



Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, February 22, 2017

5:30 P.M.

- 1) Call to Order by the Mayor
- 2) 17-066. Review and Approve Agenda
- 3) 17-067. City Manager Contract Discussion
 - a) It is anticipated that this entire discussion will be held in Executive Session in accordance with Title I, VSA §313, Executive Sessions, (a) (3), *The appointment or employment or evaluation of a public officer or employee.*

6:30 P.M. ... Televised portion of meeting begins.

- 4) 17-068. General Business and Appearances
 - a) Dana Robinson will take this opportunity to summarize, for the City Council, the *Spice on Snow Winter Music Festival* which occurred the weekend of January 26-29, and personally thank the City for its involvement.
- 5) 17-069. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the City Council's January 26th, February 8th and February 13th (Executive Session) Meetings
 - b) Accept Bond Resolution and Certificate for \$710,000 Bond Issue Closing in March, 2017 (Taylor Street, Shared Use Path and Retaining Walls); Mayor's Signature Required
 - c) Consideration of Becoming the Liquor Control Commission for the Purpose of Acting on the Following:
 - 1) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)
 - d) Payroll and Bills

- 6) 17-070. Energy Improvement Revolving Loan Fund
- 7) 17-071. Second Reading/Public Hearing: Paving Project Related Parking Ordinance Changes (Bike Lanes, Crosswalks, etc.)
- 8) 17-072. 2017 Paving Project Related Waiver of Noise Ordinance for Night Time Construction
- 9) 17-073. Northfield Street Utilities Improvements Project Public Meeting on Notice of Intent to Issue a Finding of No Significant Impact
- 10) 17-074. Fund Balance and Debt Policy Update
- 11) 17-075. Personnel Costs
- 12) 17-076. Event/Safety Update
- 13) 17-077. Other Business
- 14) 17-078. Council Reports
- 15) 17-079. Mayor's Report
- 16) 17-080. City Clerk's Report
- 17) 17-081. City Manager's Report

- 18) *Adjournment*

STATE STREET WITHOUT PARKING

This plan view illustrates the proposed configuration for State Street, showing a four-lane highway with two lanes in each direction. The diagram includes stationing from 1+00 to 5+00, lane widths of 11'-0" and 12'-0", and various infrastructure elements like sidewalks, drives, and medians. It also shows the intersection with Business U.S. Route 2 and State Street.

Key Features:

- Directional Lanes:** WESTBOUND (top) and EASTBOUND (bottom).
- Stationing:** 1+00, 2+00, 3+00, 4+00, 5+00.
- Intersection:** BUSINESS U.S. ROUTE 2 (crossing over State Street).
- Infrastructure:** CONCRETE SIDEWALKS, PAVED DRIVES, and various utility markers.
- Dimensions:** Lane widths of 11'-0" and 12'-0", and various offset dimensions (e.g., 5'-0", 3'-0", 8'-0").



CITY COUNCIL Agenda Item #17-069(b)

Date: February 22, 2017

Consent x Discussion

SUBJECT: Bond Documents

SUBMITTING DEPARTMENT: Finance Office

RECOMMENDED ACTION: Acceptance of the Bond Resolution and Certificate. Mayor Hollar's signature will be needed on numerous documents to finalize the \$710,000 Bond issue closing in March 2017.

RELATED COUNCIL GOAL/PRIOR ACTION:

- A: Keep Montpelier Affordable for Residents
- B: Maintain Excellent Services
- 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: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Voters approved the bond at the March 2016 Annual City Meeting. Council has approved all necessary documents to date.

BACKGROUND INFORMATION: The \$710,000 bond approved by voters in March of 2016 (Taylor Street, shared use path, and retaining walls) is tentatively scheduled to be issued March 14 or 15, 2017. The Mayor, Clerk and Treasurer's signatures are required in advance of closing to be executed on the City's behalf by Primmer, Piper, Eggleston & Cramer, P.C..

SUPPORTING DOCUMENTS: Bond Documents

INTERESTED PARTIES: City Council, Voters, City Staff

CITY MANAGER'S APPROVAL:

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

RESOLUTION AND CERTIFICATE
(General Obligation)

WHEREAS, at a meeting of the City Council of the City of Montpelier (herein called the "Municipality") at which all or a majority of the members were present and voting, which meeting was duly noticed, called and held, as appears of record, it was unanimously found and determined that the public interest and necessity required certain public improvements herein described by reference to Exhibit A attached, and it was further found and determined that the cost of making such public improvements, after application of available funds and grants-in-aid from the United States of America and/or the State of Vermont, would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds of the Municipality to pay for its share of the cost of the same should be submitted to the legal voters at a meeting thereof, and it was so ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, pursuant to the foregoing action, a meeting of the Municipality was warned and held at the place and time appointed therefor, submitting an article(s) of business to be voted upon by ballot between the hours stated in the Warning, all as appears by reference to Exhibit A attached hereto; and

WHEREAS, the said Warning was duly recorded, published and posted, and said meeting was duly convened and conducted, or was subsequently validated in the manner provided by law, all as appears of record, and which proceedings are hereby ratified and confirmed in all respects; and

WHEREAS, immediately upon closing of the polls and after counting of the ballots cast, the results as set forth in Exhibit A hereto were declared by the Moderator, all as appears of record, and pursuant to which the Municipality is carrying forward the authorized improvements and pursuing the same diligently to completion; and

WHEREAS, pursuant to powers vested in them by law the City Council is about to enter into a Loan Agreement (Exhibit B) on behalf of the Municipality with the Vermont Municipal Bond Bank (the "Bank") respecting a Loan from the Bank in the amount of \$710,000.00 repayable, and with interest, as follows:

<u>Payment Due</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
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As per Exhibit C attached

AND WHEREAS, the bond to be given by the Municipality to the Bank at the time of receiving the proceeds of said Loan (the "Bond") shall be substantially in the form attached hereto as Exhibit D, which Bond is hereby awarded and sold to the Bank at a price of par and accrued interest;

THEREFORE, be it resolved that the City Council proceed forthwith to cause the Bond to be executed and delivered to the Bank upon the price and terms stated, and be fully registered as the law provides; and

BE IT FURTHER RESOLVED, that the Bond, when issued and delivered pursuant to law and this Resolution, shall be the valid and binding general obligation of the Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of all taxable property of said Municipality as established, assessed, apportioned and provided by law; and

BE IT FURTHER RESOLVED, that in addition to all other taxes, annually there shall be assessed and collected in the manner provided by law until the Bond, or any bond or bonds issued to refund or replace the same, and the interest thereon, are fully paid, a tax, user fee, charge or assessment sufficient to pay the interest on the Bond or bonds and such part of the principal as shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Bank is hereby authorized, the presiding officer of the City Council of the Municipality being directed to execute the Loan Agreement on behalf of the Municipality and the City Council thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in the Loan Agreement, the Loan Application made by the Municipality to the Bank (Exhibit E), and the Tax Certificate and the Post-Issuance Compliance Procedures included therein (Exhibit F) to be delivered in connection with the issuance and sale of the Bond, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in the Loan Agreement, Loan Application and Tax Certificate are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its City Council in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Bond to the Bank, execution and delivery of the Bond, this Resolution and Certificate, Loan Agreement, Tax Certificate, and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that Primmer Piper Eggleston & Cramer PC, bond counsel to the Municipality, be authorized and empowered to take possession of said documents for delivery to the Bank, and to complete said documents by the inclusion of appropriate dates and ministerial changes at the direction of the City Council of the Municipality or its designated officer; and to acknowledge receipt of the proceeds of the Bond on behalf of the Municipality; and

BE IT FURTHER RESOLVED, that, to the extent it is necessary for the Municipality to comply with the covenants, undertakings, representations and certifications set forth in the Municipality's Tax Certificate, the Municipality's Treasurer and its bond counsel are authorized to order for purchase by the Municipality out of the proceeds of the Bond such federal and state obligations as may be required to limit or restrict investment yield on the Bond proceeds, thereby avoiding rebate payments to the United States; and

BE IT FURTHER RESOLVED, that to the extent proceeds derived from the sale of the Bond will be used to reimburse the Municipality for capital expenditures previously made for the improvements described in Exhibit A, this Resolution shall serve as a declaration of official intent under Section 1.150-2 of the Treasury Regulations (or a re-publication of any previously made declaration of official intent) to effect a reimbursement in an amount not to exceed the total of all previous capital expenditures; and

BE IT FURTHER RESOLVED, that the proceeds derived from the sale of the Bond be deposited to the credit of the Municipality for requisition and disbursement as provided in the Loan Agreement.

And we hereby certify that the duly authorized Mayor and City Treasurer have signed the Bond dated as of March 1, 2017, payable as aforesaid, and reciting that it is issued under and pursuant to the vote hereinabove mentioned, and we also certify that the Bond is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we hereby certify that the Mayor and City Treasurer who have signed this Bond are the duly chosen, qualified and acting officers of the Municipality; that the Bond is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

We acknowledge that information the Municipality has furnished to the Bank and others will be relied upon in the public offering of securities for sale. We represent that all information the Municipality has provided in connection with the Loan, the Bond, the Loan Agreement, Loan Application, Tax Certificate and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of our knowledge. We further represent that the Municipality has disclosed to the Bank and others all information material to the Loan, and the public offering of securities by the Bank, and has not failed to disclose any information it deems material for such purpose.

We further certify that no litigation is pending or threatened affecting the validity of the Bond nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Bond, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

We further certify that all actions set forth in this resolution were proposed, considered and approved in a public meeting duly called, noticed and held in compliance

with all applicable open meeting, public records access, public procurement, bid solicitation, and conflict of interest statutes.

Adopted at a duly noticed and convened meeting of the City Council of the City of
Montpelier held on _____, 2017.

ATTEST: _____
City Clerk



Addendum to Agenda
for
City Council Meeting

February 22, 2017

17-076(a). Berlin Pond Update and Discussion Regarding Options

- a) It is anticipated that at least a portion of the discussion will be held in Executive Session in accordance with Title I, VSA §313, Executive Sessions, (a)(7) *When the public body has made a specific finding that premature general public knowledge would clearly place the state, municipality, other public body, or a person involved at a substantial disadvantage, it may go into executive session to discuss one of the following: ... (F) Confidential attorney-client communications made for the purpose of providing professional legal services to the body*



CITY COUNCIL Agenda Item #17-076

Date: February 22, 2017

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

SUBJECT: Update on Safety and Procedures at Large Events

SUBMITTING DEPARTMENT: City Manager on behalf of Council Member Turcotte

RECOMMENDED ACTION: Receive update from Police Chief Facos

RELATED COUNCIL GOAL/PRIOR ACTION: C) Maintain a Safe Community;
F) Maintain a Vibrant Downtown

EXPENDITURE REQUIRED: None for update. Actual events incur significant personnel costs.

SOURCE OF FUNDS: City Budget.

LEGAL REQUIREMENTS: None for update

BACKGROUND INFORMATION: The City hosts several large social events and is also the site of protests and other civil engagement. There has been an increase in the frequency and size of such gatherings, culminating with the 20,000 person women's march in January. Council Member Turcotte requested a briefing on how the City handles such events.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: Council, Montpelier Alive, downtown businesses, groups who engage in activism

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]".

From: James Eikenberry [<mailto:james.eikenberry@gmail.com>]

Sent: Monday, February 20, 2017 2:33 PM

To: Tom McArdle <TMcArdle@montpelier-vt.org>; Dona Bate <DBate@montpelier-vt.org>; Tom Golonka <TGolonka@montpelier-vt.org>; Corey B. Line <CLine@montpelier-vt.org>; Kurt Motyka <KMotyka@montpelier-vt.org>

Cc: Suzanne <taoofsuzanne@gmail.com>

Subject: Comments on Parking Ordinance Amendment on Elm St. between Pearl and Cummings streets

To City Council Members and Department of Public Works Staff,

I am writing to all of you to offer my comments on the planned parking ordinance amendment on Elm street between Pearl and Cummings streets. We received your letter sent January 24th and were happy to hear about the planned ordinance amendment. We received a letter mid-February from Elm Street neighbors expressing concern about the amendment and decided to research their concerns. Based on my research, that I will note below, I still am very much in favor of the proposed amendment and disagree with the parking concerns raised by our neighbors. I very much hope that the amendment to the ordinance passes after the second reading and becomes official for our City.

Our neighbors expressed concerns about the lack of capacity to park vehicles in driveways and that some of homes don't have driveways, but instead have informal parking areas. I used the City's interactive GIS site and Google street view, along with my own personal observations of these driveways, to conclude that there is ample parking for the homes in these areas. I also think that whether or not a driveway is formal/paved or informal and gravel or dirt, it is still a driveway and sufficient for driving on and parking a vehicle. I don't think the material that the driveways are made out of has any legitimate bearing on the discussion related to the ordinance amendment.

I was concerned when our neighbor expressed in their letter that there was insufficient parking and thus my GIS research. My wife and I live at 367 Elm street and have been here for over 10 years now. We find it fairly easy to park three cars in our driveway when needed. Our driveway is approximately 45' x 15'. After reviewing the dimensions in GIS and corroborating that information in Google street view, it became clear to me that all of the 14 houses on Elm street from Pearl to Cummings Streets have the capacity to park at least two cars. Some can park many more than that. So it seems to me that the lack of parking isn't really an issue. Furthermore one could park relatively nearby on either Pearl or Cummings streets to accommodate the needs of contractors or guests. The likely distance one would need to walk after parking is between 600' and 1,200' and that doesn't seem like too much to ask. I also think that the safety benefits of improved biking safety on this section of Elm street far outweigh any parking inconvenience. Many people walk and bike by our home every day and that pedestrian and biking traffic is particularly high and involves many children and teens during the summer time. Please carry on with amending the ordinance knowing that you have my full support in this safety improvement to our City.

Sincerely,

James (Jim) Eikenberry
367 Elm Street
Montpelier

Research findings on driveway parking space on Elm street between Pearl and Cummings streets:

Assumption: Average American car length, from Google search, is 15 feet. Please note that I was conservative in my estimation of the number of cars some driveways can support. So more parking is likely available than what I estimated.

- 14 homes along the East side of Elm street between Pearl Street to the South and Cummings street to the North
- 367 Elm Street paved driveway and parking area is 45' x 15' can accommodate three cars
- 371 & 375 Elm Street share a paved driveway and parking area. The parking area is 22' x 50' and can accommodate at least four cars. (Two per household).
- 379 Elm Street paved driveway and parking area is 42' x 16' and can accommodate two cars and likely three to four as needed
- 385 Elm Street gravel driveway is 75' with an additional 22' x 24' parking area that can accommodate two cars. The driveway itself could accommodate additional parking if needed
- 391 Elm street gravel driveways is 30' x 15' can accommodate two cars and overflow parking appears to be available on the grass if needed in line with the driveway.
- 397 Elm Street gravel driveways is 30' x 15' can accommodate two cars and overflow parking appears to be available on the grass if needed in line with the driveway.
- 403 Elm Street gravel driveway is 62' x 16' and can accommodate two cars and potentially more as needed.
- 409 Elm Street driveway (unsure if paved or gravel) is 36' x 17' and can accommodate two cars and likely two more for a total of four if needed.
- 415 Elm Street driveway (unsure if paved or gravel) is 107' long with a parking area of 24' x 30' and can accommodate two cars. The driveway likely can accommodate significant additional parking.
- 417 Elm Street paved driveway is 72' x 12' and can accommodate three cars.
- 423 and 427 Elm Street share a paved driveway that is 75' x 14' and can accommodate three cars and likely more if needed.
- 435 Elm Street gravel driveway is 30' x 22' and can accommodate two cars and likely one more if needed.
- 447 Elm Street gravel driveway is 30' x 23 and can accommodate two cars and likely at least one more if needed.
- 461 Elm Street has a driveway off of Cummings Street.



CITY COUNCIL Agenda Item #: 17-074

Date: February 22, 2017

Consent ☐ Discussion ☒

SUBJECT: Fund Balance and Debt Policy Update

SUBMITTING DEPARTMENT: Finance Office

RECOMMENDED ACTION: None

RELATED COUNCIL GOAL/PRIOR ACTION:

- A: Keep Montpelier Affordable for Residents
- B: Maintain Excellent Services
- C: Maintain a Safe Community
- D: Create and Maintain a Healthy Environment for Housing and Economic Growth
- E: Maintain a Healthy Community for People
- 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 has adopted policies related to Fund Balance and Debt.

BACKGROUND INFORMATION: Councilor Olson requested a policy update before Councilor Golonka's term ends. Finance staff will provide a brief policy update.

SUPPORTING DOCUMENTS: Fund Balance and Debt Policies

INTERESTED PARTIES: City Council, Voters, City Staff

CITY MANAGER'S APPROVAL:

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

Fund Balance Policy

Approved: September 28, 2011

Amended October 22, 2014

The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. It also is intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The Fund Balance Policy should be established based upon a long-term perspective recognizing that stated thresholds are considered minimum balances. The main objective of establishing and maintaining a Fund Balance Policy is for the City of Montpelier to be in a strong fiscal position that will allow for better position to weather negative economic trends.

The Fund Balance consists of five categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned.

- **Nonspendable Fund Balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
- **Restricted Fund Balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions, or enabling legislation.
- **Committed Fund Balance** consists of funds that are set aside for a specific purpose by the City's highest level of decision making authority (City Council). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- **Assigned Fund Balance** consists of funds that are set aside with the intent to be used for a specific purpose by the City's highest level of decision making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.
- **Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

Nonspendable and Restricted Funds

Nonspendable funds are those funds that cannot be spent because they are either:

- 1) Not in spendable form (e.g. inventories and prepaids)
- 2) Legally or contractually required to be maintained intact

It is the responsibility of the Finance Director to report all Nonspendable Funds appropriately in the City's Financial Statements.

Restricted funds are those funds that have constraints placed on their use either:

- 1) Externally by creditors, grantors, contributors, or laws or regulations or other governments
- 2) By law through constitutional provisions or enabling legislation.

It is the responsibility of the Finance Director to report all Restricted Funds appropriately in the City's Financial Statements.

Order of Use of Restricted and Unrestricted Funds

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

Authority to Commit Funds

The City Council has the authority to set aside funds for a specific purpose. Any funds set aside as Committed Fund Balance requires the passage of a resolution by the City Council. The passage of a resolution must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available. Funds that are set aside during the budget approval process, such as Capital Improvement Plan funds, Equipment Plan funds will be included in the passage of a resolution prior to June 30th of the applicable fiscal year.

Authority to Assign Funds

Upon passage of the Fund Balance Policy, authority is given to the City Manager to assign funds for specific purposes in an amount not to exceed the City Manager's authorization level in City of Montpelier Purchasing Policy (I. B. Non Capital Purchases). Any funds set aside as Assigned Fund Balance must be reported to the City Council at their next regular meeting and recorded in the minutes.

The City Council has the authority to set aside funds for the intended use of a specific purpose. Any funds set aside as Assigned Fund Balance requires a simple majority vote and must be recorded in the minutes. The same action is required to change or remove the assignment.

Unassigned Fund Balance

Unassigned Fund Balance is the residual amount in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance should be maintained in the General Fund in order to cover unexpected expenditures and revenue shortfalls.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures or a revenue shortfall up to the minimum established level by the City Council. Any funds accessed by the City Council must be approved and recorded in the minutes.

The Fund Balance Policy establishes a goal to accumulate a minimum Unassigned Fund Balance equal to 15% of the budgeted General Fund expenditures each year.

Unrestricted Net Assets are the residual amount in the City's Water, Sewer and Parking Funds. It represents the resources available for future spending. The Fund Balance Policy also establishes a goal to achieve positive Unrestricted Net asset balances in the City's Water, Sewer and Parking Funds.

Management is expected to manage the budget so that revenue shortfalls and expenditure increases do not impact the total unassigned fund balance. In the event that a budget shortfall occurs that brings the unassigned fund balance below the minimum level, the Council will adopt a plan on how to return unassigned fund balance back to the required level.

The Fund Balance Policy may be amended from time to time per the City Council.

Debt Policy Update

In September of 2011 the City Council adopted a Debt Policy with the following debt ratios:

DEBT RATIOS.

The following guidelines will be used when determining if debt should be issued:

1. Total direct debt service (principal and interest) for Government Activities (General Fund and other Governmental Activities) of the City will not exceed 8.2% of the total budgeted revenues for Governmental Activities (Based of Moody's 2009 U.S. Local Government Medians for A rating for U.S. Cities under 50,000 population).

2. Total direct debt service (principal and interest) for the City as a Whole (Governmental Activities and Business Activities) will not exceed 15% of the total budgeted revenues for the Governmental Activities and the Business Activities (Water Fund, Sewer Fund, Parking Fund).

In the event that the total direct debt service (principal and interest) for Government Activities or City as a Whole exceed the ratios in the above guidelines, the City Council will adopt a plan to how to bring the debt ratios down to the recommended levels.

We used these debt ratio guidelines when developing our "Steady-State" capital plan. We borrowed \$710,000 in 2014 for Street/Capital Improvements and plan on borrowing \$4,610,000 in 2017, \$3,900,000 of which is for Northfield Street.

When factoring in debt service for existing and anticipated but unissued debt, the city is in compliance with the ratios above.

Minutes of the Montpelier City Council Meeting
February 8, 2017, 6:30 PM
City Council Chambers, City Hall

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

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

- 17-047. The following changes to the agenda were discussed: move up the cliff street discussion, remove approval of the January 26th minutes from the consent agenda, and add a discussion of personnel. Without objection, the proposed agenda was approved with these amendments, by unanimous consent.
- 17-050. Councilor Bate moved approval of the consent agenda, and was seconded by Councilor Olson. Motion carried unanimously at 6:32.
- 17-051. Cassandra Hemenway addressed council on her candidacy for the Tree Board. John Snell addressed her application as well. Councilor Turcotte moved the Council appoint Cassandra Hemenway to the Tree Board, Councilor Watson seconded. The motion carried unanimously at 6:35.
- 17-056. Jon Copans and Ben Huffman offered a presentation on behalf of several Cliffside Homeowners regarding proposed zoning and historic district changes. Discussion followed.
- Councilor Golonka moved the Council direct the Planning Commission to remove this neighborhood from the design review map going forward, and to defer to Councilor Watson's recommendations on allowing the overall proposal to be reviewed before further appeals are heard. Councilor Bate seconded. Further discussion followed. Comments were offered from Planning Director Michael Miller and Planning Commission Chair Leslie Welz. The motion carried on a 5-1 vote (Councilor Turcotte voting nay) at 6:59PM.
- 17-052. The Council received a Berlin Pond update from City Attorney Stitzel. Page & Jed Guertin addressed the council with questions and statements. Public Works Director Tom McArdle participated in the discussion. Nat Frothingham expressed concerns.
- 17-058. Assistant City Manager Jessie Baker and Montpelier Alive Director Ashley Witzenberger came forward to initiate a discussion on parklet policy going forward. Concerns were offered by Richard Sheir and Cindra Conison, while comments from Rebecca Harris, Carlo Rovetto, Ward Joyce, Steve Frey, Greg Gossens, Lochlin Smith and Nate Housman spoke generally in favor.
- Councilor Turcotte moved to direct city staff to institutionalize the parklet program, create a parklet ordinance, update guidelines and procedures, and institute a new application process. Councilor Olson seconded. More discussion followed. The motion

carried unanimously at 8:30.

The Mayor called for a recess at 8:31. The Council reconvened at 8:40.

- 17-057. Ms. Witzemberger returned with Steve Cook for a power point based Downtown Improvement District (DID) marketing update. Discussion followed. No formal action taken.
- 17-053. The 2017 Construction Project Communication Plan was presented by Mr. McArdle, Ms. Baker, Ms. Witzemberger, and Corey Line of the Public Works Department. Discussion followed. Councilor Bate moved the Council accept the construction communication plan as presented, Councilor Watson seconded. After further discussion, the motion carried unanimously at 9:15.
- 17-054. The public hearing for the 2017 paving project-related waiver of the noise ordinance for nighttime construction was opened at 9:15. Mr. McArdle and Mr. Line participated. Discussion followed. Councilor Turcotte moved the Council accept the recommended changes to the noise ordinance during the identified construction process pending the completion of the public hearing process. Councilor Watson seconded. The motion carried unanimously at 9:35. The public hearing was closed.
- 17-055. Public hearing on the paving project-related parking ordinance changes was opened at 9:35.
- On the State-Bailey Avenue proposal: After discussion, Councilor Bate moved the Council approved 1st reading and was seconded by Councilor Turcotte.
- Councilor Edgerly Walsh moved to amend the motion to remove the proposed five parking spots closest to the Bailey Avenue intersection. Councilor Golonka seconded. Discussion followed. The motion to amend passed on a 4-3 vote (Councilors Edgerly Walsh, Golonka, and Watson, joined by the Mayor voting aye, Councilors Bate, Turcotte and Olson voting nay).
- The underlying motion passed on a 4-3 vote as amended at 10:00 (Councilors Edgerly Walsh, Golonka, and Watson, joined by the Mayor voting aye, Councilors Bate, Turcotte and Olson voting nay).
- On the Elm Street proposal: After discussion, Councilor Bate moved the Council accept the 1st reading as proposed. Councilor Edgerly Walsh seconded. The motion carried unanimously at 10:04.
- On the Terrace Street proposal: After discussion, Councilor Bate moved the Council accept the 1st reading as proposed. Councilor Edgerly Walsh seconded. The motion carried unanimously at 10:09.
- On the Elm-Vine Street proposal: After discussion, Councilor Bate moved the Council accept the 1st reading as proposed. Councilor Edgerly Walsh seconded. The motion carried unanimously at 10:11.

On the Spring Street proposal: After discussion, Councilor Bate moved the Council accept the 1st reading as proposed. Councilor Edgerly Walsh seconded. The motion carried unanimously at 10:14.

- 17-063. The decision was made to table the City Manager evaluation and contract discussion for a special meeting.

Councilor Olson initiated a discussion on the merits of hiring a replacement for outgoing Assistant City manager Jessie Baker. No formal action was taken.

- 17-059. Councilor Edgerly Walsh offered congratulations to Assistant City Manager Baker on her upcoming new position.

Councilor Bate offered a brief transportation infrastructure committee report, noting discussions of traffic calming devices, a parking working group to bring in ideas, and developing a bike friendly statement.

Councilor Turcotte acknowledged the Department of Public Works and the State of Vermont in addressing traffic signals at Main and Rte 2.

- 17-061. The City Clerk indicated the Annual City Meeting ballots were expected to arrive Friday.

- 17-062. The City Manager made note of upcoming meetings, including the “pre-town meeting” February 16.

At 10:30, hearing no objection, the Mayor adjourned the meeting by unanimous consent.

**Minutes of the Montpelier City Council Special Meeting
February 13, 2017, 4:30 PM
City Manager's Conference Room, City Hall**

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

The Mayor called the meeting to order at 4:35PM.

The Council approved the agenda by unanimous consent with the change that the meeting would only be about the City Manager's contract and not evaluation.

Council Member Turcotte inquired about snow removal operations.

At 4:45, Council Member Edgerly moved to go into executive session under I VSA 313 (a) (3) "the appointment or employment of a public officer or employee..." Motion seconded by Council Member Bate. Vote was 6-0 in favor.

At 5:00, City Manager Fraser left the meeting.

At 6:10, City Manager Fraser was invited back into the meeting.

At 6:15, City Manager Fraser left the meeting.

At 6:20, City Manager Fraser returned to the meeting

At 6:25, City Manager Fraser left the meeting.

At 6:30, the Council returned to open session and then adjourned by unanimous consent.

Minutes of the Montpelier City Council Meeting
January 26, 2017, 6:30 PM
City Council Chambers, City Hall

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 6:30 PM.

- 17-031. Without objection, the proposed agenda was approved with the addition of liquor license approvals in the consent agenda, a discussion of the annual “pre-town meeting” event, and a discussion of the city’s “Sanctuary City” status, as well as moving up the discussion of the proposed resolution honoring David Budbill.
- 17-033. Councilor Turcotte moved approval of the consent agenda as amended, Councilor Bate seconded. The motion carried 5-0 (Councilor Golonka recused himself from the vote, citing a conflict of interest on a proposed liquor license renewal).
- 17-040. The Council moved to consideration of a proposed Ballot Item honoring David Budbill. Comments were offered from Kim Bent and Andrea Stander. Councilor Bate moved the council approve the proposed article for the 2017 Annual City Meeting ballot, Councilor Olson seconded the motion which carried unanimously at 6:38.
- 17-034. The Mayor opened the second public hearing on the proposed FY18 Municipal Budget. at 6:38PM. The hearing was opened with a presentation from City Manager Bill Fraser. Comments were received from Jack McCullough (regarding the Housing Trust Fund and Council stipend level). Councilor Bate moved approval of the proposed FY18 budget. Councilor Watson seconded the motion, which carried unanimously. The public hearing was closed at 6:53.
- 17-035. Rachel Muse & Judy Walke joined Kellogg-Hubbard Library Director Tom McKone for a presentation on the proposed library budget. Discussion followed. No formal action taken.
- 17-036. Superintendent Brian Ricca offered a presentation on the proposed school budget. Discussion followed. After a brief discussion, Councilor Bate moved the Council place the school board budget on the ballot. Councilor Turcotte seconded. The motion carried unanimously at 7:21.
- 17-037. Teresa Kajenski of Fothergill, Segale and Valley was joined by Todd Provencher and Ruth Dockter of the Finance Department to review the FY16 Audit Report. Brief discussion followed. Councilor Watson moved the Council receive and accept the audit, with Councilor Bate seconded. Motion carried unanimously.

There was a brief discussion of the “Pre-Town Meeting” event. Staff was eyeing the Senior Center on February 16 for a venue/time.

There was a discussion as to whether the city's recent "Sanctuary City" declaration posed a threat to federal grants. Jane Kast spoke up in support of putting the question on a ballot. Discussion segued into a One Taylor Street update.

- 17-039. The Clerk reported no additional petitioned items at the filing deadline.
- 17-038. There was a brief discussion regarding personnel costs. No formal action taken
- 17-041. At 7:58PM, the Mayor opened the second public hearing on the warning for the March 7, 2017 Annual City Meeting. Councilor Golonka moved approval of the Warning, Councilor Bate seconded. The motion carried unanimously at 7:59. The public hearing was closed.
- 17-042. Councilor Bate recounted and applauded the history of the Public Transit grant. Councilor Turcotte thanked the Police Department for their recent work on the demonstration and the recent homicide, also promoting "Coffee With a Cop" before also promoting the Markus Austin GoFundMe site. Councilor Edgerly Walsh echoed the GoFundMe promotion.
- 17-044. The City Clerk announced the launch of an online voting guide for City Meeting.
- 17-045. The City Manager thanked city departments, especially police and public works, for their work on recent city events. Councilor Bate also thanked the participants of the recent march.

Without objection, the Chair declared the meeting adjourned by acclaim at 8:06PM.



CITY COUNCIL Agenda Item #17-070

Date: February 22, 2017

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

SUBJECT: Energy Improvement Revolving Loan Fund

SUBMITTING DEPARTMENT: City Manager on behalf of Montpelier Energy Advisory Committee

RECOMMENDED ACTION: Approve loan plan as presented.

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

EXPENDITURE REQUIRED: \$20,000 has previously been appropriated by the Council.

SOURCE OF FUNDS: Funds were appropriated from the General Fund Reserve.

LEGAL REQUIREMENTS: None other than proper accounting.

BACKGROUND INFORMATION: Funds were approved for a Revolving Loan Fund for energy efficiency projects. Dollar savings from the improvements will be used to replenish the fund.

SUPPORTING DOCUMENTS: Memo from MEAC

INTERESTED PARTIES: MEAC, Council, City Staff

CITY MANAGER'S APPROVAL:

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



Net Zero Revolving Loan Fund

Overview

City Council's stated goal is for Montpelier to become the first state capital to produce or offset all of its energy needs from renewable energy sources by 2030. Montpelier's Net Zero Revolving Loan Fund has been established for the purpose of financing energy efficiency and renewable energy investments in the City. The purpose of the Fund is to capture and track savings from sustainability projects and to utilize part of those savings for subsequent projects. The Fund is a key tool that will enable implementation of energy efficiency projects of varying size and scope. It will provide a vehicle for municipal energy projects, and it will provide a structure for use, replenishment and management of those funds.

Project Benefits

- Creates flexibility and allows the City to develop and implement projects quickly;
- Reduces the need to incur debt and maintains positive cash flow for each energy efficiency project;
- Works through and reduces deferred maintenance projects, lowering overall operating costs;
- Leverages capital improvement project funds to significantly improve the efficiency of equipment;
- Leverages Efficiency Vermont incentives to invest in future energy savings retrofits;
- Improves the energy performance ratings of the municipal building portfolio; and
- Decreases the city's energy usage to reach the Net Zero by 2030 goal.

Eligibility

Funds may be used for:

- Projects that directly address one or more of the City's Net Zero goals through energy efficiency, renewable energy production, or reduction of energy-related costs.

- Funds should primarily cover equipment, materials and other ‘hard’ costs that have a high impact.
- Projects must be on City-owned/leased/operated property and reduce overall operating costs.
- Feasibility studies that support energy projects can be funded if either paid back within 2 years or rolled into the repayment schedule of a funded project that results from the feasibility assessment.

Project Selection

The criteria for selecting projects for the Fund include:

- Simple Payback Period calculations that incorporate financial incentives
- Total project funding need and availability of funds
- Life cycle cost benefit to the City
- Annual greenhouse gas emissions reduction
- Annual reduction in energy usage
- Project schedule and start date
- Project cost
- Resources conserved, including water usage and waste reduction

For a project to be considered and/or awarded, funding must be available. All projects must show a positive return on investment. Projects with a faster payback period will be considered first. Projects can be bundled together to help reduce the overall payback period. Bundled projects must be submitted under a single application. The project application should clearly identify who is responsible for project management and project implementation, along with the scheduled start and completion dates.

Governance

The Revolving Loan Committee will be made up of three members of City staff designated from Management, Finance and Engineering, and three volunteers from the Montpelier Energy Advisory Committee. Committee members will serve in 2 year terms, with the Chair elected annually from within the committee.

The committee will meet quarterly to review proposals that have been received. While unformulated proposals may be presented briefly to the committee for discussion and suggestions, only fully completed proposals will be officially evaluated and voted on. Proposals must be received at least two weeks in advance of the committee’s quarterly meeting. The Chair will review proposals for completeness, then circulate them electronically to the other members of the committee at least one week before the quarterly meeting for preliminary

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review. At the meeting, the committee will decide if they need any additional information on any of the proposals, and if needed, set up a subsequent meeting and invite the proposers to attend to field clarifying questions. At any point the committee members can call a vote and any vote requires a quorum of at least four members and a majority in favor to approve a project.

The city's Finance Director shall serve as treasurer of the Fund and the GRITS (Green Revolving Investment Tracking Software) will be used to track all proposals and funded projects for both energy and emissions savings.

Methods and Financing

The original moneys in the fund were contributed by a resolution of City Council (September 2016) to designate \$20,000 from the city's Reserve Fund which was matched by a \$5,000 contribution from Efficiency Vermont. Efficiency Vermont will contribute another \$5,000 once \$50,000 of qualifying city energy projects are financed using this Revolving Loan Fund (i.e. the Fund effectively revolves twice).

Cost savings from all funded projects will accrue to the Fund according to the following formula:

- 1) Until the project's cost have been recovered, all savings will accrue to the Fund.
- 2) After the initial "payback" has been achieved, 50% of the savings will accrue to the Fund for an additional 2 years.
- 3) After this period, all further avoided cost savings will accrue to the City.
- 4) Additional funds can be added to the Fund at any time from public or private sources, subject to the same restrictions.

Engineering estimates will be used to initially determine annual operational savings and will serve as the basis for replenishing the fund. Readily accessible and available data will be used to validate engineering estimates of operational savings at the end of each fiscal year. In cases where monitoring is unfeasible or prohibitively expensive, an educated estimate should be used. The committee will decide whether verified or approximated savings are appropriate for each project.

In all cases, project proposals should take advantage of state and federal incentives that may be available.

Ideally, projects should have a payback period of four years or less. Projects with longer payback periods may still be considered if they are found to have the potential for significant impact.

Participation in the Billion Dollar Green Challenge

The City of Montpelier has joined the Billion Dollar Green Challenge. The Challenge encourages

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colleges, universities, municipalities and nonprofit institutions to invest a total of one billion dollars in self-managed revolving funds that finance energy efficiency improvements. Participating institutions will achieve reductions in operating expenses and greenhouse gas emissions, while creating regenerating funds for future projects.

last modified 2/8/17



CITY COUNCIL Agenda Item #17-072

Date: February 16, 2017

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

SUBJECT: 2017 Paving Project Related Waiver of Noise Ordinance for Night Time Construction.

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve recommended waiver of the Noise Control Ordinance, Chapter 11 – Police Regulations & Offenses, Article X – Noise Control to permit paving and sidewalk contractors associated with the Route 12 and Business Route 2 State Paving Project to conduct construction activities during the night time hours.

RELATED COUNCIL GOAL/PRIOR ACTION: G – Maintain a Steady State for Infrastructure (Implement Montpelier in Motion)

EXPENDITURE REQUIRED: Incidental to local share of construction costs

SOURCE OF FUNDS: CIP

LEGAL REQUIREMENTS: City Council authority to amend ordinances and waive prohibitions

BACKGROUND INFORMATION: On February 8, 2017 the City Council received a presentation from staff about allowing night time work in the downtown during the Route 12 and Business Route 2 State Paving Project. No objections were heard during the presentation and staff has received no additional public comments for the record.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: Residents and property owners who may be impacted by construction noise, business owners in work zones, Montpelier Alive, Montpelier Business Association

CITY MANAGER'S APPROVAL:

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



CITY COUNCIL Agenda Item #17-073

Date: February 22, 2017

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

SUBJECT: Northfield Street Utilities Improvements Project Public Meeting on Notice of Intent to Issue a Finding of No Significant Impact

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Allow a brief presentation of the environmental impacts of the Northfield Street Utility Improvements Project and accept public comment.

RELATED COUNCIL GOAL/PRIOR ACTION: Goal G – Make Steady Progress Toward Maintaining and Improving Infrastructure and Establish a Clear Timeline for Achieving Steady State. Approved preliminary design contract.

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: Water Fund, Sewer Fund, General Fund & State Revolving Loan Funds

LEGAL REQUIREMENTS: Public comment is required in order to issue a Finding of No Significant Impact (FNSI)

BACKGROUND INFORMATION: In accordance with Vermont / USEAP Funding Regulations, due to the excess capacity of the new sewer main that will be installed on Northfield Street, a FNSI is required. Prior to issuance of the FNSI, an opportunity for comment from the public is required within the 30-day notification period which started on 2/17/17.

SUPPORTING DOCUMENTS: Notice of Intent to issue an amended Finding of No Significant Impact from Facilities Engineering Division.

INTERESTED PARTIES: DPW / Sewer Rate Payers / Water Rate Payers / Tax payers

CITY MANAGER'S APPROVAL:

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



Vermont Department of Environmental Conservation

Agency of Natural Resources

FACILITIES ENGINEERING DIVISION
National Life Building, MAIN 1
1 National Life Drive
Montpelier, VT 05620-3510
FAX: (802)828-1552

E-Mail Address: Eric.Blatt@Vermont.gov
Telephone: (802) 585-4901

E-Mail Address: Lynnette.Claudon@Vermont.gov
Telephone: (802) 490-6226

Todd Provencher
Authorized Representative
City of Montpelier
City Hall
39 Main Street
Montpelier, Vermont 05602

February 16, 2017

**Re: Northfield Street Utilities Improvements Project
Vermont/ USEPA Clean Water Revolving Loan Number RF1-192
Vermont/USEPA Drinking Water Revolving Loan Number WPL-264
Notice of Intent to Issue a Finding of No Significant Impact**

Dear Mr. Provencher:

The Department of Environmental Conservation intends to issue an amended Finding of No Significant Impact (FNSI) for the proposed Northfield Street Utilities Improvements Project. The project has positive environmental impacts by reduction of wastewater backups and failures by correction of inverse slopes and sags in the wastewater collection system; the reduction of groundwater infiltration into the wastewater collection system by the replacement of failed pipes, stormwater management through improved grading, and improved drinking water service pressure, reliability, and longevity through the increased pipe diameters and pipe materials resistant to corrosion. The project has been designed to accommodate numerous on-going master plan implementation efforts and to maximize the potential for co-funding. This project involves: excavation near a mapped hazardous waste site which may require that water main piping be made of materials resistant to both acidic soils and petroleum contamination which can be mitigated with proper material selection; work near wet areas that have not yet been determined to be or not be wetlands which can be mitigated through the wetlands permit process; full depth road reconstruction and widening which may or may not require and can be mitigated by a stormwater permit; strict erosion control measures to prevent erosion from the project site which will require a stormwater construction permit; potential impacts to an endangered species in the Winooksi River downstream and near the stormwater outfalls for the project site which may or may not be affected and may or may not require a permit; reduced wastewater pipe sizes and increased slopes

Todd Provencher, Authorized Representative, City of Montpelier
Northfield Street Utilities Improvements Project
Finding of No Significant Impact
February 16, 2017

that both increase hydraulic capacity and is mitigated by use of the minimum wastewater pipe size which limits future connections; increased water main pipe sizes and hydraulic capacity to alleviate maximum day demand and peak demand pressure losses and provide fully for ISO fire flows required in the neighborhood, which indirectly result in the potential for future connections. Otherwise, this project may have been eligible for Categorical Exclusion from detailed environmental review; additionally, the direct and indirect environmental effects of the project are still not significant enough to necessitate an Environmental Impact Statement (EIS).

The Department's environmental review procedures require a **30 day public comment period** following the issuance of a Notice of Intent to Issue a Finding of No Significant Impact. If no public comments received during that period demonstrate that this Notice of Intent is in error, then the Finding of No Significant Impact will become effective.

Copies of documents supporting a Finding of No Significant Impact are enclosed. Please keep copies of the **enclosed documents**, along with any pertinent reports by your consulting engineers, **available for public inspection** during a public comment period of 30 days. A full listing of the documents that must be available for public inspection is attached. Please call, (802) 490-6226, if you have any questions or concerns.

Sincerely,



Lynnette Whitney Claudon, P.E.
Chief Pollution Control Design
Engineer
Facilities Engineering Division

Enclosures

Documents Posted for Finding of No Significant Impact Public Comment Period (30 days)

1. **Notice of Intent** to Issue a **Finding of No Significant Impact** (Signed by Eric Blatt, P.E., Director, Facilities Engineering Division, enclosed.)
2. **Evaluation** of Eligibility for Finding of No Significant Impact (Approved by Eric Blatt, P.E., Director, Facilities Engineering Division, enclosed.)
3. **State Environmental Review Procedures** for Projects Funded Through the Vermont/ EPA Revolving Loan Program, <http://dec.vermont.gov/facilities-engineering/water-financing/srf/environmental-review>

Todd Provencher, Authorized Representative, City of Montpelier, Vermont
Northfield Street Utilities Improvements Project
Notice of Intent to Issue a Finding of No Significant Impact
February 16, 2017

Additional Documents Needed for Finding of No Significant Impact Public Comment Period (30 days)

4. **Environmental Information Document** titled "*Environmental Report and Environmental Information Document*", and dated August 12, 2016, by Dufresne Group of Vermont. (See Appendix H of PER, below.)
5. **Preliminary Engineering Report** entitled "*Northfield Street Utility Replacement*", and dated October 28, 2016 by Dufresne Group of Vermont.

<https://anrweb.vt.gov/DEC/IronPIG/DownloadFile.aspx?DID=161387&DVID=0>

COPY LIST

Jessica Bulova and Nick Gianetti, Wastewater Program, VT-DEC, Watershed Management Division

Carl Fuller PE, Regional Engineer, VT-DEC, Drinking Water and Groundwater Protection Division

Cindy Parks PE and Tim Raymond, Drinking Water Program, VT-DEC, Drinking Water and Groundwater Protection Division

Kevin Burke, Environmental Analyst, Stormwater Section, VT-DEC, Watershed Management Division

Shannon Morrison, Wetlands Ecologist, Wetlands Section, VT-DEC, Water Quality Division

Richard Spiese, Environmental Analyst, Waste Management Division

Everett Marshall, Information Manager, Nongame and Natural Heritage Program, VT Dept of Fish & Wildlife

Mike Ferguson, Biologist, VT Dept of Fish & Wildlife

Scott Dillon, Archeologist, Division for Historic Preservation, VT Dept of Housing, and Community Affairs



Vermont Department of Environmental Conservation

Agency of Natural Resources

Department of Environmental Conservation
Facilities Engineering Division
1 National Life Drive, Main 1
Montpelier, VT 05620

(802) 490-6226

Notice of Intent to Issue a Finding of No Significant Impact

**City of Montpelier, Vermont
Northfield Street Utilities Improvements**

Vermont/ USEPA Clean Water Revolving Loan Number: **RF1-192**

The Department of Environmental Conservation intends to issue a Finding of No Significant Impact (FNSI) for the proposed Northfield Street Utilities Improvements project. This project involves reconstruction of existing wastewater collection system, temporary and permanent new water mains and services, full depth street reconstruction and widening, as well as some stormwater components.

Under the Department's Environmental Review Procedures for Projects Funded Through the Vermont/ EPA Revolving Loan Program, the project is ineligible for Categorical Exclusion (CATEX) from detailed environmental review. The project involves increased hydraulic capacity above the threshold for CATEX.

Also, the direct and indirect environmental effects of the project are not significant enough to necessitate an Environmental Impact Statement (EIS), under the Department's environmental review procedures. The project will not increase the current permitted flow capacity of the treatment plant, and the project will not include sewer extensions.

**Town of Brattleboro, Vermont
Wastewater Treatment Plant Upgrade and Pump Station Upgrades
Notice of Intent to Issue a Finding of No Significant Impact
November 6, 2013**

Further information on the project and this Notice of Intent is available for inspection at the following locations:

Kurt Motyka, P.E., City Engineer
City of Montpelier
39 Main Street
Montpelier, Vermont 05602

Telephone: (802) 223-9508

Vermont Department of Environmental Conservation
Facilities Engineering Division
1 National Life Drive, Main 1
Montpelier, VT 05620

Telephone: (802) 490-6226

Brian Baker
Dufresne Group
297 South Main Street
Barre Vermont 05641

Telephone: (802) 479-3698

No significant administrative action will be taken on this project for thirty (30) days from issuance of this Notice of Intent, to allow for public comment.


Eric Blatt, P.E., Director
Facilities Engineering Division

2/16/2017
Date

Department of Environmental Conservation
Vermont Agency of Natural Resources



Vermont Department of Environmental Conservation

Agency of Natural Resources

TO: Eric Blatt, P.E., Director, Facilities Engineering Division *EB*

FROM: Lynnette Whitney Claudon, P.E., Chief Pollution Control Design Engineer, Facilities Engineering Division *SWB EFW*

SUBJECT: **City of Montpelier
Northfield Street Utilities Improvements Project**

Evaluation of Eligibility for Finding of No Significant Impact

DATE: February 16, 2017

A. Project Identification

Project Name: City of Montpelier
Northfield Street Utilities Reconstruction Project

Address: Todd Provencher, Authorized Representative
City of Montpelier
39 Main Street
Montpelier, Vermont 05602

Project Location: Montpelier, Vermont
Northfield Street (VT Route 12) from the intersection of Memorial Drive (US Route 2) to and including the intersection of Freedom Drive.

Vermont/ USEPA Clean Water Revolving Loan Number: **RF1-192**

Vermont/ USEPA Drinking Water Revolving Loan Number: **WPL-264**

Mr. Todd Provencher, Authorized Representative, City of Montpelier
Evaluation of Eligibility for Finding of No Significant Impact
Northfield Street Utilities Improvements
Vermont/ USEPA Clean Water Loan Number RF1-192
February 16, 2017

B. Summary of Environmental Review

The Department of Environmental Conservation, Facilities Engineering Division, has reviewed this proposed project in accordance with the Department's State Environmental Review Procedures for Projects Funded Through the Vermont/ EPA Revolving Loan Program.

The Department has reviewed the following planning documents:

- **Environmental Information Document titled “Environmental Report and Environmental Information Document”, and dated August 12, 2016, by Dufresne Group of Vermont.**
- **Preliminary Engineering Report entitled “Northfield Street Utility Replacement”, and dated October 28, 2016 by Dufresne Group of Vermont.**

A public hearing will be held on February 22, 2017 as part of the regular Montpelier City Council Meeting as part of this FNSI process.

A **Finding of No Significant Impact** (FNSI) is the appropriate environmental review response for this project if the issues presented can be resolved with mitigation or permits. This project is **not** eligible for **Categorical Exclusion** from detailed environmental review due hydraulic capacity increase above the threshold, and potential impacts to wetlands, water quality, and endangered species. Also, the project's direct and indirect environmental effects do **not** necessitate issuance of an **Environmental Impact Statement** (EIS), consistent with the criteria as described in section XI of the Department's environmental review procedures.

1. Project Description

The City of Montpelier is located in Washington County, Vermont in the Winooski River watershed. The proposed project consists of:

- a. This project involves reconstruction of existing wastewater collection system, temporary and permanent new water mains and services, full depth street reconstruction and widening, as well as some stormwater components. This contract is expected to be constructed with **Clean Water State Revolving loan Funding (CWSRF), the Drinking Water State Revolving loan Funding (DWSRF), with paving immediately following by VTrans.**

2. Justification for Finding of No Significant Impact

We have determined that the proposed project meets the criteria for issuance of a Finding of No Significant Impact.

Mr. Todd Provencher, Authorized Representative, City of Montpelier
Evaluation of Eligibility for Finding of No Significant Impact
Northfield Street Utilities Improvements
Vermont/ USEPA Clean Water Loan Number RF1-192
February 16, 2017

The project has positive environmental impacts by reduction of wastewater backups and failures by correction of inverse slopes and sags in the wastewater collection system; the reduction of groundwater infiltration into the wastewater collection system by the replacement of failed pipes, stormwater management through improved grading, and improved drinking water service pressure, reliability, and longevity through the increased pipe diameters and pipe materials resistant to corrosion. The project has been designed to accommodate numerous on-going master plan implementation efforts and to maximize the potential for co-funding.

This project involves: excavation near a mapped hazardous waste site which may require that water main piping be made of materials resistant to both acidic soils and petroleum contamination which can be mitigated with proper material selection; work near wet areas that have not yet been determined to be or not be wetlands which can be mitigated through the wetlands permit process; full depth road reconstruction and widening which may or may not require and can be mitigated by a stormwater permit; strict erosion control measures to prevent erosion from the project site which will require a stormwater construction permit; potential impacts to an endangered species in the Winooksi River downstream and near the stormwater outfalls for the project site which may or may not be affected and may or may not require a permit; reduced wastewater pipe sizes and increased slopes that both increase hydraulic capacity and is mitigated by use of the minimum wastewater pipe size which limits future connections; increased water main pipe sizes and hydraulic capacity to alleviate maximum day demand and peak demand pressure losses and provide fully for ISO fire flows required in the neighborhood, which indirectly result in the potential for future connections. Otherwise, this project may have been eligible for Categorical Exclusion from detailed environmental review; additionally, the direct and indirect environmental effects of the project are still not significant enough to necessitate an Environmental Impact Statement (EIS).

In addition, the direct and indirect environmental effects of the project will not necessitate an Environmental Impact Statement (EIS). The project will not increase the current permitted flow capacity of the treatment plant. The project does not include sewer extensions.

A public hearing will be held on February 22, 2017 as part of the regular Montpelier City Council Meeting as part of this FNSI process and a public responsiveness summary will be documented.

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: January 24, 2017

Subject: Bailey Avenue Parking Ordinance

In 2015 the City Council adopted “Montpelier in Motion” as the City’s bike/ped mater plan and considers the implementation of the plan a necessary action for achieving the City’s goal of maintaining a healthy community for people. As a way to make the community more bicycle friendly Public Works makes an effort to install bicycle amenities when streets are being resurfaced. In the summer of 2017 the Vermont Agency of Transportation will be resurfacing State Street from Bailey Avenue to Main Street. This project will also include the paving of Bailey Avenue for a short distance out from the State Street intersection.

Currently there are 6 parking spaces located on the east side of Bailey Avenue, north of State Street. If these 6 spaces were removed it would allow for the installation of 2 – 5’ bike lanes from State Street to Terrace Street. Public Works staff members have observed the 6 spaces on Bailey Avenue and found them to be heavily utilized both outside of and during the Legislative session. This is most likely due to the fact that they are unmetered and in close proximity to State Street. As part of the State Street paving project VTrans has identified areas for 8 additional parking spaces on the north side of State Street, east of Bailey Avenue.

The addition of the 8 spaces on State Street and the removal of the 6 spaces around the corner on Bailey Avenue would result in the ability to establish bike lanes on Bailey Avenue from State Street to Terrace Street while still resulting in a net gain of 2 parking spaces in the State Street/Bailey Avenue area. The bike lanes that could be installed on Bailey Avenue would be a piece in a larger connection between the High School and the Clarendon Avenue/Hubbard Park Drive neighborhood. This connection would also include Bailey Avenue from the High School to State Street, where existing road widths allow for the installation of 2 – 5’ bike lanes and Terrace Street from Bailey Avenue to Jordan Street (see “Terrace Street Parking Ordinance” agenda item).

In order have enough width to establish bike lanes on Bailey Avenue parking would need to be prohibited on both sides from State Street to Terrace Street and the following amendments to the City’s Code of Ordinances should be recommended:

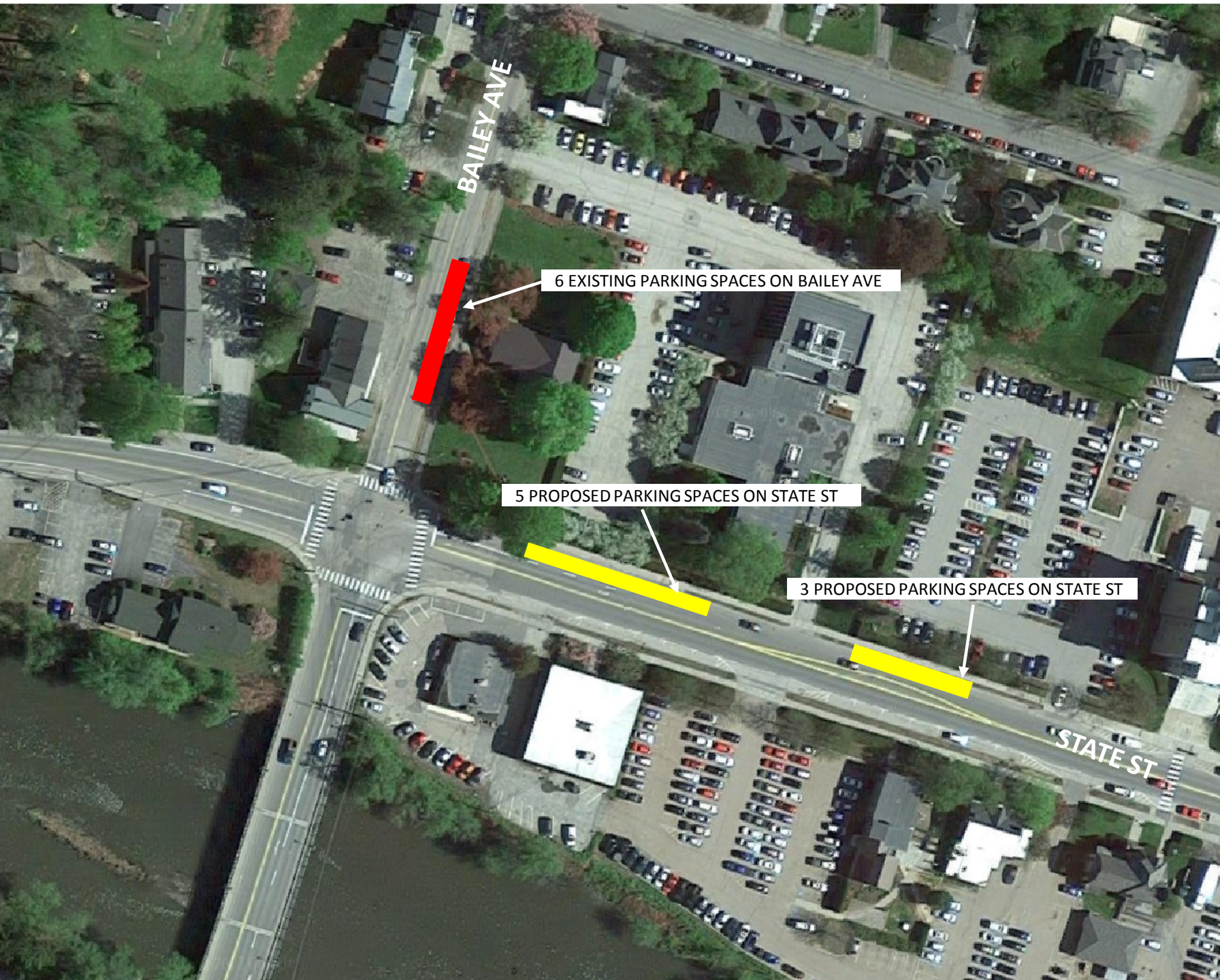
CHAPTER 10, ARTICLE VII. PARKING and PARKING METER ZONES

Section 10-716. PARKING PROHIBITED

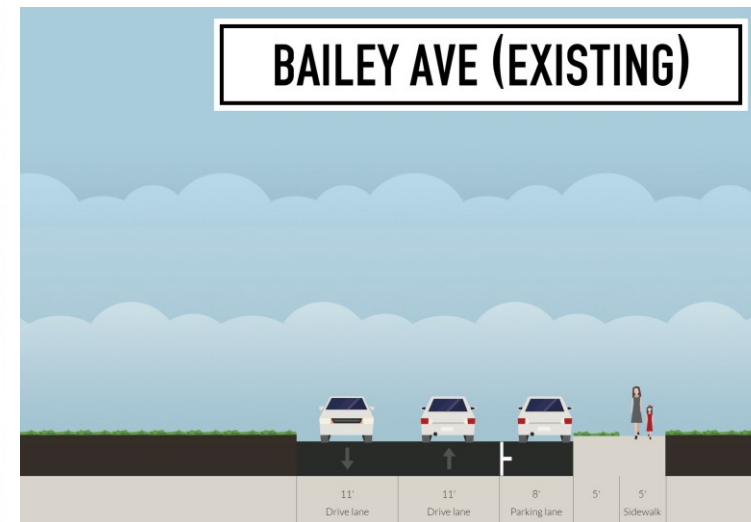
Revise Existing Section:

(b) Bailey Avenue. Parking of vehicles is prohibited on Bailey Avenue from ~~Baldwin Street~~ **State Street** to Terrace Street on both sides of Bailey Avenue, and on the east side of Bailey Avenue from the intersection of Terrace Street northerly to a point eighty (80) feet northerly of the driveway which services No. 37 Bailey Avenue; and also on the west side for a distance of sixty (60) feet southerly of the intersection of Sunnyside Terrace and on the westerly side from Clarendon Avenue southerly for a distance of forty (40') feet as measured from the southerly curb line of Clarendon Avenue.

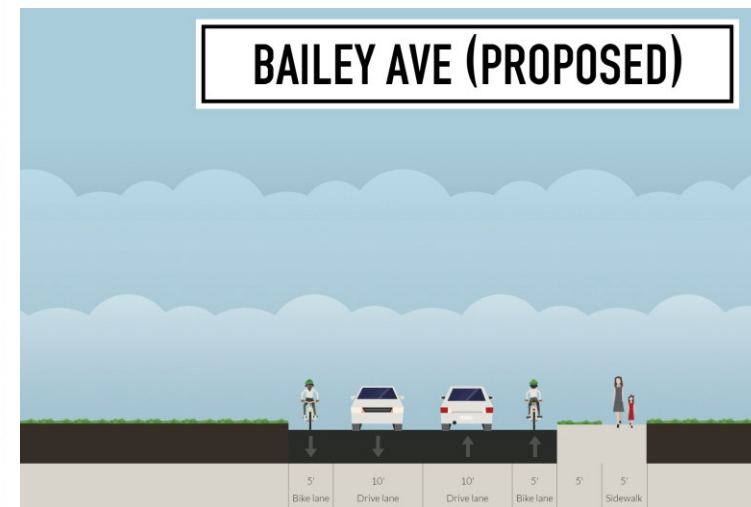
C: Adjoining Property Owners



BAILEY AVE (EXISTING)



BAILEY AVE (PROPOSED)





America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

January 24, 2017

Residents of the Bailey Avenue Neighborhood:

Enclosed please find a memo addressed to the City Manager concerning parking in your neighborhood. The memo includes a recommendation for a parking ordinance amendment for Bailey Avenue between Main Street and Terrace Street to be considered by the Montpelier City Council. Your input is welcome.

To enact an ordinance, the City Council must hold two warned public hearings. The first public hearing will be scheduled for their regular meeting of February 8th. If you have questions or comments you'd like to offer in advance, please direct them to this office.

Respectfully,

Corey Line
DPW Project Manager

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Thomas McArdle, Director of DPW

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: January 24, 2017

Subject: Elm Street Parking Ordinance

In 2015 the City Council adopted “Montpelier in Motion” as the City’s bike/ped mater plan and considers the implementation of the plan a necessary action for achieving the City’s goal of maintaining a healthy community for people. As a way to further implement “Montpelier in Motion”, Public Works makes an effort to carry out the plan’s recommendations for certain streets when that particular street is resurfaced. In the summer of 2017 the Vermont Agency of Transportation will be resurfacing all of Route 12 including the section of Elm Street from Pearl Street to Baseball Drive and “Montpelier in Motion” recommends that dedicated bike lanes be established on this section of Elm Street.

Currently by ordinance the parking of motor vehicles is prohibited on both sides of Elm Street from Cummings Street to Baseball Drive and VTrans will be widening this section with the paving project in order to acquire the roadway width necessary to establish bike lanes. There is also an existing parking ordinance that prohibits parking on the west side of Elm Street from Pearl Street to Cummings Street but such an ordinance does not exist for the east side of that section.

Public Works staff members have observed the parking usage on the east side of Elm Street between Pearl Street and Cummings Street where parking is currently allowed. These observations were conducted at various times during the day and we found that the areas where parking is currently allowed is not utilized.

The width of this section of Elm Street varies from 33’6” to 32’ and currently has a centerline striped down the middle with a shoulder lane marked approximately 5’ from each curb. In order to have enough width to establish bike lanes parking would need to be prohibited on both sides of the street and the following amendments to the City’s Code of Ordinances should be recommended:

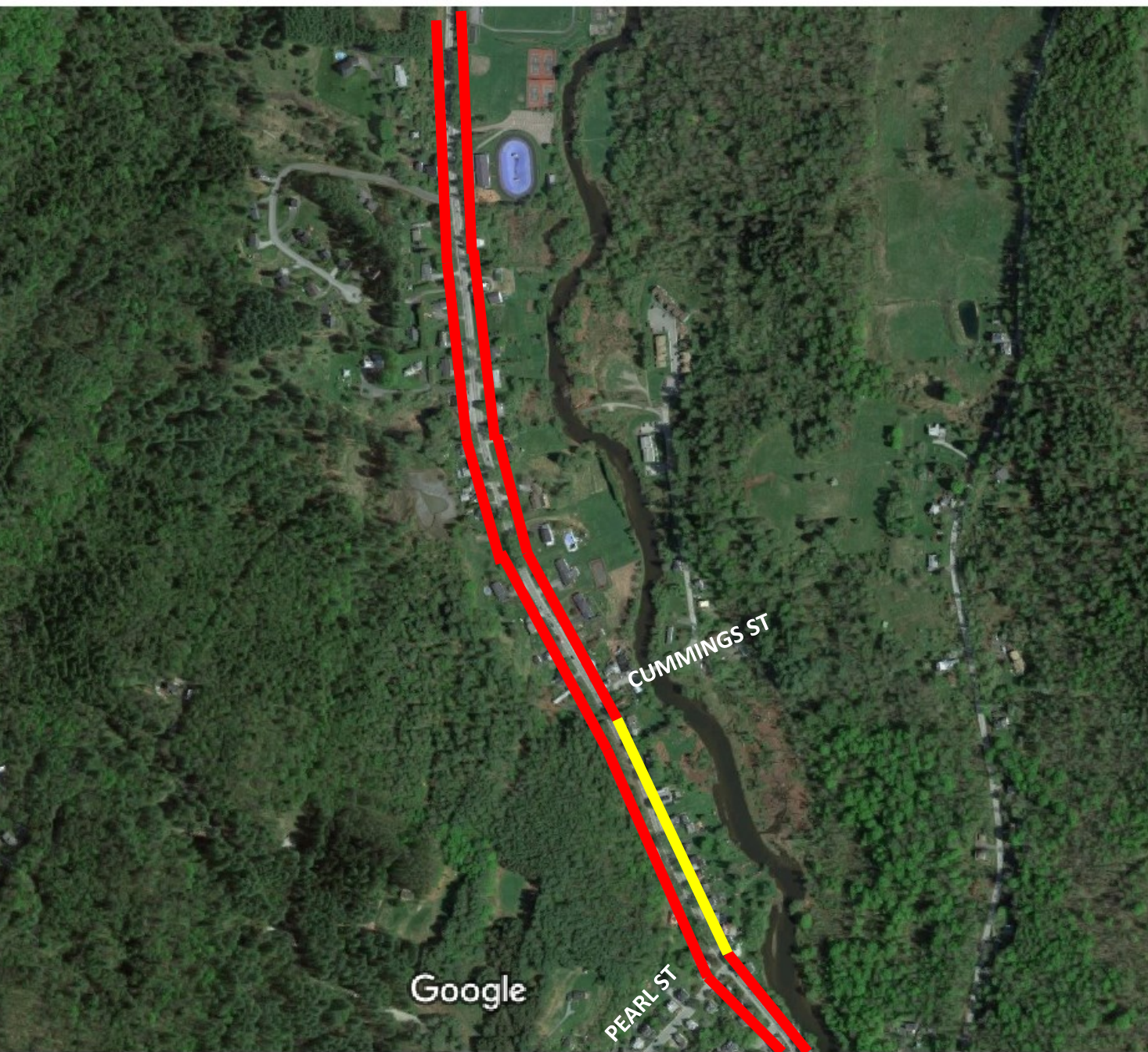
CHAPTER 10, ARTICLE VII. PARKING and PARKING METER ZONES

Section 10-716. PARKING PROHIBITED

Revise Existing Section:

(d) Elm Street. Parking is prohibited on the west side of Elm Street from State Street to Spring Street, and from the northerly boundary of 284 Elm Street (Meadow Mart Store) northerly to the City Line, and on the east side from State Street northerly for a distance of one hundred forty-five (145) feet, and from a point one hundred eighty-five (185) feet northerly of State Street to Langdon Street. Also on the east side from a point ninety (90) feet southerly of the Spring Street intersection northerly to the first driveway north of the Spring Street intersection, and from a point located three hundred fifty (350) feet north of the Vine Street intersection **to the City Line, and extending to a point located thirty (30) feet north of the crosswalk located at the Pearl Street intersection; and from a point located one hundred (100) feet southerly of the Cummings Street intersection and extending northerly to the City Line,** except as allowed by restriction as described under Sec. 10-717, LIMITED PARKING, Subsection (w) Elm Street, part 4.

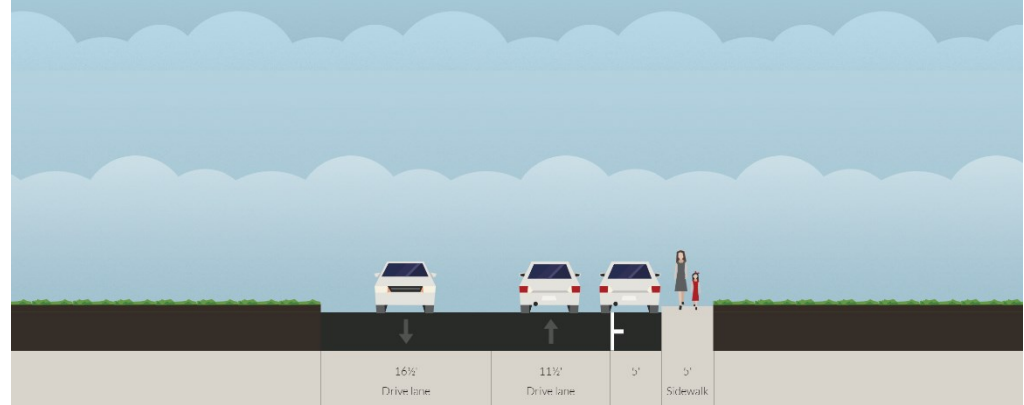
C: Adjoining Property Owners



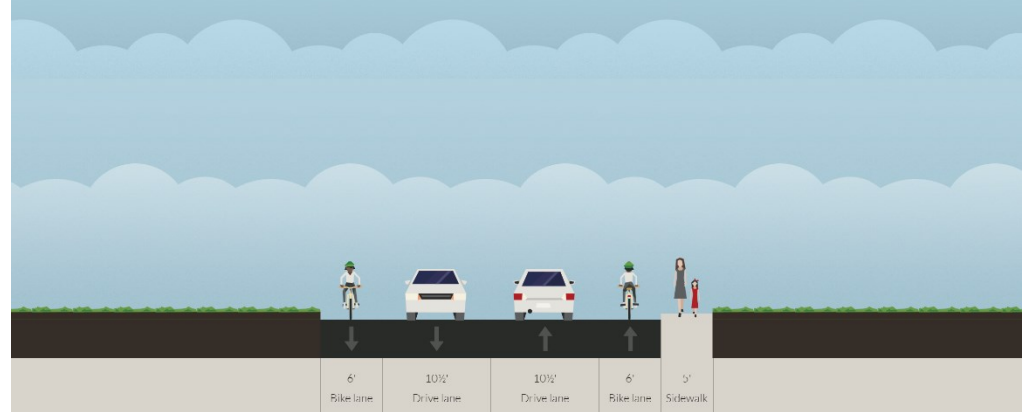
Imagery ©2017 Google, Map data ©2017 Google 500 ft

.....EXISTING PARKING PROHIBITION PROPOSED EXTENDED PARKING PROHIBITION

ELM ST. (EXISTING)



ELM ST. (PROPOSED)





America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

January 24, 2017

Residents of the Elm Street Neighborhood:

Enclosed please find a memo addressed to the City Manager concerning parking in your neighborhood. The memo includes a recommendation for a parking ordinance amendment for Elm Street between Pearl Street and Cummings Street to be considered by the Montpelier City Council. Your input is welcome.

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Respectfully,

Corey Line
DPW Project Manager

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Thomas McArdle, Director of DPW

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: January 24, 2017

Subject: Elm Street Parking Ordinance

A traffic safety concern was brought to our attention regarding the Elm Street/Vine Street intersection and a request has been made to consider parking restrictions on Elm Street at the intersection. The concern regards the lack of sight distance for pedestrians crossing Elm Street caused by vehicles parking in close proximity to the crosswalk.

The Traffic Committee discussed the situation and Public Works staff observed the intersection with members of the VTrans Bicycle and Pedestrian Program. The following conditions currently exist at the intersection:

- The current speed limit on this section of Elm Street is 25 mph
- The striped crossing on Elm Street at Vine Street is located on the north side of the intersection
- There are currently no City ordinances that prohibit parking on either side of Elm Street at Vine Street however signage and/or pavement markings do exist that indicate parking is not allowed on the west side of Elm Street for 30' north of Vine Street. A 'No Parking' sign also exists on the east side of Elm Street which indicates parking is not allowed for a distance of 30' south of Vine Street.

Public Works and VTrans noted that the existing parking configuration results in a short amount of time for pedestrians and southbound traffic, when traveling the posted speed limit, to view each other and for the vehicle to come to a complete stop before reaching the crosswalk. Sight distance lines for viewing northbound traffic seemed adequate. Both parties felt that the following measures would increase the sight distance to an adequate level for southbound traffic while retaining an already adequate level of sight distance for northbound traffic:

- Relocate the crosswalk from the north side of the intersection to the south side of the intersection
- Prohibit parking on the west side of Elm Street for 50' north of the intersection (existing striping indicates that parking is already prohibited for 30')
- Prohibit parking on the west side of Elm Street for 30' south of the intersection
- Prohibit parking on the east side of Elm Street for 30' north of the intersection

-
- Prohibit parking on the east side of Elm Street for 30' south of the intersection where a 'No Parking' sign currently exists.

The following amendments to the City's Code of Ordinances should be recommended in order to accomplish this:

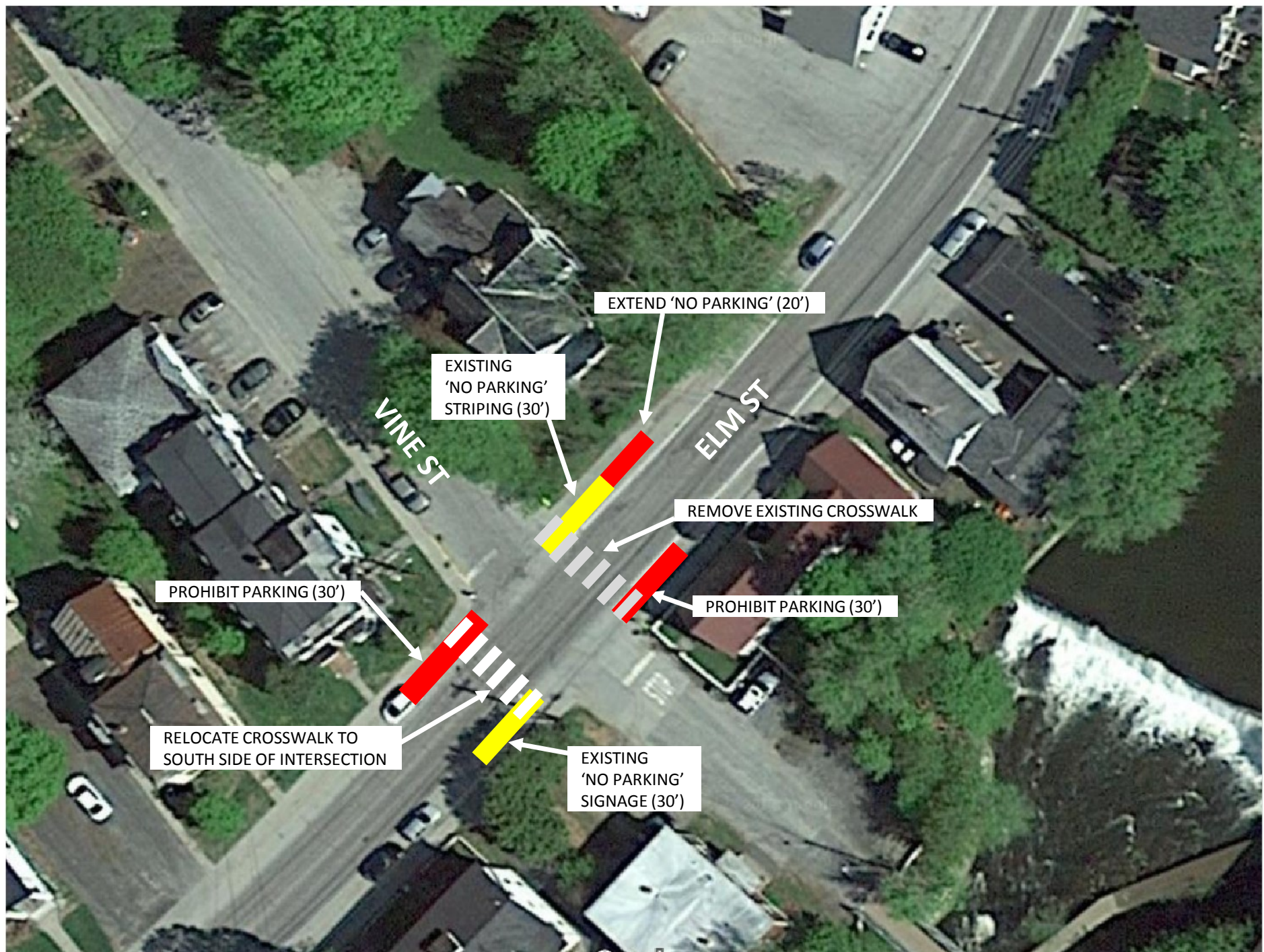
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Section 10-716. PARKING PROHIBITED

Revise Existing Section:

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C: Adjoining Property Owners





America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

January 24, 2017

Residents of the Elm Street Neighborhood:

Enclosed please find a memo addressed to the City Manager concerning parking in your neighborhood. The memo includes a recommendation for a parking ordinance amendment for Elm Street at the Vine Street intersection to be considered by the Montpelier City Council. Your input is welcome.

To enact an ordinance, the City Council must hold two warned public hearings. The first public hearing will be scheduled for their regular meeting of February 8th. If you have questions or comments you'd like to offer in advance, please direct them to this office.

Respectfully,

Corey Line
DPW Project Manager

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Thomas McArdle, Director of DPW

Hello Corey,

We are unable to attend the City Council meeting tonight, but we want to express our strong support for the formation of bike lanes and the associated parking change on the stretch of Elm Street from Pearl Street to Cummings Street. We have lived on this stretch of road for 13 years and a bike lane is greatly needed. Many people use this street to bike, particularly since the pool, rec fields and biking trails off Cummings street all require biking on this road. While people do park on this stretch of Elm Street once in a while, it is certainly not heavily used for parking nor is it particularly safe to have vehicles on this portion of Elm. We have occasionally used Elm Street for guests to park, but we think the trade off in safety for bikers, pedestrians and drivers is well worthwhile.

While not directly related to the ordinance change, it feels very important that any discussion of a bike lane on this stretch be combined with a discussion about driver speed and safety on this portion of Elm as well as the intersection at Pearl Street. Cars are consistently traveling way too fast on this stretch of road and are often not stopping or stopping too short (due to speed) at the Pearl Street crossing of Elm. We have noticed a significant increase in driver speed over the past year or so and have seen less enforcement. Between the two of us we have personally witnessed three accidents in the last year at the Elm and Pearl crosswalk (in all three cases, a driver stopped too short for a pedestrian and the car behind rear ended the car). We have seen many other near misses. Many kids cross at that intersection to walk or bike to school, for after school sports and to use the rec fields and pool. We fear it is a matter of time before someone is hurt or killed. Again, while we realize this is not directly related to this change, we feel that if bike lanes are created, we must make it safe for those bikes and for pedestrians and slow down the traffic. As long as the cars are going too fast, it will still not feel safe for bikers to bike in the road and they will continue to bike on the sidewalk. And as long as cars do not stop at the intersection, pedestrians and bikers will continue to be at risk.

Once again, we strongly support the creation of bike lanes on Elm Street. We think it is a wonderful step in making our city more bike friendly and a first step in improving safety. Just please make sure that you address this significant safety concern as well.

Thank you!

Best wishes,
Lyn Munno and Nick Borland (379 Elm Street)

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: February 1, 2017

Subject: Spring Street Bridge Parking Ordinance

In 2017 VTrans will be resurfacing Route 12. As part of the planning for the project VTrans reviews all local ordinances, state statutes, and federal guidelines regarding parking and traffic in order to identify proposed pavement markings and sign placement. During the review VTrans identified a parking ordinance pertaining to the Spring Street Bridge that does not describe the existing conditions on the street.

The existing alignment prohibits parking on the east side of Spring Street for a distance of one hundred seventy-three (173) feet south of Elm Street and for a distance of forty (40) feet north of the Main Street traffic circle. Parking is also currently prohibited on the west side of Spring Street for a distance of sixty (60) feet south of Elm Street and for a distance of sixty (60) feet north of the Main Street traffic circle. Currently the ordinance indicates parking is prohibited on the east side of Spring Street for a distance of one hundred seventy-three (173) feet south of Elm Street and for a distance of one hundred twenty (120) feet north of the Main Street traffic circle. The ordinance also indicates that parking is prohibited on the west side for a distance of one hundred fifteen (115) feet north of the Main Street traffic circle.

The City ordinance will have to be amended to match what is currently on the street for VTrans to incorporate the existing alignment into the paving project plans. VTrans has assured the City that the current alignment follows all other state statutes and federal guidelines. The following amendments to the City's Code of Ordinances should be recommended:

CHAPTER 10, ARTICLE VII. PARKING and PARKING METER ZONES

Section 10-716. PARKING PROHIBITED

Revise Existing Section:

(eee) Spring Street - Parking is prohibited on the east side of Spring Street from Elm Street to a point

one hundred seventy-three (173) feet southerly and from a point **three hundred ten (310) feet** ~~two hundred thirty-six (236) feet~~ from Elm Street and extending southerly to and including Keck Circle and from Elm Street extending northerly for a distance of sixty (60) feet, and on the west side **from Elm Street to a point sixty (60) feet southerly and from a point two hundred ninety (290) feet from Elm Street and extending southerly to and including Keck Circle** ~~commencing at a point two hundred thirty-five (235) feet from Elm Street and extending southerly to and including Keck Circle~~ and from Elm Street extending northerly for a distance of eighty five (85) feet to the driveway serving 162 Elm Street.

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: January 24, 2017

Subject: Terrace Street Parking Ordinance

In 2015 the City Council adopted “Montpelier in Motion” as the City’s bike/ped mater plan and considers the implementation of the plan a necessary action for achieving the City’s goal of maintaining a healthy community for people. As a way to further implement “Montpelier in Motion”, Public Works makes an effort to carry out the plan’s recommendations for certain streets when that particular street is resurfaced. In the summer of 2016 Terrace Street from Bailey Avenue to Jordan Street was resurfaced and “Montpelier in Motion” recommends that dedicated bike lanes be established on this section of Terrace Street.

Currently by ordinance the parking of motor vehicles is prohibited on the west side of Terrace Street from Bailey Avenue to the driveway to #26 Terrace Street and on the east side from Bailey Avenue to Redstone Avenue. No additional parking ordinances relate to this section of Terrace Street.

Public Works staff members have observed the parking usage in the areas that currently do not have parking prohibitions associated with them. These observations were conducted during the Legislative session when overflow parking is a common occurrence along neighborhood streets adjoining the state Capitol complex and we found that the areas where parking is currently allowed is not utilized.

This section of Terrace Street measures 30’ in width with a striped centerline that divides the roadway into two 15’ halves. If vehicles were parked in the areas where parking is currently allowed the existing configuration would force traveling vehicles to cross the centerline in order to avoid them. To establish two 5’ bike lanes and two 10’ travel lanes on this section of Terrace Street parking would need to be prohibited on both sides of the street and the following amendments to the City’s Code of Ordinances should be recommended:

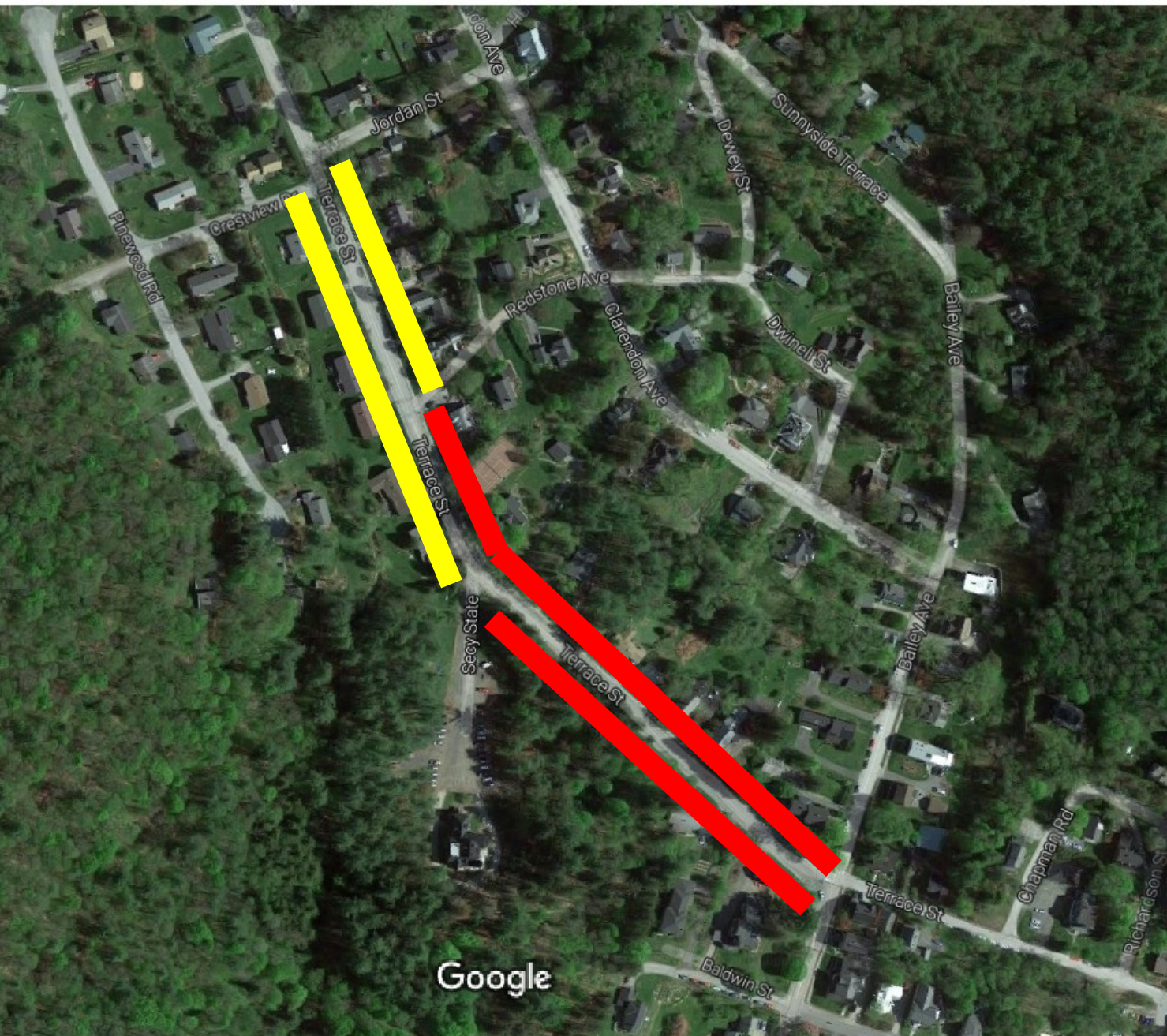
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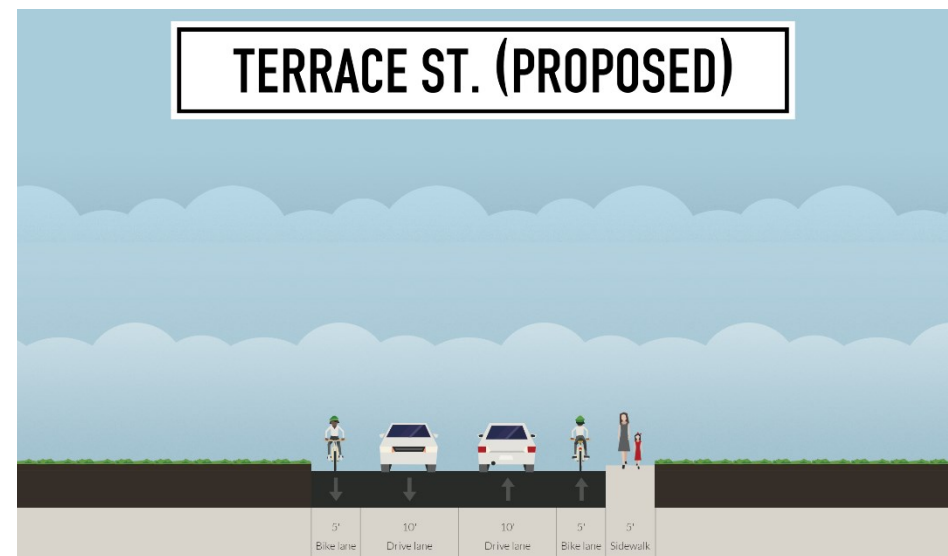
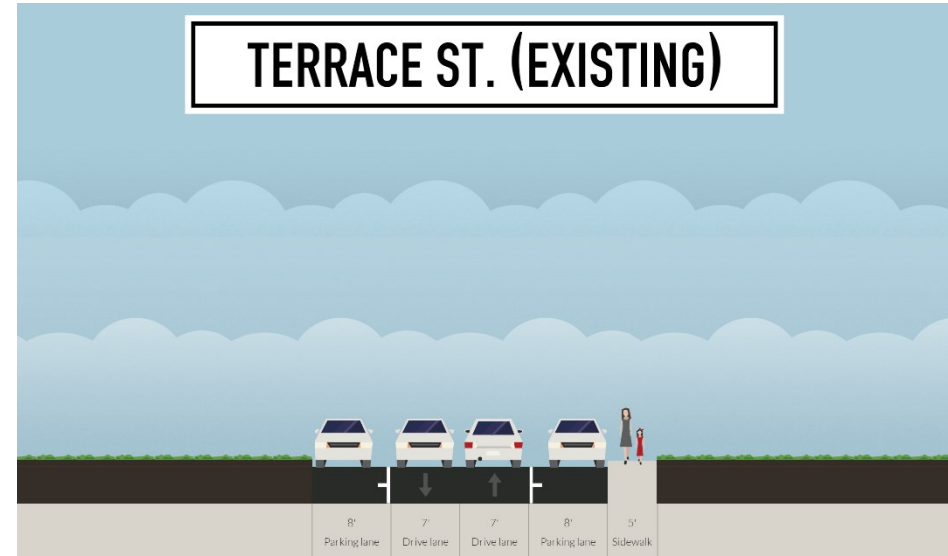
(ccc) Terrace Street: Parking is prohibited on the westerly **and easterly** side of Terrace Street from its intersection with Bailey Avenue northerly **to Jordan Street** ~~for a distance of seven hundred sixty (760') feet to the driveway serving #26 Terrace Street ("Redstone" property) and on the easterly side northerly to Redstone Avenue.~~ Parking is also prohibited on the southerly side of Terrace Street from Bailey Avenue easterly for a distance of fifty five (55') feet and beginning at a point located one hundred seventy (170') feet easterly of Bailey Avenue and extending easterly for a distance of one hundred fifty (150') feet. Parking is also prohibited on the northerly side of Terrace Street beginning at Bailey Avenue easterly to Hopkins Street.

C: Adjoining Property Owners



Imagery ©2017 Google, Map data ©2017 Google 200 ft

.....EXISTING PARKING PROHIBITIONPROPOSED EXTENDED PARKING PROHIBITION





America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

January 24, 2017

Residents of the Terrace Street Neighborhood:

Enclosed please find a memo addressed to the City Manager concerning parking in your neighborhood. The memo includes a recommendation for a parking ordinance amendment for Terrace Street between #26 Terrace Street and Jordan Street to be considered by the Montpelier City Council. Your input is welcome.

To enact an ordinance, the City Council must hold two warned public hearings. The first public hearing will be scheduled for their regular meeting of February 8th. If you have questions or comments you'd like to offer in advance, please direct them to this office.

Respectfully,

Corey Line
DPW Project Manager

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Thomas McArdle, Director of DPW



CITY COUNCIL Agenda Item #17-071

Date: February 22, 2017

Consent ☐ Discussion ☒ Time Sensitive ☒
(outlined below)

SUBJECT: Second Reading: 2017 Paving Project Related Parking Ordinance Amendments (bike lanes, crosswalk, etc.)

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Open Public Hearing to conduct second reading of multiple parking ordinance amendments; consider public testimony. Approve second reading of amendments to the Code of Ordinances, Chapter 10 – Motor Vehicles & Traffic, Article VII – Parking & Parking Meter Zones for parking changes associated with the Route 12 and Business Route 2 State Paving Project.

RELATED COUNCIL GOAL/PRIOR ACTION:

E - Maintain a Healthy Community for People

G - Maintain a Steady State for Infrastructure (Implement Montpelier in Motion)

EXPENDITURE REQUIRED: Incidental to local share of construction costs

SOURCE OF FUNDS: CIP

LEGAL REQUIREMENTS: City Council authority to amend ordinances

BACKGROUND INFORMATION: On February 8, 2017 the City Council received a presentation from staff regarding the following parking ordinance amendments associated with the Route 12 and Business Route 2 State Paving Project. Three of the amendments are directly related to bicycle and pedestrian improvements found within the Montpelier in Motion Plan and the other is an amendment that will revise an ordinance to reflect the current parking alignment on the Spring Street Bridge.

- Prohibit parking on the east side of Elm Street from Pearl Street to Cumming Street in order to establish bike lanes through this section. No objections were heard during the presentation and staff has received no additional public comments for the record.
- Prohibit parking on Elm Street, at Vine Street, in order to increase sight distance for pedestrians crossing Elm. No objections were heard during the presentation and staff has received no additional public comments for the record.

- Prohibit parking on the west side of Bailey Avenue from State Street to Baldwin Street in order to establish bike lanes in this section. No objections were heard regarding the ordinance change; however, the Council requested a detailed plan of State Street where additional parking could be established. This particular design element on State Street would not require an ordinance change whether parking was established or not (existing ordinance restricts parking to marked spaces only). Staff will distribute a detailed plan of the area prior to the meeting.
- Draft parking ordinance to reflect existing parking alignment on the Spring Street Bridge. No objections were heard regarding the ordinance change; however, the Council requested a plan which identifies the existing parking alignment and the parking alignment reflected in the current ordinance (see attached).

SUPPORTING DOCUMENTS: Spring Street Bridge parking alignment plans (attached) and State Street parking plan (to be distributed prior to meeting)

INTERESTED PARTIES: DPW, Transportation Committee

CITY MANAGER'S APPROVAL:



City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: January 24, 2017

Subject: Elm Street Parking Ordinance

In 2015 the City Council adopted “Montpelier in Motion” as the City’s bike/ped mater plan and considers the implementation of the plan a necessary action for achieving the City’s goal of maintaining a healthy community for people. As a way to further implement “Montpelier in Motion”, Public Works makes an effort to carry out the plan’s recommendations for certain streets when that particular street is resurfaced. In the summer of 2017 the Vermont Agency of Transportation will be resurfacing all of Route 12 including the section of Elm Street from Pearl Street to Baseball Drive and “Montpelier in Motion” recommends that dedicated bike lanes be established on this section of Elm Street.

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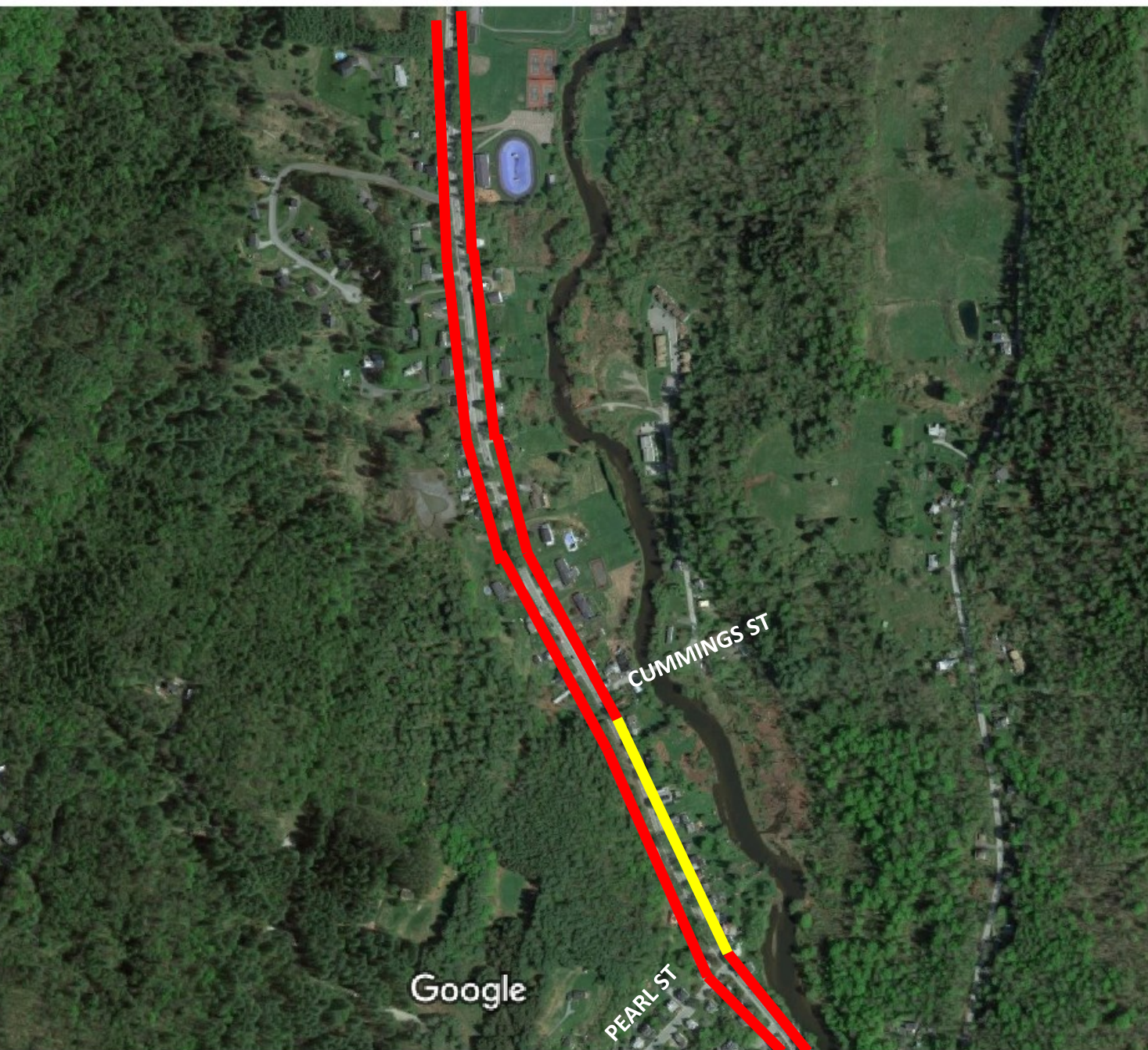
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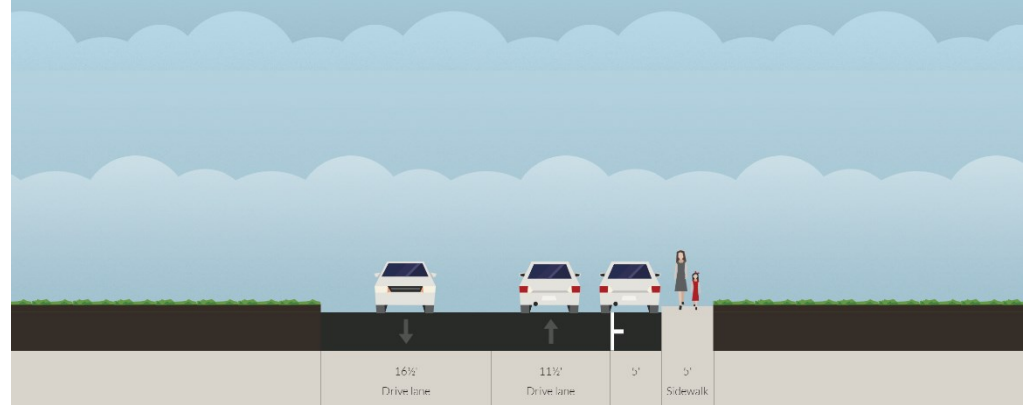
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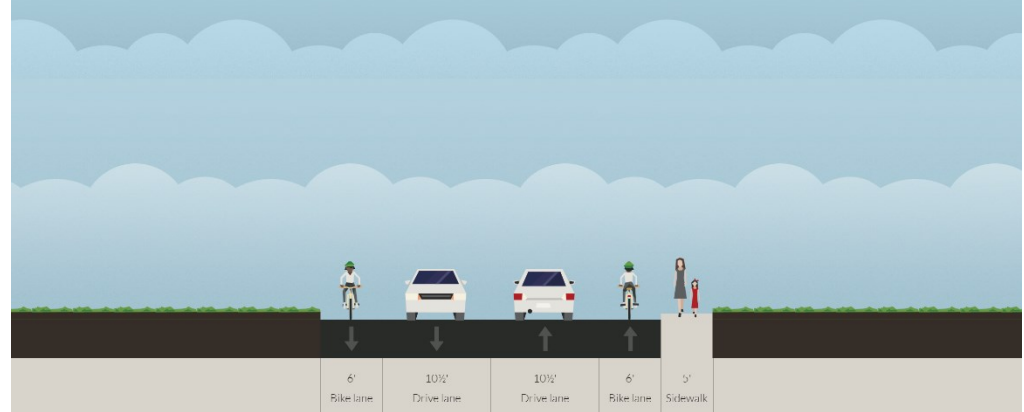
Imagery ©2017 Google, Map data ©2017 Google 500 ft

.....EXISTING PARKING PROHIBITION PROPOSED EXTENDED PARKING PROHIBITION

ELM ST. (EXISTING)



ELM ST. (PROPOSED)





America's Small Town Capital

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Thomas J. McArdle, Director tmcardle@montpelier-vt.org
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January 24, 2017

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Respectfully,

Corey Line
DPW Project Manager

C: Anthony Facos, Chief of Police
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Thomas McArdle, Director of DPW

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: January 24, 2017

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Public Works and VTrans noted that the existing parking configuration results in a short amount of time for pedestrians and southbound traffic, when traveling the posted speed limit, to view each other and for the vehicle to come to a complete stop before reaching the crosswalk. Sight distance lines for viewing northbound traffic seemed adequate. Both parties felt that the following measures would increase the sight distance to an adequate level for southbound traffic while retaining an already adequate level of sight distance for northbound traffic:

- Relocate the crosswalk from the north side of the intersection to the south side of the intersection
- Prohibit parking on the west side of Elm Street for 50' north of the intersection (existing striping indicates that parking is already prohibited for 30')
- Prohibit parking on the west side of Elm Street for 30' south of the intersection
- Prohibit parking on the east side of Elm Street for 30' north of the intersection

-
- Prohibit parking on the east side of Elm Street for 30' south of the intersection where a 'No Parking' sign currently exists.

The following amendments to the City's Code of Ordinances should be recommended in order to accomplish this:

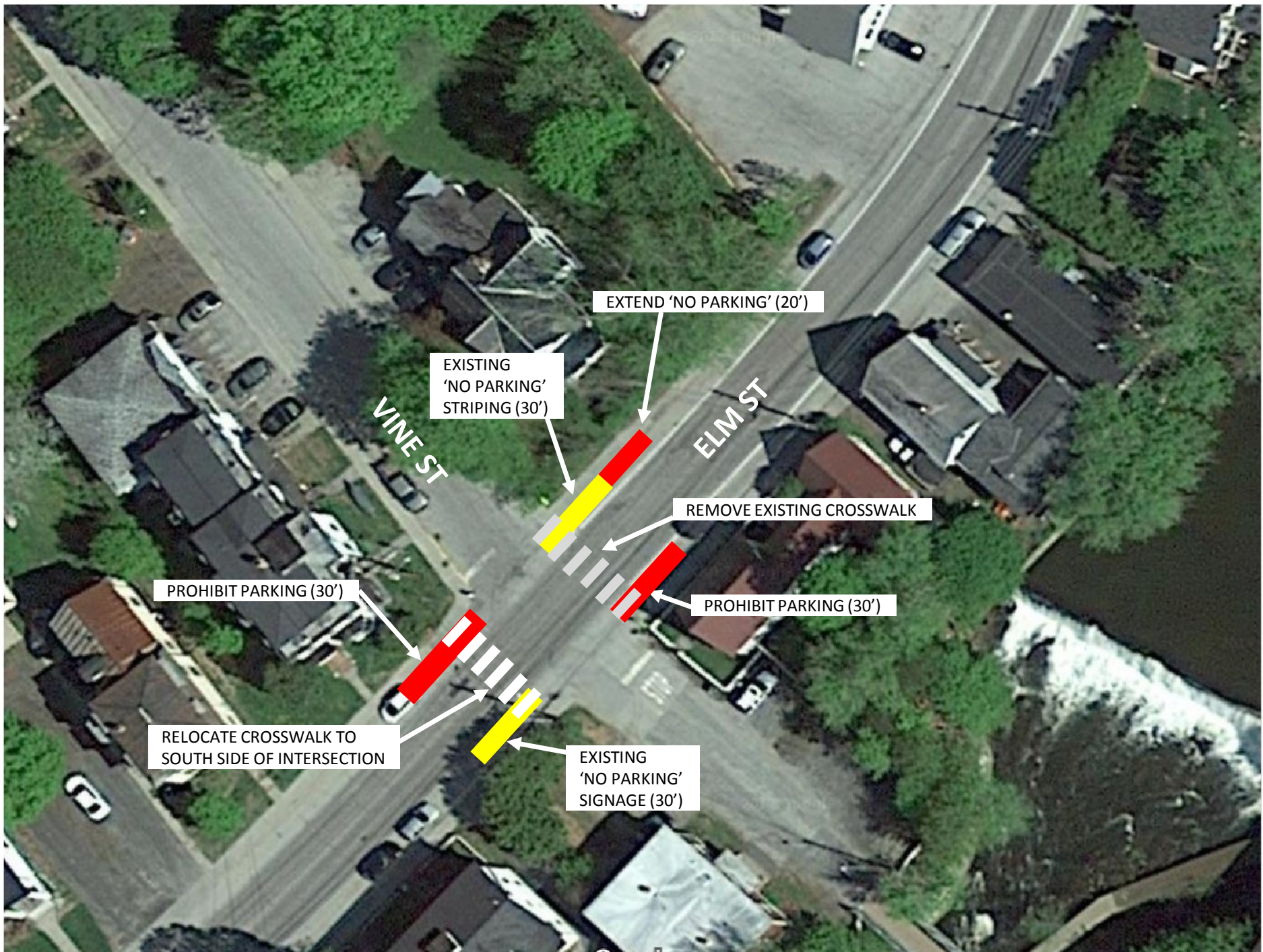
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Section 10-716. PARKING PROHIBITED

Revise Existing Section:

(d) Elm Street. Parking is prohibited on the west side of Elm Street from State Street to Spring Street, **and from a point located thirty (30) feet south of the Vine Street intersection and extending to a point located fifty (50) feet north of the Vine Street intersection**, and from the northerly boundary of 284 Elm Street (Meadow Mart Store) northerly to the City Line, and on the east side from State Street northerly for a distance of one hundred forty-five (145) feet, and from a point one hundred eighty-five (185) feet northerly of State Street to Langdon Street. Also on the east side from a point ninety (90) feet southerly of the Spring Street intersection northerly to the first driveway north of the Spring Street intersection, **and from a point located thirty (30) feet south of the Vine Street intersection and extending to a point located (30) feet north of the Vine Street intersection**, and from a point located three hundred fifty (350) feet north of the Vine Street intersection and extending to a point located thirty (30) feet north of the crosswalk located at the Pearl Street intersection; and from a point located one hundred (100) feet southerly of the Cummings Street intersection and extending northerly to the City Line, except as allowed by restriction as described under Sec. 10-717, LIMITED PARKING, Subsection (w) Elm Street, part 4.

C: Adjoining Property Owners





America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

January 24, 2017

Residents of the Elm Street Neighborhood:

Enclosed please find a memo addressed to the City Manager concerning parking in your neighborhood. The memo includes a recommendation for a parking ordinance amendment for Elm Street at the Vine Street intersection to be considered by the Montpelier City Council. Your input is welcome.

To enact an ordinance, the City Council must hold two warned public hearings. The first public hearing will be scheduled for their regular meeting of February 8th. If you have questions or comments you'd like to offer in advance, please direct them to this office.

Respectfully,

Corey Line
DPW Project Manager

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Thomas McArdle, Director of DPW

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: February 1, 2017

Subject: Spring Street Bridge Parking Ordinance

In 2017 VTrans will be resurfacing Route 12. As part of the planning for the project VTrans reviews all local ordinances, state statutes, and federal guidelines regarding parking and traffic in order to identify proposed pavement markings and sign placement. During the review VTrans identified a parking ordinance pertaining to the Spring Street Bridge that does not describe the existing conditions on the street.

The existing alignment prohibits parking on the east side of Spring Street for a distance of one hundred seventy-three (173) feet south of Elm Street and for a distance of forty (40) feet north of the Main Street traffic circle. Parking is also currently prohibited on the west side of Spring Street for a distance of sixty (60) feet south of Elm Street and for a distance of sixty (60) feet north of the Main Street traffic circle. Currently the ordinance indicates parking is prohibited on the east side of Spring Street for a distance of one hundred seventy-three (173) feet south of Elm Street and for a distance of one hundred twenty (120) feet north of the Main Street traffic circle. The ordinance also indicates that parking is prohibited on the west side for a distance of one hundred fifteen (115) feet north of the Main Street traffic circle.

The City ordinance will have to be amended to match what is currently on the street for VTrans to incorporate the existing alignment into the paving project plans. VTrans has assured the City that the current alignment follows all other state statutes and federal guidelines. The following amendments to the City's Code of Ordinances should be recommended:

CHAPTER 10, ARTICLE VII. PARKING and PARKING METER ZONES

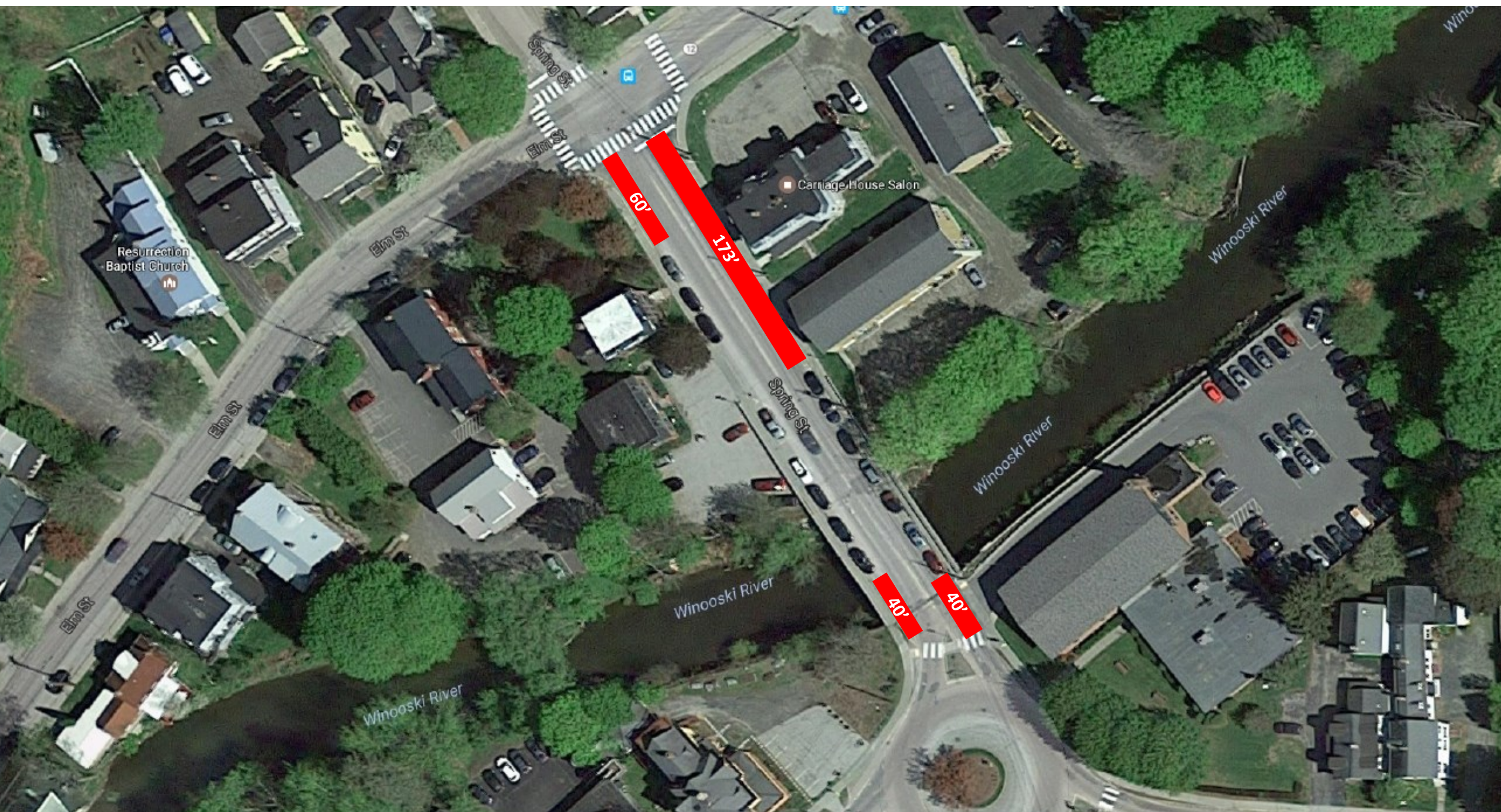
Section 10-716. PARKING PROHIBITED

Revise Existing Section:

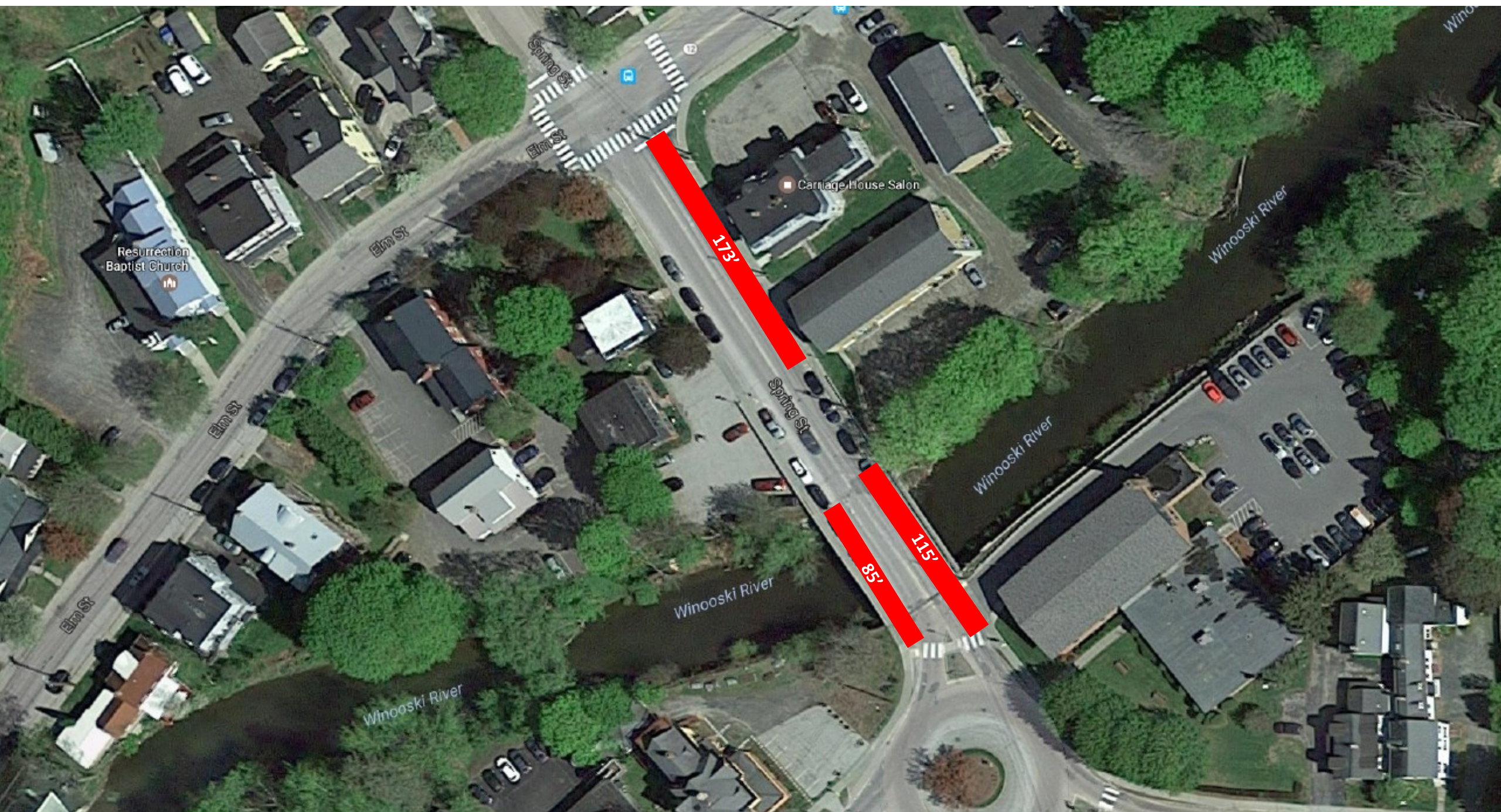
(eee) Spring Street - Parking is prohibited on the east side of Spring Street from Elm Street to a point

one hundred seventy-three (173) feet southerly and from a point **three hundred ten (310) feet** ~~two hundred thirty-six (236) feet~~ from Elm Street and extending southerly to and including Keck Circle and from Elm Street extending northerly for a distance of sixty (60) feet, and on the west side **from Elm Street to a point sixty (60) feet southerly and from a point two hundred ninety (290) feet from Elm Street and extending southerly to and including Keck Circle** ~~commencing at a point two hundred thirty-five (235) feet from Elm Street and extending southerly to and including Keck Circle~~ and from Elm Street extending northerly for a distance of eighty five (85) feet to the driveway serving 162 Elm Street.

CURRENT PARKING ALIGNMENT



REFLECTION OF EXISTING PARKING ORDINANCE



City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: January 24, 2017

Subject: Terrace Street Parking Ordinance

In 2015 the City Council adopted “Montpelier in Motion” as the City’s bike/ped mater plan and considers the implementation of the plan a necessary action for achieving the City’s goal of maintaining a healthy community for people. As a way to further implement “Montpelier in Motion”, Public Works makes an effort to carry out the plan’s recommendations for certain streets when that particular street is resurfaced. In the summer of 2016 Terrace Street from Bailey Avenue to Jordan Street was resurfaced and “Montpelier in Motion” recommends that dedicated bike lanes be established on this section of Terrace Street.

Currently by ordinance the parking of motor vehicles is prohibited on the west side of Terrace Street from Bailey Avenue to the driveway to #26 Terrace Street and on the east side from Bailey Avenue to Redstone Avenue. No additional parking ordinances relate to this section of Terrace Street.

Public Works staff members have observed the parking usage in the areas that currently do not have parking prohibitions associated with them. These observations were conducted during the Legislative session when overflow parking is a common occurrence along neighborhood streets adjoining the state Capitol complex and we found that the areas where parking is currently allowed is not utilized.

This section of Terrace Street measures 30’ in width with a striped centerline that divides the roadway into two 15’ halves. If vehicles were parked in the areas where parking is currently allowed the existing configuration would force traveling vehicles to cross the centerline in order to avoid them. To establish two 5’ bike lanes and two 10’ travel lanes on this section of Terrace Street parking would need to be prohibited on both sides of the street and the following amendments to the City’s Code of Ordinances should be recommended:

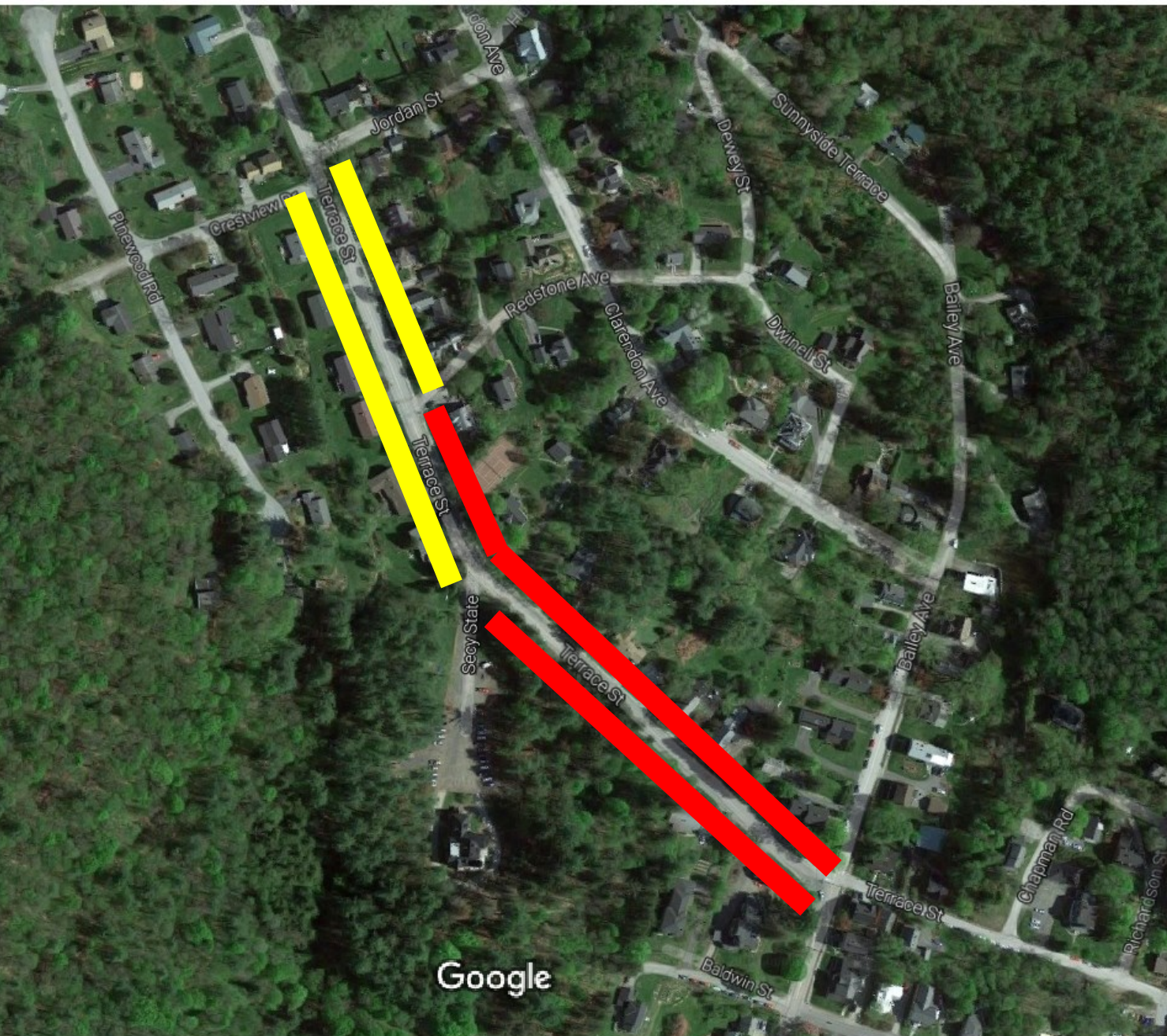
CHAPTER 10, ARTICLE VII. PARKING and PARKING METER ZONES

Section 10-716. PARKING PROHIBITED

Revise Existing Section:

(ccc) Terrace Street: Parking is prohibited on the westerly **and easterly** side of Terrace Street from its intersection with Bailey Avenue northerly **to Jordan Street** ~~for a distance of seven hundred sixty (760') feet to the driveway serving #26 Terrace Street ("Redstone" property) and on the easterly side northerly to Redstone Avenue.~~ Parking is also prohibited on the southerly side of Terrace Street from Bailey Avenue easterly for a distance of fifty five (55') feet and beginning at a point located one hundred seventy (170') feet easterly of Bailey Avenue and extending easterly for a distance of one hundred fifty (150') feet. Parking is also prohibited on the northerly side of Terrace Street beginning at Bailey Avenue easterly to Hopkins Street.

C: Adjoining Property Owners



Imagery ©2017 Google, Map data ©2017 Google 200 ft

.....EXISTING PARKING PROHIBITION

.....PROPOSED EXTENDED PARKING PROHIBITION

TERRACE ST. (EXISTING)



TERRACE ST. (PROPOSED)





America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

January 24, 2017

Residents of the Terrace Street Neighborhood:

Enclosed please find a memo addressed to the City Manager concerning parking in your neighborhood. The memo includes a recommendation for a parking ordinance amendment for Terrace Street between #26 Terrace Street and Jordan Street to be considered by the Montpelier City Council. Your input is welcome.

To enact an ordinance, the City Council must hold two warned public hearings. The first public hearing will be scheduled for their regular meeting of February 8th. If you have questions or comments you'd like to offer in advance, please direct them to this office.

Respectfully,

Corey Line
DPW Project Manager

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Thomas McArdle, Director of DPW

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Director of Public Works
Corey Line, Public Works Project Manager

Copy: Robert Gowans, Fire Chief
Anthony Facos, Chief of Police

Date: January 24, 2017

Subject: Bailey Avenue Parking Ordinance

In 2015 the City Council adopted “Montpelier in Motion” as the City’s bike/ped mater plan and considers the implementation of the plan a necessary action for achieving the City’s goal of maintaining a healthy community for people. As a way to make the community more bicycle friendly Public Works makes an effort to install bicycle amenities when streets are being resurfaced. In the summer of 2017 the Vermont Agency of Transportation will be resurfacing State Street from Bailey Avenue to Main Street. This project will also include the paving of Bailey Avenue for a short distance out from the State Street intersection.

Currently there are 6 parking spaces located on the east side of Bailey Avenue, north of State Street. If these 6 spaces were removed it would allow for the installation of 2 – 5’ bike lanes from State Street to Terrace Street. Public Works staff members have observed the 6 spaces on Bailey Avenue and found them to be heavily utilized both outside of and during the Legislative session. This is most likely due to the fact that they are unmetered and in close proximity to State Street. As part of the State Street paving project VTrans has identified areas for 8 additional parking spaces on the north side of State Street, east of Bailey Avenue.

The addition of the 8 spaces on State Street and the removal of the 6 spaces around the corner on Bailey Avenue would result in the ability to establish bike lanes on Bailey Avenue from State Street to Terrace Street while still resulting in a net gain of 2 parking spaces in the State Street/Bailey Avenue area. The bike lanes that could be installed on Bailey Avenue would be a piece in a larger connection between the High School and the Clarendon Avenue/Hubbard Park Drive neighborhood. This connection would also include Bailey Avenue from the High School to State Street, where existing road widths allow for the installation of 2 – 5’ bike lanes and Terrace Street from Bailey Avenue to Jordan Street (see “Terrace Street Parking Ordinance” agenda item).

In order have enough width to establish bike lanes on Bailey Avenue parking would need to be prohibited on both sides from State Street to Terrace Street and the following amendments to the City’s Code of Ordinances should be recommended:

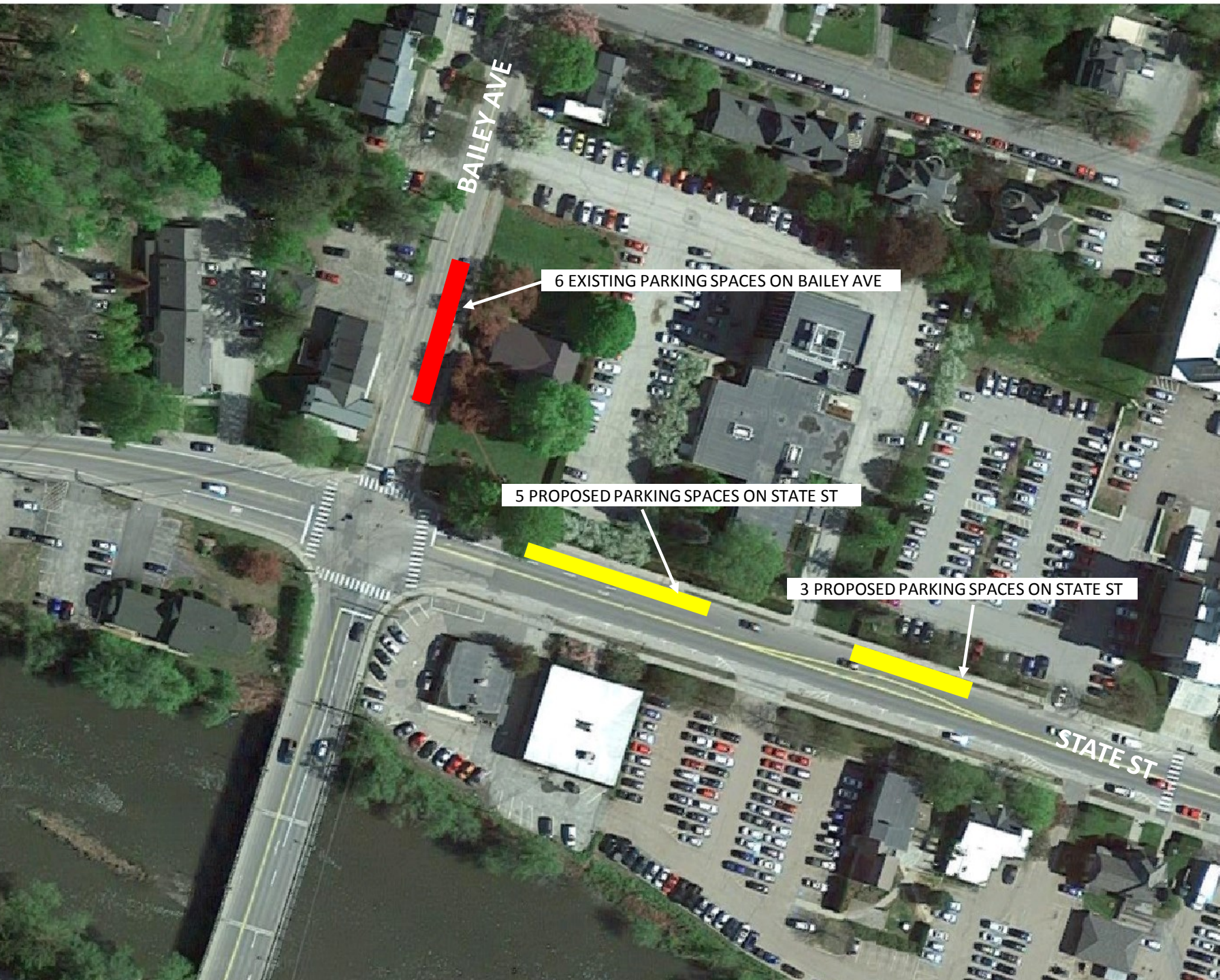
CHAPTER 10, ARTICLE VII. PARKING and PARKING METER ZONES

Section 10-716. PARKING PROHIBITED

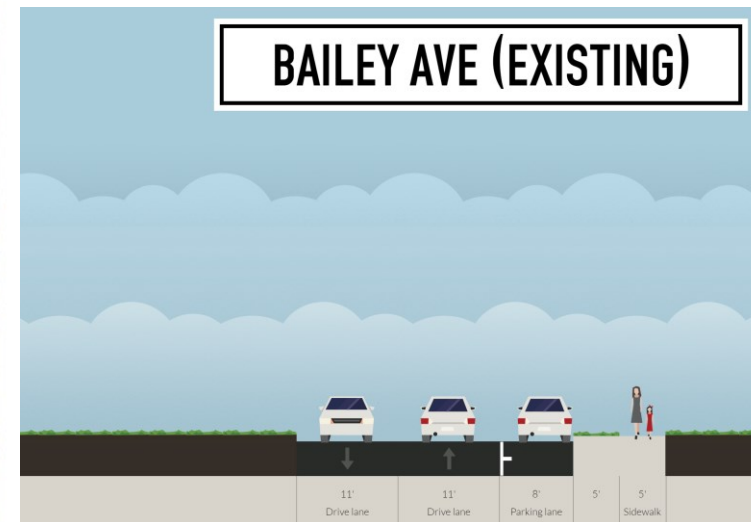
Revise Existing Section:

(b) Bailey Avenue. Parking of vehicles is prohibited on Bailey Avenue from ~~Baldwin Street~~ **State Street** to Terrace Street on both sides of Bailey Avenue, and on the east side of Bailey Avenue from the intersection of Terrace Street northerly to a point eighty (80) feet northerly of the driveway which services No. 37 Bailey Avenue; and also on the west side for a distance of sixty (60) feet southerly of the intersection of Sunnyside Terrace and on the westerly side from Clarendon Avenue southerly for a distance of forty (40') feet as measured from the southerly curb line of Clarendon Avenue.

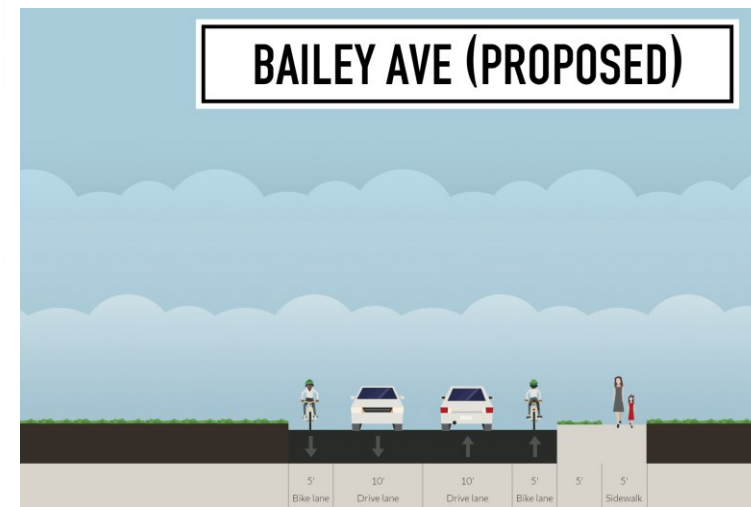
C: Adjoining Property Owners



BAILEY AVE (EXISTING)



BAILEY AVE (PROPOSED)





America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

January 24, 2017

Residents of the Bailey Avenue Neighborhood:

Enclosed please find a memo addressed to the City Manager concerning parking in your neighborhood. The memo includes a recommendation for a parking ordinance amendment for Bailey Avenue between Main Street and Terrace Street to be considered by the Montpelier City Council. Your input is welcome.

To enact an ordinance, the City Council must hold two warned public hearings. The first public hearing will be scheduled for their regular meeting of February 8th. If you have questions or comments you'd like to offer in advance, please direct them to this office.

Respectfully,

Corey Line
DPW Project Manager

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Thomas McArdle, Director of DPW



CITY COUNCIL Agenda Item #17-075

Date: February 22, 2017

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

SUBJECT: Personnel Costs

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Receive report. Authorize creation of a working group to review compensation structure as outlined in Manager's memo. Direct Manager to conduct review of health insurance exchange opportunities and comparable staffing per function in other communities as outlined in Manager's memo.

RELATED COUNCIL GOAL/PRIOR ACTION: A) Keep Montpelier Affordable for Residents; B) Maintain Excellent Services

EXPENDITURE REQUIRED: None now; may require funds for consultant

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Remaining within collective bargaining requirements.

BACKGROUND INFORMATION: Personnel costs represent 54% of the City's budget. These costs have been rising higher than other portions of the budget which creates a strain on policy choices.

SUPPORTING DOCUMENTS: City Manager's February 17, 2017 memo on personnel costs

INTERESTED PARTIES: Council, Staff

CITY MANAGER'S APPROVAL:

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

Mayor John Hollar

William Fraser,
City Manager

City Council Members:

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

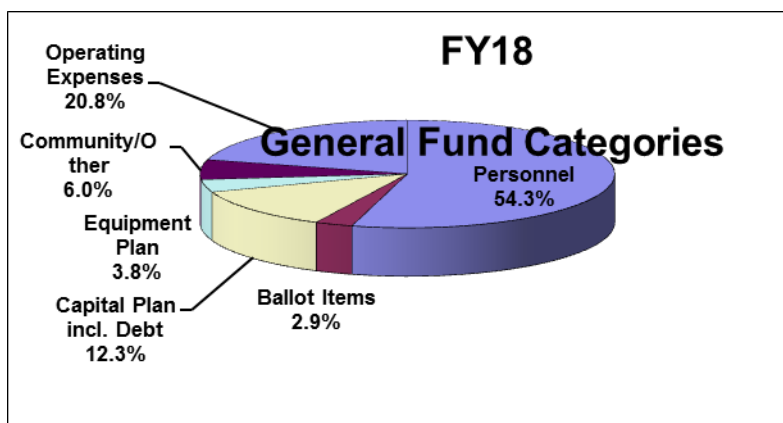
Jessie Baker
Assistant City Manager

MEMORANDUM

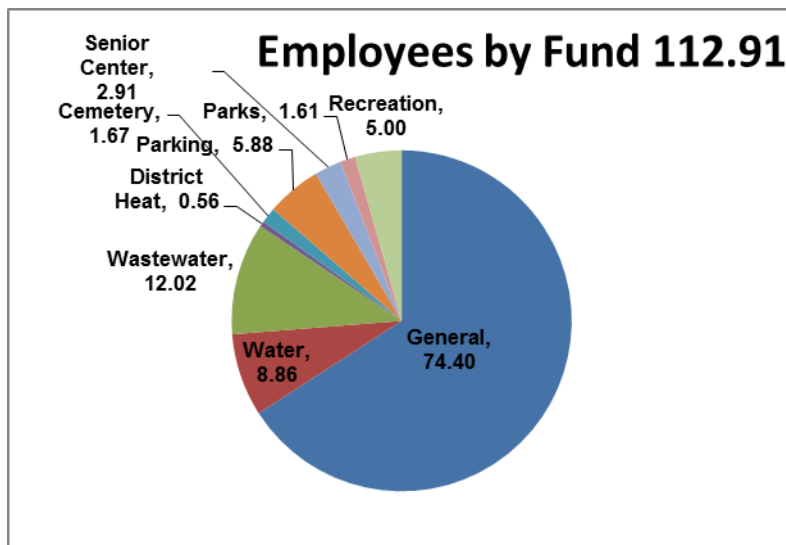
To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Personnel Costs
Date: February 17, 2017

Personnel costs are clearly a prime budget driver as well as service driver. They deserve to be thoroughly reviewed. We need to do so with the understanding that there are no clear and simple answers and that doing this work thoughtfully requires a dedicated effort.

City government work is very labor intensive. Employees drive snow plows, fix water & sewer lines, operate water and sewer plants, perform police patrols, respond to fire and ambulance calls, answer phones in dispatch, process payments and account for public money, manage elections, maintain land records, draft planning documents and much more. As a result, over half of the city's budget pays for personnel. In the general fund alone, the proposed FY18 budget is allocated as follows:



When budgeting, we focus primarily on the general fund because that is what generates the property tax rate. However it's important to note that the costs for the city's 112.91 budgeted Full Time Equivalent (FTE) employees are spread among all of our funds. For FY18 that allocation is as follows:



Through transfers from the general fund, however, significant portions of employee costs for Parks, Senior Center, Recreation and Cemetery are also borne by the general fund.

Costs

There are two components of employee costs: the pay and benefit package for employees and the number employees.

Let's start with our actual numbers over the past five years. These include General fund, Rec, Seniors, Parks and Cemetery but do not include Water/Sewer/Parking. The trends for those funds are the same however.

	FY13	FY14	FY15	FY16	FY17 Budget*	FY18 Budget
TOTAL SALARIES	4,335,376.29	4,350,795.72	4,481,510.66	4,575,707.99	5,079,965.00	5,274,712.00
TOTAL OVERTIME	387,254.42	433,801.28	431,272.21	416,180.35	450,564.00	484,322.00
TOTAL PAY	4,722,630.71	4,784,597.00	4,912,782.87	4,991,888.34	5,530,529.00	5,759,034.00
OVERTIME %	8.93%	9.97%	9.62%	9.10%	8.87%	9.18%
DOLLAR INCREASE		61,966.29	128,185.87	79,105.47	538,640.66	228,505.00
PCT. INCREASE		1.3%	2.7%	1.6%	10.8%	4.1%
* FY17 Budget included entire Recreation Department for the first time						
TOTAL BENEFITS	1,579,821.86	1,665,791.61	1,727,523.15	1,912,538.29	2,184,547.00	2,407,215.00
DOLLAR INCREASE		85,969.75	61,731.54	185,015.14	272,008.71	222,668.00
PCT. INCREASE		5.4%	3.7%	10.7%	14.2%	10.2%
TOTAL PERSONNEL	6,302,452.57	6,450,388.61	6,640,306.02	6,904,426.63	7,715,076.00	8,166,249.00
DOLLAR INCREASE		147,936.04	189,917.41	264,120.61	810,649.37	451,173.00
PCT. INCREASE		2.3%	2.9%	4.0%	11.7%	5.8%

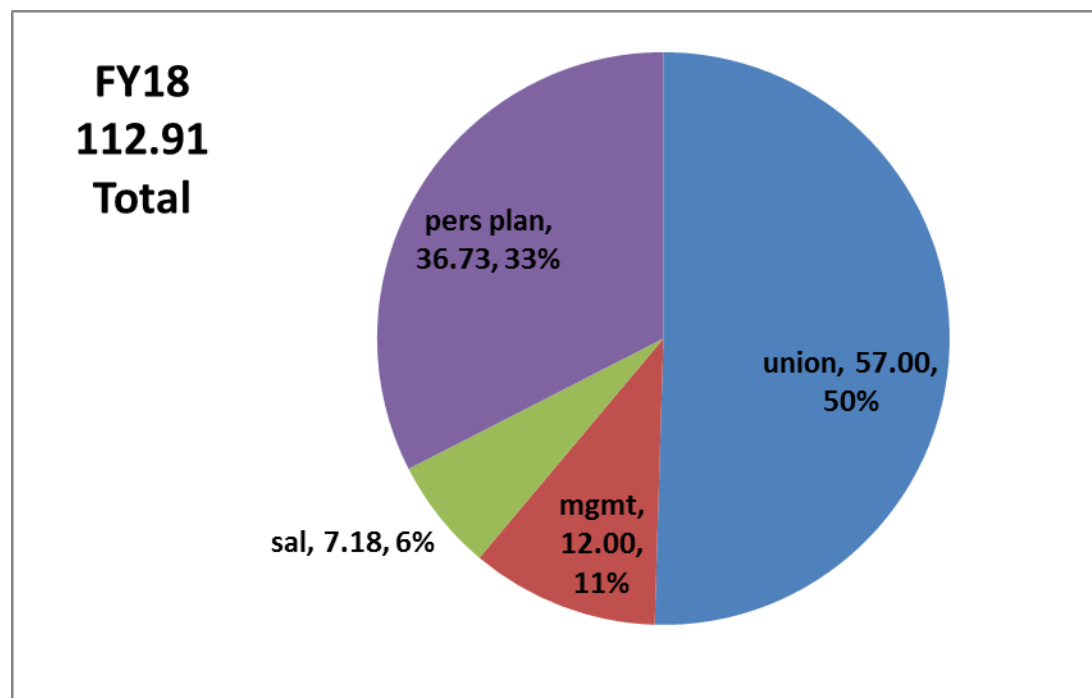
These numbers reflect any changes in staffing level during those years as well as direct costs. Obviously the inclusion of the Rec department in FY17 skews those numbers a bit as well.

Health insurance is the prime contributor to the FY 18 benefit increase. The driver was not the actual insurance rates but changes in employee profiles (people taking family plans vs. individual plans or buy outs) and a need to increase our claims reserve based on actual experience.

Employee Costs

A key challenge is containing personnel costs while attracting and retaining good employees. We compete directly with the state, insurance companies, construction companies and neighboring municipalities. Most of our employees fall into specialized fields with required certifications, licenses and training. We are often competing within very limited labor markets.

Our employees fall into two main categories – union (Police, Fire, Public Works) and personnel plan (everyone else). Within the personnel plan are classified employees (hourly rate), unclassified employees (salaried) and management (also salaried).



How do we address the issue? Restructuring of contracts and the personnel plan may be a long term solution. If, however, police, dispatch and fire/EMS spin off to the Public Safety Authority than we will no longer have any direct role in their compensation packages.

In order to prepare for that kind of restructuring, we must first thoroughly understand where Montpelier employee groups stand in relation to others and then develop a comprehensive alternate proposal. This is not something that we can create on the fly at the bargaining table. One strategy might be to propose one year contracts with Police and DPW this year. That allows the public safety authority to play out and results in all three contracts – adding Fire – expiring June 30, 2018. A new personnel proposal could be brought to all three of them at the same time.

An impediment to this approach is that the union contracts are subject to binding arbitration meaning an independent arbitrator looks at the city and union proposals and decides the final result. The main source used to reach these decisions is comparable contracts in other communities. If others have comparable (or better) step plans, wage rates and benefits, we will have a hard time winning an argument that we need to have a drastically different structure –

especially since we have no record of turning down budgets. This is a key factor - an outside arbitrator has final say over wages and benefits for 50% of our workforce. Arbitration is the substitute for the employee's right to go on strike.

We can, in theory, make changes for the non-union employees. There are two big concerns here – one is the competition on the market factor. The second is that any overt act to unilaterally reduce or change pay and benefits without a similar effort with our contracts could accelerate that talk of additional unions.

With the guidance of an employee work group, we have cut our health insurance costs by six figures over time by changing coverages and plan structure. We look regularly at comparable pay ranges – unfortunately we keep finding ourselves falling behind our competitors.

I recommend a working group to engage both staff and council to develop mutual understanding of concerns. Of course staff would do the legwork on acquiring and analyzing data but the council in its policy role needs to be fully engaged. This will be a big effort and should be a major council goal with some discussion about what it replaces.

The working group would include council representatives, representatives from each employee group and management. Data to be reviewed would include:

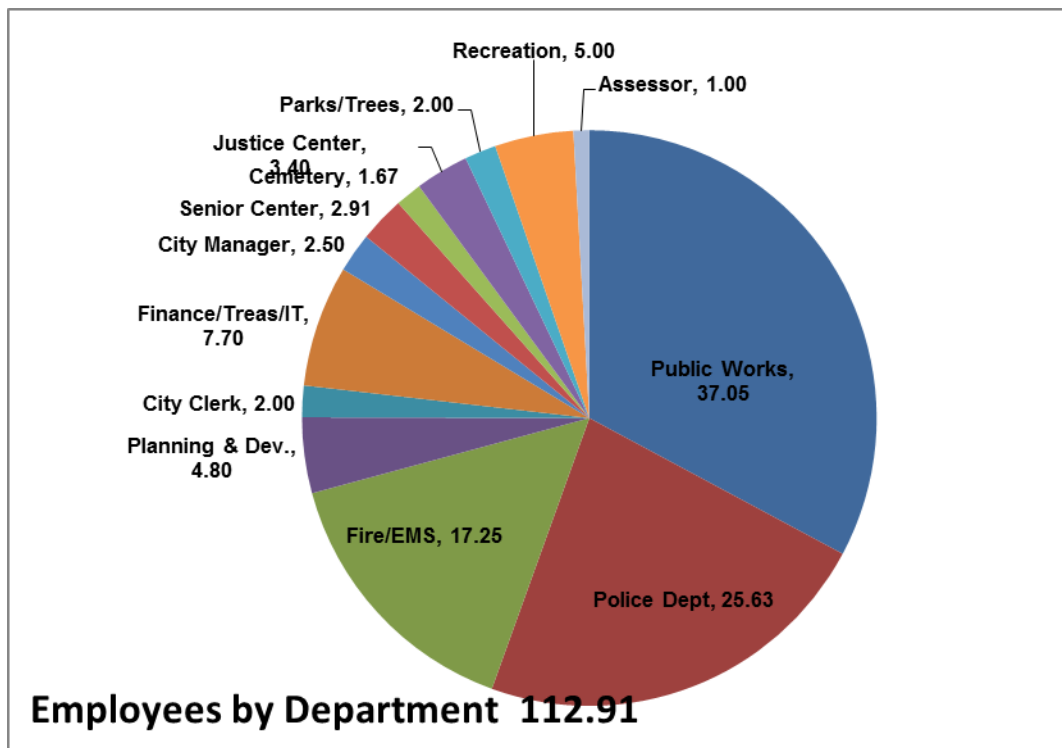
- Union contracts in comparable communities
- Personnel policies in comparable communities
- Pay/benefits (including step plans) in comparable communities
- Review of the state government structure.
- If possible, some review of private competitors

The deliverable would be a report on how Montpelier's pay and benefits structure falls within the market and recommendations for changes which might save money while staying competitive for top employees.

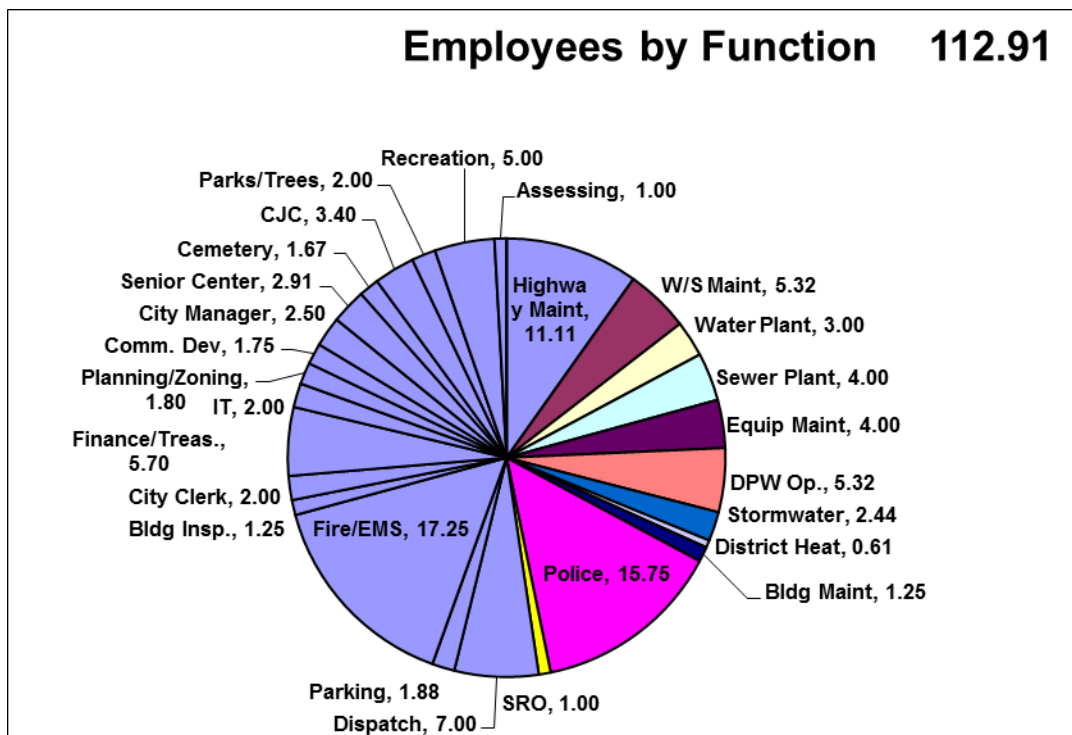
Number of Employees

In the same way that our direct costs are related to our employee marketplace, the number of employees relates to the amount and quality of services we provide.

Each position requires certain skill sets, qualifications, certifications, training and expertise. The 112.91 FTE's perform discreet functions within our various departments and divisions. As we evaluate work load and employee demand, it's important to consider the work being done by various units and how they interact with other work units when thinking about staff size.



Breaking department work load down further, we look at employee allocations for specific functions.

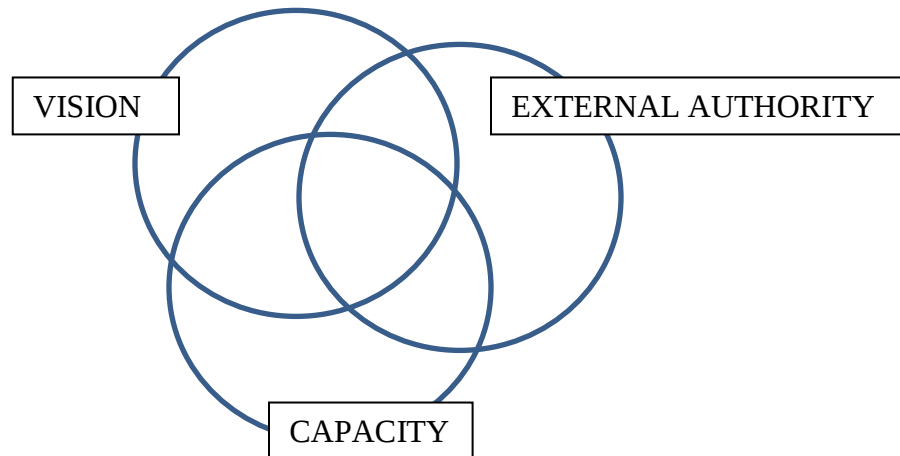


Here's a model for thinking about strategic directions and decisions. It's a simple visual which helps focus where resources (not just money but time, energy, effort, etc.) should be focused for any given area.

Vision = where organization leaders think their group should be heading. This could mean the council, the manager, a department head. The model moves with each perspective.

External Authority = where those who provide authority think things should be heading. For the council this would likely mean the voters, for the manager it's the council, for department heads the manager etc.

Capacity = the organization's capacity to perform work whether it's through financial resources, amount of staff, staff expertise or organizational structure.



The more concentric the circles the more effective the organization or function. An example of a function that falls squarely in the center of all the circles is snow plowing. Organizational leaders (DPW Director, Manager, Council) share the vision that roads need to be plowed. The External Authority (residents, voters) supports the vision of snow plowing. We have the capacity (staff, trucks, plows, etc.) to effectively plow snow. With everything lined up, plowing snow is something that we do very well and with no controversy.

The model is helpful for thinking about areas where vision and authority may want to move but there is little to no capacity. What resources are needed to build capacity? A good example of this was economic development. There was a vision and external demand for more effort, the EDSP laid out a means for creating capacity and that plan was implemented. Another example is the increase in capital funding. The need was recognized, the resources and capacity developed and external approval gained.

One can look at this model and think about whether more capacity, a change in vision or convincing an external authority (or some combination of any two) to move the entire organization into sync.

I use this model in the context of personnel costs because we will operate most effectively if we develop common vision about the services, projects and functions we wish to deliver, assure that we have capacity to do this work and gain the support of the community for that work.

Some strategies for addressing number of employees:

- Conduct strategic thinking around vision, capacity and support. What do we want to accomplish, what resources will we devote?

- Determine the amount, if any, of potential cost savings with shifting into the health insurance exchange. Consider any related changes in coverages which would need to be bargained. Consider the long term viability of the exchanges.
- If the exchanges prove to be financially beneficial, consider which services could be performed in another structure such as the Public Safety Authority, creation of non-profit corporations, etc. Understand what the city's financial obligations to those external parties would be and their relationship to current service delivery. For example, if the Senior Center were spun off into a non-profit, how does that connect to our creation of a unified Community Services department?
- Review, again, the staffing recommendations in the Matrix Study.
- Consider key questions;
 - ✓ Is this function important/necessary?
 - ✓ How does this function relate to other city functions?
 - ✓ Is this the correct amount of employees assigned to this function?
 - ✓ Are there opportunities to combine work among functions?
 - ✓ What are future skill needs for various functions?
 - ✓ Are there emerging function areas where we need more capacity?
- Select a group of comparable communities and look at how they perform various functions, the quality of their work and whether they have efficiencies that we could adopt? It is far more valuable to compare specific functions than to attempt to compare overall staffing without knowing what is behind.

We may wish to engage a consultant who could assist with the strategic planning component and then conduct the analytical comparison. This work can be completed without a consultant but, like the direct cost component, will be time consuming and labor intensive.

Hiring Freeze

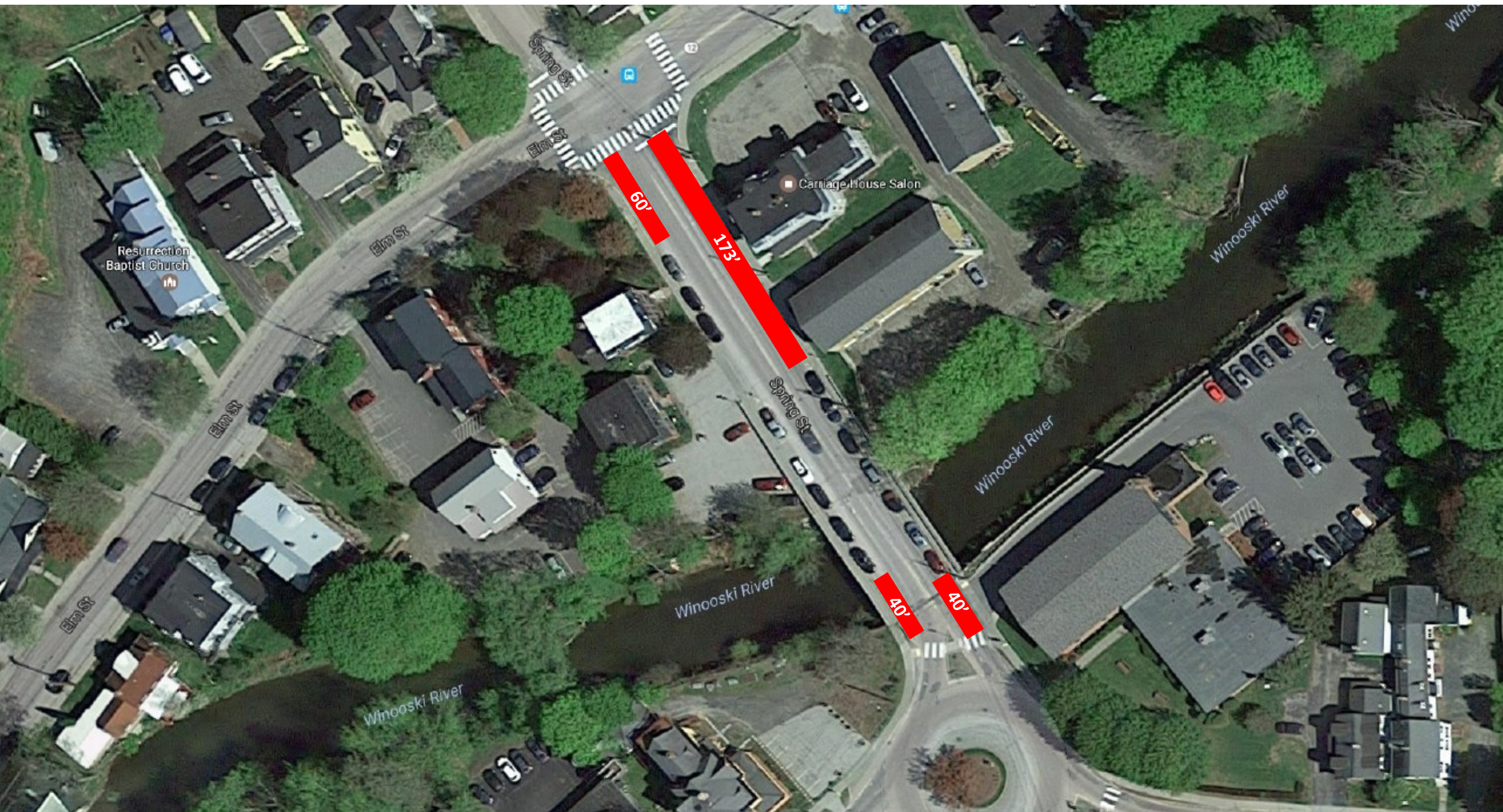
I do not recommend or endorse a hiring freeze. Positions are frozen by random when people choose to leave employment. Certain departments or functions can be much more heavily impacted than others. It does not allow for strategic thinking like adding employees if they will generate more revenue than they cost. It does not follow the thinking that goes into budget preparation and decision making.

It is our internal standard practice already to review every vacancy and apply the above questions. We make changes which either cut costs or shift expertise as needed now. In doing so we use the Council goals and departmental requirements as our main guides.

Summary

There is a lot of information here. I hope it is helpful.

CURRENT PARKING ALIGNMENT



REFLECTION OF EXISTING PARKING ORDINANCE

