



Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, April 8, 2015
6:30 P.M.

- 1) Call to Order by the Mayor
- 2) 15-096. Review and Approve Agenda
- 3) 15-097. General Business and Appearances
- 4) 15-098. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the March 25th City Council Meeting. 
 - b) Certification of Compliance for Town Road and Bridge Standards and Network Inventory. 
 - 1) DPW will apply for the FY 2016 Town Highway Grant Program. In order to receive an additional 10% of State funding for projects, Montpelier needs to: 
 - i) Certify that the City has adopted the 2013 template of the VT Town Road and Bridge Codes and Standards (done February 12, 2014), and
 - ii) Have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts, and highway-related retaining walls on Class 1, 2 and 3 Town Highways and estimated cost of repair. (Which staff will finalize prior to the April 15th submittal deadline for this grant.)

- c) Endorse and authorize a Public Works Department request for funding assistance through the Central VT Regional Transportation Commission's (CVRPC), Community Transportation Studies Fund. The funding being requested is to retain the services of a professional traffic engineering consultant to conduct a study of the Barre Street and Main Street intersection as described in a memorandum from the Director of Public Works to the CVRPC Senior Transportation Planner. The intended study will provide a comprehensive review of the intersection and development of recommendations and alternatives to accommodate all road users passing through the intersection for today and in the future. 
- i) The estimated cost of the study will be in the \$25,000 range.
- ii) Although still uncertain, CVRPC expects to have approximately \$35,000 available in their next FY budget (begins October 1st) for new transportation-related planning studies to be distributed amongst applicants and for their own needs. If approved, the amount available for this grant award is estimated to be \$10,000 - \$15,000. The source of the local match requirement will be determined at a later date with at least partial funding from the City's CIP, Project Management Account.
- iii) The CVRPC's Transportation Advisory Committee (TAC) will consider the request at their meeting on April 28th.
- iv) Recommendation: Review the DPW memorandum, consider supporting the traffic engineering study and authorize submittal to the CVRPC. Delegate the City Manager to enter into a grant agreement with the CVRPC as the City's duly authorized agent.
- d) Approval of DID marketing funds for in-state promotion. (See attached breakdown.) 
- e) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:
 - 1) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)

- f) Payroll and Bills
- 5) 15-099. Appointment to the City's Design Review Committee
 - a) The 3-year term that expires this month is Jay White's.
 - b) Staff advertised and received responses from: Jay White who would like to be reappointed (see his e-mail) and Hannah Smith.
 - c) Following an opportunity to hear from the applicants, it is anticipated that the Council will conduct this discussion in Executive Session in accordance with Title I, §313, Executive Sessions, (3) *The appointment or employment or evaluation of a public officer or employee.*
 - d) Recommendation: Return from Executive Session; announce appointment.
- 6) 15-100. Appointment to the City's Development Review Board
 - a) Staff recently received a letter of resignation from Joshua O'Hara; he is moving to Portland, Maine.
 - b) Staff advertised and received responses from Michael Sherman, who is currently serving as an Alternate, and William Schebaum.
 - c) Following an opportunity to hear from the applicants, it is anticipated that the Council will conduct this discussion in Executive Session in accordance with Title I, §313, Executive Sessions, (3) *The appointment or employment or evaluation of a public officer or employee.*
 - d) Recommendation: Return from Executive Session; announce appointment to fill Joshua O'Hara's 3-year term which will expire in July, 2016.
- 7) 15-101. Appointment to Montpelier's Tree Board
 - a) It is current member Abby Colihan's 3-year term that expires this month.

- b) Staff advertised and has received responses from Abby, who would like to be considered for reappointment, and Lynn Wild.
- c) Following an opportunity to hear from the applicants, it is anticipated that the Council will conduct this discussion in Executive Session in accordance with Title I, §313, Executive Sessions, (3) *The appointment or employment or evaluation of a public officer or employee.*
- d) Recommendation: Return from Executive; announce appointment.

8) 15-102. Adopt City Council Goals for 2015-16

- a) At their March 25th meeting, Council held a lengthy discussion regarding their goals for the upcoming fiscal year; at the conclusion, staff was asked to draft a list of the ideas that were discussed and with the assistance of the department heads, include the steps needed to accomplish each.
- b) Recommendation: Discussion; adopt the 2015-16 Goals, with or without further amendments.

9) 15-103. Other Business

10) 15-104. Council Reports

11) 15-105. Mayor's Report

12) 15-106. City Clerk's Report

13) 15-107. City Manager's Report

14) Adjournment

Minutes of the Montpelier City Council Special Meeting
March 25, 2015
City Council Chambers

In attendance: Mayor John Hollar (Chair), Councilors Tom Golonka, Anne Watson, Justin Turcotte and Dona Bate. Councilor Thierry Guerlain participated via webcam. Councilor Jessica Edgerly Walsh was absent. City Manager William Fraser was in attendance. City Clerk John Odum served as Secretary of the meeting, and arrived at 6:30.

The meeting was called to order by the Mayor at 5:30 PM.

Councilor Bate moved that the Council enter into executive session under statute, to discuss a land acquisition. Councilor Watson seconded the motion, which was approved by unanimous roll call vote at 5:32.

At 6:00, Councilor Bate moved the Council return to open session. Councilor Turcotte seconded the motion, which carried by unanimous roll call vote.

15-086. The Council embarked on a broad-ranging discussion of goals for the year. City Department Heads participated as appropriate.

15-088. Councilor Golonka moved approval of the Consent Agenda. Councilor Bate seconded. The motion carried unanimously by roll call vote at 6:32.

15-089. At 6:33, the Mayor opened the second public hearing to consider CarShare Vermont's request to dedicate two city parking spots to CarShare Vermont fuel-efficient vehicles for a two-year pilot. A discussion followed, which included CarShare Operations Manager James Stoops. The Mayor closed the public hearing at 6:40.

Councilor Bate moved the Council approve the 2 proposed ordinance amendments (attached to the agenda) and authorize the City Manager to enter into an agreement with CarShare Vermont to use the first space on Blanchard Court next to the handicapped space and the first space on School Street traveling southeast from Main Street for dedicated CarShare VT parking. Councilor Watson seconded.

Further discussion followed. Assistant City Manager Jessie Baker contributed additional information. Motion carried on a 4-2 roll call vote, with Councilors Bate, Watson, Turcotte joined by Mayor Hollar in voting aye, Councilors Golonka and Guerlain opposed.

The Mayor declared a recess at 6:45. The Council returned to session at 6:55.

15-090. The Council returned to the goal setting discussion, receiving feedback from Department Heads Janna Clar, Tom McArdle and Michael Miller, as well as Montpelier citizen Steven Whitaker.

15-092. Councilor Turcotte noted the potential for flooding in town, and encouraged citizens to

look out for ice patches when walking.

Councilor Watson noted that the next day (Thursday) would bring a high flood danger.

- 15-095. City manager Fraser noted the coming April 2nd Act 250 hearing on bike path. He also noted that National Life had reached out to the city regarding the disposition of the Space Shuttle Challenger memorial at the entrance to National Life Drive. A brief discussion followed, which included Public Works Director McArdle. Finally, Mr. Fraser thanked Dina Bookmeyer-Baker, who was stepping down from her position in the Planning office, for her service.

Councilor Golonka moved the Council adjourn, and was seconded by Councilor Watson. Without objection, the Mayor declared the motion passed by unanimous consent at 8:33.

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Montpelier certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on February 12, 2014.

We further certify that our adopted standards ☒do ☐do not meet or exceed the minimum requirements included in the January 23, 2013 VTrans template.

We further certify that we ☒do ☐do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

(Duly Authorized Administrator)

For a summary of your community's road and bridge information
please visit: tinyurl.com/rdsinfo

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

To: Steve Gladczuk, Senior Transportation Planner
Central Vermont Regional Planning Commission

From: Thomas McArdle, Director

Date: April XX, 2015

Subject: Request for Traffic Study
Intersection of Main Street (VT Rte 12) / Barre Street (TH 10)

This is to request funding assistance to conduct a comprehensive traffic study of the above-referenced intersection. We wish to determine of the adequacy and sufficiency of existing traffic control devices and pedestrian facilities and to consider whether modifications to the existing controls are necessary and justified and what options might be available to improve capacity, safety and convenience.

Background:

The Public Works Department began monitoring the intersection operations in 1983 when an "Urban Area Transportation Plan Update" was conducted for CVRPC. The intersection stop control on the side street (Barre St) and all travel lanes remain much the same today. Review of the traffic volumes from the 1980s compared to the more recent ADT counts indicates reductions in volumes along some routes and significant increases on others. Historical traffic volume trends for our residential streets is not available but if there have been shifts in travel patterns due to the poor performance of intersections, this is a concern we would want to address. Encouraging travel along primary routes vs residential streets through the development of attractive, convenient & efficient intersections is one of the objectives that will be explored through this study.

As a vital intersection of Class 1 & 2 town highways connecting arterial and collector facilities with our downtown district, it is imperative that this component of our transportation infrastructure perform at the best possible levels for all road users. The road users include a relatively high volume of pedestrian traffic common in a vibrant urban area. We theorize pedestrian volumes have increased over the last several years with the addition of several attractors of pedestrian trips such as the trails leading to and from National Life, restaurants located on Main St & US Route 2, bus stops and expanded neighborhoods located both westerly and southerly of the intersection bringing pedestrians of all ages and abilities through this intersection.

Montpelier is also in the process of developing a master plan to better integrate facilities for on and off road bicycle use. As a key intersection in the north/south & east/west bike route planning initiative, we intend to review available options to provide the means for safe and convenient navigation of the intersection that is user friendly and conducive to various abilities which is sorely lacking today. This plan will be consistent with the Complete Streets mandate.

The traffic study we intend to pursue will build upon a recent broad and innovative assessment of Montpelier through a program entitled Greening America's Capitals. Montpelier was selected to receive assistance to explore improvements to the pedestrian and bicycle connections in its historic downtown. The completed Greening America's Capitals project layed out a vision for how the city could use green infrastructure in its streets and parking lot designs to manage and treat storm

water to reduce the volume of non-point source runoff from reaching the nearby rivers. It also funded the development of conceptual plans for a streetscape design of the Barre Street corridor which included a roundabout at the Main Street intersection.

The conceptual Barre St / Main Street intersection design integrated the city's planned bike path extension from its present terminus at Taylor St easterly across the North Branch of the Winooski River to the Main Street intersection. This extension of the path will be part of the multi-faceted transit center project is now entering into the design phase. As envisioned, the Barre St / Main Street intersection will be modified to become a controlled four way approach facility by consolidating driveways into a single aligned access road. Integrating pedestrian & bike crossing facilities within a potentially reconfigured intersection will achieve another piece in the eventual linking of the presently disconnected Montpelier East & West bike paths. Crossing through the Barre & Main intersection is key to making this connection a reality.

Traffic Study Objectives:

- ✓ To determine the current operating service levels (delay) overall and peak hour by lane movement.
- ✓ To conduct a warrant analysis to determine if a traffic signal, roundabout, or other capacity and safety improvements are justified presently, and what conditions can be anticipated or projected.
- ✓ To determine the sufficiency of existing geometric and lane configurations and control devices.
- ✓ To determine the available gaps (gap study), and if safe gaps are generally available for pedestrian and bike crossings and whether current traffic controls are sufficient and reasonably safe.
- ✓ To conduct a pedestrian & bicycle count to obtain peak time periods of use and compare to peak vehicular travel times
- ✓ Conduct an accident study and accident analysis to determine if any patterns may exist that are indicative of operational or geometric deficiencies, to include available sight distance, driver distractions, or other conditions of concern.
- ✓ Develop and present recommendations for improvements that may be necessary under existing conditions. Expand this review to include consideration of what might be expected to develop in the future as a design year through normal regional growth and planned redevelopment associated with the One Taylor Street transit center and bike path project.
- ✓ Present at least three alternatives for review and provide an analysis of the service levels projected for each alternative.
- ✓ Integrate bike & pedestrian facilities in each of the alternatives and provide a means to assess the convenience and safety benefits.
- ✓ Develop preliminary plans and cost estimates of the alternatives for the reconfiguration or reconstruction of the intersection.

In summary, our objective is to obtain a professional intersection review and study to achieve a comprehensive understanding of how the intersection is performing today. The roundabout concept, signalization or other means of accommodating vehicle, pedestrian & bicycle traffic will be reviewed and analyzed in greater detail to arrive at the best possible long term solution. With an active rail line crossing through the center of the intersection, the assessment and design complexity requires the utilization of skilled and knowledgeable traffic engineering professionals to lead this process. We hope to determine whether we are presently engaging all appropriate safety and operational devices necessary under the present traffic loading conditions and what additional measures and controls are needed to address all future known and unknown land use changes. We are also interested in learning what alterations and improvements are needed to accomplish and implement the Complete Streets initiative. Through the development of a highly functional and inviting intersection, perhaps we can better encourage utilization of our primary routes and relieve pressure and stress on our residential neighborhoods.

We sincerely appreciate this opportunity to submit this request for assistance we extend our gratitude

for your consideration. We would welcome an opportunity to discuss this request further with the Traffic Advisory Committee.

c: William Fraser, City Manager
Jessie Baker, Assistant City Manager
Michael Miller, Planning Director

DRAFT



America's Small Town Capital

Mayor John Hollar

City Council Members:

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

William Fraser
City Manager

Jessie Baker
Assistant City Manager

March 12, 2015

The Times-Argus
Att: Mandy

Please insert the following with City of Montpelier notices on: Monday, March 16th. Thank you!

CITY OF MONTPELIER
Development Review Board Vacancy

The Montpelier City Council is seeking individuals interested in filling an unexpired 3-year term on the City's Development Review Board. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, on or by noon on Thursday, April 2nd. They can also be sent electronically to spitonyak@montpelier-vt.org. The City Council will make this appointment at their Wednesday, April 8th, City Council Meeting; applicants are encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Questions: 223-9506

William J. Fraser
City Manager

Michael Sherman
20 College Street
Montpelier, Vermont 05602

March 25, 2015

William J. Fraser
Office of the City Manager
City Hall—39 Main Street
Montpelier, VT 05602

Dear Bill,

I am writing to apply for the recently announced unexpired three-year term on the City's Development Review Board.

I am currently serving my second one-year term on the board as one of the two alternates. In that capacity, I have participated and voted at approximately fifteen meetings. Although I have not done a count of the site plan reviews, applications for variances, and permits I voted on, I think the number is well over fifty (including items on our consent agenda). I have been diligent in preparing for each meeting of the DRB, regardless of whether or not I knew in advance that I would be asked to participate. I have also been careful to review the drafts of decisions that have been circulated to board members following our deliberative meetings; and in a few cases, my recommendations for revision of those drafts have helped assure the accuracy and clarity of the board's findings and decisions. So I think that in my year of service, I have made a contribution to the board's work.

As I noted in my application for a second term as an alternate, I have learned that the Development Review Board does the important job of working with applicants for site reviews, permits, variances, and appeals, and with others who have an interest in or are affected by its decisions, to explain, clarify, and implement the city's zoning regulations in the context of the master plan and state law. This requires familiarity with the regulations and master plan, careful reading and listening, and critical thinking. I have gained some familiarity with laws and ordinances that are the underpinning for each vote I am asked to make, and I continue to learn from each application brought to and discussed by the board.

I would appreciate the opportunity to continue to serve my community by being appointed to the vacant position on the Development Review Board.

Yours truly,

Michael Sherman

William L. Schebaum 28 Sibley Ave. Montpelier VT 05602

802-999-6792 will@steeplechasedesign.com

March 30, 2015

Dear Montpelier City Council Members,

I am writing this letter to you today to express my interest in filling the vacant seat on the Development Review Board. As a resident of Montpelier who participates in the myriad of cultural activities that our wonderful city has to offer, it is only natural I would want to be engaged in how the future of Montpelier is developed on a larger scale.

Montpelier is a tapestry of past development in many forms; architectural, industrial, residential, commercial, and cultural; all immersed within a larger ecological framework that sustains us all. As we enter into the 21st century with many new opportunities and challenges ahead of us, it is only imperative that we foster an attitude of smart development for the sake of the greater community and not just those in control of the bulldozers and bank accounts.

Having a professional background in whole systems sustainability thinking and architectural design and construction, I feel that I would be able to offer a fresh perspective to the Development Review Board that would help steer development in the city towards a more holistic and sustainably oriented model. I would hope that we can retain the core values that make Montpelier uniquely what it is while at the same time reimagine some of the details that make up the infrastructure necessary to transition us into the next chapter of Montpelier's history.

I hope you consider me for the open position on Development Review Board. I thank you for your time and energy.

Sincerely,

William L. Schebaum

William L. Schebaum 28 Sibley Ave. Montpelier VT 05602

802-999-6792 will@steeplechasedesign.com

William L. Schebaum

I am a rational big picture thinker looking at the world through an artists lens while trying to understand the forces at work that have influenced us in the past and will continue to affect us into the future. I realize that by becoming aware of our true place in the greater ecological world will help shape our presence as we move forward as a community.

Steeplechase Design.Build L3C- Owner/Designer/Builder - 2009-Present

Steeplechase is an integrative design/build firm based in Montpelier that focuses primarily on the residential built environment, both new and existing. Long term company goals are to focus on the synthesis of the essential economies of food, shelter, energy and community.

Yestermorrow Design Build School - Intern - 2009

Yestermorrow's mission to create a better more sustainable world through design and craft as an integrative process helped grow my appreciation for the built environment on a larger more community oriented scale.

VanDusen and Co. / Red House Inc. - Project Carpenter - 2005- 2009

I worked for two distinguished home building companies in the greater Burlington area that led to an appreciation for fine craftsmanship and quality architecture.

Onion River Coop - Facilities Manager - 2003-2005

I managed 25,000 sqft. of high performance building in a cooperative work place environment reinforcing my ethic of being a team player.

Liszt Historical Restoration - Restoration Technician - 2001-2003

I most notably discovered the time capsule atop the VT Statehouse in the restoration of the hand carved wooden statue of the Goddess Ceres.

Education

University of Vermont- 2001- Philosophy

Notable

- Presented to City of Montpelier Planning Commission on Infill Development- May 2013
- Proven track record of understanding and working within Planning and Zoning regulations as well as successfully completing a number of projects within certain municipalities.

Joshua S. O'Hara
115 Barre St. Apt. 4
Montpelier, VT 05602
(802) 793-2112
ohara.josh@gmail.com

12 March 2015

Montpelier City Council
c/o Office of the City Manager
City Hall, 39 Main Street
Montpelier, VT 05602

Dear Council Members,

Please accept this letter of resignation from my position on the Montpelier Development **Review Board**. I am moving to Portland, Maine at the end of April, and I will no **longer be eligible** to serve. I am happy to continue to serve on the Board until the end of April.

I have truly enjoyed my time of the Board, and I thank the Council for the opportunity to serve my community.

Cordially,

A handwritten signature in blue ink, appearing to read "Josh O'Hara", written over a light blue rectangular background.

Joshua S. O'Hara

cc: Sandy Pitonyak
Dina Bookmyer-Baker



America's Small Town Capital

Mayor John Hollar

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Thierry Guerlain
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William Fraser
City Manager

Jessic Baker
Assistant City Manager

March 12, 2015

The Times-Argus
Att: Mandy

Please insert the following with City of Montpelier notices on: Monday, March 16th. Thank you!

CITY OF MONTPELIER
Design Review Committee Vacancy

The Montpelier City Council is seeking citizens interested in filling an expired seat on the City's Design Review Committee; this is a 3-year term which will expire in April 2018. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall – 39 Main Street, Montpelier (or by e-mailing spitonyak@montpelier-vt.org) on or by Thursday, April 2nd. City Council will make this appointment at their April 8th 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. Further information may also be obtained by contacting the Planning and Development Department at 223-9506.

William J. Fraser
City Manager

Sandy Pitonyak

From: Jay White [jaywhitevt@gmail.com]
Sent: Thursday, March 26, 2015 4:59 PM
To: Sandy Pitonyak
Subject: RE: Your Term Expires April 11th
Attachments: Resume with pictures, March 26, 2915.pdf

Hi, Sandy,

I am interested in continuing, but will easily agree to step down if there are other applicants with architectural and preservation technical skills similar to those that I offer and that I find have been appreciated by those seeking permits from the City.

My attached resume will provide a little bit of background information about me.

JAY WHITE, ARCHITECT PLC
100 State Street, Suite 230
Montpelier, Vermont 05602
Phone: (802) 793-1850
Email: jaywhitevt@gmail.com

From: Sandy Pitonyak [<mailto:SPitonyak@montpelier-vt.org>]
Sent: Wednesday, March 25, 2015 3:36 PM
To: jaywhitevt@gmail.com
Subject: Your Term Expires April 11th

I've advertised; if you're interested in serving another term, please send me an e-mail to that effect, with a little bit of background information. This Council likes that. Thank you.

Sandy Pitonyak

Administrative Assistant to the City Manager
City Hall - 39 Main Street
Montpelier, VT 05602
Telephone: (802) 223-9502
FAX: (802) 223-9519
spitonyak@montpelier-vt.org

JAY WHITE, ARCHITECT, PLC

100 State Street, Suite 230, Montpelier, Vermont 05602

Email: jaywhitevt@gmail.com; Phone: (802) 793-1850

Jay White, AIA opened his own firm, called JAY WHITE, ARCHITECT, PLC after spending 8 years as a Senior Architect with Robert Carl Williams Associates, which he joined upon his return to Vermont from Prague, Czech Republic in 2005. In Prague, Jay worked as a corporate architect for two separate developers focused on adaptive use of historic buildings into luxury hotels. The primary project for both developers was a hotel to be operated by Marriott's Ritz-Carlton brand consisting of ten historic buildings near Prague's Old Town Square. Prior to that, he was a principal The Burley Partnership in Waitsfield, Vermont, where he worked for 20 years before moving to Prague.

Throughout his career, Jay has focused on providing top-quality service to clients, usually with straight-forward traditional designs. He believes architecture's primary role is to solve clients' building needs in a functional, affordable way. He also assists clients with grant management, and historic tax credit certifications. Current projects include a new office building for the Town of Royalton and a restoration of an historic building being lifted straight up 9' 6" after it was buried when the bridge between Burlington and Winooski was rebuilt higher in 1928. The office carries professional liability insurance for all projects, and satisfaction is always guaranteed.

PRIOR AFFILIATIONS:

2005-2014 Senior Architect, **Robert Carl Williams Associates (RCWA)**
and Manager of the firm's Montpelier Office.

Project management and design related to several Vermont municipal facilities, historic preservation, Stowe and Killington ski resorts (including three steel framed buildings), restaurants, inns, and commercial kitchen design and equipment specifications. Project Jay led for RCWA include:

Blanchard Block restoration of 42,000 sf office building
Ashcroft Barn Restoration
Granville Town Hall Restoration
Cornerstone Pub and Kitchen + renovation of floors above
Spruce Camp Skier Services level, Stowe Mountain Resort



Blanchard Block, Barre, VT

2002-2005 Corporate Architect, **Akroterion**, Prague, Czech Republic
Design and pre-development, architectural and financial analysis for proposed Ritz-Carlton, Prague, after project was sold to Akroterion by Prague Investments as part of the purchase agreement. Manager of 5 member in-house design and development team



Spruce Camp, Stowe Mountain Resort
Skier Services area and retail shop

1999-2002 Corporate Architect, **Prague Investments**, Prague.
Design of proposed Ritz-Carlton, Prague within 10 historic buildings near Prague's Old Town Square. Feasibility studies for other hotels and residential projects on various sites in Prague. Manager of Technical Services Department of 3

1979-1999 Principal, **The Burley Partnership**, Waitsfield, Vermont USA
Project management of firm's historic renovation, and hospitality projects; office manager of other architects
Inn at the Round Barn Conference Center (in historic barn);
(www.theroundbarn.com)
Barre Opera House (new lobby and historic restoration)
Vermont State House Executive Office restoration
Woodstock Inn and Resort (new wing),
(www.woodstockinn.com)

Carambola Breach Resort, on-site reconstruction manager for an 8-month period after Hurricane Hugo in 1989.



Ritz-Carlton, Prague, Czech Republic

EDUCATION:

UNIVERSITY OF ARIZONA, B. of Arch, Tucson, Arizona USA (1973)

UNIVERSITY OF FLORIDA, Post Graduate Courses in Historic Preservation (1973)

Preservation Institute; Nantucket, Massachusetts, USA

ICCROM
(International Center for the Study of the Preservation and the Restoration of Cultural Property)
Rome, ITALY (1986)

5-month UNESCO course focused on international historic preservation techniques, analysis, redevelopment and maintenance of historic buildings and materials.

CIVIC SERVICES:

Montpelier Design Review Committee

ARCHITECTURAL REGISTRATIONS:

Vermont, Certification #1249

NCARB, Certification #58849 (allows for reciprocity with other states and most countries)

Czech Chamber of Architects, Roster of Foreign Architects, Certificate #7

Member, AIA Vermont

RECENT REPRESENTATIVE PROJECTS

Granville Municipal Offices



Spruce Camp, Stowe Mountain Resort
Skier services area and retail shop



Cornerstone Pub and Kitchen, with offices and
apartments above it, Barre, VT



Blanchard Block, West Lobby



Barre City Hall Exterior Restoration



Blanchard Block attic renovate for office use



Blanchard Block west entry and Barre Opera
House, I designed earlier while with Burley
Partnership



Brookside Stock Farm Inn Restoration

March 27, 2015

William J. Fraser
City Manager
City Hall, 39 Main Street
Montpelier, Vermont 05602

Dear City Council Members,

I am writing to express my interest in serving on the Montpelier Design Review Committee. As a young professional living and working in Montpelier, I have a vested interest in maintaining and preserving those aspects of Montpelier that make this a vibrant, livable city.

I understand and appreciate the Committee's mandate and mission. As a practicing attorney with experience in land use and municipal law, I understand the important role of local governmental review in maintaining a beautiful city, and I recognize the considerations that must be given to preserve Montpelier's unique aesthetic. Most importantly, I am interested in serving my community. As a resident, I benefit daily from the beauty and livability of Montpelier, and I would like to have a hand in maintaining those aspects of my community.

Please find my resume attached. Thank you so much for your consideration.

Best,
Hannah Smith

Hannah Smith

106 East State Street | Montpelier, VT 05602 | han.smith22@gmail.com | 734-846-0446

ADMITTED TO PRACTICE

- Vermont, November 2013

EDUCATION

Vermont Law School, South Royalton, VT

Juris Doctor *cum laude* awarded May 2013

Master of Environmental Law and Policy *cum laude* awarded December 2013

- Member of the National Moot Court Team
- Research Associate for the Water and Justice Program, Fall 2012 – Spring 2013
- Legal Intern, Vermont Department of Environmental Conservation, Watershed Management Division, Fall 2013
- Law Clerk, Vermont Superior Court, Environmental Division, Spring 2013
- Law Clerk, Midwest Environmental Advocates, Summer 2012
- Student Clinician, Environmental and Natural Resources Law Clinic, Vermont Law School, Spring 2012

University of Michigan - College of Literature, Science and the Arts, Ann Arbor, MI

Bachelor of Arts in Organizational Studies, April 2008

EXPERIENCE

Tarrant, Gillies, & Richardson, Montpelier, VT

Associate Attorney, June 2014-present

- General civil litigation attorney with a focus on municipal law, regulatory law including Act 250 and local and state permitting, real estate transactions, and probate and guardianship

Vermont Office of Legislative Council, Montpelier, VT

Law Clerk, October 2013-May 2014

- Non-partisan legal counsel to the members of the Vermont General Assembly; worked independently under the supervision of a senior Legislative Council attorney, with a portfolio focused on natural resource, energy, and land use law. Staffed a number of standing legislative committees, including House and Senate Natural Resources and Energy, House Fish and Wildlife, House Agriculture and Forest Products, House Commerce and Economic Development, and Senate Economic Development
- Drafted, reviewed, and amended bill language as requested by legislators and Legislative Committees; conducted legal and substantive research to guide legislators and Committees in their decision-making

Michigan League of Conservation Voters (LCV), Ann Arbor, MI

Policy & Programs Associate, 7/08-2/09; 12/09-8/10

- Researched, compiled, and edited the content of the Michigan LCV 2009 Environmental Briefing Book, and the 2010 Michigan Gubernatorial Briefing Book
- Helped to plan and execute the 2010 Michigan LCV Education Fund Gubernatorial Candidate Forum in May of 2010
- Worked with representatives of other environmental non-profits to build political candidate support for the "Healthy Michigan, Healthy Kids" toxics safety platform

Minnesota Conservation Corps, Bemidji, MN

Northwoods Crew Member, 2/09-12/09

- Worked with crew members and natural resource management professionals on a variety of resource management projects, including prescribed burning, wildland fire suppression, native prairie restoration, invasive species control, aquatic vegetation surveys, and trail construction

INTERESTS AND CERTIFICATIONS

- Legal Compliance Officer, Sierra Club Vermont
- Regular contributor to SCOV Law, the Supreme Court of Vermont Law Blog
- Completed an AmeriCorps term of Public Service with the Minnesota Conservation Corps
- Received Wildland Firefighter Type 2 and Chainsaw Safety certifications, Bemidji, MN, 3/09
- Worked for five years as a canoe livery attendant in Ann Arbor, Michigan: facilitated canoe and kayak river trips, and instructed patrons on proper equipment use and safe boating techniques
- Avid long-distance runner, experienced river canoeist, novice but enthusiastic alpine skier

	<u>2015-2016 DRAFT City Council Goals</u>						
Staff Recommended Order	Proposed Council Goal (DRAFT language)						
		Projects/Steps to Accomplish Goal	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
Core Functions	Maintain current level of city services	Overall - Meet performance management standards as established in the budget. DPW - complete staffing; increase cross-training; plan for and fund additional summer interns. Fully integrate District Heat operations. Public Safety - continue diligence in addressing substance abuse related criminal activity.	Ongoing	City Manager, Asst City Manager, Department Heads	FY16 budget		Continued
	Balance and control municipal budgeting, taxes and services relative to current population and grand list tax base	Initiate public discussion regarding long term budget choices. Identify & address budget implications regarding unfunded state & federal mandates.	Data collection spring, summer. Public discussion fall.	City Manager, Finance Director			Continued

	Maintain the timeline for "steady state plan" infrastructure improvements	Fully fund year 4 of Steady State general fund plan. Where possible incorporate elements from bike plan, storm water master plan, water, waste water, retaining walls, transportation and all infrastructure. Advance projects on current DPW work list. Devote sufficient resources to accomplish goals. Complete and implement ADA transition plan.	Funding in FY17 budget. Construction projects proceeding throughout year.	Public Works Director	Increased CIP funds in FY16		Continued
	Address long term utility and environmental infrastructure needs.	Develop a Stormwater Management Master Plan to meet minimum requirements for the MS4 (Needed BEFORE Water Park). Develop a Master Plan and funding plan to address our Water and Wastewater system needs. Seek control of Berlin Pond via Charter change	Stormwater plan by 9/1/16. Charter change for March 2016 ballot. Utility plan when funds identified.	Public Works Director, Planning Director. City Manager and Council to take lead on charter change.	\$40K grant	Implementation funds in the future	Continued

1	Maintain current timeline and budget for the 1 Taylor Street redevelopment project	Secure right of way. Complete permitting and final design. Put project out to bid.	15-16; Construction to start in April 2016	City Manager, Asst City Manager, Public Works Director		Additional City Match \$250K to \$600K	Continued in 16-17 then becomes a new operational requirement
2	Support and promote a vibrant downtown	Continue DID appropriation; Pursue streetscape improvements at Taylor Street; Seek opportunities to fund a downtown master plan and implementation strategy; (Greening America's capitals) Universal recycling implementation; Support efforts of Montpelier Alive.	Annually 2015-16 2015-2025 2015-16 Ongoing	Council Planning Director/DPW Director Planning Director DPW Director	FY16 DID funds	\$800k for Taylor Street (seeking grant funding)	Continued
3	Alleviate parking pressures in Montpelier to maintain a vibrant downtown	Complete the Zoning Revisions; Continue parking counts; Conduct a parking structure scoping study;	5 years to construction of structure	Planning Director	\$0	TBD	16-17 - Implementation Plan; future years construction

4	Explore and encourage intra-municipal and other regional efforts with the goal of maintaining service levels and reducing costs	Maintain dispatch relationship with Capital West; Implement Recreation Department transition; Begin work on internal consolidation (Rec, Sr Ctr, Parks, Cem) Consider recommendations of Public Safety Authority	Ongoing. Rec transition by 1/1/16 After Rec transition When presented	Police Chief, Fire Chief City Manager, Asst City Manager, Finance Director Police Chief, Fire Chief, Council			Continued
5	Create a hospitable environment for economic development	Complete an Economic Development Strategic Plan. Improve tax stabilization policy and Business Loan Fund;	Complete plan when funding is available. Change policies after plan.	Planning Director	\$0	\$30K for EDSP; Restore funding for full time ZA \$100K annually if LDC formed	Continued
6	Create a hospitable environment for housing development	Complete Zoning revisions; Fund Housing Trust Fund; make recommendations to improve the Fund. Complete 1 Taylor St. Work with CVCLT on other potential projects; Work with property owner to explore possibilities on Sabin's Pasture.	2015 2015 2017 Ongoing 2015-2016	Planning Director Asst City Manager City Manager	\$12K grant and \$2k of match for consultant's contract	Restore Housing Trust Funding	Continued

7	Consistently collect and communicate information in a transparent manner.	Launch new website; Expanded use of surveying tools to collect information on services (for planning and multi-year budgeting); Improve Winter Parking Ban. Continue current communication methods.	Winter 2016. Operational need after Spring, summer for survey Have revised Ban practices for 12/15/15 Ongoing	Asst City Manager, IT Manager, for website City Manager and Asst City Mgr for survey DPW Director, Police Chief for parking ban.	FY16 budget = \$22,000 for upfront cost and \$5,400 for maintenance; Staff salary time for all Departments		New operational requirement
8	Maintain investments to become a bike and pedestrian friendly city	Complete permitting, final design and bidding of Bike Path Extension and Bike Path at 1 Taylor; Integrate Montpelier in Motion recommendations into CIP and funding plan.	Bike path construction in 16-17; Fully implement Montpelier in Motion - 15 years	Planning Director, Public Works Director, Asst City Manager	\$40K from parking fund	City Match for bike path extension	Continued
9	Establish a clear plan for short-term, medium-term, and long-term Net Zero implementation	Implement Solar project at the Stump Dump; Receive a Net Zero implementation plan from MEAC	2030 or 2050	Planning Director, VISTA MEAC	\$0	Needs .5 FTE in the future	Continued

Note current project commitments: 1 Taylor, Bike Path, Re-Zoning, Montpelier in Motion Plan, Solar Array, full DPW project list including increased Steady State funding, new Website, Rec Transition, Stormwater Plan, ADA transition plan, Winter Parking Ban

Montpelier Alive

Spring/Summer DID Marketing Budget Breakdown

\$20,000 Total Marketing Budget

Breakdown:

\$8,000 Tourism Marketing Campaign with VDTM (already approved)

\$ 5,000 Website (In partnership with the City)

Need Approval

\$ 7,000 In-State Festival/Vibrant Downtown Marketing to include:

Campaign Overview:

These campaigns would include web, print, social media and radio, as well as dollars allocated for creative/graphic design. Project components include WDEV Remote, VT Digger Coop Advertising Campaign, Seven Days, BANG Newspapers (seven newspapers throughout VT), Vermont Life, Best of Central VT & Best of Burlington, VPR, Web Banners and Local Radio Coop Chittenden, Lamoille and Washington Counties.

1. First Weekend in May – Montpelier Mayfest
16 events hosted by local nonprofits and businesses, including Art Walk, Benefit Dance celebrating 100-year anniversary of the Grange. ORS Bike Swap, Green Up Day, Opening day of the Farmers Market, MontBeerlier Festival at Three Penny, Orchard Valley Waldorf School Pie Breakfast at Trinity Church, NECI – Cinco de Mayo – tentative, The Montpelier Rotary 3rd Mud Season Charity Raffle, Bear Pond Books Independent Bookstore Day, All Species Day, The Montpelier Kiwanis Club All-You-Can-Eat Breakfast, Montpelier Food Pantry Food Drive.
2. Vibrant Downtown/Summer Festivals and Events including:
Truck Stop, July 3rd, Brown Bag, Hubbard Park Music Series (still confirming), others as confirmed

Target: Build event participation within Vermont market outside of Montpelier;
maintain conversation beyond media schedule to fully leverage database year round.



America's Small Town Capital

Mayor John Hollar

City Council Members:

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

William Fraser
City Manager

Jessie Baker
Assistant City Manager

March 12, 2015

The Times-Argus

Please insert the following with City of Montpelier notices on Monday, March 16th. Thank you!

CITY OF MONTPELIER
Tree Board Vacancy

The Montpelier City Council is seeking individuals interested in filling an expired 3-year term on the City's Tree Board. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, on or by noon on Thursday, April 2nd. They can also be sent electronically to spitonyak@montpelier-vt.org. The City Council will make this appointment at their Wednesday, April 8th City Council Meeting; applicants are encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Questions: 223-9502

William J. Fraser
City Manager

Abby Colihan
16 Fuller St.
Montpelier, VT 05602
loon@sover.net

March 17th, 2015

To Whom It May Concern:

It has come to my attention that my term as a member of the Montpelier Tree Board is ending. I would like to say what a pleasure it has been to be on this board, as it gives me the opportunity to work with dedicated and knowledgeable people, doing something that I love, i.e. helping our community by preserving its trees.

I would like to be appointed to another term on the Tree Board as there is much more that needs to be done.

Sincerely,

Abby Colihan

William J. Fraser
Office of the City Manager
City Hall
39 Main Street
Montpelier, VT 05602

April 2, 2015

Dear Mr. Fraser,

I appreciate the opportunity to submit this letter of intent regarding the open position on the Montpelier Tree Board. Trees define a community and trees in Montpelier play a key role in the appearance of the city, the diversity of the bird life, the seasonal color of the city, and the health of its citizens.

Most of my education on trees took place in Texas where I studied botany for two years at the University of Texas, conducted tree disease research for three years in partnership with Texas A&M University, the University of Texas, USDA, the Lower Colorado River Authority and 7 ranchers and property owners in a cooperative agreement. I taught an ecology class to eighth grade students for three years that as part of the curriculum, addressed the importance of trees to physical and social well-being. I recognize that my background relates to a much more arid climate and I hope that you won't hold that against my application.

Since our arrival in Vermont, my husband and I have planted 14 healthy and growing hazelbert trees in our yard, have addressed the spatial needs of a very large cottonwood tree that has bonded with the foundation of our home, have pruned our lilac trees, and have established a working relationship with the squirrels in our neighborhood. We have an unspoken agreement with the squirrels that we, the humans, get half of the hazelbert nuts and they, the squirrels, get the other half *and* they get to eat them while sitting on our bird feeders.

Since planting the trees on St. Paul Street, the bird population in our yard has increased in number and variety. The impact on the neighborhood has been noted during many conversations with neighbors and dog walkers who thank us for adding to the beauty of St. Paul Street. Our trees have enabled us to form a variety of positive relationships with neighbors, local landscapers, tree experts, gardeners, birding enthusiasts, and many, many dog walkers.

Jeff Schumann brought this opportunity to my attention and explained the nature of the position and the expectations of the board. Up front I have to let you know that, from mid-January through mid-May I teach on Thursday evenings in Burlington. While I would not be able to make the meetings during these four months, I am willing to contribute to them in whatever ways I can be most useful. The idea of maintaining and enriching a tree nursery is a dream I've had since I was 14. I live close to downtown and I view helping to water trees in the summer as a great way to get out and be downtown.

I am available if you have any questions. Please contact me at my cell number or by email. I love this city. My burial plot is already waiting for me at the Green Mountain Cemetery. You might say, like the trees in Montpelier, I am establishing deep roots here and would love to be of service.

Sincerely,

Lynn Wild

Lynn A. Wild
lawild7@gmail.com