOILET RENTAL Weeke	120.00	0.00	120.00	86984	11/19/21
MAPLERUN	MAPLE RUN UNIFIED SCHOOL DISTR	Shaun Gokey Build your Welding Skill	840.00	0.00	840.00	86985	11/19/21
ALMONDBLO	ALMOND BLOSSOMS SCHOOL HOUSE L	1135 VCDP Grant Project	100736.56	0.00	100736.56	86986	11/19/21
MSG	MAIN STREET GRAPHICS, LLC	12700 Disk Golf Course sign	317.50	0.00	317.50	86987	11/19/21
MSG	MAIN STREET GRAPHICS, LLC	12701 Signs	18.00	0.00	18.00	86987	11/19/21
MSG	MAIN STREET GRAPHICS, LLC	12776 Glow Run	168.75	0.00	168.75	86987	11/19/21

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MSG	MAIN STREET GRAPHICS, LLC	13016	Rec Dept. Boka sign	18.00	0.00	18.00	86987 11/19/21
MSG	MAIN STREET GRAPHICS, LLC	13018	apparel	214.00	0.00	214.00	86987 11/19/21
MSG	MAIN STREET GRAPHICS, LLC	13164	apparel	231.00	0.00	231.00	86987 11/19/21
MSG	MAIN STREET GRAPHICS, LLC	13174	BFA Banner	231.75	0.00	231.75	86987 11/19/21

					Check Total	1199.00	
HILLIKER	HILLIKER, SAMERA	11-1 TO 11-1 Sam's Hours	420.00	0.00	420.00	86988	11/19/21
000300	A-1 RUBBER STAMP SHOP	11/16/2021 Board Member Name Plate	14.60	0.00	14.60	86989	11/29/21
000405	ACE HARDWARE ST ALBANS	96523/2 ANTIFRZ ARTIC RV 1GL	21.00	0.00	21.00	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96571/2 ACE SHVL RND-PT LONG-HND	91.96	0.00	91.96	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96578/2 CM AIR DIFFUSER HOSE	39.98	0.00	39.98	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96593/2 DRILL BIT TITANIUM 23PC	35.99	0.00	35.99	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96625/2 LEADER HOSE 6'	27.97	0.00	27.97	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96634/2 TUBE STRAP GALVZED	3.16	0.00	3.16	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96653/2 HILLMAN FASTNERS	19.92	0.00	19.92	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96655/2 HILLMAN FASTNERS	9.50	0.00	9.50	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96656/2 WRECKER RCPBD 9"7/11T	40.55	0.00	40.55	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96672/2 HILLMAN FASTNERS	10.36	0.00	10.36	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96683/2 PLASTIC PAIL 2G	4.99	0.00	4.99	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96689/2 CONTRACTOR BAG 42G 25PK	53.33	0.00	53.33	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96693/2 CURVED LOCKING PLIER	50.21	0.00	50.21	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96694/2 SWITCH BYPASS PLUG	144.98	0.00	144.98	86990	11/29/21
000405	ACE HARDWARE ST ALBANS	96715/2 WASHING MACH HOSE	13.99	0.00	13.99	86990	11/29/21

					Check Total	567.89	
{O!VOID!}	--- None ---	-- VOID --	0.00	0.00	0.00	86991	11/29/21
002300	ALLEN ENGINEERING & CHEM CORP	111-522912-0 CHEMICAL CORPORATION	749.60	0.00	749.60	86992	11/29/21
002300	ALLEN ENGINEERING & CHEM CORP	111-522913-0 CHEMICAL CORPORATION	1407.95	0.00	1407.95	86992	11/29/21
002300	ALLEN ENGINEERING & CHEM CORP	111-523009-0 CHEMICAL CORPORATION	6442.50	0.00	6442.50	86992	11/29/21

					Check Total	8600.05	
002500	AM CARE AMBULANCE SERVICE	6947 call	75.00	0.00	75.00	86993	11/29/21
AMAZON	AMAZON CAPITAL SERVICES, INC	16G6-NPC6-KT Cable Matters 3-Pack 48G	24.94	0.00	24.94	86994	11/29/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1H16-LMMH-74 HP 729 DesignJet Printhe	423.94	0.00	423.94	86994	11/29/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1KCY-7C7F-Q4 Command Indoor Outdoor	68.37	0.00	68.37	86994	11/29/21
AMAZON	AMAZON CAPITAL SERVICES, INC	1VJN-V17C-RG Unger 961872 Professiona	60.87	0.00	60.87	86994	11/29/21

					Check Total	578.12	
ASSOCG	ASSOCIATED GENERAL CONTRACTORS	18419 OSHA 10 Class	2500.00	0.00	2500.00	86995	11/29/21
BARKER	BARKER, JEAN	Dec 2021 120 North Main	1400.00	0.00	1400.00	86996	11/29/21

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007600	BERNIE GAGE P & H INC	47690	is cc\c9, (49s	245.65	0.00	245.65	86997 11/29/21
BPWASTE	BP WASTEWATER SERVICES LLC	9914	field to retrieve and	1170.00	0.00	1170.00	86998 11/29/21
CJCREST	BRADLEY BOHANNON	BOHANNON 20A Bradley Bohannon	10.00	0.00	10.00	86999 11/29/21	
BRIGHAM	BRIGHAM ROAD SELF STORAGE LLC	11542	Storage	75.00	0.00	75.00	87000 11/29/21
012475	BRUNELLE EUGENE	October 2021 diving services	690.00	0.00	690.00	87001 11/29/21	
013150	BURNETT, NORMAN	Dec 2021	36 Kingman #5	850.00	0.00	850.00	87002 11/29/21
013150	BURNETT, NORMAN	Dec 21	34 Kingman St	1600.00	0.00	1600.00	87002 11/29/21
013150	BURNETT, NORMAN	December21	36 Kingman #4	1050.00	0.00	1050.00	87002 11/29/21
					Check Total	3500.00	
002100	CASELLA WASTE MGT, INC.25	673952	17-19 Farrar	282.05	0.00	282.05	87003 11/29/21
CFSWMA	CFSWMA 15-16	10005262A	tickets	15.80	0.00	15.80	87004 11/29/21
CONNERCOM	CONNER COMMUNICATIONS, INC.	839-958	10/20/21	1200.00	0.00	1200.00	87005 11/29/21
CONNERCOM	CONNER COMMUNICATIONS, INC.	839-960	Hisense 55 inch 4K TV.	585.22	0.00	585.22	87005 11/29/21
					Check Total	1785.22	
COTT	COTT SYSTEMS, INC.	143911	online access city clerk	460.00	0.00	460.00	87006 11/29/21
023000	CROSS CONSULTING ENGINEERS,PC	113320	Kingman St. Project	15179.50	0.00	15179.50	87007 11/29/21
023420	CVOE0	2020WEAX0012	police grant expense	9974.81	0.00	9974.81	87008 11/29/21
DANASWEET	DANA H SWEET TRUCKING INC	22396	TNS ON 11/5/21-DWAPBOX	593.00	0.00	593.00	87009 11/29/21
025625	DMC ELECTRIC INC	6065	-Disconnected	90.00	0.00	90.00	87010 11/29/21
027650	E J PRESCOTT INC.	5949364	6 SW ADAPT SDR35XSCH40 H	268.12	0.00	268.12	87011 11/29/21
027650	E J PRESCOTT INC.	5956112	METER REGISTER REMOVAL S	46.50	0.00	46.50	87011 11/29/21
027650	E J PRESCOTT INC.	5956273	510M MXU NP SP 3W W/LDHR	4381.02	0.00	4381.02	87011 11/29/21
027650	E J PRESCOTT INC.	5957875	5/8 SRII METER CHAMBER C	662.80	0.00	662.80	87011 11/29/21
					Check Total	5358.44	
029150	ENDYNE, INC	391293	WSID 5130 TC	75.00	0.00	75.00	87012 11/29/21
029150	ENDYNE, INC	391471	St Albans VVVVTF	70.00	0.00	70.00	87012 11/29/21
029150	ENDYNE, INC	391622	WSID 5130 DBP 2	1080.00	0.00	1080.00	87012 11/29/21
029150	ENDYNE, INC	391744	WSID 5130 TC	75.00	0.00	75.00	87012 11/29/21
029150	ENDYNE, INC	392162	WSID 5130 TOC/ ALK	160.00	0.00	160.00	87012 11/29/21
029150	ENDYNE, INC	392247	St Albans VVVVTF	340.00	0.00	340.00	87012 11/29/21
029150	ENDYNE, INC	392369	WSID 5130 TC	50.00	0.00	50.00	87012 11/29/21
029150	ENDYNE, INC	392534	St Albans VVVVTF	140.00	0.00	140.00	87012 11/29/21
					Check Total	1990.00	

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030100	F W WEBB COMPANY	73784135	OIM ADPT 1/2" PVC S80 MI	106.28	0.00	106.28	87013 11/29/21
030100	F W WEBB COMPANY	737841352	0 B/V 375 PVC S80 1/2" S	198.62	0.00	198.62	87013 11/29/21
030100	F W WEBB COMPANY	73798252	0 PIPE 1-1/4"x100' BLK P	169.36	0.00	169.36	87013 11/29/21
030100	F W WEBB COMPANY	73843499	0 PIPE VISE 2" THE ROUGH	191.11	0.00	191.11	87013 11/29/21
030100	F W WEBB COMPANY	73905380	0 TEE 1/2" PVC S80 SOCxS	82.06	0.00	82.06	87013 11/29/21
					Check Total	747.43	
FISHER	FISHER AUTO PARTS INC.	308-144305	Air Freshener	2.78	0.00	2.78	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-144438	wrench	28.45	0.00	28.45	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-144440	AAA Alkaline Battery, 12	12.03	0.00	12.03	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-144649	plews	6.88	0.00	6.88	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145298	equinox	128.32	0.00	128.32	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145473	FED ROTOR/ DRUM 141.28	212.06	0.00	212.06	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145476	work light	61.12	0.00	61.12	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145477	Disc Brake Rotor	190.06	0.00	190.06	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145485	terminal clip	6.54	0.00	6.54	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145528	Parking / Turn Signal /	2.19	0.00	2.19	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145709	Turn Signal Light	99.30	0.00	99.30	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145969	TRICO Ice Winter Blade	24.76	0.00	24.76	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145981	TRICO Ice Winter Blade	0.04	0.00	0.04	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-145999A	Automotive Battery- Impo	-36.00	0.00	-36.00	87014 11/29/21
FISHER	FISHER AUTO PARTS INC.	308-146135	Automotive Battery- AGM	199.97	0.00	199.97	87014 11/29/21
					Check Total	938.50	
{O!VOID!}	--- None ---	-- VOID --		0.00	0.00	0.00	87015 11/29/21
033650	FRANKLIN RENTAL & SALES CTR. I	271009	VERTICAL	56.80	0.00	56.80	87016 11/29/21
033650	FRANKLIN RENTAL & SALES CTR. I	271285A	99 -SALES	375.00	0.00	375.00	87016 11/29/21
033650	FRANKLIN RENTAL & SALES CTR. I	271287A	BR -1000	225.00	0.00	225.00	87016 11/29/21
033650	FRANKLIN RENTAL & SALES CTR. I	271371	FILTER AIR	525.13	0.00	525.13	87016 11/29/21
033650	FRANKLIN RENTAL & SALES CTR. I	271408	CONE TRAFFIC	347.88	0.00	347.88	87016 11/29/21
					Check Total	1529.81	
035500	GEORGE S WOOD INC	INV131798	tires	292.02	0.00	292.02	87017 11/29/21
035500	GEORGE S WOOD INC	INV132196	TIRES	584.04	0.00	584.04	87017 11/29/21
035500	GEORGE S WOOD INC	INV132234	TIRES	564.00	0.00	564.00	87017 11/29/21
					Check Total	1440.06	
GEORGT	GEORGIA MOUNTAIN COMMUNICATION 3		Georgia Mountain Tower	14537.96	0.00	14537.96	87018 11/29/21
GARVEYS	GERALD GARVEY	420696	tree doughs	400.00	0.00	400.00	87019 11/29/21
100800	GRAINGER	9116463143	1MDH2 SPRAY NOZZLE,MALE,	36.36	0.00	36.36	87020 11/29/21
GREENDOLP	GREEN DOLPHIN, LLC	2365	Invoice	50007.26	0.00	50007.26	87021 11/29/21

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
038175	GREEN MOUNTAIN ELECTRIC SUPPLY S3895479.001	2TRAILER (2-2-2-4) DYKE	260.91	0.00	260.91	87022	11/29/21
038175	GREEN MOUNTAIN ELECTRIC SUPPLY S3895485.001	INTERMATIC EK4736S	70.43	0.00	70.43	87022	11/29/21
038175	GREEN MOUNTAIN ELECTRIC SUPPLY S3896327.001	BURNDY BIPC1/02 1/0-8AWG	117.25	0.00	117.25	87022	11/29/21
038175	GREEN MOUNTAIN ELECTRIC SUPPLY S3896828.001	BURNDY BIPC1/02 1/0-8AWG	-214.37	0.00	-214.37	87022	11/29/21

					Check Total	234.22	
038600	GREEN VALLEY REPAIR, LLC 47352	PEMS, OEM Motor for Modi	197.69	0.00	197.69	87023	11/29/21
040000	HACH COMPANY 12737619	M-COLIBLUE24 PLASTIC AMP	745.68	0.00	745.68	87024	11/29/21
040000	HACH COMPANY 12739823	PHENOL RED SPEC GRADE IN	98.55	0.00	98.55	87024	11/29/21
040000	HACH COMPANY 12740155	pH GEL PROBE, STD, w/1m	401.65	0.00	401.65	87024	11/29/21

					Check Total	1245.88	
HARRISON	HARRISON REDI-MIX CORP 53526	concrete	765.00	0.00	765.00	87025	11/29/21
041085	HARVEST EQUIPMENT IS6389	SHIELD	57.12	0.00	57.12	87026	11/29/21
042750	HOLLAND COMPANY, INC. 12146	Commercial Liquid Alumin	530.00	0.00	530.00	87027	11/29/21
042750	HOLLAND COMPANY, INC. 12300	PCH 180 PCH 180	5082.84	0.00	5082.84	87027	11/29/21
042750	HOLLAND COMPANY, INC. 12321	Commercial Liquid Alumin	5318.02	0.00	5318.02	87027	11/29/21
042750	HOLLAND COMPANY, INC. 12421	Commercial Liquid Alumin	5099.66	0.00	5099.66	87027	11/29/21

					Check Total	16030.52	
ISLANDTRE	ISLAND TREE SERVICE 679254	tree Service	5925.00	0.00	5925.00	87028	11/29/21
CJCREST	KEVIN BEAN DAVID BOOMHA Kevin Bean		9.52	0.00	9.52	87029	11/29/21
KIMBALL	KIMBALL MIDWEST 9355396	52808 COUPLER	114.66	0.00	114.66	87030	11/29/21
052650	LEADBEATER CONSULTING TLC111521A	Remote - Changed PW for	250.00	0.00	250.00	87031	11/29/21
052650	LEADBEATER CONSULTING TLC112321A	Remote - Setup new user	100.00	0.00	100.00	87031	11/29/21

					Check Total	350.00	
053500	LENNY'S SHOE & APPAREL 2193754	clothes	188.03	0.00	188.03	87032	11/29/21
053500	LENNY'S SHOE & APPAREL 2193755	clothing	307.72	0.00	307.72	87032	11/29/21
053500	LENNY'S SHOE & APPAREL 2193756	clothes	284.34	0.00	284.34	87032	11/29/21
053500	LENNY'S SHOE & APPAREL 2193759	clothes	236.70	0.00	236.70	87032	11/29/21
053500	LENNY'S SHOE & APPAREL 2193761	clothes	193.44	0.00	193.44	87032	11/29/21
053500	LENNY'S SHOE & APPAREL 2193765	clothing	129.00	0.00	129.00	87032	11/29/21
053500	LENNY'S SHOE & APPAREL 2194032	clothes	17.99	0.00	17.99	87032	11/29/21
053500	LENNY'S SHOE & APPAREL 2194034	clothes	261.00	0.00	261.00	87032	11/29/21
053500	LENNY'S SHOE & APPAREL 2194035	clothing	193.50	0.00	193.50	87032	11/29/21

					Check Total	1811.72	
MSG	MAIN STREET GRAPHICS, LLC 13165	Decals	139.50	0.00	139.50	87033	11/29/21

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
MSG	MAIN STREET GRAPHICS, LLC	13247 Aldrich Elliot sign	15.00	0.00	15.00	87033	11/29/21

					Check Total	154.50	
058625	MCNEIL, LEDDY & SHEAHAN	35757 Total Current Charges	1382.40	0.00	1382.40	87034	11/29/21
VTPRINT	MINUTEMAN PRESS	DEC2021 UB bills postage DEC 202	1641.28	0.00	1641.28	87035	11/29/21
066900	NORTHWESTERN MEDICAL CENTER	100221 physical	115.00	0.00	115.00	87036	11/29/21
OTIS	OTIS ELEVATOR COMPANY	NKV18570001 27-33 FEDERAL STREET	1140.66	0.00	1140.66	87037	11/29/21
POLSINELL	POLSINELLO FUELS INC.	52443 GULFSYN	2279.95	0.00	2279.95	87038	11/29/21
POWERSHIF	POWERSHIFT	#61243 email	289.95	0.00	289.95	87039	11/29/21
POWERSHIF	POWERSHIFT	#61258A \$10.00	11.47	0.00	11.47	87039	11/29/21

					Check Total	301.42	
077950	S B COLLINS INC	5617131 Non-Fuel:	504.83	0.00	504.83	87040	11/29/21
077950	S B COLLINS INC	5617134 fuel	390.91	0.00	390.91	87040	11/29/21
077950	S B COLLINS INC	5640413 Non-Fuel:	231.83	0.00	231.83	87040	11/29/21
077950	S B COLLINS INC	5655246 Fuel:	930.39	0.00	930.39	87040	11/29/21
077950	S B COLLINS INC	5671949 Fuel:	286.32	0.00	286.32	87040	11/29/21
077950	S B COLLINS INC	5671952 Fuel:	58.91	0.00	58.91	87040	11/29/21
077950	S B COLLINS INC	5671953 Fuel	800.10	0.00	800.10	87040	11/29/21

					Check Total	3203.29	
081500	SLACK CHEMICAL CO, INC	430178 460 G Caustic 25%	1319.60	0.00	1319.60	87041	11/29/21
081500	SLACK CHEMICAL CO, INC	430431 457 G Caustic 25%	1311.60	0.00	1311.60	87041	11/29/21
081500	SLACK CHEMICAL CO, INC	430751 500 G Caustic 25%	1430.00	0.00	1430.00	87041	11/29/21

					Check Total	4061.20	
SMITTYS	SMITTY'S CLEAN SWEEP	12 November. cleaning	720.00	0.00	720.00	87042	11/29/21
084400	ST ALBANS COOP CREAMERY INC	424011 PUSH BROOM IN/OUTDR 24"	33.99	0.00	33.99	87043	11/29/21
STANISLAS	STANISLAS PROPERTY SERVICES LL	Dec 2021 13 Kingman Apt	750.00	0.00	750.00	87044	11/29/21
STANISLAS	STANISLAS PROPERTY SERVICES LL	December 202 Howard Hughes	300.00	0.00	300.00	87044	11/29/21

					Check Total	1050.00	
083800	STATE OF VERMONT TREASURER	65129 operating fee 7/1-9/30/2	9211.80	0.00	9211.80	87045	11/29/21
086322	STICKS & STUFF	161701 STAKE, GRADE 4' HARDWOOD	36.02	0.00	36.02	87046	11/29/21
086322	STICKS & STUFF	162048 DRILLING HAMMER 3LB FBGL	170.40	0.00	170.40	87046	11/29/21
086322	STICKS & STUFF	162085 10X3-1/2 PGP EX STAR	77.17	0.00	77.17	87046	11/29/21
086322	STICKS & STUFF	162179 CONCRTE BROOM 36IN	94.97	0.00	94.97	87046	11/29/21

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086322	STICKS & STUFF	162266	PINE, 1X6 STD.BAND SAWN	10.48	0.00	10.48	87046 11/29/21
086322	STICKS & STUFF	162316	CEMENT ALL PURPOSE 80Z	9.99	0.00	9.99	87046 11/29/21
086322	STICKS & STUFF	162401	POST CAP 6X6 FLAT TOP CE	166.32	0.00	166.32	87046 11/29/21
086322	STICKS & STUFF	162610	MAKITA GREASE GUN TOOL	450.29	0.00	450.29	87046 11/29/21
086322	STICKS & STUFF	162612	MAKITA AUTO CHARGER 18V	116.80	0.00	116.80	87046 11/29/21
086322	STICKS & STUFF	162943	MIDWEST FASTENER	55.07	0.00	55.07	87046 11/29/21
086322	STICKS & STUFF	163001	MIDWEST FASTENER	12.38	0.00	12.38	87046 11/29/21
086322	STICKS & STUFF	163242	PINE, 1X4 PREMIUM PINE	116.80	0.00	116.80	87046 11/29/21
086322	STICKS & STUFF	163245	PINE, 1X4 PREMIUM PINE	-29.12	0.00	-29.12	87046 11/29/21
086322	STICKS & STUFF	163423	PLYWOOD 3/4X4X8 CDX	44.32	0.00	44.32	87046 11/29/21
086322	STICKS & STUFF	163428	11FSCRTPTTON	12.80	0.00	12.80	87046 11/29/21
					Check Total	1344.69	
{O!VOID!}	--- None ---	-- VOID --	0.00	0.00	0.00	87047 11/29/21	
086701	SURPASS CHEMICAL COMPANY INC	363444	Sodium Hypochlorite	2311.90	0.00	2311.90	87048 11/29/21
SUSSLIN	SUSSLIN, BEVERLY D	Dec 21	120 North Main	1400.00	0.00	1400.00	87049 11/29/21
TREADLIGH	TREAD LIGHTLY LANDSCAPING LLC	363	Mowing	260.00	0.00	260.00	87050 11/29/21
TREADLIGH	TREAD LIGHTLY LANDSCAPING LLC	364	Mowing	155.00	0.00	155.00	87050 11/29/21
TREADLIGH	TREAD LIGHTLY LANDSCAPING LLC	365	Mowing	600.00	0.00	600.00	87050 11/29/21
					Check Total	1015.00	
093900	ULINE, INC	140350356	Bathroom Signs - new bui	86.26	0.00	86.26	87051 11/29/21
092750	USA BLUE BOOK	785754	Hach DR300 Chlorine F T	507.17	0.00	507.17	87052 11/29/21
092750	USA BLUE BOOK	791447	Blue-White Tube Assembly	1006.25	0.00	1006.25	87052 11/29/21
					Check Total	1513.42	
099751	VERMONT DEP OF LABOR	St. Albans T	Hard'ack lift	294.75	0.00	294.75	87053 11/29/21
VHB	VHB	0359223	Fonda Planning with cred	543.75	0.00	543.75	87054 11/29/21
VIKINGCIV	VIKING-CIVES USA	4510070	JOHNSTON	1166.51	0.00	1166.51	87055 11/29/21
027350	WIND RIVER DBA DRUMMAC SEPTIC	5215909	pump truck	648.00	0.00	648.00	87056 11/29/21
105060	WRIGHTS EXCAVATING	2021-140	16 c.y. top soil deliver	4250.00	0.00	4250.00	87057 11/29/21
YEUNG	YEUNG GROUP, LLC	Dec 21	126-128 N Main	800.00	0.00	800.00	87058 11/29/21
105850	YIPES AUTO ACCESSORIES	105646	W244444591 DIGI FIT BLK F	114.20	0.00	114.20	87059 11/29/21
105850	YIPES AUTO ACCESSORIES	105646A	W244444591 DIGI FIT BLK F	114.20	0.00	114.20	87059 11/29/21
					Check Total	228.40	

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
--- None ---	-- VOID --		0.00	0.00	0.00	87060	11/29/21
--- None ---	-- VOID --		0.00	0.00	0.00	87061	11/29/21
019750 CITY OF ST ALBANS	112921RJCINS UB 23048011	rental settl	4500.00	0.00	4500.00	87062	11/29/21
066600 NORTHSTAR FIREWORKS	11/10/21	fireworks	3750.00	0.00	3750.00	87063	11/29/21
NEPBA NEPBA COMPTROLLER LOCAL #420	PR 112621	PR 112621	576.00	0.00	576.00	87064	11/30/21
PDPETTY PETTY CASH POLICE	HOLIDAYPRESE	Donation	1000.00	0.00	1000.00	87065	11/30/21
044550 VANTAGEPOINT TRANSFER AGENTS-3	PR 112621	PR 112621	2747.09	0.00	2747.09	87066	11/30/21
VMERS-B VMERS DB - B	NOV 2021	November 21	35210.73	0.00	35210.73	87067	11/30/21
VMERS-C VMERS DB - C	NOVEMBER 21	November 21	34411.51	0.00	34411.51	87068	11/30/21
CONGMA CONGRESS & MAIN LLC C/O GRANT	Nov 21	Police Station	19160.17	0.00	19160.17	20211101	11/01/21
MVP MVP HEALTH CARE INC.	NOV 2021	Health Insurance	61866.80	0.00	61866.80	20211102	11/01/21
066350 NORTHEAST DELTA DENTAL	NOV 2021	Dental Insurance	2792.06	0.00	2792.06	20211105	11/05/21
094050 USDA/RURAL DEVELOPMENT	USDA WW Bond	bond payment	165916.00	0.00	165916.00	20211115	11/15/21
097000 VISION SERVICE PLAN	NOV2021	Vision Insurance	515.40	0.00	515.40	20211116	11/16/21

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
-----			-----	-----	-----		
	Report Total		1,434,515.05	0.001	434,515.05		
			=====	=====	=====		

To the Treasurer of the City of St Albans, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,434,515.05
Let this be your order for the payments of these amounts.

CITY COUNCIL:

Mayor Timothy Smith_____
Timothy Hawkins_____
James Pelkey_____
Marie Bessette_____
Michael McCarthy_____
Chad Spooner_____
Kate Laddison_____
Thomas Leitz_____
Dominic Cloud