



Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, May 10, 2017
5:30 P.M.

- 1) Call to Order by the Mayor
- 2) 17-146. Review and Approve Agenda
- 3) 17-147. General Business and Appearances
- 4) 17-148. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the April 26th Regular City Council Meeting
 - b) Approve Request for Waiver or Reduction of the City Hall Auditorium Rental Fee from the Montpelier Chamber Orchestra (MCO) which will perform two shows of *Amabi and the Night Visitors* on November 18 and 19, 2017.
 - c) Approve a Street Closure Permit Application from Clare Rock for a Foster Street Neighborhood Block Party on Saturday, May 20th, from 3:00 to 9:00 P.M.
 - d) Approve a "Utility Relocation Order" for the Cummings Street Bridge Project
 - e) Approve Purchase of Trench Shoring Equipment for Department of Public Works
 - f) Contracted IT Services
 - g) Payroll and Bills
- 5) 17-149. Presentations by Students of Montpelier High School's 9th Grade *Principles of Social Studies* Class
- 6) 17-150. Appointment of City Representative to the Central Vermont Solid Waste Management District Board

- 7) **17-150(a). 6:00 P.M. ...**
- 8) 17-151. Executive Session: Discussion with DEW/One Taylor Update
 - a) It is anticipated that this entire discussion will be held in Executive Session in accordance with Title I, VSA §313(a)(2) Negotiating or securing real estate purchase or lease options.
- 9) 17-152. Public Nuisance Ordinance – 2nd Reading
- 10) **17-152(a). 6:30 – 8:30 P.M. ...**
- 11) 17-153. Zoning Review: Sections 1 and 2
- 12) **17-153(a). 8:30 P.M. ...**
- 13) 17-154. Net Zero – Bridges
- 14) 17-155. Parking Strategy
- 15) 17-156. Appointment of a City Councilor as Representative to the City's Investment Committee
- 16) 17-157. Set the Date, Time and Place for a Special City Meeting
- 17) 17-158. Approve the Warning for the Special City Meeting
- 18) 17-159. Award of the Contract/Update for the Northfield Street Utilities Project
- 19) 17-160. Other Business
- 20) 17-161. Council Reports
- 21) 17-162. Mayor's Report
- 22) 17-163. City Clerk's Report
- 23) 17-164. City Manager's Report
- 24) 17-165. Berlin Pond Discussion
 - a) It is anticipated that this entire discussion will be held in Executive Session in accordance with Title I, VSA §313(a)(1) ***“When (and only when) the public body has made a specific finding that premature general public knowledge would clearly place the state, municipality, other public body, or a person involved at a substantial disadvantage ...”***
- 25) Adjournment



CITY COUNCIL Agenda Item #17-155

Date: May 10, 2017

Consent: Discussion: x

SUBJECT: Presentation and Discussion of Potential Parking Strategy for City of Montpelier

SUBMITTING DEPARTMENT: City Manager's Office and Planning & Community Development

RECOMMENDED ACTION: Provide guidance and input on the ideas presented in the draft strategy and provide some direction to staff on what paths to continue to study.

RELATED COUNCIL GOAL/PRIOR ACTION: Alleviate parking pressures in Montpelier to maintain a vibrant downtown

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: NA

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Since 2012, Montpelier City Council has had the express goal to "alleviate parking pressures in Montpelier to maintain a vibrant downtown." The Department of Planning & Community Development has been working on a strategy for the past two years to identify some possible solutions including improving on-street parking using smart meters, exploring garage options, and using the rail line to run rail buses to shuttle people from remote lots into the downtown. We now have a framework of ideas but need input on direction so we can continue to refine the strategy and study further some options like rail.

SUPPORTING DOCUMENTS: Attached Parking Strategy

INTERESTED PARTIES: Planning Commission, Montpelier Transportation Infrastructure Committee (MTIC)

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", enclosed in a thin black rectangular border.

MEMORANDUM

To: Montpelier City Council
From: Department of Planning & Community Development
Re: Parking Strategy Update
Date: Friday, May 05, 2017

Since 2012 Montpelier City Council has had the express goal to “Alleviate parking pressures in Montpelier to maintain a vibrant downtown”. In support of this goal staff has worked with the Parking Advisory Committee, Police Department, Department of Public Works and residents to address a myriad of issues including a more flexible winter parking ban, accommodating tour buses during peak tourist season, supporting free parking during the holidays, and most recently the conversion from coin operated meters to credit/debit card enabled smart meters.

Each of these steps have helped to address a problem however, they are solutions to individual problems and are not coordinated actions in support of a larger strategy. Through this memo and presentation, the Planning & Community Development staff hopes to begin a more comprehensive conversation on parking in Montpelier; one that we hope will result in a long term solution to issues. This is memo will propose a long term vision and outline a series of goals and the strategies that will be needed to accomplish these goals. It will outline the five main parking areas and difference strategies to accomplish the goals in that specific area. These include On-Street Parking, Off-Street Parking, and Neighborhoods and Remote Parking options, as well as the role of private parking.

Finally, the staff will provide its recommendation on how to proceed in order to accomplish the express goal of alleviating parking pressures to maintain a vibrant downtown. This recommendation is a place for people to begin the conversation. If the city decides to change its vision or goals then we may need to adjust strategies. If some strategies are not desirable that may affect our goals. We hope this memo framing the discussion will be helpful for you.

Background

In 2015, the Department of Planning and Community Development undertook an 8 month daily parking count to give a snapshot of the seasonal fluctuations, trends, and conditions relative to Winter/Legislative Session vs. the Summer/Tourist Season. The study area was limited, and not meant to be a comprehensive

examination of all downtown parking, just municipal parking (on street and off street) in the core downtown. The counts were simple counts of vehicles broken down by areas (e.g. Blanchard lot, Pitkin lot, Main Street (Barre to E. State), Jacobs's lot, etc.).

There were 4 findings in the initial survey that have defined the direction of this strategy.

First, there is an inadequate supply of parking in high demand locations during certain times. This was evidenced by on street and off street occupancy rates exceeding 85% at key times of the year and being fully occupied at certain times.

Second, the peak demand times were seasonal and directly related to the legislative sessions. Occupancy rates were at or exceeding 85%¹ during the session while the warmer weather months (July-September) the demand decreased and occupancy rates fell below the 85% occupancy benchmark.

Third, demand for parking is highest midday from 10 am -2:30 p.m. Initial analysis of the data shows that demand for parking is highest between 10:00 am – 2:30 p.m. During the Feb-April period this is when finding a long term parking space is most difficult. However, the data indicated that drivers looking to find a spot prior to 9:00 a.m. or after 4:00 p.m. will find that parking is available. This could also indicate there is room for more efficient management of existing parking.

Other studies related to parking have also been ongoing or completed including the Economic Development Strategic Plan (EDSP), Strong Communities Better Connections Grant (SCBC), and the Master Plan update. Addressing the parking issues is a strategic imperative as defined by the 2016 Economic Development Strategic Plan prepared by Fairweather Consulting and adopted by Council in June 2016. Tactic 2 recommends “Making Strategic Investments in sites, infrastructure...” specifically to “ensure adequate employee parking at each site through a comprehensive parking strategy” and “ensure pedestrian and bike connections to development sites”.

The EDSP proposes that Montpelier seeks to maintain itself as a premium location superior to low cost alternatives for its targeted sectors as identified in the EDSP and fundamental to that is providing the convenience for employees, businesses, and visitors. Tactic 2 of the EDSP identified; “Providing adequate infrastructure for development, including parking, broadband, access for foot, bike and auto transportation, etc.”²

The SCBC grant is being used to develop what is called street typologies. Roads in the city will be described by how they are (or should be) used regarding all types of uses including pedestrian, bikes, vehicle travel lanes and on street parking. Creating bicycle networks will require removing on street parking in some places but, as will be described later, the surrounding neighborhoods have also served as parking lots for many years due to the shortage of parking downtown. When the SCBC plan is complete in the summer of 2017, the city will have a strategy for complete streets but that strategy does not discuss off street parking which will be needed to offset any on-street parking losses. The overall strategy for parking starts here.

Finally we have the current master plan update scheduled for completion in December 2017. That plan is trying to develop a more strategic approach to accomplishing all of the city's goals. As can be seen above, parking affects many things from transportation to alternative transportation to economic development. The

¹ Target Occupancy Rate (The High Cost of Free Parking Shoup pg. 305)

² The Innovative Capital: Economic Development Strategy Plan for the City of Montpelier pg.20 Peter Fairweather

Master Plan looks to describe our aspirations, set goals, and assign tasks for implementing those goals. The results of this parking strategy will be incorporated into that plan so we can start moving forward on whatever strategy we settle on.

Scope of the Strategy

As mentioned in the introduction, the scope of this memo is not to provide answers but rather to frame the discussion and provide some recommendations to start the conversation. Committing to any one of the strategies outlined herein will mean a long term commitment to that choice with the full knowledge that some strategies are more effective at accomplishing the Council's outlined goals than others.

We will try to walk through this in the same manner as the Master Plan is being developed – discussing our aspirations, goals and then strategies. Staff cannot offer strategies in the absence of aspirations and goals; we can't tell you how to achieve goals that haven't been clearly articulated. We therefore have taken some liberties to try to describe what we think we have heard from city officials and the public on this issue. These will eventually need to be fully vetted by all the interested parties and the public before any strategy is finalized.

Aspirations:

Aspirations are the long term goal of what we are trying to accomplish. They are usually affirmative statements: *Montpelier will have a healthy housing market; Each of Montpelier's utilities – water, wastewater, and stormwater and district heat – will achieve a steady state plan for maintenance of the plants and systems.* The statement helps establish the vision we are striving for. The goals, discussed later, are the steps along the way of achieving the vision.

So, what is our aspiration for parking? It's a hard one to describe. Modern American lifestyles almost require people to have cars. Once committed to personal transportation with everyone in their own cars, parking becomes necessary everywhere. You need parking because you have cars to get you from one place to another and when you get to your destination you need to store it while you go to work or run your errand and you need a place to store it when you return home. Land, though, is expensive and using it to store vehicles is inefficient, unsightly and most parking lots spend very little time being fully used. To begin to move away from that paradigm we need to acknowledge that parking may be less convenient or cost more. How much we want to shift and how quickly is a matter of policy.

Our first fact that needs to be addressed is that we are not going to simply ban cars and immediately move to a new system. That cannot happen and the economic consequences would be tremendous. What we can do is create situations where people can use other transportation options (walking, biking, and public transit), can use car shares or taxi services so they only need one car instead of two, and other options that reduce the amount of parking that the city would need to provide. The Council has had a goal to become a nationally recognized bike and pedestrian friendly city so meeting that objective would accomplish that goal as well. We also can repurpose downtown parking lots for infill housing to increase housing for people who want to live without a car or who cannot afford a car. Again the City Council has a goal to increasing housing- particularly in the downtown. This is addressing the demand side of the parking equation – reducing the need for parking

– rather than increasing the number of available spaces. Historically these demand solutions have had only modest impacts on parking but they could have greater impact moving forward with other land use changes.

The second approach is on the supply side. As a result of spaces being limited, especially in the downtown, the city needs to look how we manage the spaces that we have to benefit specific users. For example, in order to create short term parking spaces for shopping downtown we may need to provide longer term parking in the periphery and use the cost of parking to direct people there. Having an adequate supply of all parking types is essential to our economic wellbeing and where these spaces are located is critical to a wide range of other goals including where bike lanes exist on roads.

Let's try this aspiration for a start:

The City of Montpelier recognizes that vehicle parking is an important and necessary part of our lives but that it has economic, social and environmental costs that need to be considered and minimized. The City recognizes that parking vehicles is possibly something that may change significantly in the next 20 years with car share and possibly self-driving cars that eventually could park themselves in lots outside of town. Our parking strategy will, therefore, be flexible and responsive to changing technologies and environmental considerations.

In the future Montpelier will reduce parking demands by maximizing the opportunity to use alternative forms of transportation including walking, biking, carpooling, car sharing, taxis, and public transportation including perhaps rail buses.

Montpelier will also have more options for parking vehicles depending on the needs of the user and the willingness to pay for convenience. Parking long term will be affordable and will be accommodated in remote lots with shuttles into downtown by rail or by bus. Some long term affordable parking may be accommodated in neighborhoods where they will not interfere with bike lanes. Short-term higher-cost parking would be handled with on street spaces where appropriate while other moderate cost spaces may be available in downtown lots or possibly in garages. The City will have adequate parking for each user type (short, moderate, and long term) as it is critical for the city's long term economic wellbeing.

Finally, private parking's impact on the character of neighborhoods will be minimized by using design (located beside or behind buildings, screened from view, or put under buildings) or concentrated into parking structures designed to blend into the surrounding architecture.

Goals and Objectives:

There are six separate goals for parking with the first overall goal addressing the related plans and strategies discussed in the aspiration. Parking is a piece of the transportation system therefore our parking strategy must help implement those plans and not run counter to them. The five remaining goals are broken down based on the type of parking: On-street metered parking; downtown municipal parking; on-street neighborhood parking; remote parking; and private parking. Each of these parking types needs to work with the other types in an overall strategy. For example, if on-street parking is to be managed to result in 85% occupancy then the other cars that had previously been on the street must be pushed somewhere else. If we decide to push them to municipal lots that are already at capacity then we either need to push them somewhere else or we need to increase capacity (i.e. build a garage). Below is one parking strategy that could function if all components are built. It is not the only solution and we will not alternatives as they come up.

Goal 1: Adjust parking management to be consistent with Montpelier's complete streets plan and overall transportation plan.

Most notably this will involve removing on-street parking from some streets but this also includes supporting public transit, rail and implementation of alternative transportation as a means of reducing demand (see **Improve Pedestrian, Transit, and Bicycle Facilities** tool in Appendix A). The implementation of those other plans will also make meeting parking needs easier or harder depending on the plan.

Goal 2: Adjust on-street parking management to target an 85% occupancy rate

The 85% figure is an industry standard (see Donald Shop's, *the high cost of free parking*). It is estimated that as much as 30% of all vehicles in urban areas are drivers looking for an open parking space (i.e. cruising). By appropriately pricing on-street parking, you can create openings in the on-street environment and thereby reduce congestion (see *demand management & dynamic pricing*).

Using that tool the city can vary price by time of year or even time of day in more elaborate systems to create parking opportunities. Parking counts undertaken by the Department of Planning and Community Development indicated that parking occupancy exceeds 85% during the January-June legislative session. Managing parking to the target 85% occupancy rate would, if effective, reduce the perception that finding parking is a problem. Going forward, upgrading our current smart meters (M-3 type) to new M-5 type meters would give use valuable data to make pricing decisions? M-5 meters have electric eyes that monitor when spaces are occupied which gives us the information to: determine if we are pricing too high or too low; inform whether the city should increase hours or days of enforcement or are we enforcing times that we should not be; identify how long are people staying (should we have 4 hour meters in places instead of two). Information is valuable in parking management and we are just starting to get some information. New meters would be a game changer in terms of learning how people park in Montpelier.

Because some areas have more demand than others, Montpelier could also consider pricing based on where in downtown the space is located. This can be accomplished by simply painting meter bonnets different colors (see *color coded meters*). Barre City has such a system where prices are highest on black meters (2 hour), reduced for less convenient yellow meters (4 hour max), and still more

reduced for green meters (8 hours). In their system someone with a parking pass can park at a green meter without paying.

A final option to review regarding on-street parking would be increase parking in specific areas where the right of way is wide enough to accommodate angle parking (see *on-street angle parking*) and where it would not conflict with bicycles.

Goal 3: Adjust downtown municipal parking management to provide adequate “moderate price/more convenient” parking usable for the mid and long term.

The municipal lots are the first overflow points for visitors looking for moderate term parking or short term parking where the on-street parking has filled. These lots would ideally not be filled more than 85% to 90%. Visitors and shoppers looking to stay in the downtown for a few hours should always be able to find a place to stay. These spaces will be some of the most difficult to manage because we will need to move longer term (employee) parking to remote lots (see goal 5) to free up spaces for use by others. These spaces are also the most in demand for developers looking to reserve spaces for their new development project or tenant.

The EDSP identified the critical factors for Montpelier to continue to position itself as the premium location and as Peter Fairweather identified in his 2016 report “the top six factors associated with job growth include having sites available for development, site amenities (i.e. walkable and vibrant downtown), economic development marketing, timely approvals, and available parking for employees and visitors. In premium locations the best parking will cost more especially in places like Montpelier where there is only a limited amount of high quality parking.

One option used by many municipalities is to build one or more parking garages. With an average cost of \$25,000 to \$30,000 per space it could cost \$3M for a small garage (100 spaces) and \$10M or more for a modest garage (400 spaces). They make sense where communities have no other options and where the cost of parking is high enough that the city can charge a high enough fee to cover most of the bond and maintenance. They generally lose money for communities but are done because it allows for an increase in density and the growth in grand list offsets and deficit in parking revenue. Many communities today are cautiously looking at self-drive technologies (and self-parking cars) to see if it will make garages obsolete in 10 to 20 years. We are not here proposing a parking garage solution for Montpelier although the City should not turn down conversations where a public – private partnership could make sense (e.g. a new large employer pays for a portion of a parking garage but allows public use in off peak hours).

Amending parking policies and permit fees will be critical to accomplishing this goal. The first critical policy is to have a policy statement that shared parking is the most efficient and therefore there will be no “dedicated parking spaces”. Reserving spaces is the most inefficient means of allocating parking because when that person is not in the space cannot be used by someone else. Also, dedicated parking does not allow “park once/ shop many”. We want people to park and visit many destinations – not to park in the spaces reserved for bank customers and then move the car in order to visit the restaurant around the corner. Occasionally cities can sell a portion of spaces for dedicated parking as a means of raising revenues. A handful of spaces in each lot would be auctioned off to the

highest bidder for a one year right to have an assigned space. We don't recommend using dedicated spaces at all in downtown parking lots.

A second parking policy would be that the city will sell parking passes to those who want to have the right to park in downtown lots. The city should sell more passes than spaces (usually at 160% more passes than spaces) and will be first come first serve. That will help to maximize usage in downtown but the City must be careful not to be back in apposition where we have greater than 85% occupancy. Prices will be set at a point where demand for permits is in balance with the number of passes for sale. Parking passes can either be used in any lot or in a portion of a lot signed for permit use.

Goal 4: Continue to use certain neighborhood streets for long term parking.

Montpelier has a long history of using neighborhood streets for de facto parking lots. The new complete streets plan will likely, when adopted, remove on street parking from a number of arterial and collector streets in an effort to create more bike lanes. That plan will also identify streets where parking will be appropriate. The nature of certain residential streets is that bikes can safely share the lane with cars. For example, the Meadow is a popular place to park cars and walk into town. Those streets do not carry through traffic and speeds are slow making it safe for bike riders to use the travel lane for travel rather than creating a separate bike lane.

These neighborhood parking areas will continue to be most important north of downtown where "rail bus" parking lots will not be available (see goal 5 below). These parking options are not convenient for short trips as one either need to take a short walk into downtown or wait for the circulator. The advantage is that it is free so although parking in the downtown will cost money, walking in would be free.

Goal 5: Create new remote parking lots along rail line in conjunction with upgrades to the rail to support rail-buses.

This is most radical solution to Montpelier's long term parking. If the City first removes on-street parking from a number of arterials (per the complete street plan) and then we use cost to push on street parking and municipal lots down to 85% occupancy then the city has created a deficit in the number of spaces needed to meet demand. This puts the city at a crossroads for either investing heavily in a parking garage or investing in an alternative strategy like remote lots and shuttles to cover that difference. The idea of remote lots is not new. It has been discussed in the past and is currently used in few places such as Department of Labor parking lot and the recreation fields.

The reason the rail line option is treated more favorably than the parking garage idea is three fold. First is cost. The \$10M needed for a parking garage has been estimated to be enough money to fix the rail line from Barre City to Montpelier. Those costs could be split among the three communities instead of one. Also, grants could be sought to pay some of the cost of those improvements whereas there are no grants available for garages.

Second, the rail line, especially if it extends to Barre City, will also act to reduce parking demand. When someone lives in Barre but works in Montpelier, they can commute by walking or biking to a

rail station for commuting. A parking garage may consolidate and share parking but in the end it does not reduce the number of cars driving to town.

Third the rail line opens up land along the rail corridor for redevelopment as Transit Oriented Development (TODs). In areas like the Barre to Montpelier corridor we don't have a landscape that makes for easy expansion of the urban core. All the communities have floodplains and steep slopes which makes a typical gridded street pattern difficult. The rail option will help with economic and housing development that would not be possible with the garage solution.

Goal 6: Private parking lots should be designed to minimize environmental and aesthetic impacts and to be the minimum needed to serve their purpose.

The goal should set the stage for how we regulate private parking in the city through zoning. Current proposed zoning requires parking to be behind the front face of the building, limits are established for lighting and screening, reduces minimum parking requirements so fewer spaces may be needed, allows for shared parking between different properties, and allows for different ways of counting spaces that should reduce the number of parking spaces needed to allow a project to move forward. In the future, stormwater requirements will be added to help maintain water quality in our rivers and streams.

Department of Planning and Community Development

Strategy Recommendation: Strategy #1

As laid out above our strategy is to manage on street parking to 85% and municipal lots to 85% as well by using the cost of parking as a driver of behavior change. These areas will be targeted to short and moderate term parking demands as well as long term parking where someone is willing to pay for the convenience of downtown parking. We will remove on-street parking in places to meet our complete streets objectives and continue to use some neighborhood streets for long term parking. To meet our overall deficit of parking we will use a combination of remote lots, particularly along the rail line, to allow buses and rail bus shuttles to move people who want long term affordable parking into the downtown. Private parking will not be required for downtown projects and minimum parking requirements will only be set when needed to limit off site impacts. Using this paradigm, solving our parking problem will also advance our economic and housing goals as well as helping to reduce the need for parking and reduce our carbon footprint.

These pieces only work if the entire plan is implemented. As mentioned above, there are other ways to achieve these goals including building a parking garage and there is, of course, always the option of doing nothing (keep doing what we are doing). There still may be garage opportunities that we may explore from time to time. If Tax Increment Financing (TIF) became available a large employer, housing development or hotel/convention center wanted some structured parking downtown, the city should evaluate the proposal. To build a garage with TIF revenue the garage would need to be publicly owned and open to all. A garage that supported more density in the downtown and allowed additional parking lots to be converted to useful land development would be a positive thing for Montpelier.

The Null option assumes that the City of Montpelier will not make any changes and continue on its current course which takes a passive approach to parking management. Parking enforcement is a tool to ensure parking spaces have turnover and the revenue generated by meters is a political decision, insofar as prices are set by City Council, rather than a reflection of market conditions whereby areas of increased demand command higher prices. Implicit in doing nothing is a thought that parking is not a problem or at least not a significant one.

Option #1: Pursue Conceptual Plan in support of Team Bridges proposal for reactivated rail line and Transit Oriented Development

Phase/Year	Indicator(s)	Actions
Phase I Year 6 months -1 year	Usage Data Revenue	1. Evaluate usage based on data from new CC enabled meters. Data collection over year 2. Identify Administrative responsibility for Operations and Parking Management (On Street Strategy)
Phase II Year 1- Year 3	Enforcement and Data Collection & Preparation for Rail Shuttle Project	3. Implement Parking Demand Management Strategies using Pricing models to influence parking behavior. Adjust pricing based on demand. (ON Street Strategy) 4. Implement Parking Zones & Color Coding of Meters(ON Street Strategy) 5. Implement New Parking Policies with changes to Permits, Reserved Spaces, and reverse angle parking (Policy Strategy) 6. Implement reverse angle parking where appropriate (On Street Strategy) 7. Improve Bike, Pedestrian and Transit Facilities (On Street/Off Street Strategies) 8. Identify funding opportunities and partnerships to conduct feasibility and scoping studies (Off Street & Remote Lot Strategy) 9. Continue Conceptual Planning and Discussions(OFF Street & Remote Lot Strategy) 10. Expand Parking Meters into Residential Neighborhoods where feasible and (On Street Strategy)
Phase III: Year 3-5	Increase Supply & Secure Funding for Rail Project	11. Seeks leases, options to purchase, or partnerships with private developers for remote parking lots and underutilized land adjacent to bike path and rail line. (OFF Street & Remote Lot Strategy) 12. Secure funding to implement feasible projects identified in Phase II(OFF Street & Remote Lot Strategy)
Phase IV 5 Years +	Implementation	13. Implement Projects to Improve bike, transit and pedestrian facilities as identified in Phases I-III

Option #2: Pursue the Construction of a Public Parking Structure Description:

Construction of a Public Parking Structure to vertically integrate parking, increase supply, and facilitate economic and housing development in Downtown Montpelier. Since the 1980s' the City of Montpelier has explored a number of locations and has pursued opportunities to construct a parking structure in Downtown Montpelier. This strategy would fast track this effort and seeks opportunities to construct a public parking structure in Downtown Montpelier. The parking structure could be used to increase capacity or merely to vertically integrate parking in order to redevelop surface lots for economic development.

Option #2: Pursue the Construction of a Public Parking Structure		
Phase/Year	Indicator(s)	Actions
Phase I Year 6 months -1 year	Usage Data Revenue	1. Evaluate usage based on data from new CC enabled meters. Data collection over year 2. Identify Administrative responsibility for Operations and Parking Management (On Street Strategy) 3. Review previous studies & identify preferred location. 4. Define the scope of the project
Phase II Year 1-2	Secure Option	5. Seek leases, options to purchase, or partnerships with private developers for parking structures (OFF Street & Remote Lot Strategy) 6. Secure an option to purchase land
Phase III Year (1-3) Running Concurrently	Begin Preparations	7. Identify Funding Sources: a. TIF: Secure Approval From the State b. Municipal Bond: Begin Process c. Revenue Sources: Identify 8. Conduct Cost Benefit Analysis a. What is the cost of the infrastructure? b. What new development will occur but for the City creation of a parking structure c. Will That Tax Revenue offset the cost of investment 9. Begin Preliminary Design Work: 10. Cost estimates
Phase IV: Year 3-5	Secure Funding For Parking Structure	11. Secure funding to implement feasible projects identified in Phase II & III
Phase IV 5 Years +	Implementation	12. Begin Construction

Goal that this strategy seeks to accomplish:

Address Parking as issue as defined in EDSP. Montpelier's EDSP identified the need to make infrastructure investments in support of its goal to maintain its position as a premium location in Central Vermont. External pressure from Barre and Waterbury make this need critical if Montpelier is to maintain this position. As a higher cost location, there is a presumption that if a business chooses to locate in Montpelier it must have adequate parking for the convenience of its employees.

Cost: \$5-12 million Dollars (approximately \$25,000 per space)

Barriers to Implementation:

- ☐ The City would need to have all financing tools at their disposal. Most notably, receiving approval from the Legislature for a TIF District.
- ☐ Private Sector Partners: the City will need to identify the partners and projects that will help to finance the project and will be the beneficiaries of the improved infrastructure (TIF)
- ☐ Public Support: there is widespread disagreement on the need for a parking structure. Public perceptions will need to be changed in order to explain the costs and benefits to the general public.

Option #3: Public Transportation

Increase Use Public Transportation Description: Partner with Green Mountain Transit and State of Vermont to Increase the usage of Public Transportation by developing policies and investing in strategies to foster increased use of public transit.

Cost: N/A

Goal that this strategy seeks to accomplish: Increase Supply by reducing Demand

- Barriers to Implementation: Programs are generally housed in state agencies for GMT and not within the City's purview
- Success is contingent upon buy in from employers, employees , and large institutions

Option #3: Increase Use Public Transportation		
Phase/Year	<u>Indicator(s)</u>	<u>Action</u>
Phase I Year 6 months -1 year	GMT Ridership Data Parking Counts Parking Surveys	Evaluate usage based on data from new CC enabled meters. Data collection over year Identify Administrative responsibility for Operations and Parking Management Identify Targets for Utilization and Metrics to gauge success
Phase II Year 1-2	GMT Ridership Data Parking Counts Parking Surveys	Develop City Policies to Encourage Employees use public transportation. Develop a Fleet Policy for City Employees Provide Financial Incentives to Employees
Phase IV: Year 3-5	GMT Ridership Data Parking Counts Parking Surveys Fleet Usage Data Utilization Rates of Financial Incentive	Maximize Incentives based on utilization Rates
Phase IV 5 Years +		<u>Evaluate, Reassess and Implement Changes</u>

Option #4: Demand Management:

Strategy: Demand Management and Dynamic Pricing

Description: Using Data to develop dynamic pricing strategies that respond to seasonal or daily demand. As demand rises in a given area, the price goes up accordingly thereby encouraging parkers in the high demand area to seek options further away at a lower cost

<u>Option #4: Demand Management</u>		
Phase I Year 6 months -1 year	Collect and Analyze Usage Data	Evaluate usage based on data from new CC enabled meters. Data collection over year. Develop Demand Based Pricing Model Identify Administrative Responsibility for Operations and Parking Management and Data Collection Develop Policy to eliminate Reserved parking spaces
Phase II Year 1-2	Collect and Analyze Usage Data	Price Parking : Charge Motorists for their use and convenience (i.e. higher demand location command higher price) Provide Financial Incentives Develop Policies Regarding: • Shared Parking • Implement Smart Growth Policies • Improve Bike and Ped Facilities • Increase Capacity of Existing Parking Facilities
Phase III Year (1-3) Running Concurrently	Collect and Analyze Usage Data	Unbundle Parking : recognizing parking as a tangible benefit and give employees the choice between cash back or convenience Provide Bicycle Parking Facilities Improve Efficiency of Enforcement and Control of Parking Facilities
Phase IV: Year 3-5	Collect and Analyze Usage Data	Establish Overflow Parking Plans Address Spillover Problems Improve Parking Facility Design Manage Parking in Neighborhoods through active management or residential permitting

Phase IV 5 Years +	Collect and Analyze Usage Data	Work with State of Vermont to reduce their demand and impact on the City.
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Cost: N/A

Goal that this strategy seeks to accomplish: Reducing Demand through pricing strategy

Barriers to Implementation:

- ☐ Police Department and Parking Enforcement currently have Limited Capacity within Enforcement Staff to Implement the personnel to collect, analyze, and implement
- ☐ Lack of adequate housing proximate to the largest employers limits the ability for bike and pedestrian commutes to work seasonally or in difficult weather conditions
- ☐ Demand Management requires a significant investment in technology, administration ,enforcement and outreach to effectively manage transportation decisions and parking behaviors

Option 5: Status Quo

Description : No Action Taken maintain Status Quo of Enforcement, Periodic Rate Increases as needed to cover costs , no active demand management, no significant investments in technology, staff , or facilities.

<u>Option #5: No Action or Null Option</u>		
Phase/Year	<u>Indicator(s)</u>	<u>Action</u>
Phase I Year 6 months -1 year	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>
Phase II Year 1-2	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>
Phase III Year (1-3) Running Concurrently	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>
Phase IV: Year 3-5	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>
Phase IV 5 Years +	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>

Appendix

On Street Tools

Strategy: Demand Management and Dynamic Pricing

Description: Using Data to develop dynamic pricing strategies that respond to seasonal or daily demand. As demand rises in a given area, the price goes up accordingly thereby encouraging parkers in the high demand area to seek options further away at a lower cost

Cost: N/A

Goal that this strategy seeks to accomplish: Reducing Demand through pricing strategy

Barriers to Implementation:

- ☐ Police Department and Parking Enforcement currently have Limited Capacity within Enforcement Staff to Implement the personnel to collect, analyze, and implement

Strategy: Color Coding of Meters

Description: The Color Coding of Meters is a cost-effective way to manage parking behaviors by notifying the drivers of the relative cost of parking in particular “zone”. The City would paint the meter heads with a color code to indicate from afar the cost of parking in a particular are. For example, a driver that sees a black meter head would be able to see that this is a high demand area where parking is short term and high cost location. This visual que would allow the driver to make an informed decision on the parking choices. Those drivers that seek convenience would be more likely willing to pay for the premium location whereas, a driver who is looking for a longer term cheaper option would make a choice to continue on searching for a cheaper alternative further from their destination and walk or take a shuttle to their final destination

Cost: Inexpensive

Goal that this strategy seeks to accomplish:

Alleviate parking pressures in downtown and satisfy Goals #2 and Goals #3

Barriers to Implementation:

This strategy may or may not have a demonstrably significant impact on downtown parking pressures. It will, however, push more drivers into cheaper off-street parking options when they are available or it may push more drivers further into the adjacent neighborhoods. Consequently, this will have an impact on the City’s Complete Streets Planning and limit the ability to have dedicated bike lanes in the residential neighborhoods. Increased demand in the neighborhoods will mean that sharrows will be the preferred option, in order to ensure the safety of the bicycling community.

Strategy: Introduce Angle Parking where appropriate

Description: Where there is adequate street width, change on street parking orientation from parallel to angled spaces (nose in or reverse in) this will significantly increase the total supply of available parking by maximizing the curb area.

Cost: The cost to restripe on street parking to accommodate angled parking would not represent a significant barrier to implementation. Further, the increase in parking revenues would be net positive.

Barriers to Implementation: There has been opposition to angled parking solutions in Montpelier. Most notably in the Spring of 2015 when a proposal from the Parking Advisory Committee to introduce reverse angle parking in front of the State House was met with significant opposition from the Bicycle Advisory Committee due to safety concerns.

Goal that this strategy seeks to accomplish: Alleviate Parking Pressures by increasing available supply.

Off Street Tools

Strategy: Shared Parking Policy

Description: Shared parking is public parking spaces built with the in-lieu revenue allow shared use among different sites whose peak parking demands occur at different times (a bank and a bar for example) and fewer spaces are needed to meet the combined peak parking³ demand. This strategy more efficiently uses existing parking facilities in an effort to match up non-competitive parking uses to utilize parking at its most efficient.

Cost: In order to facilitate an effective shared parking system the City would have to secure access and control of existing parking sites to effectively manage. For example, a shared parking policy would allow the City to provide overnight parking in lots currently not available to residents' downtown. However, effectively managing the users will take administrative time and attention otherwise users on both ends will be frustrated and shared use will not be embraced.

Goal that this strategy seeks to accomplish: Increasing supply through effective management

Barriers to Implementation:

- ☐ Sharing parking can increase administrative and enforcement costs. It reduces user convenience and prestige (no reserved spaces)
- ☐ The State controls the largest inventory of parking spaces and would need to be primary partner with non-competitive users that would utilize the parking facilities during their non-peak hours (mainly nights and weekends)

³ Shoup pg. 231 Public Parking in Lieu of Private Parking

Strategy: Build new surface lots or increase capacity of existing surface lots

Description: Focus on removing underperforming properties and converting these properties to surface lots.

Cost: TBD

Barriers to Implementation: There are very few opportunities to create new surface lots without endangering the historic structures that are a hallmark of our Downtown.

Goal that this strategy seeks to accomplish:

Address Parking as issue as defined in EDSP

Staff Recommendation: Not Recommended due to high cost including financial, environmental, and damage to the historical integrity of Downtown.

Neighborhoods & Remote Lot Tools

Strategy: Relocation of Parking and Creating Satellite Parking Description: Parking in the downtown area and all new parking for new development will be located on the periphery of town. These remote lots will be accessed via Rail Cars, Street Cars, which will bring commuters and visitors from the periphery

(primary at the River Street/302 intersection to Montpelier Junction



Cost: \$6-10million

Revenue: Positive due to increased development opportunities along the transit corridor and population growth.

Barriers to

Implementation:

- ☐ Political will at Local, State, and Federal levels needs to be forthcoming
- ☐ Conceptual Planning has been done by the project Team. Next phase to determine the feasibility would need to be funded locally or regionally.

Goal that this strategy seeks to accomplish: Increase Supply

Description: This concept as outlined in the NetZero Vermont 2030 Design Competitions Winning proposal is to relocate approximately 751 out of the downtown area to the satellite parking lots

- a. : (I) 531 parking spaces owned by the State in the area south of State Street and west of Taylor Street and
- b. (ii) 220 public parking spaces owned by the City of Montpelier in the area west of the North Branch, south of State Street and east of Taylor Street. Satellite parking - Several satellite parking lots will be created with the two most important being located at the eastern and western terminus of the streetcar line. The 17-acre parcel adjacent to the Amtrak station can accommodate 1500-2000 spaces and the 7-acre Grossmans site an additional 600+. Additional satellite parking will be available at Montpelier High School (137) and an expanded Dog River

Road park and ride lot (219). In total, nearly 3,000 parking spaces will be in satellite lots served by the streetcar line

- c. *Establishing streetcar service along the existing Washington County Railroad that runs 13.1 miles from Montpelier Junction to Barre is essential if Montpelier and the Capital Corridor are to achieve Net Zero status..... The State has estimated that it would cost more than \$4 million to upgrade the bridges and an additional \$6.5 million to upgrade the track on this line to meet current day freight needs.*

(Team Bridges pg.4)

Strategy: Improve Pedestrian, Transit, and Bicycle Facilities

Description: The City has been actively working for over 20 years on improving bicycle and pedestrian connections including the Winooski East-West Bike path extension, One Taylor Street Transit Center. In addition, The SCBC Complete Streets project will help to outline the long term road typologies that will allow DPW to plan and implement complete streets improving bike and pedestrian access throughout the City.

Cost: NA

Barriers to Implementation:

- ☐ The largest barriers to improving transit facilities is cost as well as balancing the needs of all modes of transportation including bicycle, pedestrian, and vehicle demands.
- ☐ Inadequate Housing Supply limits the effectiveness of improved bike and pedestrian facilities if the daily population still has to commute from outside town.
- ☐ Neighborhoods will have to dovetail with SCBC Complete Streets Plan

Goal that this strategy seeks to accomplish: Reduce Demand by increasing options.

Policy Modifications in Support of Effective Parking Management

Strategy: Permit Policy

Description: Currently, the City issues the same number of permit spaces as there are spaces. However, on any given day parking permit utilization rates are lower than the number of permits issued. Issuing more permits will maximize the number of permits that are used on a daily basis, maximizing the efficiency of permit areas as well as increasing revenue.

Cost: Increased Staff time

Barriers to Implementation: Limited Staff and Capacity to develop and implement

Revenue: Positive

Strategy: Develop policies to limit Reserved Spaces and increase Shared Parking

Description: Develop policy to restrict or prohibit “reserved” spaces. Instead Permits will allow consumer to park anywhere within a parking zone within the allotted length of time. However, if the City Council does decide to offer some limited reserved paces. It is the staff recommendation that these spaces are auctioned (at a premium) in addition to the requirement that the Reserved Space Holder must also purchase a parking permit.

Cost: NA

Revenue: Positive

Barrier to Implement: Historically “grandfathered permit holders and reserved space holders” will be resistant



CITY COUNCIL Agenda Item #17-165

Date: May 10, 2017

Consent ___ Discussion x **Time Sensitive ___**
(outlined below)

SUBJECT: Update on Berlin Pond Discussions Requested by Legislature

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Provide guidance to the City Manager for participation in discussions with DEC, F & W, Towns of Berlin, Northfield and Williamstown

RELATED COUNCIL GOAL/PRIOR ACTION: H: Maintain a Clean and Healthy Natural Environment

EXPENDITURE REQUIRED: None immediately; could incur costs if further legal action is directed

SOURCE OF FUNDS: Water Fund Budget

LEGAL REQUIREMENTS: None for this meeting

BACKGROUND INFORMATION: The City of Montpelier submitted Charter change legislation which would allow the City to regulate use of Berlin Pond. The House Local Government Committee deferred action on the bill and asked that the City meet with other interested stakeholders to determine whether agreement could be reached about use of the pond. The initial meeting was held on April 25th. The next scheduled meeting is May 23rd.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: Berlin Select Board, Vermont Fish & Wildlife Division, Vermont Water Supply Division

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



CITY COUNCIL Agenda Item #17-152

Date: May 10, 2017

Consent ☐ Discussion ☒ Time Sensitive ☐

SUBJECT: Public Nuisance Ordinance – 2nd Public Hearing

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Conduct the 2nd Public Hearing, with or without further amendments

RELATED COUNCIL GOAL/PRIOR ACTION: C: Maintain a Safe Community, E: Maintain a Healthy Community for People. Council has previously directed staff to take actions to improve the situation at the Econo Lodge.

EXPENDITURE REQUIRED: None for this action; enforcement time

SOURCE OF FUNDS: Enforcement paid through General Fund Budget

LEGAL REQUIREMENTS: City regulatory authority governed by Title 24 § 2291

(13) To compel the cleaning or repair of any premises which in the judgment of the legislative body is dangerous to the health or safety of the public.

(14) To define what constitutes a public nuisance, and to provide procedures and take action for its abatement or removal as the public health, safety, or welfare may require.

(24) Upon the determination by a municipal building inspector, health officer, or fire marshal that a building within the boundaries of the town, city, or incorporated village is uninhabitable, to recover all expenses incident to the maintenance of the uninhabitable building with the expenses to constitute a lien on the property in the same manner and to the same extent as taxes assessed on the grand list, and all procedures and remedies for the collection of taxes shall apply to the collection of those expenses; provided, however, that the town, city, or incorporated village has adopted rules to determine the habitability of a building, including provisions for notice in accordance with 32 V.S.A. § 5252(3) to the building's owner prior to incurring expenses and including provisions for an administrative appeals process.

BACKGROUND INFORMATION: The former restaurant building on the Econo Lodge property has been vacant and fallen into disrepair in recent years. Neighbors have complained about its appearance and impact on the area. City and State enforcement action has resulted in the building being deemed safe and not to be a health hazard. It remains as a blight on the neighborhood.

Council conducted the 1st Public Hearing at their April 26th meeting.

SUPPORTING DOCUMENTS: Draft of new Article VII, NUISANCES, under Chapter 7, HEALTH AND SANITATION, as drafted by Attorney Paul Giuliani; further proposed amendments from the 1st Public Hearing in italics

INTERESTED PARTIES: Econo Lodge owners, Northfield Street and Derby Drive neighborhood residents, other owners of vacant buildings

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", is written over a horizontal line.

HEALTH AND SANITATION**ARTICLE VII. NUISANCES****Sec. 7-700. PURPOSE.**

Any property within the City which is in a state of disrepair and deterioration, including vacant buildings, unsafe structures and potentially dangerous land conditions, are deemed to be public nuisances because their existence contributes to the decrease in value of surrounding properties, precipitates disinvestment by neighboring owners, provides a location for criminal activity, undermines the aesthetic character of the city and its neighborhoods and environs, and has other undesirable effects. Allowing public nuisances to remain indefinitely, even in the absence of code violations, structural boarding and other security measures, is detrimental to the public health, safety and welfare, unreasonably interferes with the reasonable and lawful use and enjoyment of other neighboring or adjacent property, may pose a danger to first responders in an emergency, and detracts from the appearance and good order of the neighborhood. The purpose of this ordinance is to abate public nuisances and to mitigate their impacts.

Sec. 7-701. DEFINITIONS.

- (1) As used in this Article, the term “nuisance” and “public nuisance” shall mean:
- (a) the physical condition or occupancy of any premises or property regarded as a public nuisance at common law; or
 - (b) any physical condition or occupancy of any premises or property considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations, and unsafe fences and structures; or
 - (c) any premises that has unsanitary sewage or plumbing facilities; or
 - (d) any premises designated as unsafe for human habitation; or
 - (e) any premises or property that is manifestly capable of being a fire hazard, or is manifestly unsafe or unsecure so as to endanger life, limb or property; or
 - (f) any premises from which plumbing, heating or other facilities have been *permanently* removed or disconnected, destroyed or rendered ineffective, or the adequate precautions against trespassers have not been provided; or
 - (g) any premise that is unsanitary, or that is littered with rubbish or garbage; or
 - (h) any structure that is in a state of dilapidation, deterioration or decay, faulty construction, overcrowded, open, vacant or abandoned, or damaged by fire or other

casualty to the extent so as to not to be habitable, or in danger of collapse or failure; or dangerous to anyone on or near the premises, or detracts from the value, use and enjoyment of neighboring or adjacent property.

- (2) As used in this Ordinance, the term “Inspection Officials” shall mean the City Building Inspector, City Health Officer or City Fire Department Chief, or such other person so designated and appointed by the City Manager.
- (3) As used in this Ordinance, the term “owner” shall mean the person holding record title to premises or property, as well as any person occupying, using, controlling or operating such premises or property as tenant, lessee or any other capacity recognized at law.
- (4) As used in this Ordinance, the terms “property” and “premises shall be used interchangeably, and shall include buildings, structures, land, land conditions, land improvements, and personal property deposited or stored thereon.

Section 7-602. PROHIBITION.

- (1) No person shall create, operate or maintain a public nuisance within the city.
- (2) No person shall fail to comply with the terms of an order of abatement issued under this ordinance.

Section 7-703. INSPECTION.

- (1) Upon receipt of information that a violation of this ordinance has occurred, an Inspection Official shall undertake a physical inspection of the premises or property. The Inspection Official may enter any building, structure or premises within the city for the purpose of making inspections or investigations at all reasonable hours; provided that, except in case of emergency, the right and authority conferred by this section shall not apply to the entry of any premises or property unless advance written notice is served on the owner thereof. Such written notice shall contain a statement of the date and time that an inspection will be made and shall also contain a statement of the purpose of such inspection.
- (2) The Inspection Official shall prepare a written report of his or her inspection of the premises or property and any corrective or abatement recommendations, and shall deliver a copy thereof to the owner of the premises and to the City Manager for transmittal to the City Council.

Section 7-704. HEARING ENFORCEMENT.

- (1) Upon at least ten days advance written notice to the owner of the premises, the City Council shall convene a public hearing to consider and act upon the inspection report of the Inspection Official. At such hearing, the City Council shall allow testimony and evidence from the owner of the premises or property, city officials and employees, and the public relating to the condition of the premises.

- (2) Following such hearing, the City Council shall deliberate and may determine that the premises constitute a public nuisance based upon specific findings. In the event the City Council determines that the premises constitute a public nuisance, it shall direct that the owner thereof produce and deliver to the City Manager a plan and schedule of remediation and abatement, such submission to be made within *a reasonable timeframe established by the City Council, but in no event less than ten days* of receipt of the City Council's findings.
- (3) In the event the owner's remediation and abatement plan is accepted and approved by the City Council, the owner shall implement said plan immediately, and shall complete the same within the time limits imposed by the City Council.
- (4) In the event the owner fails to submit a plan of remediation and abatement in accordance with subsection (2), or if the owner fails to comply with subsection (3), the city shall proceed to enforce this ordinance as provided herein, and shall seek such injunctive relief, enforcement remedies, and penalties as permitted by law, *including, without limitation, abatement of common law nuisances, abatement of public health hazards, demolition of structures determined to be in violation of this ordinance, and enforcement of liens for unpaid fees imposed under Section 7-706.*

Section 7-705. APPEALS.

A person, including the owner, aggrieved by any action taken hereunder by the City Council or a City official or employee may appeal *any decision made by the City Council under Section 7-704. Such appeal shall be taken* in the manner provided by law for appeals from governmental agencies and bodies.

Section 7-706. FEES.

Commencing thirty days from the date of delivery of the Inspection Official's report pursuant to Section 7-703(2) hereof, the Inspection Official shall conduct periodic inspections of the premises, no less frequently than monthly, and shall furnish a report of such inspection to the owner and the City Manager. An inspection fee of \$_____ for each such inspection is hereby established, such fee payable upon receipt by the owner of an invoice from the City Treasurer.

Section 7-707. SCOPE OF ORDINANCE.

The ordinance shall apply to all property within all areas of the City of Montpelier.

Section 7-708. DESIGNATION; PENALTIES.

This ordinance shall constitute a civil ordinance within the meaning of 24 V.S.A. Chapter 59, for a violation of which there is hereby imposed a penalty of \$100.00 per day for each day the owner

fails to comply with Section 7-704(2)(3) or (4), in addition to any other penalties provided by law.

Section 7-709. SEVERABILITY.

If any portion of this ordinance is found to be unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected and shall remain in full force and effect. If any statute referred to in this ordinance is amended, this ordinance shall be deemed to refer to such amended statute.

Section 7-710. AUTHORITY.

This ordinance is enacted under authority granted to the City under 24 V.S.A. § 2291(14) and Section 701 of the Montpelier City Charter.

Minutes of the Montpelier City Council Meeting
April 26, 2017, 5:30 PM
City Council Chambers, City Hall

In attendance: Mayor John Hollar (Chair), Councilors Justin Turcotte, Anne Watson, Dona Bate, Ashley Hill and Jean Olson. Councilor Rosie Krueger was absent. City Manager Bill Fraser was in attendance. City Clerk John Odum acted as Secretary of the meeting.

Call to Order by the Mayor

- 17-128. Without objection, the proposed agenda was approved (with the addition of the attached item from the Public Works department and moving up the discussion of One Taylor Street/Bike Path) by unanimous consent.
- 17-130. Councilor Watson moved approval of the consent agenda, Councilor Bate seconded. A brief discussion followed. The motion carried unanimously
- 17-131. Councilor Bate moved that the current representatives to the East Central Vermont Telecommunications District (John Bloch – delegate, Rob Chapman – alternate) be reappointed to their respective positions. Councilor Olson seconded. After brief discussion, the motion carried unanimously.
- 17-138. The City Manager offered an update on One Taylor Street and Bike Path projects. Discussion followed, no formal action taken.
- 17-132. The Council discussed the appointment of a Montpelier representative to fill a vacant seat on the Wrightsville Beach Recreation District Board of Directors. Councilor Turcotte recused himself, as he was a candidate. Jon Copans and Councilor Turcotte each in turn addressed the Council on their interest in the appointment.
- Councilor Watson moved the Council (with the exception of Councilor Turcotte, and the inclusion of the City Manager) enter executive session to discuss the appointment. Councilor Bate seconded. The motion carried 4-0 at 5:57.
- Councilor Watson moved the Council return to open session, Councilor Hill seconded. The motion carried 4-0. After a moment of discussion, Councilor Olson moved Jon Copans be appointed to the Wrightsville Beach Recreation District Board of Directors. Councilor Bate seconded. The motion carried 4-0 at 6:00. Councilor Turcotte returned to his seat.
- 17-134. Sandy Vitzthum was joined at the table by City staffers Arne McMullen, Geoff Beyer and Dan Groberg for a presentation on Community Center location options. Discussion followed.
- Councilor Watson moved that the Council ask the Legislature to allow for a delay in the sale of the Redstone Building (while the City considered options). Councilor Hill seconded the motion. Further discussion followed (Finance Director Todd Provencher

participated). The motion carried unanimously (5-0).

- 17-135. Planning Director Mike Miller came to the front to resume discussions of sections 1 and 2 of the proposed zoning ordinance. Barbara Conrey, Leslie Weltz, and Kim Cheney of the Planning Commission participated.

Comments generally supportive of the proposal, or particular elements of the proposal were offered by: Anthony Iarrapino, Dan Jones, Susan Abdo, and Jack McCullough
Informational questions only: Joe Castellano

Comments generally critical of the proposal, or particular elements of the proposal were offered by: Gail Kerrigan, Alan Goldman, Steve Sease, Carol Vassar, Jay Ancel, Sandy Vitzthum, Gerry Tarrant, Ben Huffman.

Council discussion followed. No formal action taken.

The Mayor called for a recess at 8:30. The meeting reconvened at 8:38.

- 17-133. The Mayor opened the Public Nuisance Ordinance 1st Reading/public hearing at 8:38. Fire Chief Bob Gowans and Planning Director Miller participated in the discussion. No public comments were offered. The public hearing was closed at 9:10, and without objection the Council passed first reading and set the second reading/public hearing for the next council meeting (May 10) by unanimous consent.

- 17-137. Public Works Director Tom McArdle gave an update on the summer project schedule. Discussion followed. Mayor Hollar stepped out, and Councilor Watson took the gavel in her capacity as Council President at 9:35.

- 17-140. Councilor Bate discussed the coming presentation of the Rotary Club Citizen of the Year award to Bev Hill. At this time, the Mayor returned and resumed chairing the meeting (9:42). Councilor Bate moved the Mayor be authorized to sign a proclamation commending Bev Hill on behalf of the Council. Councilor Hill seconded, and the motion carried unanimously at 9:43.

Councilor Watson offered an update on the flag contest, and made recommendations on the website regarding the proposed zoning changes.

Councilor Hill noted a website typo, and promoted the upcoming May 12 "Coffee with a Cop" and associated panel discussion at the Senior Center.

- 17-141. The Mayor reported on the Mayors Coalition press conference the prior week regarding potential passage of a housing bond. He also noted plans for an event to push for a structure to fund Lake Champlain cleanup.

- 17-142. The City Clerk noted that 40 dog licenses had been processed online and that he had received no negative feedback about the increased license fees. He briefly reported on liquor licensing status, and briefed the Council on the likely need to call a Special City Meeting for June 20 regarding the proposed school district merger.

17-143. The City Manager reported on the recent meeting regarding the status of Berlin Pond.

17-144. Councilor Watson moved the Council find that premature public knowledge of the potential real estate acquisition posted on the agenda (Mowatt and/or Zorzi/Aja Properties) could put city at a substantial disadvantage. Councilor Bate seconded, and the motion carried unanimously.

Councilor Watson then moved the Council enter executive session to discuss said real estate acquisition, as well as the hiring process for the Assistant City Manager, and to include Tom McArdle (and the City Manager) in the closed session. Councilor Bate seconded, and the motion carried unanimously at 9:56.

Hearing no objection, the Mayor declared the Council returned to open session and subsequently adjourned by unanimous consent.



CITY COUNCIL Agenda Item #17-148(f)

Date: May 10, 2017

Consent ☒ Discussion ☐

SUBJECT: Contracted IT Services

SUBMITTING DEPARTMENT: Finance Office and Technology Services

RECOMMENDED ACTION: Approve transition to Contracted IT Service effective July 1, 2017. Authorize the City Manager to execute a Contracted Network Services Agreement with The Tech Group for a term of 36 months.

RELATED COUNCIL GOAL/PRIOR ACTION:

- A: Keep Montpelier Affordable for Residents
- B: Maintain Excellent Services
- C: Maintain a Safe Community
- D: Create and Maintain a Healthy Environment for Housing and Economic Growth
- G: Achieve a Steady State for Infrastructure Maintenance and Improvements, Facilities and Equipment

EXPENDITURE REQUIRED: Monthly fees starting July 1, 2017

SOURCE OF FUNDS: Cost neutral based on savings in salaries, wages and benefits

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: N/A

SUPPORTING DOCUMENTS: Memo from Finance and IT Staff

INTERESTED PARTIES: City Council, Voters, City Staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the City Manager's Approval line.



America's Small Town Capital

DATE: May 5, 2017

TO: William Fraser, City Manager
Management Team
Mayor and City Council Members

FROM: Todd Provencher, Finance Director
Fred Skeels, Technology Manager

SUBJECT: Contracted IT Services

During the FY18 budget process in January of this year, we discussed the possibility of using an outside service provider to perform technology services/network maintenance and eliminate an FTE that will be created by the retirement of our current IT Manager, Fred Skeels in June. The initial discussion revolved around potential cost savings. It was agreed at the time that we would leave enough money in the budget to fund an employee but explore the opportunity of utilizing a contracted service.

Following that discussion, Fred sent out a Request for Qualifications and received three responses. Requests for Proposals were published on the website and sent to Symquest, The Tech Group and Vermont Connections. Upon receipt of the proposals, Fred and I met with the two lowest cost providers, Symquest and The Tech Group. Both companies provide complete managed service solutions. Network management services include system monitoring of all endpoints including firewalls, switches, access points and UPSs, network monitoring, server maintenance, security updates/patches, anti-virus protection, email security/spam filtering and end-user support. Offsite backup and data restoration services are also included.

On April 10, city staff held a small end-user group discussion with representatives from each department. This meeting was intended to obtain feedback regarding each department's operational needs and to understand concerns or issues they may face if we moved to contracted IT services. Concerns among staff related primarily to uncertainty in the services that would be performed, lack of a physical IT staff person during absences and fear of being "stuck in a contract".

There was consensus among all present that there are advantages and disadvantages to each approach, although cost savings is not one of them.

Advantages to contracted services:

- Stable network environment, not dependent on one individual employee
- Continuity of operations through staff changes
- Asset management, our server environment is expensive to maintain and replace
- Depth of expertise offered by numerous specialists, it would be impossible to hire one staff member with expertise in all areas of IT utilized by the city.
- Better suited to meet future growth needs and migration to cloud based services
- Strategic planning for server life-cycles
- Routine vulnerability and network change reporting
- Ability to access each network device remotely to solve individual user issues.
- Broad range of support available to existing staff.
- Independent documentation of network configuration
- Available for onsite coverage during absences
- No HR related issues
- We currently use one of the existing service providers for complex issues
- Approximately 90% of issues can be handled remotely

Disadvantages to contracted services:

- While contracted services eliminate HR related issues, there are no immediate cost savings
- Changing vendors can become difficult if there are service issues
- After-hours and weekend support is billed separately
- One less person onsite to address workstation issues
- Less time available for custom projects

From an end-user standpoint, the primary concern is a physical presence to address support issues. Many application questions can be resolved through internet help. Seth Wood will continue to be the primary employee contact for daily operational support. The contracted portion of the services should be background services that staff never appreciate; things should “just work”. When issues do arise, if Seth is unavailable or unable to solve the issue, the selected contractor would triage after-hours problems, remote in and address the issue or send a field representative to assist with an on-site repair.

Pricing between the two most competitive quotes is similar and is broken out as follows:

	SymQuest			The Tech Group
Managed Services, monthly	\$ 2,285.00			\$ 5,825.00
Firewalls	\$ 956.00			Included
Antivirus	\$ 225.00			Included
Vermont Cloud	\$ 875.00			\$ 675.00
Initial transition, per month	\$ 2,400.00			Included
Contract term	6 months, re-evaluate			3 years, minimum 1 year
After hours network support	Billed separately			Billed separately
Business hours End-user support	Billed separately			Included, unlimited
Business hours network support	Included, unlimited			Included, unlimited
Initial costs May and June	\$ 6,741.00			\$ 6,500.00
Subsequent 6 -12 months	\$ 4,341.00			\$ 6,500.00

In comparison, a full time employee earning \$55,000 annually with benefits would cost approximately \$78,000 (depending on the benefit package) or \$6,500 per month.

Initial costs from SymQuest are higher but fall after integration of their service. Concerns regarding Symquest are their fee structure. They offer a-la-carte service and all work related to end-user support would be billed separately. Depending on the need, this could get very expensive (\$150+ per hour). There is also some “charge anxiety” associated with this structure, employees are less likely to feel supported if they don’t feel like they can use the service. SymQuest also provided managed services to the City approximately a decade ago. The service agreement was terminated for service and response issues. It is likely this is no longer a concern, but it is a consideration when choosing a new vendor.

The Tech Group does have an existing relationship with the city providing backup, restoration services and technical support as well as hardware installation and warranty repairs. IT staff are also comfortable with the level of expertise offered and the timeliness of responses when their services are utilized. The unlimited technical support during business hours is also a significant consideration.

Initially, I was hesitant to consider contracted services out of fear of the cost of downtime. If our network is down, the lost productivity far outweighs many other costs. Now that I have fully

explored the options, I feel it is the better choice. There are far more management risks associated with hiring a new employee than there are with contracted services. While we may receive better end user support on a day to day basis, it is unlikely any individual's expertise will meet all of the needs of the city. We would continue to need some form of contracted service. Presently, we pay the Tech Group \$1,217 for their network support and backup services. This amount would be included in the \$6,500 monthly cost so the true net increase over current cost would be \$5,283.

This cost would also be fixed for at least the next 3 years. There would be no cost of living increases, step increases, increases in insurance costs or retirement contributions.

Based on our review of the options, experience and costs, we recommend selecting The Tech Group as our managed services provider effective July 1, 2017.



CITY COUNCIL Agenda Item #17-148(d)

Date: May 10, 2017

Consent x **Discussion** **Time Sensitive**
(outlined below)

SUBJECT: Cummings Street Bridge Project - Utility Relocation Order

SUBMITTING DEPARTMENT: DPW

RECOMMENDED ACTION: Approval of a “Utility Relocation Order” requiring the named utility companies to relocate their facilities (poles, wires and anchors) by the respective deadlines to address conflicts identified with the bridge reconstruction project. A majority of the City Council voting in favor of the approval will need to sign the order.

RELATED COUNCIL GOAL/PRIOR ACTION: G: Achieve a Steady State for Infrastructure

EXPENDITURE REQUIRED: Not applicable for this action

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: VSA Title 30, Section 2504

BACKGROUND INFORMATION: The reconstruction of the Cummings Street Bridge is a necessity because of the poor condition of the current structure. The VT Agency of Transportation, on behalf of the City, is preparing the bridge replacement design and contract documents and has completed preliminary plans and final right-of-way plans with a projected project start date in the spring of 2018. To complete the bridge replacement work, certain private utilities (poles, wires and anchors) have been determined to be in conflict with either temporary construction access needs, including construction of a temporary bridge, or in conflict with permanent structural or appurtenant elements of the bridge and/or roadway approaches.

SUPPORTING DOCUMENTS: VTrans cover letter dated April 24th and “Relocation Order”; DPW page of the website under projects tab

INTERESTED PARTIES: All residents and businesses located on Cummings Street; Montpelier Schools, Recreation, and Emergency Services Departments; affected utility companies

CITY MANAGER’S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]", written over a light blue horizontal line.



State of Vermont
Highway Division
Project Delivery Bureau
Right of Way, Utilities & Survey
One National Life Drive
Montpelier, VT 05633-5001
vtrans.vermont.gov

[phone] 802-828-2616
[fax] 802-828-2456
[ttd] 800-253-0191

April 24, 2017

Agency of Transportation



Thomas McArdle
Public Works Director
City Of Montpelier
39 Main Street
Montpelier, Vermont 05602

Subject: Montpelier BO 1446(36) – Utility Relocation Order

Dear Mr. McArdle:

The Vermont Agency of Transportation is planning a bridge improvement project on Town Highway # 130 (Cummings Street) in the City of Montpelier. Construction of this project is expected to begin in the Spring of the 2018 construction season.

Prior to the start of construction, it will be necessary for Green Mountain Power, Comcast and FairPoint Communications to relocate their aerial facilities to accommodate the construction of this project. Relocation of these facilities in a timely manner is necessary so that delays are not created once the Contractor begins construction.

I have prepared and attached a Utility Relocation Order to be signed by the Montpelier City Council which requires the utility companies to temporarily relocate their facilities on or before April 30, 2018. This document clearly describes the penalties that will be imposed on to the utility companies if they fail to relocate by the final relocation date. The interim completion dates for these relocations are as follows:

Green Mountain Power
Comcast Communications
FairPoint Communications

Relocated by December 31, 2017
Relocated by February 28, 2018
Relocated by April 30, 2018

THE TEMPORARY RELOCATION OF AERIAL FACILITIES FOR THIS PROJECT SHALL BE RETURNED TO THE FINAL LOCATION INDICATED IN THE PLANS BY APRIL 15, 2019, OR AS REQUIRED BY THE BRIDGE CONTRACTOR'S SCHEDULE.

Please sign, witness and date this Utility Relocation Order and return it to me at the above address. I will forward it to the utility companies and the Public Service Board on behalf of the City of Montpelier.

If the Town has legal questions relating to this document they should be directed to the Town's legal counsel.

Sincerely,

Lawrence Wheeler
Utility Coordinator
VAOT Structures Section

Attachment



CITY OF MONTPELIER **RELOCATION ORDER**

UTILITY COMPANY: Green Mountain Power Corporation, Comcast of Connecticut/Georgia/Massachusetts/New Hampshire/New York/North Carolina/Virginia/Vermont (d/b/a Comcast Communications) and the Telephone Operating Company of Vermont LLC (d/b/a FairPoint Communications)

PROJECT NAME AND NUMBER: Montpelier BO 1446(36)

DIRECTIVE TO IMMEDIATELY MOVE UTILITY LINES WITHIN TOWN HIGHWAY
RIGHTS-OF-WAY OR ELSE FACE RELOCATION OF SUCH LINES
AND RECOUPMENT OF COSTS FOR RELOCATION OF SUCH LINES

TO ANY UTILITY COMPANY WITH LINES ABOVE, ON, UNDER OR OTHERWISE WITHIN THE TOWN HIGHWAY
RIGHTS-OF-WAY AND PROJECT LIMITS; AND IN CONFLICT WITH THE ABOVE-REFERENCED TRANSPORTATION
IMPROVEMENT PROJECT

TAKE NOTICE AS FOLLOWS:

WHEREAS: The Vermont Agency of Transportation ("VTrans") and City of Montpelier ("City") have a scheduled transportation improvement project (the "Project") along Town Highway #130 (Cummings Street), Bridge #13, in the City of Montpelier; and

WHEREAS: Examination of the project area shows that existing aerial facilities owned by Green Mountain Power Corporation, Comcast Communications and FairPoint Communications appear to carry utility company-owned cable that are in conflict of the Project; and

WHEREAS: Efforts have been made for a considerable period of time to give all utility companies in proximity of the Project advance notice of the intended work, and to coordinate with said companies regarding their need to complete timely relocations as soon as practical; and

WHEREAS: The City and VTrans desire to avoid delays, inconvenience or damage sustained by the selected contractor due to interference from said utilities, appurtenances, or the operation of moving them; and

WHEREAS: If such utilities are not immediately moved, it will likely result in inconvenience to the traveling public, and unnecessarily increased costs for the Project, the City of Montpelier and the State of Vermont; and

WHEREAS: Vermont Statutes, Title 30, Section 2504, provides, in relevant part:

If a line of wires is erected or maintained upon, under or across a street or highway, contrary to the direction of the transportation board or the selectmen, or is not changed when directed by them, they may remove such line, and recover the expense thereof from the person or corporation using the same in an action on this statute; and

WHEREAS: Pursuant to Title 19, Section 10(14), "[w]ith respect to state highways, [VTrans shall] have the same powers that selectmen have with respect to town highways"

NOW THEREFORE, THE MONTPELIER CITY COUNCIL HEREBY DIRECTS:

IF PROVISION AND ASSURANCE IS NOT IMMEDIATELY MADE TO THE FULL SATISFACTION OF THE CITY OF MONTPELIER AND THE VERMONT AGENCY OF TRANSPORTATION THAT SUCH UTILITIES WILL BE PROMPTLY RELOCATED AT A TIME AND IN A MANNER THAT WILL NOT DELAY OR OTHERWISE IMPEDE THE PROJECT, THEN:

AS OF 12:00 A.M. ON APRIL 30, 2018 SUCH UTILITY LINES MAY BE REMOVED FROM THE PROJECT AREA WITHOUT REGARD TO INTERRUPTIONS IN THE OPERATIONS OF SUCH UTILITY LINES WHICH MAY THEREBY RESULT; AND

THAT THE INDICATED DATE IS THAT WHICH THE LAST UTILITY IS REQUIRED TO HAVE ITS MOVE COMPLETE; AND

THAT ALL UTILITIES SHALL COORDINATE THEIR SCHEDULES SO AS TO ACCOMMODATE THIS DATE;
AND

THAT THE UTILITES SHALL COMPLY WITH THE FOLLOWING INTERIM RELOCATION COMPLETION DATES:

GREEN MOUNTAIN POWER CORP.:
COMCAST COMMUNICATIONS:
FAIRPOINT COMMUNICATIONS:

RELOCATED BY DECEMBER 31, 2017
RELOCATED BY FEBRUARY 28, 2018
RELOCATED BY APRIL 30, 2018

THE TEMPORARY RELOCATION OF AERIAL FACILITIES FOR THIS PROJECT SHALL BE RETURNED TO THE FINAL LOCATION INDICATED IN THE PLANS BY APRIL 15, 2019, OR AS REQUIRED BY THE BRIDGE CONTRACTOR'S SCHEDULE.

THE COST OF REMOVING SUCH LINES WILL BE SOUGHT AND RECOUPED FROM THE OWNER OF SUCH LINES.

COPIES OF THIS ORDER WILL BE PROVIDED TO ALL UTILITY COMPANIES WITHIN THE PROJECT LIMITS. COPIES OF THIS ORDER WILL ALSO BE PROVIDED, UPON REQUEST TO:

James Volz, Chairman
Vermont Public Service Board
112 State Street (Chittenden Bank Building)
Drawer 20
Montpelier, VT 05620-2701

Chris Recchia, Commissioner
Geoffrey Commons, Director of Public Advocacy
Department of Public Service
112 State Street, Drawer 20
Montpelier, VT 05620-2601

IN WITNESS WHEREOF, this relocation order is hereby executed this _____ day of _____, 20__, for the CITY OF MONTPELIER. by its COUNCIL MEMBERS.

IN WITNESS WHEREOF:

CITY OF MONTPELIER:

CHAIR OF CITY COUNCIL

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER



CITY COUNCIL Agenda Item #17-150

Date: May 10, 2017

Consent ___ **Discussion** **x**

SUBJECT: Appointment of City Representative to the Central Vermont Solid Waste Management District Board

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Appoint Ellen Cheney as the City's Representative to the Central Vermont Solid Waste Management District's Board of Supervisors; possibly reappoint Councilor Bate as the Alternate Representative so that the updated Appointment Form can be completed and submitted.

RELATED COUNCIL GOAL/PRIOR ACTION:

H: Maintain a Clean and Healthy Natural Environment

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: No legal requirements; appointees to the CVSWMD Board stay appointed until either the representative resigns *or* the city/town appoints someone new. Notices are sent out each year as a reminder that the city/town controls who represents them.

BACKGROUND INFORMATION: Claire Wheeler has served 1.5 years as Montpelier's representative; she has chosen to step down in order to pursue other interests.

SUPPORTING DOCUMENTS: Claire's letter of resignation; Ellen's letter of interest; notice from the CVSWMD

INTERESTED PARTIES: Council, CVSWMD Board and Staff, City Staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the City Manager's Approval line.

137 Barre Street
Montpelier, Vermont 05602
(802) 229-9383 / fax: 229-1318
(800) 730-9475
www.cvswwmd.org



FEB 22 RECD

*Leading Member
Communities to
Reduce Waste*

CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT

Montpelier City Clerk
39 Main St.
Montpelier VT 05602

February 17, 2017

Hello,

It is time to appoint or reappoint a member from your community to the Central Vermont Solid Waste Management District's Board of Supervisors.

The CVSWMD has been working hard to help our member communities navigate the changes in solid waste due to the passing of the State of Vermont's Act 148 – which bans recyclables, food waste and leaf/yard waste from landfills.

Your current representative is Claire Wheeler and your alternate is Dona Bate. If you are keeping your current arrangement you only need to return the form with the Chair's signature. Any new appointees must, per our charter, be appointed at a duly warned meeting of your Selectboard.

I have enclosed an appointment form and the attendance list since our last annual meeting in April of 2015. Please sign and return the form to our offices by March 24th. Our annual organizational meeting will be held on April 5th 2017.

I have also enclosed our Conflict of Interest Policy. Please read the policy before appointing a representative or alternate to be sure of eligibility.

Please know that I am always available to speak to residents interested in sitting on our Board of Supervisors or anyone else interested in our continued work.

Thank you,

Barb Baird
Office Manager/District Clerk
Central Vermont Solid Waste Management District
administration@cvswwmd.org
802-229-9383 ext.100

Hello Sandy,

It was a pleasure meeting you last week. Thank you for taking the time to speak with me. As I promised, I have attached my application letter to be the Montpelier representative for the CVSWMD board, I will return from Australia April 29. I would certainly be available to attend the May 10 City Council meeting, but could be available sooner if needed.

I have spoken to Barb Baird at CVSWMD. She has assured me the delay will not cause a problem for them.

Thank you, again! Best regards, Ellen

--

Ellen L. M. Cheney
49 N. Franklin Street
Montpelier, VT

April 5, 2017

Sandy Pitonyak, Administrative Assistant
City Managers Office
39 Main Street
Montpelier, VT 05602

Dear City Council Members,

I am pleased to submit this letter of interest to be considered for the appointment of the Montpelier representative to the Central Vermont Solid Waste Management District board.

My interest in serving on the CVSWMD board comes from my passion about recycling and composting, and my interest in Act 148, Vermont's universal recycling and composting law. As a former small business owner and a recent employee in a public school district I became very interested in the implementation and regulation of the law. I am also interested in the future of zero waste for municipalities. In Central Vermont many people believe in the idea and practice good waste management, but bringing everyone in our community toward zero waste is an intriguing challenge.

I am a long-time resident of Montpelier with a wide variety of skills to bring to the board. I very much enjoy being involved in, and with, my community. I have run statewide projects such as the Sexual Assault Program for the State of Vermont and an Obama-era employment development grant for at-risk youth. After several years of working with families living in poverty I have a good perspective of the challenges they face when paying for garbage removal, and how recycling can seem an unnecessary expense. I also have a hands-on understanding of the financial challenges food-based business owners face when dealing with waste management. Generally, I am well organized and enjoy creating efficient systems that work for people and institutions.

I am very interested in representing Montpelier on the CVSWMD board because I enjoy public service and want to do more for my immediate community. As a member of the CVSWMD board I would have the opportunity to work with a subject I am passionate about. Thank you for your consideration. I look forward to speaking with you in person.

Best regards,

Ellen L.M. Cheney
49 N. Franklin Street
Montpelier, VT 05602
(802) 522-34287

Sandy Pitonyak

From: Claire Wheeler <claire@thisisrework.com>
Sent: Tuesday, February 28, 2017 12:21 PM
To: Sandy Pitonyak
Cc: Barb Baird
Subject: stepping off of CVSWMD Board

Hello, Sandy!

I'm writing because after a short but lovely 1.5 years serving as the Montpelier representative to the Central Vermont Solid Waste Management District, I've made the tough decision to step off of the board in order to dedicate more volunteer time to racial and social justice organizing. As I understand it, reappointment letters were just sent out, so this is a good time to get to work appointing a new representative for Montpelier in time for the District's annual meeting in April.

I've informed Dona Bate who is the current alternate, and am reaching out to a few folks who might be interested in stepping into the role. Please let me know what else you need from me to facilitate a smooth transition.

Many thanks,
Claire

Claire Wheeler
R e : w o r k
thisisrework.com
802-595-9120



America's Small Town Capital

Mayor John Hollar

William Fraser
City Manager

City Council Members:

Dona Bate
Ashley Hill
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

CITY OF MONTPELIER
Representative to the Central Vermont Solid Waste Management District

The City of Montpelier is seeking individuals interested in filling a vacant seat as the City's representative to the CVSWMD. The current rep is resigning; appointees to the board stay on until either the representative resigns or the town appoints someone new. Please submit a letter of interest with a brief resume by noon on Wednesday, April 19th, to the City Manager's Office, City Hall - 39 Main Street, Montpelier, Vermont 05602, or via e-mail to spitonyak@montpelier-vt.org. City Council will make this appointment at their April 26, 2017 meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Questions: CVSWMD at 229-9383

William J. Fraser
City Manager

BOARD SUPERVISOR APPOINTMENT FORM

Return to:

Central Vermont Solid Waste Management District

137 Barre Street Montpelier VT 05602

802-229-9383 / FAX 802-229-1318

City/Town _____

Please check one: _____ We are keeping our current representative(s)
_____ We are not assigning anyone at this time
_____ We are assigning new representatives:

Primary Representative _____

Address _____

Phone _____

Email _____

Alternate Representative _____

Address _____

Phone _____

Email _____

Signature of Chairperson for Legislative Branch

Please print name and title

Date

Minutes of the Meeting of the CVSWMD Board and Executive Board of Supervisors
Central Vermont Chamber of Commerce – 33 Stewart Rd. Berlin

February 1, 2017

Draft until approved

A meeting of the CVSWMD Board of Supervisors – Towns represented and Board of Supervisors/Alternates present were:

Representative	Town	4/16	5/16	6/16	9/16	10/16	11/16	12/16	2/17
Micheli, S.	Barre City	X		X		X			X
Taft, R. (alt)	Barre City								
Thumm, F.	Barre Town	X	X	X	X		X	X	X
Mitchell, J. (alt)	Barre Town				X				
Levin, M.	Berlin	X	X	X	X	X	X	X	X
Postpischil, G.	Bradford	X	X	X	X	X	X	X	X
Powell, B.	Calais			X	X		X		
Brabant, J. (alt)	Calais								
Lembke, M.	Chelsea	X			X		X	X	X
Vacant	Duxbury								
Callan, G.	E. Montpelier	X	X	X	X			X	
Hanson, B.	Fairlee								
Kellogg, N.	Hardwick	X	X	X	X	X	X	X	
Krauth, A.	Middlesex	X	X	X	X	X	X	X	X
Wheeler, C.	Montpelier		X	X		X		X	
Bate, D. (alt)	Montpelier	X							
Cattaneo, L.	Orange			X	X		X	X	X
Zeisel, L.	Plainfield	X	X		X	X	X		X
Vacant	Tunbridge								
Vacant	Walden	X	X						
Carbee, P	Washington	X	X	X	X	X		X	X
Martin, J.	Williamstown	X	X	X	X	X	X		X
Nold-Laurendeau, J.	Woodbury		X	X	X				X

Others in attendance:

Bruce Westcott, Cathleen Gent, Barb Baird – District Staff

Thomas Telling – Telling & Associates, CPA PC

POLICY # **0512** Adopted December 7, 2005
Reviewed 12/1/2010

POLICY NAME: **CONFLICT OF INTEREST AND DISCLOSURE POLICY**

EFFECTIVE DATE: December 8, 2005

Section 1 – PURPOSE:

Acknowledging that the public is entitled to require that the officers and officials of the District discharge their responsibilities and prerogatives fairly, openly and free of undue influence, the Board of Supervisors hereby adopts and declares this statement as the District's policy regarding conflicts of interest and the disclosure of confidential information.

Section 2 – APPLICABILITY:

This policy shall apply to all Board members, legislative, administrative, managerial officers and employees of the District.

Section 3 – DEFINITIONS:

As used in this statement of policy, the following definitions shall apply:

A: "District" means the Central Vermont Solid Waste Management District.

B: "Board" means the Board of Supervisors of the District, and their respective alternates, and all committees thereof.

C: "Conflict of interest" means any of the following:

1. A direct or indirect personal or financial interest of a Board member or District employee, his or her relative (as defined in 12 VSA 61(a) and 24 VSA 1203), member of the household, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the Board
2. A situation where a Board member or District employee has not disclosed communications with a party in a proceeding before the Board unless made in open session.
3. A situation in which a Board member or District employee has used or attempted to use his or her position to secure a personal advantage or a benefit to a third party.

Section 4 – A board member or District employee shall not take any official action if he or she has a conflict of interest or the appearance of a conflict of interest in a matter that could result in their receiving direct or indirect financial benefit.

Section 5 – ELIGIBILITY:

No person employed by or possessing a direct or indirect financial, control or management interest in any enterprise engaged in the business of collection, transportation, storage or disposal of solid waste shall serve as a Board member or a District employee.

Section 6 – PARTICIPATION:

A Board member or District employee shall not participate in any official action or matter of District business where he or she has a conflict of interest or the appearance of a conflict of interest in the matter under consideration. A Board member or District employee shall not, personally or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in any private capacity on behalf of any person or organization in any proceeding or business matter pending before the Board or

District. Each Board members or District employee is duty bound to reveal and disclose all conflicts of interest affecting him or her in any matter involving the Board or the District.

Section 7 – RECUSAL:

A Board member or District employee shall recuse himself or herself from any matter in which he or she has a conflict of interest pursuant to the following:

1. The applicant or any person appearing before the Board may request that a Board member or District employee recuse himself due to a conflict of interest. Such request shall not constitute a requirement that the member recuse himself or herself.
2. A Board member who has recused himself or herself from a proceeding shall not sit with the Board, deliberate with the Board, or participate in that proceeding as a Board member in any capacity.
3. If a previously unknown conflict of interest is discovered, the Board may take evidence pertaining to the conflict, and if appropriate, adjourn to a short deliberative session to address the conflict.
4. The Board may adjourn the proceedings to a certain time if, after a recusal, it may not be possible to take action through the concurrence of a majority of the Board. The Board may then resume the proceeding with sufficient members present.
5. The Board, sitting as a committee of the whole, with the exception of the member putatively affected by a conflict of interest, shall determine whether that member should participate in the matter before the Board.

Section 8 – UNAUTHORIZED DISCLOSURE:

No Board member or District employee shall disclose to any third party any information obtained in confidence by virtue of his or her position as a Board member or District employee, including the content of any executive session.

Section 9 – SANCTIONS:

Recognizing that the Board has the inherent power to regulate the conduct of its members and District employees, any person who fails to adhere to the standard set forth herein shall be subject to the following:

1. Public or private admonition, censure or reproof.
2. Denial of access to confidential or proprietary information.
3. Denial of access to or participation in any meeting of the Board or a committee thereof.
4. Recommending revocation of appointment.
5. Discharge from District employment.

Section 10 – EFFECTIVE DATE:

This statement of policy shall be promulgated and shall become effective on December 8, 2005.
Adopted at a regular meeting of the Board of Supervisors held on the 7th day of December, 2005.

CVSWMD CONFLICT OF INTEREST FORM

I have read the CVSWMD Conflict of Interest and Disclosure Policy #0512 adopted December 7, 2005

Signature_____

Date_____

Section 5 of the policy reads as follows:

ELIGIBILITY:

No person employed by or possessing a direct or indirect financial, control or management interest in any enterprise engaged in the business of collection, transportation, storage or disposal of solid waste shall serve as a Board member or District employee.

I hereby declare that I have read section 5 of District policy #0512 and it does not apply to me:

Signature_____

Date_____

Sandy Pitonyak

From: Claire Wheeler <claire@thisisrework.com>
Sent: Monday, March 20, 2017 11:07 AM
To: Sandy Pitonyak
Subject: Re: CVSWMD

Hi Sandy -

I'm sorry for not replying before now about the meeting agendas. I've successfully identified an amazing appointee for the Montpelier seat on the CVSWMD. Her name is Ellen Cheney. She's very active and engaged about recycling and zero waste, and currently manages Down Home Kitchen and is thinking a lot about food scrap/compost management from the producer standpoint.

Did you already make a decision about which meeting to put this on? I could see if she can be available on Wednesday, depending on what time you think this could show up in the agenda. I'd be happy to show up to to effectively pass the torch. Or, if you think it's better to wait until April, that works too!

Big thanks,
Claire

Claire Wheeler
R e : w o r k
thisisrework.com
802-595-9120

On Mar 15, 2017, at 4:39 PM, Sandy Pitonyak <SPitonyak@montpelier-vt.org> wrote:

March 22 and April 12.

From: Claire Wheeler [<mailto:claire@thisisrework.com>]
Sent: Wednesday, March 15, 2017 4:15 PM
To: Sandy Pitonyak
Subject: Re: CVSWMD

That's probably wise, unless putting it off presents any challenges? What are the dates of the next two meetings?

Claire Wheeler
R e : w o r k
thisisrework.com
802-595-9120

On Mar 15, 2017, at 4:13 PM, Sandy Pitonyak <SPitonyak@montpelier-vt.org> wrote:

Oh good!!!! I've put it on next week's Council Meeting Agenda ... should I take it off until the next meeting?



CITY COUNCIL Agenda Item #17-156

Date: May 10, 2017

Consent ☐ Discussion ☒

SUBJECT: Nominate a new Council Member to the Investment Committee

SUBMITTING DEPARTMENT: Finance Office

RECOMMENDED ACTION: Nominate a new member to the Investment Committee to replace Tom Golonka as Council representative.

RELATED COUNCIL GOAL/PRIOR ACTION:

- A: Keep Montpelier Affordable for Residents
- D: Create and Maintain a Healthy Environment for Housing and Economic Growth

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: The Investment Committee provides investment oversight under the Uniform Prudent Management of Institutional Funds Act (UPMIFA). The committee is comprised of one City Councilor, three members of the community and the Finance Director. Community members are David Brownlee of Maple Capital Management, Peter Mancauskas of U.S. DOT/FHA and Terry Field from VSECU who is the Chair.

BACKGROUND INFORMATION: N/A

SUPPORTING DOCUMENTS: Investment Policy and Environmental, Social and Governance Policy and Procedure

INTERESTED PARTIES: City Council, Voters, City Staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the City Manager's Approval line.



CITY OF MONTPELIER

TITLE: City of Montpelier Investment Policy

ADOPTION DATE: October 14, 2015

1. Purpose

The investment policy aims to match the structure of cash management and City operations to achieve the best possible results, considering such matters as safety, liquidity, and overall yield. The following are guidelines established to aid the Investment Committee to more effectively manage investments of the City.

2. Legal Authority/Governing Body

The Investment Committee shall be guided by the standard of care, portfolio strategy, and risk and return provisions of Uniform Prudent Investor Act (144 V.S.A. Ch. 9), and other relevant state and federal jurisprudence relating to the custody and investment of public funds. The Investment Committee may obtain professional advice with respect to the performance of its duties under this Policy.

The Finance Manager and Treasurer will report investment activity to the City Council. The City Council is ultimately responsible for ensuring compliance with this policy and any state statutes and municipal ordinances relating to investing.

The Investment Committee was established by the City Council. The Investment Committee consists of the Finance Director, a City Council member and three members of the public.

3. Administration of the Investment Portfolio

Administration of investment policy is by the Investment Committee under the direction of the City Council. The City Council sets the objectives and risk tolerances for the portfolios that it is responsible for. Based on the objectives and risk tolerances of each portfolio established by the City Council, the Investment Committee will create a one page addendum to this policy for each portfolio documenting the objective and risk tolerance for each portfolio. The City Treasurer will establish written procedures for managing the investment portfolios of the City consistent with this policy. The procedures will include safekeeping, investment transaction reporting, trade documentation and accounting for investments.

4. Portfolio Strategy

The City Council is responsible for setting the objectives and risk tolerances for different portfolios. This policy will be written to support multiple portfolios with different

purposes. The section of the policy will broadly outline general strategies for investment portfolios with diversified purposes.

Safety of Principal

The primary consideration of investment portfolio management is safety of principal. If the City is primarily investing in debt instruments (bonds) the greatest risk to safety of principal is default risk. This is the risk that the issuer of the bond defaults on their payment of principal and interest. Maturity limits are another strategy for controlling risk and capital preservation. Maturity limits address the duration, i.e. the interest rate sensitivity, of the investment portfolio. The objectives of the investment portfolio will determine maturity or average-life limits. A portfolio with an objective of higher liquidity will most likely have shorter-maturity limits. Shorter-maturity limits will normally reduce the yield available to the portfolio. Longer-maturity limits offers opportunities for higher yields but usually at the expense of capital preservation. Although all risk cannot be entirely eliminated strategies should be implemented to manage the risks to the levels established by the City Council for each portfolio. The trade-off of managing risk is yield and return. Lower risk will result in lower yield and return. This needs to be considered in developing strategies for various investment portfolios.

a. Liquidity

Liquidity is another aspect of the investment portfolio strategy. Liquidity is the ability to have access to funds in the event that portfolios must be sold. The strategy will be to ensure that if liquidating a portfolio maximum value is obtained. Liquidity strategy must be managed in coordination with the cash management policy. By managing cash positions liquidating investment portfolios will be optimized for timing. Strategies for managing liquidity risk involve purchasing securities that are traded in an active market, part of a large issue, or of well-known issuers, such as government agencies and highly-rated corporations.

b. Yield

Yield is another consideration in managing the investment portfolio strategy. The Investment Committee should seek a fair yield from its management of its investment portfolio based on the objectives and risk tolerances established for each. Yield is one metric for measuring the performance of the investment portfolio. Total return can also be used to measure the performance of the investment portfolio.

c. Portfolio Diversification

Portfolio diversification is a risk management strategy. At its highest level, portfolio diversification involves a broad array of securities. For instance, purchasing stocks, bonds, bank certificates of deposits, commercial notes would constitute a diversified investment portfolio. Other aspects of portfolio diversification includes sector and security selection. Sector selection is a choice amongst the main parts of the fixed-income markets, namely U.S. Treasury and agencies, mortgage-backed securities, corporate and municipal bonds. The Investment Committee must evaluate each

investment portfolio to determine how diversification can be utilized for each individual portfolio. Depending on the objective of the portfolio diversification may be restricted. Small portfolios will have difficulty obtaining sufficient diversification without incurring high transaction costs. Issue and issuer diversification as well as sufficient sector diversification will reduce the overall risk level as not all asset classes and issuers are positively correlated with each other in terms of investment performance. When possible the management of the City's investment portfolio should strive for maximum diversification within the objectives of the portfolio.

d. Risk Rating

The Investment Committee may choose to use risk ratings from a nationally recognized rating agency in its investment portfolio management. The Investment Committee may set a minimum risk rating by investment portfolio based on the objectives and risk tolerances established for the portfolio. The risk ratings will apply to individual securities within a portfolio. If a individual security within a portfolio risk rating falls below the minimum established by the Investment Committee, the Committee will review the security. Working with its investment advisor the Committee will make a recommendation to the City Council to either sell the security or continue monitoring its risk rating.

e. Investment Restrictions

In selecting or recommending investment vehicles, the Investment Committee shall be mindful of limitations or restrictions imposed by the terms of bequests, grants and donations, and those imposed by law (e.g. investment of bond and note proceeds).

5. Broker/Dealer Relationships

The Investment Committee may establish relationships with securities broker/dealers to facilitate the management of the investment portfolios. The Investment Committee should develop criteria for selecting broker/dealers to work with. The criteria should include evaluating the reputation of the broker/dealer, checking references, checking regulatory agencies for any outstanding prohibitions or orders against the broker/dealer. The Investment Committee may want to work with more than one broker/dealer. Having multiple broker/dealer relationships can provide more options to the Investment Committee when managing its portfolios.

6. Ethics and Conflicts of Interest

Investment Committee members may not accept gifts from broker/dealers or safekeeping agents that it does business with. Investment Committee members shall disclose any material financial interests in the broker/dealers that conduct business with the City. Investment Committee members shall disclose any material personal financial/investment position that could be related to the performance of the City's investment portfolios. Investment Committee members involved in investment management for the City shall comply with all applicable laws, regulations, professional codes of conduct and City policies.

7. Accounting for Investments

The City Treasurer and the Finance Manager are responsible for ensuring that investments are properly accounted for. If there are any questions about how an investment should be accounted for the Finance Manager should refer questions to the City's financial auditors.

8. Reporting of Investment Activity

The City Treasurer and the Finance Manager will prepare monthly investment reports that summarize the investment activity for the month. The reports should summarize the strategy for each investment portfolio. The report should detail how the portfolio is performing compared to its objective. Any new purchases and current month maturities should be included. At least quarterly the market value for portfolios should be compared to book value. The reports should provide enough detail to allow the Investment Committee to be able to evaluate the performance of the investment portfolios.

9. Investment Advisors

When permitted by statute the Investment Committee may choose to engage independent investment advisors to assist in managing one or some of the investment portfolios. The role of the investment advisor is to assist the Investment Committee ensuring that the investment portfolios meet their objectives. Depending on statute and the objective of the investment portfolio, an investment advisor may be granted discretionary investment authority. If this is the case this does not relieve the Investment Committee from their responsibilities under this policy. An investment advisor shall follow the guidance outlined in this policy. The selection and engagement of an investment advisor must comply with any existing City policy for procuring services. This may include the use of a Request for Proposals. The fees charged by an investment advisor must be compared to the increase in performance of the investment portfolio. At least annually the Investment Committee should evaluate the performance of the investment advisor relative to the objective of the investment portfolio.



CITY OF MONTPELIER

TITLE: Consideration of Environmental, Social, and Governance Policy and Procedure

ADOPTION DATE: December 9, 2015

POLICY

The City of Montpelier Council (Council) adopts this policy regarding consideration of environmental, social and governance (ESG) issues for investments of Montpelier (City) funds. Investment actions which promote an ESG goal such as rewarding nondiscrimination, promoting environmental, social and local interests, will be considered if the proposed action does not adversely affect investment risk and/or return for the fund portfolio and if the resulting expected return on investment and related risk for the proposed action are comparable to other available investments in the same category. Furthermore, ESG goals are not a required component for City investment actions. ESG goals should augment otherwise like investment strategies, adding value and consideration to strong investment plans. The City is required by law to strive to maximize total return on investment, within acceptable levels of risk, in accordance with the standards of care established by the prudent investor rule under 14A V.S.A. § 902 (the “prudent investor rule”). While the Council will give serious consideration to environmental, social and governance issues, investments will not be selected, rejected, or divested from based solely on those considerations.

PROCEDURE FOR CONSIDERATION OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE WHEN REVIEWING INVESTING PROPOSALS

A proposal for consideration which includes an ESG component may take the form of a proposal to make a particular investment(s), to refrain from doing so, or to take any other action related to the handling of the City’s assets or the rights associated with those assets. Any and all such proposals are to be considered in the manner outlined in this policy. This policy does not detail any particular ESG goal.

Specific ESG goals and objectives will be stated in each fund portfolio and included in any Request for Proposals (RFPs) seeking fund management investment advisors. Special ESG goals may be predetermined by stipulations of bequeathed funds and shall be included when soliciting for funds management.

The City of Montpelier has directed the Montpelier Investment Committee to draft descriptions of each fund portfolio, RFPs for fund management selection, and recommend management selections based on RFP responses. All final document adoption, RFP materials, and investment management selections reside with the City Council.¹

¹ See Montpelier Investment Policy for specific roles and responsibilities.

A. To receive consideration, ESG investment proposals must meet the following requirements:

1. It must be specific, presented in writing and in response to an RFP issued by the City;
2. It must include objective, reasoned analysis indicating how the proposal meets the fiduciary obligations of the City, and that the return on investment to the City and related risk of the proposal are comparable to other available investments in the same category;
3. It must appear to be reasonably feasible for the City to accommodate within the specific portfolio of investment or in a reasonable modification.
4. All ESG related questions in the RFP are adequately addressed².
5. Any ESG Initiatives should be able to be quantified, reviewed and monitored by the Committee, without inappropriate expenditure of time and resources.

B. If an ESG investment proposal meets all of the requirements of Section A as determined by the Investment Committee, it shall be forwarded to the Council for review as detailed in the City's Investment Policy.

C. If the Investment Committee reports that the ESG proposal meets the requirements of the City's investment policy, the Council shall consider the proposal, after receiving such additional information as it may deem necessary or appropriate from the fund manager investment advisor, Investment Committee and any other professionals.

D. The fund manager investment advisor is required to provide ESG performance data along with all reporting as described in the Investment Policy.

E. The Investment Committee may be requested to provide an annual overview of the ESG issues and industry responses City ESG goals to the Council. The purpose of this work is to inform future policy and practices with respect to ESG proposals and will be based on data received from existing City fund manager investment advisors and industry trends.

² See example RFP questions, Attachment A.



CITY COUNCIL Agenda Item #17-148(b)

Date: May 10, 2017

Consent x **Discussion** **Time Sensitive**

SUBJECT: Request for Waiver, or Reduction, of the City Hall Auditorium Rental Fee for the Montpelier Chamber Orchestra's two shows of *Amahl and the Night of Visitors* on November 18 and 19, 2017.

SUBMITTING DEPARTMENT: City Manager's Office on Behalf of the MCO

RECOMMENDED ACTION: Approve Waiver or Reduction of Rental Fee

RELATED COUNCIL GOAL/PRIOR ACTION:

F. Maintain a Vibrant Downtown; Assist with Events and Projects

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council has to approve any waiver of fees for the use of City Hall space.

BACKGROUND INFORMATION: This event will be a collaboration of Montpelier area artists and performers. Janice Walrafen, coordinator of Montpelier's All Species Day parade, has agreed to create the puppets and scenery for the show. She is reaching out to Montpelier High School students to help with the scene construction and lighting; students from Union Elementary and Main Street Middle Schools will create lanterns for the parade the night of the show. Local choruses, soloists, actors and technological consultants will "unite creative forces" in Montpelier. There will be no admission charged at the shows.

SUPPORTING DOCUMENTS: Letter from Ruth Einstein, MCO Board Member

INTERESTED PARTIES: The MCO; Lost Nation Theater

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Walrafen", is written over a light blue rectangular background.



Anne Decker
Music Director

April 24, 2017

Montpelier City Council
c/o City Manager's Office
City Hall – 39 Main Street
Montpelier, VT 05602

Dear Council Members:

Montpelier Chamber Orchestra (MCO) will perform two shows of *Amahl and the Night Visitors* at Montpelier City Hall on November 18 and 19, 2017. I'm writing with a few questions about the possibility of the city waiving or reducing the auditorium usage fees in sponsorship of this grand community event.

MCO's performance of *Amahl and the Night Visitors*, replete with shadow puppets and a lantern-parade, will be a collaboration of Montpelier area artists and performers. Janice Walrafen, coordinator of Montpelier's All Species Day parade has agreed to create the puppets and scenery for the show. Janice is reaching out to Montpelier High School students to help with the scene construction and lighting. School children from Montpelier's Union Elementary and Main Street Middle schools will come together to create lanterns for the parade the night of the show. Several local choruses will join forces for the vocal component. MCO musicians, led by Anne Decker, will play the music. Area soloists and actors will work as vocal soloists, including Mary Bonhag of Scragg Mountain Music, Arthur Zorn, Erick Kronke and Adam Hall. Lost Nation Theater will be consulted for the technological aspects and to help in the recruitment of talented youth to play the parts of Amahl and the Page. This event will be a showcase of Montpelier's creativity.

Beyond simply uniting creative forces in our city, the Montpelier Chamber Orchestra strives to bring that art to everyone, including those who don't regularly attend art events. In order to do this we plan to hold an open rehearsal at the Unitarian Church and Bethany Church soup kitchens. Additionally, there will be no admission charged at the shows.

Both performances will be held in the iconic center of our community, the Montpelier City Hall Auditorium. We have already paid the city the \$106 retaining fee for the use of the space. The remainder of the usage fee would come to \$1,100. The Orchestra's total cost of the production will be \$12,000 to \$14,000, and we are working to raise this money from grants and individual contributions. We operate on a bare bones budget: many of the artists, performers and musicians are unpaid. Soloists and directors are paid a small sum. MCO's Board works very hard to cut costs wherever we can, often begging artists to collaborate for little or no compensation. Now we ask the City: Is it possible to waive the \$1,100 venue rental fee in support of this event?

I would be happy to meet with the Council to discuss this event and our request. I look forward to hearing from you. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ruth Einstein".

Ruth Einstein
MCO Board Member



CITY COUNCIL Agenda Item #17-149

Date: May 20, 2017

Consent ___ Discussion x

SUBJECT: MHS Student Presentation to City Council

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Receive Presentations; Opportunity for Questions

RELATED COUNCIL GOAL/PRIOR ACTION: E. Maintain a healthy community for people

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Heather McLane, 9th grade teacher for the Principles of Social Studies Class at Montpelier High School, recently e-mailed the City Manager requesting time on this evening's agenda for two groups of her students to present on the following topics: *Gender Free Bathrooms* and *Net Zero Initiatives*.

SUPPORTING DOCUMENTS: None in advance; students hope to do a slide presentation

INTERESTED PARTIES: Presenting students; MHS faculty; citizens interested in these topics

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



CITY COUNCIL Agenda Item #17-154

Date: May 10, 2017

Consent___**Discussion** _x__

SUBJECT: Sustainable Montpelier 2030 Design Competition Resolution

SUBMITTING DEPARTMENT: Anne Watson, City Councilor

RECOMMENDED ACTION: Approve the Resolution and direct City staff to take any further action.

RELATED COUNCIL GOAL/PRIOR ACTION: Maintain a Clean and Healthy Natural Environment and Create and Maintain a Healthy Environment for Housing and Economic Growth

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: The Planning Commission organizes the Master Plan, which is then approved by the Council.

BACKGROUND INFORMATION: Team Bridges' winning design is the result of a selection process that started in October with votes by more than 650 Montpelier residents, workers, and visitors at a pop-up Main Street gallery and online, along with a review by a technical committee to select five finalists. In January; live presentations by the five finalists were followed by a second round of voting with nearly seven hundred ballots and extended comments submitted.

SUPPORTING DOCUMENTS: Councilor Watson will electronically send links which staff will attempt to forward/download.

INTERESTED PARTIES: Council, Planning Commission, MEAC, Residents, Net Zero Vermont, Team Bridges

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the City Manager's Approval line.



RESOLUTION

Recognizing the Net Zero Vermont Sustainable Montpelier 2030 Design Competition

WHEREAS, the City has been the focus and beneficiary of the Net Zero Vermont Sustainable Montpelier 2030 Design Competition and the participation of nearly two dozen design groups that submitted proposals; and,

WHEREAS, that competition was done in coordination with the previously promulgated Net Zero Montpelier Goal; and,

WHEREAS, many hundreds of Montpelier citizens participated in the comment and voting effort of the competition collectively supporting new downtown and riverfront land use priorities and significant changes in our transportation infrastructure; and,

WHEREAS, the winning entry from Team Bridges provides a strong visual and systematic approach to broad development opportunities that need extensive support from the City; and,

NOW, THEREFORE, LET IT BE RESOLVED that the City Council congratulates Net Zero Vermont and Team Bridges on the competition and the final chosen design, and accepts this proposal as a guide for future city planning, development and land use policy and actions; and,

BE IT FURTHER RESOLVED that the City Council requests a public presentation of the winning proposal, in order to ensure that any further considerations from the Council or the public can be aired, and directs the City Manager to work with Team Bridges to integrate this proposal into the City's Master Plan and zoning regulations and to keep the Council and Net Zero Vermont apprised of the progress of such integration.

Adopted and signed this ____ day of May, 2017

John Hollar, Mayor

City Council Members:

Dona Bate

Rosie Krueger

Anne Watson

Jean Olson

Justin Turcotte

Ashley Hill

CITY SEAL:

ATTEST:

John Odum, City Clerk



SUBJECT: Northfield Street Reconstruction

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Award of the contract for the Northfield Street Utilities Project to Dubois Construction as recommended by the Director of Public Works and designation of the City Manager as the duly authorized agent to execute the contract documents and any contract change orders that may be required.

RELATED COUNCIL GOAL/PRIOR ACTION: F: Maintain a Vibrant Downtown (re: improve infrastructure), G: Achieve a Steady State for Infrastructure, E: Maintain a Healthy Community (re: MIM plan implementation), H: Maintain a Clean and Healthy Natural Environment (re: storm water quality projects)

PRIOR ACTION: CIP, Montpelier in Motion, and Storm Water Master Plan Approved

EXPENDITURE REQUIRED: \$4,212,130.00 - \$294,066.40 = \$3,918,063.60

SOURCE OF FUNDS: Water Fund, Sewer Fund, General Fund Bonds March 2017, and CIP Funds

LEGAL REQUIREMENTS: Compliance with State & Federal Highway & environmental requirements and bonding requirements/limitations.

BACKGROUND INFORMATION: The original project bid opening was on April 7th, 2017. One bid was received in the amount of \$5,349,802.00 exceeding available funds by 45%. The bid was rejected and the project was re-bid, splitting the work into two construction seasons to allow more time for construction and hopefully, favorable prices. The re-bid was opened on May 1st, 2017. The result from the re-bid was a construction cost of \$4,212,130.00 submitted by Dubois Construction. This exceeds the voter approved bond amount of \$3,900,000. See supporting document called "Project Revenues and Expenses" for a detailed breakdown of how Public Works is proposing to fund the project.

SUPPORTING DOCUMENTS:

- Northfield Street Bids Results
- Project Revenues and Expenses

INTERESTED PARTIES: DPW / Sewer Rate Payers / Water Rate Payers, Montpelier Residents, Montpelier Transportation Infrastructure Committee

CITY MANAGER'S APPROVAL:



Northfield Street Utilities Improvements					Page 1 of 1						
Contract 2017-1					DG DUFRESNE GROUP CONSULTING ENGINEERS						
Montpelier, Vermont											
Bid Opening: May 1, 2017, 2:00pm											
Engineers Estimated Construction Cost: \$3,375,000											
I CERTIFY THIS IS A TRUE COPY OF THE BIDS RECEIVED:											
											
					Engineer's Estimate		Bid Date: May 1st, 2017		Bid Date: April 7th, 2017		
							DuBois Construction Inc. 46 Three Mile Bridge Road		Munson Earth Moving 85 Shunpike Road		
							Middlesex, VT 05602		Williston, VT 05495		
	Description	Estimated Quantity	Units	Unit Bid Price	Total Item Amount	Unit Bid Price	Total Item Amount	Unit Bid Price	Total Item Amount		
1A	16-inch Water Main	320	LF	\$135.00	\$43,200.00	\$202.00	\$64,640.00	\$140.00	\$44,800.00		
1B	16-inch Water Main	2120	LF	\$135.00	\$286,200.00	\$202.00	\$428,240.00	\$120.00	\$254,400.00		
1C	12-inch Water Main	1,900	LF	\$110.00	\$209,000.00	\$185.00	\$351,500.00	\$100.00	\$190,000.00		
1D	8-inch Water Main	40	LF	\$90.00	\$3,600.00	\$157.00	\$6,280.00	\$99.00	\$3,960.00		
1E	8-inch Water Main	180	LF	\$90.00	\$16,200.00	\$157.00	\$28,260.00	\$99.00	\$17,820.00		
1F	6-inch Water Main	360	LF	\$80.00	\$28,800.00	\$157.00	\$56,520.00	\$90.00	\$32,400.00		
1G	4-inch Water Main	40	LF	\$65.00	\$2,600.00	\$154.00	\$6,160.00	\$89.00	\$3,560.00		
1H	4-inch Thick Rigid Board Insulation	600	SF	\$4.00	\$2,400.00	\$5.00	\$3,000.00	\$5.00	\$3,000.00		
2A	16-inch Butterfly Valve with Box	5	EA	\$3,000.00	\$15,000.00	\$5,500.00	\$27,500.00	\$3,500.00	\$17,500.00		
2B	12-inch Butterfly Valve with Box	7	EA	\$2,100.00	\$14,700.00	\$3,000.00	\$21,000.00	\$2,400.00	\$14,400.00		
2C	8-inch Gate Valve with Box	6	EA	\$1,300.00	\$7,800.00	\$1,600.00	\$9,600.00	\$1,500.00	\$9,000.00		
2D	6-inch Gate Valve with Box	19	EA	\$1,000.00	\$19,000.00	\$1,000.00	\$19,000.00	\$1,000.00	\$19,000.00		
2E	4-inch Gate Valve with Box	1	EA	\$800.00	\$800.00	\$950.00	\$950.00	\$800.00	\$800.00		
3A	Install Hydrant	7	EA	\$4,200.00	\$29,400.00	\$1,000.00	\$7,000.00	\$2,600.00	\$18,200.00		
3B	Install Hydrant Extension	7	VF	\$400.00	\$2,800.00	\$100.00	\$700.00	\$400.00	\$2,800.00		
4	Remove Existing Hydrant	5	EA	\$750.00	\$3,750.00	\$400.00	\$2,000.00	\$1,400.00	\$7,000.00		
5	Bell Joint Clamp	10	EA	\$300.00	\$3,000.00	\$1,000.00	\$10,000.00	\$200.00	\$2,000.00		
6A	1-inch Type K Copper	980	LF	\$55.00	\$53,900.00	\$70.00	\$68,600.00	\$85.00	\$83,300.00		
6B	1-inch Corporation	40	EA	\$300.00	\$12,000.00	\$380.00	\$15,200.00	\$500.00	\$20,000.00		
6C	1-inch Curb Stop with Box	40	EA	\$375.00	\$15,000.00	\$340.00	\$13,600.00	\$510.00	\$20,400.00		
7A	1 1/2-inch Type K Copper	40	LF	\$55.00	\$2,200.00	\$95.00	\$3,800.00	\$80.00	\$3,200.00		
7B	1 1/2-inch Corporation	1	EA	\$300.00	\$300.00	\$380.00	\$380.00	\$1,200.00	\$1,200.00		
7C	1 1/2-inch Curb Stop with Box	1	EA	\$375.00	\$375.00	\$530.00	\$530.00	\$1,300.00	\$1,300.00		
8	Manual Air Release	2	EA	\$1,000.00	\$2,000.00	\$800.00	\$1,600.00	\$1,500.00	\$3,000.00		
9A	4-foot Diameter Concrete Manhole	200	VF	\$400.00	\$80,000.00	\$300.00	\$60,000.00	\$900.00	\$180,000.00		
9B	4-foot Diameter Concrete Catch Basin	45	VF	\$385.00	\$17,325.00	\$290.00	\$13,050.00	\$500.00	\$22,500.00		
9C	6-foot Diameter Concrete Catch Basin	13	VF	\$600.00	\$7,800.00	\$500.00	\$6,500.00	\$1,800.00	\$23,400.00		
9D	Adjust CB Frame and Grate	3	EA	\$1,200.00	\$3,600.00	\$700.00	\$2,100.00	\$2,000.00	\$6,000.00		
9E	Move CB	3	EA	\$2,000.00	\$6,000.00	\$1,500.00	\$4,500.00	\$5,000.00	\$15,000.00		
10	8-inch SDR-35 PVC Sewer Pipe	4,400	LF	\$75.00	\$330,000.00	\$135.00	\$594,000.00	\$160.00	\$704,000.00		
11	6" SDR-35 PVC Sewer Service	1,200	LF	\$65.00	\$78,000.00	\$100.00	\$120,000.00	\$105.00	\$126,000.00		
12	8"x6" SDR-35 PVC Sewer Service Wye	36	EA	\$175.00	\$6,300.00	\$250.00	\$9,000.00	\$90.00	\$3,240.00		
13A	24-inch HDPE Storm Drain	40	LF	\$90.00	\$3,600.00	\$95.00	\$3,800.00	\$250.00	\$10,000.00		
13B	12-inch HDPE Storm Drain	120	LF	\$60.00	\$7,200.00	\$44.00	\$5,280.00	\$240.00	\$28,800.00		
13B	4-inch Perforated PVC Underdrain	3,500	LF	\$30.00	\$105,000.00	\$25.00	\$87,500.00	\$21.00	\$73,500.00		
14	Core Through Existing Concrete Structure	9	EA	\$1,800.00	\$16,200.00	\$750.00	\$6,750.00	\$1,700.00	\$15,300.00		
15	Furnish and Install force main connections	4	EA	\$1,000.00	\$4,000.00	\$800.00	\$3,200.00	\$5,000.00	\$20,000.00		
16	Remove Existing Water Main	4,300	LF	\$2.00	\$8,600.00	\$15.00	\$64,500.00	\$15.00	\$64,500.00		
17	Remove Existing Sewer	3,400	LF	\$3.00	\$10,200.00	\$10.00	\$34,000.00	\$20.00	\$68,000.00		
18A	Vertical Granite Curb	2,300	LF	\$40.00	\$92,000.00	\$45.00	\$103,500.00	\$55.00	\$126,500.00		
18B	Remove and Reset Granite Curb	1,500	LF	\$22.00	\$33,000.00	\$22.00	\$33,000.00	\$50.00	\$75,000.00		
19A	5-inch Concrete Sidewalk	1,075	SY	\$85.00	\$91,375.00	\$100.00	\$107,500.00	\$105.00	\$112,875.00		
19B	8-inch Concrete Sidewalk	325	SY	\$95.00	\$30,875.00	\$140.00	\$45,500.00	\$110.00	\$35,750.00		
19C	Bituminous Concrete Sidewalk	320	SY	\$60.00	\$19,200.00	\$65.00	\$20,800.00	\$70.00	\$22,400.00		
19D	Sidewalk Base Only	200	SY	\$50.00	\$10,000.00	\$37.00	\$7,400.00	\$50.00	\$10,000.00		
20	Detectable Warning Surface	64	SF	\$40.00	\$2,560.00	\$50.00	\$3,200.00	\$30.00	\$1,920.00		
21	Geotextile Separation Fabric	12,800	SY	\$1.50	\$19,200.00	\$1.30	\$16,640.00	\$1.50	\$19,200.00		
22A	Lower Geogrid for Roadway	12,800	SY	\$9.00	\$115,200.00	\$10.50	\$134,400.00	\$2.00	\$25,600.00		
22B	Upper Geogrid for Roadway	12,800	SY	\$6.00	\$76,800.00	\$10.50	\$134,400.00	\$2.00	\$25,600.00		
23A	Drainage Aggregate 704.16A	2,150	CY	\$35.00	\$75,250.00	\$40.00	\$86,000.00	\$58.00	\$124,700.00		
23B	Dense Graded Crushed Stone 704.06A	4,300	CY	\$35.00	\$150,500.00	\$40.00	\$172,000.00	\$49.00	\$210,700.00		
23C	Fine Crushed Gravel 704.05A	1,100	CY	\$35.00	\$38,500.00	\$40.00	\$44,000.00	\$68.00	\$74,800.00		
24	Permanent Trench Pavement	80	TON	\$270.00	\$21,600.00	\$230.00	\$18,400.00	\$83.00	\$37,350.00		
25	Remove Existing Concrete Roadway	11,500	SY	\$20.00	\$230,000.00	\$18.00	\$207,000.00	\$9.00	\$103,500.00		
26	Guard Rail	150	LF	\$28.00	\$4,200.00	\$30.00	\$4,500.00	\$35.00	\$5,250.00		
27	Stone Fill	10	CY	\$45.00	\$450.00	\$50.00	\$500.00	\$50.00	\$500.00		
28	3,000 psi Concrete	10	CY	\$150.00	\$1,500.00	\$450.00	\$4,500.00	\$200.00	\$2,000.00		
29	Ledge Removal	100	CY	\$150.00	\$15,000.00	\$250.00	\$25,000.00	\$215.00	\$21,500.00		
30	Boulder Removal	25	CY	\$60.00	\$1,500.00	\$250.00	\$6,250.00	\$55.00	\$1,375.00		
31	Common Fill	400	CY	\$15.00	\$6,000.00	\$5.00	\$2,000.00	\$10.00	\$4,000.00		
32	Excavation Below Grade with Gravel Refill	100	CY	\$30.00	\$3,000.00	\$50.00	\$5,000.00	\$40.00	\$4,000.00		
33	Exploratory Excavation	1,000	CY	\$20.00	\$20,000.00	\$50.00	\$50,000.00	\$75.00	\$75,000.00		
34	Uniform Traffic Officer	1,000	MHRS	\$70.00	\$70,000.00	\$70.00	\$70,000.00	\$66.00	\$66,000.00		
35A	Wood Sheeting Left in Place	1	MBF	\$1,000.00	\$1,000.00	\$1,900.00	\$1,900.00	\$1.00	\$1.00		
35B	Steel Sheeting Left in Place	1	TON	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$1.00	\$1.00		
36	Dry Swales with underdrain	1	LS	\$40,000.00	\$40,000.00	\$22,000.00	\$22,000.00	\$31,000.00	\$31,000.00		
37	Field Office	1	LS	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$20,000.00	\$20,000.00		
38	Miscellaneous Work and Cleanup	1	LS	\$787,480.00	\$787,480.00	\$712,000.00	\$712,000.00	\$1,980,000.00	\$1,980,000.00		
TOTAL BASE BID					\$ 3,381,840.00		\$4,212,130.00		\$5,349,802.00		
Table 2 - Alternative Bid Schedule for Main Line Water Pipe:					DuBois					Munson	
1A (ALT)	Furnish and Install 16-inch nominal ID (18-inch C906 DR 9) HDPE main line water main Memorial	320	LF			\$275.00	\$88,000.00	\$270.00	\$86,400.00		
1B (ALT)	Furnish and Install 12-inch nominal ID (18-inch C906 DR 11) HDPE main line water main	2,120	LF			\$268.00	\$568,160.00	\$230.00	\$487,600.00		
1C (ALT)	Furnish and Install 12-inch nominal ID (14-inch C906 DR 13.5) HDPE main line water main Derby	1,900	LF			\$235.00	\$446,500.00	\$200.00	\$380,000.00		
1D (ALT)	Furnish and Install 8-inch nominal ID (10-inch C906 DR 9) HDPE water main Memorial Drive to	40	LF			\$182.00	\$7,280.00	\$198.00	\$7,920.00		
1E (ALT)	Furnish and Install 8-inch nominal ID (10-inch C906 DR 13.5) HDPE water main Derby Drive to	180	LF			\$182.00	\$32,760.00	\$198.00	\$35,640.00		
TOTAL TABLE 2							\$1,142,700.00		\$997,560.00		
Total amount for Items 1A through 1E from base bid					\$558,200.00		\$878,920.00		\$510,980.00		
Total amount for Items 1A (ALT) through 1E (ALT) from table 2							\$1,142,700.00		\$997,560.00		
DIFFERENCE (Total Items 1A through 1E from base bid less Total Table 2)							-\$263,780.00		-\$486,580.00		

Northfield Street Construction Project Updated Revenues & Expenses		
5/5/2017		
	Project Revenues	Comments
Bonded Amount	\$3,900,000.00	Approved in March 2017
FY18 Street Rehab, Maitenance and Paving	\$62,894.00	Amount of un-expected adjustment to debt service
FY18 CIP Stormwater Franklin Street	\$27,000.00	Project postponed to help fund stormwater needs for Northfield Street
FY18 CIP Stormwater Crestview	\$8,490.00	A Grant has been received for the Crestview Culvert, transfer FY18CIP \$ to Northfield Street
FY18 Paving Funds (Barre St & Bike Path)	\$110,000.00	Grant was received for Barre Street. Use FY19 Paving Money for match to align with Bike Path Project. FY19 Clarendon Ave Paving will be pushed back to FY20
Better Roads Grant for Dry Swales	\$18,000.00	A Grant has been received for Northfield Street Dry Swales.
Water Fund Surplus	\$50,000.00	Projected Surplus from the Water Fund
FY19 Sidewalk Funds	\$90,000.00	Use FY19 Sidewalk Funds to support the \$150,000 total cost for new sidewalk on Northfield Street. (Liberty St or College Street)
Total \$ Available Northfield Street	\$4,266,384.00	
	Project Expenses	Comments
Construction Cost from Bid Results Engineer's Est. = \$3,381,840.00	\$4,212,130.00	Original Bid Amount from Dubois Construction. Award and sign contract. Adjust contract item to fit within budget
Engineering Cost (to date)	\$200,000.00	Amount already paid to Engineering Consultant
Construction Engineering (Inspection Services)	\$357,000.00	Proposed Amount for Engineering Consultant to perform construction inspection services
Pike Change Order Contract Extension	\$70,000.00	Amount of probable change order based on an extension of contract duration
Engineering Contract for Major Design Changes	\$14,268.28	Retainer for potential design modifications
City to Provide Hydrants	\$14,302.12	City to provide Fire Hydrants to contractor
Projected Project Expenses	\$4,867,700.40	
Deduct Construction Inspection Services	(\$357,000.00)	Perform Construction Inspection Services In-house
Item 13C 4" PVC Underdrain	(\$8,750.00)	Reduce quantity by 10% (At Dry Swale Locations)
Item 16 Remove Existing Water Main	(\$32,500.00)	Limit removal to only what is necessary. Reduce quantity by 50%
Item 17 Remove Existing Sewer Main	(\$17,000.00)	Limit removal to only what is necessary. Reduce quantity by 50%. Crush pipe where applicable.
Item 22A Lower Geogrid for Roadway	(\$134,400.00)	Remove Lower Geogrid for Roadway. Change Order #1
Item 23C Fine Crushed Gravel 704.05A	(\$14,666.40)	Deduction based over estimated quantity
Item 33 Exploratory Excavation	(\$25,000.00)	Reduce quantity by 50%
Item 37 Field Office	(\$12,000.00)	Remove Field Office. Change Order #1
Total Proposed Reduction of Project Expenses	(\$601,316.40)	Proposed Deduction Amount
Projected Project Expenses	\$4,867,700.40	
Total Revised Project Amount	\$4,266,384.00	Project Cost after contract revisions
Total \$ Available Northfield Street	\$4,266,384.00	Amount of total project funds available as adjusted
Net Deficit/Excess	\$0.00	
Contingency Plan		
Item 34 Removal of UTO	\$70,000.00	
Item 29 Ledge Removal	\$25,000.00	
DPW performs asphalt Sidewalk	\$17,268.83	
	\$112,268.83	
Optional Alternative Funding		
FY19 Bond	?	
Adjust FY19 CIP Funds	?	



CITY COUNCIL Agenda Item #17-151

Date: May 10, 2017

Consent ___ Discussion x **Time Sensitive ___**
(outlined below)

SUBJECT: One Taylor Street Redevelopment Project – Meet with DEW Representatives

SUBMITTING DEPARTMENT: City Manager for Council Member Olson

RECOMMENDED ACTION: Conduct Discussion

RELATED COUNCIL GOAL/PRIOR ACTION: G: Achieve a Steady State for Infrastructure, Maintenance and Improvements, Facilities and Equipment

EXPENDITURE REQUIRED: None for the Meeting

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: It is recommended that this discussion be held in Executive Session under the provisions of 1 VSA 313 (a) (10) “contracts” after a finding that premature public knowledge will place the public body at substantial disadvantage.”

BACKGROUND INFORMATION: The One Taylor Street Redevelopment Project has long imagined a private development component. The City selected Redstone as the official development partner. Redstone has informed the City that their project is not financially feasible. The City is considering having DEW take over as the development partner. DEW will present a summary of their findings, including financial analysis, and inform the Council of the status of their interest in the project.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: City Council, One Taylor Committee

CITY MANAGER’S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

Hello All – Chief Facos will read the following statement during the meeting tonight. The Mayor has asked that he do so at the 6:30 break before zoning.

The City of Montpelier and the Montpelier Police Department remain committed to the principles of fair and impartial policing and protecting the human rights of all who are within our city limits. The city has not changed its philosophy or practices with regard to interactions with non US citizens. Following the guidance issued by Attorney General Donovan and the legislature's passage of S.79 supported by Governor Scott, Police Chief Facos made two amendments to departmental policy to remain consistent with statewide policy. Communication and cooperation with Federal law enforcement partners is occasionally necessary in order to conduct a criminal investigation and support victims of crime. Absent the requirements of a criminal investigation, the Montpelier Police Department does not inquire about immigration status. Montpelier remains a safe and welcoming community for everyone.

William J. Fraser, ICMA-CM

MEMORANDUM

To: City Council

From: Mike Miller, Director of Planning & Community Development
Bob Gowans, Fire Chief

Re: Staffing for public nuisance ordinance

Date: May 5, 2017

As the supervisors for the Building Inspector, Chief Gowans and I wanted to outline some of the impacts of the proposed public nuisance ordinance and make some possible recommendations regarding administration. Some of these comments we have provided to you at the last hearing but we wanted to provide some additional clarification.

For starters, we both recognize the genuine concern and interest the Council has towards the issues related to the old Brown Derby restaurant at the Econolodge. It is clearly a blight on the neighborhood and finding a solution to get this area cleaned up is important. We have rules in place to enforce and require abandoned buildings to be safe and secured but we do not have the power to require the demolition of those structures. It is my understanding that you hope this new ordinance will provide such powers either directly through condemnation or indirectly through repeated enforcement actions. Either of these actions – condemnation or repeated enforcement – carry heavy administration burdens especially when combined with the real possibility that other properties in the City will also be eligible for enforcement action.

We therefore want to outline for you the current Building Inspector's role, what other properties this ordinance could come to be applied to, and what are some options the Council could consider properly fund enforcement of a few of these nuisance ordinances.

Building Inspector role. Chris Lumbra is our current Building Inspector and is an NFPA Level 1 certified fire inspector. He was hired by the City in 2012 with a background as a contractor and a degree in Building Science from Auburn University. He works in two worlds helping contractors meet their project goals as well as his responsibility to protect public safety through enforcement of building and fire codes. Without getting into too much of a public evaluation of his performance, I can say he is respected by his fellow inspectors at the State Division of Public Safety (which he works cooperatively with on

some inspections) and the contractors in this City. His position is an important one and one he does well.

His job as Building Inspector involves the review and approval of permit applications, the inspection of projects as they are getting built to ensure compliance, and the final issuance of Certificates of Occupancy. He follows up on complaints of unsafe buildings and violations of work without permits as well as requests for inspection in cases like the sale of condominiums. Chris also is the Assistant Health Officer (Chief Gowans is Health Officer) and periodically makes inspections for vermin (rats, bedbugs, etc.), rental complaints, and other assorted health related complaints. These are his primary duties and we would like to point out any other tasks would be secondary to these primary responsibilities.

When he has the time to properly complete his job they have real world impacts our neighbors and Montpelier as a whole. Just as one example, in the last month Chris had an inspection at a site for a window replacement. During his visit he noticed that the hard wire fire alarms had been taken down even though the home had been the site of a chimney fire. He worked with the homeowner to bring the house back into compliance and protect the safety of the residents. This would not have been found without having an engaged Building Inspector who takes the time to help homeowners understand the rules and how to meet them in order to keep their families safe. These type of daily interactions are what is important for the building inspector to do his job and why we tell him this is his priority when he has multiple requests for his time.

Unintended consequences. We wanted to point out that 101 Northfield would be just one of many properties that would fall into this ordinance. If we start to get complaints about any of these other properties we could also be into enforcement and we cannot be arbitrary about who we enforce against. Our list of possible properties would include:

- 3103 Elm Street (3 structures)
- Old Humane Society on North Branch Island
- 65 Berlin Street
- 41 Northfield Street
- 24 Hubbard Street
- 5 Home Farm Way
- 260 River Street (Grossmans)
- Jay Street garage
- 4-1/2 Sibley Street
- 12 Charles
- 14 Charles
- 97 Barre Street

- 244 Berlin Street
- 14 George Street
- 240 Spring Hollow
- 12 North College
- 10 Main Street (City owned – former Association for the Blind)
- Score keeper/equipment shed at little league field

Our concern specifically is that if we receive other complaints involving this ordinance at any of these other properties that we will be stretching administrative capacities, which are suspect with current staffing, even further than if it is just 101 Northfield.

Both junk cars and public nuisances. Chief Gowans and I also wanted to remind you that changes to the junk and junk car ordinance in December is another regulation which has added additional complaints and follow ups that the Building Inspector has had to deal with. These have been difficult to properly follow up on but the addition of the new Public Nuisance ordinance has the inspector concerned about priorities and workloads.

What to do. We took some time to discuss what we feel would be best for the community as a whole and for staff and to make some suggestions. Our thought are:

1. The Building Inspector should continue to prioritize his responsibilities for permitting, inspection, and enforcement of the Building Codes. These impact the life and safety of the communities and are a critical link to economic development. In particular we may have French Block, One Taylor Street, and CS project (in Sabins Field next to the river) all moving to construction in addition to the regular run of permits.
2. The Building Inspector will continue to back up the Chief Gowans as the Assistant Health Officer.
3. As these quality of life (quality of neighborhood) ordinances are very important and will have beneficial outcomes for surrounding neighbors, the council should consider adding a part time position to act as an enforcement officer for these types of ordinances. This would allow someone whose primary job is enforcement to fulfill these roles and responsibilities. A staff person dedicated to making calls, sending administrative fees and fines, recording liens, and coordinating with city attorneys on legal actions will provide the best opportunity for success in what is already a challenging situation to resolve. As long as these ordinances are being enforced as a secondary responsibility of the building inspector, we will continue to fall short of our community's and Council's expectations.

Thank you for the time and your consideration. Please feel free to ask any questions of the Chief or myself on this matter.

MM



CITY COUNCIL Agenda Item #17-148(e)

Date: May 10, 2017

Consent x Discussion Time Sensitive YES

SUBJECT: Trench Shoring Equipment Purchase

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve the purchase of trench shoring equipment for use by DPW for in-house construction and repair work; award of the contract to the low bidder, United Rentals, as recommended by the Director of Public Works.

RELATED COUNCIL GOAL/PRIOR ACTION: Goal G – Make steady progress toward maintaining and improving infrastructure and establish a clear timeline for achieving steady state.

EXPENDITURE REQUIRED: \$ 23,963.50

SOURCE OF FUNDS: Water Fund & Sewer Fund

LEGAL REQUIREMENTS: Required under VOSHA Regulations

BACKGROUND INFORMATION: The Department of Public Works is undertaking more in-house utility work under the recently developed Water & Sewer Master Plan. In order to complete this work efficiently and safely, additional trench shoring equipment is needed. Two quotes were solicited for a 20-foot pipe trench box, a 10-foot x 10-foot manhole box and hydraulic shoring for areas with conflicting utilities.

SUPPORTING DOCUMENTS: Bid Tab

INTERESTED PARTIES: DPW / Water Rate Payers

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]", written over a light gray rectangular background.

City of Montpeiler Trench Box Quotes

BID TAB

5/5/2017

DESCRIPTION	UNITED RENTALS	NORTHEAST SHORING
8x20 Trench Box	\$9,963.00	\$10,675.00
4' Spreaders	\$720.00	\$950.00
Total	\$10,683.00	\$11,625.00
8 x 10 MH Box	\$7,745.00	\$8,025.00
72" Spreaders	\$0.00	\$800.00
Total	\$7,745.00	\$8,825.00
Vertical Hydraulic Shoring	\$1,468.00	\$6,900.00
Releaser Tool	\$50.00	\$0.00
Removal Hook	\$37.50	\$0.00
Plywood	\$440.00	\$0.00
Handpump	\$750.00	\$0.00
42" Extensions	\$700.00	\$0.00
Shipping	\$290.00	\$0.00
Total	\$3,735.50	\$6,900.00
Freight	\$1,800.00	\$1,200.00
Total Quote	\$23,963.50	\$28,550.00



CITY COUNCIL Agenda Item #17-158

Date: May 10, 2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☒
(outlined below)

SUBJECT: Public Hearing on Special City Meeting Warning

SUBMITTING DEPARTMENT: Clerk's Office

RECOMMENDED ACTION: Hold public hearing; approve warning

RELATED COUNCIL GOAL/PRIOR ACTION: Setting time and date for Special City Meeting

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council sets and warns Special City Meetings

BACKGROUND INFORMATION: Proposed Special City Meeting to vote on new combined school district with Roxbury, and to elect members of the new school board.

SUPPORTING DOCUMENTS: Draft Warning

INTERESTED PARTIES: Residents, Montpelier Public Schools

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. Fran", is written over a light gray rectangular background.



CITY COUNCIL Agenda Item #17-157

Date: May 10, 2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☒
(outlined below)

SUBJECT: Set Time, Date and Location of Special City Meeting

SUBMITTING DEPARTMENT: Clerk's Office

RECOMMENDED ACTION: Set date/time for the Special City Meeting on Tuesday, June 20, 2017, from 7:00 A.M. to 7:00 P.M. in the City Hall (Memorial Room).

RELATED COUNCIL GOAL/PRIOR ACTION: Hold public hearing on proposed Special City Meeting warning; approve Special City Meeting warning

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council sets and warns Special City Meetings

BACKGROUND INFORMATION: Proposed Special City Meeting to vote on new combined school district with Roxbury, and to elect members of the new school board.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: Residents, Montpelier Public Schools

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



CITY COUNCIL Agenda Item #17-148(c)

Date: February 8, 2017

Consent x Discussion

SUBJECT: Consideration of a Street Closure Permit Application for Foster Street

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve a Street Closure Permit Application from Clare Rock for the closure of Foster Street (between Center and Sabin Streets) on Saturday, May 20, 2017, from 3:00 to 9:00 P.M. for a Neighborhood Block Party.

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures require Council approval.

BACKGROUND INFORMATION: The City's new Street Closure Permit Application has a section which shows that Police, Public Works, Fire and Montpelier Alive have reviewed and signed off on these applications. Another step in the new Street Closure Policy is that if the request is for State, Main, Langdon or Elm Streets or adjacent parking lots, the City will provide public notification of both the proposed closure and the date the Council will consider this request. If this request is approved, the organizers will then provide written notice of their event to all nearby property owners.

SUPPORTING DOCUMENTS: Street Closure Application Form

INTERESTED PARTIES: All property owners in the Foster Street area; Fire; Police and Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the "CITY MANAGER'S APPROVAL:" text.

Street Closure Permit Application

1. Event Sponsor

Name: Clare Rock	Email: CLARE.LB.ROCK@gmail.com
Address: 6 Sabin Street, Montpelier, VT	
Cell Phone: 802.522.9508	Other Phone:

2. Event Details

Name of Event: block party	
General description of the event (1 to 3 sentences): Neighborhood block party	
Date of Event: May 20 2017	Start and End Time of Event: 3-9 pm
Street(s) to be Closed - Please provide a sketch of the event layout. Foster street - between Center + Sabin	
Time Street will close (recommend up to an hour before event): 2 pm	Time Street will reopen (recommend 30 minutes after the event ends): 9.30 pm
Number of Staff/Volunteers on site for Event: at least 4 adults	
Number of people expected at event: 30-40 people	Number of vendors and/or entertainers who will participate: Neighbors band (approx 4 people)

3. Community Support

Is this a reoccurring event in Montpelier? NO	If no, do you have experience elsewhere with such events? Please explain. birthday parties + work related town planning events.
How does this event benefit the public (as outlined in the Street Closure Policy)? builds community + neighbor-relations	

Street Closure Permit Application

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4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.

none to date.

What arrangements have been made for food, water, and toilet facilities (if applicable)?

pot luck BBQ. Toilets will be available in at least one house in party vicinity.

What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?

will provide at least 2 trash cans + 2 recycle cans. Host will pick up litter + sweep street at end of event.

If additional law enforcement officials will be hired for your event, please list:

n/a

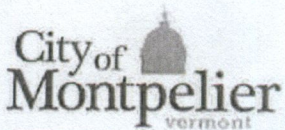
Please note any other unique aspects of this event:

n/a

Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance? **no**

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with



Street Closure Permit Application

Disabilities Act accessibility requirements. These requirements are available at the City's website.

Signature

Clare Rock

Printed Name

4/24/2017

Date

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

Signature

Clare Rock

Printed Name

4/24/2017

Date

For Official Use Only

The following parties have reviewed and approved:

Approved	Department	Signature	Conditions/Comments
☐	Police Department		
☐	Public Works		
☐	Fire Department		
☐	Montpelier Alive		
☐	Other as needed:		

Street Closure Permit Application

This permit request was reviewed at the (month, day, year) _____
City Council meeting. This permit request was:

APPROVE

DENIED

Notice Documentation

Name of Event: <u>Block Party</u>	
Date of Event: <u>May 20 2017</u>	Start and End Time of Event: <u>3 - 9pm</u>
Street(s) to be Closed: <u>Foster Street between Center + Sabin</u>	
Time Street will close (recommend up to an hour before event): <u>2pm</u>	Time Street will reopen (recommend 30 minutes after the event ends): <u>9.30pm</u>
Date of City Council Meeting to consider permit request: <u>May 10 2017</u>	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered. Applicant shall provide written notice to all Foster street residents (those who reside on Foster between college st + Sabin street) plus other property owners which directly abut street closure. Notice will be provided upon confirmation of application city on upcoming city council agenda.	

Street Closure Permit Application

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE	
Reviewed by: <u>NEIL MARTEL</u> Print Name CAPT <u>[Signature]</u> Signature <u>4/24/17</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: <i>Arrangements should be made w/ DPW to have CONES/SIGNS/BARRICADES in place prior to event TO PUT OUT IN THE CLOSED STREET AREAS. NO OTHER POLICE involvement expected.</i> ☐ Reviewed – do not recommend approval
PUBLIC WORKS	
Reviewed by: <u>Tom McArdle</u> Print Name <u>[Signature]</u> Signature <u>4/25/17</u> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>Use appropriate traffic control devices for street closure.</i> ☐ Reviewed – do not recommend approval
FIRE DEPARTMENT	
Reviewed by: <u>Robert Gowans</u> Print Name <u>[Signature]</u> Signature <u>4-25-17</u> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>MUST maintain Emergency Vehicle Access. All Barricades need to be removable to Allow Access to Street.</i> ☐ Reviewed – do not recommend approval

Street Closure Permit Application

MONTPELIER ALIVE	
Reviewed by: <i>N/A</i> Print Name Signature Date	☐ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: <i>Have Jan 11</i> ☐ Reviewed – do not recommend approval
OTHER	
Reviewed by: Print Name Signature Date	☐ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval

This permit request was reviewed at the (month, day, year) April 12, 2017 City Council meeting. This permit request was:

APPROVE _____ DENIED _____



Sabin Street

Center Street

College Street

Foster Street

Requested road closure - Foster Street
between Center & Sabin

Google Earth

Imagery Date: 5/13/2015 44°15'11.20" N 72°34'00.61" W elev 626 ft eye alt 1232 ft

Tour Guide 1992

SPECIAL CITY MEETING WARNING

FOR JUNE 20, 2017

WARNING

The voters of the City of Montpelier are hereby notified and warned to meet at the City Hall Auditorium, in said Montpelier, on June 20, 2017, to vote by Australian ballot between the hours of 7:00 a.m., at which time the polls will open, and 7:00 p.m., at which time the polls will close, upon the following articles of business:

ARTICLE 1. Shall the City of Montpelier's School Department, which the State Board of Education has found necessary to include in the proposed union school district, join with the school district of Roxbury, which the State Board of Education has found necessary to include in the proposed union school district, for the purpose of forming a union school district to be named the Montpelier-Roxbury Unified Union School District, as provided in Title 16, Vermont Statutes Annotated, upon the following conditions and agreements:

- Grades. The Montpelier-Roxbury Unified Union School District shall operate and manage schools offering instruction in grades Pre-Kindergarten through grade 12.
- Board of School Directors. The Montpelier-Roxbury Board of School Directors shall have 9 members. A member town's representation on the School Board of the Montpelier-Roxbury Unified Union School District will be based on proportional representation based on the 2010 census with two members with one weighted vote each from Roxbury and seven members with two weighted votes each from Montpelier. Each time there is a new decennial census, the proportionality of representation reflected in the specific numbers of directors allocated to each municipality shall be aligned to the new counts if necessary. At no time will a member town have less than one school director on the Unified Union School District Board.
- Assumption of debts and ownership of school property. The Montpelier-Roxbury Unified Union School District shall assume the indebtedness of member districts, acquire the school properties of member districts, and pay for them, all as specified in the final report.
- Final Report. The provisions of the final report proposed to the State Board of Education for approval on the 16th day of May, which is on file in the town clerk's office, shall govern the Montpelier-Roxbury Unified Union School District.

ARTICLE 2. To elect seven school directors to serve on the proposed Montpelier-Roxbury Unified Union School District from the date of the organizational meeting for the following terms and seats:

- Two (2) school directors from Montpelier to serve from the date of the organizational meeting through the date of the annual meeting in March 2019.
- Three (3) school directors from Montpelier to serve from the date of the organizational meeting through the date of the annual meeting in March 2020.
- Two (2) school directors from Montpelier to serve from the date of the organizational meeting through the date of the annual meeting in March 2021.

ARTICLE 3. Shall the voters modify the action taken at the November 4, 1980 special city meeting and amended at the March 6, 2001 annual meeting that authorizes the City Council to enter into tax stabilization contracts on behalf of the City of Montpelier as provided by 24 VSA 1741 with the owners of industrial and commercial real and commercial personal property, including additions and renovations to existing real and commercial personal property. (Proposed modification is underlined.)

Dated this 10th day of May, 2017

Signed: _____

John Hollar, Mayor

Members of the City Council:

_____	_____
_____	_____
_____	_____

CITY SEAL:

ATTEST:

John Odum, City Clerk



CITY COUNCIL Agenda Item #17-153

Date: May 10, 2017

Consent ☐ Discussion ☒

SUBJECT: Continuation of the discussion of Part 1 and begin Part 2 of the Unified Development Regulations (also known as the zoning bylaws)

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: The Council should be prepared to ask questions of the Director and take comment from the public. The Council may, if they choose, vote to make any changes to the bylaws they deem appropriate within limits of state law.

RELATED COUNCIL GOAL/PRIOR ACTION: Support and promote a vibrant downtown; Alleviate parking pressures in Montpelier to maintain a vibrant downtown; Create a hospitable environment for housing development and grand list growth; Create a hospitable environment for housing development and grand list growth

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Title 24, Chapter 117, lays out the requirements for the development and adoption of land use regulations.

BACKGROUND INFORMATION: This will be the third meeting to discuss zoning by the Council and for them to take public comments. The Planning Director does not plan to make any presentations at this hearing and wants to maximize opportunities for Council questions.

SUPPORTING DOCUMENTS: The Director will hand out an updated matrix with the suggested changes and comments that have been received thus far.

INTERESTED PARTIES: Planning Commission, Housing Task Force, Conservation Commission, and MEAC

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.