



Agenda for Special and Regular City Council Meetings

City Council Chambers, City Hall
Wednesday, July 8, 2015
5:30 P.M.

5:30 P.M.

- 1) Call to Order by the Mayor
- 2) 15-178. Review and Approve Agenda for Special Meeting
- 3) 15-179. City Council will conduct a Special Meeting in conjunction with the One Taylor Street Design Review Committee Meeting.

6:30 P.M.

Televised portion of meeting will begin ...

- 4) 15-180. Review and Approve Agenda for Regular Meeting
- 5) 15-181. General Business and Appearances
- 6) 15-182. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the June 24, 2015 City Council Meeting. 
 - b) Accept the bid submitted by Lloyd Franks of Plainfield, Vermont, for Maintenance of Trash, Recycling and Dog Waste Barrels for the Public Works Department, for the estimated annual amount of \$18,824.10, with the condition that all material collected be disposed of at the Public Works Garage, and to authorize the City Manager to execute the contract documents. 
 - c) Approve request from Sandy Vitzthum for the closure of Loomis Street (from Park Avenue to Liberty Street) for their 12th Annual Block Party on Saturday, August 15th, from 5:00 to 8:00 P.M.; rain date would be Sunday, August 16th, from 3:00 to 6:00 P.M. 
 - d) Approve a request from Sandy Vitzthum for a waiver of the City's Noise Ordinance to accommodate live music at their August 15th Block Party.

e) Award of Construction Contract for the Terrace Street Culvert Improvement Project

- 1) The Public Works Department, through its engineering consultant Dubois & King, issued an Invitation for Bids to area newspapers, the City's web site, and on the Vermont Bid System. Bids were originally scheduled to be opened on July 2nd, but the opening had to be postponed to provide additional time for prospective bidders to obtain contract documents and consider answers to questions raised. The revised bid opening is scheduled for July 7th at 10:00 A.M.
- 2) Assuming the bids received are within the available budget and there are no irregularities or problems with the bids received, a bid tabulation and recommendation to accept low bid and to award the contract will be provided by the Public Works Director in time for consideration at this City Council meeting.
- 3) The contract is for the replacement of a 5½' x 8' metal culvert which carries the Terrace Street Brook under Terrace Street and Walker Terrace which has reached an advance state of failure and partial collapse.
- 4) The engineer's estimate of probable construction cost is \$353,000. Funding for the construction contract is available from a VTrans Town Highway Structures Grant and the Capital Improvement Plan (Bond) as noted below. Costs for the engineering services are being paid separately by the CIP Project Management Fund.

i) Structures Grant	=	\$175,000
ii) <u>CIP (Bond: "Culverts & Storm Drains")</u>	=	<u>\$178,000</u>
iii) Total Funds Available	=	\$353,000

- 5) Recommendation: Award of the Construction Contract for the Terrace Street Culvert Improvement Project to the qualified bidder submitting the lowest and responsive bid as recommended by the Director of Public Works; designation of the City Manager as the duly authorized agent to execute the contract documents and change orders if applicable.

- f) Authorize the City Manager to sign two separate Memorandums of Understanding (MOUs) between the City of Montpelier and its partners in the "FEAST" Senior Nutrition Program at Montpelier Senior Activity Center (MSAC) for FY16. The four attachments include the MOUs between MSAC and Just Basics, Inc. (JBI) and between MSAC and Good Taste Catering (GTC), along with two addendums referenced in the MOUs: A Healthy Food Pledge and a Food TV Project Description. NOTE: There are no substantial changes to the MOUs compared with FY15. Updates in the JBI MOU include addition of the summer meal 6-week pilot program at Barre Street, handling of expenses for reusable home delivered meal containers, and clarification of financial and meal count reporting expectations. MSAC Director Janna Clar will be present to answer any questions.
- g) Authorize the City Manager to sign the proclamation to recommit to full implementation of the Americans with Disabilities Act. 
 - 1) July 26, 2015 marks the 25th Anniversary of the Americans with Disabilities Act legislation to ensure the civil rights for people with disabilities.
 - 2) The City of Montpelier has an active ADA Committee that has requested that the City sign this proclamation along with other government organizations and nonprofits from across the country.

h) Payroll and Bills

- 7) 15-183. Appointments to the Development Review Board 
 - a) The 3-year terms of Philip Zalinger and Roger Cranse expire this month.
 - b) Staff advertised for these positions and received responses from Roger Cranse and Phil Zalinger, both seeking reappointment.
 - c) Recommendation: Reappoint Phil Zalinger and Roger Cranse.
- 8) 15-184. Transportation Committee Appointments 

- a) The City Council has been working on the creation of a “Montpelier Transportation Advisory Committee” to advise the Council on transportation-related issues. This Committee will be made up of representatives from the Pedestrian, Bike, Parking and Energy (Net Zero) Committees; two appointees and one alternate from each. Staff has revised the attached documents to reflect previous Council discussions.
- b) Each of the Committees has met and are submitting their nominations as follows:
 - i. Pedestrian: Mark Provost
Harris Webster
John Snell, Alternate
 - ii. Bike: Jenn Gordon
Dan Homeier
Anthony Menona, Alternate
 - iii. Parking: Michael Clasen
Brian Cain
Tawnya Kristen, Alternate
 - iv. Energy (MEAC): Dan Costin
Dan Jones
Ken Jones, Alternate
- c) Recommendation: Discussion; approve structure; make appointments; possible direction to staff.

9) 15-185. Adoption of the Montpelier in Motion Scoping Report

- a) The Montpelier in Motion Steering Committee will take comments and questions from the Council and public on the final Bicycle and Pedestrian Master Plan (attached).
- b) The Committee worked with consultant Jim Donovan from Broadreach for the past year. The plan addresses proposed infrastructure improvements, education and encouragement; sets priorities; and generally lays out goals and steps to make Montpelier a safe and pleasant place to walk and bike.
- c) Recommendation: The Council should adopt the final Montpelier in Motion Scoping Study.

- 10) 15-186. Discussion of the schedule to readopt the City Master Plan 
- a) The Master Plan is an important document as it enables the City to adopt zoning regulations, apply for many grants, and participate in certain state programs like having a designated downtown. The City Master Plan is set to expire in September.
 - b) The Planning Director will be available to discuss the options for readoption of the City Master Plan.
 - c) Recommendation: Discussion; possible direction to staff; direct the Planning Director to proceed with the readoption of the plan with the required edits and also move forward with applying for a Planning Grant to open the plan for a more complete revision over the next year and a half.
- 11) 15-187. Discussion of acquisition of the property at 12 Main Street
- a) Discuss and consider the process for condemning the property at 12 Main Street owned by Thomas J. Mowatt Revocable Trust for the purposes of establishing a bicycle route from 10 Main Street to the vicinity of the corner of Main and Barre Streets pursuant to the provisions of 19 V.S.A., Chapter 23 (Bicycle Routes) and 19 V.S.A., Chapter 5.
 - b) City officials and the property owner have been negotiating for the purchase of the subject property and have not reached agreement.
 - c) The City has obtained \$6 million dollars in Federal Highway Administration funding to develop a bike path and other improvements on this property to connect the City's bike path through the center of downtown.
 - d) Recommendation: Consider initiation of condemnation process related to 12 Main Street in accordance with 19 V.S.A., Chapter 5.
- 12) 15-188. Consideration of a Resolution Requesting Membership in the East Central Vermont Telecommunications District and Appointing a Representative to the Governing Board Thereof 
- a) Representative to the EC Fiber Board Rob Chapman requested this agenda item; Rob and City Attorney Paul Giuliani will be in attendance to discuss this with Council.

- b) Recommendation: Receive presentation; discussion; possible approval of the Resolution; and direction to Rob Chapman and/or staff.

13) 15-189. Continued Public Hearing/Reading of a proposed amendment to Chapter 11 of the City's Code of Ordinances

- a) At their June 24th meeting, City Council made one change and was asked to consider a recommendation from New Directions. City Attorney Paul Giuliani incorporated the proposed amendments as reflected below:

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 a tobacco substitute 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. DEFINITIONS.

The terms "tobacco product" and "tobacco substitute" shall have the meaning ascribed to them by general law.

Sec. 11-1102. DESIGNATION.

This ordinance is designated a civil ordinance.

- d) Police Chief Tony Facos will be in attendance to comment on this proposed amendment.
- e) Recommendation: Conduct the Public Hearing/Reading; approve proposed amendment.

14) 15-190. Consideration of setting the FY 2016 Municipal Tax Rate of \$1.0037; the Water/Sewer Benefit Charge of \$.02; and Sewer Separation Charge of \$.07. See attached memorandum from Finance Director. 

- 15) 15-191. Consideration of FY16 District Heat Montpelier rates
- a) The FY16 capacity charge is established in the Customer Agreements, and the Commission of Buildings and General Services has established the energy charge.
 - b) Staff will be available to answer questions.
 - c) Recommendation: Approve the District Heat Montpelier capacity rate at \$4.91/MBTUH and the energy rate at \$9.20/MMBTU for FY16.
- 16) 15-192. Other Business
- 17) 15-193. Council Reports
- 18) 15-194. Mayor's Report
- 19) 15-195. City Clerk's Report
- 20) 15-196. City Manager's Report
- 21) Adjournment

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Pledge

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PLEDGE ON! to ADA -
Total Signatures: 4861



Spread the word and help
honor this landmark civil
rights legislation.
Writing a story about the
ADA?

Organizations and Government Entities - Sign the ADA Proclamation

**Become a part of the nationwide celebration and
recommitment to the ADA**

– let's get 25,000 signatures for the 25th ADA Anniversary.

****Note:** By signing, the name of the organization or government entity, city & state will display (after review) on this website. We will only use your information to contact you with questions on your signed proclamation and to keep you up to date on ADA National Network activities.

If you would like to sign as an individual, not as an organization or government entity, you may: [Sign the ADA Pledge for Individuals.](#)

Proclamation to Recommit to Full Implementation of the ADA

On July 26, 1990, President George H.W. Bush signed into law the Americans with Disabilities Act (ADA) to ensure the civil rights of people with disabilities. This legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. On July 26, 2015, we will celebrate the 25th anniversary of the signing of the ADA.

Share and Download:

[Media Kit for 25th ADA Anniversary](#)

Talk to an ADA Specialist

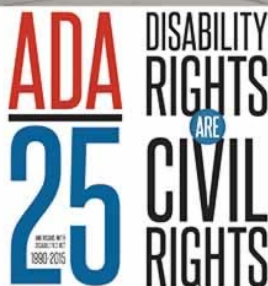
1-800-949-4232
(voice/tty)

Email the ADA
National Network

Contact your ADA Center/Region

ADA25 Legacy Tour

[ADA Legacy Tour - Participate & Support](#)
[ADA25: How Will You Celebrate?](#)
[Media Kit - ADA Legacy Tour & ADA25](#)



The ADA has expanded opportunities for Americans with disabilities by reducing barriers and changing perceptions, and increasing full participation in community life. However, the full promise of the ADA will only be reached if we remain committed to continue our efforts to fully implement the ADA.

On the 25th anniversary of the Americans with Disabilities Act, I/we (name/title/entity) celebrate and recognize the progress that has been made by reaffirming the principles of equality and inclusion and recommitting our efforts to reach full ADA compliance.

NOW THEREFORE, I/we (name/title/entity) do hereby reaffirm to continue to work toward full ADA compliance.

Your Signature - "Proclamation to Recommit to the ADA"

* Required field

Name *

Organization *

Email *

City *

State *

Zip *

Submit Form



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Minutes of the Montpelier City Council Meeting
June 24, 2015
City Council Chambers

In attendance: Mayor John Hollar (Chair), Councilors Justin Turcotte, Jean Olson, Tom Golonka, Anne Watson and Jessica Edgerly Walsh. Councilor Dona Bate was not present. Assistant City Manager Jessie Baker 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.

- 15-164. Without objection, the Mayor declared the proposed minutes approved by unanimous consent, with the addition to the consent agenda as recommended by the Director of Public Works (Approval of a construction cost proposal as submitted by Vermont Recreational Surfacing and Fencing Inc. for the replacement of guardrail along National Life Drive. Designation of the City Manager/Assistant City Manager as the duly authorized agent to execute the contract documents and any contract change orders if applicable.), and a discussion of pesticide spraying along the railroad tracks.
- 15-165. Mary Hooper rose to express concerns about a permit that has been issued to allow for pesticide spraying on a 2.5 mile section of railroad in the city.
- 15-166. At Councilor Turcotte's request, item i) - Approve Montpelier Parks Commission's request that the summer music series in Hubbard Park becomes an event sponsored by the City of Montpelier - was pulled from the consent agenda for discussion. Councilor Turcotte moved approval of the consent agenda as amended and Councilor Golonka seconded. The motion carried unanimously (5-0) at 6:38.
- 15-172. Stephen Norton and Elizabeth Grant came forward to express their grievances against the City Assessor. A discussion followed. No action was taken.
- 15-167. Conservation Commission candidate John Jose addressed the Council. After a brief discussion, Councilor Watson moved the Council appoint Charles Hohn to fill the vacant 3-year term and appoint John Jose to fill the unexpired 1-year alternate seat until June, 2016. Councilor Edgerly Walsh seconded. The motion carried unanimously at 6:52.
- 15-168. Carolyn Radisch of Greenman-Pedersen Inc. (formerly ORW Landscape Architects and Planners) offered a power point presentation of the final draft of the Greening America's Capitals Report. She was joined at the table by Planning Director Michael Miller. A discussion followed, which included input from Assistant City Councilor Jessie Baker.
- 15-169. The Mayor opened the second public hearing on the proposed smoking ordinance at 7:43. Ginny Burley rose to speak in favor. Based on Ms. Burley's testimony, alternative language for the ordinance was discussed. The Mayor closed the public hearing and no action was taken, with the stated intent from the Chair that the vote on the ordinance be considered at the next regular meeting.

- 15-170. Finance Director Sandy Gallup came forward to discuss the revised Water and Sewer Rate Resolution as recommended by the Water and Sewer Rate Committee (the annual Fixed Charge for water users will increase to \$170 - a \$12 increase. The annual Fixed Charge for sewer users will increase to \$170 - a \$6 increase. Sewer usage rates will increase to \$8.89 per 1000 gallons - a \$0.17 per gallon increase).

After a brief discussion, Councilor Watson moved approval of the proposed rates, and was seconded by Councilor Edgerly Walsh. The motion carried unanimously at 7:58.

- 15-171. Mr. Miller returned to the table to discuss the request to award a contract for creating the City's Stormwater Master Plan. Amy McCrellis of Stone Environmental introduced herself. Councilor Golonka moved that the City Council authorize the City Manager to sign a contract with Stone Environmental to create a Stormwater Master Plan for Montpelier moved above. Councilor Watson seconded. The motion passed unanimously at 8:08.

The Mayor called for a recess at 8:08. The meeting reconvened at 8:14 without Councilor Edgerly Walsh.

- 15-166. Consent item i) was taken off the table for discussion. After a brief discussion, Councilor Turcotte moved its approval, and was seconded by Councilor Golonka. The motion carried unanimously at 8:17 (4-0).

Councilor Watson initiated a discussion of pesticide spraying along the railroad. After a discussion (which included an update from the Mayor on communications with the State), Councilor Watson moved the City Council ask the City Manager to issue a letter to the state thanking the railroad for their participation (in discussions on the issue) and asking them to continue to work with the city. Councilor Turcotte seconded. There was further discussion before the motion carried unanimously.

- 15-174. Councilor Olson offered her thanks to city councilors and staff on helping her get oriented.

Councilor Watson noted the smart meters in town and had questions. A discussion followed. Ms. Watson further asked about "reverse angle parking" before expressing her appreciation for the new artwork on the Council Chamber walls.

- 15-175. The Mayor also noted the artwork before offering a report on his tour of water/sewer plant.

- 15-177. Assistant Manager Baker made note of the upcoming meeting with the downtown business association indicated that a special council meeting would be called for 5:30, July 8 (regarding the Taylor Street project), announced the pending retirement of longtime city staffer Sharon Blatchford, and noted the upcoming Independence Day celebration.

Councilor Watson moved that the Council enter executive session under Title I, V.S.A., §313 to discuss a city real estate update (Mowatt). Councilor Olson seconded the motion, and the motion passed unanimously at 9:10.

Councilor Watson motioned to return to open session and was seconded by Councilor Olson. The motion carried unanimously.

Councilor Golonka moved that the Council find under Title I, V.S.A., §313, that an open discussion of the Supreme Court case regarding former Planning Director Gwen Hallsmith would place the City at a substantial disadvantage. Councilor Watson seconded, and the motion carried unanimously. Councilor Golonka then moved the Council enter Executive session under Title I, V.S.A., §313 to discuss the Hallsmith case, and was seconded by Councilor Watson. The motion carried unanimously

At 9:40, Councilor Watson moved the Council return to open session, Councilor Olson seconded. The motion carried unanimously.

Without objection, the Mayor declared the meeting adjourned by unanimous consent at 9:40.

Department of Buildings & General Services
Office of the Commissioner
2 Governor Aiken Ave.
Montpelier, VT 05633

[phone] 802-828-3519
[fax] 802-828-3533

Agency of Administration

July 1, 2015

Mr. William J. Fraser
City Manager, City of Montpelier
39 Main Street
Montpelier, VT 05602

RE: Thermal Energy Purchase and Sale Agreement (TEPSA)

Dear Bill,

On June 1, 2015 the State of Vermont Department of Buildings and General Services sent the City of Montpelier rate information and updated cost estimates for the State Heat Plant in accordance with Sections 4 and 5 of the Thermal Energy Purchase and Sale Agreement (TEPSA).

This letter serves as notice of the rate schedule to establish the Energy Payment Rate and the Fixed Payment Rate for the upcoming heating season in accordance with Section 4.2(v) of the TEPSA.

The rate schedule for the 2015 – 2015 heating season is as follows:

Fixed Payment Rate	\$ 82,796.00
Energy Payment Rate	\$ 9.20
City Unit Cost of Energy Delivered (\$/MMBTU)	\$ 14.31

Supporting documentation for the above rates was included in the materials sent to you on June 1, 2015. Updates to the cost estimates for the Heat Plant resulted in decreases to the estimated delivered cost of energy to the City of Montpelier. The City unit cost of energy delivered of \$14.31 / MMBTU for this heating season represents a decrease of .31/MMBTU. We are pleased that the unit cost is lower than previous estimates.

Sincerely,



Michael J. Obuchowski
Commissioner

Cc: Jessie Baker, Assistant City Manager, City of Montpelier
John Hollar, Mayor, City of Montpelier
Wanda Minoli, Deputy Commissioner, BGS
Julie O'Tool Gutsell, Operations, BGS



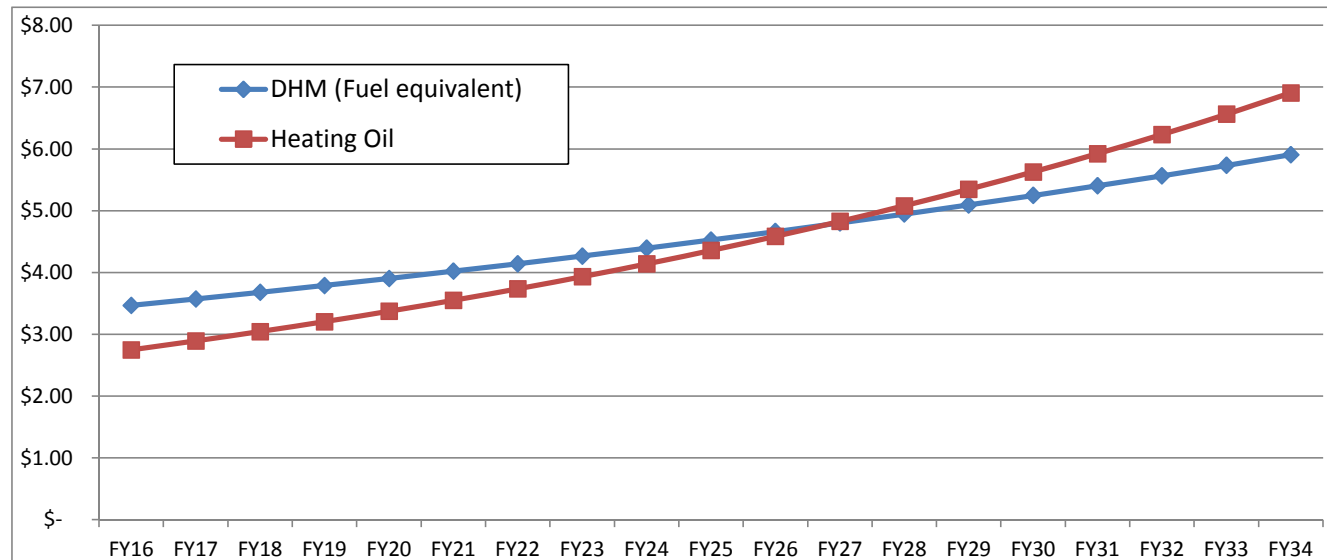
District Heat Montpelier Rate Projections

Contract Notes:

- *We have 20 year contracts with our customers.
- *Energy rates are established by the Commissioner of Buildings and General Services for the State.
- *Capacity rates (for FY16) are set in the current Customer Agreements.
- *Next year we will renegotiate the capacity rates with each customer.

Projection and Operations Notes:

- *Projections based on a \$/gallon of heating oil or the equivalent are models. When users purchase heating oil, they purchase fuel that is then sent to a furnace (with a certain level of efficiency - 78% to 80% efficiency is considered high functioning) that then produces energy to meet the building's demand. When users purchase from DHM they are purchasing energy directly. We have taken efficiency factors into consideration for these models but they may be different for each building.
- *For the projections below, we have used a 3% escalator for DHM and a 5.25% escalator for heating oil. This is based on an average of industry standards but, as the market is currently volatile, is simply a model at this point.
- *When customers were brought on, we emphasized that this was a long term investment and not an immediate cost savings measure.
- *Customers have now paid for (or financed) their cost to convert. Several have also undone their furnace maintenance costs and reserve funds.
- *Our Thermal Purchase and Sale Agreement with the State outlines that the energy costs must cover the costs to the State to produce this energy. We work with the State to keep these costs as low as possible for customers.
- *We are still learning about this system. This summer is our first full summer of operation.



This rate projection does NOT include the additional annual maintenance and boiler replacement the customers would regularly incur.



America's Small Town Capital

Mayor John Hollar

William Fraser

City Manager

City Council Members:

Dona Bate

Jessie Baker

Jessica Edgerly Walsh

Assistant City Manager

Tom Golonka

Jean Olson

Justin Turcotte

Anne Watson

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Jessie Baker, Assistant City Manager
Re: Recommended District Heat Montpelier Rates for FY16
Date: July 2, 2015

We recommend that the City Council establish the District Heat Montpelier (DHM) capacity rate at \$4.91/MBTUH and the energy rate at \$9.20/MMBTU for FY16. These rates are in-line with the projected rates shared with the customers when they signed on to DHM.

The DHM rate is made up of the capacity charge and the energy charge. The capacity charge includes the City operating, maintenance, and repair costs related to DHM including the City's debt service attributable to the distribution system. The capacity charge is contractually established in the customer agreements – a model of which can be seen here:

http://www.montpelier-vt.org/upload/pages/579/files/mastercustomer_agreement_121019.pdf.

The energy charge includes costs related to the State of Vermont's consumption of fuels, electricity, and other products required to produce the energy distributed through the system as well as the costs associated with running the State's Heat Plant. The energy charges are established by the Commissioner of Buildings and General Services (BGS) as communicated in the attached letter.

Upon analysis of these rates based on customer demand during the 2014-2015 heating season, the aggregate average cost per gal of fuel oil equivalent for the 2015-2016 heating season will be \$3.47/gal.

**CITY of MONTPELIER
DEPARTMENT of PUBLIC WORKS**

M E M O R A N D U M

TO: William J. Fraser, ICMA-CM, City Manager

FROM: Thomas J. McArdle, Director 

DATE: June 23, 2015

SUBJECT: Trash & Recycling Barrels Maintenance Contract Award

On June 19, 2015, we opened the bid received for maintenance of Trash Barrels, Recycling Barrels and Dog Waste Barrels (Hubbard Park and Stone Cutters Way) for the Department of Public Works. Bid documents were sent to three vendors. The only bid was submitted by Lloyd Franks of Plainfield, VT, our current vendor, with whom we have had an excellent working relationship since 1993.

Based on estimated quantities, the price per year as bid for disposal of trash and recycling at the DPW Garage is \$18,824.10. The amount budgeted for this item in FY 2016 is \$18,000. The Parks Department has discussed the possibility of taking over the disposal of dog waste in Hubbard Park (5 barrels). If this suggestion becomes reality, the amount of this contract can be reduced by \$1,793.00.

Attached is the bid tabulation. I request that you seek Council authorization on the next available Consent Agenda to sign the contract with Lloyd Franks, suggested wording as follows:

To accept the bid submitted by Lloyd Franks of Plainfield, Vermont, for Maintenance of Trash, Recycling & Dog Waste Barrels for the Public Works Department, in the estimated annual amount of \$18,824.10, with the condition that all material collected be disposed of at the Public Works Garage, and to authorize the City Manager execute the contract documents.

If you have any questions, please do not hesitate to contact me.

attachment
c: Brian Tuttle, Street Supervisor

CITY OF MONTPELIER, Vermont				
Department of Public Works				
Maintenance of Trash & Recycling Barrels				
July 1, 2015 - June 30, 2016				
Bid Opening: June 19, 2015 @ 11:00 am				
Appropriation #105100.56.00.5			Lloyd Franks	
Budget: \$18,000			Plainfield, VT	
Item	Description	Unit Price	Total Price	Extended Price
1	Dumping Trash Barrels during Summer months, twice each week: Price per barrel (45+/- barrels x 52 pickups)	\$ 3.85	\$173.25	\$9,009.00
2	Dumping Recycling Barrels during Summer months, once each week: Price per barrel (12+/- barrels x 26 pickups)	\$ 3.85	\$46.20	\$1,201.20
3	Dumping Trash & Recycling Barrels, Saturday afternoons, Summer only (LS)	\$ 210.00	\$210.00	\$2,730.00
4	Dumping Trash Barrels, Winter months, once each week: Price per barrel (19 barrels+/- x 26 pickups)	\$ 5.05	\$95.95	\$2,494.70
5	Dumping upon Special Request: Price per barrel (10+/-)	\$ 16.00	\$160.00	\$160.00
6	Dumping Dog Waste Barrels during Summer months, twice each week: Price per barrel	\$ 4.35	\$39.15	\$2,035.80
7	Dumping Dog Waste Barrels during Winter months, once each week: Price per barrel	\$ 5.10	\$45.90	\$1,193.40
TOTAL CONTRACT BID AMOUNT				\$18,824.10



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

June 22, 2015

The Times-Argus
Att: Mandy

Please insert the following with City of Montpelier notices on: Thursday, June 25th. Thank you!

CITY OF MONTPELIER
Development Review Board Vacancies

The Montpelier City Council is seeking individuals interested in filling two expiring 3-year terms on the City's Development Review Board. Letters of interest with a brief resume should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, on or by noon on Thursday, July 2nd. They can also be sent electronically to spitonyak@montpelier-vt.org. The City Council will make these appointments at their Wednesday, July 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

Roger Conant Cranse

One Summer Street
Montpelier, Vermont 05602
802 223-6997
802 279-7213 (mobile)
rcc59@comcast.net
June 24, 2015

William Frazier, City Manager
City Hall
39 Main Street
Montpelier, Vermont 05602

Dear Bill,

This is my application for a 3-year term on the Development Review Board.

I am completing my fourth 3-year term on the Board; I previously served as an alternate member. In twelve years I've rarely missed a Board meeting.

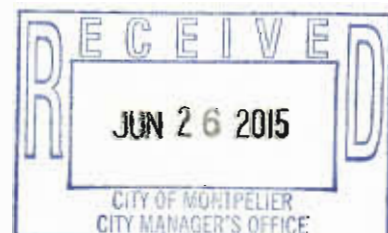
As you've probably observed, my practice in deliberating applications to the Board is to stick closely to the Zoning and Subdivision Regulations. On those occasions where there is call for interpretation of the Regulations, I am guided by common sense, the Montpelier Master Plan, and the views of fellow Board members. I am also conscious of treating all applicants and others offering testimony at Board meetings courteously and respectfully.

I believe I have established good working relations with Board members and with the Chair and I look forward to continued service for the City.

Sincerely,



Roger Cranse



Roger Conant Cranse, brief resume

Roger Conant Cranse is a 1963 graduate of Rutgers University. His first teaching job was in the Peace Corps in Nepal where he taught English at Bhanu High School in Bandipur. After the Peace Corps, Roger went to Vietnam with the U.S. State Department. He lived for twenty months, 1966 to 1968, in An Loc, Binh Long Province, where his main job was refugee relief and village development. Roger began working at the Community College of Vermont in 1980 as the College's first director of special services. He and his team created CCV's Dimensions program. From 1987 to 2004 Roger was director of the Adult Degree Program at Norwich University. Roger received CCV's *Service Award for Outstanding Dedication to Education in the Community* in 2005. Roger continues to teach at CCV and is the longtime race director of the Leaf Peepers Half Marathon and 5K Race. Roger's essays have appeared in *International Development Review*, *Foreign Policy*, and *Raritan: A Quarterly Review*. He and his wife, Chandrakala, a Norwich University B.S.N. graduate and school nurse, live in Montpelier. They have two grown children.

RC

PHILIP H. ZALINGER, JR.
12 MERRILL TERRACE
MONTPELIER, VT 05602

June 29, 2015

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

RE: Development Review Board vacancy (3 year term)

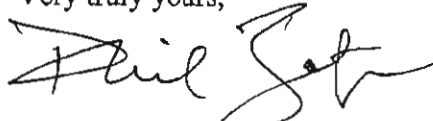
Dear Bill:

Please communicate to the City Council my interest in continuing to serve on the DRB and as a candidate for a current vacancy.

This is an interesting period for land use issues in Montpelier. The revised ordinance will have both large and small influences upon development patterns and permitting for new projects; experience, familiarity and seasoning will no doubt be of assistance to the DRB in the coming years. I am proud to think I can offer help in that regard but humble enough to recognize it is the view of the elected City Council to make that determination.

Thank you in advance for your consideration.

Very truly yours,



Philip H. Zalinger, Jr.

**RESOLUTION
REQUESTING MEMBERSHIP IN THE
EAST CENTRAL VERMONT TELECOMMUNICATIONS DISTRICT
AND APPOINTING A
REPRESENTATIVE TO THE GOVERNING BODY THEREOF**

WHEREAS, the Town of Vershire is currently a signatory of the East Central Vermont Community Fiber Network Interlocal Agreement; and,

WHEREAS, the Selectboard of the Town of _____ desires that the Town of _____ continue its participation in this endeavor by becoming a member of the East Central Vermont Telecommunications District.

NOW, THEREFORE, BE IT RESOLVED THAT:

- (1) The Selectboard of the Town of _____ requests membership of the Town of Vershire in the East Central Vermont Telecommunications District, qualified as a Communications Union District under Chapter 82 of Title 30, Vermont Statutes Annotated.
- (2) The following residents of the Town of _____ are hereby appointed to the Governing Board of the East Central Vermont Telecommunications District for terms of one year each:

(Representative)

(Alternate)

Adopted at a regular meeting of the Selectboard of the Town of Vershire, duly held on the _____ day of _____, 2015.

ATTEST:

City Clerk

MEMORANDUM

To: City Council

From: Mike Miller, Director of Planning & Community Development

Re: Master Plan readoption issues

Date: July 1, 2015

Due to a large number of ongoing projects we are approaching a cross road where the Council will need to make a decision on the re-adoption of the City Master Plan. These plans are valid for five years before needing to be readopted by the community. Ours was adopted in September of 2010 so it will expire soon.

The expiration of the plan brings with it a number of consequences. These include:

1. The ability to adopt revisions of zoning regulations.
 - a. The City is currently finishing zoning updates to be adopted this winter. The zoning adoption would need to be delayed.
2. Applications to Act 250 will no longer need to be “in conformance with the municipal plan”.
 - a. While this may benefit applicants it can impact abutters and the City if they wish to use the master plan to address concerns within the Act 250 process.
3. Lose the ability to apply for some grants and lose points in almost all state and federal pass through grants.
 - a. This could impact hundreds of thousands of dollars in grants if the city is without a plan for months
4. Lose the ability to renew or apply for some programs including designated downtown renewal.
 - a. Unfortunately our downtown designation is on the same schedule as our master plan so failure to adopt the plan will also prohibit Montpelier Alive from renewing their designated downtown. This in turn makes the City unable to apply for tax credits or even more grants that are only available to designated downtowns.

I am also aware that there are members of the Council, Planning Commission, and public at large that would like to revise rather than re-adopt the City Master Plan. That process would likely take many months or years to accomplish so we have a couple options to

consider. We can:

1. Readopt the plan with a few required edits (due to changes in state law over the past 5 years).
 - a. This could be followed immediately with a municipal Planning Grant application (due at the end of September) to open the plan for a more complete revision over the next year and a half.
2. Make some quick edits to address the biggest concerns of the Council and Planning Commission and then readopt.
 - a. At this time I do not have a list of such edits so I would anticipate this would take a few months to integrate.
 - b. Designated Downtown application would be held a few months along with the final zoning changes.
 - c. Loss of a few grants that may come up in the intervening period.
3. Go for the full review now before adoption
 - a. This would result in the lost opportunities outlined in the first section.

My recommendation as Planning Director is to pursue the first option. If someone has a specific change to consider (e.g. change this map, remove this policy) I could add it to the statutory changes and get the adoption process going. If we can't move forward on the first option then we need to move forward on the second to minimize the amount of time we are without a plan. The issue with the second is that we do not have any time in the work plan for even a quick process to review the biggest changes so something else in the work plan will be put on hold while this process is completed.

If I assume an immediate readoption schedule I can have plans ready to go after the Council meeting on July 8th. Per state law I would need to give 30-day notice for the Planning Commission hearing on August 10th. The Planning Commission could forward the plan to Council for hearings on September 9th and 23rd. The plan could be adopted at that time (in time for the Designated Downtown hearing at the state on September 28th). I will probably ask you to request regional approval of the plan at your August 26 meeting (another requirement of state law).

I will be available at your Council meeting on July 8th to answer any questions.

Thank you.

MM

Montpelier in Motion



Montpelier in Motion is the pedestrian and bicycle plan for the City of Montpelier, Vermont. The City is developing this plan to serve as a guide for future actions to make bicycling and walking more visible, easier, and more widely undertake by residents and employees. The plan covers future roadway and sidewalk improvements along with City policies regarding roadway and sidewalk maintenance, walking and bicycling education and encouragement, and local and state bicycling, walking and driving law enforcement. The plan contains overall walking and bicycling goals that the City hopes to reach as well as methods of evaluating progress towards attaining them. To develop Montpelier in Motion, the City organized a Steering Committee of local elected officials, citizens, members of the City's Pedestrian and Bicycling Advisory Committees, and City and regional planning commission staff. After circulating a Request for Proposals, the City selected a consulting team consisting of Broadreach Planning & Design, RSG, Inc. (the BRPD Team) to assist them with the project. The Steering Committee has thus far gathered information on existing conditions and has developed a range of options that could be included in the final plan. They are now hoping to get public input on which ones they should use. They have held three public work sessions so far and will present the final report to the City Council on May 12, 2015.

To take a look at *Montpelier in Motion*, [CLICK HERE](#).

To review Appendix C, The Existing Conditions Summary, [CLICK HERE](#).

For a Supplement to the Existing Conditions Report that has a bit more information, [CLICK HERE](#).

To review Figures A-1 through A-6, [CLICK HERE](#). To review Figures A-7 to A-14, [CLICK HERE](#).

To take a look at a copy of Appendix B, [CLICK HERE](#).

To review Appendix D, the Alternatives Summary, [CLICK HERE](#).

Healthy Food in Senior Meals Pledge

This Healthy Food in Senior Meals Pledge is a framework that outlines steps to be taken by the senior nutrition program providers to improve the health of clients, communities and the environment. We are committed to the health of our clients, our staff and the local and global community. Specifically we are committed to the following healthy food measures in our senior meals program.

We pledge to:

- ❖ **Work** with local farmers, community-based organizations and food suppliers to increase the availability of fresh, locally-produced food.
- ❖ **Educate** and communicate within our system and with our clients and community about our nutritious and ecologically sustainable healthy food practices and procedures.
- ❖ **Minimize** and beneficially reuse food waste and support the use of food packaging and products that are ecologically protective.
- ❖ **Provide** fresh, local, wholesome foods to the best of our economics
- ❖ **Provide** nutrition education, sharing the knowledge and skills necessary to grow, prepare and preserve local foods
- ❖ **Establish** relationships locally with farmers and growers
- ❖ **Serve** foods at the peak of their ripeness
- ❖ **Enhance** market opportunities for local farmers
- ❖ **Effectively communicate, and model** healthy food choices and programs in our system and local and national communities

**Pledged by the partners of
FEAST Senior Nutrition Program in Montpelier, VT:**

Just Basics, Inc., Good Taste Catering, and Montpelier Senior Activity Center

FY15 – July 2015-June 2016

July 1, 2015

FY16 Memorandum of Understanding

between

Just Basics, Inc.

and

City of Montpelier (Montpelier Senior Activity Center)

This is an agreement between Just Basics, Inc. (“JBI”) and the City of Montpelier, Montpelier Senior Activity Center (“MSAC”). Good Taste Catering (“GTC”) is also referenced in this memorandum. These three partners together manage a senior nutrition program in Montpelier now also known as “FEAST.”

I. PURPOSE & SCOPE

The purpose of this Memorandum of Understanding (“MOU”) is to identify clearly the roles and responsibilities of each party as they relate to meals for seniors and adults with disabilities in the Montpelier area community. Together, JBI & MSAC will work with GTC to provide both home delivered meals as well as congregate meals under the guidelines set forth by the Central Vermont Council on Aging (“CVCOA”).

II. LOCATIONS, CONTRACT, INSURANCE

Meals will be made from the kitchen at 58 Barre Street, Montpelier, by GTC. JBI will hold the contract with GTC. MSAC will have input during the contract re-negotiation. The City of Montpelier will be named as additional insured on JBI and GTC insurance. JBI will be named as additional insured on GTC insurance. The facility shared by MSAC, GTC and JBI is the two kitchen rooms and other spaces (office/storage closets) located at 58 Barre Street and owned by the City of Montpelier.

III. BACKGROUND

A. JBI BACKGROUND

- a. The mission of Just Basics, Inc. is to administer and implement programs by working with members of the greater Montpelier area to address the community’s basic food needs.
- b. Just Basics, Inc. was established as a 501c3 non-profit organization to manage the Montpelier Home Delivery Program, the on site congregate meal, the community ToGo Fundraiser meal and the Montpelier Food Pantry.
- c. Just Basics, Inc. is committed to preparing and delivering freshly prepared food (striving for local where possible) to senior citizens in their homes, on site at the senior center, for the ToGo community fundraiser meal and to area children during the Summer Meals Program. The partnership commitment to FEAST strongly supports the concept of the economic value of feeding seniors well and keeping them healthy at home for as long as possible, while supporting our local agricultural economy.

B. MSAC BACKGROUND

- a. The mission of MSAC is to enhance the quality of life for the older adults in Montpelier through opportunities that develop physical, mental, cultural, social, and economic well-being in a welcoming, flexible environment.

- b. Everyone is welcome at MSAC, a place where vibrant, diverse programming promotes lifelong learning, healthy aging, enhanced nutrition and access to aging resources. Over 850 Central Vermont seniors thrive on regular participation, and dozens more benefit from the many MSAC and community events and services that are free and open to the public in this vital gathering space.
 - c. A senior nutrition program, including on-site and home-delivered meals, addresses many aspects of the MSAC mission and was recommended as a priority by the City-initiated Senior Services Coordinating Committee in April 2011.
- C. The original MOU between JBI and MSAC, for the FY14 start-up year of the three-partner senior nutrition program, was approved by the City Council in March 2013 and is hereby being updated for FY16, simultaneously with the drafting of a new FY16 MOU between MSAC and GTC and a new FY16 contract between JBI and GTC.

IV. RESPONSIBILITIES UNDER THIS MOU

A. JBI shall:

- Enter into a contract with GTC to make meals under the nutritional requirements set forth by CVCOA.
- Provide all reporting for the meals program to CVCOA as required by the CVCOA contract with JBI.
- Enter into a contract with CVCOA for both home-delivered and congregate meals.
- Provide overall financial administration for FEAST program.
- Provide staff to administer FEAST program and volunteers to support GTC.
- Provide primary oversight of hospitality volunteers in conjunction with GTC.
- Provide support, training and supervision for home delivery driver volunteers.
- Provide and maintain carrier containers, labels and packaging for home deliveries.
- Provide shared management, registration and consumer support for all meal services.
- Provide shared responsibility with MSAC for promotion, outreach, fundraising, and strategic planning for meals program.
- Provide contractor with online meals ordering system developed for program.
- Provide financial support as detailed in mutually agreed upon budget through a contract with MSAC (*pending JBI board of directors' approval*) as well as donated items such as coffee to complement the experience for seniors of the FEAST program and defray some of MSAC's expenses.
- Pilot and provide supervision of a Summer Lunch Program for Children July 6-August 14, 2015 at MSAC
- Agree to work with MSAC to determine a reasonable yearly fee for extra use of MSAC resources related to Summer Meals (wear and tear on the building, staff support) and re-useable container washing (detergent, water, power, equipment maintenance)
- Provide quarterly reporting (by the end of the month following the end of the quarter) of JBI's profit/loss, balance sheet (including due to and due from), meal counts, and town of residence breakdown.

B. MSAC shall:

- Provide back office space, Wi-fi internet access, phone, voicemail, and access to computer for communication, volunteer management and other FEAST/senior nutrition program business. Office space and city computer, and IT support will be available when not needed for other city operations.
- Provide space for volunteer training, copier for printing / photocopying / faxing / scanning, and basic office supplies (excluding home-delivered meal labels) as needed for administration of FEAST / senior nutrition program operations.
 - Color copying for appeals and large jobs will be \$0.10/page

- Provide use of MSAC lockable filing cabinet for program files and contributions.
- Provide access to MSAC's kitchen and support kitchen for GTC and approved staff of JBI outside hours of 6:00 am-3:00 pm Monday through Friday, with advance notification to MSAC staff to avoid facility scheduling conflicts.
- Provide space for food storage and equipment for meals program.
- Provide shared responsibility for promotion, outreach, fundraising and strategic planning for meals program.
- Provide limited management, registration and consumer support for all meal services.
- Provide financial support in the amount of \$18,000 as detailed in mutually agreed upon budget through a contract with JBI.
- Provide garbage, recycling and composting services.
- Provide VCIC account access for background checks.
- Share USPS bulk mailing permit

Summary of primary vs shared responsibilities

Responsibility for FEAST	Primary	Shared/Secondary
Volunteer oversight including drivers	JBI and GTC	None for MSAC
Volunteer recruitment		JBI / MSAC
Promotion and Outreach	MSAC	JBI
Fundraising		JBI / MSAC
Strategic Planning for Home Delivered Meals	JBI	MSAC
Strategic Planning for Congregate Meals		JBI / MSAC
Management, registration and consumer support for all meal services	JBI	MSAC (limited)
Financial contracts with CVCOA and GTC	JBI	None for MSAC
Facility management and financial responsibility for kitchen equipment maintenance	MSAC	None for JBI

JBI and GTC under Sections II and IV (A) are independent contractors, and are not agents of the City for any purpose. This MOU shall not be construed as an employment agreement, nor a joint venture agreement, nor a contract of surety, indemnity or guaranty.

V. TERMS OF AGREEMENT

Either party may terminate this agreement by giving ninety (90) days notice to the other party.

VI. FUNDING

- A. MSAC will pay JBI the full amount outlined in budget on a quarterly basis upon receipt of invoices. JBI shall use the funds solely for the provision of home-delivered and congregate meals as outlined

in this Memorandum of Understanding **and shall furnish City an accounting of all funds received hereunder.**

- B. Both JBI and MSAC are responsible for their own organizational obligations and expenses related to FEAST / senior meal program operations described above. In the event of program expenses exceeding revenue or revenues exceeding expenses, JBI and MSAC agree to a collaborative approach toward re-balancing, to whatever extent is reasonably possible, given other organizational and financial circumstances.

VII. OTHER TERMS & CONDITIONS

- A. FY16 FEAST meal production at 58 Barre Street is tentatively slated to begin on July 1st, 2015. Adjustments to this date may be made as the date approaches. A two week break from meal service will occur each July for purposes of kitchen cleaning and staff vacation. During special events at MSAC, JBI will be open to cancelling congregate meal service to accommodate event set up.
- B. Both parties agree to the Healthy Food in Senior Meals Pledge (Addendum #1), a framework provided by CVCOA that outlines steps to be taken by the senior nutrition program providers to improve the health of clients, communities and the environment
- C. Both parties agree to encourage their board members to be involved in promotion, outreach, fundraising and strategic planning for the FEAST / senior meal program.
- D. Both parties agree to follow all state and federal employment laws.

VIII. EFFECTIVE DATE AND SIGNATURE

The provisions of this Memorandum of Understanding will be effective as of the date both parties have executed it and will continue and remain in full force and effect until June 30, 2016. The Memorandum of Understanding may not be modified in whole or in part by the parties except by mutual agreement in writing and duly executed by both parties. It is the hope of the parties to have a long-lasting relationship that extends beyond the effective dates of this Memorandum of Understanding, but the parties recognize there may need to be revisions to the Memorandum of Understanding in future years. Thus, the parties agree to meet prior to the expiration date of this Memorandum of Understanding to discuss any proposed revisions to the Memorandum of Understanding for a future term.

FOR JBI

FOR CITY OF MONTPELIER

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Description of VT Food TV Program

A project of Good Taste Catering, produced by Justin Turcotte

Addendum #1 to FY16 MOU between GTC and MSAC

Introduction / Project Summary:

Audio-visual recording equipment and a flat-screen monitor will be purchased by Good Taste Catering and installed in the Montpelier Senior Activity Center kitchen space at 58 Barre Street. For the purposes of the VT Food TV Program, GTC will use the equipment to capture on camera the important work—successes and challenges—that occurs as a dedicated team of staff and volunteers work together to produce healthy, delicious food.

Project Goals:

- Volunteers will see themselves on TV if they wish. There will be an orientation process for new volunteers to ensure they understand what is happening and to provide them with the choice to participate.
- People in their homes will see FEAST staff making their meals.
- There will be an archive of what goes on in the kitchen that can be edited to make a documentary, for marketing use, for staff training in-house and beyond, or put online for further distribution.
- There will be a new way to reach young people who increasingly use digital media as their primary means of accessing information.
- This project will be easily shared with a range of government and non-government stakeholders at the local, regional, statewide and even national level, via the internet.
- This project will have connections with health care reform, demonstrating that nutrition programs like ours can be part of the solution and sharing our model of addressing public health and well-being.
- This media tool will inspire participants and volunteers to keep the program robust.
- Good Taste Catering dba Taste Solutions will all assume financial liability for this project and retain rights and ownership of the work product, while recognizing that the other partners have a non-financial stake in it and representing their interests.
- There will be a work product to use in fundraising efforts to motivate donors to Just Basics Inc. and Montpelier Senior Activity Center. A portion of the media created will be available free of cost to the partners.
- The FEAST model and experience will be humanized for the public, other organizations and institutions that may benefit from remote viewing via the internet.
- The platform will be divided into separate categories, allowing viewers to easily browse episodes of varying lengths to find what is most useful to them or their organization. For example, episode categories will include:
 - How to Cook
 - Partners
 - Volunteers

- Socialization
- Interpersonal Cooperation

Potential Highlights

- **Ultra-local foods** and getting **local gleaned foods** to people who need them
 - 80% of all meals offered contain local/organic foods
 - This presents challenges for menu planning, ordering, and food preparation
- **Food Education:** simple, economical cooking methods as the foundation of the meals
 - One-on-one teaching and group collaboration
 - Stories, recipes and techniques shared among participants
 - Batch cooking methods are shared to maintain the highest quality foods, such as pre-blanching, shocking and reserving green vegetables to retain color and texture
 - Clients are presented with new dining experiences such as whole grains and fresh herbs.
- **Food Therapy:** the diverse reasons for volunteers aged 10-92 to serve in the senior meal program – lots of smiles while working together to help people eat better
 - Motives include job training, socialization, community-based learning for youth, learning to cook whole foods, community service, and escaping abusive or institutionalizing situations.
 - Hand work such as vegetable cutting helps foster conversations
 - The feeling of accomplishment from contributing is healing and rewarding
 - The space feels like a home kitchen with good light and a large wooden table
 - Volunteers come from very diverse backgrounds, so things happen and it is often entertaining
 - Stories are shared, and there is little judgment; patience and kindness abound.
- **Respect:** volunteers express their pleasure in being of service to seniors and having a way to show and cultivate respect for them.
- **Safety:** As long as basic food safety, workplace conduct and personal safety rules are followed, no one is asked to leave even as emotional interpersonal issues arise, are addressed and resolved.
- **Connection:** Restoring the connections between the people making food, the recipients and the food itself.
- **Food as Art:**
 - Culinary arts are a tactile and transient art form that provide entertainment and nourishment not only for the recipient but for the creator.
 - Volunteers are encouraged to express themselves through food and regularly contribute to the menu.

VT Food TV will also serve to document what we are doing in our 3-way partnership between a non-profit organization, a for-profit company and a city municipal department, serving over 14,000 high-quality, delicious, convenient meals in the first year. The FEAST / senior nutrition program is run without salaried or benefitted staff, and the municipality is not liable for fluctuations in food or labor costs. See table below for a summary of the partners' obligations.

OBLIGATIONS	Senior members	MSAC / Municipality	JBH / Non-profit	GTC / For-profit
COST OF GOODS				
Facilities, Utilities, Chemicals, Office Supplies		X		
Equipment / basic		X		
Equipment / additional			X	X
Food Purchases and Inventory management				X
Annual Contracts for Cost of Goods (MSAC pays JBH; JBH pays GTC)		X	X	
LABOR				
Volunteer Labor	X			
Vermont Associates Paid Labor / oversight or supervision (paid by state program)		X	X	X
Paid Staff Labor – Food production / Training				X
Administrative, Volunteer and participant management			X	
Administrative, facility and outreach support		X		
FUNDING				
Clients / contributions and fees	X			
Federal Funding / Older American Act reimbursements through contract with CVCOA			X	
Clients / Private Catering				X
Municipal tax appropriation and Private investment funds		X		
Grantwriting and Direct appeals		X	X	
Other Fundraising		X	X	

(July 1, 2015)

FY16 Memorandum of Understanding

between

Good Taste Catering DBA Taste Solutions

and

City of Montpelier (Montpelier Senior Activity Center)

This is an agreement between Good Taste Catering (“GTC”) and the City of Montpelier, Montpelier Senior Activity Center (“MSAC”). Just Basics, Inc. is also referenced in this memorandum (as “JBI”). These three partners together manage a senior nutrition program in Montpelier now also known as “FEAST.”

I. PURPOSE & SCOPE

The purpose of this Memorandum of Understanding (“MOU”) is to identify clearly the roles and responsibilities of each party as they relate to meals for seniors and adults with disabilities in the Montpelier area community. Together, GTC & MSAC will work to provide both home delivered meals as well as congregate meals under the guidelines set forth by the Central Vermont Council on Aging (“CVCOA”).

II. LOCATIONS

The facility shared by MSAC and GTC is the two kitchen rooms and other spaces (office/storage closets) located at 58 Barre Street and owned by the City of Montpelier. The City and JBI will be named as additional insured on GTC insurance.

III. BACKGROUND

A. GTC BACKGROUND

- a. The mission of GTC is to facilitate the production of the best food possible for as many people as possible. GTC believes that every American should have access to healthy, nutritious and convenient meals. Through the cooperation with our volunteers and partners, GTC provides home cooking education, socialization for people of all ages, and community based learning and mentoring for high school students.
- b. GTC provides management for the Senior Community Service Employment Program through Vermont Associates for Training and Development. This hands-on training, for adults over 55 who have limited prospects for traditional employment, fosters individual economic self-sufficiency and increases the number of older persons who may enjoy the benefits of un-subsidized employment in both the public and private sectors.
- c. GTC is also committed to providing employment and training opportunities to people participating in restorative justice programs and community rehabilitation.
- d. GTC strives to document and archive both challenges and successes of this three-way municipal, non-profit and for-profit relationship in digital media. Details and information on this media project are available in the VTFoodTV Project Description (Addendum 1).

- e. GTC strives to cultivate relationships with local organic and conventional food producers to utilize high quality, gleaned and harvested food. When this food is abundant GTC facilitates the processing, storage, and service of these local foods.

B. MSAC BACKGROUND

- a. The mission of MSAC is to enhance the quality of life for the older adults in Montpelier through opportunities that develop physical, mental, cultural, social, and economic well-being in a welcoming, flexible environment.
- b. Everyone is welcome at MSAC, a place where vibrant, diverse programming promotes lifelong learning, healthy aging, enhanced nutrition and access to aging resources. Over 850 Central Vermont seniors thrive on regular participation, and dozens more benefit from the many MSAC and community events and services that are free and open to the public in this vital gathering space. The FEAST program provides a multitude of volunteer opportunities that also increase socialization and inter-generational activity.
- c. A senior nutrition program, including on-site and home-delivered meals, addresses many aspects of the MSAC mission and was recommended as a priority by the City-initiated Senior Services Coordinating Committee in April 2011.
- d. The original MOU between MSAC and JBI, outlining MSAC's participation, was approved by the City Council in March 2013, updated a year ago, and will be updated simultaneous with the drafting of this FY16 MOU with GTC.

IV. RESPONSIBILITIES UNDER THIS MOU

A. GTC shall:

- Provide FEAST menu and meal oversight under the nutritional requirements set forth by CVCOA.
- Provide all required reporting for the meals program to JBI as required by the CVCOA contract with JBI.
- Enter into a contract with JBI for both home-delivered and congregate meals.
- Provide all food purchase of items, as needed, to fulfill contacted meals to JBI.
- Provide primary oversight of volunteers to make meals happen.
- Provide primary oversight of Vermont Associate Training and Development staff to support both GTC and FEAST.
- Provide monthly schedules of FEAST kitchen and front of house staffing including "manager on duty" assignments.
- Provide kitchen equipment/small wares and other food-service-related consulting, the details of which shall be determined and agreed upon by both parties.
- Provide primary oversight for keeping kitchen code-compliant to national and state Servesafe guidelines.
- Provide durable kitchen equipment as detailed in GTC Equipment list updated for July 1, 2015 (Addendum 2).
- Provide shared management and consumer support for meal services.
- Provide contracted food service for MSAC for promotion, outreach and fundraising, and participate in strategic planning for meals program.
- Provide training guidance checklists and follow up for Community and MSAC use of the kitchen to ensure food safety, cleanliness, and cost-effective and functional GTC operations.

- Provide exposure for MSAC through ORCA Media, public and private events at MSAC, and GTC printed and digital materials, etc.
- B. MSAC shall:
- Provide a licensed, modern, commercial kitchen facility and management, routine maintenance, and repairs of kitchen equipment.
 - Provide back office space, Wi-fi internet access, phone, voicemail, IT support, and access to computer for vendor communication and other FEAST/senior nutrition program business. Office space and computer will be available when not occasionally needed for other MSAC operations.
 - Provide space for volunteer training, copier for printing / photocopying / faxing / scanning, and basic office supplies (excluding home-delivered meal labels) as needed for administration of FEAST / senior nutrition program operations. Color copying will be available at a rate of \$.10 per sheet reimbursement.
 - Provide kitchen linen / laundry service of cloths and aprons in the event volunteers are not available to provide such services.
 - Provide durable and non-durable kitchen equipment, and necessary service or replacement, as determined by MSAC Director, for items detailed in MSAC Equipment list dated June 1st 2014.
 - Provide all fixed utilities expenses for FEAST / senior nutrition program operations, including propane, water, electricity, trash-removal, compost pick-up, and heat.
 - Provide material support including but not limited to: first aid kit, paper towels, gloves, hairnets, limited plastic aprons, kitchen cleaning supplies (dish detergent, floor cleaner, mops and brooms, etc.)
 - Provide exclusivity for GTC to the kitchen and first right of refusal for any events that require food service hosted at the MSAC.
 - Provide access to the kitchen and support kitchen for GTC staff outside hours of 6:00 am-3:00 pm Monday through Friday, with advance notification to MSAC staff to avoid facility scheduling conflicts, for food production and VTFoodTV Project.
 - Provide shared promotion, outreach, fundraising and strategic planning for FEAST / senior meals program and private catering.
 - Provide exposure for GTC to senior and public audiences at MSAC and in MSAC printed and digital materials, etc.
 - Provide administrative support as a host agency for on-going Vermont Associates Training and Development staff and supervision for non-kitchen duties.
 - Provide first right of refusal to GTC for any cooking classes or food service training programs hosted by MSAC

GTC under Sections II and IV (A) is an independent contractor, and is not an agent of the City for any purpose. This MOU shall not be construed as an employment agreement, nor a joint venture agreement, nor a contract of surety, indemnity or guaranty.

V. TERMS OF AGREEMENT

Either party may terminate this agreement by giving ninety (90) days notice to the other party.

VI. FUNDING

- A. MSAC will pay JBI an amount determined in their MOU to support the expenses of the FEAST / senior nutrition program, which in turn will be paid by JBI to GTC.

- B. MSAC will pay for all provisions detailed in IV.B. above.
- C. For engaging in private catering work or other use of the MSAC facility not related to FEAST / senior nutrition program, GTC will pay rental fees to MSAC.
 - a. Fixed costs which are relevant to any operations outside of the normal hours of operation. These costs will be determined as a proportion of use of the facility based on time used and/or amount of food production.
 - b. An annual fee of \$100 for use of back office space (as described in IV.B.bullet#2) to support VTFoodTV and GTC private catering communications, some of which is performed off-site.

VII. OTHER TERMS & CONDITIONS

- A. From time to time MSAC may contract with GTC to consult on matters such as: kitchen equipment and small wares purchases, community access to the kitchen, development of kitchen management / Standard Operating Procedures, etc. Fees for private consulting work will not exceed \$400.00 per year, and work will be billed only when written estimates for cost of such consulting are provided in advance.
- B. Both parties agree to follow all state and federal employment laws and comply with all requirements of restorative justice and rehabilitative community service.

VIII. EFFECTIVE DATE AND SIGNATURE

The provisions of this Memorandum of Understanding will be effective as of the date both parties have executed it and will continue and remain in full force and effect until June 30, 2016. The Memorandum of Understanding may not be modified in whole or in part by the parties except by mutual agreement in writing and duly executed by both parties. It is the hope of the parties to have a long-lasting relationship which extends beyond the effective dates of this Memorandum of Understanding, but the parties recognize there may need to be revisions to the Memorandum of Understanding in future years. Thus, the parties agree to meet prior to the expiration date of this Memorandum of Understanding to discuss any proposed revisions to the Memorandum of Understanding for a future term.

FOR GTC

FOR CITY OF MONTPELIER

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date



1 Taylor Street Design Review Committee
And
Special City Council Meeting

Meeting #18
July 8, 2015

5:30 pm
City Hall Council Chambers

Agenda

1. Convene Meeting and Introductions
2. Approve Agenda
3. Opportunity for Public Comment
4. Approve Minutes of Meetings of December 15, 2015
5. Presentation from Development Team on cost estimate of schematic design and discussion
6. Discussion of Next Steps
7. Adjourn

14 Loomis Street
Montpelier, Vermont 05602

23 June 2015

Montpelier City Council
39 Main Street
Montpelier, Vermont 05602

Dear Members of the City Council,

Some friends and I would like to apply for a permit to have a block party Saturday, 15 August, from 5 pm until 8 pm. This will be the twelfth annual block party for our neighborhood. It is essentially a private party for our family and neighbors; several Loomis Street families are organizing the event.

Since we plan to have a band play at the party, we would like to apply for a noise waiver. The band will start at 5 pm and play until 8 pm.

We would also be grateful if we could close the road from Park Avenue to Liberty Street from 4 pm until 8 pm. The signs might say something like "Closed to Through Traffic" so that cars could get to driveways on either side of the party. Front yards are not very big on Loomis Street, so it would be really nice to let the party spill out onto the street.

Because we were rained out in 2007, we would like to schedule a raindate of Sunday, ⁽¹⁴⁾25 August, from 3 pm to 6 pm at the same location. If this happens, we'd like to be able to close off the road at that time.

I have circulated flyers to all residences that would be affected by this road closure, letting them know of this appearance asking for permission. One of the flyers is attached.

This family-oriented party will be a great neighborhood-building experience. We very much appreciate your support!

Sincerely yours,

Sandy Vitzthum
223-1806

22 June 2015

Dear Neighbor,

We wanted to let you know ahead of the invitations...

TWELTH ANNUAL BLOCK PARTY

Saturday, 15 August, from 5 pm - 8 pm

14 Loomis Street front lawn

(raindate: Sunday 8/16, 3-6 pm, same place)

We will be appearing before the City Council July 8 to ask for permission to close Loomis Street from Park Avenue to Liberty Street for the length of the party. We'd like to continue our tradition of kids' games in the street. Local traffic will be allowed through.

Any questions? Call Sandy Vitzthum, 223-1806



America's Small Town Capital

TO: City Council Members
William J. Fraser, City Manager
Jessie Baker, Asst. City Manager
Steve Twombly, City Assessor

FROM: Sandy Gallup, Finance Director

DATE: July 2, 2015

SUBJECT: Recommended Tax Rates for Fiscal Year 2016

Consideration of Setting the Fiscal Year 2016 Municipal Tax Rate of \$1.0037, the Water/Sewer Benefit Charge of \$.02 and Sewer Separation Charge of \$.07

I have calculated a recommended municipal tax rate of \$1.0037 (See attached worksheet). This is slightly less than the City Manager's projected tax rate of \$1.0041 found on page 18 of the Annual Report. This municipal tax rate is up 2.7 cents (2.75%) from FY15. It includes funding for the regional public safety authority and the library increase.

This recommended tax rate is based on the 2015 Grand List that was lodged by the City Assessor today after grievance hearings and decisions were completed. The Grand List increased .37% which is higher than the .2% that we projected during the budget process.

The State set our education tax rates at \$1.6026 (up 1.9%) for Residential properties and \$1.5813 (up 2.2%) for Non-Residential properties. This is the second year that the residential education tax rate is higher than the non-residential education tax rate.

The Water/Sewer Benefit and Sewer Separation Charges remain the same as last year.

The voters approved levying a \$.0515 special tax on properties within Montpelier's Designated Downtown not used for residential purposes.

The total property tax rate with both municipal and educational rates combined is \$2.6963 for Residential properties (up 2.2%) and \$2.6750 for Non-Residential properties (up 2.3%).

Recommended Tax Rate FY16

Consideration of Setting the Fiscal Year 2016 Municipal Tax Rate of **\$1.0037**

Consideration of Setting the Water and Sewer Benefit Charge of **\$0.02** and the Sewer Separation Charge of **\$0.07** (same as previous year)
 The Fiscal Year 2016 Downtown Improvement District Tax Rate of \$0.0515 was approved on Article 11 at the City Meeting vote March 3, 2015.

Municipal Grand List:		Real Estate	\$ 8,232,121		Budgeted Grand List
	Personal Property		342,755		
	Exemptions		(45,819)		
	TOTAL		\$ 8,529,058		\$ 8,514,633
	Voter Approved				
	Municipal Spending		8,560,401		
	Education TAX RATES				
	Residential		1.6026		
	Non-Residential		1.5813		
TAX RATES - Detail					
RESIDENTIAL	FY15 RATE	FY16 Recommended RATE	NON-RESIDENTIAL	FY15 RATE	FY16 Recommended RATE
City, Cemetery, Agencies, Senior Ctr	\$0.9003		City, Cemetery, Agencies, Senior Ctr	\$0.9003	\$0.9275
Washington County Tax	\$0.0078		Washington County Tax	\$0.0078	\$0.0079
Local Tax Agreements	\$0.0008		Local Tax Agreements	\$0.0008	\$0.0009
Recreation	\$0.0677		Recreation	\$0.0677	\$0.0674
Central Vermont Public Safety Authority					
Subtotal Municipal Rate	\$0.9767	\$1.0037	Subtotal Municipal Rate	\$0.9767	\$1.0037
Water & Sewer Benefit Charge	\$0.0200		Water & Sewer Benefit Charge	\$0.0200	\$0.0200
Sewer Separation Charge	\$0.0700		Sewer Separation Charge	\$0.0700	\$0.0700
School	\$1.5724		School	\$1.5472	\$1.5813
TOTAL TAX RATE	\$2.6391		TOTAL TAX RATE	\$2.6139	\$2.6750
NOTE:					
*Overall, the Grand List is up .37% which is more than the 0.2% projected increase.					
*The Municipal Tax Rate is up 2.7 cents (2.75%) up from the FY15 Tax Rate. This includes the funding for the Regional Public Safety Authority and Library increase.					
*Education Rates are up 3 cents for Homestead properties and up 3.4 cents for Non-residential properties.					
*This is the third year of the Downtown Improvement District Tax - voters approve \$0.0515 rates					
Total Tax Rates are up:					
Homestead	\$0.0572			2.17%	
Non-Residential	\$0.0611			2.34%	

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

To: Tom McArdle, Public Works Director

From: Kurt Motyka, P.E., City Engineer

Date: July 7, 2015

Subject: City Council Consent Agenda
Terrace Street Culvert – Recommendation of Contract Award

We have conducted a review of the four sealed unit price bids received for the Terrace Street Culvert Replacement Project which were opened and read aloud this morning. I have verified the low bidder to be Hebert Excavation of Williamstown, VT. No irregularities were discovered during the bid evaluation that would cause any concerns for the city. The City has performed several projects with Hebert Excavation in the past and found them to be a qualified and responsible contractor.

A tabulation of the bids is attached. You will note that the low bid is very close to the engineer's estimate of the probable construction cost and that sufficient funds are available to enter into the construction agreement.

I Recommend award of the construction contract for the Terrace Street Culvert Improvement project to the lowest bidder, Hebert Excavation Corporation in the base bid amount of \$298,084.00.

attachment

C: Sandy Gallup, Finance Director

**CITY OF MONTPELIER
BID TAB
TERRACE STREET CULVERT**

OPINION OF PROBABLE CONSTRUCTION COST

Proposed Culvert Replacement				Low Bidder Hebert Excavation Corporation		Second Low Bidder Griffin & Griffin Excavating Inc.		Third Low Bidder Dubois Construction		High Bidder Courland Construction	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
Base Bid											
201.10	Clearing and Grubbing, Including Individual Trees and Stumps	LS	1	\$2,000.00	\$2,000.00	\$18,000.00	\$18,000.00	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00
203.30	Earth Retention	CV	278	\$20.00	\$5,560.00	\$15.00	\$4,170.00	\$30.00	\$8,340.00	\$30.00	\$8,340.00
204.20	Trench Excavation of Earth	CV	278	\$22.00	\$6,116.00	\$7.00	\$1,946.00	\$30.00	\$8,340.00	\$30.00	\$8,340.00
204.20	Trench Excavation of Earth, Exploratory (N.A.B.I.)	CV	15	\$200.00	\$3,000.00	\$200.00	\$3,000.00	\$200.00	\$3,000.00	\$200.00	\$3,000.00
204.20	Structure Excavation	CV	2680	\$33.00	\$88,440.00	\$7.00	\$18,760.00	\$18.00	\$48,240.00	\$20.00	\$53,600.00
204.30	Greater Retention for Structures	CV	969	\$14.00	\$13,566.00	\$31.00	\$30,159.00	\$50.00	\$48,450.00	\$130.00	\$125,970.00
204.40	Culvert	LS	1	\$10,000.00	\$10,000.00	\$33,000.00	\$33,000.00	\$10,000.00	\$10,000.00	\$119,000.00	\$119,000.00
301.20	Subbase of Crushed Gravel, Fine Graded	CV	135	\$32.00	\$4,320.00	\$17.40	\$2,347.80	\$35.00	\$4,725.00	\$75.00	\$10,125.00
301.30	Subbase of Dense Graded Crushed Stone	CV	135	\$30.00	\$4,050.00	\$21.40	\$2,889.00	\$37.00	\$4,995.00	\$75.00	\$10,125.00
301.30	Subbase of Dense Graded Crushed Stone	CV	135	\$30.00	\$4,050.00	\$21.40	\$2,889.00	\$37.00	\$4,995.00	\$75.00	\$10,125.00
301.34	Concrete, High Performance Class B	EA	12	\$90.00	\$1,080.00	\$40.00	\$480.00	\$60.00	\$720.00	\$320.00	\$3,840.00
301.38	Temporary Steel Sheet Piling	SP	1280	\$15.00	\$19,200.00	\$23.80	\$30,464.00	\$55.00	\$70,400.00	\$30.00	\$38,400.00
507.10	Reinforcing Steel, Level 1 (Epoxy Coated)	LB	1400	\$3.00	\$4,200.00	\$2.25	\$3,150.00	\$1.00	\$1,400.00	\$2.00	\$2,800.00
514.10	Water Retention, Stone	QAL	5	\$3,000.00	\$15,000.00	\$10,000.00	\$50,000.00	\$3,500.00	\$17,500.00	\$24,000.00	\$120,000.00
601.0010	18" CSP 208 (2-208 x 1/2)	LF	40	\$50.00	\$2,000.00	\$40.00	\$1,600.00	\$50.00	\$2,000.00	\$95.00	\$3,800.00
602.30	Rebuilt Stone Masonry	CV	5	\$300.00	\$1,500.00	\$300.00	\$1,500.00	\$500.00	\$2,500.00	\$600.00	\$3,000.00
610.10	Stone Pile, Type I	CV	20	\$50.00	\$1,000.00	\$40.00	\$800.00	\$30.00	\$600.00	\$120.00	\$2,400.00
610.11	Stone Pile, Type II	CV	20	\$50.00	\$1,000.00	\$40.00	\$800.00	\$30.00	\$600.00	\$120.00	\$2,400.00
610.300	Blumson Concrete Curb, Type A	LF	270	\$15.00	\$4,050.00	\$15.00	\$4,050.00	\$24.00	\$6,480.00	\$35.00	\$9,450.00
610.10	Portland Cement Concrete Sidewalk, 6 inch	SY	8	\$225.00	\$1,800.00	\$200.00	\$1,600.00	\$400.00	\$3,200.00	\$400.00	\$3,200.00
620.50	Removing and Reinstalling Fence	LF	24	\$60.00	\$1,440.00	\$20.00	\$480.00	\$40.00	\$960.00	\$120.00	\$2,880.00
621.80	Temporary Traffic Barrier	LF	50	\$70.00	\$3,500.00	\$12.00	\$600.00	\$18.00	\$900.00	\$32.00	\$1,600.00
630.15	Paving	HR	120	\$25.00	\$3,000.00	\$25.00	\$3,000.00	\$30.00	\$3,600.00	\$50.00	\$6,000.00
630.15	Mill/Overlay / Demolition	LS	1	\$30,000.00	\$30,000.00	\$27,000.00	\$27,000.00	\$12,787.00	\$12,787.00	\$11,000.00	\$11,000.00
641.10	Traffic Control	LS	1	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$13,000.00	\$13,000.00	\$25,000.00	\$25,000.00
641.10	Portable Changeable Message Sign	EA	4	\$1,300.00	\$5,200.00	\$1,250.00	\$5,000.00	\$3,000.00	\$12,000.00	\$3,200.00	\$12,800.00
645.10	Concrete Under Slab Pile	SY	45	\$2.00	\$90.00	\$1.00	\$45.00	\$1.00	\$45.00	\$2.00	\$90.00
651.10	Seed	LB	20	\$10.00	\$200.00	\$10.00	\$200.00	\$20.00	\$400.00	\$1.00	\$10.00
651.20	Hay Mat	TON	0.1	\$500.00	\$50.00	\$1,000.00	\$100.00	\$700.00	\$70.00	\$400.00	\$40.00
651.30	Trench	CV	85	\$32.00	\$2,720.00	\$33.00	\$2,805.00	\$50.00	\$4,250.00	\$82.00	\$6,970.00
651.40	Crushing Material	SY	10	\$10.00	\$100.00	\$10.00	\$100.00	\$9.00	\$90.00	\$10.00	\$100.00
652.10	SPHC Plan	LS	1	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$3,800.00	\$3,800.00
800.640	Special Provision (Coated, Corrugated 36" x 60" Steel Pipe Arch)	LF	393	\$208.00	\$81,744.00	\$438.00	\$172,914.00	\$588.00	\$230,064.00	\$1,057.00	\$415,361.00
800.650	Special Provision (Landscaping Allowance) (N.A.B.I.)	LU	1	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
800.660	Special Provision (Bituminous Concrete Pavement, Small Quant.)	TON	36	\$170.00	\$6,120.00	\$130.00	\$4,680.00	\$150.00	\$5,400.00	\$250.00	\$9,000.00
SUBTOTAL FOR BASE BID *					\$295,884		\$288,175.80		\$481,721.00		\$1,154,832.00
Add Alternatives											
501.34	Concrete, High Performance Class B	CV	18	\$1,175.00	\$21,150.00			425	\$7,650.00	1125	\$20,250.00
507.11	Reinforcing Steel, Level 1 (Epoxy Coated)	LB	2450	\$3.00	\$7,350.00	1.75	\$4,287.50	1	\$2,450.00	2	\$4,900.00
604.25	Precast Reinforced Concrete Pipe DI with Cast Iron Grate	EA	1	\$1,600.00	\$1,600.00			3600	\$3,600.00	15000	\$15,000.00
SUBTOTAL FOR ADD ALTERNATIVE *					\$30,100		\$18,367.50		\$13,700.00		\$40,150.00
SUB-TOTAL INCLUDING ADD ALTERNATIVE					\$325,984		\$306,543.30		\$495,421.00		\$1,194,982.00

* Corrected Value



MEMORANDUM

From: Mike Miller, Director of Planning and Community Development
Kevin Casey, Community Development Specialist
To: Montpelier City Council
Re: Transportation Committee Structure
Date: Wednesday, July 08, 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 VTtrans 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 identify common interests, identify potential conflicts and use a collaborative problem solving process to identify potential solutions.

- 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. Through a collaborative process each task, area of interest, or project will be discussed and the committees will seek opportunities for collaboration.. 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.
- d. The Committee will initially meet as needed in the first 6 months to, determine Committee goals and identify priority issues and projects. Following the goal setting and planning stage the committee will report on its progress to City Council. The committee will meet on a quarterly basis to provide updates and report back to the council on a semiannual basis.

B. What deliverables will be produced from the Committee?

- a. Committee Recommendation on Prioritization of Projects
- b. Semi Annual Updates to City Council
- c. Identified and Increased presence on the Regional TAC at the CVRPC

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 members each from the Parking, Pedestrian, Bicycle, and Energy Committees. Each committee will nominate 2 members and 1 alternate to serve 1 (one) year on the MTAC, City Council will approve the slate of candidates on an annual basis. In addition, the Committee 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.

9 voting members:

2 – Bicycle Committee

- 2 – Energy Committee
- 2 – Parking Committee
- 2 – Pedestrian Committee
- 1 – City Council Representative

b. Who can be the members? and Why? Membership is determined by the individual Committees (Bike, Parking, Pedestrian, or Energy). The Committees will determine who will represent them on their behalf.

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.

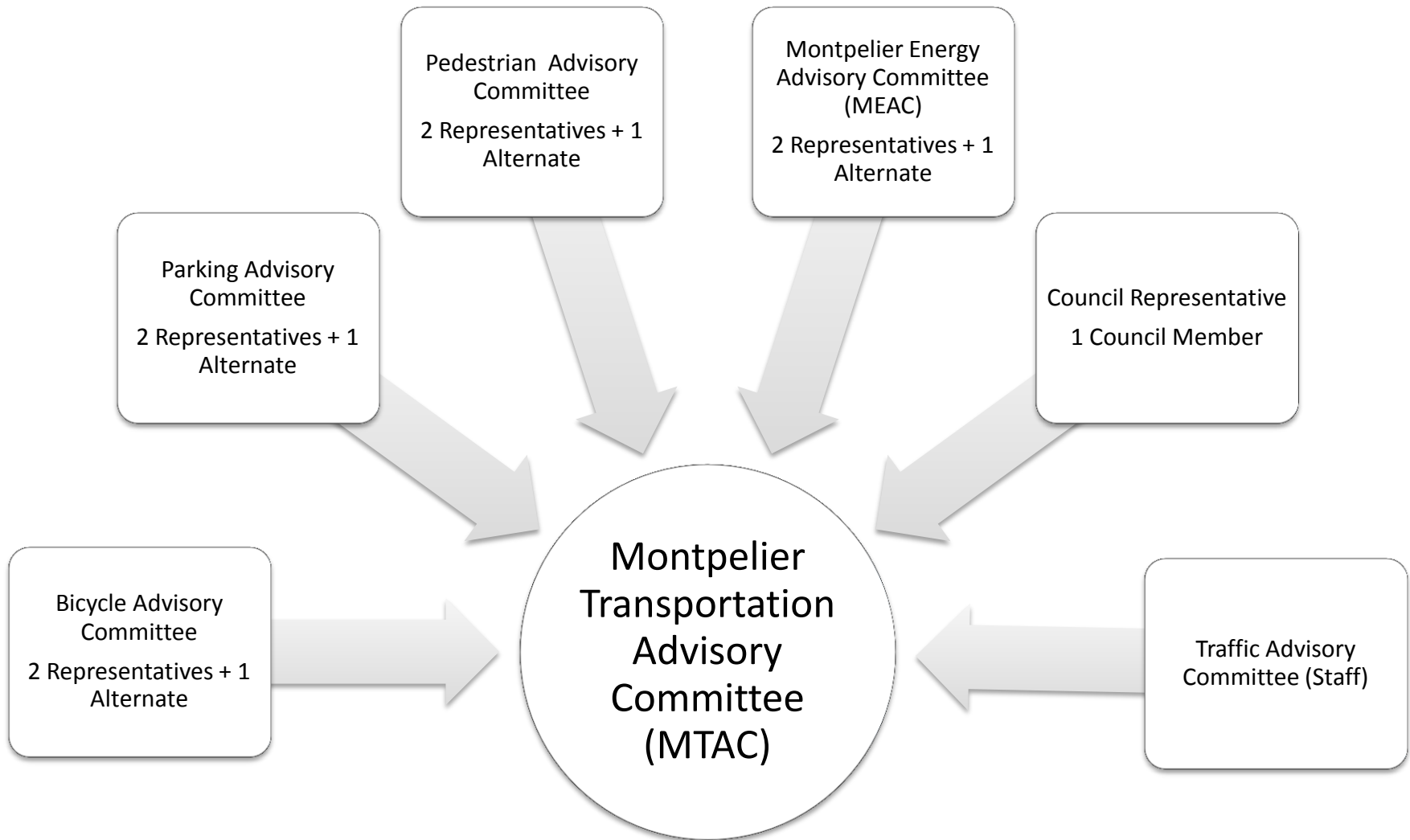
d. How are members replaced? Should a representative member resign from Bicycle, Pedestrian, or Parking Committee then that committee will appoint a new representative at their next scheduled meeting.

9. Next Steps

1. City Council should direct the Bicycle, Parking, and Pedestrian and Energy Committees to nominate 2 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:
 1. I. Introductions
 2. II. Presentation of goals and workplans from each committee
 3. III. Report from staff on city projects that involve transportation issues
 4. IV. Discussion of overlapping projects that need coordination
 5. V. Identification of potential new, joint projects to bring back to committees to gauge interest.
 6. VI. Set next meeting agenda

Attachments: Diagram of Committee Structure

Outline of Work plan Development





MEMORANDUM

From: Mike Miller, Director of Planning and Community Development
Kevin Casey, Community Development Specialist
To: Montpelier City Council
Re: Transportation Committee Structure
Date: Thursday, June 25, 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 VTtrans 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 develop work plans, identify common interests, identify potential conflicts and use a collaborative problem solving process to identify potential solutions.

- 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. Through a collaborative process each task, area of interest, or project will be the responsibility of the appropriate committee. 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.
- d. What is the timeline for accomplishing each task?
 - i. 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 agreed upon projects
- b. Dates for Deliverables
- c. Committee Prioritization of Projects
- d. Semi Annual Updates to City Council
- e. Identified and Increased presence on the Regional TAC at the CVRPC

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 members each from the Parking, Pedestrian, Bicycle, and Energy Committees. Each committee will nominate 2 members and 1 alternate to serve 1 (one) year on the MTAC, City Council will approve the slate of candidates on an annual basis. In addition, the

Committee 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.

9 voting members:

- 2 – Bicycle Committee
- 2 – Energy Committee
- 2 – Parking Committee
- 2 – Pedestrian Committee
- 1 – City Council Representative

b. Who can be the members? and Why? Membership is determined by the individual Committees (Bike, Parking, Pedestrian, or Energy). The Committees will determine who will represent them on their behalf.

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 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

Attachments: Diagram of Committee Structure

Outline of Work plan Development

