



***CITY OF MONTPELIER
MONTPELIER, VERMONT***

Agenda for City Council Meeting

City Council Chambers, City Hall
Wednesday, March 12, 2014
6:30 P.M.

- 1) Call to Order by the Mayor
- 2) 14-066. Opportunity for the Mayor, the City Council Member re-elected, and the two new City Council Members to be sworn in by the City Clerk.
- 3) 14-067. Election of President, Vice President and Parliamentarian of City Council
- 4) 14-068. Re-adoption of City Council's Ethics Policy 
- 5) 14-069. Re-adoption of City Council's Rules of Procedure 
- 6) 14-070. Committee Assignments 
 - a) Included with these assignments is the request from the Central Vermont Solid Waste Management District for a City representative and alternate.
- 7) 14-071. Review "City Council Overview" 
- 8) 14-072. General Business and Appearances
- 9) 14-073. Consideration of the Consent Agenda:
 - a) Consideration of the February 19, 2014, City Council Meeting Minutes. 
 - b) Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund and Senior Center Fund for a seven-month period Beginning July 1, 2013 and ending January 31, 2014. 
 - c) Authorization for the City to enter into a contract with Brandy Saxton, PlaceSense, for the purpose of providing consultant and drafting services to the Planning Commission as they work to modernize and re-write the City's Zoning Ordinance. 

- d) Approve the closure of Langdon Street on Saturday, June 7th, from 8:00 to 11:00 A.M., for the Capital City Stampede. 
 - e) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:
 - 1) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)
 - f) Payroll and Bills
- 10) 14-074. Presentation by Rick DeAngelis, Montpelier's Town Service Officer, on homelessness in Montpelier and Central Vermont. 
- a) In his report, Mr. DeAngelis hopes to address the following questions:
 - 1) *How many people are homeless in Montpelier and in Central Vermont?*
 - 2) *What are the causes of homelessness?*
 - 3) *What services are most essential to addressing the needs?*
 - 4) *What can the City or its citizens do to help?*
 - b) Recommendation: Receive presentation; opportunity for discussion.
- 11) 14-075. Begin updating Council's Goals/Priorities for 2014-15. 
- a) A list of the 2013-14 Goals is attached for review and status update.
 - b) Recommendation: Discussion.
- 12) 14-076. Council Reports
- 13) 14-077. Mayor's Report
- 14) 14-078. Report by the City Clerk
- 15) 14-079. Status Reports by the City Manager

Adjournment



**CITY OF MONTPELIER
MONTPELIER, VERMONT**

Addendum to Agenda for Regular City Council Meeting

March 19, 2014

Additional Items ...

- 14-074A. Consideration of request from State of Vermont for additional funding in the amount of \$115,700 for general project costs and \$64,212 for specific work within the City's control room.
- a) In April of 2013, the City and State reached agreement to address State project cost overruns (attached). At that time, the City agreed to pay an additional \$408,000 toward the project through two different financing methods.
 - b) The number of \$408,000 was derived using an estimate for the cost of the "city room". The actual cost of the "city room" was, according to the State, \$523,700 or \$115,700 above the estimate.
 - c) The April agreement establishes a set number; it does not commit the City to paying the full cost of the "city room".
 - d) Recommendation: Discussion; possible Executive Session in accordance with Title I, VSA, §313, Executive Sessions, (a) (1), if necessary, to discuss negotiations; direction to staff.

District Heat Project Budget Summary

March 13, 2014

122 State St. Montpelier

Funding	Presented to Legislature	
	February 2013	October 2013
1016100010 (CONTG) No. 161. Sec 1 Acts of 2010	\$ -	\$ 215,000
1016100010 (PLANS/REUSE) No. 161. Sec 1 Acts of 2010	\$ -	\$ 100,000
1104000022 (HEATPLANT) No. 040 Sec 2 (b) Acts of 2011	\$ 7,000,000	\$ 7,000,000
1305100022 (122 ST) and (120DOCK) No. 051 Sec 2 (b) Acts of 2013	\$ -	\$ 2,900,000
1305100022 MAINT No. 051 Sec 2 (b) Acts of 2013	\$ -	\$ 28,806
DOE State Share (Grants) These funds are reimbursed by DOE and the City (Procurement Agreement Sec. 5 (b) dated 01/23/12)	\$ 3,248,664	\$ 3,248,664
DOE City Share (Grants) These funds are reimbursed by DOE and the City Sec. 5 (b) (Procurement Agreement dated 01/23/12)	\$ 2,558,118	\$ 2,558,118
City Contribution CEDF (Grants) To date, \$1.0 M has been paid to the State (Procurement Agreement Sec. 5 (c) dated 01/23/12)	\$ 1,076,799	\$ 1,076,799
Security - Card Access and Video (1305100022 (SECURITY))	\$ -	\$ 65,000
In kind & Asset Value (State)	\$ 1,163,744	\$ -
City reimbursement for the emergency transfer switch and heat lines*	\$ -	\$ 85,000
Total Funding	\$ 15,047,325	\$ 17,277,387

* These are funds to be reimbursed by the City of Montpelier

Project Cost		
Feasibility Study, Planning, Reporting & Commissioning	\$ 837,871	\$ 1,020,500
Design Cost	\$ 1,353,809	\$ 1,627,634
AFS Boiler Package	\$ 4,931,310	\$ 4,928,092
Building Construction	\$ 9,836,297	\$ 11,877,026
The City's contribution to the City Room**	\$ -	\$ 408,000
Asset Value/Land Lease/Infrastructure (20 Years)	\$ 738,743	\$ -
Security - Card Access and Video (Security Monies)	\$ -	\$ 65,000
Owners Contingency	\$ 662,178	\$ 701,736
Total Project Cost	\$ 18,360,208	\$ 20,627,988
Difference	\$ (3,312,883)	\$ (3,350,601)

** To be reimbursed by the City of Montpelier over 20 years

District Heat Project Budget Summary

March 13, 2014

122 State St. Montpelier

Cost Increases	Cost Break Down	Cost
In kind & Asset Value (State)		\$ 1,163,744
Planning, Reporting & Commissioning		\$ 258,000
Late Construction start due to funding and Act 250 permit (Temporary boiler and connection)		\$ 225,780
Unforeseen buried items		\$ 133,671
Two buried abandoned steam lines with asbestos	\$ 95,205	
Buried abandoned fuel tank	\$ 7,725	
Additional concrete coring and grout due to thicker slab	\$ 30,741	
Increase in construction cost***		\$ 1,505,194
Mechanical systems	\$ 596,754	
Electrical systems	\$ 908,440	
Work performed by the State for the City as agreed, to be reimbursed to the State (Additional cost post agreement 04/04/13)		\$ 64,212 ✓
City heat pipes through the plant	\$ 62,994	
Conduit for the fiber optic line	\$ (448)	
Emergency transfer switch	\$ (3,622)	
Water line to the City Room****	\$ 5,288	
Total Cost Increases		\$ 3,350,601

*** \$115,700 of the increase in the mechanical and electrical systems is due to an increase in the City Room cost

City Of Montpelier Cost	Estimate	Actual Cost
City Room construction cost per agreement 1/23/12	\$ 408,000	\$ 523,700
Work performed by the State for the City as agreed, to be reimbursed to the State		
City heat pipes through the plant	\$ 60,000	\$ 122,994
Conduit for the fiber optic line	\$ 10,000	\$ 9,552
Emergency transfer switch	\$ 15,000	\$ 11,378
Water line to the City Room****		\$ 5,288
Total	\$ 493,000	\$ 672,912

**** The water line was never included in the original estimate

115,700
64,212
179,912

CITY COUNCIL GOALS 2013-2014

Adopted May 22, 2013

Goal: *Balance and control municipal budgeting, taxes and services relative to current population and grand list tax base.*

Steps:

- Continue long term budget projections including development scenarios. *City Manager, Finance Director*
- Set a budget target, focus budget discussions on policy and services, not line items. *City Council*
- Complete plan to implement debt and fund balance policy after we receive the annual audit. *Council, Manager, Finance Director*
- Further explore inter-municipal and intra-municipal agreements as well as the possibility of merged services to find efficiencies. *City Manager*

Goal: *Maintain all city streets, bridges, sidewalks and other infrastructure (parks, rec paths, etc.) in (at minimum) fair or good condition as per appropriate rating indices.*

Steps:

- Maintain commitment to the “steady state” funding plan adopted in 2013 to improve streets and sidewalks. *Council re: Funding, DPW re: completing work*
- Explore ways to remove all dual utility poles in Montpelier. *Manager, DPW*

Goal: *Support the work of the Parking Committee in an effort to alleviate parking pressures in Montpelier.*

Steps:

- Review and balance alternatives between adding parking and reducing parking demand. *Council*
- Explore the long-term viability of the Circulator bus. *Council*

Goal: *Provide and receive comprehensive, accessible and useful information to and from constituent groups about the City government and the community.*

Steps:

- Re-vamp city website to make it more user-friendly; provide clear and easy-to-find information for residents AND for potential residents and potential businesses. *Manager, Asst. Manager*
- Expand use of social media to communicate city's message while continuing traditional communications methods. *Manager, Asst. Manager*
- Provide adequate staff and volunteer support to maintain communications efforts once they have started. *Council, Manager*
- Target appropriate information messages to specific audiences. *Manager, Asst. Manager*
- Gather contact information from residents. *Manager, Asst. Manager*
- Gather information from the community about City services. *Council, Manager, Asst. Manager*

Goal: *Create a hospitable environment for residential growth.*

Steps:

- Monitor zoning process to assure that regulations will help promote new housing. *Council, Manager, Planning Director*
- Follow-through with recommendations of Barriers to Housing Committee. *Council, Manager, Planning Director*
- Consider public investment in infrastructure to generate housing. *Council, Manager.*

Goal: *Maintain an environment that is hospitable for businesses to thrive throughout Montpelier.*

Steps:

- Adopt an economic development strategy. *Council, Manager, Asst. Manager, Community Development Specialist*
- Change narrative and present Montpelier as business friendly through brochures, communications and marketing. *Council, Manager, Asst. Manager, Community Development Specialist*
- Maintain an active role in upper floor development. *Council, Manager, Asst. Manager, Community Development Specialist*
- Establish Economic Development and Business Recruitment/Retention as municipal priorities. *Council, Manager, Asst. Manager, Community Development Specialist*
- Explore the Montpelier Business Loan Fund and other tools the City has to promote economic development. *Council, Manager, Asst. Manager, Community Development Specialist*
- Review Water rates. *Council, Manager Finance Director*

Goal: *Become a nationally known bike and pedestrian friendly city.*

Steps:

- Support the work of the Bike Committee. *Council*

Goal: *Make significant progress on three major outstanding capital projects: District Heat, Transit Center and Montpelier Bike Path.*

Steps:

- Acquire the Carr Lot and ensure that it is out to bid by the end of the calendar year. *Council, Manager*
- Maintain the Bike Path schedule. *Manager, Asst. Manager*
- Complete the District Heat project. *Manager, Asst. Manager, DPW*

Goal: *Proactively explore energy initiatives.*

Steps:

- Explore reenergizing the North Branch dam. *Manager, Planning Dept.*
- Pursue photovoltaic initiative. *Council, Manager, Energy Committee*

Goal: *Support and promote a vibrant downtown.*

Steps:

- Work to ensure that the Farmers' Market stays downtown. *Council, Manager*
- Support groups that come to the City Council with downtown initiatives. *Council, Manager*
- Explore the periodic closure of State Street. *Council, Manager*
- Successfully implement the Downtown Improvement District. *Manager, Finance Director*



City of Montpelier, Vermont

"The Smallest Capital City in the United States"

DATE: February 28, 2014

TO: William Fraser, City Manager
Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: DETAILED BUDGET STATUS REPORTS FOR GENERAL FUND, WATER FUND, SEWER FUND, CEMETERY FUND, PARKS FUND, PARKING FUND AND SENIOR CENTER FUND FOR A SEVEN MONTH PERIOD BEGINNING JULY 1, 2013 AND ENDING JANUARY 31, 2014

Enclosed please find budget reports for the above reference funds. **For the General Fund, please note that 93% of revenues budgeted have been received (compared to 94.5% last fiscal year) and 67% of expenditures budgeted have been expensed for this time period (compared to 66% last year). This represents 58% of the budget year completed.**

GENERAL FUND NOTES:

There is not a lot of financial news to add since the December 31st report. Legal costs continue to be high. The extended cold weather may cause some overages in heating costs. Our winter-related expenditures may exceed the budget if we have substantial snow/ice storms in March and April.

WATER FUND:

After three quarters of billing, 74.5% revenues have been received. 73% of expenditures budgeted have been expensed for this time period (compared to 71% last year). Water Distribution Street Repairs & Maintenance will be substantially over budget this year due to numerous water line breaks this winter and a \$50,000 water line repair on Bailey Ave in September and October.

SEWER FUND:

80.5% of revenues budgeted have been received (compared to 80% last fiscal year). 61% of expenditures budgeted have been expensed for this time period (compared to 62 % last year). Septage and Leachage fee revenue continues to be very high.

PARKING FUND:

57% of revenues budgeted have been received (compared to 59.5% last fiscal year) and 61% of expenditures budgeted have been expensed for this time period (compared to 63% last year). The new (increased) parking meter rates go into effect February 1, 2014.

These Budget Reports are scheduled for the City Council Consent Agenda for March 12, 2014

COMMITTEES WITH COUNCIL/STAFF REPRESENTATIVES
(As of March, 2013)

Americans with Disabilities (ADA)	No Council Rep	Bill Fraser, City Manager Tom McArdle, Adm. Ass't. to DPW Director
Building Code Appeals Committee	Alan H. Weiss Tom Golonka Jeff A. Stetter →	Bob Gowans, Fire Chief Bill Fraser, City Manager (Gossens Bachman Architects)
Capitol Complex Committee	No Council Rep	Paul Carnahan
Capital Projects Committee	Andy Hooper Anne Watson Jessica Edgerly Walsh	Todd Law, DPW Director Tom McArdle, DPW Assistant Director Sandy Gallup, Finance Director Bill Fraser, City Manager Planning Commission Rep
Central Vermont Core Communities Regional Public Services Committee	Tom Golonka Alan H. Weiss	3 Representatives from each Community Bill Fraser, City Manager
CVRPC	No Council Rep	Tina Ruth, PC Member Kim Cheney, Alternate Eileen Simpson (5-14-12)
CVRPC/TAC		
Central Vermont Solid Waste	Andy Hooper, Alternate	Mia Moore
Charter Revision Committee	Alan H. Weiss	
Citizen Advisory Board for Community Justice Center	Anne Watson	Yvonne Byrd, CJC Director
EC Fiber	No Council Rep	John Bloch (Appointed 2/22/12) Dan Jones, Alternate (Appointed 3/28/12)
Energy Advisory Committee	Anne Watson	Gwen Hallsmith, Planning Director
GMTA/CCTA Advisory Board	No Council Rep	Harold Garabedian
Harry Sheridan Scholarship	Alan H. Weiss	
Housing Task Force	Jessica Edgerly Walsh	Kevin Casey, CD Specialist Gwen Hallsmith, Planning Director
Housing Trust Fund Committee	Tom Golonka	
Kellogg-Hubbard Library Board Rep	Thierry Guerlain	Suzanne Hechmer
Montpelier Alive Board	Andy Hooper	
Montpelier Senior Center Advisory Board	Thierry Guerlain	
Parking Committee	TBD	
Pedestrian Committee	TBD	
Recreation Board	Tom Golonka	
Regional Bike Path Committee	Jessica Edgerly Walsh	
Water Rate Study Committee	Tom Golonka Andy Hooper Thierry Guerlain	Sandy Gallup, Finance Director Todd Law, DPW Director Bill Fraser, City Manager
T.W. Wood Art Gallery Board	John Hollar, Mayor	<i>(By the TW Wood deed of gift of paintings, the Mayor is automatically a member of the board.)</i>

Montpelier, Vermont
CITY COUNCIL RULES OF PROCEDURE

Adopted April 10, 1963

(Amended March 9, 1977; May 28, 1980; May 11, 1983;
May 13, 1987; March 8, 1989; March 17, 1992;
March 9, 1994; March 27, 1996; March 11, 1998; March 10, 1999; March 8, 2000; March 28, 2001;
March 12, 2008; March 14, 2012)

1. The Chair shall preserve order in the meetings and regulate its procedure by applying the rules of order impartially to all members and the public. Absent objection, the Chair may determine the order in which the City Council considers items on the agenda. Absent such unanimous consent, the provisions of Rule 8(c) below shall control.
2. The Mayor will vote only to break a tie vote, to create a tie vote, to create a fourth vote, or for appointments and bond resolutions of necessity.
3. No one other than the Mayor may normally address the meeting unless called upon or recognized by the Chair. If members of the City Council or staff wish to speak, therefore, they must first be recognized by the Chair.
4. Members of the audience must be recognized by the Chair as well, and are required to state their name and address.
5. No vote is required unless a motion is involved.
6. Any discussion should be limited to the agenda item under consideration and not more than one person should be speaking on the same item at one time.
7. Any items discussed in the agenda under the heading of general appearances should be limited to not more than 10 minutes per subject, unless extended by majority vote of the Council.
8. Definitions:
 - (a) Regular meetings shall mean the meetings provided by the Charter to be held on the second and fourth Wednesday of each month, and may be adjourned to a date and time certain.
 - (b) Special meetings shall mean all meetings of the City Council other than regular Meetings; notice thereof shall be given as provided by statute.
 - (c) Agenda shall mean a table of items of business for consideration at a Council meeting. Upon motion duly seconded and adopted, agenda items may be added deleted or passed over at any time.
 - (d) Executive Session shall mean meetings as provided for in V.S.A., Title I, Section 313, Subsection (a), for the purpose of discussing contracts, labor relations, agreements with employees, arbitration, grievances, civil actions at law or prosecutions by the State where premature general public knowledge would clearly place the state, municipality, other public body or person involved at a substantial disadvantage; the negotiating or securing of real estate options; the appointment or employment or

CITY COUNCIL RULES OF PROCEDURE

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evaluation of a public officer or employee; a disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought; a clear and imminent peril to the public safety; discussion or consideration of records or documents excepted from the access to public records provisions of section 317(b) of this title, or any other purpose allowed by statute. Discussion or consideration of the excepted record or document shall not itself permit an extension of the Executive Session to the general subject to which the record or document pertains. The substance of matters discussed in Executive Session shall not be disclosed by any participant, nor shall minutes of Executive Sessions be maintained.

9. The agenda shall be prepared by the City Manager and shall include such items of business as the Mayor may wish to bring to the attention of the Council, and also such items as may be requested by any member of the City Council before 12:00 noon on a Friday preceding the regular Council meeting.
10. The agenda for the regular meetings shall be closed at 12:00 noon on Friday preceding the regular Council meeting and a copy of the same shall be hand-delivered to each Council member at his/her home address on such Friday.
11. Citizen's may request that items be placed on the Council's agenda by submitting written requests. In the event that the nature or timing of the item is such that it must be discussed at the next regular Council meeting, the written request must be submitted to the City Manager by 4:30 PM on the Thursday preceding the next Council meeting. With other requests, the Manager may determine the appropriate meeting date based on . criteria including, but not limited to, items already scheduled, continuity with other issues and required deadlines or time lines.
12. The agenda shall indicate the name of the official proposing the item and whether or not such official anticipates voting action on it.
13. Each agenda may contain a section entitled Consent Agenda. Items listed on the Consent Agenda may be voted upon collectively. Examples of such Consent Agenda items are the minutes, vendors' licenses, routine approvals and other non-controversial matters. If desired, the request of a single Council Member will be sufficient cause to remove an item from the Consent Agenda and vote on it separately.
14. Items on the agenda not indicated for vote are not to be brought on for vote without the consent of two-thirds of the Council Members present at the meeting. Matters not on the agenda of a regular meeting may be brought on for discussion and vote by the unanimous consent of all Council Members present.
15. Special and emergency meetings may be called by the Mayor. The Mayor, or, in case of his/her failure, the City Clerk, shall call special or emergency meetings on the request of three (3) members of the City Council.
16. Notice of special meetings, including a statement of the business proposed to be transacted, shall be given to each member of the City Council at least twenty-four (24) hours in advance of the time of the meeting. Notice of special meetings need not be in writing, but in event of failure of actual notice, written notice mailed or delivered to the home of the Council Members not otherwise contacted and posted at least twenty-four (24) hours in advance of the meeting shall be sufficient.

CITY COUNCIL RULES OF PROCEDURE

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17. Special emergency meetings may be held without formal notice, providing not less than five (5) members of the Council voluntarily agree to assemble for that purpose, but such meeting shall be held only after all reasonable means have been used to notify any Council Member not present, with reasonable opportunity given to such Council Member to attend, and the minutes of such meeting shall state the means used to notify or attempt to notify such absent members that the meeting was to be held.
18. Application for Council permits shall be considered as agenda items.
19. The rules of procedure to be followed by the City Council shall be Robert's Rules of Order, most recent revision, when otherwise not specified in the Rules of Procedure and City Charter.
20. Nothing in these Rules of Procedure shall conflict or alter the Rules and Procedures granted by the Montpelier City Charter and/or State Law.
21. A parliamentarian shall be elected at the same time as the President and Vice President of the City Council.

**Minutes of the Montpelier City Council Special Meeting
February 19, 2014
Montpelier City Hall Council Chambers**

In attendance: Mayor John Hollar (presiding), City Councilors Thierry Guerlain, Jessica Edgerly Walsh, Alan Weiss, Tom Golonka, Andy Hooper, Anne Watson and City Manager Bill Fraser. City Clerk John Odum acted as Secretary of the meeting.

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

- 14-056. Mayor Hollar took a moment to present outgoing Councilor Weiss the key to the city and a framed proclamation honoring his years of service.
- 14-057. Councilor Weiss moved approval of the consent agenda, and was seconded by Councilor Hooper. The motion carried unanimously at 6:33 PM.
- 14-058. The Mayor opened the second official public hearing for proposed city charter amendments at 6:45PM. The City Manager introduced the hearing.

Charter Committee Chair Nancy Sherman rose to express her dissatisfaction with additional changes made to the city charter package by the council beyond what the committee had recommended. In response to questioning by the mayor, she indicated it was the specific addition relating to parklets that drew her objection. The mayor took a moment to explain the circumstances that, in the council's view, necessitated the addition.

Page Guertin rose to question the change in the language of the dog licensing component to the city charter.

Steve Frey rose in support of the parklet component of the proposed city charter change.

The mayor closed the public hearing on the city charter proposal and opened the public hearing on the public safety authority charter at 6:43. The City Manager again introduced the proposal. The mayor closed the public hearing at 6:45 PM.

- 14-059. Ward Joyce addressed the council on the public parklet proposal he was developing in collaboration with Vermont Technical College students, offering details through a power point presentation. He asked for support for the proposal, including a request that the proposed parklet fees be waived, given the proposal's non-commercial nature.

Councilor Weiss expressed concerns about the proposed timeframe, given the charter change needed.

Councilor Edgerly Walsh asked about the construction, seasonal teardown, and storage of the proposed unit.

Councilor Golonka expressed concerns about the maintenance of a public parklet over the long term.

Phayvanh Luekhamhan of Montpelier Alive rose to respond to Councilor Edgerly Walsh's questions about the process implications of a public versus a private parklet.

While speaking positively of the idea, Councilor Guerlain expressed concerns about the full implications of approving public parklets. Mr. Joyce, Councilor Edgerly Walsh, and Mr. Frey responded to the concerns.

Councilor Watson asked about potential metrics of success or failure for what she considered a "pilot" public parklet.

Michael Sherman distributed a list of ten questions to the committee regarding city policy regarding parklets in general. The mayor suggested Mr. Sherman check in with Montpelier Alive personnel, as most of the questions he presented were answered in the original, council-approved parklet proposal. Ms. Luekhamhan added that the proposal was available online.

Councilor Weiss noted that a Rialto Bridge public parklet would likely be used primarily by the teenagers who congregate in that area already.

Councilor Golonka asked about the potential impact of the Rialto Bridge maintenance and repair schedule.

Councilor Guerlain responded to Councilor Weiss's concerns, speaking positively of the potential use of the proposed parklet by teenagers. He also noted that the parklet project was essentially a trial balloon, and that the whole initiative could be discontinued if it didn't work well.

Mr. Sherman countered Councilor Guerlain by suggesting that there were already adequate public spaces for young people – particularly the City Hall plaza.

Councilor Hooper asked Mr. Joyce about the other proposed designs not included in the power point presentation.

Councilor Edgerly Walsh moved that, should the city be allowed legally to build parklets, that the city forego the permit and application fees for the public parklet as proposed, and was seconded by Councilor Golonka, with a friendly amendment that moving forward be contingent on passage of the proposal through the Montpelier Alive process (amendment was accepted).

Councilor Guerlain asked about ownership of the proposed public parklet, and the city's related costs. He also asked about the review process (Ms. Luekhamhan responded, explaining the unique design review process going through Montpelier Alive and city departments).

The motion carried 5-1 at 7:25, with Councilor Weiss voting nay.

14-060. City Manager Fraser presented an update on the District Heat Project. Assistant City Manager Jessie Baker addressed to the council to offer details on the remaining work, in response to a question from Councilor Hooper.

Councilor Golonka asked about potential increases on the customer rates that could result from the state's cost overruns.

Councilor Guerlain asked about the paving schedule.

Bill Neuberger, project engineer, joined Ms. Baker to respond to Councilor Edgerly Walsh's questions about the state testing schedule.

Councilor Hooper asked paying for the \$18,000 cost overrun.

14-061. Councilor Guerlain reported that an ad hoc citizens committee had been meeting discussing the prospect of a Local Development Corporation (LDC) as an alternative to having economic development be a city function. He reviewed their topics of discussion and asked for the council's blessing to continue discussions (as opposed to a formal vote of support). Councilor Watson expressed some concern about possible duplication of efforts. Councilor Guerlain also reported on the recent spelling bee.

Councilor Weiss thanked the body for his last six years on the council, and for the gifts.

Councilor Golonka expressed support for the public service charter, and offered his thanks to Councilor Weiss for his service.

Councilor Edgerly Walsh thanked Councilor Weiss for his service.

14-062. The Mayor added his thanks to Councilor Weiss. He also praised the Vermont League of Cities and Towns recent event.

Page Guertin asked the City Manager about regulations regarding political signage.

The Mayor reported that the proposals for the Carr Lot development had been received. He noted the March 5 meeting of the Design Review Committee

14-063. The City Clerk thanked Councilor Weiss for his service and noted that his office would be open from 10:00AM until 1:30PM on Saturday, March 1st for the purpose of early voting. He indicated he would try to make coffee available.

14-064. City Manager Fraser also thanked Councilor Weiss for his service before reporting on snow removal efforts and notices, the Carr Lot process (noting the related upcoming public meeting), and the Annual Report.

Councilor Edgerly Walsh moved that the council enter executive session to discuss the Walker Motors lawsuit and include the City Manager and Assistant City Manager. Councilor Watson seconded and the motion carried unanimously at 8:02.

At 8:13, Councilor Hooper moved the Council return to open session, Councilor Guerlain seconded. The motion carried unanimously.

Councilor Edgerly Welsh moved the Council accept the proposed settlement in the Walker Motors case and approve payment of \$25,000 toward the settlement. Councilor Weiss seconded. The motion carried by a vote of 6-0.

At 8:14, Councilor Hooper moved the Council enter into executive session without the City Manager and Assistant City Manager to discuss the City Manager's review. Councilor Guerlain seconded and the motion carried unanimously.

At 9:05, Councilor Weiss moved the Council return to open session, and was seconded by Councilor Edgerly Walsh.

At 9:06 Councilor Weiss moved that the meeting be adjourned, and was seconded by Councilor Golonka. The motion carried unanimously.

CITY COUNCIL OVERVIEW

March 2014

William Fraser, City Manager

The City Charter is the document which defines the local government authority and operations. The current version was most recently amended in 2012 and a large series of amendments were just approved this March. The charter and any amendments are adopted by Montpelier voters then approved by the legislature. Issues not specifically addressed by the charter are governed by the general laws of the state concerning municipalities. These are found in Title 24 and other places in Vermont statutes. The Powers and Duties of the Mayor and City Council are enumerated specifically in Titles III and IV of the City Charter.

Powers & Duties:

Council Voting: All of the Council's authority flows from actions of the group as an entity and not from unilateral actions of individual members. A minimum of four council members present is required to have a quorum to conduct business. Any action requires an affirmative vote of four city councilors regardless of attendance at a meeting. By tradition but not requirement, the Mayor only votes to break a tie or create a fourth vote. The charter also provides veto authority to the Mayor with five votes required to override a veto.

Appointments: The City Council directly appoints the City Manager, City Treasurer, Auditors, City Attorneys, Regional Planning Commission representative, Regional Planning Transportation Advisory Committee representative, Solid Waste District Representative, Public Library Trustee, Housing Authority Board members, Planning Commissioners, Development Review Board, Design Review Committee, Tree Board, Conservation Commission and other ad hoc committees. The Council generally advertises for applicants to fill vacancies in any of the above committee assignments. Applicants are offered the opportunity to speak to the council about their application and respond to questions from the Council.

Ordinances: The Council adopts and amends municipal ordinances after two public readings which are really public hearings. Zoning ordinances and zoning amendments must be considered by the Planning Commission prior to Council action. There are also specific warning requirements for zoning amendments. The Council often holds a concept discussion on a potential ordinance before directing that specific wording be drafted for consideration. State law provides citizens the opportunity to disapprove ordinances adopted by the Council. This can be done through a petition and special election process although it rarely happens in practice.

Policies: The City Council is the policy making body of the city government. As with ordinances, general discussion sometimes precedes a formal policy draft. Proposed policies may be initiated by the City Manager or staff based on perceived need. Policy can also be established through Council decisions on various issues or through initiative of a Council Member.

Budget: The City Council approves an annual budget which is then presented to the voters for consideration on Town Meeting Day. The process by which that budget is developed requires additional time spent by Council Members. In September/October the City Manager provides

Council Members with a questionnaire about various aspects of city operations and finances. Council members complete the survey which includes an opportunity for general comments. In some years, the Council has developed specific finance and budget policy from the surveys, in other years the surveys have been used as broad guidelines.

Based on a Council approved schedule and process, the City Manager and Finance Director compile the budget, review departmental requests and make an assessment of community needs. The City Manager presents the Council with a recommended budget in early December. The Council conducts public budget workshops with Department Heads to discuss operations, budget requests and specific issues. These workshops are held in December. During or immediately after these workshops, the Council may make changes to the Managers recommended budget. The Council then conducts televised public budget hearings in January which may include the ability for citizens to participate by telephone. Throughout the process, city staff provides budget information to the public through press releases, an article in the Montpelier Bridge, website and other opportunities. After the public hearings, the Council adopts the budget and places it on the annual City Meeting Warning for voter consideration. The annual report details the proposed budget for the public.

City Council Operations:

Meeting Schedule: Regular Council Meetings are normally held on the second and fourth Wednesdays of each month. There are occasional special meetings held outside of this time frame such as the budget and goals workshops and others as necessary. The schedule is sometimes switched to accommodate vacations, anticipated absences, etc. When feasible, one meeting during the summer is cancelled.

Meeting Agenda: The City Manager and Mayor prepare the agenda for Council meetings. The agenda and packet of supporting information is usually prepared by the Friday preceding a Wednesday meeting. Any council member can place an item on an agenda by request. Such requests are most helpful when they are as specific as possible and received by the Manager's office by the Thursday preceding a meeting. The weekly packet will contain a tentative schedule of upcoming agenda items so that Council members can anticipate certain discussions. One method of introducing items for the agenda is to raise the issue during a member's Council report. This provides others an opportunity to react, allows the Manager to schedule the item as appropriate and gives staff time to prepare back up information for the Council. Citizens may request agenda items as well.

Consent Agenda: Virtually all Council meetings contain a consent agenda item. This item is used to handle routine or administrative matters in one vote. Typical consent agenda items are meeting minutes, license approvals, bid awards, authorization for contract signatures, etc. Any item can be pulled off of the consent agenda for full discussion at the request of any individual council member. The consent agenda is intended to be used for convenience and time savings, not to sidestep discussion or deliberation.

Council Reports: Each council meeting contains a Council Reports agenda item. At this time, each council member is provided the opportunity to speak on any topic they feel is relevant. This

time has been used to request agenda items, relay communications from citizens, present initiatives or state concerns/positions on issues. It is also often used to offer congratulations, thanks or acknowledgments.

Citizen Comments: Each council meeting begins with General Business and Appearances. This provides an opportunity for anybody to raise an issue or make a comment about something not on that night's agenda. In addition, citizens are generally offered an opportunity to participate in deliberation of agenda items - especially during public hearings. City staff makes an effort to contact citizens known to be interested in or directly impacted by particular agenda items, council members are urged to do the same with their constituents.

Weekly Packet: The City Manager's office prepares and distributes a weekly packet of information for Council Members. This information is uploaded for digital distribution to council members' iPads or computers. The packet includes meeting agendas and supporting information for agenda items. The packet information is also posted on the city's website on Friday afternoons or Monday mornings.

The packet includes a weekly memo from the Manager and Department Heads updating the council on various activities. Please read this memo as soon as you can as it often contains time sensitive information - for example the Manager may inform the council of an action that will be taken on a certain date unless objections are received earlier. The packet also contains copies of correspondence and other matters of interest to the council. Council members may provide material to the Manager's office that they'd like included in the packet. All material in the Council packet is considered public information unless clearly marked otherwise with proper statutory citation. Items that are confidential are typically restricted to active litigation, contract negotiations or personnel issues consistent with the public records law.

Public Hearings: Public Hearings are required for a variety of issues including some ordinances, grant applications, bond issues, budgets and warning articles. Public Hearings are different from regular agenda items in that they are specifically designed to elicit public comment and are warned as such on the meeting agenda. During a public hearing, the Mayor usually calls for an explanation of the issue being considered then will officially open the hearing. Council Members should refrain from deliberation during the public hearing since that is the time for input from the general public. If an unusually large crowd wishes to speak, the Mayor may ask for people to sign up and may impose time limits on speakers. Council members may add comments and take action after the Mayor closes the hearing.

Goals and Priorities: Both Council and Staff have found that issues move forward more efficiently when the Council as a whole establishes some clear goals, objectives and priorities for the City. The work plan for the year as well as the pacing of council agenda items is then geared toward accomplishing these priorities. The Council has typically identified five to ten major policy goals with specific activities/objectives designated for each goal. Once developed, these goals are formally adopted at a regular council meeting. The Manager provides the council with progress reports on the goals.

Legislative Priorities: As issues arise during the session, the council may be asked to take positions. The council may wish to revisit how and when/if they want to take positions on legislative issues.

Lobbying: In an effort to maintain consistency in the city's voice or position, legislative advocacy efforts are coordinated through the City Manager's office. The current Mayor, for his own work reasons, maintains a regular presence at the State House during the legislative session. Therefore he often functions as the city's de facto chief legislative liaison. The City Manager also visits the State House occasionally and generally testifies on behalf of the city on significant issues or priorities. The Mayor and/or Council Members are occasionally called in for major items. In addition to the city's direct efforts, the Vermont League of Cities and Towns (VLCT) represents the interests of municipal governments. The city works closely with the League to coordinate efforts and tracking of issues. VLCT adopts a municipal policy which directs its advocacy work. At the present time, the City Manager is a member of the VLCT Board of Directors.

Communications with public: Council members will receive communications from residents in the form of phone calls, letters, e-mail and sidewalk conferences as well as citizen participation at council meetings. If the communication involves a direct complaint about city services, Council members should relay the information to the City Manager's office as soon as reasonably possible. Staff will address the concern, contact the citizen directly (or work through the council member whichever is preferable) and either develop a path for resolution or an explanation of the city's actions/decision/policy etc.

Letters or comments dealing with broader city policy should be shared with other council members. This can be done through the council packet and/or council reports. It is still advisable to contact the City Manager's office immediately so that the Council member can obtain as much information for response as possible. It is good general policy to copy all council members and the City Manager on e-mail correspondence concerning city business.

Communications with city staff: The city operates in a Council-Manager form of government. In the strictest sense of the form, the council should communicate with city staff solely through the City Manager (Title X, section 9 of the charter). In reality, Council members occasionally contact department heads directly for the purposes of obtaining information or sharing information. Council Members should be aware that Department Heads are expected to inform the City Manager of the content of all such contacts. Council Members are urged to begin their inquiries with the Manager who may refer them to the appropriate staff member. This maintains open lines of communication. Council members should exercise restraint and discretion with regard to official contact with all other city employees (excluding the Manager's office staff) unless absolutely necessary and should inform the Manager if and when such contact occurs. Whenever possible, inquiries from individual Council members will be followed up with a written summary so that all Council members receive the same information. Council members should be clear that electronic mail communications between municipal officials, particularly between fellow members of elected bodies, are considered public information and should be treated as such. The city provides an e-mail address for council members so that all city related communications can be maintained on the city's server.

Communications with the press: Statements to the press on behalf of the official city government are generally made by either the Mayor or the City Manager or a specifically authorized representative of the city on a particular matter. Such statements are intended to communicate the policy or philosophy of the council as a whole and not necessarily nuances that each individual member may be concerned with. Council members may speak individually, of course, but need to be clear whether they are expressing their personal opinion or speaking as an authorized representative of the entire council.

In addition to responding to regular questions from the press as matters arise, City staff occasionally issues press releases about council actions or city government activities. The Manager and Mayor also write a regular article for the *Montpelier Bridge* newspaper and the city maintains a web site (www.montpelier-vt.org) and Facebook (City of Montpelier, VT) and Twitter (@vtmontpelier) accounts to provide public information.

Legal Issues: In matters involving legal issues - especially active litigation, the council usually adopts a motion referring all press or public inquiries to the City Manager and/or City Attorney. This maintains a consistent line of communication and reduces the opportunities for statements which may disrupt or confuse resolution of the matter.

City Attorneys: The City uses three main law firms. Primmer Piper in Montpelier, is the city's general law firm. Paul Giuliani handles matters of general municipal law as well as contracts, collections, ordinance enforcement, etc. Steven Stitzel and Robert Fletcher, of Stitzel, Page & Fletcher in Burlington, handle land use cases and specialized matters. That means they, or another member of the firm (usually Joe McLean), handles zoning appeals and advice, permit issues, Act 250 issues and other cases as requested. John Klesch has been handling insurance and public records cases. Scott Cameron, Bernie Lambek and Steve Cusick, of Zalinger, Cameron & Lambek in Montpelier, handle labor issues such as collective bargaining questions, arbitrations, and compliance with employment related laws. In addition, the city is occasionally covered by our liability insurance carrier when general liability suits are brought against the city. The carrier will hire an attorney for the city who works in conjunction with the City Attorneys office. Additionally, the City may retain other attorneys for specialized work or when a conflict of interest occurs with one or more of our regular firms.

Legal Case Management: If the city is sued or if a local board decision is appealed to court, the council will receive immediate e-mail notice and a copy of the suit. If the case involves unusual issues or will require an extraordinary expenditure of funds, the case attorney will meet with the City Council in executive session to review the facts, options and strategies. The Council generally provides broad guidance to the attorney and delegates case management to the attorney and City Manager. The matter is brought back to the council as updates are necessary or key decisions are required.

If the city is about to commence a legal action such as a law suit or major enforcement action, the Council must be directly involved in the decision. The council also directly makes decisions about appeals of Superior Court decisions to the Supreme Court.

Open Meeting Law: As a public body, the City Council is subject to the provisions of the open meeting law. Over the last few years, the Council has attempted to utilize executive sessions as infrequently as possible. The Council has adopted a formal statement regarding open meetings as guidance for city committees. It is particularly important to avoid deliberation and decision making on substantive matters either electronically or in non- public meetings. (i.e. four or council members standing on a sidewalk or at a social event or even in the council chambers after a meeting has formally adjourned). Council meetings are televised on local cable TV, streamed live on the web with the video archived on the web so that they can be viewed after the fact.

Public Records: Similarly, the City is subject to the state's open records law. Generally all city documents or records are considered open to the public. The law contains some specific exemptions. There is evolving law developing on electronic records and communications. As stated earlier, any e-mail you send or receive in your capacity as a City Council Member may be considered a public record and could be released to a member of the public or press. Please keep that in mind when communicating by e-mail.

Rules of Procedure: The Council adopts Rules of Procedure for itself for the ensuing year. This generally occurs at the first meeting after March elections.

Vermont League of Cities & Towns: The city is a member of VLCT. The League is an association of all municipal governments in Vermont. Their mission is to strengthen and serve Vermont local government. They are the lobbying voice of municipalities and also provide many direct services, products and training. The city purchases property and casualty liability insurance, worker's compensation insurance and unemployment insurance through VLCT insurance trusts, for example.

City Manager:

Montpelier operates under the Council-Manager form of city government. Under this system, the City Council is the legislative body with responsibility for adopting policy (including financial policy) for the city, making certain board/commission appointments and enacting ordinances and regulations. The City Manager is appointed by the City Council to implement council policies, appoint/remove city staff, enforce local ordinances and regulations and run the local government. Title X of the City Charter details the duties and authority of the City Manager. In practical terms, the relationship between Council and Manager is similar to that of School Board-Superintendent or a Board of Directors and an Executive Director.

In this system, all city employees (except the City Clerk) report directly or indirectly to the City Manager and the Manager has administrative authority over all departments. This includes appointment and removal authority. The Manager is the link between the elected representatives of the community (the Council) and the administrative and service delivery end of government (the departments/employees).

Interaction with City Council: The Manager has very frequent interaction with the Council at meetings, in writing, by e-mail and by telephone. The Manager provides reports, updates and

action recommendations to the council. As mentioned earlier, Council actions are a product of the group as a whole. As such, priority is placed on those issues which have been endorsed, supported, approved or directed by the group. Requests from individual council members are handled as appropriate and may be referred to the whole council for consideration. Constituent complaints, however, will be responded to directly unless they involve policy decisions. The Manager's office also receives many direct citizen comments and is handling any number of internal operational issues at a given time.

Annual Performance Review; The City Council conducts an annual performance review of the City Manager in January and February (prior to elections and potential changes on the Council). Each Council member receives a written evaluation form which they complete and return. A compilation of all responses is made and distributed to the Council for review. The Council and Manager then meet in a special workshop executive session to discuss the written comments, the manager's performance and the performance of all city operations. This has proven to be a very productive and constructive process for both the Manager and the Council.

Employment Agreement; The City Manager has a written employment agreement with the City Council. The agreement is usually reviewed in conjunction with the Managers annual review.

Municipal Operations; The City government is responsible for the following operations.

Elections/Licenses/Revenues/Land Records - *City Clerk John Odum 223-9500*
jodum@montpelier-vt.org

Fire/Ambulance/ Emergency Management/Health- *Fire Chief Robert Gowans 229-4913*
rgowans@montpelier-vt.org

Police/Parking/Dispatch - *Police Chief Anthony Facos 223-3445* afacos@montpelier-vt.org

Public Works incl. Streets, Water, Sewer, Equipment - *Public Works Director Todd Law 223-9508* tlaw@montpelier-vt.org

Planning/Development/Zoning/Housing/Building Inspection - *Planning Director vacant 223-9506*

Finance/Risk Management/Information Systems/Human Resources/Treasury - *Finance Director Sandy Gallup 223-9510* sgallup@montpelier-vt.org

Property Assessment - *Assessor Stephen Twombly 223-9504* stwombly@montpelier-vt.org

Parks & Parks Commission – *Elected Parks Commission, Parks Director Geoff Beyer 223-7335*
gbeyer@montpelier-vt.org

Green Mount Cemetery – *Elected Independent Cemetery Commission, Cemetery Superintendent Patrick Healy 223-5352* gcemetery@montpelier-vt.org

The City Clerk is elected directly by public, the City Treasurer is appointed by the City Council, all others are appointed by City Manager except Cemetery Superintendent who is appointed by the Cemetery Commission. Presently the Treasurer is Charlotte Hoyt who works part time in the Finance Department.

City Managers Office

City Hall - 39 Main Street
Montpelier, Vermont 05602
802-223-9502 Phone
802-223-9519 Fax
wfraser@montpelier-vt.org

City Managers Residence

93 Towne Hill Road
Montpelier, Vermont 05602
802-223-5936 Phone
802-522-5846 Cell Phone

The Assistant City Manager is Jessie Baker. jbaker@montpelier-vt.org 802-262-6250

The City Manager's Executive Assistant is Sandy Pitonyak spitonyak@montpelier-vt.org

The other Staff Assistant in the Manager's office (Assessor's Assistant) is Jane Aldrighetti
jaldrigh@montpelier-vt.org

City Hall Official Hours of operation are 8:00 AM to 4:30 PM Monday through Friday. Closed on Holidays.

137 Barre Street
Montpelier, Vermont 05602
(802) 229-9383 / fax: 229-1318
(800) 730-9475
www.cvswwmd.org



*Leading Member
Communities to
Reduce Waste*

CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT

Montpelier City Clerk
39 Main St.
Montpelier, Vermont 05602

February 18, 2014

Hello,

It is time once again to appoint or reappoint a member from your community to the Central Vermont Solid Waste Management District's Board of Supervisors.

There is a lot going on in the solid waste world with the passing of Act 148 -- the State of Vermont's Universal Recycling Law. Recyclables, food waste, and leaf and yard waste will soon be banned from landfills. We are excited to have Montpelier at the table with us, especially as we navigate this important work.

I have enclosed an appointment form and the attendance list since our last annual meeting in April of 2013. Please return the signed form to our offices by March 21st. Our annual organization meeting will be held on April 2, 2014.

Your current supervisor is Mia Moore. Your alternate is Andy Hooper.

Please know that I am always available to speak to residents who are interested in our continued work.

Thank you,

Barb Baird
Office Manager
Central Vermont Solid Waste Management District
administration@cvswwmd.org
802-229-9383 ext. 100

ETHICS POLICY

City of Montpelier Vermont

Adopted by City Council on February 10, 1999

Passed after two public hearings on April 21, 1999

Re-affirmed by new Council on March 8, 2000

Whereas the residents of Montpelier deserve the finest municipal government possible and;

Whereas the Montpelier City Council desires to maintain the public trust by conducting all municipal operations in the most ethical and fair manner possible and;

Whereas the Montpelier City Council appoints many various boards, commissions and committees as well as the City Manager, and;

Whereas the Montpelier City Council recognizes that conflicts of interest will occasionally arise in the course of the conduct of municipal affairs, and;

Whereas the Montpelier City Council desires to provide ethical guidelines and standards for all branches of city government;

Now be it resolved that the Mayor and City Council of the City of Montpelier, Vermont for the purpose of promoting public accountability and trust hereby adopt the following policy concerning ethical conduct and conflicts of interest for itself and for all subordinate boards, commissions, agencies, committees and employees:

I - Recusal from Official Action

- A. A public officer shall not take any official action if he or she has a conflict of interest in a matter that could result in the officer receiving direct or indirect financial benefit.
- B. In matters involving a conflict of interest other than those previously set forth above, a public officer shall not take any official action on any matter in which he or she has a conflict or interest. A public officer shall not take any action on any matter in which he or she has an appearance of a conflict of interest unless in his or her own estimation, he or she is able to do so fairly, objectively and in the public interest in spite of the appearance of conflict of interest.
- C. It is recognized that Montpelier may have a large number of Vermont State Employees as members of local public agencies. These individuals may generally participate in matters involving state government but should consider recusal or disclosure when matters involve their specific work responsibilities or employment unit.
- D. Public officers shall not offer their individual professional services to applicants after an application is filed.

II - Disclosure

- A. A public officer who has reason to believe that he or she has a conflict of interest shall recuse themselves. A public officer who has reason to believe they have an appearance of a conflict of interest but believes he or she is able to act fairly, objectively and in the public interest in spite of the appearance of conflict of interest shall, prior to taking any official action on the matter involving the conflict, disclose to other board members during an official public meeting of the board the nature of the potential appearance of conflict of interest, the action required by the board and the reason why the official believes he or she is able to take such action fairly, objectively and in the public interest in spite of the potential appearance of conflict.
- B. In the event a public officer personally (or through any member of the household, business associate, employer or employee) represents, appears for or negotiates in a private capacity on behalf of any person or organization in any cause, proceeding, application or other matter pending before the public body in which the officer holds office, the public officer shall disclose his/her relationship to that public body. In such cases, the officer shall not sit with the remaining members of the public body nor be included in any deliberations other than to the extent that all applicants/members of the public are included.
- C. If a public officer does not voluntarily withdraw from official action on any matter in which that public officer has or may have a conflict of interest, another member of the same public body or any interested party to the matter being heard may request that the public body consider the issue of whether that member should recuse him/herself because of conflict of interest. Upon such request the members of the public body, excluding the member with the potential conflict, shall act on the following motion.≡Should _____ recuse him/herself because of a conflict of interest or an appearance of a conflict of interest?≡ If a majority of those voting vote in favor of the motion and if the member with the potential conflict does not recuse him/herself, the chair of the public body shall refer the action of the public body to the City Council.
- D. Violations of this ethics regulation may be grounds for removal from public office, except if such removal is prohibited by law.

III - Emergency

- A. The provisions of Section I shall not apply if the City Council has voted that an emergency exists and that actions of the public body or agency otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Section II - A.

IV - Definitions

- A. **AConflict of Interest**≡ means a personal or pecuniary interest of a public officer or his or her relative (as defined in 12 VSA 61 (a) and 24 VSA 1203), member of the household, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the public body in which he or she holds office or is employed. AConflict of Interest≡ does not arise in the case of votes or decisions on matters in which the public officer has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision (such as adopting a bylaw or setting a tax rate) who are residents of Montpelier.
- B. **AEmergency**≡ means an imminent threat or peril to the public health, safety or welfare.
- C. **APublic body**≡ means the City Council of the City of Montpelier as defined in the City Charter and all other boards, councils, commissions or committees under the administrative control of the City Council.
- D. **APublic Officer**≡ means a member of the City Council and/or members of all other boards, councils, commissions or committees under the administrative control of the City Council elected or appointed to perform executive, administrative, legislative or quasi-judicial functions as a member of or for a public body.
- E. **AOfficial Action**≡ means engaging in a vote, entering into a contract, authorizing the issuance of a permit, deliberating in connection with or rendering a written or recorded decision, conducting a criminal or disciplinary investigation, or taking any formal action in a quasi-judicial capacity in the course of a public officer=s performance of the duties and responsibilities of his or her office.

Memorandum

To: Montpelier City Council, Mayor John Hollar and Bill Fraser

From: Rick DeAngelis, Town Service Officer

Date: March 5, 2014

Re: Report on homelessness

This memo is in anticipation of my presentation to you on homelessness in Montpelier and Central Vermont. Homelessness in our area and in all of Vermont is a distressing problem that appears to be worsening. I think it's important for you to be kept aware of how this problem is impacting the community and what's being done to help.

The Town Service Officer is an appointed volunteer position that I have filled since 2008. My responsibility is to help individuals in need of emergency services such as housing, food or transportation. The position has evolved in recent years so that authorization of emergency services takes place entirely through the Vermont Agency of Human Services and its contracted providers. Therefore, I direct most of my energies helping to coordinate area services and to advocate for those who are homeless in the area. Toward that end, I serve as the Chairperson of the Washington County Continuum of Care for Homelessness Services.

In my presentation, I hope to address the questions listed below and others you may have:

How many people are homeless in Central Vermont and in Montpelier?

What are the causes of homelessness?

What services are most essential to addressing the needs?

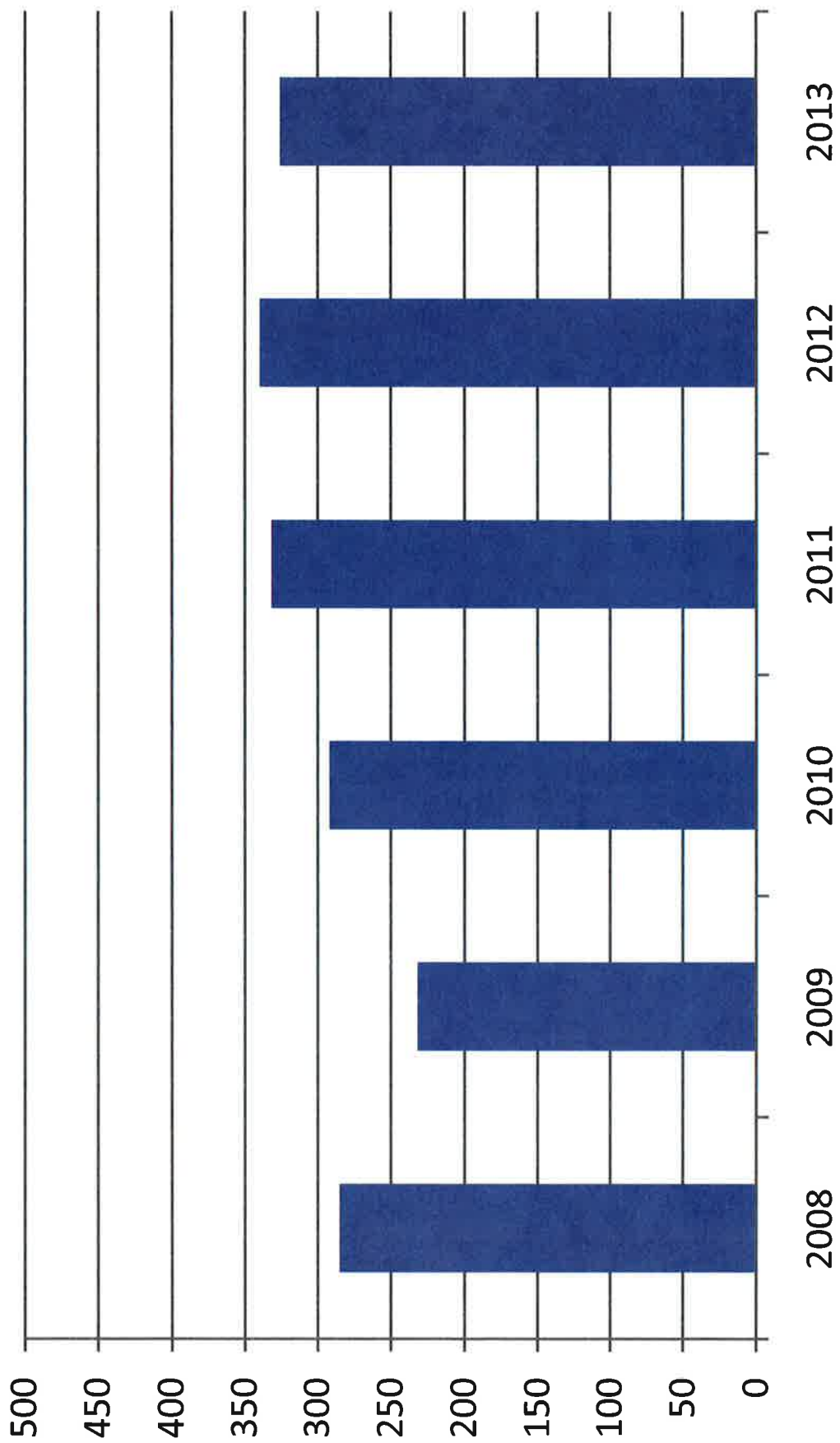
What can the City or its citizens do to help?

For your consideration I'm enclosing several charts and documents that I'll refer to in my presentation and which serve as background on the problem. They are:

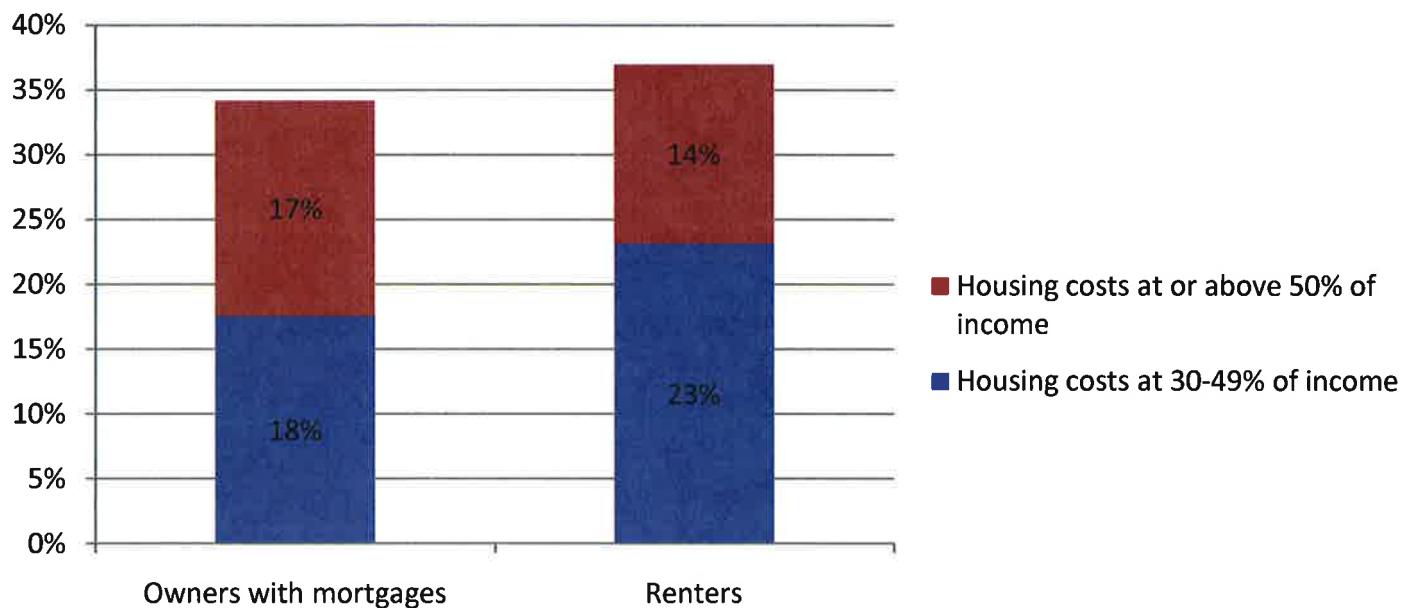
- Number of persons utilizing emergency shelter in Central Vermont;
- Affordable housing indicators for Montpelier;
- Washington County Survivors Guide.

Thanks. I'm looking forward to meeting with you.

Persons Utilizing Emergency Shelters in Central Vermont



Over a third of all mortgaged owners and renters are "cost-burdened" by their housing



Source: Estimates from U.S. Census Bureau, American Community Survey 2007-2011.

Central Vermont Survivor's Guide

Food Shelves & Kitchens

BARRE

Barre Baptist Fellowship Kitchen	476-5676
Central VT Community Action Council	479-1053
Hedding United Methodist Church	476-8156
Salvation Army Friendly Kitchen	476-5301
St. Monica's Church Food Shelf	479-3253
VT Food Bank	476-3341

MONTPELIER

Montpelier Food Pantry	229-9158
Christ Church Food Shelf	223-3631
Montpelier Senior Meals	229-9232

Soup Kitchens & Community Meals

BARRE

Mon, Wed, Fri: 12:00 - 1:00 PM

Salvation Army Friendly Kitchen, 25 Keith Avenue

Lunch & Breakfast: Tues & Thurs: 7:00 AM - 1:00 PM

Breakfast: Mon, Wed, Fri: 7:00 - 10:00 AM

Open Door Fellowship, Barre Baptist, 84 Summer Street

Fridays: 5:30 - 6:30 PM

Hedding United Methodist Church, 40 Washington Street

Saturdays: 7:30 - 9:00 AM

Barre Congregational Church, 35 Church Street

Third Sunday each month: 7:30 - 9:30 AM

First Presbyterian Church, 78 Summer St.

MARSHFIELD

Wednesdays: 6:00 - 7:00 PM

Marshfield Comm. Supper, Old School House Common

MONTPELIER

Mondays: 11:00 AM - 1:00 PM

Stone Soup, Unitarian Church, 130 Main Street

Tuesdays: 11:30 AM - 1:00 PM

Bethany Bowl, Bethany Church, 115 Main Street

Wednesdays: 11:30 AM - 1:00 PM

Full Ladle, Christ Episcopal Church, 64 State Street

Thursdays: 11:30 AM - 1:00 PM

And the second Saturday of the month

Comm. Meal, Trinity United Methodist Church, 137 Main

Fridays: 11:30 AM - 1:00 PM

St. Augustine Church, 16 Barre Street

Fridays: 5:00 PM Community Dinner

Another Way Drop-In Center, 125 Barre Street

Last Saturday of the month: 5:00 - 6:30 PM

Community Supper: Christ Episcopal Church, 64 State Street

Last Sunday of the month: 4:30 - 5:30 PM

Community Meal, Bethany Church, 115 Main Street

VERSHIRE

Third Thurs: 5:30 - 6:30 PM Soup Night

First Wed: 12:00 - 1:00 PM Senior Lunch

Orr House, Route 113

WORCESTER

Wednesdays: 12:00 - 1:00 PM

Worcester Comm. Kitchen, Town Hall, Route 12 in Village

Medical Help & Services

Central VT Medical Center	371-4100
The Health Center, Plainfield	454-8336
People's Health & Wellness Clinic	479-1229

Planned Parenthood

476-6696

Mental Health Services

Central VT Medical Center	371-4100
Nat'l Alliance on Mentally Illness - VT	244-1396
NAMI-VT	1-800-639-6480
VT Assoc of Mntl Hlth & Addiction Recovery	223-6263
Washington County Mental Health	229-0591

Transportation Services

Green Mountain Transit Agency (GMTA)	223-7287
	1-866-864-0211
A to B Taxi-Barre	479-1717
C&L Taxi-Warren	496-4056
K.C. Taxi-Berlin	476-0882
Payless Taxi-Barre	476-4097
Twin City Taxi-Montpelier	522-0181

Community Housing/Shelter

Alyssum (specialized respite)	767-6000
CIRCLE (Battered Women's Services)	1-877-543-9498
Good Samaritan Haven	479-2294
Home Share Now	479-8549
Rental Opportunity Center	479-2294
(Good Samaritan Haven)	
Tuesdays from 10:00 am to 12:00 noon	
Pathways to Housing	1-888-492-8218
Safe Haven (specialized)	728-5233
Safe Passage (specialized)	479-5577
Veteran's Place	485-8874
Wash Co Youth Service Bureau (youth)	229-9151

Substance Abuse Services & Supports

Counseling and Supports

Alcoholics Anonymous	229-5100
Brattleboro Retreat - Starting Now	1-800-738-7328
Central VT Substance Abuse Services	223-4156
(also contact for individual counselors)	
Friends of Recovery - VT	229-6103
Narcotics Anonymous	862-4516
Quitting Time	223-4156
Turning Point Recovery Center	479-7373

Substance Abuse Residential/Transitional Housing

Act One/Bridge Program	488-6425
Aerie House (Women)	748-8997
Brattleboro Retreat	1-800-738-7328
Conifer Park	1-800-989-6446
Covered Bridge Therapeutic Cmty (Men)	748-6948
The Lighthouse	371-4061
Maple Leaf Farm	899-2911
	1-800-254-5659
Phoenix House Brattleboro Center	257-1147
Serenity House/Grace House	446-2640
Teen Challenge (Men)	635-7029
Valley Vista (Adult Females)	222-5201
Valley Vista (Youth)	222-5201
Willow Grove (Women)	281-7076

Warm Shelter

MONTPELIER

Thursdays: 9:00 AM - 4:00 PM

Trinity United Methodist Church, 137 Main St.

Seasonal Warming/Resource Centers

BARRE

Monday: Good Shepherd Episcopal—Mornings
Tuesday: Barre Congregational—Mornings
Wednesday: First Presbyterian—Mornings
Friday: Barre Universalist—Mornings

Other Shelter locations: 2-1-1

shelter

Meals

Sandy Pitonyak

From: Mia Moore [miascamp@gmail.com]
Sent: Tuesday, March 04, 2014 10:56 PM
To: Sandy Pitonyak
Subject: Re: Rep to CVSWMD

Hi Sandy,
I'm happy to continue being the rep for the district, thank you.

Mia

On Monday, March 3, 2014, Sandy Pitonyak <SPitonyak@montpelier-vt.org> wrote:

Are you willing to "re-up", Mia? We got the paperwork in the mail last week. The City Council will be going through the list of boards/commissions that have Council reps/liaisons next Wednesday, March 12th. This will be the first meeting with new Council Member(s).

You can just reply to this e-mail to let me know what you'd like to do. Thank you!

Sandy Pitonyak

Administrative Assistant to the City Manager

City Hall - 39 Main Street

Montpelier, VT 05602

Telephone: (802) 223-9502

FAX: (802) 223-9519

spitonyak@montpelier-vt.org

--



CITY OF MONTPELIER, VERMONT

- THE SMALLEST CAPITAL CITY IN THE UNITED STATES -

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

MEMORANDUM

To: Mayor Hollar and the City Council
From: William Fraser, City Manager
Jessie Baker, Assistant City Manager
Re: Consultant to work with the Planning Commission
Date: March 7, 2014

With the City's priority to update and rewrite the City's zoning ordinance and the current vacancy in the position of Director of Planning and Community Development, we have explored hiring a consultant to assist with these efforts. This possibility was discussed with both the City Council and the Planning Commission. With this memo we are recommending that the City enter into a contract with Brady Saxton of PlaceSense.

On January 8, 2014 the City issued a Request for Proposals to identify a land use professional to work with the Planning and Community Development Department, the Office of the City Manager, and the Planning Commission to update and modernize the City's Zoning and Subdivision Regulations. This RFP outlined the expectation that this consultant will staff Planning Commission meetings, draft ordinance language at the direction of the Planning Commission, research model language and practices to share with the Planning Commission, establish and facilitate a workplan to ensure that the rewrite is completed, communicate with the Montpelier community about the efforts and solicit input, and, once approved by the Planning Commission, work with the City Council on their review of the draft ordinance. The consultant will report directly to the Assistant City Manager, will receive support from the Planning and Community Development Office, and will be expected to attend all Planning Commission meetings. The full text of the RFP is posted here: <http://www.montpelier-vt.org/notice/928/RFP-Land-Use-Professional-for-Zoning-Rewrite.html>

The City received two responses to this RFP:

- Paul Dreher, Dreher Design and Project for Public Spaces - \$24,835
- Brandy Saxton, PlaceSense - \$25,000

A selection committee was convened of City Manager Bill Fraser, Assistant City Manager Jessie Baker, Planning Commission Chair Kim Cheney, and Planning Commission Vice-Chair Jon Anderson. The committee reviewed the proposals and conducted interviews with each respondent on February 13, 2014. Following these interviews, the references of the recommended respondent were checked.

Based on the information presented in the proposals, the interviews, and the references the committee is recommending that the City enter into an agreement Brady Saxton to provide consultation and drafting services to the Planning Commission for the purposes of modernizing and re-writing the City of Montpelier's zoning ordinance. Ms. Saxton outlined a reasonable process for working with the Planning Commission and re-writing the City's ordinance. She has specialized in working with communities in Vermont since 2005. She has assisted more than a dozen Vermont towns with drafting plans and land use regulations. She has a MPA from the Maxwell School of Citizenship and Public Affairs at Syracuse University and a Master of Landscape Architecture from the State University of New York College of Environmental Science and Forestry. She also comes with glowing recommendations from several other Vermont communities.



UNIFIED DEVELOPMENT REGULATIONS

proposal submitted to the City of Montpelier on 30 January 2014 by Brandy Saxton, AICP



4283 Main Street
Port Henry, NY 12974

p. 877.750.2823 (toll free)
p. 518.546.7470 (local)

brandy@placesense.com
www.placesense.com



Brandy Saxton, AICP

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Port Henry, NY 12974

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30 Jan 2014

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

I am pleased to submit this response to your Request for Proposals to work with the Planning Commission to revise the city's unified development regulations.

My planning practice has specialized in working with communities in Vermont since 2005. I have assisted more than a dozen Vermont towns with drafting plans and land use regulations. These municipalities have ranged from Vermont's smallest town, St. George, to one of its largest cities, South Burlington. More information on these projects is available online at www.placesense.com.

I have enclosed two representative work samples with this proposal - the St. George Land Use Regulations, which illustrate a completed project, and the in-progress draft of the Cabot Regulations, which demonstrates my work process. In addition, complete copies of many of the plans, reports and regulations I have prepared are available on my website by clicking on the "Completed Projects" link below the firm logo.

I look forward to your consideration of my response and to working with the Montpelier Planning Commission on this project. Feel free to call my office with any questions.

Thank You,

A handwritten signature in black ink, appearing to read 'Brandy Saxton', written in a cursive style.

Brandy Saxton, AICP

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www.placesense.com

QUALIFICATIONS

PLACESENSE

Profile

PlaceSense is a multi-disciplinary, woman-owned firm that specializes in community planning and design, established in 2005 by Brandy Saxton, AICP. PlaceSense works with clients around northern New England and New York to create attractive public places that encourage a sense of community, enhance natural features and promote economic vitality. In addition to preparing town plans and land use regulations, PlaceSense has been involved in the planning of village centers and downtown master plans, growth center planning, main street improvements, waterfront revitalization programs, design guidelines, and landscape and trail designs.

Ms. Saxton believes that public involvement is key to successful community planning. She has experience with a variety of public participation methods, including public opinion surveys, interactive planning workshops, interviews with key stakeholders and officials, focus group discussions, and visualization techniques. The firm's deliverable products are always visually interesting, easy-to-read and user-friendly.

As a small firm, PlaceSense can provide timely and personal service for clients at competitive rates. Ms. Saxton is working on a limited number of projects at any given time, which allows her to focus on each client's needs and work within their schedule. With low administrative and overhead costs, PlaceSense can provide quality professional services at more competitive rates than large firms.

PlaceSense works primarily with rural communities and small towns, but has experience providing consulting services for larger municipalities and private sector clients as well. As her firm's name suggests, Ms. Saxton recognizes that a sense of place is an essential component of community vitality and quality of life. She believes that the planning and design process should build upon the community's character and resources. Plans and reports produced by PlaceSense are more than boiler-plate documents; they incorporate local information and address local issues in a manner that reflects the unique character of their community.

Services

- Town/Comprehensive Planning
- Land Use Regulations and Design Guidelines
- Master Planning and Conceptual Design
- Complete Streets and Streetscape Design
- Recreation and Trail Planning
- Public Participation and Planning Workshops
- Opinion Surveys and Focus Groups
- GIS Mapping and Build-Out Analysis
- Economic and Demographic Analysis
- Cost of Community Services Analysis
- Capital Improvement Programs
- Grant Writing and Administration

BRANDY SAXTON, AICP

Profile

Ms. Saxton is a land use planner with experience in community and regional planning, preparing land use regulations and design guidelines, GIS mapping and analysis, demographic research and statistical analysis, and authoring grant applications. She excels at engaging project stakeholders and the public at large in the planning process resulting in projects with achievable objectives and feasible implementation measures. With an eye for detail, organizational abilities and inherent design sense, she maintains a high level of quality and service for clients.

Brandy is a member of the American Planning Association and its Northern New England and Upstate New York chapters, and has received professional certification through the American Institute of Certified Planners (AICP). She is an active member of the Vermont Planners' Association, staying abreast of current planning practices and innovative concepts through ongoing professional development. As a lifelong resident of northern New York, she is well aware of the issues facing rural communities and the qualities that make small towns special places to live, work and visit.

Experience

- 2005 to present. Principal, PlaceSense
- 2000 to 2005. Senior Planner, Addison County Regional Planning Commission, Middlebury, Vermont
- 1999 to 2000. Assistant, New York State Rural Development Council, Syracuse, New York
- 1998. Intern, Essex County Empire Zone, Port Henry, New York

Education

- 2000. Master of Public Administration, Maxwell School of Citizenship and Public Affairs, Syracuse University
- 2000. Master of Landscape Architecture, State University of New York College of Environmental Science and Forestry
- 1996. Bachelor of Arts in Art History and Anthropology, State University of New York Potsdam College

Skills

Land Use and Community Planning. Ms. Saxton has experience with land use planning from the regional to neighborhood level. She has prepared comprehensive/town plans for New York, New Hampshire and Vermont municipalities ranging in size from 700 to 16,000 residents. She is familiar with state planning initiatives such as New York's Waterfront Revitalization Program, Vermont's Growth Center Program and New Hampshire's Innovative Land Use Controls, which promote smart growth planning principles. Ms. Saxton, with her background in landscape architecture, is also able to prepare physical plans, and has a particular interest in downtown/village/hamlet design.

Land Use Regulations and Design Guidelines. Ms. Saxton has drafted land use regulations (zoning bylaws, subdivision ordinances, site plan review laws,

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unified development codes and design guidelines) for municipalities in New York, New Hampshire and Vermont. She is familiar with the statutory and other legal requirements in states around northern New England in addition to New York and the particular regulations within the Adirondack Park. Ms. Saxton recognizes the importance of public involvement in the drafting of regulations and strives to ensure that the resulting laws are easy to understand and administer, which is particularly important in small communities without professional staff. Ms. Saxton incorporates illustrations into many of the regulations she prepares.

Economic Analysis and Growth Projections. Ms. Saxton is familiar with various methodologies and data sources for undertaking demographic and economic analyses. She has prepared population, housing and employment growth projections at the regional and municipal level. She is also capable of projecting demand for facilities or services associated with growth such as school enrollment/space needs, water/sewer infrastructure, and commercial floor space.

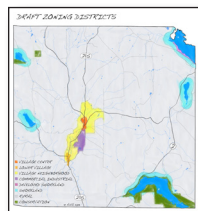
GIS Mapping and Build-Out Analysis. Ms. Saxton provides GIS services using ESRI ArcGIS software and other more generally available applications such as Google Earth/Maps. She incorporates GIS into the planning process, using tools like viewshed analyses, development suitability analyses and build-out analyses. She uses both CommunityViz and the Community Build-Out Analysis plug-ins for ArcGIS.

Grant Writing, Grant Administration and Project Management. Ms. Saxton has written grants for a variety of government programs, as well as private foundations. She has served as grant administrator and/or project manager for a number of projects and is familiar with the reporting requirements typical of grant-funded projects.

WORK SAMPLES AND REFERENCES

Selected Projects

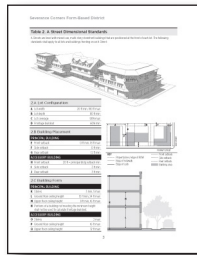
More information about these projects and complete final plans are available on the PlaceSense website, www.PlaceSense.com.



Cabot Unified Development Code

Town of Cabot, VT - 2013 (in progress)

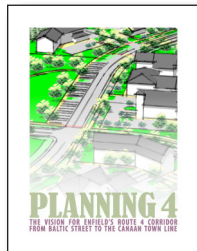
Brandy Saxton is assisting the Town of Cabot Planning Commission with a comprehensive revision of their zoning regulations to implement the town's recently adopted plan. The revision includes substantial changes to the zoning district boundaries and standards to facilitate higher-density growth in and around the village center while reducing density and encouraging cluster development in rural areas of town. The draft regulations particularly address green infrastructure, river corridor management, and shoreline protection.



Severance Corners Form-Based Code

Town of Colchester, VT - 2012

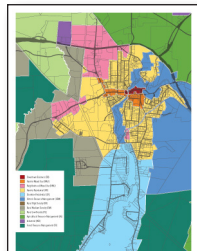
Brandy Saxton assisted the Town of Colchester Planning Commission and staff with final development of a form-based code for the town's growth center at Severance Corners. This project included building a Sketch-Up model to test and visualize the form and pattern of development that would result from the new code.



Route 4 Plan

Town of Enfield, NH - 2012

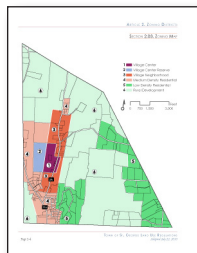
Brandy Saxton, in partnership with Broadreach Planning & Design, assisted Enfield with planning for the growth anticipated along a section of Route 4 in advance of a sewer extension in order to ensure that the form and pattern of new development will be consistent with community goals. A design charrette was held to develop a shared vision for the future of the study area. The results were used to draft a form-based zoning district to implement the community's vision for the study area.



Ticonderoga Land Use Code

Town of Ticonderoga, NY - 2011

Brandy Saxton completed work on a project to revise the town's zoning and site plan regulations to create a modernized unified land use code. The project built upon the town's updated Comprehensive Plan, which Brandy Saxton drafted, and the ongoing downtown revitalization efforts of the town's Main Street Partnership, which Brandy Saxton has assisted with grant writing and administration.



St. George Land Use Regulations

Town of St. George, VT - 2010

Brandy Saxton completed a two-year project with the St. George PC to revise their zoning and subdivision regulations into a unified set of land use regulations, which were adopted by the Selectboard. Project included drafting of standards and guidelines intended to promote development of a village center and associated residential neighborhoods in St. George.



Richmond Zoning Regulations

Town of St. Richmond, VT - 2010/2009

Brandy Saxton prepared a report for the Richmond Planning Commission outlining the regulatory options available to implement the town plan goals of protecting rural character in outlying areas while encouraging higher-density development within and adjacent to the village. Then she worked with town planning staff and Planning Commission to revise the town's land use regulations.

References

- Sarah Hadd, Colchester Director of Planning & Zoning, (802) 264-5600, shadd@colchestervt.gov
- Gary Gulka, Cabot Planning Commission, (802) 563-2284, gulka@fairpoint.net
- Scott Baker, St. George Planning Commission, (802) 482-3197, sbaker.sbs@gmail.com

4283 Main Street
Port Henry, NY 12974

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p. 518.546.7470 (local)

brandy@placesense.com
www.placesense.com

PROJECT APPROACH

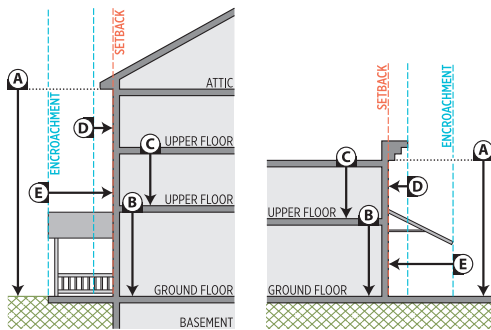
PROJECT ISSUES

Neighborhood-Based Regulations

Montpelier's 2010 Master Plan highlighted the importance of the city's neighborhoods to character, economic vitality and quality of life. The current zoning districts and standards are not well aligned with the city's neighborhoods - both in terms of physical extents and boundaries and of their built form and mix of uses. The revised regulations will need to respect the city's distinct neighborhoods and respond the specific character and needs of each. The city has started this process with the land use plan presented in the Master Plan and the work already completed by the Planning Commission to revise the current zoning map.

BUILDING FORM

Buildings shall comply with the following requirements:



PRINCIPAL BUILDING

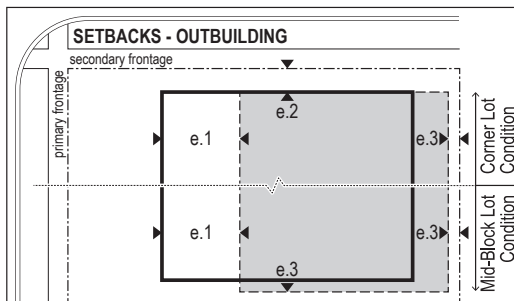
Building height	16 ft min - 32 ft max	A
Ground floor-to-ceiling height ⁽¹⁾	12 ft min - 24 ft max	B
Upper floor-to-ceiling height	8 ft min - 16 ft max	C
Building footprint	40,000 sq ft max	

Alternative Zoning Tools

As expressed in the 2010 Master Plan, Montpelier has recognized that its conventional zoning and subdivision regulations are an impediment to promoting the "smart growth" the city desires with a greater mix of uses, higher-density, compact development in proximity to downtown, pedestrian-friendly rather than auto-oriented development. Other alternative zoning techniques such as performance or point-based zoning, form-based code, and overlay districts should be considered to implement these goals. Such alternative tools can be implemented comprehensively across the city or tailored to specific districts in combination with more conventional zoning techniques.

Resource Protection

The 2010 Master Plan includes a number of recommendations for improving the resource protection standards in the city's regulations. The regulations will need to address water quality and flood mitigation from shoreline and riparian corridors to low impact development and stormwater management. The Master Plan encourages the city to create incentives for energy-efficient and green buildings. It suggests enhanced ridgeline and scenic resource protection, as well as a more streamlined and consistent approach to historic resource protection. The plan also highlights opportunities for the sustainable future use of the city's remaining rural lands such as local food and energy production.



The elevations of outbuildings must be distanced from lot lines and principal building facades as shown.

PUBLIC OUTREACH

Overview

The public outreach and communication components of this project are essential to the successful adoption of new unified land development regulations. The recently adopted Master Plan is calling for significant changes to Montpelier's land use regulations. Public support and consensus will need to be built and the draft regulations tailored based on community input.



Citywide Forum One

The first Citywide Forum will be an opportunity for community members to learn about the regulatory approaches and options the Planning Commission is considering to implement the 2010 Master Plan. Most importantly, it will allow community members to have a voice early in the revision process, advising the consultant and Planning Commission of issues that will need particular attention during the revision process. A more detailed agenda for the forum will be developed after the initial meeting with the Planning Commission has been held and work has begun on the Strategy Matrix, when the issues to be explored have been identified.

Neighborhood Meetings

The consultant, with support from city staff and the Planning Commission, will facilitate a series of neighborhood meetings. Each meeting will focus on the specific land use and zoning issues facing the neighborhood, building upon the neighborhood-based land use recommendations in the 2010 Master Plan. Ideally, these meetings will be less formal than the citywide forum and will be held at a location in or near the neighborhood. The consultant recommends a format for the meeting that would include both an open house - where people could drop in at their convenience, review materials and speak with the consultant and city staff or Planning Commissioners - and a more traditional meeting with a structured discussion of neighborhood issues and concerns related to the regulations.



Citywide Forum Two

The consultant will present the initial draft regulations at the second Citywide Forum and will invite feedback and discussion. Specific topics the Planning Commission wants to ask for feedback on will be identified as the initial draft is reviewed. The consultant recommends using traditional and social media to increase

4283 Main Street
Port Henry, NY 12974

p. 877.750.2823 (toll free)
p. 518.546.7470 (local)

brandy@placesense.com
www.placesense.com

public awareness of the changes being proposed and the specific areas where the Planning Commission is seeking direction from the community.

Outreach to Existing Organizations

Another effective public outreach strategy is to work through existing organizations to spread the word about a community project or initiative. The consultant will work with city staff and the Planning Commission to develop a list of community organizations and leaders who should be regularly updated about work on this project. The consultant, city staff and/or Planning Commissioners could also meet with interested organizations or key stakeholders to discuss the revisions in progress and seek feedback. The consultant will prepare background materials, but will rely on city staff and the Planning Commission to take the lead on direct outreach to a targeted list of people and/or organizations who will be interested in the outcome of this project and can be influential in community decision making.

Project Webpage

Through the project, the consultant will maintain an interactive project webpage that will be updated with draft documents, announce meetings and events, and provide residents an opportunity to engage in discussions and provide feedback outside the regular meeting schedule, as described in greater detail in the scope of work that follows.

CABOT REGULATIONS

Drafts for Comment

CONTENTS

SEARCH

SPECIAL PAGES

TABLE OF CONTENTS

Instructions

Chapter 1.A. About These Regulations

Chapter 1.B. Exemptions to These Regulations

Chapter 1.C. Rights Retained Under These Regulations

Chapter 2.A. About the Zoning Districts

Chapter 2.B. Village Center District

Chapter 2.C. Lower Village District

Chapter 2.D. Village Neighborhood District

Chapter 2.E. Commercial Industrial District

Chapter 2.F. Developed Shoreland District

Chapter 2.G. Shoreland District

Chapter 2.H. Rural District

Chapter 2.I. Conservation District

Chapter 2.J. Flood and Erosion Hazard Area Overlay District

Chapter 2.K. Drinking Water Source Protection Overlay District

Chapter 3.A. Standards That Apply to All Land and Projects

Chapter 3.B. Standards for Site Design and Engineering

Chapter 3.C. Standards that Protect Quality of Life

Chapter 3.D. Standards that Protect Natural Resources

Chapter 3.E. Standards for Specific Uses

Chapter 3.F. Standards for Subdividing Land

Chapter 3.G. Standards for Planned Unit Developments

Chapter 4.A. General Information

Chapter 4.B. Zoning Administrator

Chapter 4.C. Development Review Board

Chapter 5.A. How Terms Are Used in These Regulations

Chapter 5.B. Defined Terms

1.A.01.A These are the Town of Cabot Land Use and Development Regulations.

1.3 1.A.02 What is the purpose of these regulations?

1.A.02.A These regulations implement the policies of the Cabot Town Plan and the Vermont Planning and Development Act, 24 VSA Chapter 117. They are intended to:

1.A.02.A.1 Protect public health, safety and welfare;

1.A.02.A.2 Protect and conserve natural, scenic and historic resources;

1.A.02.A.3 Protect and conserve rural character, working land and open space;

1.A.02.A.4 Ensure that the rate of growth and development does not exceed Cabot's ability to provide services and does not place an undue burden on taxpayers; and

1.A.02.A.5 Allow for housing to meet the needs of residents as described in the Cabot Town Plan.

1.A.02.A.6 Promote approaches to land use and development that are consistent with smart growth principles.

1.11 1.A.03 What activities do these regulations apply to?

1.A.03.A These regulations apply to all development unless the development is specifically exempted in *Chapter 1.B, below. Development includes:

1.A.03.A.1 Constructing, installing, reconstructing, converting, structurally altering, relocating or enlarging any building or structure;

1.A.03.A.2 Mining, excavating, filling or grading land;

1.A.03.A.3 Commencing, changing or extending the use of land or a structure;

1.A.03.A.4 Adjusting or relocating the boundary between two parcels; or

1.A.03.A.5 Dividing a parcel into two or more lots.

1.A.03.B See Chapter 3.F., if development is occurring on land within a flood or erosion hazard area because additional activities on or changes to property may need a permit if occurring in a flood or erosion hazard area.

1.19 1.A.04 Under what authority has the town adopted these regulations?

1.A.04.A The Vermont Planning and Development Act, 24 VSA Chapter 117, provides towns with the authority to regulate land use and development. These regulations must be adopted in accordance with and meet the requirements of state law.

1.A.04.B Any references to state statute in these regulations will be to 24 VSA Chapter 117 unless stated otherwise.

COMMENTS

1 COMMENT ON PARAGRAPH 3

BRUCE WESTCOTT
October 8, 2013 at 1:31 am

How about "policies adopted in the Cabot Town Plan," or "policies articulated in the Cabot Town Plan?"

REPLY TO BRUCE WESTCOTT

LEAVE A COMMENT ON PARAGRAPH 3

NAME (REQUIRED)

MAIL (WILL NOT BE PUBLISHED) (REQUIRED)

WEBSITE

Visual Text

Submit Comment

0 COMMENTS ON PARAGRAPH 4

0 COMMENTS ON PARAGRAPH 5

0 COMMENTS ON PARAGRAPH 6

0 COMMENTS ON PARAGRAPH 7

0 COMMENTS ON PARAGRAPH 8

0 COMMENTS ON PARAGRAPH 9

0 COMMENTS ON PARAGRAPH 10

0 COMMENTS ON PARAGRAPH 11

0 COMMENTS ON PARAGRAPH 12

SCOPE OF WORK

A. PROJECT ORGANIZATION

A.1. Hold Initial Meeting

The consultant will meet with city staff and the Planning Commission to review the scope of work and project schedule.

A.2. Review Existing Planning Documents

The consultant will review the city's 2010 Master Plan, currently adopted zoning and subdivision regulations, the draft zoning regulations in progress, and other relevant materials provided by the city. The consultant will meet with city staff and the Planning Commission to discuss the currently adopted regulations - what is and is not working well - and orient the consultant to the city and its current planning and development issues.

B. TECHNICAL REVIEW

B.1. Prepare Strategy Matrix

The consultant will prepare a Strategy Matrix that will assess the effectiveness of existing/draft regulations, and recommend alternative regulatory options as needed, to implement the goals and objectives expressed in the 2010 Master Plan. Where alternatives are recommended, the consultant will provide examples of regulatory approaches used in communities with similar planning goals. The consultant will distribute the matrix to the Planning Commission.

B.2. Hold Planning Commission Work Session

The consultant will meet with the Planning Commission to review the Strategy Matrix and to make initial determinations about preferred regulatory approaches.

B.3. Draft Final Technical Review

Building upon the Strategy Matrix and direction from city staff and the Planning Commission, the consultant will draft a final Technical Review outlining the preferred regulatory approaches for implementing the city's goals and policies. The Technical Review will provide a foundation and rationale for the revision of the regulations.

B.4. Present Technical Review

The consultant will present the Technical Review to the public at a Planning Commission meeting and will facilitate a conversation about the city's planning goals and implementing regulations.

4283 Main Street
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brandy@placesense.com
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C. COMMUNITY OUTREACH

C.1. Organize and Facilitate Community Forums

The consultant will organize and prepare for a series of community forums. The first citywide meeting will be held after completion of the Technical Review and before work begins to draft the unified regulations. The second citywide meeting will be an opportunity to present an initial draft of the regulations and obtain public feedback that will be used to guide further revisions resulting in the final draft regulations.

Between the two citywide forums, the consultant will facilitate a series of neighborhood meetings around the city, building upon the successful neighborhood planning undertaken in conjunction with the master plan update. These meetings will provide an opportunity to focus on specific planning and zoning issues of concern to the neighborhood. These meetings will be timed so that the consultant will have prepared initial ideas for the applicable zoning district(s) and reviewed them with the Planning Commission, revising as necessary. This will allow the consultant to present these initial concepts at the neighborhood meeting and solicit feedback from the affected landowners, residents and business operators.

The consultant will assist city staff and the Planning Commission with publicizing the forums and meeting and conducting other project outreach through press releases to local media, posters, online/social media, and/or direct mail. The consultant will prepare all presentation and workshop materials that will be needed for the community forums or other outreach opportunities. The forums will be structured to include significant opportunities for public interaction, discussion and feedback.

The consultant will facilitate the community forums, with assistance from city staff and the Planning Commission.

C.2. Hold Planning Commission Work Sessions

Prior to each community forum, the consultant will meet with the Planning Commission to review the agenda and prepare to host the event. The consultant will also assist city staff and the Planning Commission with outreach and communication efforts throughout the project.

C.3. Create and Manage Interactive Project Webpage

The consultant will create and manage a webpage for the project. This can be linked directly from the city website. The webpage will include a schedule of project events and milestones, a compilation of meeting notes, and draft maps and documents. The consultant will post the draft regulations, as approved by the Planning Commission for public release, online in a format that allows readers to comment on and ask questions about specific sections. This interactive format will provide those unable to attend meetings an opportunity to offer direct feedback on the revisions to the

city's regulations. The goal will be to conduct a transparent, open process that engages the public in the revision of the regulations.

C.4. Prepare Community Outreach Memo

The consultant will prepare a memo for the Planning Commission summarizing the outcome of each forum and the discussions with and among community members, as well as a summary of the online comments. A compiled memo will be distributed to the Planning Commission prior to the second review of the draft regulations.

D. DRAFT REGULATIONS

D.1. Draft and Revise Regulations

The consultant will prepare a first draft of the chapters of the unified regulations and distribute them to the Planning Commission. The initial draft chapters will be annotated to explain the changes being proposed from current regulations, the state statutory requirements, and particular sections or questions for discussion as applicable. As the Planning Commission reviews the initial draft, the consultant will revise as necessary to prepare draft chapters for public release.

D.2. Hold Planning Commission Work Sessions

The consultant will meet with the Planning Commission on a monthly basis to review draft chapters. Once the Planning Commission has completed its first review of a chapter and the consultant has made any necessary changes, it will be released to the public via the project webpage.

Once all the chapters have been reviewed for the first time and the neighborhood meetings and second citywide meeting have been held, the consultant will begin a second review of the entire draft with the Planning Commission. The goal of the second review of the draft chapters will be to address any issues raised by the public and to further refine the draft.

D.3. Prepare Final Draft of Regulations

Responding to public feedback and direction from the Planning Commission, the consultant will prepare the final draft of the unified regulations ready for the city to commence the public hearing and adoption process. The consultant will provide the city with the required statutory report that must be distributed with the draft regulations in advance of a public hearing.

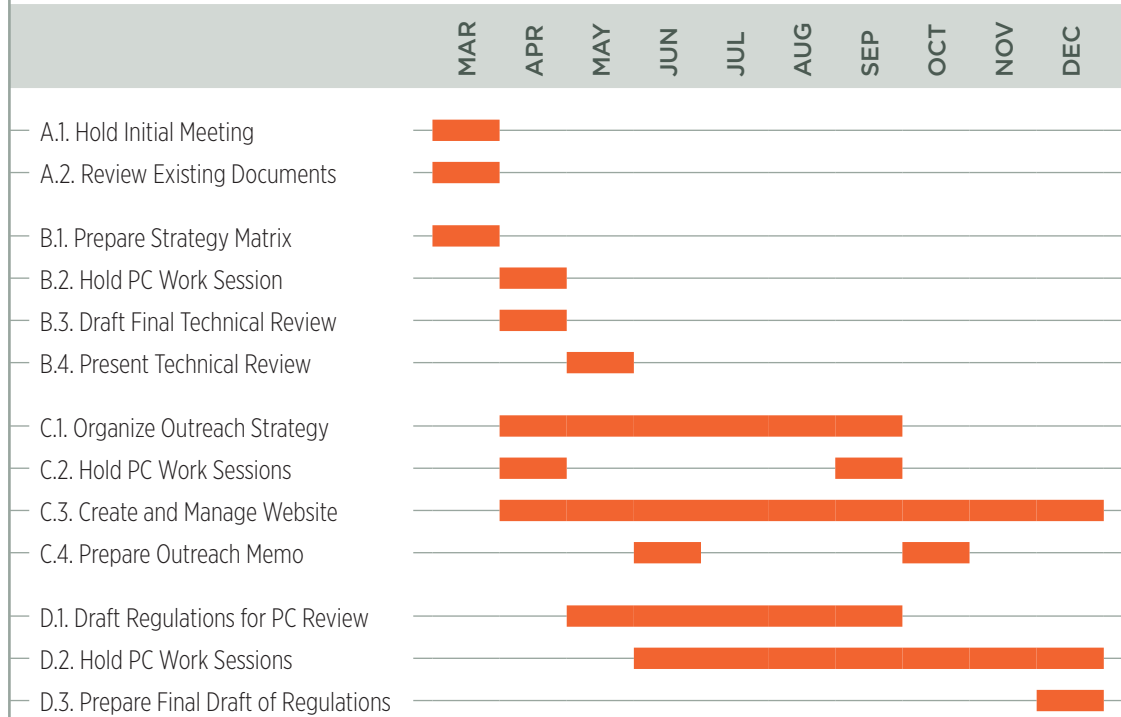
4283 Main Street
Port Henry, NY 12974

p. 877.750.2823 (toll free)
p. 518.546.7470 (local)

brandy@placesense.com
www.placesense.com

SCHEDULE AND HOURS

SCHEDULE



HOURS

	HOURS	
— A.1. Hold Initial Meeting	6	22
— A.2. Review Existing Documents	16	
— B.1. Prepare Strategy Matrix	16	40
— B.2. Hold Planning Commission Work Session	6	
— B.3. Draft Final Technical Review	12	
— B.4. Present Technical Review	6	
— C.1. Organize Outreach Strategy	44	80
— C.2. Hold Planning Commission Work Sessions	12	
— C.3. Create and Manage Interactive Project Website	8	
— C.4. Prepare Outreach Memo	16	
— D.1. Draft Regulations for PC Review	104	164
— D.2. Hold Planning Commission Work Sessions	36	
— D.3. Prepare Final Draft of Regulations	24	
— TOTAL	306	

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COST PROPOSAL

	HOURS	FEE	
— A.1. Hold Initial Meeting	6	\$450	\$1,650
— A.2. Review Existing Documents	16	\$1,200	
— B.1. Prepare Strategy Matrix	16	\$1,200	\$3,000
— B.2. Hold Planning Commission Work Session	6	\$450	
— B.3. Draft Final Technical Review	12	\$900	
— B.4. Present Technical Review	6	\$450	
— C.1. Organize Outreach Strategy	44	\$3,300	\$6,000
— C.2. Hold Planning Commission Work Sessions	12	\$900	
— C.3. Create and Manage Interactive Project Website	8	\$600	
— C.4. Prepare Outreach Memo	16	\$1,200	
— D.1. Draft Regulations for PC Review	104	\$7,800	\$12,300
— D.2. Hold Planning Commission Work Sessions	36	\$2,700	
— D.3. Prepare Final Draft of Regulations	24	\$1,800	
— Direct Expenses		\$2,050	
— TOTAL	248	\$25,000	

Memorandum

To: Montpelier City Council, Mayor John Hollar and Bill Fraser

From: Rick DeAngelis, Town Service Officer R.D.

Date: February 4, 2014

Re: February 12 report on homelessness

This memo is in anticipation of my presentation to you on homelessness in Montpelier and Central Vermont. Homelessness in our area and in all of Vermont is a distressing problem that appears to be worsening. I think it's important for you to be kept aware of how this problem is impacting the community and what's being done to help.

The Town Service Officer is an appointed volunteer position that I have filled since 2008. My responsibility is to help individuals in need of emergency services such as housing, food or transportation. The position has evolved in recent years so that authorization of emergency services takes place entirely through the Vermont Agency of Human Services and its contracted providers. Therefore, I direct most of my energies helping to coordinate area services and to advocate for those who are homeless in the area. Toward that end, I serve as the Chairperson of the Washington County Continuum of Care for Homelessness Services.

In my presentation, I hope to address the questions listed below and others you may have:

How many people are homeless in Montpelier and in Central Vermont?

What are the causes of homelessness?

What services are most essential to addressing the needs?

What can the City or its citizens do to help?

For your consideration I'm enclosing several charts and documents that I'll refer to in my presentation and which serve as background on the problem. They are:

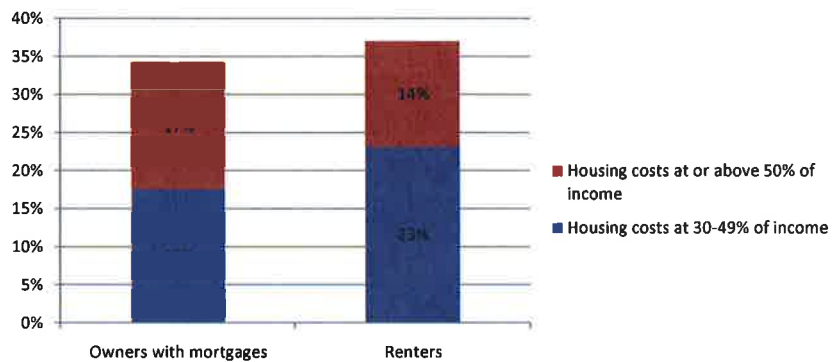
- Number of persons utilizing emergency shelter and transitional housing in Central Vermont;
- Affordable housing indicators for Montpelier;
- Washington County Survivors Guide.

Thanks. I'm looking forward to meeting with you.

Affordable housing indicators for Montpelier

Total number of households	3,786	
% of the county's households living in Montpelier	15%	
% who are renters	45%	Higher than the 30% rate for the county as a whole
Median household income, 2011	57,648	
Median income household could like afford a house priced at.....	\$ 195,000	Assumes \$16,390 in cash for 5% downpayment and closing costs
Median primary home sales price, 2013 Jan-June	\$ 217,450	This well beyond the reach of the median income household
Median gross rent, 2011	\$815	
Number of rental units with project-based subsidies	374	
% of these units that are restricted to the elderly	41%	
Median year built of residential structures	1940	County-wide median is 1968

Over a third of all mortgaged owners and renters are "cost-burdened" by their housing



Source: Estimates from U.S. Census Bureau, American Community Survey 2007-2011.

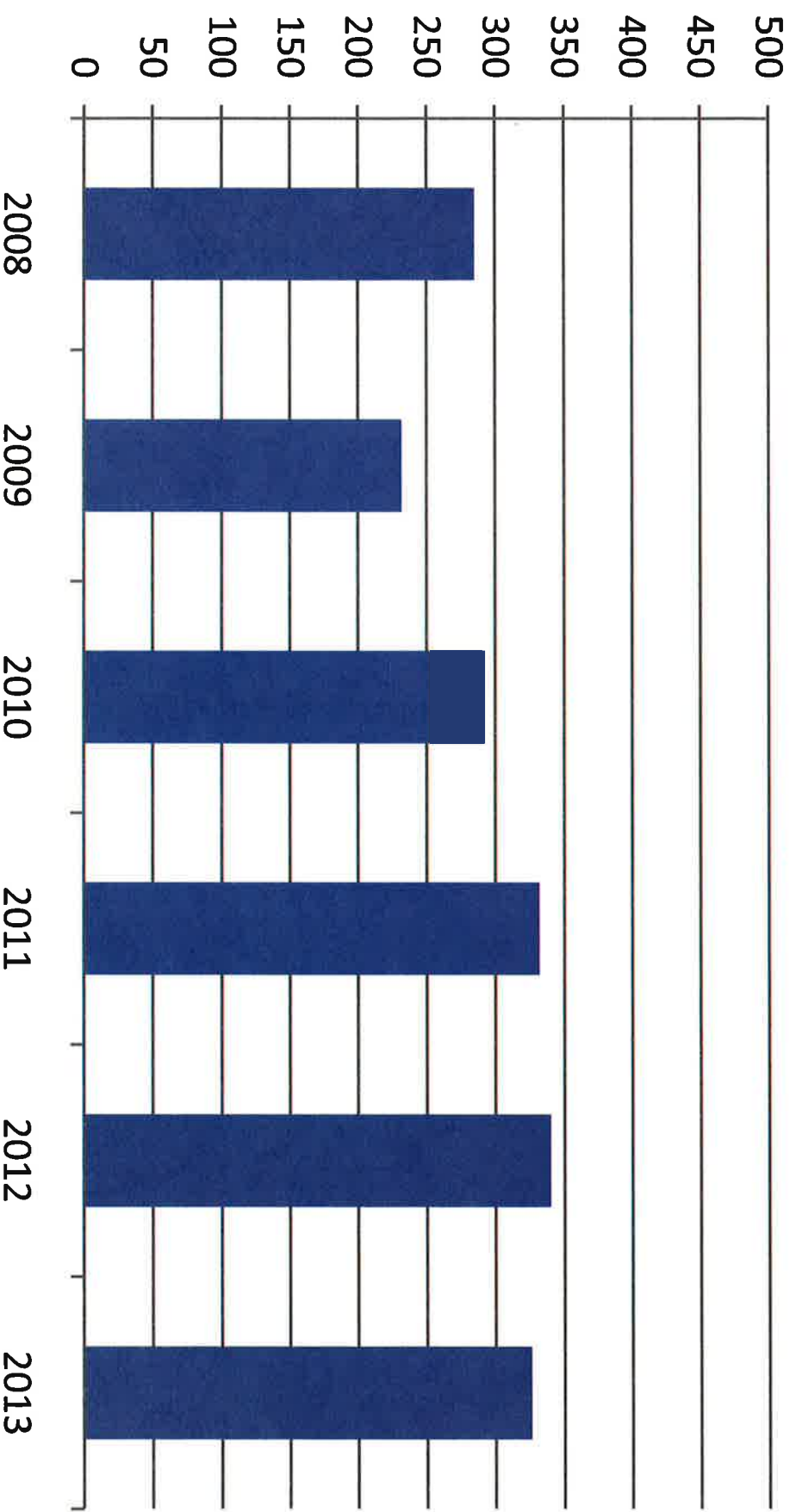
Median primary home prices diverging up from rest of county



Source: VT Property Transfer Tax data from www.housingdata.org.

— Montpelier
— Washington County

Persons Utilizing Emergency Shelters and Transitional Housing in Central Vermont



Central Vermont Survivor's Guide

Food Shelves & Kitchens

BARRE

Barre Baptist Fellowship Kitchen	476-5676
Central VT Community Action Council	479-1053
Hedding United Methodist Church	476-8156
Salvation Army Friendly Kitchen	476-5301
St. Monica's Church Food Shelf	479-3253
VT Food Bank	476-3341

MONTPELIER

Montpelier Food Pantry	229-9158
Christ Church Food Shelf	223-3631
Montpelier Senior Meals	229-9232

Soup Kitchens & Community Meals

BARRE

Mon, Wed, Fri: 12:00 - 1:00 PM

Salvation Army Friendly Kitchen, 25 Keith Avenue

Lunch & Breakfast: Tues & Thurs: 7:00 AM - 1:00 PM

Breakfast: Mon, Wed, Fri: 7:00 - 10:00 AM

Open Door Fellowship, Barre Baptist, 84 Summer Street

Fridays: 5:30 - 6:30 PM

Hedding United Methodist Church, 40 Washington Street

Saturdays: 7:30 - 9:00 AM

Barre Congregational Church, 35 Church Street

Third Sunday each month: 7:30 - 9:30 AM

First Presbyterian Church, 78 Summer St.

MARSHFIELD

Wednesdays: 6:00 - 7:00 PM

Marshfield Comm. Supper, Old School House Common

MONTPELIER

Mondays: 11:00 AM - 1:00 PM

Stone Soup, Unitarian Church, 130 Main Street

Tuesdays: 11:30 AM - 1:00 PM

Bethany Bowl, Bethany Church, 115 Main Street

Wednesdays: 11:30 AM - 1:00 PM

Full Ladle, Christ Episcopal Church, 64 State Street

Thursdays: 11:30 AM - 1:00 PM

And the second Saturday of the month

Comm. Meal, Trinity United Methodist Church, 137 Main

Fridays: 11:30 AM - 1:00 PM

St. Augustine Church, 16 Barre Street

Fridays: 5:00 PM Community Dinner

Another Way Drop-In Center, 125 Barre Street

Last Saturday of the month: 5:00 - 6:30 PM

Community Supper: Christ Episcopal Church, 64 State Street

Last Sunday of the month: 4:30 - 5:30 PM

Community Meal, Bethany Church, 115 Main Street

VERSHIRE

Third Thurs: 5:30 - 6:30 PM Soup Night

First Wed: 12:00 - 1:00 PM Senior Lunch

Orr House, Route 113

WORCESTER

Wednesdays: 12:00 - 1:00 PM

Worcester Comm. Kitchen, Town Hall, Route 12 in Village

Medical Help & Services

Central VT Medical Center	371-4100
The Health Center, Plainfield	454-8336
People's Health & Wellness Clinic	479-1229

Planned Parenthood

476-6696

Mental Health Services

Central VT Medical Center	371-4100
Nat'l Alliance on Mentally Illness - VT	244-1396
NAMI-VT	1-800-639-6480
VT Assoc of Mntl Hlth & Addiction Recovery	223-6263
Washington County Mental Health	229-0591

Transportation Services

Green Mountain Transit Agency (GMTA)	223-7287
	1-866-864-0211
A to B Taxi-Barre	479-1717
C&L Taxi-Warren	496-4056
K.C. Taxi-Berlin	476-0882
Payless Taxi-Barre	476-4097
Twin City Taxi-Montpelier	522-0181

Community Housing/Shelter

Alyssum (specialized respite)	767-6000
CIRCLE (Battered Women's Services)	1-877-543-9498
Good Samaritan Haven	479-2294
Home Share Now	479-8549
Rental Opportunity Center	479-2294
(Good Samaritan Haven)	
Tuesdays from 10:00 am to 12:00 noon	
Pathways to Housing	1-888-492-8218
Safe Haven (specialized)	728-5233
Safe Passage (specialized)	479-5577
Veteran's Place	485-8874
Wash Co Youth Service Bureau (youth)	229-9151

Substance Abuse Services & Supports

Counseling and Supports

Alcoholics Anonymous	229-5100
Brattleboro Retreat - Starting Now	1-800-738-7328
Central VT Substance Abuse Services	223-4156
(also contact for individual counselors)	
Friends of Recovery - VT	229-6103
Narcotics Anonymous	862-4516
Quitting Time	223-4156
Turning Point Recovery Center	479-7373

Substance Abuse Residential/Transitional Housing

Act One/Bridge Program	488-6425
Aerie House (Women)	748-8997
Brattleboro Retreat	1-800-738-7328
Conifer Park	1-800-989-6446
Covered Bridge Therapeutic Cmty (Men)	748-6948
The Lighthouse	371-4061
Maple Leaf Farm	899-2911
	1-800-254-5659
Phoenix House Brattleboro Center	257-1147
Serenity House/Grace House	446-2640
Teen Challenge (Men)	635-7029
Valley Vista (Adult Females)	222-5201
Valley Vista (Youth)	222-5201
Willow Grove (Women)	281-7076

Warm Shelter

MONTPELIER

Thursdays: 9:00 AM - 4:00 PM

Trinity United Methodist Church, 137 Main St.

Seasonal Warming/Resource Centers

BARRE

Monday: Good Shepherd Episcopal—Mornings

Tuesday: Barre Congregational—Mornings

Wednesday: First Presbyterian—Mornings

Friday: Barre Universalist—Mornings

Other Shelter locations: 2-1-1

shelter

Meals



City of Montpelier, Vermont
"The Smallest Capital City in the United States"

Mayor John Hollar

City Council:

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

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

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

MEMORANDUM

TO: Mayor Hollar and Members of the City Council

FROM: Sandy Pitonyak, Administrative Assistant

SUBJECT: City Council Rules of Procedure

Below are a couple of proposed amendments I would like you to consider when reviewing this document at your March 12th meeting:

9. The agenda shall be prepared by the City Manager and shall include such items of business as the Mayor may wish to bring to the attention of the Council, and also such items as may be requested by any member of the City Council before 12:00 noon on [a Friday] **the Thursday** preceding the regular Council Meeting.
10. The agenda for the regular meetings shall be closed at 12:00 noon on [Friday] **Thursday** preceding the regular Council Meeting and a copy of the same shall be [hand-delivered to each Council Member at his/her home address] **sent out electronically to each Council Member on such Friday. If a Council Member prefers, a hard copy can be left at the Police Department for pick-up.**

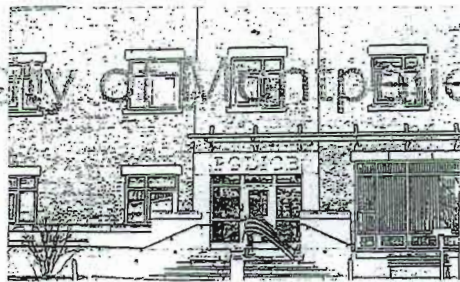
Thank you.

(802) 223-9502, TELEPHONE

39 MAIN STREET, MONTPELIER, VT 05602
WWW.MONTPELIER-VT.ORG

(802) 223-9519, FAX

City of Montpelier Police Department



Anthony J. Facos
Chief of Police

PARADE PERMIT APPLICATION

Application: Capital City Stampede Address: Montpelier Tel # _____
Parade Chairman: John Valentine Address: 440 Northfield Rd. Tel # 802-485-3777
Sponsoring Organization: Central Vermont Runners/Onion River Sports
Parade Theme/Title: Capital City Stampede (Foot Race)
Parade Date: June 7, 2014 Time: From: 9:00 a.m. or p.m. To: 10:30 a.m. or p.m.
Assembly Time: 8:00 a.m. or p.m. Place: Onion River Sports
Disassembly (Completed) Time: 11:00 a.m. or p.m. Place: Langdon Street
[☒] Proposed Parade Route/Map Attached: Describe also: Start + Finish Onion River Sports

Will the entire street be used: [☒] YES [] NO. If "NO", how much will be used: Langdon St. only

Number of Parade Entries: 150 [] Parade entries list attached [] List of Sponsor's Parade Marshalls & their duties attached.

Sheriffs will be hired to manage Bailey/State crossing
Does your Organization have Liability Insurance: [☒] YES [] NO Carrier & Tel# Road Runners Club Am.
R.R.C.A.

Fee Paid: \$5.00 [☒] YES [] NO [] EXEMPT

I, the undersigned certify that the information provided above is valid and I will abide by any additional provisions noted by Officials or Officers of the City of Montpelier.

Signature: John Valentine

Date: 4/6/13

Approved by: _____

Date: 01/10/2014

OFFICE USE ONLY

Agencies Involved: [] City Council [☒] Police [] Fire [] City Manager [☒] Public Works

SPECIAL PROVISIONS: Patrols to assist with start of race

Parade Request Denied: Reason _____