



Agenda for Regular City Council Meeting

**City Council Chambers, City Hall
Wednesday, October 14, 2015
6:30 P.M.**

- 1) Call to Order by the Mayor
- 2) 15-258. Review and Approve Agenda
- 3) 15-259. General Business and Appearances
- 4) 15-260. Council Goal B: Balance and Control Municipal Budget
 - a) One of the Council's goals is to "initiate public discussion regarding long term budget choices."
 - b) A working committee arranged public forums for Thursday, September 24th at the Capitol Plaza and Tuesday, October 13th at Montpelier High School.
 - c) The forums were facilitated by Montpelier resident Paul Costello.
 - d) The Finance Director has prepared draft schedule for the FY17 Budget process.
 - e) Recommendation: Receive information; provide suggestions to Mayor and Manager.
- 5) 15-261. Council Goal K: Consistently Collect and Communicate Information in a Transparent Manner
 - a) The goal includes the launching of a new website.
 - b) City staff and Contractor CivicPlus have prepared a new website for launch in November.
 - c) Recommendation: Review demonstration; offer comments.
- 6) 15-262. First Reading of further amendments to the City's Winter Parking Ban Ordinance – as per Council Goals K 

- a) During the winter of 2014-2015, the City piloted a different winter parking ban process. Staff from the Manager's Office, Public Works, Police, and Fire Departments met in April to review data and experiences from the pilot program.
- b) At the City Council's regular meeting of May 13, 2015, staff presented and discussed possible improvements for next year in response to actual experiences and the various problems encountered. A memorandum dated May 7, 2015 accompanied the presentation and is included as reference.
- c) Improvements to the program have now been fully considered by staff which includes proposed amendments to the applicable sections of the City's Code of Ordinances under Chapter 10, "Motor Vehicles and Traffic". Operational changes are also recommended concerning the means for providing public notification and a revised means to address parking lot maintenance. A memorandum dated October 9, 2015 is presented with a full description of the amendments together with an explanation of the necessity for each.
- d) Recommendation: Receive report from staff about the need for amendments to the City's Code of Ordinances and review the staff recommendations. Conduct the first Public Hearing to allow for comments to consider the proposed ordinance amendments and approve First Reading. Set the date for the Second Public Hearing. Provide direction to staff about changes; possibly direct staff to return with recommended ordinance change language based on the results of this Public Hearing.

7) 15-263. Consideration of the Consent Agenda:

- a) Consideration of the Minutes from September 23, 2015 Regular City Council Meeting. 
- b) Senior Center and First in Fitness Contract Renewal for FY16 (October 2015 – June 2016) 
 - 1) Montpelier Senior Activity Center Director seeks approval to renew MSAC's annual contract with long-standing partner, First in Fitness, to provide lap swimming, water aerobics, gym and tennis benefits to senior members. \$17,589 is the total contracted amount for use of the pool (\$17,600 was approved in the FY16 budget for this program); and \$320 is the contracted amount for each of three quarters of tennis (\$960 was approved in the FY16 budget for this program).

- 2) The only notable changes to the contract this year are the duration (9 months versus 12 as summer is cancelled), increase in weekly swim hours to five, members now pay directly for gym benefits, and payments will be quarterly by check rather than monthly. No tax-payer money supports these programs – all expenses are covered by user fees and Corry Fund revenue.
- c) Award the Construction Contract for the Bailey Avenue Culvert Replacement Project to Dubois Construction, Inc. in the amount of \$19,000. (Funding for the project, including the contract work and materials, is available from a combination of CIP account sources including reserves from storm water and retaining wall allocations and savings that were realized from the FY16 paving contract.) 
- d) Payroll and Bills
- 8) 15-264. Appointment to the City's Historic Preservation Commission 
 - a) Stephen Bousquet's 2-year term expired in September; he has chosen to not reapply. Helen Husher has resigned her 3-year term which is set to expire in September, 2016
 - b) Staff advertised and received one response from Gregory Tisher (Sabin Street) who would like to fill the 3-year term.
 - c) Recommendation: Opportunity to meet and talk with the applicant; appointment.
- 9) 15-265. Appointment of a City representative to the Central Vermont Solid Waste Management District's Board 
 - a) Mia Moore, who has served as the City's rep for several years, has notified staff that she is resigning (effective as soon as her replacement is appointed).
 - b) Staff advertised and received a letter of interest and resume from Claire Wheeler, College Street.
 - c) Recommendation: Opportunity to meet and ask questions of Ms. Wheeler; appointment.
- 10) 15-266. Discussion with members of the Community Fund Board regarding their timelines, methods and criteria used to invite and evaluate grant requests.

- a) This will also be an opportunity for Council to review their expectations and how they would like to see the board function in terms of policies, procedures, and philosophy.
 - b) Recommendation: Discussion; possible direction to the board/staff.
- 11) 15-267. Investment Policy Committee Presentation 
 - a) Investment Policy Committee members will present their policy recommendations, followed by an opportunity for discussion.
 - b) Recommendation: Approve Cash Management Policy and Investment Policy.
- 12) 15-268. Senior Center Fund Addendum for City of Montpelier Investment Policy 
 - a) City Council approval is requested for this addendum to the City Investment Policy that addresses the objectives and anticipated risk tolerance of the separate Senior Center Fund.
 - b) The Senior Center (MSAC) Finance Committee, Advisory Council and staff members have weighed in on the policy addendum, and the City Finance Director and Investment Committee members have also reviewed it.
 - c) Recommendation: Discussion; approval.
- 13) 15-269. Senior Center Request to Reserve up to \$50,000 for Capital Projects as Pre-Investment Funds 
 - a) City Council approval is requested to reserve some money before all Senior Center funds from the Jackman Bequest and Smith Barney account are invested after the completion of the City Investment Policy and RFP process.
 - b) Senior Center stakeholders (staff, Finance Committee and Advisory Council) and City management believe that an initial withdrawal of up to \$50,000--for current facility capital improvements -- from the 2014-2015 Jackman Bequest Funds (\$455K) is reasonable, along with the money already invested in the Smith Barney account.

c) Efforts are being made and will continue to be made to handle current and future capital improvements through grant and donation requests as much as possible, rather than tapping into Senior Center invested funds alone.

d) Recommendation: Discussion; approve request.

14) 15-270. Other Business

15) 15-271. Council Reports

16) 15-272. City Manager's Report

17) 15-273. City Clerk's Report

18) 15-274. Mayor's Report

a) Council's 6-month evaluation of City Manager, to be conducted in Executive Session pursuant to Title 1 V.S.A. Section 313(a)(3).

19) Adjournment

City of Montpelier
Department of Public Works
Memorandum

To: William J. Fraser, City Manager

From: Thomas McArdle, Director 

Date: 10/5/15

Subject: Bailey Avenue Culvert Replacement Project
Award of Construction Contract

This project regards the second of a multi-phase plan to replace the failed storm water culvert on Bailey Avenue (State St – Clarendon Ave). The existing metal & clay tile culvert is at least 40 years old far exceeding the design life. The culvert section between State Street & Baldwin St was replaced three years ago and the collector system located within the State St / Bailey Ave intersection was reconstructed in 2013.

For this season, we intend to replace about 205 linear feet of failing culvert between Baldwin & Terrace Streets. You may have noticed the sink holes through the pavement along the easterly curb line which are indicative of soil loss due to the multiple holes within the pipe. Therefore, it is critical that we undertake the replacement work this construction season. In the near future, we hope to replace the final section of old culvert through to Clarendon Ave as well as a short but critical crossing near the State St intersection.

To undertake the project, we concluded our best option is to collaborate with a local contractor. This approach will allow us to proceed with planned sidewalk reconstruction work in the area while supporting the culvert project with aspects of the work we can address such as trench paving and general restoration work. We will also provide the necessary materials to the contractor. Collectively, this will save considerable project costs and accomplish more of the objectives.

Three cost proposals were requested for the culvert project from contractors who indicated that their schedules will assure completion before the end of the season as follows:

- | | |
|---------------------------------|-------------|
| - Dubois Construction, Inc.: | \$19,000.00 |
| - Courtland Construction Corp.: | \$23,300.00 |
| - Hebert Excavation Corp.: | \$26,580.00 |

Based on the proposals received and our experience with Dubois Construction as a reliable & competent contractor, we recommend accepting their proposal and awarding the contract to them. Although their availability is a little later in the season than the other two contractors, the culvert project will likely take place late this month or early November but we're confident all necessary and planned tasks can be completed.

Funding for the project including the contract work & materials is available from a combination of CIP account sources including reserves from storm water and retaining wall allocations and savings that were realized from the FY16 paving contract.

I request that authorization to award the contract and proceed as recommended be granted as soon as possible and that, if deemed necessary, this matter be placed on the City Council's October 14th consent agenda.

C: Kurt Motyka, P.E., City Engineer / Assistant Director
Brian Tuttle, DPW Superintendent
Sandra Gallup, Finance Director

Minutes of the Montpelier City Council Meeting
September 23, 2015, 6:30 PM.
City Council Chambers

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

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

- 15-240. The Mayor addressed proposed changes to the posted agenda. He first noted the removal of the Mowatt property discussion (item 15-243) and indicated his intention to recuse himself from the topic when it does come before the Council. Mr. Hollar also indicated the Community Fund discussion (item 15-245) would take place at a later hearing. He further indicated that two new candidates for appointment to city committee vacancies (Brad Kukenberger for the Planning Commission, and Susan Romans for the Planning Commission or the Design Review Committee) would be considered, in addition to those candidates posted. Finally, he noted the addition of likely executive session discussions regarding the District Heat contract with the State of Vermont (item 15-256), and a planned six-month, post-evaluation review of the City Manager (item 15-257).

Hearing no objection, the Chair declared the agenda approved as amended, by unanimous consent.

- 15-242. Councilor Golonka moved the Consent Agenda be approved, and was seconded by Councilor Edgerly Walsh. The motion carried unanimously (4-0) at 6:35PM.

- 15-244. The Mayor opened the second Master Plan Public Hearing at 6:36. Planning Director Mike Miller introduced the discussion, indicating that the recommended changes from the last hearing, as well as technical changes reflecting current statutes, had been made. Discussion followed, before the Public Hearing was closed at 6:51.

Councilor Edgerly Walsh moved the Council readopt the 2010 Master Plan as presented with the aforementioned edits, and that it would sunset December 2017. Councilor Golonka seconded the motion. Further discussion followed, before the motion carried unanimously at 6:58.

- 15-246. The Council received an update on the local opiate situation from Chief Facos. Introduced Anne Gilbert, Ginny Burley (of Central Vermont New Directions Coalition) and Deborah Hopkins (of Central Vermont Substance Abuse Services) came forward to participate in the presentation.

- 15-251. Montpelier High School student Asa Richardson-Skinder addressed the Council regarding his interest in being appointed to the Conservation Commission. Councilor Edgerly Walsh moved Asa Richardson-Skinder be appointed to the Conservation Commission. Councilor Olson seconded. The motion carried unanimously at 7:24.

15-248/15-249 Brad Kukenberger addressed the Council on his candidacy for the Planning Commission. He was followed by Susan Romans, discussing her interest in either the Planning Commission or the Design Review Committee.

15-250. Jack McCullough addressed the Council regarding his candidacy for re-appointment to the Housing Authority Board. Councilor Olson moved that Jack McCullough be reappointed to the Housing, and was seconded by Councilor Turcotte. The motion carried unanimously at 7:34PM.

15-248/15-249 Councilor Olson moved the Council enter executive session to discuss the remaining appointments that have not yet been approved. Councilor Golonka seconded the motion, which carried unanimously at 7:35PM.

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

Councilor Olson moved that Jon Anderson and Tina Ruth be re-appointed to the Planning Commission and Theodore Blair Fetter be appointed to a 3 year term on the Design Review Committee and Liz Pritchett to the one year alternate position on the Design Review Committee. The motion was seconded by Councilor Golonka. Praise of the candidates present followed, before the motion carried unanimously at 7:48PM. A brief discussion of the remaining agenda followed.

15-252. Councilor Turcotte addressed the public on behalf of a constituent looking for an apartment in town.

15-253. Mayor Hollar noted the upcoming Vermont Road User's Rally for Safety at the State House.

15-255. City Manager Fraser noted that a Council meeting was scheduled for Veteran's Day. A discussion of possible meeting date changes followed. Mr. Fraser also offered updates on the Council goals. A brief discussion of an ongoing format for reviewing the goals followed.

Mr. Fraser noted the upcoming activation of the city heating system before initiating a discussion of the meeting schedule of the Capital Improvement Plan Committee. Finally, he noted the first of two community budget discussions scheduled for the next day (the 24th).

15-256/15-257 Councilor Bate moved the Council find that premature general public knowledge of the discussion of the State District Heat contract would place the City at substantial disadvantage, and enter into executive session to discuss that topic, as well as the City Manager's personnel review. Councilor Turcotte seconded and the motion carried unanimously.

Hearing no objection, the Mayor declared the Council returned to open session, and then adjourned, by unanimous consent at 8:30PM.

City of Montpelier
Cash Management Policy (Version 6)

I. Introduction

Effective cash management requires timely collection of revenues and disbursements of expenses. This policy provides a summary of the major recommended cash management practices and legal requirements for the City of Montpelier.

It is the policy of the City of Montpelier to invest public funds in a manner which will provide maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes. This policy, as well as all related internal controls established and maintained, will be reviewed as needed or at the recommendation of the City Manager. Changes to this policy shall be approved by the City Council.

II. Definitions

The term “public funds” as used herein shall include the following:

- a) Property tax receipts;
- b) Fees, fines, rents and charges paid to the City or any department or agency thereof;
- c) State and Federal grants-in-aid, state aid and revenue sharing;
- d) Payments in lieu of taxes;
- e) The proceeds derived from the sale or lease of City property;
- f) Insurance proceeds payable to the City as a result of any loss or casualty, and any judgements recovered by the City in an action at law.
- g) Donations of cash to the City

III. Delegation of Authority

The City Council has delegated responsibility management of the City's liquid funds to the Finance Director by the City Manager.

IV. Cash Management Implementation

The Finance Director will establish and maintain written procedures for the operation of the cash management function which are consistent with this policy and best practices for managing municipal cash, the City Charter, and state statutes concerning municipal treasurer duties. Such procedures shall include explicit delegation of authority to persons responsible for cash management.

The best practices for managing municipal cash are:

a) Monitoring cash flow

City Management will determine how often a detailed cash flow analysis should be prepared. As part of the detailed cash flow analysis, identify major revenue and expenditure types and their expected timing. Identify reserves and other balances that could potentially be invested longer term.

b) Accelerating collection of receipts

City management should fully utilize the use of electronic debiting of accounts to optimize cash receipts. Management will consider contracting with a bank for the collection of property taxes, special assessments and user fees so that payments may be made directly to the bank.

c) Optimizing timing of disbursements

The City should analyze their full range of disbursements and consider the use of technologies such as electronic funds transfers and online banking to optimize timing of disbursements.

d) Maximizing safety of principal

The City should ensure that all of its cash accounts follow the basic rules of legality, safety, liquidity and yield.

V. Internal Controls

The Finance Director shall establish a system of written internal controls, which shall be reviewed annually by the independent auditor. These controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions.

City of Montpelier Investment Policy **VER 4**

1. Purpose

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

2. Legal Authority/Governing Body

The Investment Committee shall be guided by the standard of care, portfolio strategy, and risk and return provisions of Uniform Prudent Investor Act (14A V.S.A. Ch. 9), and other relevant state and federal jurisprudence relating to the custody and investment of public funds. The Investment Committee may obtain professional advice with respect to the performance of its duties under this Policy.

The Finance Manager and Treasurer will report investment activity to the City Council. The City Council is ultimately responsible for ensuring compliance with this Policy and relevant state and federal enactments.

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

3. Administration of the Investment Portfolio

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

4. Portfolio Strategy

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

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

a. Safety of Principal

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

b. Liquidity

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

c. Yield

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

d. Portfolio Diversification

Portfolio diversification is a risk management strategy. At its highest level, portfolio diversification involves a broad array of securities. For instance, purchasing stocks, bonds, bank certificates of deposits, commercial notes would constitute a diversified investment portfolio. Other aspects of portfolio diversification includes sector and security selection. Sector selection is a choice amongst the main parts of the fixed-income markets, namely U.S. Treasury and agencies, mortgage-backed securities, corporate and municipal bonds. The Investment Committee must evaluate each investment portfolio to determine how diversification can be utilized for each individual portfolio. Depending on the objective of the portfolio diversification may be restricted. Small portfolios will have difficulty obtaining sufficient diversification without incurring high transaction costs. Issue and issuer diversification as well as sufficient sector diversification will reduce the overall risk level as not all asset classes and issuers are positively correlated with each other in terms of investment performance. When possible the management of the City's investment portfolio should strive for maximum diversification within the objectives of the portfolio.

e. Risk Rating

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

f. Investment Restrictions

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

5. Broker/Dealer Relationships

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

6. Ethics and Conflicts of Interest

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

7. Accounting for Investments

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

8. Reporting of Investment Activity

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

9. Investment Advisors

The Investment Committee may choose to engage independent investment advisors to assist in managing one or more of the investment portfolios. The role of the investment advisor is to assist the Investment Committee ensuring that the investment portfolios meet their objectives. Subject to fiduciary safeguards, delegation of specific responsibility, and the objective of the investment portfolio, an investment advisor may be granted discretionary investment authority. The grant of such authority does not relieve the Investment Committee from its responsibilities under this Policy. An investment advisor shall follow the guidance outlined in this Policy. The selection and engagement of an investment advisor must comply with any existing City policy for procuring services. This may include the use of a Request for Proposals. The fees charged by an investment advisor must be compared to the increase in performance of the investment portfolio. At least annually the Investment Committee should evaluate the performance of the investment advisor relative to the objective of the investment portfolio. The investment advisor shall furnish the Investment Committee with performance reports no less frequently than quarterly.



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

The Times-Argus

Please include this ad with City of Montpelier notices on Monday, September, 21st. Thank you!

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

The City of Montpelier is seeking individuals interested in filling a vacant seat as the City's representative to the CVSWMD. The current rep is resigning; appointees to the board stay on until either the representative resigns or the town appoints someone new. Please submit a letter of interest with a brief resume by noon on Wednesday, October 7th, to the City Manager's Office, City Hall - 39 Main Street, Montpelier, Vermont 05602, or via e-mail to spitonyak@montpelier-vt.org. City Council will make this appointment at their October 14th, 2015 meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Questions: CVSWMD at 229-9383

William J. Fraser
City Manager

sg

Sandy Pitonyak

From: Claire Wheeler <claire@thisisrework.com>
Sent: Tuesday, October 06, 2015 11:21 PM
To: Sandy Pitonyak
Subject: CVSWMD
Attachments: CVSWMD.pdf; ATT00001.htm; Wheeler Resume Oct15.pdf; ATT00002.htm

Hello -

Please find attached my letter of interest in serving as the Montpelier representative to the Central Vermont Solid Waste District.

Thank you!
Claire

October 2, 2015

City Manager's Office - City Hall
39 Main Street
Montpelier, Vermont 05602

To Whom it May Concern:

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

My interest in serving on the board is sparked by a desire to know more about, and to have more agency in, sustainability in Central Vermont. Waste is the phase of the consumption life cycle that all too often goes unseen and unaddressed. Considering the challenge of zero waste a district level is at once daunting and compelling. As a local homeowner, I do what I can on the individual level to reduce and eliminate my own waste streams, and of course, this is not enough. I'm writing because I want to do more to serve my community.

I bring a strong skill set to the board. I truly enjoy working in and learning from groups. I bring humor, optimism and an ability to hold big picture vision alongside logistical realities. The majority of my career to date has been dedicated to working on environmental issues, from statewide campaign work to supporting local grassroots efforts through grant funding and training. I recently completed my MBA in Managing for Sustainability, an experience which allowed me to delve even deeper into the realms of systems thinking, organizational management, and sustainability. As a self-employed business consultant, I now help local organizations and entrepreneurs to think through and carry out operations that are in line with personal, social and community values. I particularly enjoy problem solving, strategic thinking, and creating systems for organization and efficiency.

Simply put, I am interested in serving on the CVSWMD board because I care and I want to be of service. What I lack in previous board experience I make up for in enthusiasm, fresh ideas, and forward thinking! Thank you for your consideration.

Sincerely,

Claire Wheeler
7 College Street
Montpelier, VT 05602

CLAIRE WHEELER

7 COLLEGE STREET MONTPELIER VT 05602 | 802-595-9120 | claire@thisisrework.com

EXPERIENCE

- CONSULTANT & CO-CONSPIRATOR | Rework | Montpelier, VT 2014 – TODAY
- Translate, craft and deliver custom business solutions that free clients to do the work they love
 - Support clients with strategic thinking, research, writing, editing, financial literacy, workflow organizing, project management and spreadsheet magic
 - Facilitate meetings, trainings and strategic processes to bring groups to clarity, resolution, and results
- CERTIFIED RBA TRAINER | Benchmarks for a Better Vermont | Brattleboro, VT 2014 – TODAY
- Obtain training requirements in Results Based Accountability [RBA] performance management
 - Consult and provide training for area non-profits and state agencies interested in implementing RBA
- PROGRAM DIRECTOR | New England Grassroots Environment Fund | Montpelier, VT 2012 – 2013
- Oversee & manage program development of grassroots grants, skills-building programs and events
 - Develop & deliver organizational communications and fundraising strategy
 - Manage personnel & human resource activities and co-facilitate organizational governance
 - Manage finances including bookkeeping, monthly and annual reporting budgets oversight
- PROGRAM OFFICER | New England Grassroots Environment Fund | Montpelier, VT 2008 – 2011
- Deliver core organizational program functions of grassroots grantmaking, skills-building and events
 - Improve organizational efficiency by streamlining systems, implementing financial controls & and cultivating workplace rhythms
- HARVEST CREW | Dog River Farm | Berlin, VT 2008
- Work with a team to harvest, wash and pack produce at a local & organic farm
- NATIONAL CANVAS ADMINISTRATOR | Fund for the Public Interest | Boston, MA 2005 – 2008
- Manage personnel administration and payroll for 100 to 400 Citizen Outreach Directors
 - Facilitate day-to-day administration for 40-60 fundraising canvass offices nationwide
 - Increase non-profit organizational efficiency by implementing new technologies and by designing and conducting national trainings on a host of skills and responsibilities
 - Daily maintenance of canvass office reporting systems & member contributions processing
- CITIZEN OUTREACH DIRECTOR | Fund for the Public Interest | Boston, MA 2004 – 2005
- Recruit, hire, train and supervise staffs of 5 to 60 people to educate citizens, fundraise, and build membership for environmental & human rights organizations
 - Plan and facilitate environmental and social justice campaigns
 - Raised over \$47,000 personally through door-to-door canvassing
- RETAIL & OFFICE ASSOCIATE | Northern Sky Toyz | Portland, ME 2000 – 2004
- Sell and demonstrate toys and kites | Assist with filing, financial reviews & inventory

EDUCATION

- MARLBORO COLLEGE | MBA in Managing for Sustainability (Brattleboro, VT) 2012 – 2014
- SMITH COLLEGE | BA in Government (Northampton, MA) 2000 – 2004
- HAMILTON COLLEGE | Academic Year in Spain (Madrid) 2002 – 2003

SKILLS & INTERESTS

Sustainability | Systems Thinking | New Economy | Writing | Strategy | Organizational Systems | Social Enterprise
Local Business | Vermont | Outside

Sandy Pitonyak

From: Mia Moore [miascamp@gmail.com]
Sent: Thursday, September 10, 2015 1:53 PM
To: Sandy Pitonyak
Cc: Leesa Stewart; Barb Baird
Subject: Mia Moore Resigning from CVSWMD Board of Supervisors

Hi Sandy,

I'm writing to let you know that I am resigning from the CVSWMD Board of Supervisors, effective as soon as City Council can vote to appoint a new representative.

I have found a more-than-suitable replacement to represent Montpelier, and will be ready to make my recommendation to the council to appoint her to the board at the soonest available meeting.

Does the town need to advertise this open position for any length of time following the resignation of our representative? Or can we simply pass the baton, so to speak? I want to follow the proper procedure, but also don't want to take any more time than is necessary.

Thank you!

-Mia



**CITY OF MONTPELIER
FY 17 BUDGET SCHEDULE (JULY 1, 2016– JUNE 30, 2017)**

City Council Capital Improvements (CIP) Committee Members: Dona Bate, Jessica Edgerly Walsh, Justin Turcotte, Planning Commission member TBD, Bill Fraser, Sandy Gallup, Tom McArdle, Montpelier Alive Representative

Wednesday, October 7, 2015

- ❖ **Distribute Capital Projects & Equipment Request Forms to Department Heads**

Friday, October 9, 2015

- ❖ FY 17 budget process and funding letter to Inside Agencies, Boards and Commissions ready for mailing
- ❖ **Distribute Initial Operations Budget Worksheets/Guidelines to Department Heads**

Wednesday, October 14, 2015

- ❖ **FY 17-FY 21 Capital Improvement Program (CIP) and Equipment Requests Due to Finance Department**
Exception: DPW will present their CIP requests at the October 19th CIP meeting.
- ❖ **Regular Council Meeting-Review Budget Schedule, Background Information & Process, FY17 Community Fund Discussion**

Thursday, October 15, 2015

- ❖ **Leadership Team Meeting 10AM-11 AM – Budget Workshop – CIP, Equipment, New Debt, Staffing**

Friday, October 16, 2015

- ❖ **Distribute Performance Measurement Worksheets/Guidelines to Department Heads**

Monday, October 19, 2015

- ❖ **Capital Improvements (CIP) Committee Meeting – 9 AM**

Wednesday, October 21, 2015

- ❖ **Leadership Team Meeting 9AM – 11 AM**

Wednesday, October 28, 2015

- ❖ **Council Meeting**

Monday, November 2, 2015

- ❖ **2nd Meeting of Capital Improvements (CIP) Committee-9 AM**

Wednesday, November 4, 2015

- ❖ **Special Council Meeting – – Budget Discussion – Goals and Targets**

Thursday, November 12, 2015

- ❖ **Departmental Operating and Budget Requests and Performance Measures Due to Finance including changes to the organizational chart and any supporting documents**
- ❖ Funding Requests Due from Inside Agencies, Boards and Commissions

Wednesday, November 18, 2015

- ❖ **Leadership Team Meeting – 9 AM – 11 AM**
- ❖ **Special Council Meeting**

Friday, November 20, 2015

- ❖ **Departmental Performance Measures Due to Assistant City Manager**

Monday, November 23, 2015

- ❖ **First draft of Budget Completed and Presented to City Manager by Finance Director**

Monday, November 30 through Wednesday December 2, 2015

- ❖ **Leadership Team meets with City Manager and Finance Director to complete a proposed Budget**

Monday, December 7, 2015

- ❖ **City Manager and Finance Director Finalize Budget Book Documents – Budget Books presented to City Council as soon as possible**

Wednesday, December 9, 2015

- ❖ **Special Council Meeting – City Manager presents budget**

Wednesday, December 16, 2015

- ❖ **Leadership Team Meeting – 9 AM – 11 AM**
- ❖ **Regular Council Meeting – Budget discussion**
- ❖ **Establish Council Plan for Budget Presentation at Public Hearings**

Wednesday, January 6, 2016

- ❖ **Special Council Meeting –Finalize and Approve Council's Budget**

Wednesday, January 13, 2016

- ❖ **Regular Council Meeting**
- ❖ **First Public Hearing on Budget**
- ❖ **Draft Warning for Annual Meeting**

Thursday, January 21, 2016

- ❖ **Special Council Meeting -Second and Final Public Hearing on Budget**
- ❖ **Approve Warning for Annual Meeting**
- ❖ **Montpelier Community Fund Award Recommendation**
- ❖ **School Board Budget Presentation at City Council Meeting**

Tuesday, March 2, 2016

- ❖ **Annual Meeting Day to Vote on Budget and Related Articles**



America's Small Town Capital

DATE: October 8, 2015

TO: CITY COUNCIL MEMBERS
CITY LEADERSHIP TEAM

FROM: Sandra Gallup, Finance Director

SUBJECT: **BACKGROUND INFORMATION FOR FY 17 BUDGET**

YEAR	VOTER APPROVAL
★ FY 16	80%
★ FY 15	75%
★ FY 14	75%
★ FY 13	70%
★ FY 12	75%

MUNICIPAL PROPERTY TAXES AND ECONOMIC INDICATORS

FIVE YEAR HISTORY-% Changes	FY12	FY13	FY14	FY15	FY16	AVERAGE
Property Tax Increases- Municipal	1.4%	3.2%	0.5%	1.3%	2.8%	1.8%
Median Tax Bill Increases-Municipal	1.2%	3.0%	0.6%	1.3%	2.5%	1.7%
Consumer Price Index(Annual)	3.8%	2.0%	2.0%	1.3% Aug	.2% Aug	1.9%
City Employee Cost of Living Adj	0-3.5%	0-2.5%	2- 2.25%	1.5%- 2.25	1.2%	1.7%
Grand List (Property Values) -Municipal	0.3%	0%	1.5%	.7%	.4%	0.6%
Unemployment Rate-Montpelier	4.1%	5.3%	4.0%	3.7%	3.2%	4%
Total Budgeted Expenditures-General Fnd	4.7%	2.3%	2.7%	1.6%	4.2%	3.1%
Property Tax Dollars Raised-Municipal	1.9%	3.9%	2.3%	2%	2.7%	2.6%

Note: In FY17 every 1% increase in the tax rate adds almost 1 cent to the current tax rate and raises an additional \$85,000

MUNICIPAL PROPERTY TAXES:

For FY 15, Montpelier has the 13th(15th highest in the previous year) municipal tax rate in the state (Barre City, Springfield, Newport City, Rutland City, Windsor, Brattleboro, Winooski are higher). When the education tax rates are included in the total, Montpelier has the 20th highest residential tax rate in the state as compared to the 21st highest the previous year.

Our FY16 tax rate increased from \$2.6391 to \$2.6963 (up 2.2%). The change in the municipal tax rate was small - only up \$.027 (2.5% increase). This included new funding for the Central Vermont Public Safety Authority.

For FY16 (third year), a Downtown Improvement Tax rate of \$0.0515 was approved for downtown commercial properties.

INFRASTRUCTURE SUPPORT-CAPITAL IMPROVEMENT PROGRAM – Third year of Capital Budgeting Policy FY14- FY23 – Includes Equipment Plan Funding.

The Capital Projects, Equipment and Debt Service Program costs will increase \$166,300 (approx 2 cents) in FY17 as per the “Steady-State” plan.

Preliminary detail for FY17:

Debt Payments	\$685,305
Annual Capital Projects	1,017.642
<u>Equipment</u>	<u>515.000</u>
Total (per Multi-year Plan)	\$2,217,947

There is also a planned borrowing of \$710,000 in FY17 for capital projects. The CIP committee will meet in October to review the city’s capital needs and recommend a plan for FY17 expenditures.

FY 17 GENERAL FUND NET OPERATING BUDGET

- ASSUME NO GROWTH IN NON-TAX REVENUE
- ASSUME NO GROWTH IN GRAND LIST
- PROJECT PERSONNEL SALARIES INCREASE OF 4.3% (COLA and step increases)
- ASSUME PERSONNEL BENEFITS TO INCREASE 6.8% DUE TO HIGH HEALTH INSURANCE INCREASES.

SUMMARY OF EARLY PROJECTIONS FOR FY17:

Note: This is a starting point only, before Departments present their budget requests.

Increase in operating – Personnel Costs	\$337,000	5% increase
Increase in CIP/Equipment/Debt	\$166,300	CIP planned increase

Total increase in General Fund Budget \$503,300 4.2% of FY16 Exp Budget
To fund this \$503,300, the property tax rates would increase 6 cents which is a 6% increase (4% before CIP increase)

EXPENSE TRENDS/PROJECTIONS - Details

Consumer Price Index - The Consumer Price Index: August 2015 was .2% higher than August 2014.

Personnel Cost Projections: All union contracts have been negotiated for FY17. Cost of Living Adjustments for city employees will vary from 1.25%- 2%. When I add steps, staffing adjustments, the total salaries and wages will increase approximately 4.3%.

City-wide this means a \$250,000 increase in employee wages. When I add the FICA/Medi, Workers Compensation and Pension costs, this number increases to \$300,000

Other Employee-related increases:

Increase in VMERS Employer Contribution	\$8,000
Health Insurance (15% rate increase)	\$160,000
Subtotal Projected Other Employee-related Increases	\$168,000

Total Projected Employee Wages and Benefit Increase \$468,000

The General Fund has 72% of Employee Salaries. Therefore, \$337,000 of the personnel cost increase will be in the General Fund.

Note on Health Insurance: There continues to be many questions about future health insurance programs in Vermont. Because our number of employees exceeds 100, we will not be joining the Vermont Health Benefit Exchange. The date that the city is scheduled to join the state's health exchange is January 2018. There is some uncertainty about this date and also uncertainty about the effect of "Cadillac taxes" on the city's health insurance program.

Although the final 2016 BlueCross BlueShield health insurance premiums are currently being negotiated, the preliminary proposal is very high, up 19.3%. The city's employee health insurance committee is working to reduce this increase which is driven by a 7.5% medical trend increase and our high claims for 2015. In my projection above, I used a 15% increase in health insurance premiums but it could be higher....

Supplies and Vehicle Fuel Costs - With oil prices continuing to be low there may be very little increase in the cost of supplies and vehicle fuel for FY17. This is preliminary projection. The Department Heads will be researching these cost as they develop their operating budgets.

Energy Costs: The City is always looking for opportunities to make energy conservation improvements and lock into fixed fuel prices when the market is favorable. The District Heat project will help control our costs for heating our downtown facilities. Our finance office is

working with the city's energy committee to establish the city's baseline energy consumption. We will continue to account for our energy use and we progress towards the city's NetZero goal

Grant Revenue -

Montpelier continues to receive state and federal funds for street improvements, the transit center and the bike path projects. State grants provide the majority funding for the City's Community Justice Center.

FUND BALANCE

The City's Fund Balance Policy states that the City Council's goal is to achieve a minimum unassigned fund balance equal to 15% of the budgeted General Fund expenditures." As of June 30, 2014 the unassigned fund balance was 7.2% (\$822,783/\$11,410,448) of the budgeted expenditures. It appears that the General Fund may have a small surplus in FY15 which will keep us at the same percentage of unassigned fund balance as of June 30, 2015. The FY15 audit report will be completed in December and will have final fund balance information.

DEBT

The Council approved a Debt Management Policy in September 2011 which helps guide the decisions regarding borrowing in FY17 and beyond.

RECREATION DEPARTMENT – TRANSITION

The Recreation Department is scheduled to move school management to city management on July 1 2016. Therefore, the FY17 Budget will include this new department's operating budget.

7A Sabin Street
Montpelier, Vt. 05602
October 6, 2015

Montpelier City Council
c/o William J. Fraser, City Manager
City Manager's Office
39 Main Street
Montpelier, Vt. 05602

Dear members of City Council:

I am interested in serving on the City of Montpelier's Historic Preservation Commission.

I have both academic training and vocational experience in historic preservation. My master's degree is in historic preservation (thesis: historic preservation and sustainable design). My historic preservation employment experience includes: executive director of a "Main Street" downtown revitalization nonprofit; Americorps*VISTA service developing a Native American nonprofit-owned cultural heritage business; and various other work involving architectural history and preservation planning. I am currently the director of the Royalton Memorial Library, in South Royalton, Vt., where, among other duties, I am working with the library trustees to rehabilitate and expand the historic Colonial Revival-style library building (c. 1925) to improve handicapped accessibility and provide increased space for library services and programs while respecting the building's historic integrity and significance.

I also have experience with local government commissions, having served as a voting member on the City of Oberlin (Ohio) Design Review Subcommittee and on the Town of Royalton (Vt.) Revolving Loan Fund Committee.

I look forward to hearing from you. I can be reached at (802) 299-0243 or by email at gtisher@hotmail.com. Thank you for your time and consideration.

Sincerely,
Gregory Tisher

Gregory Tisher
7A Sabin Street
Montpelier, Vermont 05602
802-299-0243
gtisher@hotmail.com

EDUCATION

- ❖ **University of Vermont** – February 2008
 - M.S. in Historic Preservation
 - 3.90 GPA
- ❖ **University of Pittsburgh** – May 1999
 - B.Phil. in Politics-Philosophy & History
 - 3.78 GPA (Phi Beta Kappa)

NONPROFIT EXPERIENCE & LEADERSHIP

- ❖ **Royalton Memorial Library** – South Royalton, Vermont
Director: March 2013 – present
(other positions: March 2012-March 2013)
 - responsible for all library operations, including supervise staff
 - work with library board to rehab & expand historic library building
- ❖ **Main Street Oberlin, Inc.** – Oberlin, Ohio
Director: February 2009 – July 2010
 - executive director of “Main Street” downtown revitalization nonprofit
 - developed promotional materials, e.g., social media, radio ads & direct mail
 - organized & ran annual downtown events & bimonthly business networking
 - responsible for fundraising, e.g., donor appeals, grant-writing & events
 - financial & program reporting to board, members, funders & stakeholders
 - supervised student interns & assistant director
- ❖ **Ahtna Heritage Foundation** – Glennallen, Alaska
Americorps*VISTA: April 2002 – April 2004
 - planning & development of community-benefit cultural tourism business
 - assist with cultural preservation programs development & implementation
 - wrote over \$100,000 in successful grants

ADDITIONAL HISTORIC PRESERVATION EXPERIENCE

- ❖ **Community-Resilience.Org** – South Royalton, Vermont
Consultant: June – November 2013
 - research flood protection strategies for historic buildings
 - contributed to “Property Owners’ Guide to Re-building for Flood Resiliency”
 - presented findings at “Flood Mitigation: A Design Charrette” (Nov. 2013)

- ❖ **William & Mary Center for Archaeological Research** – Williamsburg, Virginia
Field Technician: May – November 2008
 - archaeological & architectural field surveys & related documentation
- ❖ **Eshleman Family Farm** – Orrville, Ohio
Family Member Negotiating Conservation Easement & Continued Fifth-Generation Family Farm Ownership: 2006
- ❖ **U.S. General Services Administration, Historic Buildings Center** – Washington, D.C.
National Council for Preservation Education (NCPE) Intern: Summer 2005
 - researched histories & images for Public Buildings Heritage Program
 - developed website content for agency guidance in tribal preservation

RESEARCH & PUBLICATIONS

- ❖ Kim, Dong-uk, Jong-hyun Lim, trans., and Gregory A. Tisher, ed. *History of Korean Architecture*. Suwon, South Korea: University of Kyonggi Press, 2013.
 - initial project produced under contract for Korea Foundation
- ❖ Tisher, Gregory A. “Conflict and Collaboration: Historic Preservation and Academic, Government, and Nonprofit Sustainable Rehabilitation Projects in the United States, 1989-2005.” M.S. thesis, University of Vermont, 2008.
 - available online: [www.uvm.edu/histpres/HPJ/Tisher/Thesis_\(Tisher\).pdf](http://www.uvm.edu/histpres/HPJ/Tisher/Thesis_(Tisher).pdf)
- ❖ Tisher, Gregory A. “Rehabilitation of the Southern Acres Dairy Barn (“Old Dairy Barn”) at Shelburne Farms: Themes in Sustainable Design and Historic Preservation Interaction and Collaboration, Summer 2003 - Spring 2006.” Report produced on consultant basis for Shelburne Farms, Shelburne, Vt., 2006.
- ❖ Andre, Elizabeth, and Gregory Tisher. “Historic Williston: Walking & Driving Tours of Williston, Vermont.” Williston, Vt.: Williston Historic Preservation Committee, 2006.
 - honored with Preservation Award from Chittenden County Historical Society
 - produced on consultant basis for Williston Historic Preservation Committee



America's Small Town Capital

DATE: October 8, 2015

TO: CITY COUNCIL MEMBERS
CITY MANAGER

FROM: Sandra Gallup, Finance Director
Montpelier Investment Committee

SUBJECT: **Recommendation to approve Cash Management Policy and Investment Policy**

In November of last year the City Council established an Investment Committee to review and provide guidance to the Council on how best invest and manage funds that are donated or bequeathed to the City of Montpelier. Terence Field, David Brownlee, Peter Mancauskas, Tom Golonka and Sandra Gallup were appointed to this committee. We met four times this year and have prepared two policies for your approval.

At our first meeting, we reviewed the City's current "Investment Policy – Adopted January 9, 1991" and determined that it was really a cash management policy. The committee decided that they would first update the cash management policy and then establish a new investment policy.

The Cash Management Policy establishes the requirement for timely collection of revenues and disbursements of expenditures. It also provides a summary of the major recommended cash management practices ("best practices") and legal requirements for the City of Montpelier.

The Investment Policy aims to match the structure of the cash management and City operations to achieve the best possible results, considering such matters as safety, liquidity and over-all yield. This policy establishes the roles of the City Council, Investment Committee, Finance Director and City Treasurer with regards to the investment of the City's funds.

Both policies have been reviewed by Paul Giuliani, the city's legal counsel.

First in Fitness

652 Granger Road, Barre, VT 05641
(802) 223 – 6161

To: Janna Clar, MSAC Email: jclar@montpelier-vt.org

From: Janice Pello, Executive Director Date: September 18, 2015

Re: Montpelier Senior Activity Center Phone/Fax: (802) 223-2518 FAX (802) 262-6285

CC: First in Fitness Directors Pages: 3

☐ Urgent ☒ For Review ☐ Please Comment ☒ Please Reply ☐ Please Recycle

Thanks for your interest in First in Fitness Racquet and Swim Club, “the premier fitness facility in Central Vermont!” We offer a general fitness area (offering state of the art equipment), four indoor tennis courts, three racquetball courts, a Sports Performance Center, Yoga/Pilates Studio, group exercise studio, saunas, spa and a 25-yard, 6-lane competitive indoor swimming pool.

In response to your requests per our conversations, the proposed new package effective October 1, 2015 through June 30, 2016 includes use of the pool five times per week (with the exception of two lap lanes reserved for members), hot tub, pool side locker rooms and tennis court use once per week. Details of the package are as follows:

- Aquatics *schedule will be Mondays 5:00pm to 6:00pm, Tuesdays 10am to 11:00am, Wednesdays 10:00am to 11:00am, Thursdays 10:00am to 11:00am and Fridays 5:00pm to 6pm. **Note: Instructor time for Aqua Aerobics Class on Tuesday’s 10am to 11:00am is included in the above at no additional charge. We also added an additional day to the Aquatics schedule (Wednesdays 10-11am).**
 - Effective 10/1/15 MSAC will pay First in Fitness \$5, 863.00 quarterly via statement billing. Payments will be due by November 1 (1st quarter), February 1 (2nd quarter) and May 1(3rd quarter).
 - Total contract \$17,589.00.
 - Additional hours may be added to schedule based on availability at \$110 per hour.
- Tennis *schedule will be Friday 1pm to 2pm at the hourly rate of \$40.00 per court. Starting 10/9/15 and running through 12/04/15, excluding Friday November 27. Court 4 will be reserved on the above dates and times; additional court reservations at mutually agreeable times may be added at the quoted hourly rate.
 - \$320.00 will be due (check or credit) prior to the start of the 8-week tennis program. Tennis can begin anytime in 8-week blocks throughout the contract period at the quoted rate of \$40.00 per court/per hour.
- **New This Year** – First in Fitness will be offering MSAC Members a Senior Club Membership at the rate of \$60 plus tax per month. No enrollment fees or commitment required. This membership will give you access to the fitness areas of your Home Club and group exercise classes at either location. The Berlin Club membership will allow you to use the pool and racquetball (Tennis not included in this offer.).
- MSAC members will be required to obtain a swipe card (billed to MSAC at \$5 each), with the exception for those that are not capable of climbing the stairs to the front desk.
- MSAC pool times may be used by members of other area senior centers.
- MSAC will provide FIF with a list of currently enrolled participants in all programs.

*Note: First in Fitness reserves the right to change pool and/or tennis times during the calendar year in order to accommodate various user groups. Changes to pool/tennis times will be announced at least one month in advance and, when possible, even further in advance so as to enable MSAC to prepare accurate registration materials for its members.

PROVISIONS

1. Use of the facility is for the specified times only. The group agrees to vacate the premises thereafter.
2. Food and Beverage consumption is limited to Main and Tennis Lobby only
3. The group is responsible for providing their own towels.
4. For court use, shirts and appropriate footwear are required. Non marking soles only!
5. First in Fitness is not responsible for lost or stolen items.
6. All club rules/provisions apply to the entire group. Attached (page 3 of 3) you will find our "Pool Rules."
If any patron does not adhere to these rules/provisions they may be asked to leave First in Fitness property.
7. Pool Payment is due via check at the end of each quarter. (First quarter payment is due NLT 11/1/2015.)
8. Tennis court payment is due 2-weeks prior to the start of every 8-week session
9. Any areas found to be unclean after use may result in charges for the clean up process.
10. Montpelier Senior Center must provide current proof of insurance for their group use. Minimum liability coverage must be at least \$1,000,000 per person/per occurrence

I hereby for myself, executors and administrators waive and release any and all rights and claims for damages I may have against First in Fitness Racquet and Swim Club, it's owners and employees for any and all injuries, which may be suffered by the Montpelier Senior Activity Center Members in connection with this rental. I have read the above provisions and agree by them fully.

Signature_____Date_____

Pool Rules

General Rules Expected to be Followed:

- No Running, Dunking, Splashing or general horse play allowed.
- No Diving from the shallow end or sides of the pool. Diving is allowed from the deep end only.
- Standing front dives only. No flips, twists, back dives or bombs.
- No gum, food, beverages, glass containers or bands in the pool or on the pool deck.
- Showers must be taken before entering the pool or spa. (NO SOAP)
- No shoes are to be worn on the pool deck.
- Hair shoulder length or longer must be tied back or in a cap.
- Proper attire-bathing suits must be worn at all times in the pool and spa. No cut-offs or garments with fringe.
- An adult over the age of 18 must accompany children under the age of 15 when lifeguards are on duty.
- Flotation devices are for adult swimmers only. Arm floats may be used for children as long as the child stays in the shallow end and an adult is within arms length from the child at all times.
- At the lifeguards discretion swimmers may be asked to complete a swim test.
- This will consist of swimming from the black deep end line to the deep end wall and back. The test subject may not touch the sides or the bottom. If the test is failed swimmers may be asked to stay in the shallow end.
- The lifeguard's job is to provide a safe and fun environment in the pool area. All decisions made by the lifeguard are final. Please respect these decisions.

Spa Rules to be Followed:

- Pregnant women, people on medication, persons suffering from low blood pressure or diabetes should not use the spa without consent from a physician.
- Children under the age of 7 may not use the spa. Children between the ages of 7 and 14 may use the spa for 5 minutes a time only and must be accompanied by an adult. No swimming or going under water in the spa. No toys allowed in the spa.
- Limit usage of the spa to 15 minutes. Cool off before re-entering.
- Do not use if under the influence of alcohol or drugs.



Montpelier Senior Activity Center

58 Barre Street, Montpelier, VT 05602

A Place for Healthy Aging and Lifelong Learning

802-223-2518 • msac@montpelier-vt.org • montpelier-vt.org/msac

DATE: OCTOBER 1, 2015

TO: Bill Fraser, City Manager

FROM: Janna Clar, Director of Montpelier Senior Activity Center

RE: Senior Center and First in Fitness Contract renewal for FY16 (October 2015 – June 2016)

We seek approval to renew MSAC's annual contract with long-standing partner, First in Fitness, to provide lap swimming, water aerobics, gym and tennis benefits to senior members. \$17,589 is the total contracted amount for use of the pool (\$17,600 was approved in the FY16 budget for this program), and \$320 is the contracted amount for each of three quarters of tennis (\$960 was approved in the FY16 budget for this program).

The only notable changes to the contract this year are: the duration (9 months versus 12 as summer is cancelled), increase in weekly swim hours to five, members now pay directly for gym benefits, and payments will be quarterly by check rather than monthly. No tax-payer money supports these programs – all expenses are covered by user fees and Corry Fund revenue.



Montpelier Senior Activity Center

58 Barre Street, Montpelier, VT 05602

A Place for Healthy Aging and Lifelong Learning

802-223-2518 • msac@montpelier-vt.org • montpelier-vt.org/msac

Senior Center Fund Addendum for City of Montpelier Investment Policy

Submitted for City Council Meeting October 14, 2015

The Senior Center Finance Committee, Advisory Council and Staff members have weighed in on the following policy addendum to address the Senior Center fund.

The objectives of the Senior Center Fund are:

- 1) To serve as the fund for financial gifts made specifically to the Senior Center (Montpelier Senior Activity Center) that are not solicited for or specified for operating expenses of the current fiscal year.
- 2) To support the Senior Center's ongoing annual operating budget with a low (such as 4%) spending rate.
- 3) To serve as a long-term investment fund for long-range needs of the senior center.
- 4) To provide financial support for a potential large capital project, such as a new facility, with strong community support and Council approval.

Risk tolerance of the Senior Center Fund is requested to be low to moderate overall. For an amount of the fund principal that may be invested for a longer time, higher risk may be acceptable, and the eventual fund managers will advise the City, Investment Committee, and Senior Center stakeholders on allocations.

Separate from the Senior Center Fund Addendum: Pre-Investment Withdrawals

Submitted for City Council Meeting October 14, 2015

Senior Center stakeholders (staff, Finance Committee and Advisory Council) and City management believe that an initial withdrawal of up to \$50,000--for current facility capital improvements-- from the 2014-2015 Jackman Bequest Funds (\$455K) is reasonable, along with the money already invested in the Smith Barney account. Efforts are being made and will continue to be made to handle current and future capital improvements through grant and donation requests as much as possible rather than tapping into Senior Center invested Funds alone.

**City of Montpelier
Department of Public Works
Montpelier Police Department
Memorandum**

To: William J. Fraser, City Manager
Jessie Baker, Assistant City Manager

From: Thomas McArdle, Director of Public Works 
Anthony J. Facos, Chief of Police

Date: October 9, 2015

Subject: Winter Parking Ban
Recommended Ordinance Modifications

In May of this year, Public Works and Police staff made a collaborative presentation to City Council and issued a memorandum dated May 7, 2015 describing the results of the 2014/2015 pilot program for weather and operations based parking ban. The memorandum was prepared as a result of a staff review and critique convened in April which included the Fire Chief and the City Manager's office. Several operational and procedural recommendations were discussed with the City Council and agreement was reached about improving the effectiveness of the program, including the means used to give adequate notice to the community. Also discussed were various modifications to the code of ordinances that would be recommended and are described below, together with suggested wording.

Regarding the official means of communication, please see the May 7th memorandum in which a list of systems to be used to issue public notice of prohibited parking for winter maintenance events is provided.

We ask that the City Council consider the recommended ordinance changes during a regularly scheduled meeting, and that second reading of the modifications be scheduled with sufficient time allowed to ensure enactment prior to November 15th. They are as follows:

- To reduce adverse impacts on patrons visiting restaurants in the downtown business district, alter the commencement time of the winter on-street parking ban from 12:00 midnight to 1:00 am for all declared weather related events by revising Sec. 10-713 as follows:

Sec. 10-713. NIGHT TIME PARKING DURING WINTER.

*The City Manager or his/her designee may, by executive order, prohibit the parking of motor vehicles, trailers, equipment or any other object on the streets of the city of Montpelier between the hours of ~~12:00 midnight~~ **1:00 A.M.** and 7:00 A.M. between November 15 and April 1. The City Manager*

- To improve winter maintenance operations and to correct problematic areas experienced during the winter of 2014/15, alter the list of streets where the declared weather event related ban is not applicable by amending Sec. 10-714 to include additional streets, and also to revise the restricted time period to be consistent with section 10-713 as follows:

Sec. 10-714. NIGHT PARKING RESTRICTIONS.

*Parking of motor vehicles, trailers, equipment or any other objects on city streets or parking lots that are designated in this section is hereby prohibited between the hours of ~~12:00 midnight~~ **1:00 A.M.** and 7:00 A.M. between November 15 and April 1. Streets or zones may be amended in this provision by executive order at the City Manager's or his/her designee's discretion.*

- Cedar Street for its entire length;
- Court Street between its intersection with Elm Street and the intersection with Governor Aiken Avenue;
- Downing Street for its entire length;

- *East State Street on its northerly side from Main Street to Cedar Street, and on its southerly side from 89 East State Street to West Street;*
- *Elm Street on both sides from State Street to Spring Street;*
- *Langdon Street on both sides for its entire length;*
- *Liberty Street from Main to Hubbard;*
- *School Street on both sides between Elm Street and Main Street;*
- *School Street* **on the southerly side** from the intersection of School and Main Streets easterly to the intersection with Loomis Street, **and on the northerly side from the intersection of Saint Paul Street easterly to the intersection of Loomis Street;***
- *Spring Street on both sides from its intersection with Elm Street easterly to its intersection with Keck Circle;*
- *Taylor Street on both sides from State Street to Taylor Street Bridge;*
- *Those portions of Memorial Drive, Northfield Street and Berlin Street lying within the radius of one hundred feet from the point of intersection of said streets;*
 - **Charles Street for its entire length;**
 - **Cliff Street for its entire length;**
 - **Nelson Street for its entire length;**
 - **Prospect Street for its entire length;**
 - **Cherry Avenue for its entire length;**
 - **Pleasantview Street for its entire length;**
 - **Chapman Road.**

* SPECIAL NOTE: Attention is called to the designated Car Share parking space located on School Street. The amendment of the School Street restriction is offered as one possible means of responding to the concern that relocating the car every night will result in an undue burden for this publicly-available vehicle. Furthermore, the amendment will provide an area for the public in general to park on the street in this high density neighborhood when a winter event has not been declared. This amendment is offered as a compromise with the least amount of impact on winter operations because staff prefers that the Car Share parking space be relocated permanently to another street such as Main Street. Relocation of the space would ensure maintenance of the School Street sidewalk will not be impeded by parked vehicles on School Street. This street was originally included for a full time restriction because it is a high pedestrian area, including a high volume of children. The presence of parked vehicles can often impede winter sidewalk maintenance.

- To address the need for alternative off-street parking options during declared winter weather events per Section 10-713, and to clarify the ordinance for enforcement and regulatory purposes, an amendment is recommended relative to public parking lots under Section 10-715C. This amendment is specific to the Blanchard and Pitkin Court parking lots to implement a rotating schedule that will allow for the necessary winter maintenance to be performed while allowing ample parking for those who may need it. Note that new graphic signs are being developed to give proper and clear notice for those times when parking is not allowed. The recommended revisions are as follows:

Sec. 10-715C. REMOVAL OF VEHICLES CONSIDERED ABANDONED.

- (a) *Any vehicle or conveyance found in a public parking lot for seventy-two (72) consecutive hours, and parked contrary to the times and rates set forth in this Chapter for seventy-two (72) hours, shall be immediately removed by the owner.*
- (b) *Any vehicle or conveyance found in a public parking lot for more than twelve (12) hours following a snow storm, or after notice is given to remove the vehicle, shall then be immediately removed by the owner.*
- (c) *Vehicles parking in free public parking lots are limited to no more than twelve (12) hours of free parking. Signs shall be posted at the entrance of free parking lots indicating the restriction.*

(d) No person shall park, or permit to remain parked, any motor vehicle within the parking lots known as the "Pitkin Court Lot" (situated behind the Fire Station and extending to Blanchard Park and Harry Sheridan Avenue) and the "Blanchard Court Lot" (situated behind 27 Main Street and the St. Augustine's Church) and including the parking spaces located along the southerly side of City Hall, is restricted to a rotating winter maintenance schedule from November 15th of any year to April 1st of the succeeding year, between the hours of 1:00 am and 7:00 am on designated weekdays as follows: Parking is prohibited in the Pitkin Court Lot on Monday, Wednesday, and Friday mornings. Parking is prohibited in the Blanchard Court Lot on Tuesday, Thursday and Saturday mornings. Overnight parking is also prohibited in both parking lots each and every day of the week in the designated snow storage areas as identified by authorized signs.

- As a "housekeeping" measure to update and improve clarity, the following alterations of Sec. 10-715 are recommended:

Sec. 10-715. REMOVAL OF VEHICLES PARKED IN VIOLATION.

Any motor vehicles, ~~teams, carts~~ or other conveyances parked on the streets and public property of the City of Montpelier in violation of Sections 10-713, 10-714 and 10-224 of this code may, when in the opinion of any law enforcement officer or officer of the Fire Department the public safety demands its immediate removal or when in the opinion of ~~any official of the Street or Water Departments~~ **the Director of Public Works** the proper plowing, maintenance or repair of said street or water mains or pipes under said street requires its immediate removal, be removed forthwith on order of said law enforcement officer, Fire Department officer or ~~official of the Street or Water Departments~~ **the Director of Public Works**. All costs of said removal and any expense incurred in securing such conveyance shall be charged against the owner of the conveyance or the person responsible for said conveyance at the time removal is ordered and said conveyance shall not be released to the owner or person responsible for it at the time removal was ordered until all such costs have been paid.

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Brian Tuttle, DPW Superintendent

**CITY OF MONTPELIER
DEPARTMENT OF PUBLIC WORKS**

MEMORANDUM

To: Hon John Hollar, Mayor
Montpelier City Council Members

From: Thomas McArdle, Director

Date: May 7, 2015

Subject: On-Street Parking Regulations - Winter 2014 / 2015 Pilot Program
Evaluation Report & Staff Recommendations

During the winter of 2014-2015, the City of Montpelier piloted a different winter parking ban process. Historically, overnight parking on City streets was banned between November 15th and April 1st. While this method has been in place for many years, effectively assisting the Department with carrying out a predictable winter operations plan, this past winter we tested a weather-and-operations event-driven ordinance allowing overnight parking on most City streets except when the City Manager called for a Winter Parking Ban. When the ban was in effect, on-street parking was prohibited between the hours of midnight* and 7:00 AM on all City streets.

This event-based parking approach originated through the City's parking committee, although there are many communities located in so-called "snow-belt" states that utilize this type of winter operations approach. Recognizing that there are typically many more nights when ice and snow fighting operations are unnecessary, staff agreed that the high demand for on-street parking should be given consideration, particularly for the high density areas of the City where off-street parking opportunities are limited. Research has shown that, while distinct differences exist among other communities, Montpelier enacted an ordinance very similar to the majority of other towns including operational management and notification means. However, there are certain differences that we can learn from to improve upon our implementation strategies.

Jessie Baker, Assistant City Manager, developed and disseminated a survey of the community about the Winter Parking Ban to gauge the level of support for the pilot program. The results are:

- 127 people took the survey posted on the website, Facebook, Front Porch Forum, and in the City Manager's Report.
- 44% said that they liked this method and it made parking easier.
- Another 33% said they liked it but didn't directly affect them.
- Overall, 87% said that this policy should be maintained.

Staff from the Manager's Office, Public Works, and Police and Fire Departments met to review data from this winter's pilot program, and to discuss possible improvements for next year. Present at the meeting of April 30th were: City Manager William Fraser, Assistant City Manager Jessie Baker, Fire Chief Bob Gowans, Police Chief Tony Facos, Police Sergeant Dick Cleveland, DPW Superintendent Brian Tuttle, Interim DPW Operations Manager Donna Barlow Casey, and me. Below are some facts of interest considered by the group (see also attached calendar):

- This winter there were 29 nights when a Winter Parking Ban was in place, which means that there were 108 nights (or 79% of the winter) when residents and visitors had more flexibility about where they could park overnight.
- 518 parking tickets were issued this winter, and 151 cars were towed.
- Local snow fall was 101.7" (per Roger Hill) & 5 freezing rain and/or rain sleet mixed precipitation
- There were 88 plowing, deicing, and sanding events of which 40 occurred during a declared winter ban representing the number of times out some of which were route plowing during a continuous storm.
- Total of 13 overnight / early morning snow bank removal operations

In recognition of the overwhelming community support for an event-based ban, and that the City Council is likely to approve its continuation for at least another season, the staff group considered various operational and administrative modifications that should be implemented for various reasons given the experience gained

from the first season. The following is a summary of the staff meeting, including observations and recommended actions for City Council consideration. Please note that several recommended ordinance revisions are contained in this summary and flagged in parenthesis. These revisions will be forwarded for consideration at a later date.

- To improve notice, compliance and general understanding, the Police Department will return to its pre-winter education program of placing brochures on the windshields of all on-street parked cars in the weeks preceding the onset of Winter Parking regulations. A VT-Alert flyer will be tucked inside the brochure to explain the Winter Parking practices, including the listing of streets on which there is a full season ban of parking from November through March.
- The VT Alert message will be modified, eliminating language stating "this is a winter event", as it caused confusion when the ban was in place for clean-up activities, as a precautionary notification, or other winter operations. An attempt to correct the foreign pronunciation from of "Montpelier" from VT-Alerts will be pursued.
- All declared on-street parking bans will be "tag and tow" events. This will eliminate communication issues with tow companies and between DPW and MPD. This is also intended to address compliance issues, ultimately reducing the number of towed vehicles.
- The new City website will not be ready for public viewing until January 2016, but once up will contribute significantly to winter operations communication due to: the ability to easily place and update a banner on the site indicating the present status of winter operations; the ability for DPW to have a Winter Parking and Snow Removal page with a map of streets on which parking is not allowed; and the capability of pushing information out to social media from the website, which will ensure consistent messaging, distribution of information at the same time to all media, and conserve staff time.
- The official means of communication should be limited to the following media: VT Alerts, Front Porch Forum, City website, press release and a recorded phone message.
- Consideration was given to the use of solar-powered or hard-wired flashing beacons to include a sign "WHEN FLASHING, ON-STREET PARKING PROHIBITED". The solar systems would have a cost of approximately \$1,200 and would be placed in 7-10 strategic locations around town. Options available for activation include the more expensive remote systems to those that can be individually activated by a hand-held device. Several other communities utilize this type of messaging system. The group concluded that recommended action should be deferred until all other means to improve public notice have been fully initiated and success measured. This matter may be presented as a funding request in the future if there is consensus based on need.
- Additional streets should to be added to the NO WINTER PARKING list because of narrowness and impacts to operations experienced. They are: Charles Street, Cliff Street and Nelson Street. Others may be added upon further review. (Ordinance revision required.)
- Seasonal signage (foldable) could be placed on designated PERMANENT BAN - NO PARKING streets and in appropriate areas indicating the dates of Parking Ban and intent to "tag and tow" all violators.
- Signs in Parking Lots designated as alternative off-street parking in snow events should be changed to a graphic calendar format with color coding used to identify open parking days. The City will shift parking between the lots adjacent to City Hall to accommodate this new practice. (Ordinance change needed.)
- The Police Department will stop making phone calls to owners of illegally parked cars. This proved confusing to residents, time consuming and counter-productive in subsequent storm events as scofflaws assumed they would receive a phone call. A check of other Northeast cities revealed none

make calls as part of their program. Cars will be towed as noticed by other means. (Ordinance change needed.)

- When a Ban is in effect, either in PERMANENT BAN - NO PARKING areas or because of a weather event or maintenance/clean-up (inclusive of multi-night and precautionary situations), the City will engage in "tag and tow" as of 1:00 am for any vehicle that has not been moved.
- The City will convene a meeting with towing companies to discuss capacity, impound locations and other operational matters that might improve coordination. Note that the practice of attempting to locate vehicle owners, uncertainty of whether the ban was tagging only or towing would be necessary, and advance resource planning by the tow companies necessitate this meeting and some of the recommended changes as noted herein.
- DPW will place signs in snow banks along streets identified for snow removal and post schedule on website. (Is an Ordinance needed?) New clearer signs are needed. DPW will continue the practice of photographing marked areas.
- The pilot ordinance contained a parking ban commencement of 12:00 midnight which proved to be both an imposition on local restaurants and bars and was earlier than DPW required. The active enforcement time was revised to 1:00 am, which proved to be acceptable for all concerned and should be adopted. (Ordinance change required.)
- Jessie will review samples of websites being used by other cities and towns as guides to improve messaging. New wording agreed upon: "permanent ban" for the full season streets and "declared ban" for winter operations events.
- There was a review of color coded calendar pages indicating dates when the ban was declared from November 2014 through March 2015 and containing data collected by MPD for the total number of "tagged and towed" vehicles (see attached). Note that the beginning of the season included the midnight enforcement).
- Consideration will be given to Portland, Maine's "yellow zone" concept for downtowns where snow banks are removed regularly. Action on this modification was deferred.
- DPW has noted an average of 1 hour of additional O.T. for winter operations staff resulted to support the new ban. This includes the need for route modification, revised plowing start time to 3:00 am and earlier, supervisor monitoring, obstructed routes, etc. DPW also noted the added administrative activity (including nights, holidays and weekends) necessitating senior staff involvement in weather monitoring, responding to complaints and questions, requests to reimburse towing expenses, resolution attempts for public and interdepartmental communication issues, etc.
- Recognized the need to train and authorize other staff members (primarily DPW) to issue the declared winter ban notifications.
- No emergency access concerns were reported by the Fire Chief due to inadequate road conditions

C: William Fraser, City Manager
Jessie Baker, Assistant City Manager
Anthony Facos, Police Chief
Robert Gowans, Fire Chief
Richard Cleveland, MPD
Neil Martel, MPD
Brian Tuttle, DPW Superintendent
Donna Barlow Casey, Interim Operations Manager

Attachments:
Parking Ban Data Report & Survey Monkey Results Summary

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