



Agenda for Regular City Council Meeting

**City Council Chambers, City Hall
Wednesday, October 12, 2016
6:30 P.M.**

- 1) Call to Order by the Mayor
- 2) 16-284. Review and Approve Agenda
- 3) 16-285. General Business and Appearances
- 4) 16-286. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from September 21, 2016 Regular City Council Meeting.
 - b) Approve Purchase Order to Beauregard Equipment, in the amount of \$110,750.00, for a Case 621G Bucket Loader.
 - c) Appointment Todd Provencher, Finance Director, as Assistant Treasurer replacing Sandra Gallup who recently retired.
 - d) Clean Water State Revolving Loan Fund (CWSRLF) Approval
 - e) Payroll and Bills
- 5) 16-287. Review of Goal F: Vibrant Downtown
- 6) 16-288. Appointment to the Montpelier Housing Authority Board
- 7) 16-289. Appointments to Montpelier's Energy Advisory Committee
- 8) 16-290. Appoint "Complete Streets" Committee Members
- 9) 16-291. Local Development Corporation Board Appointments
- 10) 16-292. Community Services Proposal
- 11) 16-293. Stormwater Plan Public Hearing

- 12) 16-294. Water Source Protection Plan 
- 13) 16-295. Berlin Pond Health Order Issue 
- 14) 16-296. Other Business
- 15) 16-297. Council Reports
- 16) 16-298. Mayor's Report
- 17) 16-299. City Clerk's Report
- 18) 16-300. City Manager's Report
- 19) 16-301. Discussion of a Personnel Issue 
 - a) It is anticipated that the entire discussion will be held in Executive Session pursuant to Title 1 V.S.A. Section 313(a)(3).
- 20) Adjournment



CITY COUNCIL Agenda Item #16-286(c)

Date: October 12, 2016

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

SUBJECT: Appointment of Assistant Treasurer

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Appoint Finance Director Todd Provencher to the position of Assistant Treasurer

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

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Section 906 of the City Charter requires the City Council to appoint the City Treasurer. The Charter is silent on the appointment of the Assistant Treasurer; however, the City's past practice has been to have the Council formally appoint the Finance Director as the Assistant Treasurer.

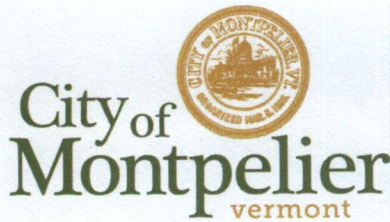
BACKGROUND INFORMATION: For many years the Treasurer was an elected position with the person usually also serving as the elected City Clerk. Upon the retirement of Charlotte Hoyt as the Clerk, the Charter was changed to make the Treasurer position appointed by the Council to assure that the person was properly qualified for this important position. The Council then appointed Ms. Hoyt to serve as Treasurer which she continues to do. With the retirement of Finance Director Sandra Gallup, the City does not have a duly authorized Assistant Treasurer to perform the necessary banking functions as needed.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: Treasurer, Finance Director, Auditor, City Council

CITY MANAGER'S APPROVAL:

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CITY COUNCIL Agenda Item #16-295

Date: October 7, 2016

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

SUBJECT: Continuation of discussion of possible Board of Health action regarding Berlin Pond

SUBMITTING DEPARTMENT: City Manager on behalf of citizen Jed Guertin

RECOMMENDED ACTION: Hold follow-up discussion on the topic in conjunction with the Berlin Pond Source Protection Plan. Receive information from Attorney Stitzel.

RELATED COUNCIL GOAL/PRIOR ACTION: H: Maintain a clean and healthy environment

EXPENDITURE REQUIRED: None for presentation. Board of Health hearing process would require legal funds, amount TBD.

SOURCE OF FUNDS: General Fund Budget

LEGAL REQUIREMENTS: If Board of Health process commences, will provide full outline of legal requirements. Attorney Stitzel is providing advice concerning the City's legal jurisdiction.

BACKGROUND INFORMATION: The City has continually tried to protect its drinking water source. This proposal from Mr. Guertin is a new strategy to consider.

SUPPORTING DOCUMENTS: Memo from Attorney Stitzel

INTERESTED PARTIES: Montpelier Water Customers, Berlin Pond residents, ANR

CITY MANAGER'S APPROVAL:

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



CITY COUNCIL Agenda Item #16-286(b)

Date: September 27, 2016

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

SUBJECT: #35 Bucket Loader

SUBMITTING DEPARTMENT: Department of Public Works, Equipment Division

RECOMMENDED ACTION: Approval of Purchase Order to Beauregard Equipment,
for Case 621G Bucket Loader

RELATED COUNCIL GOAL/PRIOR ACTION: Steady State – Equipment (Goal G)

EXPENDITURE REQUIRED: \$110,750.00

SOURCE OF FUNDS: \$55,000 in the FY2016 Budget and \$55,000 in the FY2017 Budget
in Account 12-5470.83.00.5 for complete replacement of this equipment. The \$750
overage is covered by money saved on other equipment during this fiscal year.

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: On Tuesday, September 27, 2016 five bids were
received for the purchase of a replacement bucket loader for DPW. The low bid was
submitted by Beauregard Equipment of Colchester.

SUPPORTING DOCUMENTS: Bid tabulation attached

INTERESTED PARTIES: Department of Public Works

CITY MANAGER'S APPROVAL:

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CITY OF MONTPELIER, Vermont								
Department of Public Works								
#35 Bucket Loader								
Purchase #125470.83.00.5 (FY2016-2017)								
Date of Opening: September 27, 2016 @10:00 am.								
			Milton Cat	Milton Cat	Beauregard	Nortrax	Woods CRW	
			Richmond	Richmond	Colchester	Williston	Williston	
			926M	930M	621G	544K	L70H	
			Total	Total	Total	Total	Total	
			Price	Price	Price	Price	Price	
Item	Description							
1	New Unit, FOB, Montpelier		\$ 167,000.00	\$ 184,000.00	\$ 145,000.00	\$ 195,500.00	\$ 200,134.00	
2	Less Allowance for 2001 621D Case		\$ 25,000.00	\$ 25,000.00	\$ 34,250.00	\$ 32,000.00	\$ 32,000.00	
3	Less discount offered, if any					\$ 39,000.00	\$ 39,159.00	
4	Net cost of New Loader		\$ 142,000.00	\$ 159,000.00	\$ 110,750.00	\$ 124,500.00	\$ 128,975.00	
Total Price Bid with Trade			\$ 142,000.00	\$ 159,000.00	\$ 110,750.00	\$ 124,500.00	\$ 128,975.00	
Total Price Bid with NO Trade			\$ 167,000.00	\$ 184,000.00	\$ 145,000.00	\$ 156,500.00	\$ 160,975.00	

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

In attendance: Councilors Anne Watson (Chair), Justin Turcotte, Dona Bate, Tom Golonka and Jessica Edgerly Walsh. Mayor John Hollar and Councilor Jean Olson were not in attendance. City Manager William Fraser was in attendance. City Clerk John Odum served as Secretary of the meeting.

The meeting was called to order by the Chair at 6:30PM.

- 16-266. Hearing no objection, the Chair ruled the proposed agenda approved by unanimous request, with the addition of a liquor license application (Beau) to the consent agenda (at the request of the City Clerk).
- 16-268. Councilor Bate moved approval of the consent agenda and Councilor Turcotte seconded (with Item B tabled at Councilor Golonka's request). The motion carried unanimously at 6:36.
- 16-279. Item B from the consent agenda (French Block MOU / Housing Trust Fund recommendation for French Block) was taken off the table for consideration. The discussion included Eileen Peltier. Councilor Golonka moved the Council approve item B. Councilor Turcotte seconded. More discussion followed before the motion carried unanimously at 6:41 PM.
- 16-269. The Council considered appointments to Montpelier's Historic Preservation Commission. James Duggan and Eric Gilbertson had requested to be reappointed. Elizabeth Peebles and David Carris have submitted applications for appointment. All four candidates addressed the Council. Councilor Bate moved that James Duggan, Eric Gilbertson, Elizabeth Peebles and David Carris be appointed to the Historic Preservation Commission. Councilor Golonka seconded. The motion carried unanimously at 6:46.
- 16-275. Housing Task Force members Jack McCullough (Chair), Mary Hooper, Polly Nichol, Joanne Troiano, joined by Liz Gange, delivered a report on the status of the Housing Trust Fund. Discussion followed, which included Eileen Peltier.
- 16-270. The Council received a Car Share update from Annie Borden. Discussion and questions followed. No formal action was taken.
- 16-271. Sarah Jarvis, Steve Cook of the Montpelier Alive Board were joined by Ashley Wittenberger for a discussion of the Downtown Improvement District budget. Councilor Edgerly Walsh moved to approve the budget as submitted. Councilor Bate second. The motion passed unanimously at 7:42.
- 16-272. The Council opened a discussion on Transportation Advisory Committee restructuring. John Bodreski, Eve Jacobs-Carnahan, Anthony Minona and Heather Voisin addressed the Council. Public Works Director Tom McArdle joined the discussion. Corey Lime and Kevin Casey of the Planning & Development Department participated in the discussion.

Councilor Edgerly Walsh moved the Council dissolve MTAC, the Bicycle, and Pedestrian committees, and create two new committees (Complete Streets Events and Education, Complete Streets Infrastructure and Policy), include a Council representative to the two committees (ideally the same Councilor), that anyone serving on the committees would continue serving on whichever they choose, and at a future city council meeting, membership can be revisited. Councilor Turcotte seconded. Further discussion followed. The motion carried unanimously at 8:08.

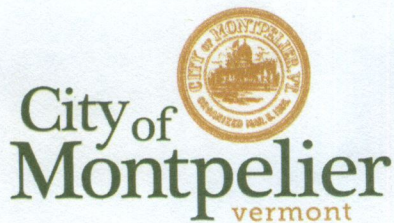
The Chair declared a recess at 8:09PM. The meeting reconvened at 8:14PM.

- 16-273. The Council received a presentation on Combined Sewer Overflows (CSO) from Chris Cox, Kurt Motyka, and Tom McArdle of the Public Works Department. Discussion followed. Vicki Lane came forward with questions. Planning & Development Director Mike Miller joined the discussion. No action was taken.
- 16-274. Julie Moore joined Mr. Miller and Mr. McArdle for a Stormwater Master Plan presentation. Discussion followed. Councilor Bate moved to accept the draft report and to open a period of time for public review and comment, and set the hearing for the 12th. Councilor Edgerly Walsh seconded. The motion carried unanimously at 9:58.
- 16-276. The Chair opened the public hearing for the second reading of the proposed Junkyard Ordinance at 10PM. After some brief discussion, Councilor Edgerly Walsh moved the public hearing be recessed until the Council meeting on October 26th. Councilor Bate seconded, and the motion carried unanimously.
- 16-277. City Manager Fraser offered the Council a goal review report (Clean Environment) A B brief discussion followed (Assistant City manager Jessie Baker participated).
- 16-280. Councilor Golonka offered a Public Safety Authority report. Councilor Edgerly Walsh announced she is not planning to run for re-election. Councilor Bate noted that New Directions would like time on the October 26th agenda and also thanked the Council for its attention to the Transportation committees.
- Councilor Watson offered comments on flag committee (initiating a brief discussion that included Assistant City Manager Baker), before suggesting agenda items include estimated times for discussion, and asking if the microphones can be repositioned. She also noted that she has been hearing negative comments about conditions of Montpelier rental units.
- 16-282. The City Clerk noted that early voting was underway.
- 16-283. The City Manager reported on the early budget process and calendar, making suggestions on the process moving forward. Some discussion followed.
- 16-278. For the scheduled update on 1 Taylor Redevelopment easements, Councilor Edgerly Walsh moved the Council enter executive session in accordance with Title I, V.S.A. §313, Executive Sessions, (a)(2), and that the City Manager and Assistant City Manager be included. Councilor Bate seconded, and the motion carried unanimously at 10:31PM.

Councilor Golonka opted to recuse himself from the discussion.

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

DRAFT



CITY COUNCIL Agenda Item #16-292

Date: October 12, 2016

Consent ☐ Discussion ☒

SUBJECT: Community Services Long-Term Vision

SUBMITTING DEPARTMENT: City Manager's Office, the Community Services Facilitators, and the Workgroup

RECOMMENDED ACTION: Receive an update from the Community Services facilitators, Delia Clark and Tim Traver, and provide feedback to the Workgroup.

RELATED COUNCIL GOAL/PRIOR ACTION: "B: Maintain Excellent Services – Seek opportunities for efficiencies – Complete Community Services Plan." On May 11, 2016 the Council approved the contract with Confluence Associates to support a community conversation, study, and recommendation about the integration of community services, including the Montpelier Senior Activity Center, the Recreation Department, the Parks and Trees Department and Cemetery Department. On May 25, 2016 the Council participated in a "Visioning Session."

EXPENDITURE REQUIRED: None at this time.

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The Community Services workgroup and facilitators have completed the research and data collection portion of the process. We will present a long-term vision, informed by this information, for Council feedback. The final recommendations will be built into the FY18 Budget and future budgets.

SUPPORTING DOCUMENTS: Attached please find a one-page summary of our findings and recommendation that will be presented at the public meeting on October 11th. Additionally, attached is a letter from the Cemetery Commission. The facilitators will also present a brief PowerPoint presentation to the Council.

INTERESTED PARTIES: The Montpelier Senior Activity Center Advisory Council, the Recreation Advisory Board, the Parks Commission, the Cemetery Commission, and all who participate in community services in Montpelier.

CITY MANAGER'S APPROVAL:

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

The **Montpelier Community Services Committee** formed to explore ways to improve the quality, efficiency, and delivery of community services for all ages in Montpelier. The group of staff, volunteers, and consultants carried out a six-month community engagement and research process.

- 16 key stakeholders were interviewed
- 7 groups participated in Visioning Sessions
- 47 people completed on online survey
- 8 other communities were researched in detail
- 35 people attending community visioning and listening sessions

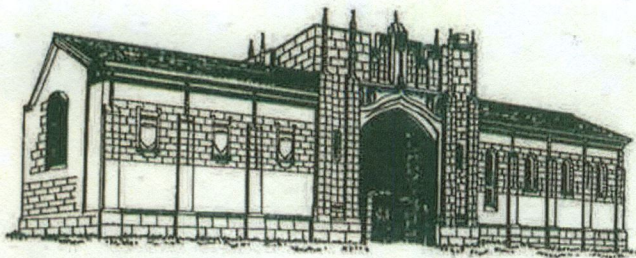
Values and Vision for Community Services in Montpelier

Montpelier holds, as a core value, the physical and mental health and wellness of all residents.

- Montpelier is a small city that offers an **outstanding array** of recreational programs, senior services, parks, trails, and green space available and affordable to all ages and abilities.
- Community services include **well-maintained and modern grounds and facilities** that provide year-round access to indoor and outdoor recreational opportunities, parks, trails and green spaces.
- **Identities and expertise** around senior services, parks, cemetery, and recreational programming are maintained.
- Community services are supported by a robust sense of **volunteerism and healthy collaborations** among local government and non-profit organizations.
- Montpelier stands out not only for its excellent programs, modern facilities, and historic parks and cemetery, but for the **innovative and efficient ways in which these are managed**.
- Montpelier's role as a **regional hub** for the surrounding communities adds value to program quality and offers a source of financial support.

Long-term Plan to Achieve this Vision

- The vision and values described above are best served by **a single efficient community services department** in which the recreation, parks, the senior activities center and other city and regionally-oriented community services in Montpelier are highly integrated along functional lines. Restructuring separate departments into a single integrated community services department can improve programs and facilities for residents while maintaining fiscal moderation.
- **Institutional identities are maintained** (such as Hubbard Park, Green Mount Cemetery, the Montpelier Senior Activity Center, the Recreation Facility, and the Pool) to sustain public support and for fundraising purposes. Existing boards and commissions will be maintained to continue to advocate for service areas.
- The integrated community services department can **increase volunteer involvement**, provide **unified communications strategies**, conduct a broader range of **fundraising efforts**, and **enhance collaboration** with other groups over time.



GREEN MOUNT CEMETERY

c/o City Hall
39 Main Street • Montpelier, VT 05602
cemetery@montpelier-vt.org

802-223-5352

September 29, 2016

Jessie Baker, Assistant Montpelier City Manager
City Hall
39 Main Street
Montpelier, VT 05602

Dear Ms. Baker:

We, the commissioners of the Green Mount Cemetery Commission, have been following the discussion over the past several months surrounding the possible merging of certain city entities. Based on information we as a commission have today, we would not support merging cemetery management with other city departments or further integration of its responsibilities with the City of Montpelier.

This position may change over time as information about the financial impact or possible additional benefits of any specific plans or proposals emerge, but as of this date, we do not believe increased integration with the city would be beneficial to fulfilling our responsibilities and achieving our mission.

As you know, the Green Mount Cemetery, with its elected commission, is an independently chartered entity created as separate from the city.

We would like to remain engaged, as we have been, in the ongoing conversations and would be very happy to review specific plans or proposals that may come out of the Community Services planning discussion as they are developed.

With many thanks for the work you do for the city of Montpelier,

Sincerely Yours,

Jake Brown (chair)

Linda Berger

Darragh Ellerson

Meri Nielsen

Charlie Wiley

Jake Brown
Linda Berger
Darragh Ellerson
Meri Nielsen
Charlie Wiley

CC: City Manager William Fraser, Mayor John Hollar



CITY COUNCIL Agenda Item #16-290

Date: September 14, 2016

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

SUBJECT: Reformed TAC Committee ... now called Complete Streets Infrastructure Committee

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Appoint the people listed below from both the Bike and Pedestrian Committees who are interested in serving on the newly-formed committee; discuss representation of a representative from the Public Works Department and the Planning Office to this committee; and possibly, outline a directive for this Committee.

RELATED COUNCIL GOAL/PRIOR ACTION: Goal G – Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment; Implement Montpelier in Motion

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

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

BACKGROUND INFORMATION: The Bicycle Advisory Committee was formed in March, 2013; the Pedestrian Committee was formed in April of that same year. In response to the City Council's request, these two committees held a joint meeting to discuss the possibility of restructuring their two committees. Jenn Gordon has been asked to take the lead on moving the newly-formed Complete Streets Infrastructure Committee forward and is submitting the following citizens for appointment:

Jenn Gordon
John Snell
Per Tonn

Anthony Mennona
Jonathan Harries
Jon Budreski

Mark Provost
Heather Voisin
Erin Aguayo

SUPPORTING DOCUMENTS: E-mail from Jennifer Gordon

INTERESTED PARTIES: The above-listed applicants; remaining members who served on the Bicycle and Pedestrian Advisory Committee; City staff

CITY MANAGER'S APPROVAL:

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

Sandy Pitonyak

From: John Hollar
Sent: Friday, October 07, 2016 8:04 AM
To: William Fraser; Sandy Pitonyak
Subject: Fwd: Complete Streets Infrastructure Committee

See below.

Begin forwarded message:

From: Jennifer Gordon <jennngordon70@gmail.com>
Date: October 6, 2016 at 9:40:49 PM EDT
To: John Hollar <jhollar@drm.com>
Cc: John Hollar <jhollar@montpelier-vt.org>, Jon Budreski <jonbudreski@gmail.com>
Subject: Re: Complete Streets Infrastructure Committee

Hi John,

Revised list of interested residents for Infrastructure Committee includes:

1. Jenn Gordon
2. Anthony Mennona
3. Mark Provost <mprovost@walkervt.com<mailto:mprovost@walkervt.com>>,
4. John Snell <jrsnelljr@gmail.com<mailto:jrsnelljr@gmail.com>>,
5. jonathan harries <harjon72@hotmail.com<mailto:harjon72@hotmail.com>>,
6. Heather Voisin
<heatherleitch@hotmail.com<mailto:heatherleitch@hotmail.com>>,
7. Per Tonn <pertonnn@gmail.com<mailto:pertonnn@gmail.com>>,
8. Jon Budreski <jonbudreski@gmail.com<mailto:jonbudreski@gmail.com>>,
9. Erin Aguayo <erineaguayo@gmail.com<mailto:erineaguayo@gmail.com>>,

Thanks,
Jenn

On Tue, Oct 4, 2016 at 6:18 AM, John Hollar <jhollar@drm.com> wrote:
Hi Jenn,

I will add these appointments to our agenda for our Oct. 12 meeting.

The CIP meetings are not held at regular times, but I will make sure that you are notified of our next meeting.

I've talked to Bill briefly about items 3 and 4 and will be meeting with Tom McCardle and Mike Miller to discuss. I'll be back in touch on those issues.

John

From: Jennifer Gordon [jennagordon70@gmail.com]
Sent: Thursday, September 29, 2016 10:31 PM
To: John Hollar; jedgerly@montpelier-vt.org; John Hollar; jturcotte@montpelier-vt.org
Cc: Jon Budreski
Subject: Complete Streets Infrastructure Committee

Hello City Council Members,

I've been asked to take the lead on moving the Infrastructure Committee forward and I need your assistance.

1) Below are the people from both the bike and peds committees who are interested in serving on the newly formed Infrastructure committee. There are 11 of us. How would you like to go about appointing them/permitting them to serve?

Mark Provost <mprovost@walkervt.com<mailto:mprovost@walkervt.com>>,&br/>John Snell <jrsnelljr@gmail.com<mailto:jrsnelljr@gmail.com>>,&br/>egarfin@comcast.net<mailto:egarfin@comcast.net>,&br/>jonathan harries <harjon72@hotmail.com<mailto:harjon72@hotmail.com>>,&br/>Heather Voisin <heatherleitch@hotmail.com<mailto:heatherleitch@hotmail.com>>,&br/>Per Tonn <pertonn@gmail.com<mailto:pertonn@gmail.com>>,&br/>Jon Budreski <jonbudreski@gmail.com<mailto:jonbudreski@gmail.com>>,&br/>Erin Aguayo <erineaguayo@gmail.com<mailto:erineaguayo@gmail.com>>,&br/>Harris Webster <hewebster@comcast.net<mailto:hewebster@comcast.net>>,&br/>Guy Tapper montpeculiarity@yahoo.com<mailto:montpeculiarity@yahoo.com>

2) During the last CC meeting, Justin encouraged the Infrastructure Committee to have a seat at the CIP table. We would like to take you up on that offer. Can we send a representative? When are the CIP meetings?

3) This committee won't be successful without DPW and Planning Department involvement. Involvement means attending our monthly meetings, communicating about projects and, most importantly, being receptive to the idea of citizen involvement in developing a bike/ped infrastructure. Please be clear in your directive that there be a rep from each department at our monthly meetings.

4) Please outline the process for piloting a bike lane on Elm St between Vine and State St and on Barre St between Granite St and Main St. What would you advise for seeing this to fruition? First steps?

Thank you,
Jenn Gordon
236-9630



CITY COUNCIL Agenda Item #16-287

Date: October 12, 2016

Consent ☐ Discussion ☒

SUBJECT: Goal Review: F: Maintain a Vibrant Downtown

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Receive Report

RELATED COUNCIL GOAL/PRIOR ACTION: Adoption of 2016-17 Goals

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The City Council adopted Goals, Strategies and Actions on April 27th. Staff has scheduled regular updates throughout the year.

SUPPORTING DOCUMENTS: Summary memo from City Manager

INTERESTED PARTIES: City Council, City Staff

CITY MANAGER'S APPROVAL:

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



America's Small Town Capital

Mayor John Hollar

William Fraser,
City Manager

City Council Members:

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

Jessie Baker
Assistant City Manager

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Goal Update: Maintain a Vibrant Downtown
Date: October 7, 2016

This is the seventh of regular updates on goals.

The topic for this agenda is Maintain a Vibrant Downtown. An excerpt from the Overall Goals document is included. Color Code – White = completed. Green = proceeding as planned
Yellow = proceeding but slower than planned. Red = Started but not proceeding well. Purple = Not started yet.

Reference Letter	Policy Goal	Strategies	FY17 Actions
F	Maintain a Vibrant downtown	Improve downtown infrastructure	One Taylor St
			Taylor St reconstruction and water quality improvements
			2017 Project Public Relations plan
			Wayfinding Sign Plan – design and state approval
		Improve Parking	Complete Parking Plan
		Provide Financial and Logistic Support for downtown	Continue DID
			Fund Montpelier Alive
			Assist with events and projects
		Increase downtown housing	One Taylor St
			Participate in planning for Dickey (French) Block

Downtown Vibrancy has been an important priority for many years, since the initial formation of Montpelier Alive (then Montpelier Downtown Community Association).

The city has maintained a positive partnership with Montpelier Alive which has included our annual funding and donation of office space. It also includes active assistance from the city with the various events and festivals put on or supported by MA.

The Downtown Improvement District (DID) program has been a success with the Council recently approving the new DID budget.

MA is just beginning the Wayfinding sign project.

The first phase of the Parking Plan is expected to be on the October 26th Council agenda.

Taylor Street Reconstruction is ready to proceed as soon as one final property easement can be obtained. We had hoped for fall construction but may need to move the start to the spring.

One Taylor Street retaining wall will be constructed this fall. Easements and leases are being finalized for the remainder of the project.

We are actively working on communications surrounding the 2017 downtown paving and sidewalk work. This will be discussed at the November 16th Council meeting.

The City has actively supported the French Block housing proposal including appropriating \$175,000 to the effort. This project has its CDBG funding hearing next week which hopefully will bring in the last piece of the budget.



CITY COUNCIL Agenda Item #16-291

Date: October 12, 2016

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

SUBJECT: Montpelier Development Corporation – Board Appointments

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Consider applicants to serve on the Montpelier Development Corporation Board of Directors. Appoint five board members.

RELATED COUNCIL GOAL/PRIOR ACTION: City Council Goal A: "Keep Montpelier affordable for residents" and Goal D: "Create and maintain a healthy environment for housing and economic growth." On June 8th the Council adopted the Montpelier Economic Development Strategic Plan, on August 10th the Council voted to create a Local Development Corporation, and on September 14th the Council approved the Articles of Incorporation for the Montpelier Development Corporation (MDC).

EXPENDITURE REQUIRED: On July 13th, the City Council appropriated \$75,000 to economic development in FY17.

SOURCE OF FUNDS: Local Options Tax Revenues

LEGAL REQUIREMENTS: Gravel & Shea are serving as the incorporating agents.

BACKGROUND INFORMATION: The City put out a public call for those interested in serving on the MDC Board of Directors. The applicants are as follows:

- | | | | |
|---|---------------|----|--------------------|
| 1 | Elinor Bacon | 9 | Cheryl LaFrance |
| 2 | Wavell Cowan | 10 | Ramsey Luhr |
| 3 | Rose Duprey | 11 | Erica Metzger Hare |
| 4 | Jay Ericson | 12 | Michael Nobles |
| 5 | Tim Heney | 13 | Corinne Novetti |
| 6 | Harrison Kahn | 14 | Steve Ribolini |
| 7 | Bill Kaplan | 15 | Joslyn Wilschek |
| 8 | Robert Kasow | | |

SUPPORTING DOCUMENTS: See application materials attached.

INTERESTED PARTIES: Montpelier Alive and all interested in economic development in Montpelier

CITY MANAGER'S APPROVAL:

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

Jessie C. Baker

From: Elinor Bacon <ebacon@erbacondevelopment.com>
Sent: Thursday, September 15, 2016 11:48 AM
To: Jessie C. Baker
Subject: Economic Development Board
Attachments: 16-09 bio summary .pdf

Ms. Baker:

Gregg Gossens informed me about the Board of Directors that you are establishing with regard to economic development in Montpelier. I would be most interested to be considered for the Board; however, there are several drawbacks that may preclude me from consideration. First, I am a resident of The District of Columbia, although I spend a significant amount of time in Vermont, where my address is 6 Tremont Street, Montpelier VT 05602. Second, I also spend much time in DC and so my availability for meetings would be limited. Generally, I am in DC on the 2nd and 4th weeks of the month, but I also must be there at other times, as well, if there are special meetings, etc.

Given those constraints, I would appreciate being considered for the Board if you are interested, and believe that my background and experience could be of value to Montpelier and the Board you are establishing. I am attaching a resume summary. Briefly, I have been involved in real estate and community development in the public and private sectors, since the early days of my career in housing starting in the 1970's. I have held positions that were "on the ground level" such as that of a construction inspector of work undertaken by private contractors to make basic repairs to homes of low income people, using city and federal grant and loan programs. I have also served as Deputy Assistant Secretary at HUD, under Secretary Andrew Cuomo, during the last Clinton Administration, where I ran the \$2+ billion HOPE VI Program and all other public housing capital programs. I am now in the private sector and a partner in The Wharf, a 3.2 million square foot redevelopment of DC's Southwest Waterfront (www.wharfdc.com), and three other developments in Southwest DC.

Please let me know if you wish additional information or have any questions. I will certainly understand fully if I am not eligible to serve for either or both of the reasons stated above, but I am very fond of and committed to Montpelier, and would very much like to support your work and the economic development of the city, in ways that would be helpful.

Regards,

Elinor Bacon

ER Bacon Development, LLC
650 Water Street, SW, Suite 676
Washington DC 20024
202-244-3696, 202-309-1010

NOTE: This email is intended solely for the use of the individual(s) to whom it is addressed. If you believe you received this email in error, please notify the sender immediately, delete the email from your computer and do not copy or disclose it to anyone else.



Elinor Bacon has more than 35 years' experience in housing, real estate development and community revitalization in the public and private sectors. Her firm, ER Bacon Development, is a Partner in Hoffman-Madison Waterfront, the Master Developer for The Wharf, a 27-acre waterfront site and marinas adjacent to the Jefferson Memorial in The District, transforming DC's Southwest Waterfront into The Wharf, a 3.2 million square foot mixed-use development. Her firm also is a partner in two adjacent projects, 525 Water Street and Riverside Church redevelopment. Bacon and partners also were recently awarded by The District of Columbia, rights to develop another city-controlled property nearby called Waterfront Station. The redevelopment will include mixed income rental housing, a black box theater and retail. In 2001 Bacon launched DC's National Capital Revitalization Corporation as its first CEO. In the Clinton Administration, from 1967-2000, under HUD Secretary Andrew Cuomo, she administered HOPE VI, the national \$2 billion Public Housing transformation program, and other Public Housing capital programs. Bacon has an M.A. in Chinese Studies from the University of California, Berkeley. She is a member of the University of Maryland Council of Advisors to the Dean of the School of Architecture and Member of DC's Habitat for Humanity Advisory Board.

Jessie C. Baker

From: Wavell Cowan <wcowan@wcvr.com>
Sent: Friday, September 02, 2016 11:17 AM
To: Jessie C. Baker
Subject: Montpelier Local Development Corporation
Attachments: Credentials.doc

Jessie Baker:

I would like to submit my name as a candidate for one of the positions on the board of the proposed LDC.

I'm nominally retired from a career as an independent research scientist in the Pulp and Paper Industry, although I still do a small amount of consulting work.

I have recently moved from a location in Moretown to a condo in Montpelier, and am looking to connect into my new community.

Examining your stated desired areas of expertise for board members, my background would, I guess, qualify me as an expert in entrepreneurship and business ownership.

Attached is a CV.

... Wavell Cowan

2 N. Franklin, #3, Montpelier
wcowan@wcvr.com
229-9715

CREDENTIALS: W.F. COWAN

Academic:

B.SC., Mech.Eng., McGill University, Montreal, Canada, 1954.

M.Sc., Ph.D., The Institute of Paper Chemistry, Appleton, Wisconsin, U.S.A., 1957,1959.

Professional:

Mill engineer, Abitibi Paper Co., and Great Lakes Paper Co., Thunderbay, Ont, 1954-55.

Technical Manager, Clyde Paper Company, Glasgow, Scotland, 1959-1963.

Project manager, E & B Cowan, Consulting Engineers, Montreal, Canada, 1963.

Founder and president, Pulmac Research Ltd., 1964; Pulmac Instruments Ltd., 1968;
Inotech Process Ltd., 1972; Pulmac Ventures Inc., 1978.

Publications:

Two dozen or so technical and scientific publications in a number of Paper Industry technical journals over a period from 1959 to 1998

Patents:

Zero Span Tensile Tester; Improvement to Zero Span Tensile Tester;
Pressurized Pulp Screen; Step Blade Drainage Device; Automated Sheet Former;
Automated Zero Span Tester

Books: (authorwfc.com)

Operating a Business in the Small Business Space. 1988

Science in the Pulp and Papermill, a personal perspective. 1999

Escaping an Evolutionary Dead-End. 2015

Equipment Developed and now widely used in the Pulp & Paper Industry:

Hooper Pressure Screen, 1966; Pulmac Permeability Tester, 1968.

Pulmac Shive Analyser, 1970; Pulmac Zero Span Tester, 1971.

Albany Unfoil, 1972; Pulmac TroubleShooter, 1979.

Pulmac automated Z-Span Tester, 1985; Pulmac Z-Span 3000 System 1985.

Pulmac Master Screen, 1994.

Wavell Cowan - A Professional Biography

The Beginning

Wavell Cowan was born to the paper industry. His father, Eli Cowan, entered the industry in 1929 and embarked on an illustrious career, first as a papermill engineer, then as head of the Canadian Wartime Machinshop Board which brought all the paper mill machinshops across Canada into an integrated unit producing war materiel. After the war, he founded E & B Cowan, which became one of several great post-war Canadian engineering firms responsible for engineering the mill building boom of that period. Eli Cowan was also the inventor of the Cowan Screen and redesigned a variety of other equipment produced and marketed by the S.W. Hooper company which he co-founded.

Educational Years

After working in a variety of industry related jobs throughout his undergraduate years at McGill University in Montreal, Wavell completed a MechEng degree in 1954 and then worked for a year as a papermill engineer before enrolling at graduate school. During his

years at the Institute of Paper Chemistry in Appleton, Wis., he worked summers in technical positions in a number of paper mills.

Formative Mill Experience

After successfully completing his doctoral studies in 1959 he accepted a position as technical manager of a specialty papermill in Scotland. This experience provided a unique opportunity to apply science to a broad range of industrial processes and products. In three highly successful years he built up a powerful technical group in accordance with his employment mandate. He also acquired hands-on technical expertise in all aspects of paper mill processing.

Consulting Years

After a year working with his father at E & B Cowan, Wavell returned to the scientific arena as a research and development consultant, founding Pulmac Research Ltd in Montreal in 1964. During his consulting years he did significant development work for clients in a variety of process areas.

Entrepreneurial Years

In the 70s Wavell began developing a line of test equipment manufactured and sold under the company name of Pulmac Instruments. At this time he also patented and under a license agreement developed what became the Albany Unfoil. He was also involved in the research, development, and design work that led to an alcohol pulping process patent, ultimately purchased and developed by Repap as the Alcell process. Also, under a scientific grant from the Canadian government, he developed a coherent zero span technology and introduced the idea of wet zero span testing. This ultimately produced the technology and equipment for practical fiber process control in the pulp and paper mill.

Growing a Business

In the 80s he was joined by his son, Joffrey, and jointly expanded the instrument side of the business, relocated from Montreal to Vermont (Moretown) as Pulmac Instruments International. This continued the sale of the existing Pulmac line of equipment, and developed the potential of zero span technology. The result is the complete fiber testing capability currently marketed as the Z-Span 3000 system.

In the 90s the MasterScreen was added to the Pulmac line, to meet the recycle industry's need for a rapid stickies separation procedure.

Retirement Years

Member and secretary of a local school Board, 1998 – 2004

Pro bono consultant and board member resuscitating the Vermont Philharmonic 2004-2012

Co-founder of the online Vermont Small Business Training Center, (vtsbtc.com) 2014

Jessie C. Baker

From: Duprey, Roseanne (GE Healthcare) <Roseanne.Duprey@ge.com>
Sent: Friday, September 30, 2016 4:20 PM
To: Jessie C. Baker
Subject: Montpelier Development Corporation: Board of Director Vacancies
Attachments: Rose Duprey Resume.doc

Hi!

I am writing to express my interest in serving on the Board of Directors for the Local Development Corporation. I am a Montpelier resident, own 2 additional rental properties in the city, and have two kids in the school. I am the West Zone Finance Manager for GE Healthcare IT working from home most days with an office in South Burlington. I have been with GE for 10 years and a Montpelier resident for 11 years. I grew up in the Montpelier area and love the city, I would love to have the opportunity help the community continue to grow. Attached is my resume, please let me know if you need anything else from me. I look forward to hearing from you.

Thanks!

Rose

Rose Duprey
West Zone Finance Manager
GE HCIT Americas

Mobile: 802.249.3574
Office: 802.859.6316

Roseanne S. Duprey

37 Hubbard Street
Montpelier, Vermont 05602
802.338.7399
rose_duprey@hotmail.com

Employment:

GE Healthcare IT

West Zone Finance Manager South Burlington, Vermont

January 2014 to Present

Responsible for all financials, Orders through Contribution Margin, for the full portfolio of GE Healthcare IT products for the West Zone. Support the Zone General Manager and Services Leader on all quarterly orders, revenue, and margin forecasting and actuals reporting. Provide revenue and cost analytics and prepare financial forecasts and zone splits for operating plan. Partner with Sales team, legal, and controllership to structure opportunities and lead deal reviews and risk analysis. Coordinate all close activities for the zone and monitor revenue and commercial transactions in accordance with GE revenue recognition and orders policy.

Services Analyst and Commercial Analyst South Burlington, Vermont

April 2010 to January 2014

Provide financial leadership of commercial orders, revenue and standard margin reporting. Prepare financial forecasts for GE Healthcare planning cycles including Growth Playbook (3-year Plan), SII (1-year Plan) and operating plan. Lead weekly orders & sales forecasts, risk analysis and deal reviews. Coordinate with Commercial Finance and Operations team on monthly closing processes, general ledger journal entries, and account reconciliations. Work with controllership and operations controlling and monitoring commercial transactions in accordance to external and internal accounting policies.

Senior Financial Contracting Analyst South Burlington, Vermont

April 2006 to April 2010

Review new contracts for set up accuracy and revenue recognition issues under GAAP. Manage monthly billing and revenue recognition processes and quarterly close process for Enterprise Solutions Division. Functional lead for Sarbanes Oxley and Financial Statement audits. Train Project managers to ensure consistency in procedures and forecast accuracy. Assist in the coordination and conversion of contract data and financial information.

Cornell Trading Inc.

December 2004 to January 2006

Business Planning Analyst Williston, Vermont

Develop and manage sales forecasts, purchasing budgets, inventory goals, and product pricing strategy. Prepare and present weekly and monthly sales, inventory, and margin results to senior management. Performed seasonal trend and sales analysis and advise Buyer on optimal product mix. Worked with outside consultant to develop new forecasting software tool.

General Dynamics Armament and Technical Products

May 2002 to December 2004

Business Area Financial Analyst Burlington, Vermont

Created and managed product budgets and forecasts. Developed sales, earnings, orders, and cash projections for the Business Area. Evaluated profitability potential of new business opportunities. Prepared quarterly financial results presentations for senior management.

Employee Community Action Council Member Burlington, Vermont

Elected by General Dynamics ATP employees to serve as a member of the local Employee Community Action Council, ECAC. Met monthly to review donation requests submitted by employees and local community groups and distributed approved funds or reported denials back to requestor. Acted as a key member of the Annual Employee Giving/United Way fund raiser committee. Coordinated with United Way and ECAC to set fund raising and employee involvement goals, distributed Employee Giving packets, and planned daily fund raising events which included working with United Way and other ECAC supported organizations to bring in speakers.

Vermont Development Credit Union

July 2001 to May 2002

Special Projects Assistant Burlington, Vermont

Worked in the Personal Lending and Small Business Lending Departments. Developed new Business Loan Application, evaluated business loan applications and business plans, and assisted COO on additional special projects.

Education:

University of Vermont

September 2000 to May 2002

Burlington, Vermont
School of Business Administration, Finance
Cumulative GPA 3.56
Graduation Date May 19, 2002

Boston University

January 1999 to May 2000

Boston, Massachusetts
School of Management

September 29th, 2016

Dear Jessie,

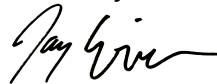
I am writing to express my strong interest in serving on the inaugural Board of Directors for Montpelier's Local Development Corporation. I feel I would bring the ideal combination of marketing expertise, entrepreneurial spirit, professional experience, and passion for Montpelier's future to the Board. With the new strategic plan in place now is a critical time for Montpelier and I am fully invested in our city's economic vitality.

My family and I have lived on Liberty Street for the past 6 years and in the area for the last 13. We have three children in our schools—two at Union Elementary and one at the Middle School. I started a successful branding agency in Montpelier three years ago and continue to work closely with a number of local business owners. Besides my freelance work I run the Marketing and Communications department at Vermont College of Fine Arts. There is no doubt I am deeply connected to this city and its business community.

Beyond my professional work I also bring significant experience related to administration and management of non-profit entities. Currently I am the Chairman of the Board at the Helen Day Art Center in Stowe. Over the past six months I oversaw the hiring of a new Executive Director and managed the transition in leadership. This experience will be a direct benefit as the LDC looks to hire their first Director.

Thank you very much for your time and consideration. I can be reached anytime at 802.760.1217 or jayericson@gmail.com and look forward to the opportunity to discuss the Board further.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Ericson", with a stylized flourish at the end.

Jay Ericson
3 Liberty St. • Montpelier, VT
(802) 760-1217
jayericson@gmail.com

Jay Ericson

3 Liberty St. • Montpelier, VT 05602 • USA

phone: (802) 760-1217 email:jayericson@gmail.com

Experience *Vermont College of Fine Arts*

Director of Marketing and Communications

September, 2014- Present

Responsible for all College branding, including marketing, publications, public relations and strategic partnerships. Leads staff in the development of marketing and ad plans and work collaboratively with a team to develop strategic enrollment goals. Oversee digital and advertising copy content, and execute communications workflows. Primary outcomes are supporting long-term strategic enrollment growth of increasingly more highly qualified students (regionally, nationally and internationally); highly effective data analysis to drive decisions supporting marketing, advertising, and admissions strategy; and productive partnerships with staff, faculty and external partners.

Middle Gray Group

President /CEO

February, 2013- Present

Launched communications and branding agency with immediate success. Consistently demonstrate ability to collaborate, develop stake holder buy-in, and provide leadership and vision to projects. Successful project results include, but are not limited to, complete rebranding of Central Vermont Community Land Trust (now Downstreet Housing and Community Development), managing crisis communications for Run Vermont post Boston Marathon bombing, launch of Vermont College of Fine Arts inaugural alumni magazine, and authoring of long term communications plan for Hunger Mountain Coop.

Norwich University

Director of Integrated Marketing and Communications September, 2005-January, 2013

- Provided leadership for creation and implementation of integrated communications and marketing strategies to support institutional priorities, ensuring internal and external communications are timely, accurate and coordinated across all platforms.
- Led concept and creative development of all print, web, and email campaigns to ensure consistency of brand aesthetic and adherence to mission and goals.
- Initiated and implemented social media strategy to support admissions, academics, alumni, and student affairs to strengthen engagement across all constituent groups. Created policy and best practices for university use of social media.
- Created content strategy for external web presence and internal portal. Managed team through significant update of design and information architecture of external site.
- Developed and implemented highly successful earned media strategy, including cultivating relationships with local and national media outlets.
- Acted as creative lead on redesign of alumni magazine, taking the publication from a two color tabloid format to a four color magazine style.
- Served as Chief Information Officer and managed crisis communications and preparedness.
- Developed and implemented strategic Presidential communications plan, raising the public profile of the office and enhancing the reputation of the University.
- Oversaw staff of 13 plus 8-10 freelancers and outside agencies with \$1+ million budget.

Creative Director & Senior Photographer

- Managed art direction, ensuring that the overall look and tone of university communications (internal and external) was consistent across all media channels and advanced graphic, editorial and branding standards.
- Developed creative, including photography, video and design, from initial concept through production in support of print and electronic collateral. Act as lead photographer, producer and director for both video and still shoots. Multiple time Addy award winner.

Senior Writer, Barrett Productions

2002-2003

Wrote and produced outdoor themed television for channels such as ESPN, ESPN2, and the Outdoor Life Channel. Wrote press releases, advertising copy, and supporting text in promotion of the shows and advertisers.

General Manager, Southern Yosemite Mountain Guides

1995-1999

Responsible for marketing and communications strategies to develop business growth. Served as senior guide in backcountry setting. Created digital marketing initiative, including company's first web presence, which led to 300% increase in revenue over two years.

Education *Master of Science, University of Montana*

Spring, 2002

Environmental Studies program, with advanced coursework in the School of Journalism.

Bachelor of Arts, Wesleyan University, with honors

Spring, 1994

Major in cultural anthropology with honors thesis focusing on emerging social trends in the environmental justice.

September 30, 2016

Jessie Baker, Assistant City Manager
City of Montpelier
39 Main Street
Montpelier, Vermont 05602

RE: Montpelier Development Corporation Vacancies

Dear Jessie:

This note is to inform you of my interest to be considered to be a member of the Board of Directors for the new Montpelier Development Corporation. I am committed to the successful implementation of the Montpelier Economic Development Strategic Plan and will be pleased to work to establish the Development Corporation to bring the Strategic Plan to life.

A brief piece about me is enclosed. In the event that you have questions or need additional information please call or e-mail at your convenience, Tim@HeneyRealtors.com.

Sincerely,

Timothy M. Heney

I love being part of a community that really connects.

Over the years, I have participated as a member of various City committees, ranging from a Downtown Parking Study Committee, a Review of Fire and Ambulance Services, the City Audit Committee, and the Montpelier Energy Advisory Committee looking into a district heating plant for downtown Montpelier. My nine-year tenure on the Montpelier School Board was the most rewarding civic experience I've had and I continue to have great pride in our schools.

Growing up in Montpelier with five brothers and four sisters, our family made a bit of our own history here. I graduated from Montpelier schools and the University of Vermont. In 1981, I joined my father and uncle at our family firm. Interest rates were approaching 18% and it was a great time to learn the ropes in the real estate business.

In addition to residential and commercial brokerage, I assisted in the creation and development of neighborhoods including Montpelier's first condominium neighborhood at Independence Green and Freedom Drive, and later, North Park and Essex Way in Montpelier and Mansfield Lane in Berlin.

My wife Donna and I live in Montpelier. Our two daughters attended Montpelier schools and both have graduate degrees and are pursuing rewarding careers.

Whether taking in the trails of Hubbard Park, the loop around Berlin Pond or the beautiful roads of East Montpelier and Middlesex, it is hard to imagine a more beautiful place to be.

Harrison A. Kahn

19 Clarendon Ave • Montpelier, VT 05602 • (802) 578-2669 • harrisonkahn@gmail.com

September 11, 2016

Jessie Baker
Assistant City Manager
39 Main St
Montpelier, VT 05602

Dear Ms. Baker,

I would like to express my interest in joining the Local Develop Corporation Board of Directors. Phil Dodd referred me to this opportunity.

In 2012, I left the San Francisco Bay area to return to Vermont. My wife and I were drawn back to Vermont for its quality of life, sense of community, relative affordability, and access to outdoor adventure. It was unclear, however, how we would achieve financial stability and a sense of prosperity for our growing family.

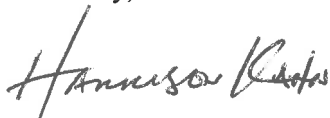
I accepted a placement at the Tuck School of Business at Dartmouth. My application to Dartmouth's business school centered on a chief career goal: to lead an entrepreneurial path in Vermont that would create economic opportunity while stemming the state's "Brain drain." Now employed at Magic Hat, I am tasked with reshaping the brewery into a standalone business committed to growing locally (independent from its out-of-state parent company). My wife met her career goal of returning to Montpelier as a teacher of middle school foreign languages—she teaches French at Main St. Middle School, where decades earlier she learned her first French words as a student.

With two young children, we are committed to staying in Montpelier for the long term because of the city's great school system, vibrant downtown, and strong sense of community. I am thrilled when I meet others who have relocated to Montpelier for similar reasons, though I am always a bit surprised due to the difficulty of finding stable employment, affordable housing, and affordable childcare.

In addition to my passion for the goals of the Economic Development Strategic Plan, I am uniquely suited to serve on the LDC Board. I specialized in entrepreneurship at Tuck, where I aided several local start-ups, learning directly from Vermont business owners about the challenges to developing a start-up here. As a brand manager, I have an intimate understanding of marketing, strategic positioning, and public relations. From my experience in business development, where I secured hard-fought agreements with two of the top five US health insurers for my mid-sized company, I understand the level of relationship-cultivation and sweat equity required to earn transformational change. Lastly, I am an intensely analytical manager; most trusting of data and concrete results in decision-making.

I am eager to pursue success for the LDC. The Strategic Plan provides a strong framework and will require the persistence of a committed Board to bring its goals to fruition. I look forward to us having the chance to discuss this more in person.

Sincerely,



Harrison Kahn

Harrison A. Kahn

19 Clarendon Ave • Montpelier, VT 05602 • (802) 578-2669 • harrisonkahn@gmail.com

EDUCATION

2012-2014	TUCK SCHOOL OF BUSINESS AT DARTMOUTH <i>Master of Business Administration</i> Board of Trustees Fellow, Delegate to 2013 UN Climate Change Conference, Barris Entrepreneurship Award Recipient, Marketing Club, Performer in Tuck Band (guitar, vocals), John Barleycorn Society (Beer Club) Chair	Hanover, NH
2001-2005	MIDDLEBURY COLLEGE <i>B.A., Chinese, Cum Laude</i>	Middlebury, VT

EXPERIENCE

2016-present	NORTH AMERICAN BREWERIES <i>Brand Manager, Reporting to the General Manager of Magic Hat Brewing Company</i> <i>Responsible for reshaping Magic Hat into a standalone business unit committed to growing long-term in VT</i> - Redesigned innovation program to improve product quality and elevate credibility of Magic Hat - Built strategy for high-end beer calendar; led execution on marketing and product development - Established in-house analytics capabilities; regularly reported on results to CEO and Board of Directors	Burlington, VT
2013-2016	KEURIG GREEN MOUNTAIN <i>Associate Brand Manager, Green Mountain Coffee</i> - Accessed more than \$100M in near-term growth by optimizing distribution and assortment of core SKUs - Commercialized 9 new beverage SKUs in grocery, mass, and digital; exceeded all volume and profit targets - Developed strategic positioning for \$1B brand; gained CMO approval for 2016 integrated marketing strategy - Gained CEO approval to continue KGM's annual \$20M+ commitment to Fair Trade USA - Served as chief liaison to Coke for Keurig's flagship business; gained CEO approval for strategic vision - Chosen to lead Keurig's \$250M tea business during transition period (Lipton, Celestial, & Snapple brands)	Waterbury, VT
2009-2012	CORD BLOOD REGISTRY <i>Consumer-facing biotech firm treating pediatric patients, 300 employees, 400K clients, \$150M annual revenue</i> <i>New Business Development (2010-2012)</i> - Secured agreements with two top-five health insurers representing 25% of business; served as primary liaison - Prepared financial analyses for prospective PE buyers resulting in an August 2012 acquisition of company - Ensured readiness of partnerships by leading three cross-functional launch teams and training 150 partner staff <i>New Account Representative, Inside Sales (2009-2010)</i> - Generated an average of \$230,000 in new revenue per month selling cord blood stem cell banking service - Awarded 'Top Rookie' in 2009; ranked sixth of 75 staff after my first quarter; first in generating new leads	San Bruno, CA
2006-2009	PUTNEY STUDENT TRAVEL <i>Associate Director, Marketing, Program Management, and Faculty Recruitment (2006-2009)</i> - Reshaped organization by founding marketing department and taking marketing responsibilities from owner - Maintained enrollment level through recession by shifting from mass to database marketing - Initiated a new recruiting process for 100 seasonal staff to improve social and language skills of trip leaders - Launched 12 programs in China, India and Argentina for 280 students annually; managed faculty teams	Putney, VT
2005	VICTORIA CRUISES <i>Cruise Director, Yangtze Beidou Hao</i> <i>Led a 220 passenger ship as the only non-Chinese employee; supervised all departments (110 staff total)</i> - Redefined service ethic and improved guest experience by leading staff workshops (staff tips increased 45%) - Improved guest reviews by collaborating with local tour operators to build flexibility into travel packages	Yangtze River, China

PERSONAL

- Fluent in Mandarin Chinese; enjoy fly fishing, maple sugaring and organizing backcountry ski adventures
- Board Member, VT Institute of Natural Science; Founder, San Francisco Chinese Language Corner
- Husband, father of two; highly proficient at silly faces, blocks and dramatic bedtime storytelling

Jessie C. Baker

From: William Kaplan <williamckaplan@gmail.com>
Sent: Monday, September 12, 2016 10:20 PM
To: Jessie C. Baker
Subject: LDC Board

Hello Jesse,

I am interested in being considered to serve on the Montpelier LDC Board.

Here is a brief bio:

<http://vcfa.edu/about-vcfa/administration/bill-kaplan>

I have managed, developed or leased over 3 million square feet of commercial real estate for national corporations and individual, locally owned businesses. as an entrepenuer, I have started several successful businesses all with a community service component.

The potential of current day Montpelier has yet to be realized it would be great to play a role in getting to the next step,

Bill

(802)371-9287

williamckaplan@gmail.com

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Bill Kaplan, Senior Vice President

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With an extensive background in urban redevelopment, Senior Vice President Bill Kaplan works to keep the college, campus and community focused on long term health and success. Bill has worked in the urban northeast in adaptive reuse of buildings and with the Trust for Public Land.

Such work includes conserving timberland for the Green and White National Forests, bike path projects and more. Since then he has worked in the community to help start the ski touring center at Morse Farm and served as Chair of the local school board. Bill lives in East Montpelier with Catherine and their children Ben and Frances.

Somerset Maugham once said, "you know you are home when you get there." Over the years, thousands of artists and writers have come to call this campus on the hill their home.

Vermont College of Fine Arts is born:

[Union Institute Sells to Vermont College of Fine Arts](#)

Vermont College of Fine Arts 36 College St. Montpelier, VT 05602 | 866-934-VCFA

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Robert Kasow
3 First Avenue
Montpelier, VT 05602

September 12, 2016

Re: LDC Board Candidate

Dear Jessie:

I am interested in being considered for appointment to the LDC Board of Directors. I am very supportive of the Montpelier Economic Development Strategy Plan and believe its success is a major piece of Montpelier's ability to thrive into the future. As a current business owner in the city (Bear Pond Books), I am excited that business development has become a priority and would very much like to assist in that effort.

My background is entrepreneurial. My career, which began in the late 1980's, has included starting new retail businesses, purchasing existing businesses and even selling a business before moving to Vermont. I have owned and managed 8 retail locations in both Massachusetts and Vermont and have employed close to 100 people over that time. I have had both successes and failures in my career but I have learned from both experiences.

I think my experience might be a worthwhile addition to the LDC Board, especially in assisting small business start-ups and navigating conditions faced by businesses considering Montpelier as a place to re-locate.

Moreover, I want to help the City move forward because I know that without expanding our economic base and increasing our revenue streams, Montpelier will be hard pressed to reach its full potential.

Thank you for your consideration.

Here is a brief resume:

1987 – Graduate BA Humanities Ohio Wesleyan University

1987-1989 Sales for M.L. McDonald Co. Waltham, MA (Largest Painting Contractor in U.S)

1989-2002 Professional Paint Supply/Woodhaven Paint: Started paint and wallpaper commercial/retail store, expanded to 5 locations around Boston with sales topping out at 4.3 million per year.

2002 Sold remaining 3 locations

2002 Purchased Rivendell Books in Montpelier, moved to Montpelier.

2006 Purchased Bear Pond Books

CHERYL A. LAFRANCE

112 Washington Street · Barre, VT 05641 · cheryl.lafrance@nsbvt.com · 802-272-3918 (cell) · 802-661-5253 (office)

Summary

Senior level executive with 28 years experience providing strategic and operational leadership in a community bank environment. Skillful at identifying industry trends and scaling initiatives to local market dynamics and company culture. Proven ability to motivate and mentor other professionals, as well as direct cross functional work teams to deliver high quality results. History of frequent promotions to expand scope of responsibility. Excellent communication skills and an enthusiastic learner.

Professional Experience**Northfield Savings Bank, Northfield, Vermont****1988 - Present*****Senior Vice President and Chief Operating Officer******2014 – Present***

Strategic and tactical leadership of customer facing functions, back office units, marketing, and philanthropic initiatives to ensure attainment of company goals, ongoing financial stability of organization, a high quality customer experience, and regulatory sound practices and procedures.

Senior Vice President, Retail Banking, Technology and Marketing***2008 – Present***

Oversight responsibility for 13 office branch network with \$500 million deposit base, Information Technology and Marketing functions. Provide clarity on business goals, guidance on strategies to achieve goals and direction on allocating resources. Regularly monitor and measure performance.

Senior Management Rotation Program***2005 – 2007***

In each functional area of the company, worked closely with department managers and employees to gain insight into daily operations, identify areas for improvement and develop collaborative working relationships.

Senior Administrative Services Manager***2004 – 2005******Human Resources Manager******1998 – 2004******Benefits Manager******1988 – 1998*****Education****Business Education**

Master of Business Administration (MBA) – Norwich University, Northfield, VT (2006)

Bachelor of Science, Business Management - Bryant College, Smithfield, RI (1988)

Banking Schools and Leadership Training

Stonier Graduate School of Banking at University of Pennsylvania, Philadelphia, PA (2012 -2013)

Wharton Leadership Program at University of Pennsylvania, Philadelphia, PA (2012 - 2013)

New England School of Banking at Williams College, Williamstown, MA (1999 - 2000)

Current Community Involvement

Northern New England School of Banking - Trustee

United Way of Chittenden County – Community Impact Team

Jessie C. Baker

From: Luhr, Ramsey <rluhr@maplecapital.com>
Sent: Monday, September 12, 2016 8:13 AM
To: Jessie C. Baker
Subject: Montpelier Development Corporation

Good morning Jessie,

I am writing at the suggestion of John Hollar and Phil Dodd to express my interest in serving on the board of directors of soon to be created Local Development Corporation.

I have included a brief professional bio from my firm's website below.

In addition to the below I would like to add the following background: I am a born and raised New Yorker, who married a Vermonter and saw the light. We relocated to Montpelier in 2001, and after 3 years of working at National Life, I co-founded Maple Capital Management, an investment advisory firm located on Stone Cutters Way in Montpelier. We currently employ 13 people in our Montpelier offices. I am passionate about my family, my business, our community and the environment and would welcome the opportunity and challenge of serving on the board.

Please do not hesitate to contact me if you need anything additional or have any questions.

Thank you for your consideration.

Ramsey A. Luhr, Chief Operating Officer, Maple Capital Management, Inc.

Ramsey co-founded Maple Capital Management with John Boland in 2004. Before this he served as Vice President & Portfolio Manager for NL Capital Management's Private Client Group. Previously he was an Associate with Concord International Investments in New York, where he helped manage international institutional portfolios. He has also held positions at both Citibank and Smith Barney in New York. Ramsey has a BA in International Relations from Trinity College. He is a member of the New York Society of Security Analysts and a member of the CFA Institute. Ramsey also serves on the board of the Institute for Sustainable Communities.

Ramsey A. Luhr
Principal & Portfolio Manager
535 Stone Cutters Way
Montpelier, VT 05602
(802) 229-2838
rluhr@maplecapital.com

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ERICA METZGER HARE

636 Rowell Hill Road, Berlin, Vermont 05602
917.837.5084 . emhare@gmail.com

Thursday, September 15, 2016

Jessie Baker (via email)

Dear Ms. Baker,

I write to express my interest in the Board of Directors vacancy at the newly formed Montpelier Development Corporation. Jean Olson reached out to me to invite my application.

I have been watching the city's economic development process unfold with admiration and have read the recently completed Economic Development Strategic Plan. I think it is a critical effort for the city and would be glad if my business acumen and leadership skills could be utilized for this important new initiative.

I have spent the last seven years at Vermont College of Fine Arts (VCFA) after a career in academic medical center leadership in New York City. My current title at the College is Executive Vice President of Finance and Administration. I also serve as the Treasurer of the College. My portfolio at the College includes human resources, fundraising, alumni affairs, financial planning and management, investment management and business development. I also led the College's recent \$12M New Markets Tax Credit project, which closed in July, 2015. People describe me as analytical, decisive and adept with people.

I look forward to learning more about the needs of this newly formed entity and how I might make a contribution.

Sincerely,

Erica Metzger Hare

ERICA METZGER HARE

636 Rowell Hill Road, Berlin, VT 05602

917.837.5084 . emhare@gmail.com

www.linkedin.com/in/ericahare

EXECUTIVE SUMMARY

Senior financial operations executive with a progressively responsible track record in higher education and academic medical center settings. Have consistently provided vision and leadership in the development and implementation of successful financial modeling and business development strategies. Highly adaptable to complex, dynamic environments. Effectively communicates concepts, framework and financial data to all levels within the organization. Especially adept at leadership and talent development and building relationships to optimize collaboration and work-team cohesiveness.

EMPLOYMENT HISTORY

VERMONT COLLEGE OF FINE ARTS, Montpelier, VT

***Executive Vice President for Finance and Administration/Chief Financial Officer
Treasurer of the College***

2009-present

Serve as a member of the President's Cabinet, responsible for overall financial and administrative operations of the College including strategic planning, human resources and employee benefits, annual operating, restricted funds and capital budgets (totaling \$16M), accounting, investments and banking relations, tax and regulatory filings, year-end audit, and financial information systems. Active involvement with the Board of Trustees, staffing the Finance and Audit Committee and presenting all financial information to the Board. Manage all personnel issues, making all compensation decisions in coordination with the President. Ensure compliance with Title IV lending and financial aid regulations. Advise, negotiate, manage and/or administer all contracts. Manage the Development function of the College. Identify, hire and manage all outside legal counsel.

Accomplishments

- Oversaw the doubling of the College's budget in the last seven years. Created the pro forma plans and ROI analysis for all academic programs that were successfully launched during tenure.
- Transitioned the College from having an audit including 18 material weaknesses to having none (i.e., a "clean audit") within two years of employment.
- Overhauled budgeting and financial reporting processes at the College. Created standardized and collaborative budgeting process and ensured monthly and quarterly financial results were reported out to stakeholders in a timely manner, including bank, Board of Trustees and department heads. Ensured variance analyses and projections were current to aid in evaluating organizational cost effectiveness and resource utilization/corrective actions.
- Negotiated and implemented outsourcing of facilities management, resulting in savings of \$150k to the College in the first year of transition.
- Created online administrative and financial policy library including the creation and/or redevelopment of more than fifty College policies and/or procedures.
- Implemented the College's annual performance review process including developing performance appraisal tool, policy and assessment.
- Selected new vendors/broker for management of the college's employee benefits including selection of medical, dental, and vision providers and 403B and 457 offerings and investments resulting in savings of over \$40k per year for the College. Successfully managed College's transition to the Vermont Health Connect healthcare exchange.
- Led the organization in a New Markets Tax Credit \$12M project including the negotiation of sale of \$4M of tax credits to equity investor and resulting in new banking relationship and significant relief in debt service. Prior to that deal, managed debt refinancing for over \$8M of debt resulting in per annum debt service reduction of \$60k per year.
- Chaired the search committee for the College's Academic Dean.
- Led the College's successful effort for *Best Places to Work in Vermont* designation in 2013-16.

COLUMBIA UNIVERSITY MEDICAL CENTER, New York, NY***Department Administrator and Chief Financial Officer , Obstetrics and Gynecology***

2006-2009

Responsible for the leadership and planning of the department's financial affairs and administration for clinical, fundraising, educational and research programs. Developed, and managed an operating budget of \$70M, overseeing more than 100 faculty and 300 staff in one of the country's premier Ob-Gyn Departments. Evaluated all expansion opportunities, including pro forma business plan development and market research. Oversaw operations at all practice sites including cash management, revenue cycle, patient and physician satisfaction and quality control. Evaluated, negotiated and managed all managed care opportunities. Supervised departmental human resource functions. Managed financial planning, expenditures and accounting/reconciliation practices, as well the departmental relationship with the Medical School, Medical Center, and New York-Presbyterian Hospital. Developed, implemented and serviced management service agreements.

Accomplishments

- Successfully executed a departmental turn-around improving revenue cycle operations resulting in a 30% improvement in collections. These efforts led to in \$5M in additional income to the department per annum.
- Overhauled departmental revenue and expense forecasting models to aid in short and long-term budgeting, resource management, and project analyses. Investigated variances in actual to budgeted performance.
- Created the department's first physician compensation plan outlining parameters for base pay, additional compensation and profit-sharing strategies.
- Successfully researched, modeled and launched a new physician practice site resulting in an additional \$1.5M of per annum income to the department.

Administrator, Stroke and Neurological Critical Care Divisions

Oversaw the largest divisions in the Department of Neurology with 90 FTEs and 12 direct reports. Both divisions are industry-leaders in their sub-specialties. Managed 5 clinical practices (inpatient and outpatient populations) with combined annual revenues of \$8M. Managed \$11M in NIH grants and clinical trials, including K, R and U awards, \$4M in gift income and \$2M in discretionary income. Led the recruitment of physicians and all other clinical, research and administrative personnel for the divisions. Responsible for the marketing and fundraising efforts for the Divisions. Built business plans to evaluate staffing and non-salary expansions.

Accomplishments

- Improved revenue cycle for physician practice sites by 20% during tenure.
- Created a model to evaluate physician productivity to ensure research and practice investments were maximized.

NEW YORK UNIVERSITY MEDICAL CENTER, New York, NY***Manager, Comprehensive Epilepsy Center***

2004-2006

Managed the largest Epilepsy program in the United States. Responsible for \$2M in grants and clinical trials, \$4M in operating accounts and \$7M in discretionary accounts, as well as 20 FTEs supporting 28 beds for pediatric and adult populations. Ensured financial and volume targets were met and accounted for variances. Per annum discharges = 1300, outpatient visits = 5000. Managed the charitable arm of the Center, overseeing an annual gala netting \$2M. Managed the recruitment and appointment of physicians and other clinicians. Responsible for marketing, including print and online ads.

Accomplishments

- Created new methodology for business planning to include historical P&Ls and other financial and volume-related data to aid leadership in evaluating capital outlays to support expansion of program.
- Managed the development, marketing, staffing and launch of the division's first sleep center.

THE MOUNT SINAI MEDICAL CENTER, New York, NY
Manager, Patient Care Operations

2001-2004

Internal promotion. Conducted environmental safety rounds on hospital units in preparation for JCAHO regulatory assessments. Coordinated patient unit openings and closings, managing all administrative issues. Prepared and presented various clinical data reports. Coordinated the Hospital's first successful application for Magnet Recognition in its history culminating in Magnet Designation for the hospital in 2004.

Financial Analyst

Managed the finances of 60+ divisions within the Department of Nursing with a combined annual budget of over \$100M. Developed annual salary, supply, and staffing budgets and prepared and analyzed staffing proposals and business plans. Evaluated and provided recommendations on the cost/benefit impact of budget adjustments and the impact of volume fluctuations on expenses.

ACCENTURE New York, NY
Management Consultant

1998-2001

Specialized in the high-tech/telecommunications industry conducting in-depth system analysis for clients in the post-regulation environment. Conducted internal and industry-wide status meetings on market updates by local and regional carriers. Identified ordering system constraints and determined solutions through trending. Led employee-training sessions for system upgrades and releases.

EDUCATION

New York University, Stern School of Business, NYC
Master of Business Administration, May 2004
Majors: Economics and Management

Mount Holyoke College, South Hadley, MA
Bachelor of Arts, May 1998
Majors: Economics and American Studies
Graduated *Cum Laude*

VOLUNTEER WORK

- Orchard Valley Waldorf School, Finance Committee, Development Committee
- Mount Holyoke College, Alumnae Admissions Representative and Class Agent
- New England Association of Schools and Colleges, visiting accrediting team member for assessment of finances
- Vermont Food Bank, Finance Committee (*past*)



September 21, 2016

Mr. John Hollar, Mayor
City of Montpelier
39 Main Street
Montpelier, Vermont 05602

RE: Local Development Corporation

Dear John,

Thank you for taking the time to discuss the idea of forming a Local Development Corporation (LDC) to give voice to local stakeholders in aiding the City in implementing its economic development strategic plan. Creating a standalone entity comprised of independent voices will surely provide much value to the City in helping it evolve so as to remain an attractive place for current and future businesses and residents alike to work, live and grow.

John, please accept this as my formal letter of interest to be part of the LDC's Board of Directors. I believe the knowledge I can bring from my nearly thirty years of living and working in Vermont combined with my experiences and insights stemming from my current role as President & CEO of Union Mutual of Vermont make me a strong candidate to help the LDC in having a diverse Board of Directors.

Please do not hesitate to contact me should you or the Council need any additional information.

Thank you John, I look forward to hearing from you.

Sincerely,

Michael W. Nobles
President & Chief Executive Officer



Union Mutual Fire Insurance Company
Community Mutual Insurance Company
Eastern Mutual Insurance Company
New England Guaranty Insurance Company, Inc.

139 State Street, P.O. Box 158
Montpelier, VT 05601
800-300-5261
www.unionmutual.com

CORPORATE MANAGEMENT EXECUTIVE
President & Chief Executive Officer

Highly motivated, personable business professional with over 20 years of experience in corporate management, strategic and operational business planning, investment oversight, risk management, rating agency and regulatory compliance. Demonstrated leader and skilled communicator with excellent team-building and talent management skills.

PROFESSIONAL EXPERIENCE

Union Mutual of Vermont Companies, Montpelier, VT *1995-Current*

President & Chief Executive Officer (2014-Current)

Senior VP, CFO & Treasurer (2011-2014)

Interim VP, Underwriting and Claims (2011-2012)

VP Finance & Treasurer (2006-2011)

VP of Finance (2003-2005)

Community Mutual Insurance Company, Troy, NY – an affiliate of Union Mutual

CEO & Chairman of the Board (2013-Current)

Eastern Mutual Insurance Company, Greenville, NY – an independent affiliate of Union Mutual

CEO & Board Member (2014-Current)

CEO & CFO, (2012-2014)

CFO, (2001-2011)

Strategic Initiatives & Enterprise Risk Management

- Executive Steering Committee, Chair
 - Assess Company's strategic initiatives and available resources
 - Committee initiated the largest policy administration system conversion in Company's 130-year history
- Enterprise Risk Management, Team member - Review framework, assess key exposures, and document mitigation strategies
- Advise and counsel Eastern Mutual's executive management and Board of Directors on strategic and operational opportunities and pending regulatory changes
- Solely responsible for negotiating and purchasing over \$200 million of reinsurance programs to mitigate risks of property & liability exposures, geographic concentrations and market conditions
- Created and implemented a capital management plan which enabled Company to pursue expansion opportunities increasing top line revenue more than 15% and expanding its geographic territory
- Annually prepare and present Company's financial performance, strategic initiatives and underwriting objectives to A.M. Best

Investments

- Prepare and implement the Company's Investment Policy Statement and Investment Guidelines reflecting the Company's desire and intent to assure the prudent investment of surplus and cash flow from underwriting as well as accommodating regulatory requirements
- Balance the investment portfolio's objectives of contributing to surplus growth, providing relatively stable investment income, and providing the necessary liquidity to meet policyholder obligations while monitoring interest rate, default, liquidity, and equity risks

- Oversee asset allocation (\$143 million in total assets) including internally managed equity investments
- Led in-depth external investment manager search which resulted in replacement of one of two fixed-income managers

Investments (continued)

- Oversaw and managed Company's investment portfolios through crash of 2008, with no credit defaults or material security write-downs, while achieving the highest level of policyholder surplus in Company's history by year-end 2010
- Responsible for overseeing all aspects of and recommending changes to the Company's pension and 401(k) plans including regulatory compliance and fiduciary responsibilities

Treasury & Cash Management

- Hold autonomous decision-making authority for all financial and administrative functions
- Led Company through 2011, with four major catastrophes (including Hurricane Irene), meeting all policyholder obligations (\$144 million in total cash flow) with de minimis impact on portfolio yield
- Worked in partnership with CEO and General Counsel to secure \$7.5 million surplus note

Audits & Examinations

- Manage annual statutory audits of three separate insurance companies, annual GAAP audit of one special purpose subsidiary and all regulatory risk-based and transactional examinations
- No material audit findings in 18 years of overseeing and preparing Companies' financials

Policies & Procedures

- Initiated and lead quarterly financial meetings with all employee groups in an effort to increase management transparency and educate staff on the intricacies of insurance company operations
- Oversee actuarial pricing and reserving initiatives, reporting and compliance
- Oversee administration of and recommend changes to Company's health care and benefit plans
- Developed enhanced departmental budgeting process resulting in department heads having a clearer understanding of Company's revenue and expense structure, increased accountability and ultimately generating \$3.0 million of savings during first two years of implementation
- Partnered with marketing and underwriting to formulate new underwriting pricing methodology to seamlessly incorporate certain reinsurance costs within hurricane exposed policies

PROFESSIONAL AFFILIATIONS & EDUCATION

<i>Sentinel Variable Products Trust</i> , Director	2013-2016
<i>Hartford Steam Boiler</i> , Directors' Advisory Board	2011-2015
<i>Mutual Fire Insurance Association of New England</i> , Accounting Committee	2000-2014
• Chair	2008-2010, 2012-current
<i>Chartered Insurance Operations Professional (CIOP)</i>	2008
<i>Twinfield Union School</i> , School Board Member	2008-2014
• Chair	2011-2013
<i>National Association of Mutual Insurance Companies (NAMIC)</i> , Speaker	2008
• "Surplus Notes, Is this Financing Right for Your Company?"	
<i>Bachelor of Science, Accounting</i> – University of Vermont	1992

Michael W. Nobles

Page 3

EARLIER PROFESSIONAL EXPERIENCE

American Risk Management, Account Manager – Captive Insurance	1992-1994
USA Risk Group, Senior Account Manager – Captive Insurance	1994-1995

Jessie C. Baker

From: Corinne Novetti <conovetti@yahoo.com>
Sent: Wednesday, September 28, 2016 11:27 AM
To: William Fraser; Jessie C. Baker
Subject: LDC Board Consideration

Hello!

I am following up on an email sent by Joslyn Wilschek regarding appointment to the Board of the new LDC. I am requesting to be considered as a board member. I am 33 years old and have lived in downtown Montpelier for the past 6 years as a renter. I worked for NECI from 2010-2015 and just last year decided to take a position with Champlain College. I have a M.S. from UVM in Natural Resources and am very involved in the community.

I believe I would offer a unique perspective as a young professional, growing roots in the community with plans to move from renter status to a homeowner. Having lived and worked in Montpelier I have an understanding of the challenges and opportunities for residents, as well as local businesses.

Thank you for your consideration,
Corinne Novetti

Jessie C. Baker

From: Steve Ribolini <sribolini@srservicesvt.com>
Sent: Friday, October 07, 2016 12:53 PM
To: Jessie C. Baker
Subject: Mont develop bd of Directors

Hi Jessie

Just a quick note to confirm that I would be interested in serving on the Board of Directors

Thanks

Steve

Sent from my iPad

Jessie C. Baker

From: Joslyn <joslynwilschek@hotmail.com>
Sent: Thursday, September 15, 2016 7:43 PM
To: William Fraser; Jessie C. Baker
Subject: LDC Board

Good evening, I would like to put my name in for consideration as a Board member of the LDC, if/when it is formed. I live in Montpelier, own a home, work in Montpelier as a shareholder of Vermont's second largest law firm, and totally love Montpelier. I would add value to this Board for these reasons. I also think it is important to have a range of ages/gender on the Board and as I am under 40 (not admitting that I am almost 40), I could bring that diversity.

I also plan to recruit for your consideration Corinne Novetti, an extremely bright woman in her early 30s. She has rented in Montpelier for many years while working for NECI in the admissions office. She has her masters from UVM in a science area. I think the Board should have a younger person and renter to provide the perspective of someone who would benefit from lower home/rental prices, which could come as result of greater housing supply. She also experienced the downfall of NECI management and was recruited by Champlain College and now works in their admissions office. She still lives in Montpelier and I am sure she was sad to take a job in Burlington. Just a heads up if she decides to put her name in.

Please confirm receipt and thanks for your time.



CITY COUNCIL Agenda Item #16-289

Date: October 12, 2016

Consent ___ Discussion x

SUBJECT: Appointments to Montpelier's Energy Advisory Committee

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Appointments to fill four, 2-year terms on the Commission

RELATED COUNCIL GOAL/PRIOR ACTION: Goal H: Maintain a clean and healthy natural environment ... move toward Net Zero

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: No legal requirements; Council makes appointments to fill vacancies on City Boards and Commissions

BACKGROUND INFORMATION: Four members have stepped down. Staff advertised and received responses from the following:

Wavell Cowan, North Franklin Street

Karl Johnson, Maplewood Road

Jared Duval, Elm Street

Paul Markowitz, Pearl Street

SUPPORTING DOCUMENTS: Copy of ad; e-mail responses from applicants

INTERESTED PARTIES: Applicants; Planning Department staff; MEAC Members

CITY MANAGER'S APPROVAL:

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



City of Montpelier, Vermont

"The Smallest Capital City in the United States"

Mayor John Hollar

City Council:

Tom Golonka, Vice President
Jean Olson
Dona Bate, Parliamentarian
Anne Watson, President
Jessica Edgerly Walsh
Justin Turcotte

William J. Fraser
City Manager
wfraser@montpelier-vt.org

Jessie Baker
Assistant City Manager
jbaker@montpelier-vt.org

September 6, 2016

The Times-Argus

Please insert the following ad with other Montpelier notices on Monday, September 12th, and Thursday, September 22nd, 2016:

MONTPELIER ENERGY ADVISORY COMMITTEE VACANCIES

The Montpelier City Council is seeking applicants interested in serving on the Montpelier Energy Advisory Committee; currently, there are four vacancies. The Energy Advisory Committee meets once a month to review progress on energy projects, develop new initiatives, and provide recommendations to the City Council on city energy issues. Meetings are held on the third Tuesday of the month at 7:00 P.M. Letters of interest should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, Vermont 05602 (or by e-mailing spitonyak@montpelier-vt.org) on or by Wednesday, October 5, 2016. The City Council will make this appointment at their October 12th meeting; applicants are encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Questions: 223-9502

Jessie C. Baker
Assistant City Manager

Sandy Pitonyak

From: Wavell Cowan <wcowan@wcvt.com>
Sent: Wednesday, September 21, 2016 9:50 AM
To: Sandy Pitonyak
Subject: Membership application
Attachments: Credentials.doc

Hi People:

I'd like to submit my name as a candidate for one of the membership positions for the Montpelier Energy Advisory Committee.

I am a newly arrived resident in Montpelier with a strong interest and past involvements in the area of community development. I would like to re-engage in such activities in my new community. To that end I attended the recent meeting of the Energy Advisory Committee. I was impressed both with the people now on the committee and the nature of the projects being pursued. Of particular interest were the community outreach projects. In addition to my background experience (see attached CV), I have the available time to contribute energies well beyond simply attending meetings.

... Wavell Cowan

2 North Franklin St. - Unit #3

229-9715

CREDENTIALS: W.F. COWAN

Academic:

B.SC., Mech.Eng., McGill University, Montreal, Canada, 1954.

M.Sc., Ph.D., The Institute of Paper Chemistry, Appleton, Wisconsin, U.S.A., 1957, 1959.

Professional:

Mill engineer, Abitibi Paper Co., and Great Lakes Paper Co., Thunderbay, Ont, 1954-55.

Technical Manager, Clyde Paper Company, Glasgow, Scotland, 1959-1963.

Project manager, E & B Cowan, Consulting Engineers, Montreal, Canada, 1963.

Founder and president, Pulmac Research Ltd., 1964; Pulmac Instruments Ltd., 1968;

Inotech Process Ltd., 1972; Pulmac Ventures Inc., 1978.

Publications:

Two dozen or so technical and scientific publications in a number of Paper Industry technical journals over a period from 1959 to 1998

Patents:

Zero Span Tensile Tester; Improvement to Zero Span Tensile Tester;

Pressurized Pulp Screen; Step Blade Drainage Device; Automated Sheet Former;

Automated Zero Span Tester

Books: (authorwfc.com)

Operating a Business in the Small Business Space. 1988

Science in the Pulp and Papermill, a personal perspective. 1999

Escaping an Evolutionary Dead-End. 2015

Equipment Developed and now widely used in the Pulp & Paper Industry:

Hooper Pressure Screen, 1966; Pulmac Permeability Tester, 1968.

Pulmac Shive Analyser, 1970; Pulmac Zero Span Tester, 1971.

Albany Unfoil, 1972; Pulmac TroubleShooter, 1979.

Pulmac automated Z-Span Tester, 1985; Pulmac Z-Span 3000 System 1985.

Pulmac Master Screen, 1994.

Wavell Cowan - A Professional Biography

The Beginning

Wavell Cowan was born to the paper industry. His father, Eli Cowan, entered the industry in 1929 and embarked on an illustrious career, first as a papermill engineer, then as head of the Canadian Wartime Machineshop Board which brought all the paper mill machineshops across Canada into an integrated unit producing war materiel. After the war, he founded E & B Cowan, which became one of several great post-war Canadian engineering firms responsible for engineering the mill building boom of that period. Eli Cowan was also the inventor of the Cowan Screen and redesigned a variety of other equipment produced and marketed by the S.W. Hooper company which he co-founded.

Educational Years

After working in a variety of industry related jobs throughout his undergraduate years at McGill University in Montreal, Wavell completed a MechEng degree in 1954 and then worked for a year as a papermill engineer before enrolling at graduate school. During his years at the Institute of Paper Chemistry in Appleton, Wis., he worked summers in technical positions in a number of paper mills.

Formative Mill Experience

After successfully completing his doctoral studies in 1959 he accepted a position as technical manager of a specialty papermill in Scotland. This experience provided a unique opportunity to apply science to a broad range of industrial processes and products. In three highly successful years he built up a powerful technical group in accordance with his employment mandate. He also acquired hands-on technical expertise in all aspects of paper mill processing.

Consulting Years

After a year working with his father at E & B Cowan, Wavell returned to the scientific arena as a research and development consultant, founding Pulmac Research Ltd in Montreal in 1964. During his consulting years he did significant development work for clients in a variety of process areas.

Entrepreneurial Years

In the 70s Wavell began developing a line of test equipment manufactured and sold under the company name of Pulmac Instruments. At this time he also patented and under a license agreement developed what became the Albany Unfoil. He was also involved in the research, development, and design work that led to an alcohol pulping process patent, ultimately purchased and developed by Repap as the Alcell process. Also, under a scientific grant from the Canadian government, he developed a coherent zero span technology and introduced the idea of wet zero span testing. This ultimately produced the technology and equipment for practical fiber process control in the pulp and paper mill.

Growing a Business

In the 80s he was joined by his son, Joffrey, and jointly expanded the instrument side of the business, relocated from Montreal to Vermont (Moretown) as Pulmac Instruments International. This continued the sale of the existing Pulmac line of equipment, and developed the potential of zero span technology. The result is the complete fiber testing capability currently marketed as the Z-Span 3000 system.

In the 90s the MasterScreen was added to the Pulmac line, to meet the recycle industry's need for a rapid stickies separation procedure.

Retirement Years

Member and secretary of a local school Board, 1998 – 2004

Pro bono consultant and board member resuscitating the Vermont Philharmonic 2004-2012

Co-founder of the online Vermont Small Business Training Center, (vtsbtc.com) 2014

Sandy Pitonyak

From: Karl Johnson <karl.h.johnson@gmail.com>
Sent: Monday, October 03, 2016 10:38 AM
To: Sandy Pitonyak
Subject: MONTPELIER ENERGY ADVISORY COMMITTEE VACANCY
Attachments: Karl Johnson Resume 2016.docx

Hello Sandy,

I'm writing this morning to express interest in the MEAC. I note that there are four vacancies to be filled at the October 12th council meeting.

As you may recall, I have previously served on Committees for the City Council, including the Reappraisal Committee and the Budget Review Committee. I've attached a recent resume, however, it does not include my current position. I'm currently working at EnSave in Richmond doing energy efficiency and renewable energy work for agricultural producers and rural businesses.

Please let me know if you need any additional information, or have any questions that need to be addressed.

Thank you for your time and attention.

Sincerely,

Karl
802-249-1546

Experienced manager possessing unique skills, qualifications and perspective related to project & personnel management, business planning & development, energy, the environment, and regulatory matters. Practiced at leading people & organizations; providing public representation; setting and implementing policy & strategies. Effective with organizational development & expansion, as well as program development, and implementation. Successful in resolving sensitive regulatory & legal issues with a track record of achieving positive outcomes in all types and jurisdictions of regulatory and public processes. Adept at successfully managing and motivating cross-functional teams working on complex, multi-disciplinary issues.

*Qualifications:***► ENERGY**

- ◆ Managed the design, development, negotiation of the utility interconnection agreement, and permitting of a 'Micro Grid' distributed generation R&D project to be built in Waitsfield, Vt. by client in collaboration with local utility; and gained Vermont Public Service Board Certificate of Public Good for project.
- ◆ Skilled with Natural Gas, Solar, Hydrogen, Wind, Hydroelectric, Distillate, Waste-to-Energy Technologies & Systems.
- ◆ Knowledgeable across multiple energy market sectors including manufacturing, regulatory, and commercial development.
- ◆ Responsible for management of cogeneration, distributed, and hybrid generation projects worldwide generating \$40M+ revenue annually.

► Business:

- ◆ Facilitated successful interactions between clients, municipalities, and state & federal agencies in permitting proceedings including land use for commercial and industrial development, air pollution, & wastewater discharge.
- ◆ Participated in start-up and growth initiatives in Energy Systems, Environmental Services, & Specialty Markets.
- ◆ Knowledgeable & experienced in personnel resource management, hiring, performance evaluation, coaching & mentoring.
- ◆ Performed all aspects of small business brokering: Developed materials applicable to sale, negotiated terms, drafted P & S agreements, prepared pro forma, and conducted financial analyses.

► Regulatory:

- ◆ Experienced obtaining numerous regulatory approvals including local, state and federal government jurisdictions.
- ◆ Chaired Municipal Budget Review Committee, as appointed by Montpelier, Vermont City Council
- ◆ Served on City-wide Property Reappraisal Committee, as appointed by Montpelier, Vermont City Council
- ◆ Member of the Permitting Committee of the Vermont 25X'25 Committee
- ◆ Appointed by the Governor as Chair of Vermont's District #5 Environmental Commission for 'Act 250':
 - Chaired hundreds of quasi-judicial hearings in contested cases.
 - Reviewed applications and evidentiary record; facilitated deliberations & decisions under Statutory 10 Criteria.
 - Issued state land use development permits under Vermont's "Act 250" Land Use Development Law.
- ◆ Performed as Expert Witness providing testimony involving science and engineering applied to land use and development projects; noise measurement, impacts and mitigation; hazardous waste investigation and remediation; groundwater hydrology, and water quality issues in both judicial & quasi-judicial proceedings.

► Environment:

- ◆ Oversaw successful \$5M hazardous site investigation and remediation.
- ◆ Managed all aspects of complex and volatile \$1M indoor air quality project.
- ◆ Cost-effectively completed legally sensitive remedial action in Bogotá, Colombia in less than 3 weeks for < \$120K.
- ◆ Consulted on a wide array of permitting efforts, noise impacts, waste stream optimization, and indoor air quality.

Professional Experience:

PRIVATE CONSULTING

2007 TO PRESENT

Provide counsel, public representation, permitting assistance, financial analysis & budgeting, and senior management to clients on a broad range of issues, including, but not limited to:

- ▶ Performed due diligence on Renewable Energy projects under consideration for funding through loans or grants.
- ▶ Conducted statewide heating oil and propane pricing data collection & quality assurance.
- ▶ Prepared filings required under FERC regulations.
- ▶ Provided representation in business transactions, including performance of due diligence, financial evaluation of assets for acquisition, and client representation with sellers, regulators, and financiers, suppliers and subcontractors.
- ▶ Conducted technical and financial evaluation of potential acquisitions for purchase and development.
- ▶ Wrote and compiled ARRA compliant RFPs, Grant and Contracts.
- ▶ Responsible for development of business plans and *pro forma* for clients' use in raising capital.
- ▶ Performed quality assurance on assessments and reports prior to release to client's customer.
- ▶ Participated on the Permitting Committee of the Vermont 25X'25 Committee charged to investigate the permitting requirements for various renewable energy technologies and make recommendations related to permitting to assure safeguards are in place to protect the public while allowing for as streamlined a permitting process as practicable.
- ▶ Developed workflow processes & process documentation for the Vermont Dig Safe program investigations.
- ▶ Administered and presented Underground Facility Damage Prevention & Training Seminar.
- ▶ Responsible for the development, of both software and process documentation for the Vermont Dig Safe program.
- ▶ Consulted on numerous varied permitting matters in Federal, State, & Local jurisdictions.
- ▶ Represented client's interests before the Vermont Natural Resources Board's Water Panel in various proceedings related to permitting of energy projects.
- ▶ Provided cost reduction consulting services to commercial and industrial customers focused on waste and recycling program optimization, cost reduction, and cost control management resulting in quantifiable cost savings and profit improvements.

NORTHERN POWER SYSTEMS

Waitsfield, Vermont

Northern Power Systems, a Distributed Energy Systems Company (DESC), designed, built and serviced highly reliable power systems for a wide variety of applications and clients world-wide.

DIRECTOR OF PROJECT MANAGEMENT

2004–2006

Managed department comprised of 17 professional Project Managers with offices in VT, NYC, Houston, & LA. Prepared and managed annual department budget of ~\$2.2M. Hired, directed, and coordinated resources to effectively obtain positive outcomes on internal efforts chartered to drive organizational growth as well as deliver quality results on commercial contracts.

- ▶ Responsible for oversight on \$40M+ of projects domestically and internationally.
- ▶ Senior representative for major clients.
- ▶ Implemented organizational changes and personnel management yielding improved margin performance and reduction in business risks:
 - ◆ Coached Project Managers to improve performance, individual effectiveness, professionalism, and morale of department.
 - ◆ Tripled capacity while maintaining staffing levels, reducing costs and expanding ability to manage higher volumes of projects while growing business from \$7M to >\$40M.
 - ◆ Established uniform monthly budget procedure & review process.

SENIOR PROJECT MANAGER

2001–2004

Led project teams on projects comprised of the design, procurement of materials, equipment, and contracted services, production, and installation of distributed generation facilities and remote power systems. Managed purchasing and service contracts, and negotiated with equipment vendors and suppliers to reduce costs while improving quality and delivery timelines.

Specific projects include:

- ▶ Distributed Energy MicroGrid[®], Waitsfield, Vermont - Responsible for the design, permitting, and construction of a MicroGrid[®] distributed generation system at the Mad River Industrial Park in Waitsfield, Vermont, using utility-owned distribution lines to convey power generated by multiple non-co-located distributed generation assets to distributed loads.
- ▶ EOP, One Market Street, California - Managed all aspects of the design, procurement and testing of a 1.5 Megawatt Combined Heat and Power Distributed Cogeneration Project for large office complex in San Francisco.
- ▶ Corridor Pipeline, Alberta, Canada - Directed \$1.6M design and production project for 22 power systems for remote block valve installations on the Corridor oil pipeline in Alberta, Canada.

- ▶ CORRPRO, Chad & Cameroon, West Africa - Completed major United Kingdom client project encompassing design and construction of 12 remote power systems for cathodic protection of an oil pipeline based in Chad and Cameroon. Project delivered on time and under budget in spite of 5-week design and materials approval delays by client.
- ▶ Lankahuasa 1 Offshore Platform, Gulf of Mexico - Head of project team for design and construction of complex 60kw solar & natural gas-fired micro turbine hybrid power system providing energy to offshore oil and gas extraction platform based in the Gulf of Mexico.

THE JOHNSON COMPANY, INC.

Montpelier, Vermont

An Environmental Sciences and Engineering Services company providing consulting and design services to a diverse clientele across multiple markets including hazardous site investigation and remediation, energy development, and environmental litigation support.

SENIOR MANAGER

Charged with responsibility for distressed contracts and handling delicate and controversial issues including litigation: Formulated strategy, provided expert testimony; propelled research, exhibit preparation, quality assurance, pre-filed testimony and expert witness preparation. Managed teams of scientists, engineers, attorneys, contractors, and vendors to optimize performance. Prepared statements of work, cost estimates, schedules, and budgets; tracked ROI for business development ventures.

- ▶ Directed marketing managers, developed corporate marketing plan and proposals, created and produced advertising campaigns, and conducted market assessment & completed business development missions to 6 Eastern European countries.
- ▶ Expedited and obtained environmental permits and construction certifications for \$35M power plant project in under one year.
- ▶ Supervised the removal of 101 tractor trailer loads of contaminated material and managed State and Federal inspections, negotiations and field sampling in sensitive elementary school setting.
- ▶ Expedited construction of groundwater collection and treatment system in time for school opening; managed midwinter installation of 1,000 feet of pipe without school disruption.
- ▶ Led meetings and successfully handled public relations with state, town, school board, PTA, teachers, administrators and nearby landowners; ensured regulatory compliance for 12+ years.

SCIENCE APPLICATIONS INTERNATIONAL CORP.

McLean, Virginia / Palo Alto, California

As the largest employee-owned research and engineering firm in the United State, SAIC works to solve complex technical problems in national security, homeland security, energy, the environment, space, telecommunications, health care, & logistics.

ENGINEER

Planned, directed and coordinated time-critical projects relating to municipal, industrial, and steam-electric generating plant wastewater discharge permitting. Steered procedures to coordinate technical and administrative operations, HR management, and principal client relations.

- ▶ Consultant to USEPA in Washington, D.C., Dallas, Reno, Seattle, San Francisco, Oakland and San Diego.
- ▶ Established Division office and acted as liaison between 5 entities including SAIC, EPA Region IX, the state environmental agency, the permittee (municipality, industry) and regional water quality control boards for each drainage basin; managed permit application review, permit drafting and technical review program for wastewater discharge.
- ▶ Performed work flow analysis for Permitting and Compliance Section of EPA Region VI. Participated in numerous operational and compliance diagnostic evaluations of publicly owned waste water treatment plants.
- ▶ Coordinated, reviewed and wrote 100+ wastewater discharge permits for municipalities, industry and steam electric generating facilities in under 1 year.

EDUCATION

BACHELOR OF SCIENCE IN ENGINEERING; University of Massachusetts, Amherst, Massachusetts

INTERESTS & ACTIVITIES

• COMMUNITY SERVICE •
SKIING • HIKING • CAMPING • PHOTOGRAPHY
SCULPTURE • TECHNOLOGY • ARCHAEOLOGY

REFERENCES AND FURTHER DATA PROVIDED UPON ESTABLISHMENT OF MUTUAL INTEREST

From: Jared Duval [mailto:jared.duval@gmail.com]
Sent: Tuesday, October 04, 2016 8:53 PM
To: Sandy Pitonyak
Cc: Kate Stephenson
Subject: Re: Expression of Interest for Montpelier Energy Advisory Committee Vacancy

Jared

On Tue, Oct 4, 2016 at 8:49 PM, Jared Duval <jared.duval@gmail.com> wrote:
Dear Jessie,

I am writing to express interest in being considered to fill one of the vacancies on the Montpelier Energy Advisory Committee (MEAC). I would be excited to join this thoughtful and committed group of Montpelier citizens who have played such a pivotal role in both setting the inspiring net zero by 2030 goal -- and also in leading initiatives to help us meet that goal. I hope that my experience would be an added asset to the Committee and to the City as this vital work continues.

My family and I moved to Montpelier in 2014, soon after I completed my graduate training in public policy analysis at Princeton's Woodrow Wilson School of Public Affairs. We moved into a large, leaky old house on Elm Street, across from the pool and recreation fields. Over the past two years, we have undertaken a number of energy efficiency and clean energy projects at our home, as we attempt to significantly reduce our fossil fuel use, benefit the local economy, improve health and comfort, and save money. Last year our efforts were recognized by Efficiency Vermont with the "[Best of the Best](#)" award for a whole-home retrofit in the \$10,000 - \$20,000 category. We are glad to share our experiences with our neighbors, and we will be participating in the "Toward Net Zero Montpelier Home Tour" that MEAC is organizing for this coming weekend.

My professional work is also relevant to MEAC's mission. Within the Vermont Agency of Commerce and Community Development, I serve as Vermont's Economic Development Director for our Working Lands and the Green Economy sectors. In that role I provide a range of support to business in those sectors of our economy, including clean energy, energy efficiency, and green building businesses. I also manage a federal grant program, the Northern Border Regional Commission (NBRC), which invests in community and economic development projects -- including renewable energy projects -- in the six northernmost counties of Vermont. Finally, I also serve on the State's Clean Energy Development Fund (CEDF), which invests in market development efforts for Vermont's renewable energy economy. I believe that this mix of working with private businesses in the "green" economy, supporting renewable energy-focused community development projects, and helping shape State policy and incentives to meet Vermont's statewide Comprehensive Energy Plan (CEP) goals would all be relevant experience and expertise for serving on the MEAC.

Prior to my current role with the State, I also worked on clean energy issues at the national level. From 2005-2007 I directed the national student chapter of the Sierra Club, where I worked with hundreds of campuses across the country to become models of sustainability by implementing projects such as setting up revolving loan funds to invest in energy efficiency, advancing on-site clean energy purchases, revising procurement guidelines, and more -- all to achieve similar net zero goals as to what Montpelier has set for itself.

Finally, I should note that I have already attended a MEAC meeting, at the invitation of some of the current members, and I was glad to get the chance to meet the full committee. I found them to be a very smart and devoted group that I would feel lucky to work with on behalf of our City.

Thank you for your consideration of this expression of interest. Of course, I am more than happy to answer any questions that the Council may have about my interest and qualifications regarding this opportunity and I will look forward to attending the Council meeting on Oct. 12th.

Sincerely,

Jared Duval

610 Elm St.

Montpelier, VT 05602

[802 829 7421](tel:8028297421)

--

Jared Duval

Author, *Next Generation Democracy: What the Open-Source Revolution Means for Power, Politics and Change*

Sandy Pitonyak

From: Paul Markowitz <pmarkowitz@veic.org>
Sent: Wednesday, October 05, 2016 4:24 PM
To: Sandy Pitonyak
Cc: Kate Stephenson
Subject: Montpelier Energy Advisory Committee

Sandy – howdy. I am an active member of the Montpelier Energy Advisory Committee and would like to continue and be an official member. Thanks. Paul

4 Pearl St.
Montpelier, VT 05602
USA
North America
Western Hemisphere
Planet Earth ☺
802 279 8544



CITY COUNCIL Agenda Item #16-288

Date: October 12, 2016

Consent ☐ Discussion ☒

SUBJECT: Montpelier Housing Authority Board

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Appoint Paul A. Audy to another 5-year term on the Montpelier Housing Authority Board

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: No legal requirements; Council makes appointments to fill vacancies on City Boards and Commissions

BACKGROUND INFORMATION: This is a 5-member board whose 5-year terms are staggered so that one expires each year.

SUPPORTING DOCUMENTS: Copy of the advertisement and letter from Paul Audy

INTERESTED PARTIES: MHA Board, MHA Director, and staff

CITY MANAGER'S APPROVAL:

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

Paul A. Audy
155 Main Street, Apt. 108
Montpelier, VT 05602

September 27, 2016

Dear Mayor and Members of the City Council:

I would like to continue to serve my community as a Board Member to the Montpelier Housing Authority.

Sincerely,

Paul A. Audy

Paul A. Audy



City of Montpelier, Vermont

"The Smallest Capital City in the United States"

Mayor John Hollar

City Council:

Anne Watson, President
Tom Golonka, Vice President
Dona Bate, Parliamentarian
Justin Turcotte
Jessica Edgerly Walsh
Jean Olson

William J. Fraser
City Manager
wfraser@montpelier-vt.org

Jessie C. Baker
Assistant City Manager
jbaker@montpelier-vt.org

September 7, 2016

The Times-Argus:

Please insert the following ad with other Montpelier notices on: Thursday, September 22, 2016, and Thursday, September 29, 2016.

MONTPELIER HOUSING AUTHORITY VACANCY

The Montpelier City Council is seeking applicants interested in filling an expired term on the Montpelier Housing Authority Board; said 5-year term to expire in October, 2021. Interested citizens should submit a letter of interest and/or resume to the Office of the City Manager, City Hall - 39 Main Street, (or by e-mail to: spitonyak@montpelier-vt.org) as soon as possible and no later than noon on Wednesday, October 5, 2016. The City Council will make this appointment at their October 12th regularly scheduled meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws.

William J. Fraser
City Manager

sjp



CITY COUNCIL Agenda Item #16-286(d)

Date: October 12, 2016

Consent x Discussion

SUBJECT: Clean Water State Revolving Loan Fund (CWSRLF) Approval

SUBMITTING DEPARTMENT: Finance Office / Public Works

RECOMMENDED ACTION: Approve a loan from the Clean Water State Revolving Loan Fund through the Municipal Bond Bank in the amount of \$36,680.00 at 0% interest and no fees to assist in project planning costs for replacement of the Northfield Street sewer line. Engineering is eligible for forgiveness of up to 50% of principal, pending final audit confirming approved use of funds.

RELATED COUNCIL GOAL/PRIOR ACTION: G – Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment

EXPENDITURE REQUIRED: \$36,680.00 with possible 50% loan forgiveness

SOURCE OF FUNDS: Sewer Fund / construction bond vote in March, 2017

LEGAL REQUIREMENTS: City Council authorizes borrowing

BACKGROUND INFORMATION: The Northfield Street reconstruction will include replacement of underground utilities. The State Revolving Loan Fund is encouraging communities to adopt a policy of addressing underground sewer infrastructure while performing similar work. The loan is eligible for a 50% forgiveness upon final audit to verify that submitted costs are eligible. There are no fees and no interest calculated on this loan. Repayment will be made in five equal annual installments.

SUPPORTING DOCUMENTS: Copy of loan agreement for Council signature

INTERESTED PARTIES: Sewer Rate Payers

CITY MANAGER'S APPROVAL:

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

LOAN AGREEMENT

Vermont State Revolving Fund

Loan RF1-192-1.0

City of Montpelier, Vermont

This Agreement, dated as this 1st day of October, 2016 between the VERMONT MUNICIPAL BOND BANK, a body corporate and politic constituted as an instrumentality of the State of Vermont exercising public and essential governmental function (hereinafter referred to as the "Bank"), created pursuant to the provision of 24 V.S.A., Chapter 119, as amended, (hereinafter referred to as the "Act"), having its principal place of business at Winooski, Vermont, and the CITY OF MONTPELIER (hereinafter referred to as the "Municipality"):

WITNESSETH

WHEREAS, pursuant to the Act, and the provisions of 10 V.S.A. §§1591-1627 and 24 V.S.A. §4751-4762, the Bank is authorized to make loans of money (hereinafter referred to as "Loan" or "Loans") to a municipality on behalf of the state; and

WHEREAS, the Municipality is a municipality as defined in the Act and pursuant to the Act is authorized to accept a Loan from the Bank on behalf of the State, to be evidenced by its Municipal Bond purchased by the Bank; and

WHEREAS, the Municipality is desirous of borrowing money from the EPA-Vermont Clean Water State Revolving Fund (the "Fund") and has applied to and has requested of the Bank a Loan and has duly authorized the issuance of general obligation bonds in the principal amount of \$36,680.00, a Municipal Bond in the amount of \$36,680.00, is evidence of the Loan in accordance with this Agreement, and shall be in substantially the form appended hereto by the Municipality as Exhibit C;

NOW, THEREFORE, the parties agree that upon receipt of at least \$36,680.00 in the Fund:

1. The Bank makes the Loan and the Municipality accepts the Loan in the amount of \$36,680.00 from the Fund, to be used for costs of the project described in the *Approval of Feasibility & Planning Loan Application* issued by the Department of Environmental Conservation, and the Vermont Municipal Bond Bank, the terms of which are incorporated herein, and is appended hereto as Exhibit A. As evidence of the Loan made to the Municipality and such money borrowed from the Fund by the Municipality, the Municipality hereby issues to the Bank on behalf of the state the Municipal Bond in the principal amount of \$36,680.00, which Municipal Bond replaces, refunds and consolidates all sums due under the Loan Agreement dated as of October 1, 2016 by and between the Municipality and the Bank. The Municipal Bond shall bear interest at the rate of zero percent (0%) and an administrative fee of zero percent (0%) per annum and shall be payable as provided in 24 V.S.A., Chapter 120, §4755(a)(3) and (4) and/or 10 V.S.A., Chapter 56, Section 1624(b)(2) and as established by the State Treasurer and/or the Secretary of the Agency of Administration.

2. The Municipality has duly adopted or will adopt all necessary resolutions and has taken or will take all proceedings required by law to enable it to enter into this Loan Agreement and issue its Municipal Bond to the Bank. The Municipality has or will expeditiously commence, continue and complete the planning and audit of the project covered by the Loan and any amendments thereto.

3. Pursuant to the provision of 24 V.S.A. §4756, the Municipality hereby certifies to the Bank that:

(a) It has secured all state and federal permits, licenses and approvals necessary to construct and operate the improvements to be financed by the Loan (the "Project");

(b) It has established, or covenants with the Bank to establish, by ordinance, rule or regulation, a rate charge or assessment schedule which will generate annually sufficient revenue to pay:

(i) Principal of the Municipal Bond, as the same becomes due; and

(ii) Reasonably anticipated cost of operating and maintaining the improvements to be financed by the Loan and the system of which is a part;

(c) It has duly established a fund under 24 V.S.A. §2804, or by other means permitted by law which, for so long as the Municipal Bond shall remain outstanding, shall be maintained and replenished from time to time, and used solely to repair, replace, improve and enlarge the improvement to be financed by the Loan.

4. The Municipality shall make funds sufficient to pay the principal as the same matures (based upon the maturity schedule appended hereto as Exhibit B) available to the Bank at least five (5) business days prior to each principal payment date.

5. The Bank and Municipality agree that Loan proceeds will be paid to the Municipality as Project costs are incurred and paid by the Municipality over the course of the Project, but in no event shall payments be made more often than monthly, and only on Municipality's certification, through its authorized representative, that such costs have been paid.

6. The Municipality is obligated to make the principal portion of the Municipal Bonds payments scheduled by the Bank on an annual basis. The Municipality may prepay the Loan at its option without penalty.

7. The Municipality shall be obligated to inform in writing the Bank, or such agent designated by the Bank, at least 30 days prior to each principal payment date of the name of the official to whom invoices for the payment of principal should be addressed.

8. Notwithstanding paragraph 15 hereof, prior to payment of the amount of the Loan, or any portion thereof, the Bank shall have the right to cancel all or any part of its obligations hereunder and after payment of any portion thereof to require a refund of amounts paid if:

(a) Any representation made by the Municipality to the Bank in connection with its application for a loan or additional loans shall be incorrect or incomplete in any material respect; or

(b) The Municipality has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.

9. The Municipality shall at all times comply with all applicable federal and state requirements pertaining to the Project, including but not limited to requirements of Federal Clean Water Act, 24 V.S.A., Chapter 120, and the list of Federal Laws and Authorities included as Exhibit D. The enumeration of the Federal Laws and Authorities in Exhibit C shall not be construed as a waiver by the Municipality of any exemption or exception, jurisdictional or otherwise.

10. If any provisions of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

11. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.

12. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a difference section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement. Any delay in exercising rights or requirements of the Loan Agreement does not constitute a waiver of such rights or requirements.

13. The Municipality agrees to indemnify and hold the Bank, the state, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Municipality or any of its officials, agents, or employees of the Municipality's obligations under this Agreement, as it may be amended or supplemented from time to time. It is further understood that such indemnity shall not be limited by an insurance coverage.

14. The Municipality agrees that the Loan will be adjusted upon final audit to an amount equal to or less than the project costs determined eligible by the Department of Environmental Conservation and recommended to the Bond Bank for loan participation.

15. The Municipality agrees that if actual final eligible costs are less than the amount paid under the Loan Agreement, repayment of the excess funds will be made within 60 days of request by the Department of Environmental Conservation.

16. Increases, amendments, or modifications to the project during construction will be processed for record keeping purposes only, except for the addition of major approved Project elements. The Loan Agreement will also be amended upon completion of the project based upon

final audited eligible costs, and any increases in the Loan will be made contingent upon availability of funds. All Project records will be retained by the Municipality and made available for state inspection upon request for three years after Project completion or until any audit questions have been resolved, whichever is later.

17. The Municipality will obtain flood insurance for any insurable portion of the Project.

18. The Municipality agrees to use the Loan proceeds solely for the Project for which the Loan is made and any approved amendments thereto. The Municipality further agrees to make prompt payment to the contractors and to apply any interest received to the Project.

19. The terms of this Loan Agreement shall be controlling over those of any prior Agreement with respect to this Loan Agreement. However, this Loan Agreement shall not otherwise supersede the terms of any other agreements between the Municipality and the state.

20. The Municipality agrees to furnish to the Bank such financial statements as the Bank may reasonably request, which statements and supporting records shall be prepared and maintained in accordance with generally accepted accounting principles.

21. This agreement may be funded in whole or in part by federal funds. These funds are being awarded in accord with the Federal Clean Water State Revolving Fund, CFDA number 66.458. For any year in which the Municipality expends Loan funds and \$750,000.00 or more in Federal Funds from all sources, the Municipality shall have an audit performed in accord with the Federal Single Audit Act and furnish a copy to the Facilities Engineering Division within 9 months of the end of Municipality's accounting period.

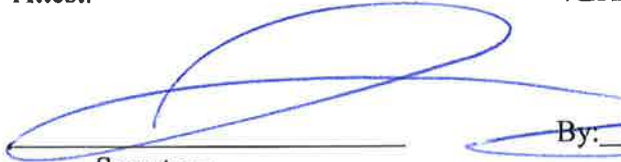
22. By acceptance of this Agreement, the Municipality agrees to complete a Subrecipient Annual Report. Prior to submitting the Subrecipient Annual Report, the Municipality must contact the Facilities Engineering Division to determine that actual amount of federal funds disbursed from the loan proceeds. The Subrecipient Annual Report must then be submitted to the State of Vermont Department of Finance within 45 days after its fiscal year end, informing the State whether or not a single audit is required for the prior fiscal year. If a single audit is required, the Municipality will submit a copy of the audit report to the Facilities Engineering Division within 9 months of its fiscal year end. If a single audit is not required, only the Subrecipient Annual Report to the State Department of Finance is required.

23. The Municipality understands that the provisions of the Davis-Bacon Act, which is codified at Subchapter IV of Chapter 31 of Title 40 of the United States Code and U.S. Department of Labor Memorandum No. 208 ("Memorandum 208"), apply to the Project, and the Municipality certifies and agrees that with respect to the Project, it has complied and will continue to comply with the requirements of the Davis-Bacon Act and Memorandum 208.

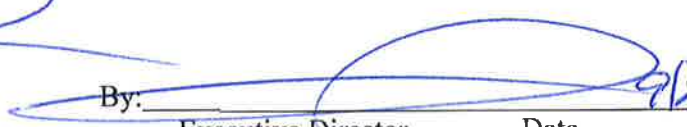
IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Attest:

VERMONT MUNICIPAL BOND BANK



Secretary

By:  9/21/16

Executive Director Date

✓ Attest:

✓ CITY OF MONTPELIER

City Clerk

By: _____
Mayor

✓ And by:

City Treasurer

EXHIBIT A

PROJECT ELEMENTS FOR THIS AGREEMENT

The project for which this agreement is described in the *Approval of Feasibility & Planning Loan Application*:

The project is described as a study to replace about 4,400 linear feet of 8-inch sewer. The Wastewater improvements will be part of a larger single construction contract that includes water main replacement and sidewalk curb replacement. The work will be completed prior to VTrans resurfacing on Northfield Street.

EXHIBIT B

Loan Payment Schedule

Loan Terms

Loan Amount: \$36,680.00
Loan Term Years: 6
Interest Rate: 0.00%
Admin Fee: 0.00%

Repayment Date	Payment Number	Principal Due	Principal Payment	Interest Payment	Admin. Fee	Total Payment
9/1/2021	1	\$36,680.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
9/1/2022	2	\$29,344.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
9/1/2023	3	\$22,008.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
9/1/2024	4	\$14,672.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
9/1/2025	5	\$7,336.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
Payments			\$36,680.00	\$0.00	\$0.00	\$36,680.00

EXHIBIT D

LIST OF FEDERAL LAWS AND AUTHORITIES

ENVIRONMENTAL:

- "American Iron and Steel" requirements of PL 113-76 Consolidated Appropriations Act of 2014
- Archeological and Historic Preservation Act of 1974, PL 93-291
- Clean Air Act, 42 U.S.C. 7506(c)
- Coastal Barrier Resources Act, 16 U.S.C. 3501, et seq.
- Coastal Zone Management Act of 1972, PL 92-583, as amended
- Davis-Bacon Act (40 CFR '31.36(i)(5))
- Davis Bacon and Related Acts Wage Rate Requirements (29 CFR 5.5)
- Endangered Species Act 16 U.S.C. 1531, et seq.
- Executive Order 11990, Protection of Wetlands
- Executive Order 11988, Floodplain Management
- Executive Order 12898, Environmental Justice
- Executive Order 15593, Protection and Enhancement of the Cultural Environment
- Farmland Protection Policy Act, 7 U.S.C. 4210, et seq.
- Fish and Wildlife Coordination Act, PL 85-624, as amended
- Magnuson-Stevens Fishery Conservation and Management Act – Essential Fish Habitat, 16 U.S.C. 1821 M-S Act § 201
- Migratory Bird Act 16 U.S.C. Chapter 7, Subchapter II: Migratory Bird Treaty
- National Historic Preservation Act of 1966, PL 89-665, as amended
- Safe Drinking Water Act, section 1424(e), PL 92-523, as amended
- Wild and Scenic Rivers Act, PL-942, as amended

EXHIBIT D - PAGE 2

ECONOMIC:

- Demonstration Cities & Metropolitan Development Act of 1966, PL 89-754 as amended
- Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans

SOCIAL LEGISLATION:

- Age Discrimination Act, PL 94-135
- Civil Rights Act of 1964, PL 88-352
- Disadvantaged Business Enterprise 49 U.S. Code § 47113 – Minority and Disadvantaged Business Participation.
- Executive Order 11264, Equal Employment Opportunity
- Executive Orders 11625 and 12138, Women's and Minority Business Enterprise
- Section 13 of PL 92-500; Prohibition against sex discrimination under the Federal Water Pollution Control Act
- Rehabilitation Act of 1973, PL 93-112 (including Executive Orders 11914 & 11250)

MISCELLANEOUS AUTHORITY:

- Executive Order 12549 - Debarment and Suspension
- Trafficking and Violence Protection Act of 2000 (P.L. 106-386)
- Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646

R-1

UNITED STATES OF AMERICA \$36,680.00
 STATE OF VERMONT
 CITY OF MONTPELIER
 GENERAL OBLIGATION BOND

The City of Montpelier (hereinafter called the "Municipality"), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Municipal Bond Bank, or registered assigns, the sum of THIRTY-SIX THOUSAND SIX HUNDRED EIGHTY AND 00/100 DOLLARS (\$36,680.00) without interest and without an administrative fee per annum, on **September 1** of each year, as follows:

Loan Terms

Loan Amount: \$36,680.00
Loan Term Years: 5
Interest Rate: 0.00%
Admin Fee: 0.00%

Repayment Date	Payment Number	Principal Due	Principal Payment	Interest Payment	Admin. Fee	Total Payment
9/1/2021	1	\$36,680.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
9/1/2022	2	\$29,344.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
9/1/2023	3	\$22,008.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
9/1/2024	4	\$14,672.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
9/1/2025	5	\$7,336.00	\$7,336.00	\$0.00	\$0.00	\$7,336.00
Payments			\$36,680.00	\$0.00	\$0.00	\$36,680.00

This Bond is payable in lawful money of the United States at People's United Bank in the City of Burlington, State of Vermont. Final payment of this Bond shall be made upon surrender of this Bond for cancellation.

This Bond is issued by the Municipality for the purpose of financing sewer system improvements under and by virtue of Chapters 53, 77, 101, and 120 of Title 24, Vermont Statutes annotated, and vote of the legislative body of the Municipality duly passed on June 15, 2016.

This Bond is transferable only upon presentation to the Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Bond have been done, have happened, and have been performed in regular and due form, as required by such law and vote, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Municipality are hereby irrevocably pledged.

IN TESTIMONY WHEREOF, the Municipality has caused this Bond to be signed by its Treasurer, and a majority of its City Council as of October 1, 2016.

CITY OF MONTPELIER



By: _____

All of a Majority of its City Council



Treasurer

No. R-2

\$36,680.00

CITY OF MONTPELIER

GENERAL OBLIGATION BOND DATED
OCTOBER 1, 2016

CERTIFICATE OF REGISTRATION

It is hereby certified that this bond is a fully registered bond, payable only to the holder of record as appears of record in the office of the Treasurer of the issuing Municipality. This bond may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Municipality at his office and he shall record such transfer in his records and on the bond. The name and address of the original registered owner of this bond is Vermont Municipal Bond Bank, 20 Winooski Falls Way No. 305, Winooski, VT 05404.

Dated as of October 1, 2016.



City Treasurer

RESOLUTION AND CERTIFICATE
(General Obligation)
(Vermont Clean Water State Revolving Fund)

WHEREAS, at meetings of the Selectboard of the City of Montpelier (herein called the "Municipality") at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held as appears of record, it was unanimously found and determined that the public interest and necessity required certain public wastewater system 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 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 meetings thereof, and it was so ordered, all of which action is hereby ratified and confirmed; and

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

WHEREAS, the Municipality has applied for financial assistance in making the authorized improvements which application has been approved by the Department of Environmental Conservation and the Vermont Municipal Bond Bank, as evidenced by the *Approval of Feasibility & Planning Loan Application* attached hereto as Exhibit B, the terms of which are hereby incorporated herein; and

WHEREAS, pursuant to powers vested in them by law the said Selectboard is about to enter into a *Loan Agreement* (Exhibit C) on behalf of the Municipality with the Vermont Municipal Bond Bank respecting a Loan from said Bank in the amount of \$36,680.00, repayable with interest at the rate of zero percent (0%) per annum.

AND WHEREAS, the Bond to be given by the Municipality to the Vermont Municipal Bond Bank at the time of receiving the proceeds of said Loan shall be substantially in the form attached hereto, as Exhibit D;

THEREFORE, be it resolved that the Selectboard proceed forthwith to cause said Bond to be executed and delivered to the Vermont Municipal Bond Bank upon the price and terms stated, and be 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 obligation of the said Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of 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, there shall annually be assessed and collected in the manner provided by law each year until the Bond, or any bond or bonds issued to refund or replace the same, is fully paid, a tax, charge or assessment sufficient to pay the Bond or bonds as the same shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Vermont Municipal Bond Bank is hereby authorized, the Chair of the City Council and Treasurer of the Municipality being directed to execute said Loan Agreement on behalf of the Municipality and the legislative branch 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 above-described Loan Agreement and Approval of Approval of Feasibility & Planning Loan Application 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 said Loan Agreement and Approval of Feasibility & Planning Loan Application 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 in the face amount of \$36,680.00 to the Vermont Municipal Bond Bank, execution and delivery of the Bond, this Resolution Certificate, Loan Agreement and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that People's United Bank in the City of Burlington, Vermont, is hereby designated the Municipality's paying agent with respect to the Bond and the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Bond dated as of October 1, 2016 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, the said officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; 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 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.

Dated: October 1, 2016

ATTEST:

 City of Montpelier



City Clerk

By: _____

All or a Majority of its City Council



And By:

Its Treasurer



Form

W-9(Rev. December 2014)
Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification****Give Form to the
requester. Do not
send to the IRS.**Print or type
See Specific Instructions on page 2.**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.**2** Business name/disregarded entity name, if different from above**3** Check appropriate box for federal tax classification; check only one of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____
- ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code**7** List account number(s) here (optional)**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-				-				
--	--	--	--	---	--	--	--	---	--	--	--	--

or

Employer identification number

--	--	--	--	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign
Here**Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)

- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ¹
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ¹
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, *Identity Theft Prevention and Victim Assistance*.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Vermont State Revolving
Fund

Customer Distribution
Authorization



Instructions: To authorize recurring distributions from the State Revolving Fund ("SRF") through Payment Requests filed with the Vermont Department of Environmental Conservation for your SRF loan, please complete this form, sign and date it, and return it along with your signed Loan Agreement to the Vermont Municipal Bond Bank ("VMBB").

Account Information

Borrower's Name	
SRF Loan Number	
"On-Request" distributions will be made to borrowers based on Payment Request(s) that have been filed with and approved by the DEC and VMBB.	

Distribution Information

☐ By ACH Transfer To: Name of Receiving Bank	
Receiving Bank Routing Number	
Account Number at Receiving Bank	
Account Type (Checking or Saving)	
Account Name	
OR	
☐ By Check Payable to (Name):	
Address:	

Distribution Agreement & Signature

____ ("Borrower") hereby requests that funds be transferred or checks be issued from the appropriate State Revolving Fund Account in accordance with the instructions provided above. By signing below I, as an authorized representative of the Borrower, have verified the accuracy of the instructions. For any non-People's account, Borrower has provided a copy of a voided check or pre-printed deposit slip. Further, Borrower understands that the People's United Bank ("Bank") is not responsible for the correctness or timeliness of the posting of funds by the receiving financial institution, if other than the Bank. This authorization shall remain in effect until a new form is filed with the Bank, or until it is revoked by Borrower in writing. If Borrower has authorized "on-request" transfers above, the Bank may rely upon Borrower's authorized representative's direction to process a distribution based on the above instructions to my account. Borrower agrees to periodically review its bank account statement and bring any discrepancies to the Bank's attention.

Borrower's Authorized Signature

Print Name

Date

VMBB Distribution Acknowledgement & Signature

Executive Director Signature

Print Name

Date



CITY COUNCIL Agenda Item #16-294

Date: October 12, 2016

Consent ☐ **Discussion** ☒ **Time Sensitive** ☐ **No** ☐
(outlined below)

SUBJECT: Berlin Pond & Water Treatment Facility: Presentation of Source Protection Plan (SPP) and Preliminary Engineering Report (PER) to address loss of City control of the drinking water source and recreational use of the source water.

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Receive presentation from staff, Source Protection Specialist, VT Rural Water Association & Dufresne Group engineering consultant. Consider recommendations, provide an opportunity for questions and give direction to staff.

RELATED COUNCIL GOAL/PRIOR ACTION: “C” Maintain a Safe Community - (Develop Contingency Plan to Protect Public Health and Water Source Protection Plan)
“H” Maintain a Clean and Healthy Natural Environment - (Provide Clean Drinking Water)

EXPENDITURE REQUIRED: SPP: No Cost
PER: \$23,600

SOURCE OF FUNDS: Water Administration – Professional Services

LEGAL REQUIREMENTS: Permit to Operate a Public Community Water System (WSID #5272) in accord with 10 V.S.A. Chapter 56 and the Vermont Water Supply Rule.

BACKGROUND INFORMATION: In accordance with our “permit to operate”, a Water Source Protection Plan (SPP) must be maintained and regularly updated every three years. Our most recent update was due on September 8, 2016 which has been submitted as required. In view of the recent State approval of recreational use of the source water, Berlin Pond, the SPP had to be revised to identify and address a new potential source of contamination (PSOC) attributable to recreational use. With the loss of the first barrier of protection with regard to the prohibition of human contact with the source water which has been in effect since the early 1900’s and in consideration of the original basis of design for the City’s Water Treatment Facility which contemplated a continuation of no recreational usage and human contact, DPW staff retained the services of Robert E. Dufresne (“Red”), P.E. to conduct an assessment of the facility’s capabilities to continue providing potable water to the City’s customers. The new PSOC is addressed and evaluated in a preliminary engineering report (PER). The PER describes the treatment facility’s inability to safely remove or inactivate certain contaminants and explains the

implications with regard to compliance with the “Long Term 2 Enhanced Surface Water Treatment Rule” (LT2ESWTR) as mandated under the Federal water quality regulations. The PER presents an analysis of additional treatment processes available with a recommendation and cost estimate for the preferred modification alternative to provide enhanced treatment if raw water sampling reveals contaminants at a threshold level as prescribed under the LT2ESWTR.

SUPPORTING DOCUMENTS:

- ✓ Source Protection Plan: <http://www.montpelier-vt.org/DocumentCenter/View/3657>
- ✓ Source Protection Plan – summary
- ✓ Preliminary Engineering Report: <http://www.montpelier-vt.org/DocumentCenter/View/3652>

INTERESTED PARTIES: Montpelier Water System Customers

CITY MANAGER’S APPROVAL:

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

SOURCE PROTECTION PLANNING UPDATE MONTPELIER WATER SYSTEM - WSID #5272

- Source Protection Plans (SPPs) are required by the state for every public water system that serves a non-transient population (municipalities, schools, condos, etc.)
- Updates must be submitted to DEC every 3 years
- Berlin Pond update completed September 8th 2016 by VT Rural Water Association (VRWA)
 - VRWA is a non-profit trade association that provides technical assistance and training to water and wastewater systems across the state
 - Source protection position is funded by the USDA Farm Service Agency
- Original SPP was written by Dufresne & Associates (now Dufresne Group Consulting Engineers) in February 2001
- The source protection area for Berlin Pond is the 10+ square mile watershed that includes 305 properties in Berlin, Northfield and Williamstown
- The source protection plan must include an inventory and risk ranking of all potential sources of contamination (PSOCs)
 - High risks include recreation on Berlin Pond, potential chemical spills from vehicles on I-89 and other roads, and hazardous waste sites
- Other components include a management plan based on the PSOCs, a contingency plan (mini-emergency response plan) and multiple maps
 - Recent management activities include new SPA signs (see below), bacteria testing on tributaries, annual update of property owner list, and plant tours
 - Based on the new **HIGH RISK of ON POND RECREATION**, the following management activities were recommended:
 - 1) Evaluation of marking an isolation zone around the intake
 - 2) Continue semi-monthly raw water testing program for E. coli
 - 3) Biological warning system (more information in the LT2 Report)
 - 4) Amendments to the Vermont Use of Public Waters Rules – specific for Berlin Pond
 - a. Ban on tools powered by internal combustion (currently being reviewed by the Legislative Committee on Administrative Rules [LCAR])
 - b. Ban on use of ATVs on ice covered water (currently in LCAR)

