



Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, June 10, 2015
6:30 P.M.

- 1) Call to Order by the Mayor
- 2) 15-149. Swearing in of new City Council Member Jean Olson
- 3) 15-150. Review and Approve Agenda
- 4) 15-151. General Business and Appearances
- 5) 15-152. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the May 27, 2015 City Council Meeting. 
 - b) Approve request from Dave Nelson and the McGillicuddy staff for the closure of Langdon Street on July 3rd, from 2:00 P.M. until 2:00 A.M. (on July 4th) as part of Montpelier's Independence Day Celebration. They will be serving food and drinks outside during the afternoon from 3:00 P.M. to 1:00 A.M.; they will also be hosting live music publicly on Langdon Street from 6:00 P.M. to 12:30 A.M. An additional hour past 1:00 A.M. is needed for orderly clean-up and crowd dispersal. Neighbors were notified on June 4th. Mr. Nelson is also requesting a waiver of the City's Noise Ordinance for this event.
 - c) Consideration of approving a Resolution to Commit Funds as of June 30, 2015.
 - d) Payroll and Bills
- 6) 15-153. Introduction of the Central Vermont Public Safety Authority's new Executive Director 
 - a) City Councilor Tom Golonka would like to formally introduce Francis (Paco) Aumand to the Montpelier City Council as the Central Vermont Public Safety Authority's first Executive Director.

- b) The Public Service Authority looks forward to his assistance as they continue their work on formulating a plan to present to the Council during the upcoming budget cycle.
 - c) Recommendation: Meet Mr. Aumand; authorize the City Manager and staff to work with him as the City's representative and to assist in the collection of needed information as the CVPSA embarks on this important endeavor.
- 7) 15-154. Presentation by students from a Montpelier High School Social Studies Class who have been working on "Project Citizen" 
 - a) "Project Citizen" is a project where students are attempting to influence public policy.
 - b) A request was received from Asa Richardson-Skinder, asking for an opportunity at this meeting for the students to speak with Council and share their proposed solutions to some of the local issues/concerns they have been researching.
 - c) Recommendation: Receive presentation; discussion; possible direction to the students/City staff.
- 8) 15-155. Consideration of a requested parking rate increase for short-term parking on Stone Cutters Way 
 - a) In January of 2014, the City authorized several parking rate increases, for both parking permits and meter rates.
 - b) Due to issues with the outdated and dysfunctional vending machines (which were replaced this year) on Stone Cutters Way, the existing short-term parking rate of \$.25 per hour was never adjusted.
 - c) Because this amount is out of step with the updated rate structure, the Police Chief is requesting it be increased to \$.50 per hour.
 - d) Recommendation: Discussion; approve the parking rate increase for Stone Cutters Way.
- 9) 15-156. Discussion of the Montpelier Transportation Advisory Committee (MTAC) 
 - a) At the May 13, 2015 City Council Meeting, the Council had a discussion of creating a Montpelier Transportation Advisory Committee.

- b) Staff has developed the attached guidance document as a result of this discussion. If the Council moves forward to adopt this guidance, the Pedestrian and Bicycle Committees have submitted their nominations for liaisons to this Committee.
- c) The Pedestrian Committee nominates Jon Snell, Harris Webster, and Mark Provost. The Bicycle Committee nominates Anthony Menona, Jenn Gordon, and Dan Homeier.
- d) Recommendation: Discuss, review, and approve the Montpelier Transportation Advisory Committee structure as outlined. Discuss and approve the Bicycle and Pedestrian liaisons to the MTAC.

10) 15-157. First Public Hearing/Reading of a proposed amendment to Chapter 11 of the City's Code of Ordinances,

- a) At their May 13th meeting, Councilor Guerlain moved that the City take steps necessary to designate parks as smoke free zones as was recommended; the motion was seconded and carried.
- b) City Attorney Paul Giuliani drafted the following wording:

CHAPTER 11
POLICE REGULATIONS AND OFFENSES
ARTICLE XI. SMOKING WITHIN CITY PARKS

Sec. 11-1100. SMOKING PROHIBITED.

No person shall hold or possess any lighted cigar, cigarette, pipe or device containing tobacco or a tobacco product or any other substance capable of being inhaled within or upon any park, field or recreational area owned by the City which is conspicuously posted with signage prohibiting smoking.

Sec. 11-1101. DESIGNATION.

This ordinance is designated a civil ordinance.

- c) Recommendation: Conduct the First Public Hearing/Reading; incorporate further changes, if any; set the Second Public Hearing/Reading for June 24, 2015.

11) 15-158. Consideration of a Proposed Process for a Downtown Smoking Ban 

- a) At their May 13th meeting, Council also discussed making downtown smoke-free; staff was asked to draft a proposed process for consideration.
- b) Recommendation: Discuss the attached memo drafted by the City Manager; possible direction to staff.

12) 15-159. Other Business

13) 15-160. Council Reports

14) 15-161. Mayor's Report

15) 15-162. City Clerk's Report

16) 15-163. City Manager's Report

- a) Discuss and set the summer schedule for Council Meetings during July and August.

b) Fire Union Contract

- i) It is anticipated that the entire substance of this update/discussion will be conducted in Executive Session in accordance with Title I, VSA§313, Executive Sessions, (a) (1) *“Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality or other public body, or person involved at a substantial disadvantage.”*

17) Adjournment

EDUCATION

Master of Science in Administration **Years Attended 1992- 96**
SAINT MICHAEL'S COLLEGE COLCHESTER, VERMONT

Bachelor of Science in Criminal Justice Management **Years Attended 1983 - 87**
HAWTHORNE COLLEGE ANTRIM, NEW HAMPSHIRE

Associate of Science in Law Enforcement **Years Attended 1972 - 74**
GREENFIELD Community College GREENFIELD, MASSACHUSETTS

EMPLOYMENT

Deputy Commissioner **Years Employed 2014 – present**
Vermont Department of Public Safety, Waterbury, Vermont 05671

- Serves as the chief information officer in a senior management position.
- Provides policy guidance for the entire department in the areas of science, technology and information.
- Serves as the legislative liaison for the Department.
- Second in command of the 650 member Department.
- Facilitates group meetings and serves as chair of many committees.

Director **Years Employed 1994–Feb. 2014**
DIVISION OF CRIMINAL JUSTICE SERVICES
Vermont Department of Public Safety, WATERBURY, VERMONT 05671

- Manages the activities of a diverse group of criminal justice information, technology and science related sections with 70 personnel (union environment) which operates on an annual budget of approximately **\$10.9 Million**.
- Successfully managed several major *information technology projects (IT and radio)*.
- Successful implementation of the medical marijuana program and the transition of the alcohol breath testing program from the Department of Health into the Public Safety Forensic Laboratory.
- Built consensus around the governance and policy development of Vermont's justice information sharing systems focusing on privacy and confidentiality.
- Successfully lead the initial project phase of *consolidating State Police dispatch centers* from 12 to 4. Also provided oversight for implementation of the State E 911 Call Center in Williston.

Executive Director **Years Employed 1990 - 1994**
VERMONT CRIMINAL JUSTICE TRAINING COUNCIL PITTSFORD, VERMONT

- Responsible for the management of a residential consolidated training facility that had living and dining facilities and approximately 4,000 students in attendance each year.
- Responsible for consensus building and problem resolution among the many users of the facility. Supervision was received from a 12 person council who are appointed by the Governor of the State of Vermont.

Chief of Police **Years Employed 1983 - 1990**
BELLOWS FALLS VILLAGE CORPORATION BELLOWS FALLS, VERMONT

- Plans, organizes and directs the police functions within the community.
- Provided supervision and leadership to a staff of 13 personnel. I prepared and managed a budget of \$350,000.
- I was involved in the planning and construction of a new Fire/Police facility

Lieutenant - Sergeant - Patrol Officer **Years Employed 1976 - 1983**
BELLOWS FALLS POLICE DEPARTMENT BELLOWS FALLS, VERMONT

- I held various levels of progressively responsible law enforcement positions.
- I was responsible for line supervision and supervision of the department's criminal investigations.

Adjunct Professor **Years Employed 1999, 2001, 2003, 2004, 2006, 2008-10**
Norwich University Northfield, Vermont

- Taught an undergraduate course entitled "The Police" as part of the Universities criminal justice program.

SKILLS

Strategic Planning experience

Leadership skills, problem solving and *facilitation* experience.

Systems development and large technology project management experience.

Training and teaching experience

Management skills developed by managing small to large size organizations

Budget management experience

Personnel management experience within a *union environment*.

Workplace conflict resolution experience

Consensus building experience both in a small and large group setting.

Affiliations

Chair, Vermont Public Safety Broad Band Network Commission, appointed by Governor Shumlin, 2013 – present.

Chair of the Board of Directors, Search Group Inc., 2005-2010 & 2012 – 2014.

Chair, DPS Law Enforcement Advisory Board 2009 – 2011. Currently Vice-Chair

Chair of the Law and Policy Program Advisory Committee for **Search Group Inc.**, 2003

Chair of the 2003 summer study committee for **consolidated dispatching** in Vermont.

Chair of the legal/privacy focus group for the FBI's new law enforcement national data exchange project (N-DEx) (Committee now abolished.)

FBI APB, Information Sharing Sub Committee, Member 2006- 2011

Global Privacy and Information Quality Working Group, Member 2006- 2010

Global Intelligence Working Group's, Privacy in Fusion Center sub committee, Member 2007

Compact Council's Policy and Planning sub committee, Member 2006 - 2013

Elected to the **Search Group Inc. Board of Directors** in 1998 and currently serving as a member.

Appointed Vermont's representative to **Search Group Inc.** by Governor Howard Dean in 1996 and re-appointed by Governor James Douglas in 2003 and serving under Governor Peter Shumlin.

Member International Association of Chiefs of Police (IACP).

Member Vermont Association of Chiefs of Police, past president, 1989.

Town of Stowe, VT Select Board member, 2005-2010

Town of Stowe, VT Development Review Board, 2002-2005

Minutes of the Montpelier City Council Meeting
May 27, 2015
City Council Chambers

In attendance: Mayor John Hollar (Chair), Councilors Anne Watson, Justin Turcotte, Dona Bate, Thierry Guerlain, Tom Golonka and Jessica Edgerly Walsh. 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 Mayor at 6:30 PM.

15-137. Hearing no objection, the Chair declared the proposed agenda approved by unanimous consent.

15-138. The Council opened consideration of an appointment of a new Council Member to fill Thierry Guerlain's term in light of his imminent resignation. Jean Olson and Ethan Parke both spoke and entertained a question from Councilor Edgerly Walsh.

The following Montpelier citizens rose to speak in support of Ms. Olson's candidacy: Claire Benedict, Jane Kast, Susan Calza, Phil Dodd and Paul Costello.

The following Montpelier citizens rose to speak in support of Mr. Parke's candidacy: Page Guertin and Nancy Sherman.

Councilor Turcotte moved Executive Session in accordance with Title I, §313, Executive Sessions, (3) The appointment or employment or evaluation of a public officer or employee. Councilor Watson seconded. Motion was approved 5-0, with Councilor Guerlain abstaining, at 6:56PM. Councilor Guerlain did not participate in the closed session.

Councilor Turcotte moved the Council return to open session, and was seconded by Councilor Edgerly Walsh. The motion carried 5-0 at 7:07PM, with Councilor Guerlain abstaining.

Councilor Edgerly Walsh moved that Jean Olson be appointed to the District 2 Council seat being vacated by Councilor Guerlain. Councilor Turcotte seconded the motion, which carried 5-0 at 7:08 (Councilor Guerlain abstaining).

15-140. Councilor Watson moved approval of the consent agenda, and was seconded by Councilor Golonka.

Penny Roberts rose to share her concerns about high rental prices in town.

The motion on the table carried unanimously at 7:10.

15-141. Tawnya Kristen and David Armstrong of CCTA/GMTA updated the Council on routing changes, additional geography and important dates for upcoming public hearings. The Mayor and Council offered feedback and questions.

Penny Roberts voiced views, including concerns, about some of the potential changes to the CCTA/GMTA schedule.

- 15-142. Planning Director Michael Miller was joined by Alex and Lou Bravakis of Novus Energy Development to review the group net metering project on Log Road, Montpelier and Broad Brook Road, Sharon. Discussion followed.

Councilor Turcotte moved to postpone further discussion until next meeting. Councilor Golonka seconded the motion. A brief discussion followed. Motion failed on a 2-4 vote (Councilors Golonka and Turcotte voting aye, Councilors Bate, Guerlain, Watson and Edgerly Walsh opposed).

Councilor Guerlain moved the Council authorize the City Manager to sign two Solar Services Agreements with Novus Energy Development LLC for group net metering on two sites: Log Road, Montpelier and Broad Brook Road, Sharon, pending final purchasing option language and a final legal review. Councilor Turcotte seconded

Carol Vassar rose with questions about the siting process. Rebecca Wigg also rose, offering voice support for the project

The motion carried unanimously at 8:16. The Mayor then called for a brief recess.

- 15-143. The Mayor reconvened the meeting at 8:26. City Manager Bill Fraser introduced the discussion of the Recreation Department transition plan. Councilor Watson recused herself from the discussion and any vote, citing a potential conflict of interest.

School Superintendent Brian Ricca, Cemetery Commissioner Linda Berger, and Recreation Department Director Arne McMullen came forward to discuss the plan with the Council in turn. Some discussion followed.

Councilor Golonka moved the Council direct the City Manager to approve the transition plan for the City's management of the Recreation Department as outlined. Councilor Bate seconded. A brief discussion followed. The motion carried on a 5-0 (Councilor Watson abstaining) at 8:36.

- 15-145. Councilor Edgerly Walsh reported on the Pedestrian Committee's activities. Councilor Bate noted the weather and road conditions in other towns.

Councilor Guerlain thanked his fellow Councilors, the Mayor, and City Staff. He added positive comments about the City, the candidates to replace him, and noted some favored accomplishments during his term.

Councilor Turcotte thanked Councilor Guerlain for his service. He also complimented the Montpelier in Motion report, before checking in with the City Manager about the previous year's July 3rd celebration vendor refund. Finally, he noted constituent concerns about ambiguity about the CarShare parking sites.

15-146. Mayor Hollar thanked Councilor Guerlain for his service.

Councilor Watson noted the opening of the pocket park.

15-147. The City Clerk's thanked Councilor Guerlain for his service. He went on to announce the upcoming Board of Abatement meeting at 5:00PM, June 15, at the Clerk's office. He also noted the coming Election Day Registration bill signing at the Clerk's office on Monday June 1 at 11, before noting the recent passing of Margaret Lucenti.

15-148. The City Manager noted the upcoming zoning work sessions. He offered an update on personnel changes and leaves at the Department of Public Works.

Carol Vassar rose to note her concerns about large trucks near her residence. There was a brief discussion on the issue.

Councilor Edgerly Walsh moved the Council enter Executive Session to discuss Mowatt Negotiations, in accordance with Title I, §313, Executive Sessions. Without objection, the Mayor declared the motion carried by unanimous consent.

At 9:30PM, Councilor Guerlain moved the Council return to open session. Councilor Edgerly Walsh seconded. The motion carried unanimously.

At 9:31 Councilor Guerlain moved to adjourn, and was seconded by Councilor Bate. The motion carried unanimously.



America's Small Town Capital

Mayor John Hollar

William Fraser,
City Manager

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Thierry Guerlain
Justin Turcotte
Anne Watson

Jessie Baker
Assistant City Manager

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Proposed Process for Considering a Downtown Smoking Ban
Date: May 28, 2015 (for June 10 meeting)

Making a decision whether Montpelier becomes a smoke-free downtown will require a process that includes research, information, communication, inclusiveness, and respect for the community. Although this item has not been identified as a council goal or priority for the year, it deserves to be considered thoughtfully if considered at all.

Proposed Process and timeline:

1. Create a working committee June 2015
Stakeholders represented:

Tobacco Prevention (Central VT New Directions Coalition)
Montpelier Business Association
Montpelier Alive
City Pedestrian Committee
Washington County Mental Health
Downtown Housing/Residents
Restaurant/bar owners/managers
Smokers
Law Enforcement
Others?

2. The Council's Charge for the working committee will be to provide a recommendation to City Council whether to proceed with a downtown smoking ban. No deadline will be imposed; the Committee will report when they have reached a recommendation and developed a basis for the recommendation. The Committee process will include research, communication and reporting.

3. Research

Census – observe current practices/locations/times of public smoking; catalog litter

Create interview questions for street polls – pedestrians, smokers, other interested parties

Create poll for business owners

Identify additional community partners

Research other downtown smoking bans and assess their effectiveness in reducing smoking and their impact on businesses.

4. Communication

Inform the public about the concept of a smoke-free downtown

Provide and publicize on-line opportunity for public feedback

Share information generated in the research phase

Provide informational materials

Conduct informational meeting(s)

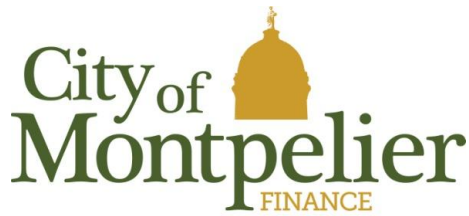
5. Develop recommendation and prepare report

Reach committee decision whether to recommend a smoking ban

Prepare report (no prescribed length) outlining the recommendation and reasons for reaching that conclusion

Report to City Council at a regular meeting for discussion and possible vote

If recommendation is to proceed with a smoking ban, committee should provide an implementation plan and a means of evaluating whether the program is successful and should be continued.



America's Small Town Capital

TO: City Council Members
William Fraser, City Manager

FROM: Sandy Gallup, Finance Director

DATE: May 28, 2015

SUBJECT: Resolution to commit funds as of June 30, 2015

The City of Montpelier adopted a Fund Balance Policy in October, 2011 that implements the new GASB 54 standards for governmental fund balance reporting and governmental fund type definitions. This new fund balance policy requires the passage of a resolution prior to June 30th each fiscal year that states the amount and the purpose of committed fund balances. If the actual amount of the commitment is not available by June 30th, the resolution must state the process or formula necessary to calculate the actual amount.

For most of the reserve funds included in the Resolution (see attached), the actual amounts to be set aside are not known at this time. There may be additional financial transactions between now and June 30th.

We added three "reserve accounts" on our resolution to commit funds this year. (Note: Last year's Committed and Assigned Funds are listed on Page 44 of the June 30, 2014 Audit Report). The three additions to this resolution are:

- 1) Unrestricted balance at year-end: The City Council clarifies its policy to achieve an unrestricted fund balance goal of 15% of budgeted expenditures.
- 2) Police K-9 Program Reserve for donations to the FY16 K-9 program.
- 3) Conner Repayment Reserve, \$46,555 of the Conner repayment received in FY15 is reserved for the FY16 General Fund budget.

This resolution is a fiscal control procedure that is required by the Governmental Accounting Standards Board. Please let me know if you have any questions regarding this procedure, our fund balance policy or the individual funds that we are proposing to set aside. This will be an item on the consent agenda for the June 10th Council meeting.

By approving this resolution, these funds will be set aside for their specific purpose and reported in the June 30, 2015 audit report.



Montpelier Police Department

Memo

To: William Fraser, City Manager

From: Chief Anthony J. Facos

Date: June 5, 2015

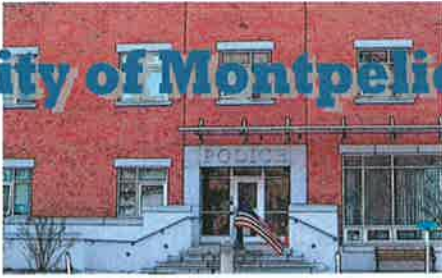
Re: Requested parking rate increase for short-term parking on Stone Cutters Way

In January 2014, the City authorized several parking rate increases, for both parking permits and meter rates. Due to issues with the outdated and dysfunctional vending machines (these were replaced this year) on Stone Cutters Way, we never adjusted the existing short-term parking rate of \$.25 per hour. Because this amount is out of step with the updated rate structure, I am requesting it be increased to \$.50 per hour.

Further justification can be demonstrated by looking at the current rate/fee comparison:

- Current permit rate is \$60.00 per month (\$720 per year)
- Current hourly rate is \$.25 per hour (\$520 per year based on 40hrs per week)
- Proposed hourly rate of \$.50 per hour (\$1,040 per year based on 40hrs per week)

City of Montpelier Police Department



Anthony J. Facos
Chief of Police

For more information, contact:
Chief Anthony J. Facos
(802) 223-3445

FOR IMMEDIATE RELEASE

January 17, 2014

Public Notice of Parking Fee Increases

Per the recommendation of the Montpelier Parking Committee and the Parking Division of the Montpelier Police Department, the following rate changes have been adopted by the Montpelier City Council on October 23, 2013.

On February 1, 2014, the new parking fees will go into effect:

Parking Meters: Increase in the per hour rate from \$0.75 to \$1.00.

Parking Lots/Permit Areas:

60 State Street Lot: Increase permits from \$50.00 to \$100.00 per month (22 permit spaces). Increase in the per hour rate for the short-term vending permits from \$0.35 to \$0.75.

Blanchard Court Lot: Increase permits from \$50.00 to \$100.00 per month. Increase in the per hour rate for the short-term vending permits from \$0.35 to \$0.75.

North Branch (Jacobs) Lot: Increase permits from \$70.00 to \$100.00 per month.

VLCT Lot (old VLCT site next to Shaw's): Increase permits from \$40.00 to \$70.00 per month (7 permit spaces).

Pitkin Circle Lot (seasonal only due to snow storage): Increase in the seasonal rate (only guaranteed from April 1st to November 15th) from \$262 to \$325 per year (5 permit spaces).

Stone Cutters Way: Increase permits from \$41.67 to \$60.00 per month (21 permits, does not include 26 spaces still covered by a temporary contract with Conner Brothers Stonecutters, LLC which are locked at the \$41.67 per month rate. Agreement expires on 12/31/2014.).



Montpelier Police Department

Memo

To: William Fraser, City Manager

From: Chief Anthony J. Facos

Date: October 2, 2013

Re: City Council request for adopting the following proposed parking fees

Per the recommendation of the Montpelier Parking Committee and the Parking Division of the Montpelier Police Department, it is requested that the following rate changes be adopted by the Montpelier City Council:

Parking Meters: Increase the per hour rate from \$0.75 to \$1.00.

Parking Lots/Permit Areas:

60 State Street Lot: Increase permits from \$50.00 to \$100.00 per month (22 permit spaces). Increase the per hour rate for the short-term vending permits from \$0.35 to \$0.75.

Blanchard Court Lot: Increase permits from \$50.00 to \$100.00 per month. Increase the per hour rate for the short-term vending permits from \$0.35 to \$0.75.

North Branch (Jacobs) Lot: Increase permits from \$70.00 to \$100.00 per month.

VLCT Lot (old VLCT site next to Shaw's): Increase permits from \$40.00 to \$70.00 per month (7 permit spaces).

Pitkin Circle Lot (seasonal only due to snow storage): Increase the seasonal rate (only guaranteed from April 1st to November 15th) from \$262 to \$325 per year (5 permit spaces).

Stonecutter's Way: Increase permits from \$41.67 to \$60.00 per month (21 permits, does not include 26 spaces still covered by a temporary contract with Conner Brothers Stonecutters, LLC which are locked at the \$41.67 per month rate. Agreement expires on 12/31/2014.).

The anticipated net gain of all of these proposed increases combined represents approximately \$214,000. \$105,525 in new revenue from the parking lots and permits, and approximately \$108,800 in new meter revenue.

City of Montpelier RESOLUTION

WHEREAS, the City of Montpelier, in accordance with its Fund Balance Policy, has determined that certain amounts should be set aside for specific purposes and presented as Committed Fund Balances in the City's financial statements.

NOW THEREFORE, be it resolved that the following amounts are set aside as of June 30, 2015 for the purposes noted:

Unless otherwise noted, actual amounts of funds to set aside ("committed funds") will be calculated using last year's balance plus FY15 allocations, plus FY15 revenue, less FY15 expenditures:

General Fund:

Fire Revenue Reserve for Fire/EMS equipment purchase

Conservation Commission Reserve, \$8794 is committed for future Conservation Commission projects as requested by the Conservation Commission.

Health Reimbursement Arrangement Reserve \$119,700 for future HRA/Health Insurance Program needs

Conner Repayment Reserve, \$46,555 for FY16 budget

Unrestricted balance at year-end to be committed to the City's unrestricted fund balance target of 15% of budgeted expenditures-See Fund Balance Policy

Police K-9 Program Reserve for donation received in FY15 for FY16 K-9 costs

Community Development Fund:

Montpelier Business Loan Program for loan activities

Housing Preservation Grant Program for housing preservation activities

25/25 Loan for loan write-offs activities

Unrestricted balance - Community Development for community development activities

Capital Projects & Equipment Plan Fund:

Equipment Plan Fund for equipment purchases

Capital Projects Fund for future capital projects

Capital Projects contingency Fund \$250,000 (continued from FY13) to provide additional funds to capital projects in FY15 and beyond

Flood Mitigation-Phase II Project for flood mitigation study

Special Revenue Funds:

Montpelier Park Commission for park activities

Montpelier Events Fund for Montpelier events activities

Conservation Fund for conservation activities

Montpelier Housing Trust Fund for affordable housing activities

Approved and adopted at a regular meeting of the City Council of the City of Montpelier held on the ____ day of June, 2015

ATTEST: _____

John Odum, City Clerk



MEMORANDUM

From: Mike Miller, Director of Planning and Community Development
Kevin Casey, Community Development Specialist
To: Mayor Hollar and the Montpelier City Council
Re: Transportation Committee Structure
Date: June 5, 2015

1. Name of Committee: Montpelier Transportation Advisory Committee (MTAC)

2. Purpose:

a. What is the Charge of the Committee?

The Montpelier Transportation Advisory Committee (MTAC) is charged with advising the City Council on transportation related policies and issues, in accordance with an adopted work plan approved by the City Council, and/or as directed by the City Council. The Committee, under the direction of the City Council, will advise the City Council and provide information and comments on major transportation issues faced by the City and make recommendations to the City Council on overall planning and programming of transportation improvements in the City.

b. What is the goal of the Committee?

The goal of the Committee is to balance the needs of multiple modes of transportation including bicycles, pedestrians and vehicles while maintaining our ongoing commitment to meeting the goals of NetZero Montpelier by 2030.

3. Rationale:

a. Why do we need a Transportation Committee?

The City of Montpelier has limited resources, multiple needs, and a high level of citizen participation. It is a community that is dedicated to improving the experience of residents, visitors, and daytime employees and working toward the goals of recent complete streets legislation. However, with multiple forms of transportation vying for limited space in the public right of way there must be compromise and planning in order to maximize the benefit to the largest number of people.

b. What need does this Committee fulfill?

The committee will address issues and inherent conflicts between multiple modes of transportation and investigate solutions to create a unified vision for transportation in Montpelier. This will assist DPW and Planning as they create long term capital plans for our transportation infrastructure.

c. How is this work important to the City of Montpelier?

Limited resources and expanding demands create a scenario whereby by conflicts will become more commonplace. The City recently applied for a Strong Communities Better Connections Grant (SCBC) through VTrans and ACCD. In order to accomplish the goals of Complete Streets Planning the discussions between multiple modes will have to occur on a street by street basis. Once these discussions have occurred, DPW and Planning will be better suited to provide strategic recommendations to the City Manager and City Council. This type of long term strategic planning is critical to insure the highest level of efficiency.

d. How does this Committees work align with the goals of City Council?

Goal: Maintain the Timeline for “steady state plan” infrastructure improvements.

The transportation Committee is critical to providing the community level view and support critical to prioritizing these infrastructure projects.

Goal: Maintain investments to become a bike and pedestrian friendly city

A transportation committee will bring together the bike and pedestrian committees to help DPW with the long range planning to achieve this goal by helping to identify the problem areas for bicyclists and pedestrians and offer solutions which help us to achieve the goal of becoming a bike and pedestrian friendly city.

Goal: Alleviate parking pressures in Montpelier to maintain a vibrant downtown.

Planning between all four committees will help to identify ways to alleviate parking pressures either through demand management approaches, increase of capacity, alternate locations or a combination thereof. The expertise and insight of the current committees allows for some exciting ideas and solutions to address this goal.

Goal: Establish a clear plan for short term, medium term and long term Net Zero Implementation.

Net Zero goals cannot be met until long term transportation issues are addressed. Transportation is a critical component and in order to accomplish the goals of net zero, the entire community will need to be engaged to change their habits and modes of transportation including increasing use of public transportation, walking, bicycling, car and van pooling.

Goal: Address long term utility and environmental infrastructure needs

Stormwater management is a critical infrastructure component of our public right of way. Proper planning through the use of permeable pavers, rain gardens, and management of impermeable surfaces provide a critical infrastructure component with added benefits to bicycles, pedestrians, and vehicles alike.

4. Time Frame: First Meeting within 30 days of City Council approval

5. Tasks, Timetable, Deliverables

A. What specifics tasks will be accomplished?

- a. The Committee will work with the City and/or selected consultant to determine street typologies and provide a recommendation to DPW regarding specific goals, priorities and objectives of the Committee.

- b. Conflicts between multiple modes of transportation will be addressed at the committee level. The Committee will work with the Planning Department and DPW to develop plans which take a pragmatic approach to complete streets planning.
- c. Work Plans will be determined at the MTAC level for each Committee to insure that we are maximizing time and resources most effectively. Each task will be delegated to the appropriate subcommittee. For example: If the MTAC is interested in pursuing long term bike parking and storage, the representative of the bicycle committee will work with the representative of the parking committee to look at options and report back. Any perceived issues or problems will be addressed at this level.

b. What is the timeline for accomplishing each task?

The Committee will initially meet as needed in the first 6 months to develop committee work plans, determine Committee goals and strategies identify priority issues and projects. Following the goal setting and planning stage in the first six months the committee will report on its progress to City Council. After the first 6 months the committee will meet on a quarterly basis to provide updates, refine work plans, and report back to the council.

B. What deliverables will be produced from the tasks?

- a. Work Plans outlining each committee's assigned tasks
- b. Dates for Deliverables
- c. Prioritization of Projects
- d. Semi Annual Updates to City Council
- e. Identified and Increased presence on the Regional TAC

6. Communication Sharing of Results:

a. How will the Committee share the results with each other and the public?

The meetings will be publically noticed, open and accessible and all meeting minutes and times will be posted to the website. In addition the Committee will update the Council twice annually in March and September, in order to address issues prior to summer construction season (March) and budget season (September). This will provide City Council with the background information to make informed policy decisions based on the recommendations of the appointed advisory Committee.

7. Resources:

a. What resources will be required by the Committee to accomplish its work?

The most significant resources will be staff time dedicated to the committee.

8. Committee Membership

a. How large is the Committee? And Why?

The Committee will be composed of 2 to 3 members each from the Parking, Pedestrian, Bicycle, and Energy Committees. Each committee will nominate to the City Council 2 to 3 members to serve one year on the MTAC. City Council will approve the slate of candidates on an annual basis. In addition, the Council will assign one member of City Council to act as a liaison between City Council and the committee.

The Community Development Specialist will staff this Committee and other Department Heads or staff will attend on an as needed basis.

b. Who can be the members? and Why? Membership is determined by the individual Committees (Bike, Parking, Pedestrian, or Energy) and approved by the City Council.

c. What is the term for serving on the Committee? City Council will review the slate of candidates from the Bicycle, Pedestrian, Parking and Energy committees on an annual basis. Each member will serve for one year.

d. How are members replaced? Should a representative member resign from Bicycle, Pedestrian, or Parking Committee then that committee will appoint a new representative at their next scheduled meeting.

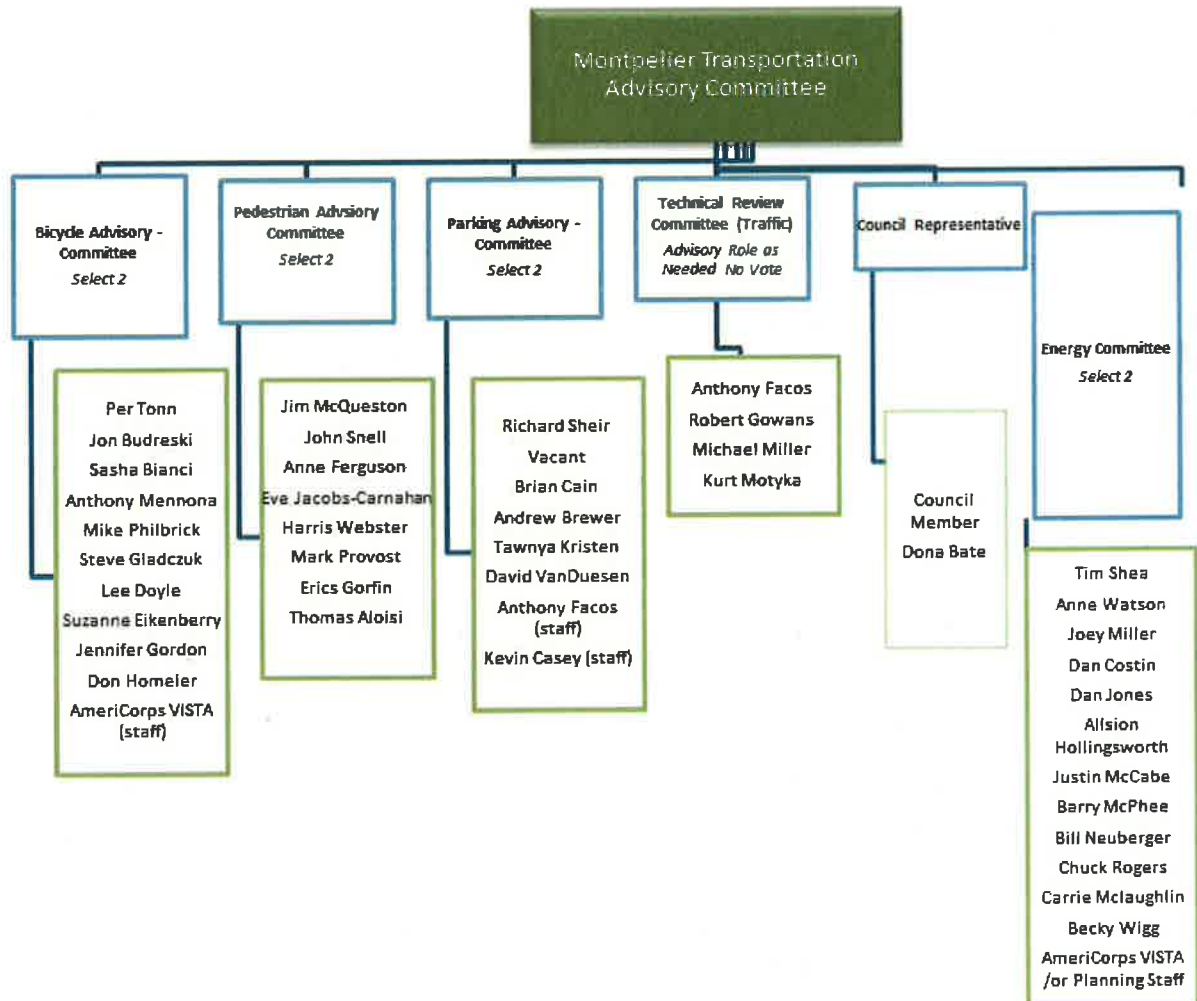
9. Next Steps

1. City Council should direct the Bicycle, Parking, and Pedestrian and Energy Committees to nominate 2 to 3 members to the Transportation Committee
2. Direct Staff to schedule the first Transportation Committee meeting
3. The Draft Agenda for the first Transportation Committee Meeting is as follows:

Call Meeting to Order

- a. Introductions
 - i. Select Officers
 1. Identify a Chair
 2. Identify a Secretary to Record Minutes
 3. Identify a Representative to the Regional Transportation Advisory Committee (TAC)
- b. Identify Committee Goals
 - i. Short Term Goals
 - ii. Long Term Goals
- c. Discuss Current Work Plans among Each Committee
 - i. Identify Overlaps
 - ii. Identify Priority Projects
- d. Identify which Committee will take on which projects
 - i. Opportunities for Partnerships
 - ii. Identify Potential Conflicts
- e. Schedule Next Meeting
- f. Adjourn

10. Proposed Structure



Sandy Pitonyak

From: William Fraser
Sent: Thursday, June 04, 2015 9:30 PM
To: Jessie C. Baker
Subject: Fwd: Transportation committee appointments

Begin forwarded message:

From: Eve Jacobs-Carnahan <ejcarnahan@gmail.com>
Date: June 4, 2015 at 9:19:46 PM EDT
To: William Fraser <WFraser@montpelier-vt.org>, Jessica Edgerly <jedgerly@montpelier-vt.org>
Subject: Transportation committee appointments

Bill and Jessica,

When the city council created the Transportation Committee in May, it asked the pedestrian, bike, parking, and energy committees to suggest representatives from their respective committees be appointed to the Transp Committee. I am not quite sure of the process for formalizing the appointments, so I am writing now.

The Pedestrian Committee has nominated the following people for the Transp Comm:

Jon Snell
Harris Webster
Mark Provost

We recommend they be formally appointed to the new committee.

Thank you.
Eve

--

Eve Jacobs-Carnahan
14 Sabin St.
Montpelier VT 05602
(802) 223-4016

Sandy Pitonyak

From: Jon Budreski [jonbudreski@gmail.com]
Sent: Friday, June 05, 2015 8:47 AM
To: Jessie C. Baker
Cc: Eve Jacobs-Carnahan
Subject: Transportation Committee - July 20th 430pm

Hi Jessie,

Just left you a brief VM. Bike and Ped have selected 3 members each to help drive the quarterly transportation committee. I believe the first meeting is schedule for July 20th at 430pm location TBD.

Would it make sense to forward this list to the Councilor who was interested in being involved.

Bike Committee Members: **Anthony Menona, Jenn Gordon, Dan Homeier** (I can help as needed)...
Ped Committee Members: **Jon Snell, Harris Webster, and Mark Provost**

I also had an interesting conversation the other day at State Visitor Center building regarding transportation and understanding of routes etc which was eye opening. Happy to discuss that but essentially the person working the desk really didn't have knowledge of public transportation routes or times. I was suggesting a white board with estimated arrival/departure times and locations, etc. for summer visitors that maybe hitching a ride n or s. I realize its a state (not city) visitor center but would be good to improve over time.

Feel free to contact Eve or me with any questions,
Jon