Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, January 18, 2017
6:30 P.M.

1) Call to Order by the Mayor

2) 17-016. Review and Approve Agenda

3) 17-017. General Business and Appearances

4) 17-018. Consideration of the Consent Agenda:

   a) Approve Minutes from the January 9th, 2017 City Council Meeting

   b) Bond Necessity Resolution

   c) Become the Liquor Control Commission for the purpose of acting on the following:

      i) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)

   d) Payroll and Bills

5) 17-019. Community Fund Board Report

6) 17-020. Conduct the First Public Hearing on the Proposed FY18 Municipal Budget

7) 17-021. Bond Public Hearing

8) 17-022. Conduct the First Public Hearing on Warning for March 7, 2017 Annual City Meeting

9) 17-023. One Taylor Street Review/Update

10) 17-024. Set date, time and location for Annual City Meeting

a) Recommendation: Set date/time for the Annual City Meeting on Tuesday, March 7, 2017, from 7:00 A.M. to 7:00 P.M. in the City Hall Auditorium.

11) 17-025. Council Reports
12) 17-026. Mayor's Report
13) 17-027. City Clerk's Report
14) 17-028. City Manager's Report

Adjournment

Addendum to Agenda
for
Regular City Council Meeting

January 18, 2017

17-024(a). Discussion of acquisition of Mowatt Trust parcel as part of One Taylor Street Project. Recommended for Executive Session under Title 1, VSA 313 (a) (2) "negotiating or securing a real estate purchase or lease options"

Montpelier Community Fund Board

Minutes, December 14, 2016

City Hall, Clerk's Meeting Room, Montpelier, Vt.

Present: Bernie Lambek, Michael Sherman, Judy Stermer, Ron Wild, Christine Zachai

The Montpelier Community Fund Board convened at 4:30 p.m. in the City Clerk's conference room, City Hall, Montpelier, Vermont.

Select recorder of minutes and actions: Michael Sherman.

Minutes shall record the rationale for any grant not funded or funded less than prior year.

General statement for introduction. Proposed by Bernie Lambek and adopted by the board.

> The Montpelier Community Fund (MCF) Board received grant requests for FY 2018 (July 1, 2017-June 30, 2018) totaling about $190,000. Based on the MCF Board's understanding of how much money will be appropriated for MCF grant programs, the board is faced with difficult decisions, and it cannot recommend funding all applicants in full. While we acknowledge that the projects and programs submitting grant applications all make a contribution to the well-being of our community and its residents, our decisions not to fund some grant requests or to fund some at less than the amount requested must be understood in the light of the limits of city revenues allocated for the Montpelier Community Fund.

Discussion of grant criteria and funding. For the amount available, the board will use the total amounts granted for FY2017 as a general guideline for amount recommended for FY2018.

Review and determination of submitted FY2018 grant applications.

American Red Cross. Request, $2,500. Application did not report some important information—e.g., tracking volunteer hours, towns contributing and amounts. Narrative reports statewide activities; does not specifically address Montpelier or its needs. Historically, MCF has awarded $500. Level of service in Montpelier does not warrant large increase. **Recommend $1,000** (partial; increase from FY16)**.**

Capital City Band. Request $1,000. Financial summary contains errors, confusing presentation of fiscal information. Board wants City Band to show a greater effort to raise money outside of MCF grant. Need better understanding of audience numbers—at least approximate numbers of people attending summer concerts. **Recommend: $750** (partial; decrease).

Capital City Concerts: Request $1,500. Michael recused himself. Large number of volunteer hours; good ticket sales, business support; financial information a bit confusing, but indicates

solvency. Good community outreach and service. High quality presentations. **Recommend: $1,500** (full; level funding).

Capstone: Request $2,000. Michael abstained. Enormous organization that provides diverse and deep assistance to large number of people. Good support from surrounding communities. Good application. **Recommend: $2,000** (full; level).

Center for Arts and Learning: Request $3,000. **Recommend: $1,500** (partial; increase) for unrestricted general support.

Central Vermont Adult Basic Education, Request: $6,000. Valuable services, but number of Montpelier clients is low and has declined from previous year. Using calculations presented in the application, Montpelier fair share is less than amount requested. **Recommend: 5,000** (partial; decrease).

Central Vermont Council on Aging. Request $7,000. **Recommend: $7,000** (full; level).

Central Vermont Memorial Civic Center. Request $2,000. Public skating is a valuable service, but needs to be more accessible: more time, more regular, and scheduled so that individuals and families can take better advantage of the program**. Recommend: $500** (partial; level).

CIRCLE. Request: $3,000. **Recommend: $3,000** (full; level)

Community Connections. Request $5,000. **Recommend: $5,000** (full; level).

Community Harvest. Request $5,000. **Recommend $3,500** (partial; increase). Board Recognizes growth and increase of productivity.

Downstreet Housing. Request $5,000. **Recommend $5,000** (full; level).

Everybody Wins. Request $2,000. Ron recused himself. **Recommend $2,000** (full; increase). To help them keep going; urge more fundraising activity.

Family Center of Washington County. Bernie recused himself. Request $3500. Need is apparent and services are important. Research-based planning and service, skilled and accredited workers. Application could make a stronger case. Offer more insight to activities and provide information about unduplicated individuals served. **Recommend $3,500** (full; level).

Focus on Film (GMFF). Request $1,000. Bernie recused. **Recommend: $1,000** (full; level).

Friends of the Winooski. Request $500. **Recommend $500** (full; level).

Girls/Boyz Washington County. Request $2,500. **Recommend $2,000**. (partial; level).

Good Beginnings. Request $1,000. **Recommend $1,000** (full; increase).

Good Samaritan Haven. Request $4,000. Applied late for FY2017. **Recommend $4,000** (full; increase from last funding request for FY15[$2,500]). Recognize the difficulty of identifying services to Montpelier residents because organization is serving homeless people.

Green Mountain Youth Symphony. Request $1,500. **Recommend $1,000** (partial; level)

Green Up Vermont, Request $300. **Recommend $300** (full; level).

HomeShare Now. Request $1,200. Recognize the need and problem organization seeks to address. Housing expensive and available rentals limited. But small number of people matched (as opposed to contacts). Not clear about increase of matches in current year. High cost/person/home. Number of matches low. **Recommend $1,000** (partial; level).

Glen Hutcheson, The Front. Request $1,000 for lighting improvements. Board encourages them to become a nonprofit organization. Support efforts to create artist collective. This organization needs to reach out beyond MCF. . **Recommend $0** (no funding; decrease).

Just Basics. Request $18,790.36. Recognition of increased needs and demands, need for staff to do fundraising. **Recommend $14,000** (partial; substantial increase).

Justice for All. Request $20,000. **Recommend $1,000** (partial; new applicant) Support some start-up efforts and recognize problems addressed by this applicant; application did not address specific needs or services for residents of Montpelier. Organizations needs to look for wider and diverse sources of financial support.

Kids' Fest. Request $1,000. **Recommend $1,000** (full; increase).

Lost Nation Theater. Request $7,500. **Recommend $6,000** (partial; level).

Montpelier Chamber Orchestra. Request $2,500. **Recommend $2,000** (partial; level).

Montpelier Gospel Choir. Request $1,000. **Recommend $750** (partial; level). Note: MCFB request for report on previous grant as part of the application should be more than budget data.

North Branch Nature Center. Request $5,000. **Recommend $4,000** (partial; increase from FY 2016).

Onion River Exchange. Request $1,200. **Recommend $0** (no funding; decrease). Seeing very little growth in program and usage of existing programs. Unclear about usage by Montpelier residents vs membership numbers.

Our House. Request: apparently $500 but not clear from application. **Recommend $500** (full; increase).

People's Health and Wellness. Request $1,500. **Recommend $1,500** (full; level).

Prevent Child Abuse. Request $1,200. **Recommend $1,200** (full; level). Need better reporting on indicators and measures of effectiveness of programs. What is the basis for program design?

Sexual Assault Crisis Team. Request $2,500. Increase in number of Montpelier residents served. Part of statewide network on sexual violence; would like more information about level of quality of volunteer training. **Recommend $2,500** (full; increase).

T.W. Wood Art Gallery. Request $10,000. Need clearer information about number of Montpelier residents served. Request is not commensurate with other arts organization grants. **Recommend $5,000** (partial; level).

Turtle Island. Request $7,500. **Recommend $1,500**. (partial; increase, first time funding). Budget presented in an unintelligible format.

Vermont Center for Independent Living. Request $5,000. **Recommend $4,000** (partial; level) Diverse funding, doing important work, but number of Montpelier residents served does not justify a higher amount.

Vermont College of Fine Arts. Request $8,000. Intention is to move forward with tuition-free studio intensive camp. Target middle and high school, not overlap with T.W. Wood. Need for grant amount is unclear and raises questions about how computed. Why tuition-free for all; regardless of need and town of residence? What was the residence of participants in the camp previous summer? Application does not demonstrate the need for MCF funding. Unclear what expenses are being mitigated with MCF funding. **Recommend $0** (no funding; level).

Ward Joyce. Request $2,500. Park is an enhancement of public space. However, other downtown improvement funds available for funding, and we encourage exploring those. **Recommend $ 1,000** (partial; new applicant).

Washington County Diversion. Request $2,000. **Recommend $2,000** (full; increase)

Washington County Mental Health. Bernie recused. Request $10,000. Would like to see a specific program request. **Recommend $2,000** (partial; new applicant)

Washington County Youth Services Bureau (Basement). Request $20,000. Level of support is not in line with other funds awarded by MCF. **Recommend $18,000** (partial; small decrease). Intent is to bring the agency more in line with other applications.

Winooski Natural Resource Conservation District. Request $900. Not recommended because it is a "unit of state government." **Recommend $0** (no funding; new applicant).

Following first review, the Board reviewed actions to verify decisions.

Total after second review $120,000.

No second meeting necessary.

Adjourned, 10:20 p.m.

Submitted,

Michael Sherman

City of Montpelier
vermont

CITY COUNCIL Agenda Item #17-021
Date: January 18, 2017
Consent ___ Discussion __x_

SUBJECT: Bond Public Hearing

SUBMITTING DEPARTMENT: Manager's and Finance Office

RECOMMENDED ACTION: First Public Hearing, New Bonding

RELATED COUNCIL GOAL/PRIOR ACTION:

G) Achieve a Steady State for Infrastructure Maintenance and Improvements, Facilities and Equipment

D) Create and Maintain a Healthy Environment for Housing and Economic Growth

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: To provide Warning to the voters of proposed new bonding to be voted on at the Annual City Meeting on March 7, 2016

BACKGROUND INFORMATION: A new bond is proposed in the amount of $3,900,000 for the replacement of the water distribution, sewer collection, roadway, sidewalk and bicycle facility improvements on Northfield Street.

SUPPORTING DOCUMENTS: Draft of the bond article to be included in the City Meeting Warning

INTERESTED PARTIES: Council, residents, community members and staff

CITY MANAGER'S APPROVAL:

CITY COUNCIL Agenda Item #17-021
Date: January 18, 2017
Consent ___ Discussion __x_

SUBJECT: Bond Public Hearing

SUBMITTING DEPARTMENT: Manager's and Finance Office

RECOMMENDED ACTION: First Public Hearing, New Bonding

RELATED COUNCIL GOAL/PRIOR ACTION:

G) Achieve a Steady State for Infrastructure Maintenance and Improvements, Facilities and Equipment

D) Create and Maintain a Healthy Environment for Housing and Economic Growth

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: To provide Warning to the voters of proposed new bonding to be voted on at the Annual City Meeting on March 7, 2016

BACKGROUND INFORMATION: A new bond is proposed in the amount of $3,900,000 for the replacement of the water distribution, sewer collection, roadway, sidewalk and bicycle facility improvements on Northfield Street.

SUPPORTING DOCUMENTS: Draft of the bond article to be included in the City Meeting Warning

INTERESTED PARTIES: Council, residents, community members and staff

CITY MANAGER'S APPROVAL:

CITY COUNCIL Agenda Item #17-020
Date: January 18, 2017
Consent __ Discussion _x_ Time Sensitive ____
(outlined below)

SUBJECT: First Public Hearing on FY18 Budget

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Conduct Public Hearing; City Manager will present the City Council's proposed FY18 Budget. Provide any direction to City Manager after the close of the hearing. Set Second Public Hearing for January 26, 2017.

RELATED COUNCIL GOAL/PRIOR ACTION: All goals relate to budget needs.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Council must approve a budget for submission to voters by January 26, 2017.

BACKGROUND INFORMATION: The City Council, City Manager and staff have conducted workshops on December 14 & 21 and January 11 to prepare a budget recommendation for the voters. Council preliminarily approved the proposed budget on January 11th. The Draft Budget will be posted to the City's website on January 17th.

SUPPORTING DOCUMENTS: FY18 Budget Book

INTERESTED PARTIES: Residents, Taxpayers, City Staff

CITY MANAGER'S APPROVAL:

CITY COUNCIL Agenda Item #17-022
Date: January 18, 2017
Consent ___ Discussion _x__

SUBJECT: First Public Hearing on Draft Annual City Meeting Warning

SUBMITTING DEPARTMENT: Manager's Office

RECOMMENDED ACTION: Review the First Draft of the City Meeting Warning

RELATED COUNCIL GOAL/PRIOR ACTION:

A) Keep Montpelier Affordable
B) Maintain Excellent Services
C) Maintain a Safe Community
D) Create and Maintain a Healthy Environment for Housing and Economic Growth
E) Maintain a Healthy Community
F) Maintain a Vibrant Downtown
G) Achieve a Steady State for Infrastructure Maintenance and Improvements, Facilities and Equipment
H) Maintain a clean and healthy natural environment.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council approves the annual City Meeting Warning for presentation to the voters.

BACKGROUND INFORMATION: None

SUPPORTING DOCUMENTS: Draft of the Warning

INTERESTED PARTIES: Council, residents, community members, outside agencies, staff

CITY MANAGER'S APPROVAL:

CITY COUNCIL Agenda Item #17-019
Date: January 18, 2017
Consent ___ Discussion _x_

SUBJECT: Montpelier Community Fund Board's Proposal for Distribution of the City's MCF Grant Money

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Receive report; possible direction to staff and/or MCF Board

RELATED COUNCIL GOAL/PRIOR ACTION: F: Maintain a Vibrant Downtown

EXPENDITURE REQUIRED: $120,000

SOURCE OF FUNDS: Montpelier Community Fund Arts Grant Money in the General Fund Budget

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

BACKGROUND INFORMATION: This board was appointed by Council on August 22, 2012, and is made up of Montpelier residents who make recommendations to the City Council for approval of grant funding to community agencies (including the City's Arts Grant recipients). Board Members met on December 14, 2016 and are prepared to submit their recommendations.

SUPPORTING DOCUMENTS: Copy of the December 14, 2016 Minutes from Board Chair Ron Wild

INTERESTED PARTIES: Community Fund Board Members; Grant Recipients; and City Staff

CITY MANAGER'S APPROVAL:

CITY COUNCIL Agenda Item #17-018(b)
Date: January 18, 2017
Consent ___ Discussion _x__

SUBJECT: Bond Necessity Resolution

SUBMITTING DEPARTMENT: Manager's and Finance Office

RECOMMENDED ACTION: Approve the necessity to issue the $3,900,000 bond for Northfield Street reconstruction.

RELATED COUNCIL GOAL/PRIOR ACTION:

A) Keep Montpelier Affordable
B) Maintain Excellent Services
C) Maintain a Safe Community
D) Create and Maintain a Healthy Environment for Housing and Economic Growth
E) Maintain a Healthy Community
F) Maintain a Vibrant Downtown
G) Achieve a Steady State for Infrastructure Maintenance and Improvements, Facilities and Equipment
H) Maintain a Clean and Healthy Natural Environment

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council acknowledges the necessity to issue a bond for the funding of Northfield Street construction.

BACKGROUND INFORMATION: None

SUPPORTING DOCUMENTS: Necessity Resolution

INTERESTED PARTIES: Council, residents, community members, outside agencies, staff

CITY MANAGER'S APPROVAL:

CITY COUNCIL Agenda Item #17-023
Date: January 18, 2017
Consent __ Discussion _x__ Time Sensitive ____
(outlined below)

SUBJECT: 1 Taylor Street Redevelopment Project Update

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Opportunity to ask the Manager and Consultant Project Manager questions about the project, timeline, and next steps.

RELATED COUNCIL GOAL/PRIOR ACTION:

D: "Create and maintain a healthy environment for housing and economic growth"
F: "Maintain a vibrant downtown"
G: "Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment"

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The Federal Transit Administration will be in Montpelier for a site visit for the 1 Taylor Street Redevelopment Project. We wanted to provide the Council an opportunity to hear a full update on the project and ask questions of the City Manager and the DuBois & King project manager.

SUPPORTING DOCUMENTS: FTA Update Memo

INTERESTED PARTIES: 1 Taylor Street Committee

CITY MANAGER'S APPROVAL:

MCF Requests FY 2018 with previous year history (12-14-2016)								
Organization	*FY16 Request*	*FY16 Approved*	*FY17 Request*	*FY17 Recommended*	*FY18 Request*	*FY18 Recommended*	*Comparison to FY17*	*FULL/Partial/NONE*
GENERAL FUND								
American Red Cross	1,000.00	500.00	0.00	0.00	2,500.00	1,000.00	Increase	Partial
Capstone Community Action	2,000.00	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	LEVEL	FULL
Central Vermont Adult Basic Ed	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	5,000.00	Decrease	Partial
Central Vermont Council on Aging	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	LEVEL	FULL
Central Vermont Home Health & Hospice	18,000.00	17,000.00	17,000.00	13,500.00	0.00			
Central Vermont Memorial Civic Center			2,000.00	500.00	2,000.00	500.00	LEVEL	Partial
CIRCLE	3,075.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	LEVEL	FULL
Community Connections	6,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	LEVEL	FULL
Community Harvest of Central VT	5,000.00	2,500.00	5,000.00	3,000.00	5,000.00	3,500.00	Increase	Partial
Downstreet Housing	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00	5,000.00	LEVEL	FULL
Everybody Wins! Vermont	2,000.00	1,000.00	1,500.00	1,500.00	2,000.00	2,000.00	Increase	FULL
Family Center of Washington County	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	LEVEL	FULL
Friends of the Winooski	500.00	500.00	500.00	500.00	500.00	500.00	LEVEL	FULL
Girlz/Boyz First Mentoring	5,000.00	1,500.00	3,000.00	2,000.00	2,500.00	2,000.00	LEVEL	Partial
Good Beginnings of Central Vermont	1,000.00	800.00	800.00	800.00	1,000.00	1,000.00	Increase	FULL
Good Samaritan Haven			4,000.00	0.00	4,000.00	4,000.00	Increase	FULL
Green Mountain Youth Symphony	1,500.00	1,000.00	1,500.00	1,000.00	1,500.00	1,000.00	LEVEL	Partial
Green Up Vermont			300.00	300.00	300.00	300.00	LEVEL	FULL
Home Share Now	1,000.00	1,000.00	1,000.00	1,000.00	1,200.00	1,000.00	LEVEL	Partial
Just Basics–Montpelier Home Delivery Program	10,000.00	8,000.00	13,722.00	10,000.00	18,790.36	14,000.00	Increase	Partial
Justice For All Cooperative, Inc					20,000.00	1,000.00	NEW	Partial
Lost Nation Theater	5,000.00	5,000.00	7,500.00	6,000.00	7,500.00	6,000.00	LEVEL	Partial
Montpelier Veterans' Council								
North Branch Nature Center	3,000.00	3,000.00			5,000.00	4,000.00	Increase	Partial
Onion River Exchange	2,000.00	500.00	1,000.00	500.00	1,200.00	0.00	Decrease	NONE
Our House	500.00	500.00	10,000.00	0.00	500.00	500.00	Increase	FULL
People's Health & Wellness Clinic	1,250.00	1,250.00	1,500.00	1,500.00	1,500.00	1,500.00	LEVEL	FULL
Prevent Child Abuse	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	LEVEL	FULL
Sexual Assault Crisis Team	2,000.00	750.00	3,000.00	2,000.00	2,500.00	2,500.00	Increase	FULL
Turtle Island Children's Center			4,000.00	0.00	7,500.00	1,500.00	Increase	Partial
Vermont Association for the Blind & Visually Impaired	500.00	500.00	500.00	500.00				
Vermont Center for Independent Living			5,000.00	4,000.00	5,000.00	4,000.00	LEVEL	Partial
Vermont College of Fine Arts			9,000.00	0.00	8,000.00	0.00	LEVEL	NONE
Vermont Humanities Council								
Vermont Historical Society			6,000.00	2,000.00				
Washington County Diversion Program	2,000.00	1,000.00	2,000.00	1,500.00	2,000.00	2,000.00	Increase	FULL
Washington County Mental Health Services					10,000.00	2,000.00	NEW	Partial

Washington County Youth Service Bureau	20,000.00	19,000.00	19,000.00	19,000.00	20,000.00	18,000.00	Decrease	Partial
Winooski Natrual Resources Conservation District					900.00	0.00	NEW	NONE
Wood, T.W. Gallery	10,000.00	5,000.00	10,000.00	5,000.00	10,000.00	5,000.00	LEVEL	Partial
TOTAL:	125,025.00	102,300.00	161,522.00	108,800.00	175,590.36	110,500.00		
ARTS FUND								
Capital City Band	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	750.00	Decrease	Partial
Capital City Concerts	1,400.00	1,400.00	1,500.00	1,500.00	1,500.00	1,500.00	LEVEL	FULL
Cardboard Teck	1,000.00	500.00						
Center for Arts and Learning			4,000.00	1,000.00	3,000.00	1,500.00	Increase	Partial
Coburn Hutcheson, Glen			1,200.00	1,000.00	1,000.00	0.00	Decrease	NONE
Green Mountain Film Festival	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	LEVEL	FULL
Harrison, John								
Hogan, Linda	600.00	500.00	500.00	0.00				
Joyce, Ward					2,500.00	1,000.00	NEW	Partial
Kellogg Hubbard Library	2,000.00	1,000.00						
Kids Fest	1,000.00	750.00	1,000.00	750.00	1,000.00	1,000.00	Increase	FULL
Konigbauer, Amy for /eTH'nagrefe (ethnography)			1,800.00	0.00				
Monteverdi Music School								
Montpelier Alive								
Montpelier Alive								
Montpelier Chamber Orchestra	2,500.00	2,000.00	2,500.00	2,000.00	2,500.00	2,000.00	LEVEL	Partial
Montpelier Community Gospel	1,000.00	750.00	1,000.00	750.00	1,000.00	750.00	LEVEL	Partial
Nielsen, Erik								
Pfeiffer, Bryan			1,000.00	1,000.00				
Satterlee, Hanna	1,000.00	500.00	1,000.00	750.00				
Summit School of Traditional Music and Culture								
Vermont Opera Theater								
Waring, Abigail								
Willow Wonder- MMC								
TOTAL:	13,000.00	9,400.00	17,500.00	10,750.00	14,500.00	9,500.00		
GRAND TOTAL	138,025.00	111,700.00	179,022.00	119,550.00	190,090.36	120,000.00		
TOTAL APPLICATIONS	38		45		44			

Minutes of the Montpelier City Council Special Meeting
January 9, 2017, 6:00 PM
City Manager's Conference Room

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

The Mayor called the meeting to order at 6:05 PM.

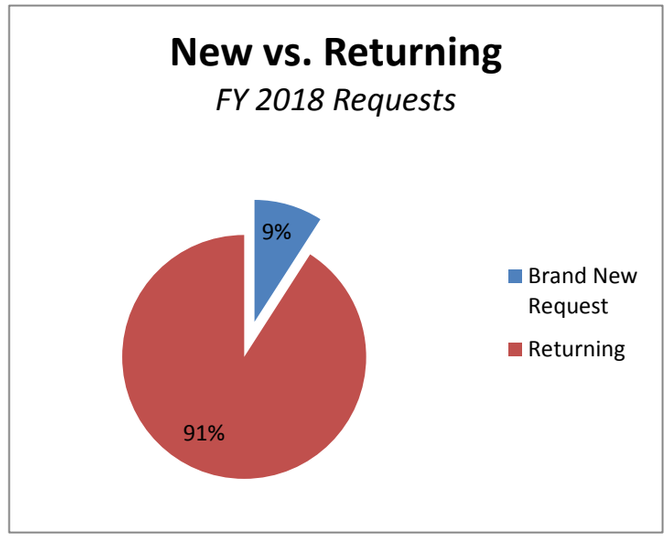
17-001. The Mayor led a discussion of the proposed agenda. Michael Sherman had questions on process. Hearing no objection, the proposed agenda was approved by unanimous consent.

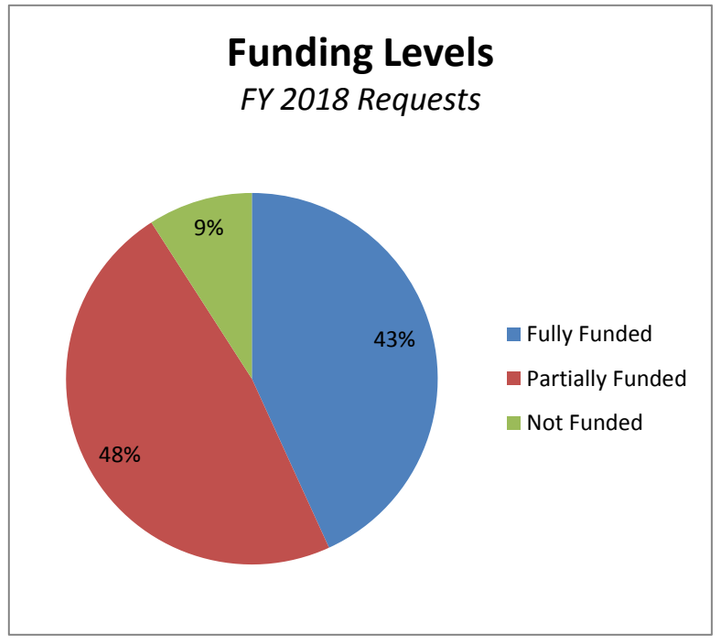
17-002. The Council discussed the City Manager's evaluation process, as well as the potential process and timeline for the City Manager's contract discussion. No formal action was taken. City Manager Bill Fraser participated in the discussion.

Without objection, the Chair declared the meeting adjourned by acclaim at 7:00 PM.

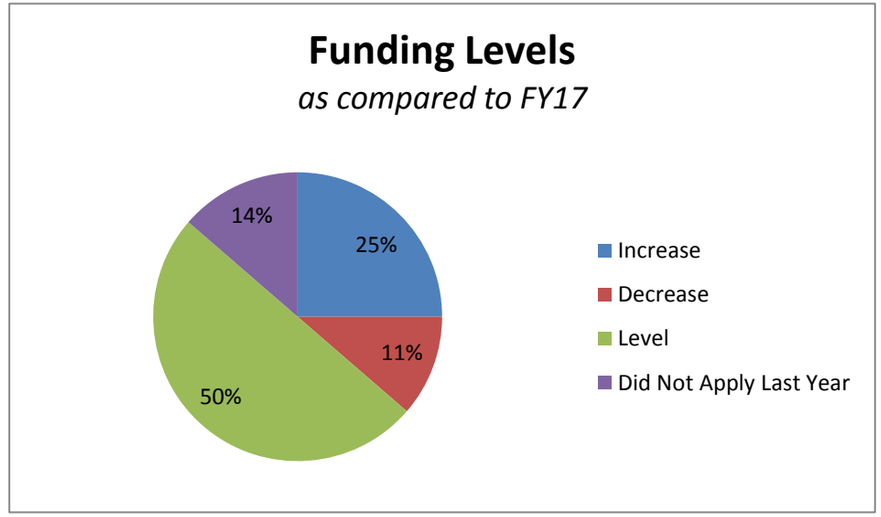
DRAFT

Montpelier Community Fund	2018 Totals	%
Brand New Request	4	9.09%
Returning	40	90.91%
Fully Funded	19	43.18%
Partially Funded	21	47.73%
Not Funded	4	9.09%
Increase	11	25.00%
Decrease	5	11.36%
Level	22	50.00%
Did Not Apply Last Year	6	13.64%
Funding Request Increase FY17 vs FY18	6.18%	
Funding Recommendation Increase FY17 vs FY18	0.38%	





179,022.00	190,090.36
119,550.00	120,000.00



CITY OF MONTPELIER
MONTPELIER, VERMONT

NECESSITY RESOLUTION CERTIFICATE

RESOLVED, that the public interest and necessity demand that certain infrastructure improvements be made, viz: design, engineering and replacement of the water distribution and sewer collection systems, roadway, sidewalk and bicycle facility improvements on Northfield Street (Route 12) from Memorial Drive south to the City's boundary line.

BE IT FURTHER RESOLVED, that the cost of completing said public improvements, after application of funds available from the United States of American and/or the State of Vermont, will be too great to be paid out of the ordinary annual income and revenue of the City of Montpelier.

BE IT FUTHER RESOLVED, that a proposal for issuance of general obligation bonds or notes of the City of Montpelier, in an amount not to exceed Three Million Nine Hundred Thousand Dollars ($3,900,000), to pay for cost of said improvements should be submitted to the legal voters of the city at the annual meeting thereof to be duly held on March 7, 2017; and

BE IT FURTHER RESOLVED, that all acts relating to the proposition of incurring indebtedness and the issuance of general obligation bonds or notes of the City Of Montpelier for the purpose of financing such improvements, as well as the construction, maintenance and operation of such improvements within the corporate limits of the City, be in accordance with the provisions of No. M-9 of the Acts of 1987, as amended, and Chapters 53, 89, 97, 101, and 120 of Title 24, Vermont Statutes Annotated, and the Charter of the City of Montpelier.

Dated: January 18, 2017

ATTEST: _____
City Clerk

Received for record and recorded this ___ day of January 2017 in the records of the City of Montpelier.

_____
John Odum, City Clerk
City of Montpelier

DECLARATION OF OFFICIAL INTENT
OF THE CITY OF MONTPELIER
TO REIMBURSE CERTAIN EXPENDITURES
FROM PROCEEDS OF INDEBTEDNESS

WHEREAS, the City of Montpelier, Vermont (the "Issuer") intends to construct public highway improvements to be considered by the Issuer at the annual meeting thereof to be held on March 7, 2017 (the "Project");

WHEREAS, the Issuer expects to pay certain capital expenditures (the "Reimbursement Expenditures") in connection with the Project prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis;

WHEREAS, the Issuer reasonably expects that for that part of the Project consisting of design and construction costs, debt obligations in an amount not expected to exceed $3,900,000 will be issued and that certain of the proceeds of such debt obligations will used to reimburse the Reimbursement of Expenditures.; and

Whereas, the Issuer declares its reasonable official intent to reimburse prior expenditures for the above-described part of the Project with proceeds of a subsequent borrowing:

NOW THEREFORE, the Issuer, declares:

Section 1: The Issuer finds and determines that the foregoing recitals are true and correct, and that all of the capital expenditures covered by this Resolution were or will be made no earlier than 60 days prior to the date of this Resolution.

Section 2: This declaration is made solely for the purposes of establishing compliance with the requirements of Section 1.150-20 of the Treasury Regulations. This declaration does not bind the Issuer to make any expenditure, incur any indebtedness, or proceed with the Project.

Section 3: The Issuer hereby declares its official intent to use proceeds of indebtedness to reimburse itself for Reimbursement expenditures, within 18 months of either the date of the first expenditures of funds by the Issuer for such Project of the date that such Project is placed in service, whichever is later (but in no event more than three years after the date of the original expenditure of Issuer funds for such Project), and to allocate an amount not to exceed $3,900,000 of the proceeds thereof to reimburse itself for its expenditures in connection with the Project.

Section 4: The Issuer's debt obligations for the aforementioned purpose will not be "private activity bonds" within the meaning of section 141 of the Internal Revenue Code of 1986.

Section 5: All prior actions of the officials and agents of Issuer that are in conformity with the purpose and intent of the Resolution and in furtherance of the Project shall be and the same hereby are in all respects, ratified, approved and confirmed..

Section 6: All other resolutions of the legislative body of the Issuer, or parts of resolutions, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Section 7: It is hereby found that all discussions and deliberations of the legislative body of the Issuer leading to the adoption of the Resolution occurred at one or more meetings of the legislative body conducted pursuant to the public notice and open to public attendees.

Section 8: The declaration shall take effect from and after its adoption.

The undersigned, City Clerk of the Issuer, hereby certifies that the foregoing is a full, true and correct copy of the declaration of the legislative body of said Issuer duly made at a meeting thereof held on the date, specified below, and that said declaration has not been amended, modified or revoked.

_____ January 18, 2017

City Clerk

City of Montpelier
CITY MANAGER'S OFFICE

America's Small Town Capital

Mayor John Hollar

City Council Members:

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

William Fraser
City Manager

Jessie Baker
Assistant City Manager

January 13, 2017

Michelle Daigle
Regional Engineer & Coordinator of Oversight Programs
Federal Transit Administration – Region 1
55 Broadway, Volpe Center
Cambridge, MA 02142

RE: Montpelier Transit Center – 1 Taylor Street Redevelopment Project

Dear Ms. Daigle and FTA partners,

In the interest of making the best use of time during your site visit on January 17, 2017, we have prepared the following historic summary and project update on our 1 Taylor Street Redevelopment project. We look forward to talking you through this update and answering any questions you may have.

Project History

The 1 Taylor Street Redevelopment project (formerly the Carr Lot project) dates back to the late 1990s when the Conservation Commission took up the idea and the City-State Commission included this concept in the 2000 approved Capital District Master Plan.

Between 2002 (the initial bond vote) and 2010 the City completed a required Environmental Assessment (EA) for the Transit Center at the Carr Lot site after reviewing other potential locations. Other EAs were explored but not completed as part of a parking replacement study process. During this period there were many circumstances that affected the advancement of the project:

- The project originally included a parking garage. Difficulty in finding an appropriate site led to a Council vote to discontinue efforts on a garage.
- The level of soil contamination on the Carr Lot became a greater issue than originally anticipated. It resulted in the lot being closed to the public and prompted EPA involvement. The EPA required a proposal for a testing plan (which took a year to approve), the testing work and results analysis (another year) and approval of a site mitigation plan based on those results (another half a year). We now know the extent of contamination, what is needed to move ahead with a project and the estimated costs of mitigation.
- FEMA revised the flood maps for the first time in 30+ years. In the draft mapping, virtually the entire the Carr Lot was placed in the floodway which precluded construction of any new buildings although parking, bike path, open space etc. could still occur there. The City performed some river hydraulic analysis and appealed the floodway determination. The city's appeal was approved after another year.

Between 2010 and 2012, preliminary plans for the bike path were completed, an appraisal for the Carr Lot was completed, and preliminary right of way plans were completed. In 2013 and 2014, the City explored the idea of bringing on a private partner to maximize development at the Transit Center site. On October 27, 2014 we met with representatives from FTA and FHWA to discuss the use of grant funds and the procurement process for securing a construction manager. At that point concurrence was reached on the upper floor development, construction funding through FTA, and the construction manager approach. Following Federal procedures an RFQ and then an RFP were issued to identify this development partner. The Council voted in 2014 to partner with Redstone on this project. With Redstone onboard, a public process was completed to contemplate conceptual design and site use. The Council voted in the fall of 2014 to move forward with housing on the upper floors of the Transit Center. In 2015, again through a RFQ and RFP procurement process, we brought on DEW Construction as the construction manager. Finally, in 2015 we completed the schematic design of the project and an updated the construction cost estimate.

Right of Way

The TKS Properties and Association of the Blind parcels were purchased in 2013. The Carr lot purchase closed on January 2, 2014. As of the end of 2016, we had acquired the easements needed from the Jacobs family, the Bashara family, and the Heney family. Additionally, the trustee for the Mowatt property has received a permit to build a multi-story building on the TKS site. We anticipate reaching an amicable sale/swap agreement with the trust in the next few months. Once this is complete, we will execute the final rail alignment needed from VTrans.

Project Funding and Budget

In March 2002 the citizens of Montpelier voted in favor of an $800,000 bond to support this project.

In the early 2000s earmarks were obtained for federal funding from the Federal Transit Agency (FTA) and the Federal Highway Agency (FHWA). FTA provided $1,967,357 as part of an 80%-20% grant. FHWA provided $1,490,250 as part of a 100% grant and $3,680,000 as part of an 80%-20% grant.

In 2010 the cost estimate for the project was $4.4M. In 2012 the cost estimate for the project was $6.3M. In July 2015 the cost estimate (based on schematic designs) for the City's portion of the project was $6.5M (the current construction cost estimate) and it was determined that we had a $1.4M budget gap. By the beginning of 2016 we closed this funding gap enough to move forward through the receipt of $850,000 in Community Development Block grant funds, $250,000 in Ecosystem Restoration Funds, and $128,000 in sales tax reallocation funds.

In March 2016 the citizens of Montpelier voted in favor of a $710,000 bond, $350,000 of which will be used for the remaining Federal match needed for 1 Taylor Street. Another $250,000 had been set aside in capital reserve in prior years for this project.

Timeline Moving Forward

We anticipate there is approximately 8 to 12 months' worth of design, permitting, and bidding work required between when we obtain right of way clearance and when we can be under construction. Therefore, if we clear right of way by April 2017, we can start construction during the 2018 construction season. A more detailed schedule projection is below.

Phase	Milestones	Completion Date
Pre Permit Phase		
	Finalize property acquisitions and easements, submit to VTrans	04/01/17
	VTrans issues Right of Way clearance packet	05/01/17
	Review Cost Estimate and Update Budget	05/15/17
	Schematic Design for Housing	07/15/17
	Complete Preliminary Plans (sufficient detail for submission to DRB & Act 250)	07/30/17
	Complete a preliminary construction schedule	08/15/17
Permit Phase		
	Obtain utility relocation easements, submit to VTrans	04/01/17

Phase	Milestones	Completion Date
	Submit Act 250 Application	07/30/17
	Local Permitting (approximate - dates not yet set)	
	Application deadline	07/30/17
	DRC Meeting	08/10/17
	DRB Meeting	08/20/17
	DRB Decision	09/20/17
	Appeal process	10/20/17
	Procure ME/FP to get to final design documents	09/01/17
	Prepare design documents (50%) Transit Center building & site design	09/20/17
	Execute agreement with CCTA	10/05/07
	Provide an updated construction schedule based on the 50% design documents	10/05/17
	Prepare final Soil Management and Grading Plans	10/30/17
	Conduct technical, CCTA & design committee review of DD (50%) Transit Center plans and site specifications	11/15/17
	Obtain final VTrans clearances	12/15/17
	Obtain stormwater and other permits	01/15/18
	Prepare 100% complete bike path plans, specifications & estimate (PS&E)	01/30/18
	Conduct technical, CCTA & design committee review of DD (100%) site plans and specifications	02/15/18
Pre-Construction Phase		
	Finalize construction documents (100% complete) for both projects	03/01/18
	Obtain final Federal clearances	04/01/18
	Complete bid of construction	05/15/18
	Execute construction contract	06/01/18
	Execute legal documents for ownership/structure of Project	06/01/18
Construction Phase		
	Construction Period	6/1/18 to 9/1/19

= **threat to schedule**

Current On-site Efforts: Retaining Wall

The City received $850,000 in CDBG-DRII funds to reconstruct the retaining wall and conduct related soil management work along the 1 Taylor Street site. The contract for this work was awarded in November 2016 and work started that month. It is anticipated that the construction will be completed by the end of January 2017.

Taylor Street

We have completed 90% designs for the Taylor Street reconstruction work. It is anticipated that this reconstruction will take place early in the 2017 construction season. This project, while separate from the 1 Taylor Street Redevelopment project, is critical to complete before 1 Taylor Street construction so that we make these access improvements before the new Transit Center is opened.

Civil Rights

During the summer of 2016, the City of Montpelier updated our "Disadvantaged Business Enterprise Program." Public notice was provided on November 2, 2016. No public comments were received. The program details are available here: http://www.montpelier-vt.org/889/Disadvantaged-Business-Enterprise-Progra.

Once Operational

It is anticipated that once operational, the site, green space, and parking will be owned by the City of Montpelier and Redstone will own the upper floors of the Transit Center. Redstone will cover costs related to their property. The City will have a lease agreement with Green Mountain Transit to operate the Transit Center. It is anticipated that this will not include a lease payment but rather GMT will cover all costs of operating. We anticipate that the added cost to the municipal budget for maintenance of the new bike path, green space, and additional parking will be approximately $10,000/year and there will be a bond payment of $65,000 for 20 years. Estimated tax revenue from the new apartments is approximately$50,000 per year.

Sincerely,

William Fraser
City Manager

CC: Mayor & City Council
1 Taylor Street Design Committee

Proposed Bond Warning Article:

Shall the voters authorize the City Council to borrow a sum of money not to exceed $3,900,000 for the reconstruction of Northfield Street? Work will include engineering and construction of a new water distribution system in the amount of approximately $1,600,000, a new sewer collection system in the amount of approximately $1,200,000 and roadway, sidewalk and bicycle facility improvements in the amount of approximately $1,100,000. Final estimates will be completed prior to town meeting day. If approved, bonds for these capital items would be issued for a term of 20 years, approximately $89,500 would be required for the first year interest payment and approximately $305,941 for the second year principal and interest payment and future payments declining each year as the principal is repaid. Payments would be split respectively between the water, sewer and general funds. State infrastructure financing would be utilized for reduced interest rates with anticipated loan forgiveness on some components of engineering services. (Requested by the City Council)

DRAFT
CITY MEETING WARNING

FOR

MARCH 7, 2017

The legal voters of the City of Montpelier, in City Meeting in Montpelier, in the County of Washington and the State of Vermont, are hereby warned to meet in the City Hall Auditorium, in said Montpelier, on the first Tuesday in March, March 7, 2017, at seven o'clock in the forenoon, and there and then to cast their ballot for the election of officers, matters that by law must be determined by ballot, and other matters as directed by the Council. The polls will be opened at 7:00 A.M. and shall be closed and the voting machine sealed at 7:00 P.M.

ARTICLE 1. To elect one Commissioner for the Green Mount Cemetery for a term of five years; one Park Commissioner for a term of five years; two School Commissioners, each for a term of three years; one Council Member from each district, for a term of two years.

ARTICLE 2. To elect one at-large Board Member to serve on the Central Vermont Public Safety Authority Board for a three-year term commencing March, 2017.

ARTICLE 3. Shall the voters appropriate the sum of $8,756,847 for the payment of debts and current expenses of the City for carrying out any of the purposes of the Charter, plus payment of all state and county taxes and obligations imposed upon the City by law to finance the fiscal year July 1, 2017 to June 30, 2018? (Requested by the City Council)

ARTICLE 4. Shall the voters of the school system approve the school board to expend $20,019,297 which is the amount the school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of $xx,xxx per equalized pupil. This projected spending per equalized pupil is x.xx% higher than spending for the current year. (Local budget of $19,405,000 plus grant budget of $614,297, for a total school budget of $20,019,297.) (Requested by the School Board)

ARTICLE 5. Shall the voters of the Central Vermont Public Safety Authority (CVPSA) appropriate the sum of $100,000 ($53,000 from Barre City and $47,000 from the City of Montpelier) for the operating budget of the CVPSA for fiscal year July 1, 2017 to June 30, 2018? (Requested by CVPSA)

ARTICLE 6. Shall the voters appropriate the sum of $3,000 as compensation to the Mayor for services for the fiscal year July 1, 2017 to June 30, 2018? (Requested by the City Council)

DRAFT

ARTICLE 7. Shall the voters appropriate the sum of $7,200 ($1,200 each) as compensation to the Council Members for their services for the fiscal year July 1, 2017 to June 30, 2018? (Requested by the City Council)

ARTICLE 8. Shall the voters appropriate the sum of $7,300 (Chair $1,300; others $1,000 each) as compensation to the School Commissioners for their services for the fiscal year July 1, 2017 to June 30, 2018? (Requested by the School Board)

ARTICLE 9. Shall the voters authorize the Board of School Commissioners to hold any audited fund balance as of June 30, 2017 in a reserve (restricted) fund to be expended under the control and direction of the Board of School Commissioners for the purpose of operating the school? (Requested by the School Board)

ARTICLE 10. Shall the voters authorize the City Council to borrow a sum of money not to exceed $3,900,000 for the reconstruction of Northfield Street? Work will include engineering and construction of a new water distribution system in the amount of approximately $1,600,000, a new sewer collection system in the amount of approximately $1,200,000 and roadway, sidewalk and bicycle facility improvements in the amount of approximately $1,100,000. Final estimates will be completed prior to town meeting day. If approved, bonds for these capital items would be issued for a term of 20 years, approximately $89,500 would be required for the first year interest payment and approximately $305,941 for the second year principal and interest payment and future payments declining each year as the principal is repaid. Payments would be split respectively between the water, sewer and general funds. State infrastructure financing would be utilized for reduced interest rates with anticipated loan forgiveness on some components of engineering services. (Requested by the City Council)

ARTICLE 11. Shall the voters authorize the City to levy a special assessment of $0.0515 per $100 of appraisal value on properties within Montpelier's Designated Downtown not used entirely for residential purposes? The assessment shall be apportioned according to the listed value of such properties except that the assessment for any property also used for residential purposes shall be reduced by the proportion that heated residential floor space bears to heated floor space for such property. Funds raised by the assessment shall be used to improve the downtown streetscape and to market the downtown. (Requested by the City Council)

ARTICLE 12. Shall the voters appropriate the sum of $330,633 to be used by the Kellogg-Hubbard Library for the fiscal year July 1, 2017 to June 30, 2018? (This amount is in addition to the $29,252 for the library bond payment included in the City General Fund Budget, ARTICLE 3) (By Petition)

DRAFT

ARTICLE 13. Shall the Voters appropriate the sum of $20,000 to be used by Central Vermont Home Health and Hospice for the fiscal year July 1, 2017-June 20, 2018? (By Petition)

ARTICLE 14. Shall the agreement between the City of Montpelier and William J. Fraser, its City Manager, be renewed effective March 12, 2017? (by petition)

dated this __ day of January, 2017

Signed: _____

John Hollar, Mayor

Members of the City Council:

_____ _____

_____ _____

_____ _____

CITY SEAL:

ATTEST:

_____

John Odum, City Clerk

DRAFT