



Agenda for City Council Meeting

City Council Chambers, City Hall
Wednesday, January 11, 2017
6:30 P.M.

- 1) Call to Order by the Mayor
- 2) 17-003. Review and Approve Agenda
- 3) 17-004. General Business and Appearances
- 4) 17-005. Consideration of the Consent Agenda:
 - a) Approve Minutes from the December 14th, December 19th, and December 21st, 2016 City Council Meetings.
 - b) Approve request from Summit School of Traditional Music and Culture for waiver of the City Hall Auditorium rental fee for their 7th ***Annual Spice on Snow Winter Music Festival*** to be held on January 26-29th.
 - c) Payroll and Bills
- 5) 17-006. Appointments to Montpelier's Conservation Commission
- 6) 17-007. Budget-related Presentation from Staff of The Bridge
- 7) 17-008. Indoor Rec/Aquatic Facility Update
- 8) 17-009. Budget Presentation
- 9) 17-010. TIF Discussion
- 10) 17-011. Fats, Oils and Grease (FOG) Briefing (This is an idea from the Department of Public Works and the Montpelier Energy Advisory Committee to use these substances at the Water Treatment Plant to generate energy.)
- 11) 17-012. Council Reports
- 12) 17-013. Mayor's Report
- 13) 17-014. City Clerk's Report
- 14) 17-015. City Manager's Report
- 15) *Adjournment*



CITY COUNCIL Agenda Item #17-006

Date: January 11, 2017

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

SUBJECT: Appointments to Conservation Commission

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: (Re)appoint applicants to fill expired terms and Alternate vacancy(ies)

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council appoints and guides City boards and commissions

BACKGROUND INFORMATION: There are three terms which will expire within the next 2-3 weeks; an Alternate 1-year seat that has been vacated by John Fox stepping down; and the second Alternate seat which has been vacant for a while. The three terms expiring are currently held by:

Roy Schiff	3-year	Expires 2-12-17	(seeking reappointment)
Ben Eastwood	2-year	Expires 1-15-17	(seeking reappointment)
Page Guertin	3-year	Expires 2-12-17	(seeking reappointment)

The applicant seeking to fill an Alternate position is:

Glennie Sewell	1-year Alt.	Vacant	(seeking appointment to fill John Fox's vacant seat)
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This still leaves one Alternate seat vacant.

SUPPORTING DOCUMENTS: Copy of the advertisement; e-mails from applicants

INTERESTED PARTIES: Conservation Commission Members, Tree Board, Park Commissioners and City Staff

CITY MANAGER'S APPROVAL:

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



America's Small Town Capital

Mayor John Hollar

William Fraser
City Manager

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

Jessie Baker
Assistant City Manager

December 8, 2016

The Times-Argus

Please insert the following with City of Montpelier notices on Thursday, December 15, 2016. Thank you!

CITY OF MONTPELIER **Conservation Commission Vacancies**

The City of Montpelier is seeking citizens interested in filling four vacancies on the City's Conservation Commission: One is an expired regular 2-year term set to expire in January, 2019; two are 3-year terms to expire in February, 2020; and the other is an Alternate seat which has been vacant for some time (1-year term to expire in January, 2018). Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier (or by e-mailing spitonyak@montpelier-vt.org) on or by Wednesday, January 4, 2017. The City Council will make these appointments at their January 11th meeting; applicants are 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 should be directed to Commission Chair Roy Schiff: 223-7214.

William J. Fraser
City Manager

Sandy Pitonyak

From: Roy Schiff <royschiff12@gmail.com>
Sent: Thursday, January 05, 2017 10:34 AM
To: Sandy Pitonyak
Subject: Re: Conservation Commission Term Expires

yes.

roy

On Thu, Jan 5, 2017 at 10:01 AM, Sandy Pitonyak <SPitonyak@montpelier-vt.org> wrote:

Do you want to seek reappointment, Roy?

Sandy Pitonyak

Administrative Assistant to the City Manager

City Hall - 39 Main Street

Montpelier, VT 05602

Telephone: (802) 223-9502

FAX: (802) 223-9519

spitonyak@montpelier-vt.org

Sandy Pitonyak

From: Ben Eastwood <ben.eastwood.energy@gmail.com>
Sent: Monday, December 12, 2016 11:34 AM
To: Sandy Pitonyak
Subject: Re: Conservation Commission Vacancies

I would like to renew my position. Thanks!

On Dec 8, 2016 9:18 AM, "Sandy Pitonyak" <SPitonyak@montpelier-vt.org> wrote:

These vacancies are for:

Ben's 2-year term

Roy's 3-year term

Page's 3-year term

The vacant 1-year Alternate Seat

If you'd like to be reappointed, please send me an e-mail on or by the deadline ... thank you!

P.S. I figured I'd get this out before the holidays really set in and things get crazier!!

Sandy Pitonyak

Administrative Assistant to the City Manager

City Hall - 39 Main Street

Montpelier, VT 05602

Telephone: [\(802\) 223-9502](tel:(802)223-9502)

FAX: [\(802\) 223-9519](tel:(802)223-9519)

To: Mayor Hollar and Councillors Golonka, Watson, Edgerly Walsh, Turcotte, Olson and Bate

Please reappoint me to the Conservation Commission for a 3-year term. Conservation has always been near and dear to my heart, and I have been pleased to be able to participate in the Commission for the last 4 months. To try to get up to speed and educate myself on some of the issues, I attended ANR's Municipal Day and the Association of Vermont Conservation Commission's Fall Conference. These gave me opportunities to talk with Conservation Commission members from other communities as well as to take workshops.

The MCC has embarked on a 5-year planning process to determine our primary goals and the most critical issues to address, including having a more public presence, and building more proactive relationships with the City Council and the Planning Commission. I am excited about this effort and about some of the issues we intend to address, and I definitely want to continue on the Conservation Commission to help realize some of those goals.

Thank you,

Page Guertin

Sandy Pitonyak

From: Glennie F. Sewell <gsewell@norwich.edu>
Sent: Friday, November 25, 2016 1:25 PM
To: Sandy Pitonyak
Subject: Glennie Sewell -- Conservation Commission Opening
Attachments: CV - Glennie Fitzgerald Sewell - Full REF - May 27- 2016 (1).doc

Dear Sandy;

My apologies this took so long. As you know, I am applying to take on the vacated seat in the Conservation Commission.

My experience lies mostly in Higher Education and the service industries. However, with a tertiary interest in botany (and cultural anthropology as my secondary major in grad school), I am also interested upholding environmental (natural world) concerns when it comes to human cohabitation with nature. So, why not learn from some of the best. During the semester, my Thursdays are generally open, minus issues with exams and midterm meetings with students (which will always take precedence). I do trust the City Council will consider my letter to them. I've attached my latest CV below. Please let me know that this email arrived, safely.

With Greatest Regards,

Glennie Fitzgerald Sewell, M.A., M.Ed., MFA

Adj. Professor of English
Norwich University
Northfield, Vermont
gsewell@norwich.edu

Glennie Fitzgerald Sewell

9 Langdon St., Apt 4A
Montpelier, VT 05602
802-338-5443
gsewell@norwich.edu

Curriculum Vita

Education

Goddard College Program 01/2014-1/2016 Plainfield, Vermont Fiction	Masters of Fine Art Creative Writing Fiction and Creative Non- <i>Thesis: (Novel) Guardians of Forever: Earth Gone</i>
	MFA, Creative Writing (Terminal)

Degree)

Middlebury College Bread Loaf School of English via BLSE campuses at: • The University of Alaska Southeast (Sum 2003) • Lincoln College, Oxford University, United Kingdom ('04 & '07) • The University of North Carolina at Asheville ('06) • Middlebury College, Bread Loaf Mountain; Middlebury, Vermont ('05)	Middlebury, Vermont Masters of Arts in English (MA), with concentrations in American, British Literature, and theatre - Bringing literature into performance, as well as Shakespeare play review and review-writing were in heavy focus -	06/2003 - 08/2007 Degree: MA, English
Western Carolina University	Cullowhee, North Carolina Masters of Education (MAed) in Two-Year College Teaching, with a minor in English and writing - This graduate school experience included an international exchange	08/2004 - 05/2007 Degree: MA.ed, Teaching in the Two- Year College, English minor

at Oulun Yliopisto
(University of Oulu)
in Oulu, Finland, fall
of 2005).

Western University	Carolina Continuing Education Anthropology and Theatre (Costume crew manager and shop experience, WCU theatre program)	08/2003 - 05/2004
University of North Carolina at Asheville	Asheville, North Carolina NC Teaching Certification Program English, Secondary, 9 th through 12 th grade	08/1999 - 03/2002 Certificate: North Carolina Teaching Certification, 9-12th grade English
West Virginia University	Morgantown, West Virginia Bachelor of Arts (BA) in English, with a minor in Science Fiction writing	01/1997 - 05/1998 Degree: BA, English
Fairmont State College	Fairmont, West Virginia Continuing Education in Social Sciences for transfer to West Virginia University	08/1996 - 12/1996
West Virginia University Institute of Technology	Montgomery, West Virginia Continuing Education In English, Theatre and basic Teacher Education	01/1990 - 05/1992
Anne Arundel Community College	Arnold, Maryland English, Theatre Craft Shop, Social Sciences and Basic Education	10/1987 - 12 /1988

Relevant Experience in Teaching, Education, Volunteering and Management

Norwich University; English Department Kathleen McDonald	I currently teach EN101. I want to expand on this ability, and help beyond teaching (inclusive of teaching). August, 2016 - present
Maine Hospitality Group: Hilton Garden Hotel - Burlington, Vermont Traci Boyer, Manager of Front Desk: 802-951-1199	Night Auditor, third shift. I worked the desk, checking in and out guests, seeing to their needs and balancing the hotel and restaurant's accounts, which was my primary responsibility. June-August, 2015

Champlain College - Woodbury Institute,
Burlington, Vermont

Mediation & Applied Conflict Studies
Adjunct Instructor - International Communications and Online Negotiation Simulation (*Course listing: MED 534-81*)
Graduate Instructor - Adjunct (online)
February, 2012 to Present

United Professions - American Federation of Teachers

I am a minor IT technician, taking care of minor issues in the Windows interface, XP through 8.1.

TutorABC, Taiwan

08/2013- present
Online ESL Consultant
09/2012 - 12/2013

The Community College of Vermont, Winooksi
and St. Albans, and Montpelier, Vermont

English Composition, Reading & Writing for College
Adjunct Instructor, on-the-ground

August, 2011 to Present

Troy University; Troy, Alabama
Troy University - eTroy (online)

World Literature II and Basic Writing 3/2010 - **Present**

Fletcher Free Library, Burlington, VT

I ran a conversation sessions with English Language learners.
September, 2011 to 2012

Central Vermont Adult Basic Education; Montpelier, VT

I volunteer to help community members with basic Windows help with computers, as well as helping run a conversation group for

Oxford Food Bank
802-951-1199 Oxford, United Kingdom

Upward Bound (at Appalachian State University)

Appalachian State University;
Boone, N.C.

DVD of Final Worldwide Video
podcast available after request -

English Language learners.
January, 2012 to **Present**

May 11 & 19th, 2012
Volunteered in packing and
delivering of food to services all
over Oxford City.

15/June, 15 July 2009

Taught **Theatre Improv** to 9th and
10th graders of Ashe, Avery and
Watauga counties, North Carolina.
ASU English Department
Taught English Composition &
Writing Across the Curriculum,
using interdisciplinary approach
for both courses. **DVD available on**
University of Maryland ICONS
conference, where I chair one 30-
minute section of this live,
international video conference
(with all English 1000 Composition
students present from one section
that was involved, along with
students from the other
universities present on screen)
between Carlton University in
Ontario, University of Oulu in
Finland, and Appalachian State
University, December, 2009.

01/2008 - 12/2010
Taught two semesters of English
3100 - Business Writing

01/2008-12/2008

SPECIAL NOTE: I was successful at
bringing the University of Maryland
worldwide **International**
Communications and Negotiation
Simulations (ICONS) program to
Appalachian State via the English
Department & the Department of
Government & Justice Studies, with
the financial of Dr. Jesse L.
Lutabingwa (Associate Vice
Chancellor of International
Programs), and a linked course from
Dr. Renee Scherlen, Department of
Government and Justice Studies
(Fall, 2009 and Fall 2010).

Southwestern Community College;
Sylva, N.C.

Part-time, live and online, Adjunct
Instructor of English in Basic
Writing (ENG 090), College Study
Skills (ACA 115) , English
Composition (ENG 111), and
Professional Writing and
Researching (Business Writing) (ENG
114 Hybrid online course).

08/2004 - 12/2011

Western Carolina University
Career Services and Cooperative
Education

I maintained the "Perfect
Interview" computer program, which
assist undergraduate and graduate
students in honing job interview
skills. I also co-wrote, designed
and helped distribute the WC
Career Journal, the official
newsletter for Career Services and
Cooperative Education.
Other duties included assisting in
the setting up and running of WCU
job fairs, Career Workshops, as
well as contacting possible
employers for said fairs.

08/2006 - 05/2007

The Finnish Refugee Council --
Suomen Pakolaisapu, under the
United Nations High Commissioner
for Refugees (UNHCR)
[http://www.pakolaisapu.fi/main_page
.htm](http://www.pakolaisapu.fi/main_page.htm)

I traveled to high schools and
middle schools in Finland (Suomi),
teaching students about the
different forms of refugee status
that exist in their country and the
world, as well as how to respect
all forms of refugee status in
their own socialist democracy.
Paid temporary position -

10-2005 - 12/2005

Western Carolina University Writing
Center

I assisted graduate and
undergraduate students in the
grammar and mechanics of writing
assignments across the WCU
curriculum. My job was to emphasize
heavy revision and helping students
to improve writing strategies.

08/2004-05/2005

Buncombe County Schools
Asheville City Schools

Asheville Middle School

Substitute Teacher for Enka High
School and Asheville High School,
along with Asheville Middle School

10/1998-

12/1998, 4/2002-4/2003
Asheville Middle School - Reading
Specialist, 6-8th grade; 01/1999
through 6/1999

I completed my UNCA 9-12 Teaching
Certification work at Enka High
School in the spring of 2002. I
student taught for approximately 10
weeks.

Asheville/Buncombe Day Reporting
Center
(PEAK: Proudly Educating All Kids)
-- Asheville City Schools, Buncombe
County Schools

01/2002-3/2002

I helped assist and coordinate
teaching and supervising sessions
with court-appointed and long-term
suspended middle and high school
students (high risk).
I also doubled as the school
secretary, thus designed most of
the office documents used by the
center. I managed to teach myself
Windows Excel during this time
period.

Monongalia County Schools;
Morgantown, West Virginia

08/1999-06/2000

Substitute Teacher Aide.
I worked helping numerous teachers
run classrooms for special needs
students. Duties included note-
taking for disabled students, as
well as any extra instruction
normally accomplished by the
regular classroom aide

Scott's Run Settlement House
(Church-run)
Scott's Run, West Virginia
(outskirts of Morgantown, West
Virginia)

08/1996 - 05/1998

At Scott's Run, I ran a secular
afterschool program for young
students, 3rd through 5th grade

West Virginia University's
The Daily Athenaeum
Staff Writer

Summer 1995

Editorial Journal writer on human
condition issues. I published 20 to
30 articles on subjects ranging
from education to politics -

Asheville, North Carolina
Mountain Xpress
Staff Writer
1999 - 2001

01/1997 - 05/1998

I accomplished this same job at
West Virginia University Institute
of Technology, *The Tech Collegian*
1991-92 Academic

Year

Cedar Fair - Magnum Management Corporation, **Cedar Point; Sandusky, Ohio**

I worked Food Service (Summer, 1992), Park Operations (Summers 1995-98), then returned to Food Services, helping to **manage** park restaurants, from **staff training** to cash-handling, and TGI Fridays supervisory staff member for training hosts: (Summers 1999, 2000, and 2002 - 2006).

First international food service job: *Good Bean Coffee at Blackwell's (bookshop) in **Oxford, United Kingdom**, summer, 2001*

05/1992 - 6/2006

I worked as a Barista, simply.

Western Carolina University - Aramark Food Services

Night supervisor of Cyber Café, below Dotson Cafeteria.

10/2007-12/2007

Scoops Shops of Ohio - Ben & Jerry's

I helped **manage** several Ben & Jerry's scoop shops at Six Flags Great Adventure, in Jackson, New Jersey. My official position was an assistant manager. Training staff and maintaining work-environment integrity were my main duties.

Reading Volunteers of America; Morgantown, West Virginia

05/2008 - 08/2008

I taught adults how to read and write, using careful, personal methods of tactful educational engagement. I found it important to leave the adult student feeling as worthy and respected as possible, in said tutoring process.

09/1992 -- 1995

Relevant Abilities and Hobbies

- Writing fiction and poetry, along with collecting world-renowned spiritual works from various authors (Deepok Chopra, Neale Donald Walsch, Mary Summer Rain).
- Editing the major writings of
- Helping friends and family with website construction and tutoring with Microsoft Windows applications and the Windows Interface (95, to XP, to 7); as well as navigating the Linux Ubuntu interface.
- Stage-acting and backstage

friend and family for
publication

theatre work (Costume shop,
set construction)

References: All are professional colleagues from Appalachian State University, the Community College of Vermont, and Champlain College, with one from Southwestern Community College, as well as Hilton Garden Hotel, Burlington. Most are quick to answer email or call.

Dr. Georgia Rhoades	rhoadesgd@appstate.edu	Director of Writing Across the Curriculum Program, ASU, University College
Julian Portilla	jportilla@champlain.edu	Director of Mediation and Conflict Studies Graduate Program; Woodbury Institute of Champlain College
Ms. Samantha Boymer Ms. Kimberly Kendall	Samantha.Boymer@ccv.edu Kimberly.Kendall@ccv.edu	Academic Coordinator, Community College of Vermont; Winooski
Ms. Kristina Heiks	kheiks@yahoo.com	Close colleague, English, ASU

Tracianna Boyer 802-951-1199 traci.boyer@hilton.com	Manager of Front Desk for Hilton Garden, Hotel, Main Hospitality Group
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CITY COUNCIL Agenda Item #17-008

Date: September 14, 2016

Consent ___ Discussion x

SUBJECT: Indoor Rec/Aquatic Facility Update

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Receive update; possible guidance to the Task Force

RELATED COUNCIL GOAL/PRIOR ACTION: E: Maintain a Healthy Community for People

EXPENDITURE REQUIRED: None at this time

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: When *First In Fitness* closed its doors in downtown Montpelier, a group of citizens took the initiative to research an alternate location/facility to fill the void of those lost recreational services.

SUPPORTING DOCUMENTS: None; staff only received an e-mail from Task Force Member Sandy Vitzthum stating: "The Montpelier Indoor Rec & Aquatic (MIRA) Task Force is ready to give a short update to the City Council at their next meeting. We would like to explain our work (and results) so far ..."

INTERESTED PARTIES: Task Force Members, Community Services Department and area residents

CITY MANAGER'S APPROVAL:

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



CITY COUNCIL Agenda Item #17-007

Date: January 11, 2017

Consent ___ Discussion x

SUBJECT: Budget-related Presentation from Staff of *The Bridge* Newspaper

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Receive presentation; possible direction to staff for further consideration at the *First Public Hearing on Budget* set for the Council's January 18th meeting.

RELATED COUNCIL GOAL/PRIOR ACTION: Reducing the number of City articles per year, and possibly deleting them altogether, has been mentioned in the 2017-18 budget process.

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The City has been paying *The Bridge* an annual fee for full-page articles in each publication.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: *The Bridge* Staff and City Staff

CITY MANAGER'S APPROVAL: 



CITY COUNCIL Agenda Item #17-010

Date: January 11, 2017

Consent ☐ Discussion ☒

SUBJECT: Approval for City to join consortium of communities looking to change state law regarding Tax Increment Finance (TIF) eligibility

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: Council should vote to authorize the City Manager to pay White and Burke Real Estate Investment Advisors up to \$5,000 to support changing state law to allow additional communities to use TIF districts.

RELATED COUNCIL GOAL/PRIOR ACTION: Create and maintain a healthy environment for housing and economic growth;

EXPENDITURE REQUIRED: Potential of needing up to \$5,000 in contributions from each community to support lobbying effort.

SOURCE OF FUNDS: It is anticipated that these funds would be taken from the Planning Department's Professional Services line item where there is money for grant matches. Because Planning staff did not apply for a Municipal Planning grant for this year, these funds are still available.

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The Planning Director was contacted by David White regarding a lobbying effort they are working on to expand the number of communities eligible to apply for TIF financing. The state law currently only allows eight communities and all spots have been allocated (Montpelier is not one of them). A number of communities could benefit from this implementation tool and many have already agreed to participate in the effort being spearheaded by White and Burke.

TIFs work by allowing communities to borrow money in order to fix, upgrade, or build new public infrastructure that is needed for a private development project to happen. Those communities then earmark a portion of the new tax revenues, including education taxes, to pay back the infrastructure bond. This allows development to happen, public infrastructure (e.g. utilities, sidewalks, streets, parking garages) to get built that everyone benefits from, and current tax payers are not asked to pay for the new infrastructure. Once the infrastructure bond is paid, all taxes are paid like normal.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: Montpelier Alive, Montpelier Development Corporation

CITY MANAGER'S APPROVAL: 



CITY COUNCIL Agenda Item #17-011

Date: January 11, 2017

Consent __ **Discussion** **x**__

SUBJECT: Discussion of potential improvements to the WRRF to accept High Strength Waste through an Energy Services Company.

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Authorize DPW to issue an RFQ for selecting an Energy Services Company to further examine the feasibility of constructing a Combined Heat & Power Facility at the Montpelier Water Resource Recovery Facility.

RELATED COUNCIL GOAL/PRIOR ACTION: Goal G: Make steady progress toward maintaining and improving infrastructure and establish a clear timeline for achieving steady state; Goal H: Maintain a Clean & Healthy Environment – Move towards Net Zero

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: Sewer Fund

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: MEAC and Montpelier DPW have been working on the feasibility of upgrading the WRRF to accept Fats, Oils and Grease (FOG) in order to increase methane production to allow for power production and solids drying. The project appears to be feasible, so we are briefing the Council on the project and requesting approval to move forward with issuing an RFQ for consultant services.

SUPPORTING DOCUMENTS: Montpelier ESCO RFQ

INTERESTED PARTIES: DPW / Sewer Rate Payers / MEAC / City Council

CITY MANAGER'S APPROVAL:

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

**THE CITY OF MONTPELIER, VERMONT
REQUEST FOR QUALIFICATIONS
FOR PERFORMANCE BASED SERVICES
TO IMPLEMENT ENERGY AND OPERATIONAL SAVINGS MEASURES**

I. INTRODUCTION

A. Purpose

The City of Montpelier, Vermont (herein referred to as the “City”) is interested in receiving statements of qualifications from qualified firms for turn-key professional services including project development and implementation of various energy, operational savings initiatives and infrastructure improvements at the City’s Water Resource Recovery Facility and supporting infrastructure. For the purpose of this RFQ, “qualified vendors” represents any Energy Services Company (ESCO) that are NAESCO (National Association of Energy Services Companies). The City’s intent is to contract with one firm that will provide services to design and implement improvements under a Guaranteed Energy Performance Contract in accordance with the policies of the City.

B. Project Overview

Responses are requested from firms with a high degree of skill capable of providing audit, engineering, project development, construction services to install operational savings facility projects, commissioning and programming services, on-going savings measurement, monitoring and verification and guarantee services necessary to achieve and maintain operational savings over the project’s life. The City is particularly interested in firms with experience on the design, construction, and operations of comprehensive treatment plant improvements, including anaerobic digestion and co-digestion, organic waste procurement and receiving, electricity cogeneration and biosolids dewatering / drying systems. The initial steps of the project are anticipated to be examination of the available high strength waste and possible direct sale of power to the local utility. The project is an important component of the City’s goal to become the first capital city to offset its energy needs with renewable energy.

The City intends to award a performance based contract to the firm deemed most qualified to provide the aforementioned services. It is the City’s intent to develop projects such that combined energy, operational savings, and revenue enhancement will offset project costs over the project’s life and allow for a revenue stream for future improvements. The City will enter into a performance based contract which is determined to be in the best interest of the City. Contract award will be based on selection criteria set forth in this RFQ.

The intent of the City is to execute a project development agreement with the most qualified firm as a result of this Request for Qualifications consistent with the City’s purchasing policies. This will initiate project development and engineering services necessary to define project scope of work, construction price, operational savings, financing structure and other salient components that will become the content of a project implementation contract for the City’s consideration and approval.

C. Background

The Montpelier Water Resource Recovery Facility (MWRRF) is a conventional activated sludge process with a design flow of 3.97 million gallons per day (MGD). The average flow of the facility in 2015 was 1.95 MGD. The MWRRF also receives septage, municipal sludge and leachate. In 2015, the MWRRF received 8.9 MG of septage and municipal sludge; additionally the facility received 8.6 MG of leachate. Dual point chemical addition is utilized to meet Montpelier's National Pollutant Discharge Elimination System (NPDES) Permit set forth by the State of Vermont for Total Phosphorus. In 2006, the facility was upgraded to ultraviolet disinfection. The MWRRF has one primary anaerobic digester (0.33 MG) and two secondary digesters (0.125 MG/each). The primary anaerobic digester is operated at a Mesophilic temperature range. Methane produced is captured and used as a fuel source to heat the primary digester, solids handling building and digester building. Digested sludge is dewatering using two 2.0 meter belt filter presses. The MWRRF landfilled 4,458 wet tons of unclassified biosolids in 2015. The City has an existing net metering off-site solar array that account for all but 700,000kWH of electricity at the plant annually. Depending on availability of high strength waste, the City may consider entering into a PPA with the local power utility, Green Mountain Power.

D. Questions

Any questions regarding this Request for Qualifications shall be directed in writing to the following City contact person:

Contact Person: Kurt Motyka
Office: Assistant Director, Public Works and City Engineer
Fax: 802-262-6277
E-Mail: kmotyka@montpelier-vt.org

The City will provide operating costs, debt service and annual revenue projections upon request. Design plans will also be available upon request.

E. Proposal Submission

Please provide (1) original and (2) copies of RFQ Response no later than 4:30PM, February 13th, 2016. Submittals shall be submitted in a sealed package labeled "RFQ Response for Performance Based Services" with your firm name clearly marked. Requests for extensions to the due date will not be considered. They should be addressed to the attention of Kurt Motyka, and delivered to the below address:

Kurt Motyka, Assistant Director, Department of Public Works
Montpelier City Hall
39 Main Street
Montpelier, Vermont 05602

F. RFQ Award and Project Implementation Process

The City will notify the responding firms in writing whether they have been selected. The City is targeting the negotiation of a Project Development Agreement with the successful respondent within fifteen (15) days of the RFQ selection notification date. The successful respondent will then conduct

detailed engineering and project development services and systems for efficiencies and accuracies, quantify savings to be gained, determine project scope of work, services to be performed, quantify savings to be gained, identify all project benefits, quantify final savings guarantee numbers, quantify final cost, finalize funding/financing source and terms, and submit a performance contract for staff, administration, City Council, and public review and approval. Upon legal review and presentation of final contracts, the City will consider action to implement a final performance contracting project but has no obligation to do so.

F. Targeted Schedule of Project Events

The City expects to undertake the following selection process and implementation schedule:

Request for Proposal Issued:	01/12/2017
Submission Deadline:	02/13/2017
Firm Selection:	02/23/2017

G. RFQ General Requirements and Conditions

1. Respondents must be NAESCO (National Association of Energy Services Companies) accredited, as found at <http://www.naesco.org/accredited-companies>.
2. Respondent must have been conducting and providing guaranteed energy savings services a minimum of fifteen (15) years to ensure firm has established a strong financial stability necessary to back workmanship, guarantee long-term financial performance, and demonstrate business longevity to initiate a potentially long-term contractual partnership with the City.
3. Upon the issuance of this RFQ, responding firms are requested to not make any contact with City Staff, City Council, Committee Members, City Administration and/or staff, except with the following designated representative:

Designated Town Representative:

Kurt Motyka, Assistant Director, Department of Public Works

Montpelier City Hall
39 Main Street
Montpelier, Vermont 05602-2950

Phone: (802) 262-6277

4. A site tour will be conducted at the following time:

Date: Monday, 01/19/2017

Time: 9:30 AM

Other site visits will be permitted via appointment but may be limited depending on staff work load. Any questions are to be submitted in writing or via e-mail to the City's Designated

Representative. Firms need only to respond in writing and submit qualifications as outlined in this Request for Qualifications.

5. Pricing is not requested as part of this Request for Qualifications. Premature and unsolicited cost submittals are not requested and may be grounds for proposal dismissal from consideration.
6. The City will not conduct oral presentations as part of this RFQ evaluation process unless otherwise notified.

Failure to comply with the above RFQ requirements may be grounds for disqualification.

II. QUALIFICATIONS EVALUATIONS CRITERIA

Responses should be submitted in the format outlined in this section. The total length of the response is limited to 15 pages, all sections included. The City reserves the right to eliminate from further consideration any response that is deemed to be substantially or materially unresponsive to the requests for information contained in this section.

A. Executive Summary

Responding firm may highlight the firm's unique value, qualifications and services that should be considered by the City for this project. General description of the project goals.

B. Firm Qualifications

1. Firm Profile

- Firm name, corporate address
- Overview of Firm's history and business offerings
- Main contact person with full contact information
- Years of experience in performance contracting
- Performance Based Contracting portfolio
- Overview of your firm's financial stability

C. Project Team Qualifications and Experience

1. Project Team

- An organizational chart that illustrates the structure and roles of the Project Team.
- Roles and Responsibilities of each team member.
- Resume summaries of project team members including project role, relevant project experience and any other pertinent information. Subcontractors or partners may be listed as part of your team but must be clearly identified. Focus of this section should be on project team members, including subcontractor team members, will work directly with the City

2. Experience of proposed Project Team

- Provide five (5) project references. References of similar size, scope and complexity indicating project team's experience is preferred. Special emphasis should be on projects at wastewater treatment and anaerobic digestion facilities including projects that feature anaerobic digestion, codigestion, cogeneration, and biosolids dewatering solutions. Each project description shall describe the services provided, project price, annual savings or revenues, and contract term. Provide client names with a contact person's phone number and address.

D. Technical Approach/Methodology and Financial Approach

1. Provide a plan describing how your firm will manage the numerous project phases – from initial investigation through construction and startup. Describe the processes that will be used for the assignment of tasks, and project scheduling as well as the capability to provide all services required for construction and implementation of retrofit projects on a performance contracting basis
2. Project Financing – Describe the Project Team's approach to supporting the City in evaluating the available project financing options, including potential incentives and grants that may be available for such a project.
3. Provide a description of how costs are built out. Including direct & subcontractor Overhead and Profit and annual operations and maintenance costs of the project.
4. Describe the options for providing a financial guarantee to the City.

E. Other Benefits and Services

1. Describe any other benefits of your firm and/or project team that merit consideration by the City and that bring additional value to this project opportunity. Provide any additional value-added services.

III. QUALIFICATIONS EVALUATION AND SELECTION

The City's evaluation will consider the following criteria in evaluating proposals; these categories may not be weighted equally but rather on importance and significance to this project. The City will select the responding firm that, on balance, is deemed most qualified. Considerations concerning qualifications include demonstrated ability to perform successfully under the terms and conditions of the proposed contract; professionalism and integrity; an approach and proposal that is consistent with the City's public policy objectives; strong record of past performance; and an appropriate level of financial and technical resources. The RFQ evaluation will rank submittals based on the following criteria:

- 10 Pts – Demonstration of Project Understanding
- 35Pts – Qualifications / Experience of Proposed Staff
- 25Pts – Past performance meeting Schedules and Budgets while maintaining quality
- 15Pts – Knowledge of Permitting and Utility Regulations
- 15Pts – Financial approach / guarantee

Minutes of the Montpelier City Council Meeting
December 14, 2016, 5:30 PM
City Hall Council Chambers

In attendance: Mayor John Hollar (Chair), Councilors Justin Turcotte, Tom Golonka, Anne Watson, Dona Bate and Jean Olson, Jessica Edgerly Walsh and Anne Watson. City Clerk John Odum served as Secretary of the meeting.

The Mayor called the meeting to order at 5:30PM.

16-352. With the addition of a discussion on the Public Safety Authority (requested by Councilor Olson), the proposed agenda was approved (as amended) by unanimous consent.

16-352(a). In regards to the continuation of the discussion regarding the City Manager's contract, after some discussion no motion was made for executive session.

The Mayor called a recess at 5:35. The meeting reconvened at 5:38.

The following citizens addressed the council in favor of renewing the City Manager's contract: Speakers – Anna Scoppettone, Diane Zeigler, Wayne Fawbush, Page Guertin, Stuart Williams, Vicki Lane, Dennis Malloy, Stephen Walke, Marilyn Mode, Carolyn Scoppettone, Roger Weingarten, Diane Baker, Carolyn Herz, Robbie Harold, Nancy Sherman, John Snell, Chuck Karpars, John Odum.

Statements were read by Councilors Watson and Turcotte.

16-354. There was discussion regarding consent agenda items D (Skating Rink MOU) & B (Detailed Budget Status Reports) which included City Manager Bill Fraser, Assistant City Manager Jessie Baker and Finance Director Todd Provencher. Councilor Olson moved approval of the consent agenda, and was seconded by Councilor Bate. The motion carried unanimously at 6:53.

16-353. Dot Helling addressed the council with Sandy Vitzthum and Janet Petit (P) about the Montpelier Indoor Recreation and Aquatics Task Force.

Boots Wardinski presented an excessive force complaint regarding a recent protest at TD Bank. Police Chief Tony Facos gave an update on the complaint (a letter was delivered last week).

16-355. Kate Stephenson and Dan Jones delivered a Montpelier Energy Advisory Committee update, including the announcement that the group had won an award. Coming events were noted, including a presentation on the design contest.

16-356. A "preview" of the budget discussion was offered. Public Works Director Tom McArdle, Assistant City Manager Baker, and Finance Director Provencher participated.

The Chair called a recess at 9:05 PM. The meeting reconvened at 9:11 PM.

16-357. Assistant Manager Baker was joined by Senior Center Director Jana Clar, Recreation Department Director Arne McMullen and Parks Director Geoff Beyer for a Community Services departmental update.

Councilor Watson moved the Council receive the presentation from staff on Community Services integration, planning, operations, emerging issues and budget implications. And was seconded by Councilor Bate. The motion carried unanimously at 9:15.

The presentation continued, further discussion followed.

The Council received an update on the Central Vermont Public Safety Authority from Councilors Golonka and Bate. Chief Facos added comments.

16-362. Councilor Bate spoke in favor of approaching budget matters in a way that lines up expenditures with vision.

Councilor Olson reported on the downsizing meeting the prior Saturday.

Councilor Turcotte asked for an update on the Econo Lodge empty building situation. Health Officer Bob Gowans came up and offered details. Discussion followed.

Councilor Watson reported on the Flag Design Committee. City Clerk Odum volunteered to participate.

16-364. The Clerk reported that utility bills were due the next day.

16-359. Councilor Olson moved the Council enter into executive session as per statute to discuss the Mowatt real estate proposal, and Harris Hall Zoning litigation. Councilor Bate seconded, and the motion carried unanimously.

The Chair declared the Council returned to open session by unanimous consent.

Hearing no objections, the Mayor declared the meeting adjourned by unanimous consent.

Minutes of the Montpelier City Council Special Meeting (with the Development Review Board)
December 19, 2016, 6:00 PM
City Hall Council Chambers

In attendance: Councilors Anne Watson (Chair), Tom Golonka, Dona Bate and Jessica Edgerly Walsh. City Manager William Fraser served as Secretary of the meeting.

The Development Review Board (DRB) convened their meeting at 6:00 PM with Dan Richardson as acting chair. Jack Lindley, Kevin O'Connell, Jim LaMonda and Kate McCarthy were also present. Also present were Attorney David Rugh, and Zoning Administrator Sarah McShane.

At 6:01 the DRB entered into executive session and included the others present.

At 6:08 PM Council Member Jessica Edgerly Walsh arrived. Council President Watson called the council meeting to order. Councilor Golonka moved (Edgerly Walsh seconded) to go into executive session with the DRB, staff and attorney for purposes of discussing the Harris Hall zoning appeal. Vote was 4-0 in favor.

At 7:00 PM the DRB came out of executive session and adjourned for their regular meeting.

At 7:11 PM, Councilor Edgerly Walsh moved to come out of executive session, Councilor Golonka seconded. Vote was 4-0 in favor. No action was taken.

At 7:12 Council President Watson adjourned the meeting by unanimous consent.

Minutes of the Montpelier City Council Meeting
December 21, 2016, 6:30 PM
City Hall Council Chambers

In attendance: Mayor John Hollar (Chair), Councilors Justin Turcotte, Tom Golonka, Anne Watson, Dona Bate and Jean Olson, Jessica Edgerly Walsh and Anne Watson. City Clerk John Odum served as Secretary of the meeting.

The Mayor called the meeting to order at 6:30PM.

- 16-368. Hearing no objection, the Mayor declared the proposed agenda approved with the addition of the 60 State Street lease agreement to the consent agenda (as item D).

Without objection, the Chair added "General Business and Appearances" to the agenda, and the item was immediately brought to the table at 6:32. Nat Frothingham asked that the Council add a discussion about funding for The Montpelier Bridge to the next agenda.

- 16-369. Councilors had questions about the consent agenda. The Minutes from the previous meeting removed per the City Clerk. Discussion followed.

Councilor Golonka moved approval of the payroll and bills (item C). Councilor Bate seconded. The motion carried unanimously.

Councilor Edgerly Walsh moved approval of item B (Approve Audio/Video System for Montpelier Senior Activity Center), Councilor Watson seconded. Motion carried 5-0 (Councilor Turcotte recused himself).

Councilor Bate moved approval of item D (60 State Street Lease), Councilor Edgerly Walsh seconded. The motion carried 5-0 (Councilor Golonka recused himself).

- 16-370. Councilor Watson moved that Brent Ehrlich be appointed to the Energy Advisory Committee. Councilor Bate seconded. The motion carried unanimously at 6:41.

- 16-371. Councilor Golonka offered a report on the Central Vermont Public Safety Authority. Police Chief Tony Facos participated. Discussion followed. No action was taken.

- 16-372. The Council entered into its scheduled budget presentation and discussion/workshop. Also participating were: Finance Director Todd Provencher, Dan Groberg (Senior Center), Recreation Director Arne McMullen, Planning Director Mike Miller, Chief Facos, Public Works Director Tom McArdle, Fire Chief Bob Gowans, Parks Director Geoff Beyer, Assistant City Manager Jessie Baker. No formal action was taken.

Hearing no objection, the Mayor declared the meeting adjourned by unanimous consent at 8:57 PM.



CITY COUNCIL Agenda Item #17-005(b)

Date: September 14, 2016

Consent ___ Discussion x

SUBJECT: Request for Waiver of the City Hall Auditorium Rental Fee for the Summit School of Traditional Music and Culture's *7th Annual Spice on Snow Winter Music Festival*.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve Request

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: An excerpt from the City Hall Arts Center - Rental Management Agent Agreement reads:

"Rental Fee Waiver. Lost Nation Theater shall determine whether a full, reduced or waived rental fee is applicable under the Rental Policy Statement. It shall refer any request for a waiver to the City Council, or its designee, whose decision on the application for a further reduction or waiver is final."

BACKGROUND INFORMATION: Excerpts from the letter submitted by Dana Robinson, Executive Director of the Summit School, state "This event will bring artists from Louisiana, Virginia and Maryland to play alongside some of the very best local and regional musicians in Vermont. Being a local non-profit music school, with the aspiration of bringing world-class music and performance to our fair city, we are always looking for ways to 'make it work' for all concerned."

SUPPORTING DOCUMENTS: Letter from Executive Director Dana Robinson

INTERESTED PARTIES: Summit School Staff and Lost Nation Theater Staff

CITY MANAGER'S APPROVAL:

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



Summit School Of Traditional Music and Culture

December 21, 2016

Montpelier City Council
City Hall
39 Main Street
Montpelier, VT 05602

Dear Members of the City Council,

Summit School of Traditional Music and Culture is in the midst of organizing and preparing for our 7th annual **Spice on Snow Winter Music Festival** to be held January 26-29th in Montpelier. Spice on Snow is a four-day, city-wide celebration of music, dance, culture and cuisine that attracts upwards of 2,000 visitors to Montpelier for the weekend. This January we will be bringing artists up from Louisiana, Virginia, and Maryland to play alongside some of the very best local and regional musicians in Vermont.

Spice on Snow will present 40 events in 12 venues over the course of these four days. About a dozen of these events will be free and open to the public. Traditionally, on the Friday night of the festival, we host a Cajun Dance at City Hall. This year, from Southwest Louisiana, we will bring Grammy-nominated Cajun and Creole musician, Cedric Watson and his trio to town.

In order to meet our budget demands, we are looking for ways to economize on our expenses. With this in mind, I would like to request that our fees for the rental of City Hall Arts Center be waived for the date of Friday, January 27th.

Being a local non-profit music school, with the aspiration of bringing world-class music and performance to our fair city, we are always looking for ways to "make it work" for all concerned. The Summit School would be very grateful for the support of the City Council, and the savings of having our fees waived will go a long way toward helping our festival run smoothly and on budget.

Thank you for your consideration. I would be happy to discuss this further. Please feel free to call me anytime, at (802) 793-3016.

Sincerely yours,

Dana Robinson

*Executive Director
Summit School of Traditional Music and Culture
46 Barre St. #5 Montpelier, Vermont 05602*