



**CITY OF MONTPELIER
MONTPELIER, VERMONT**

Agenda for City Council Meeting

City Council Chambers, City Hall

Wednesday, October 23, 2013

6:30 P.M.

- 1) Call to Order by the Mayor
- 2) 13-251. General Business and Appearances
- 3) 13-252. Consideration of the Consent Agenda:
 - a) Approve Minutes from the City Council's September 18th and October 9th, 2013 Meetings. 
 - b) Accept the bid proposal for a new Flatbed Trailer, submitted by E.W. Sleeper Company, Inc. in the amount of \$6,795.00; authorize the City Manager to execute all documents. The amount included in the FY 2014 budget for this purchase is \$10,000. 
 - c) Accept the bid proposal for a new 12" Diesel Wood Chipper submitted by Essex Equipment & Rentals, Essex Junction, Vermont, in the amount of \$28,800; authorize the City Manager to execute all documents. The machine is to be delivered within 60 days after receiving the Purchase Order. The amount included in the FY 2014 budget for this purchase is \$30,000. 
 - d) Award the contract for installation of a sprinkler system at the DPW Garage/Office Building to Mountain Valley Sprinkler Systems in the amount of \$28,400.
 - i. This is a top-priority capital needs project to bring this building into safety code compliance and protect this asset.
 - ii. A budget amount of \$39,000 was established with estimates from vendors. The project was designed and then put out to bid. Six bids were received and opened on Tuesday, October 15th, and are as follows:
 1. Firetech Sprinkler Corp. \$49,600
Colchester, Vermont

- | | | |
|----|---|----------|
| 2. | Chevalier Fire Protection, LLC
St. Albans, Vermont | \$46,650 |
| 3. | Tri-State Sprinkler
St. Albans, Vermont | \$46,550 |
| 4. | Sawyer Sprinkler Services
Milton, Vermont | \$30,260 |
| 5. | Green Mountain Sprinkler
Milton, Vermont | \$28,875 |
| 6. | Mountain Valley Sprinkler Systems
Williston, Vermont | \$28,400 |

iii. Funds for this project are available from the 2012 Bond – Capital Needs Assessment (CNA) Funds.

iv. Recommendation: Award of the contract for the sprinkler system at the DPW Garage/Office Building, as recommended by staff, to Mountain Valley Sprinkler Systems in the amount of \$28,400 and designate the City Manager as the duly authorized agent to execute the contract documents.

e) Payroll and Bills

4) 13-253. Meet with Planning Commission Members

- a) This agenda item will provide an opportunity for the Planning Commission to update the City Council on the re-zoning process, as well as any other topics of interest.
- b) Recommendation: Receive update from Planning Commission reps; opportunity for discussion; possible direction to staff.

5) 13-254. Presentation from Tree Board Members John Akielaszek and John Snell regarding the Board's efforts to plan for the arrival of the Emerald Ash Borer (EAB) 

- a) In advance of this meeting, Council Members have received a packet of information relative to community planning for EAB.
- b) Recommendation: Receive presentation; opportunity for discussion.

- 6) 13-255. Presentation of a proposal from the Dog Waste Working Group
- a) Specifically, the working group is asking the City Council for the following:
 - i. Dog Waste Stations: The working group is currently fundraising for the initial costs for between 7 and 11 dog waste stations in Montpelier. They are asking the City Council to approve having the yearly costs of bags and waste pick-up under the respective city department budget. The working group will continue to raise funds to help offset these yearly costs, but is requesting that the City take ultimate responsibility for the annual costs so the clean-up can be guaranteed funding each year (the budget is included in the proposal).
 - ii. As shown in the proposal, the Dog Waste Working Group is recommending 5 dog waste stations in Hubbard Park, 1 at the Rec Field/North Branch Park, and 1 at the Dog River Fields. These locations have been approved by the Parks Department and the Recreation Department. The Working Group is also recommending that 2 stations be placed at the bike path and 2 on Stone Cutters Way if the City Council approves these locations.
 - iii. This group is seeking a change in the City Ordinance (Chapter 8, Article II, Sec. 8-210) stating that residents should clean up after their dogs regardless of location. “This would bring the ordinance in line with the desired behavior for people to pick up after their dogs in the parks.
 - b) Parks Commissioner, and Representative to the Dog Waste Working Group, Lyn Munno will be one of the members in attendance to make the presentation.
 - c) Recommendation: Receive presentation; opportunity for discussion; possible direction to Working Group and/or staff.
- 7) 13-256. Consideration of Parking Fee Changes 
- a) See attached memo from Police Chief Anthony Facos. As stated in the first paragraph, “Per the recommendation of the Montpelier Parking Committee and the Parking Division of the Montpelier Police Department, it is requested that the following rate changes be adopted by the Montpelier City Council.”

b) Recommendation: Receive opening remarks from Chief Facos;
opportunity for discussion; direction to staff.

8) 13-257. Receipt of the Recreation Feasibility Study as previously requested by the
City Council.

a) Recommendation: Discussion and possible direction to staff

9) 13-258. Council Reports

10) 13-259. Mayor's Report

11) 13-260. Report by the City Clerk

12) 13-261. Report by the City Manager

13) *Adjournment*



**CITY OF MONTPELIER
MONTPELIER, VERMONT**

Addendum #2 to Agenda for Regular City Council Meeting

October 23, 2013

- 13-257A. Discuss the creation of a Carr Lot Design Committee (requested by Mayor Hollar).



**CITY OF MONTPELIER
MONTPELIER, VERMONT**

Addendum #2 to Agenda for Regular City Council Meeting

October 23, 2013

- 13-257B. Vote on the proposed method for the disposition of the Fire Department pull boxes.
- 13-258C. Vote to enter into an Executive Session in accordance with Title I, §313, Executive Sessions, (3) *The appointment or employment or evaluation of a public officer or employee.*



**CITY OF MONTPELIER
MONTPELIER, VERMONT**

Addendum to Agenda for Regular City Council Meeting

October 23, 2013

13-252. Additional Item for the Consent Agenda:

- f) Approve a request from Carrie Stahler for the closure of Langdon Street on Saturday, October 26th, from 9:00 A.M. to 12:00 P.M. for the Autumn Onion 5k Costume Race. (See attached Parade Permit Application.)

City of Montpelier Police Department



Anthony J. Facos
Chief of Police

PARADE PERMIT APPLICATION

Application: Onion River Sports Address: 20 Langdon Street, Montpelier, VT Tel # 802-229-9409 x232

Parade Chairman: James Oakely Address: Onion River Sports, 20 Langdon St. Tel# 802-229-9409 x232

Sponsoring Organization: Onion River Sports

Parade Theme/Title: Autumn Onion 5k Costume Race

Parade Date: October 26, 2013 Time: From: 9 a.m. or p.m. To: 12 p.m.

Assembly Time: 8:55am a.m or p.m. Place: 20 Langdon Street, in the road

Disassembly (Completed) Time: 12pm Place: 20 Langdon Street, in the road

[] Proposed Parade Route/Map Attached: Describe also: Langdon, Right on Elm, left on Court, across the state house steps, Left on Bailey, across State, right no the bike path, out and back, across Bailey at VSECU, along the sidewalk on State left across State to sidewalk on the opposite side at Taylor OR at Elm, Left on Elm, Right on Langdon to finish.

Will the entire street be used: [x] YES [x] NO If "NO", how much will be used: Street on Langdon, roadside and sidewalk on other streets

Number of Parade Entries: 125 + volunteers Parade entries list attached [X] List of Sponsor's Parade Marshalls & their duties attached.

Does your Organization have Liability Insurance: [x] YES [] NO Carrier & Tel# Star Insurance through Road Runners Club of America: 703-525-3890

Fee Paid: \$5.00 [x] 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: Carrie Baker Stahler

Date: 10/21/13

Approved by:

Date: 10/21/2013

OFFICE USE ONLY

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

SPECIAL PROVISIONS: Police Officer to assist at start of race at Langdon & Elm

(2) School St & Elm St and at (3) Bailey Ave & State St for Runners going out only - ON Return Course Marshalls will need to assist crossing locations Marshalls MUST HAVE SAFETY VEST WORN AT ALL TIMES

Parade Request Denied: Reason

1 Pitkin Court, Montpelier, VT 05602 ♦ 802-223-3445 ♦ FAX 802-223-9518

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

To: William J. Fraser, City Manager
From: Todd C. Law, PE, Director 
Date: October 16, 2013
Subject: Bids Received for Flatbed Trailer

On October 10, 2013, we opened bids submitted for the purchase of a Flatbed Trailer for the Public Works Department. Four bids were received; the bid tabulation is attached. The low bid was submitted by E. W. Sleeper of Concord, NH, in the amount of \$6,795.

We request that this item be placed on the Consent Agenda for the upcoming Council meeting; suggested wording for the Agenda follows:

*To accept the bid proposal for a new Flatbed Trailer, submitted by E. W. Sleeper Co., Inc. in the amount of **\$6,795.00**; and to authorize the City Manager to execute all documents. The amount included in the FY2014 budget for this purchase is \$10,000.*

If you would like further information, or if you would like to review the file on this purchase, please feel free to contact my office.

Attachment (Bid Tabulation)
C: Eric Ladd, Equipment Supervisor

TOTAL BID PRICE

AWARDED BY:

City Of Montpelier
Department of Public Works
Memorandum

To: William J. Fraser, City Manager

From: Todd C. Law, PE, Director *TL*

Date: October 16, 2013

Subject: Bids Received for Wood Chipper

On October 10, 2013, we opened bids received for a diesel Wood Chipper for the Public Works Department. Three bids were received; the bid tabulation is attached. The low bid was submitted by Essex Equipment in the amount of \$28,800, with delivery expected within 60 days.

We request that this item be placed on the Consent Agenda for the upcoming Council meeting; suggested wording for the Agenda follows:

*To accept the bid proposal for a new 12" diesel Wood Chipper, submitted by Essex Equipment & Rentals, Essex Junction, VT, in the amount of **\$28,800**; and to authorize the City Manager to execute all documents. The machine is to be delivered within 60 days after receiving the Purchase Order. The amount included in the FY2014 budget for this purchase is \$30,000.*

If you would like further information, or if you would like to review the file on this purchase, please feel free to contact my office.

Attachment (Bid Tabulation)
C: Eric Ladd, Equipment Supervisor

#78 Wood & Brush Chipper

PURCHASE NO.

DATE OF OPENING

309400.83.01	10/10/2013
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DEPARTMENT

PUBLIC WORKS closed 10:00

ITEM	BRIEF DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1.	NEW 12" MOUNTED CHIPPER	37045 -	36570 -	33500 -				
2.	(TRADE ALLOWANCE)	1000 -	1500 -	1500 -				
3.	(MUNICIPAL DISCOUNTS)	6209 -	6270 -	5200 -				
	TOTAL BID PRICE	29836 -	29800 -	26800 -				

BID NO.

PW-12

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PREPARED BY:

AWARDED BY:

Minutes of the Montpelier City Council Meeting
October 9, 2013
Montpelier City Hall Council Chambers

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

Mayor Hollar called the meeting to order at 5:00PM.

13-240. Nancy Sherman addressed the council as Chair of the Charter Revision Committee. She invited councilors to speak with the committee about their proposals.

13-241. Councilor Weiss asked that item g. be pulled from the consent agenda for discussion. The City Clerk added an application for a liquor license for a new wine shop on State Street. He also expressed embarrassment that the previous meeting's minutes had not been sent to the council prior to the meeting, promising to label himself a "moron" in the next minutes for the oversight. The Mayor thought that might be a bit much.

Councilor Guerlain moved approval of the consent agenda with the modifications. Councilor Watson seconded. The motion carried unanimously at 5:05PM.

13-242. Candidates for the open position on the Montpelier Housing Authority Board were noted (neither was present).

13-243. Mahima Poreddy addressed the council, expressing her desire to be reappointed to the Conservation Commission as its ex-officio youth member. Councilor Guerlain moved that Ms. Poreddy be appointed to the position, and was seconded by Councilor Golonka. The motion passed unanimously at 5:08.

13-244. Jon Anderson addressed the council, expressing his interest in being re-appointed to the Planning Commission. Councilor Edgerly Walsh asked Mr. Anderson about the goal of increasing housing in the city. Mr. Anderson suggested it was likely that increased housing density would be recommended, as well as conservation zoning in more rural areas. He also shared his views on other proposals likely to come before the planning commission.

Leslie Welts addressed the council, explaining her background and interest in serving on the commission. Tom Nowlan addressed the council, reflecting on his experience as youth member of the commission, and expressing his enthusiasm to be reappointed.

Tina Ruth addressed the council. Before presenting her case for reappointment to the planning commission, she informed the council of the results of the previous night's meeting to consider continuing discussions on merging the regional planning commission and the regional economic development commission. The vote was 11 against, 10 in favor, 1 abstention, 1 absence, and as such the motion to continue discussion failed. She reported that discussions on how the bodies could work more

closely followed. Ms. Ruth then discussed her interest in being reappointed to the commission, as well as her interest in enhancing the housing diversity in the city.

Councilor Guerlain moved that Tom Nowlan be appointed to the Planning Commission as a youth member. The motion was seconded by Councilor Watson. It carried unanimously at 5:24.

- 13-242. Steve Coble arrived, and addressed the council, expressing his interest in being reappointed to the Housing Authority Board.

- 13-245. The council proceeded to the testimony table to commence their roundtable discussion. This discussion was joined by Finance Director Sandra Gallup.

After much discussion, Councilor Guerlain moved the council adopt a ceiling for any budgetary increase of 1.5% at 6:37. The motion died for lack of second. The sense of the council after further discussion was to task the city manager with a 1.8% target.

A brief discussion of ideas for different approach to water and sewer fees was begun. A fuller, official discussion would follow in November.

- 13-241. The council returned to item g. from the consent agenda. Councilor Weiss took the opportunity to discuss more lighting, before moving its approval. Councilor Golonka seconded. The motion carried unanimously at 6:47.

- 13-246. Councilor Watson asked about a potential gesture to downtown businesses impacted by the construction. A brief discussion followed.

The meeting recessed at 6:50 to proceed to the planned "Public Spaces Forum."

The Council Reconvened the formal meeting at 9:00 (Councilor Weiss was not present). City Manager Fraser and Assistant City Manager Baker were present. Councilor Watson motioned to go into Executive Session to discuss committee appointments. Councilor Hooper seconded. The motion carried unanimously.

Councilor Guerlain moved that the council return to open session at 9:17PM. Councilor Watson seconded. The motion carried unanimously.

Councilor Edgerly Walsh motioned for the following appointments (Councilor Hooper seconded): Montpelier Housing Authority – Steve Coble, Conservation Commission – John Fox, Planning Commission – Tina Ruth and Jon Anderson. The motion carried unanimously at 9:19PM.

The meeting continued and general preliminary discussions on following items followed: the Project for Public Spaces forum including ideas for future consideration (bricked block between Elm and Main on State Street, varied meter rates throughout town to reflect demand), the potential for events promoted through the Downtown Improvement District, an update on the status of city attorney, and consideration of ideas to support businesses after district heat construction. No decisions or conclusions were reached.

Councilor Hooper motioned to adjourn the meeting at 9:50. Councilor Guerlain seconded. The motion carried unanimously.

Minutes of the Montpelier City Council Meeting
September 18, 2013
Montpelier City Hall Council Chambers

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

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

- 13-228. Latoya Coleman addressed the council, feeling she had been subjected to racist treatment in the city, including racial profiling and ridicule, in a local business. She read a statement.

The mayor indicated they had previously met and spoken, and wanted to speak with her further about making Montpelier welcoming to minorities.

- 13-229. Councilor Watson moved approval of the consent agenda, including late additions to facilitate the awarding of a contract for DPW repairs and authorization for the Carr lot purchase, as well as a technical correction on a duly seconded motion reported in the previous meeting's minutes. Councilor Edgerly Walsh seconded. The motion carried unanimously at 6:38 PM.

- 13-230. Helen Husher and Stephen Bousquet addressed the council regarding the open positions on the Historic Preservation Commission.

Ms. Coleman returned to address the council, adding to her previous report that an Indian man was subjected to racial discrimination by passersby, and in area businesses.

Councilor Guerlain moved the appointment of Helen Husher to another 3-year term and appoint Stephen Bousquet to a two year term on the Historic Preservation Commission. Councilor Watson seconded. The motion passed unanimously at 6:45.

- 13-231. Following her brief comments to the council, Councilor Guerlain moved the appointment of Jo Ann Corski Gibbons to the 3 year term at the Montpelier Loan Fund Committee. Councilor Edgerly Walsh seconded the motion, which carried unanimously at 6:47.

- 13-232. The second public hearing to consider a proposed amendment to the City's Code of Ordinances, Article VII, PARKING AND PARKING METER ZONES, as it relates to parking on East State Street opened at 6:48PM, and was closed when no one rose to speak. Councilor Guerlain made a motion to approve the changes, and was seconded by Councilor Edgerly Walsh. The motion passed unanimously at 6:48PM.

- 13-233. Steve Cook (Downtown Improvement District committee) and Kevin Casey (Community Development Specialist) gave an overview of the Downtown Improvement District committee's approach to developing processes and procedures. Councilor Watson had questions.

Councilor Hooper arrived at 7:00.

Councilor Weiss noted that there was still no DID budget, despite the request from the council. Mr. Cook indicated that a line-item budget was impossible at this point. Councilor Weiss indicated he wanted a breakdown of overhead versus project funding and salaries. The mayor expressed some uncertainty about what specifically Mr. Weiss wanted, given that the allocation was exclusively for project funding.

Councilor Golonka was satisfied with the documents provided and commended the committee.

Councilor Guerlain asked about the development of the guidelines, and commended the committee for providing them.

Councilor Weiss listed elements of the guidelines he objected to - noting that the guidelines called for a budget, but no budget was provided. He also objected to what he felt was a lack of specificity regarding the council's role, grant applicants, and questioned the presence of the word "housing," which the council assumed was a typo. He and Councilor Guerlain expressed concerns about the possibility of loans being part of the program. Mr. Cook and Councilor Edgerly Walsh indicated that loaning funds was not part of the committee's plan, although elements of the document were found with "loans" referenced (the document was modeled after the housing trust fund guidelines, and inappropriate instances of "housing" and "loan" were mistakenly included as a result).

Councilor Golonka moved approval of the plan and the guidelines, with the removal of references to loan and housing. Councilor Guerlain seconded. The motion carried at 7:13PM by a vote of 5-1 (Councilor Weiss was opposed).

13-231A At 7:14, the council took up a supplemental agenda item. Regarding an anticipated upcoming vote in the commission as to whether or not to continue discussions around a potential merger between that body and the Central Vermont Economic Development Corporation, Tina Ruth from the CVRPC addressed the council expressing opposition to the proposal (with the caveat that she would vote on the committee as directed by the council, as Montpelier's representative), while Ed Larson from the CVEDC testified in favor.

Ms. Ruth expressed the prevailing opinion within her committee that the two bodies have different missions and different priorities and don't cleanly overlap, and that the proposed changes would create a large, unwieldy body.

Councilor Guerlain asked for clarification on the voting process for the proposal.

Mr. Larson presented his view that the inherent tension between the two approaches would synergize into a "holistic" approach to planning on a combined committee. He also noted that it would be at least a year before a final decision would need to be made, should the body decide to go forward with discussions. Councilor Edgerly Walsh had questions as to the impetus behind the push to merge from proponents.

Delinquent Tax Collector Bev Hill spoke in favor of continuing merger discussions, while expressing uncertainty about the potential merger itself.

Councilor Golonka spoke favorably towards continuing the merger discussion, and moved that the city's representative on the planning commission be directed to vote yes on continuing the discussions. Councilor Hooper seconded. Councilor Guerlain spoke against continuing the discussion, as did Councilor Edgerly Walsh. Councilor Watson spoke favorably about continuing the discussion, as did Mayor Hollar.

The motion carried by a vote of 4-1 (Councilor Guerlain voted no, while Councilor Edgerly Walsh abstained) at 7:47.

- 13-234. Police Chief Tony Facos gave an update on the recent increase in break-ins, the police response, and how the department is communicating with the media on the matter. He noted that while burglary/larceny was up, violent crime was down. He also noted that substance abuse addiction was driving the break-ins.

Facos cited the September 4th burglaries - including forced entries - and the "smash and grab" at Katie's jewels. He explained how the department has modified its approach since then.

Chief Facos referenced the new Facebook page for the department as one method for communicating directly with the public. He also gave an example of the "media log" generated from the police report, which goes out to the press.

Facos encouraged citizens to lock cars, which would prevent the bulk of the car break ins. He noted that other communities were having similar spikes in burglaries.

Councilor Weiss asked what percentage of police time was spent on "special activities" such as planning for parades and the like. Chief Facos responded that it was an enormous question to quantify work time divided between such functions, and there is a lot of discussion in the professional community about quantifying these issues and identifying costs.

- 13-235. City Manager Fraser reviewed the "steady state" capital/infrastructure plan. A brief discussion of the prioritization of paving work followed. Mayor Hollar asked about planning and allocations for filling cracks that emerge in roads.

Councilor Guerlain noted the number of excess utility poles that had been removed.

- 13-236. Councilor Golonka expanded on the firebox committee meeting. He noted that the recommendation would be that "first dibs" on removed boxes would go to nonprofits, and then they would be made available to the general public. Councilor Edgerly Walsh added that the group would entertain Barre City's request for some as well.

Councilor Watson reported on the PACE program, noting it was open for enrollment. Interested homeowners could apply for loans to add efficiencies, and that applicants should contact Gwen Hallsmith (with a deadline in October). Watson added that on October 5, Efficiency VT and VNRC are hosting Button-up day to promote home efficiency, and that they were looking for volunteers.

Councilor Hooper felt that some of the agenda item recommendations didn't make sense.

Councilor Guerlain thanked Chief Facos for his report. He also noted the Fire Pull-box committee met, and wanted to discuss the matter in more depth at a future meeting. He also hoped to review the recreation department status discussion initiated in a March meeting.

Councilor Guerlain also recommended meeting on the 6th and 20th of November, and the 4th and 18th of December (1st and 3rd Wednesdays, instead of the usual 2nd and 4th) to minimize holiday conflicts). The City Manager indicated that was on his list to attend to. Councilor Guerlain suggested there be an executive session over district heat (the Mayor suggested it be after the planned forum on the 9th). Finally, he asked about a joint council/planning commission meeting (the Mayor indicated it would be on the 23rd).

Councilor Weiss noted the upcoming summary report (expected the 30th) on the regional public safety authority. He also noted -on behalf of the charter committee - that the members of that body anticipated an opportunity to address the council at an upcoming meeting.

- 13-237. The Mayor reported on a "good" discussion at the Vibrant and Affordable Montpelier forum the previous night. He also noted that he had a chance to lead a Prevent Child Abuse Vermont march with Spider-Man (or a reasonable facsimile).

The Mayor repeated Chief Facos recommendation that citizens lock cars and doors.

The Mayor noted the coming October 9th forum with a representative with the Project for Open Spaces.

- 13-239. City Manager Fraser reviewed the upcoming meeting schedules. He noted the limited agenda for the next council meeting, and the sense of the council was that the discussion could start earlier than usual. He also cited his written recommendation echoing the schedule changes for council meetings just recommended by Councilor Guerlain.

Mr. Fraser asked for guidance on the schedule of meetings to discuss the next budget. He also noted that the Vermont College of Fine Arts had appealed their taxable status.

Mr. Fraser reviewed issues with Berlin regarding billing for a sewer line and the history of communications between the two municipalities. He also reported on Berlin's next steps in developing their water system.

Councilor Golonka volunteered to be the council's representative to meet with Berlin on sewer issues.

Mr. Fraser noted that the city could submit comments on Berlin's proposed new water system as part of the approval process, given the fact that Montpelier's current system is a viable alternative. Councilor Golonka felt it was important to get involved in this way to set the record straight. Councilor Edgerly Walsh moved that city staff be instructed to

proceed with the development and submission of such report in the ANR environmental review process. Councilor Hooper seconded. The motion carried unanimously at 8:52.

Councilor Hooper moved to adjourn. Councilor Guerlain seconded. The motion carried unanimously at 8:52.

Parks Commission Working Subgroup: Dog waste Committee

Dog Waste Management Proposal

September 2013

PURPOSE: To manage pet waste in Montpelier and Hubbard Park. To secure start-up funding for the establishment of a dog waste management plan for the parks of Montpelier.

RATIONALE: Montpelier has the reputation of being a dog friendly community for residents and the many tourists who travel with their pets to enjoy the four season beauty of Vermont. As the dog population has increased so has the dog waste in Hubbard Park and throughout the city. Unmanaged dog waste concerns are threefold: environmental health and local water quality, human health particularly children and school groups using the woods and recreation areas, and the nuisance and aesthetics for all Montpelier residents and visitors. The current ordinance requires dog owners to pick up waste except in the woods. With an increase in dogs this option has become a problem.

This Working Group is recommending a multi-prong approach to encourage dog owners to clean up after their pets. The first goal is to change the city ordinance to a simpler ordinance that states residents should clean up after their dogs regardless in order to bring the ordinance in line with the desired behavior. While this is a first step, major metropolitan areas have discovered that "pickup" ordinances with penalties have not had significant impact on dog owner behaviors and are difficult to enforce. Therefore, the second recommendation is the installation of high visibility waste management stations to project the desired behavior and increase compliance of dog owners. By providing waste bags and disposal containers, the community clearly communicates the law and makes it easier for dog owner responsibility and compliance. In addition, the high visibility stations may encourage non-dog owners to direct dog owners to resources in a less confrontational manner when needed. Research has shown that providing dog waste stations is the only effective solution to managing dog waste. This has been highly successful in other communities and we believe it would be just as successful in Montpelier. The third prong to this approach will be a strong educational campaign to educate the community regarding the value of dog waste cleanup.

MATERIALS NEEDED: Based on a general survey of Montpelier, the following stations will be needed.

11 "Gladiator Stations" @ \$399.00 each	total	\$4389.00
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Replacement baggies, biodegradable at \$144.00 per case of 3200 x 5cases		\$720.00
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Total for initial start-up year materials		\$5109.00
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FOR FULL BUDGET see addendum.

SPECIFIC ACTION PLAN ON DOG WASTE STATIONS:

1. The Parks Commission formed a working group chaired by a Commissioner and composed of a group of concerned citizens. This group has been assigned the task of researching the issue and developing a plan to address the problem. The group's final recommendation is to install waste stations in high utilization areas of the parks and selected downtown areas. The group continues to meet in hopes of securing funding, following through on implementation, developing a public awareness campaign, and to evaluating the outcomes.
2. The "Gladiator station" by Zero Waste USA was selected for several reasons. First the station includes everything in one package to start off. In addition there are several beneficial features specific to these stations. Each station is vandal proof with locking waste can and is highly visible. The waste can itself has a fully sealed chute system with tilting door slot that limits disposal to pet waste, prevents odors and reduces pests. Each station includes: a 7 ft. square post, a pet waste sign, bag dispenser, waste can, hardware, 400 dog waste bags, and 50 can liners.
3. The high visibility waste stations will be placed in the following locations at first.
 - Hubbard Park: there will be 5 stations installed. A station will be placed at the main entrance gate, the "meadow" parking area, near the new shelter/kiosk, Hubbard Park Drive gate, and the gate at the bottom of the Tower road.
 - The Bike Path: there will be 2 stations installed. One along the path near the state commuter lot and one near the High school/VESCU.
 - North Branch Park: One station near the pool shelter/bridge to trails.
 - Stone Cutter's way: there will be 2 stations installed; one near the Co-op and one near Sarducci's parking.
 - Dog River Park Parking lot.
4. Once the stations are placed, volunteers will monitor use and make recommendations as to the need to maintain or relocate stations based on volume of use and reduction of undisposed waste in the areas.
5. Collection of the waste and replacement of waste can liners will be integrated into the Montpelier's general waste pick up. Initially the waste pickup will be covered by the start-up grant as a trial period and then eventually assumed under the City of Montpelier general waste can pick up during the city "trashcan season." Currently, the rate for a contracted person to empty waste cans is \$3.75 per can per pickup. At once a week for 9 cans the cost would be about \$810.00 per year. The Recreation department will be responsible for monitoring, disposing of liner bags, and restocking the can at North Branch Park and Dog River Park as they pick up their own trash in that area. In the off-season, the waste stations will be monitored by volunteers and the liners disposed of at the City Works dumpster. Utilization of cans will be monitored so that high use cans can be converted to a twice a week pickup if needed during the prime visitor seasons.

BUDGET: The initial start-up grant will cover the cost of the 11 "Gladiator" stations and a replacement waste bag supply for the first year. For the following years we anticipate the operating costs (see addendum) will be born by the City of Montpelier with efforts to offset those costs by voluntary contributions and community fundraising. Several sources of funds are being explored:

- A voluntary dog owner fee collected at the time of dog licensure. By state law, this must be voluntary and no more than \$10.00 a year per dog. Amount to be determined. Currently, there are approximately 400 licensed dogs within the city of Montpelier.
- Business or individual sponsorship of designated cans to cover the cost of maintaining the can supplies. A placard recognizing the business or individual sponsor will be place on the waste station post.
- Integration of the waste disposal into the City of Montpelier budget for future years. This could come under general funds for the "garbage can season" or the parks budget.
- A secured mason collection box for donations at Hubbard Park.
- One-time fundraiser events by supportive organizations like The Friends of the Dogs of Hubbard Park or dog friendly businesses.

EVALUATION: An ongoing assessment and evaluation of use will be implemented. This will entail volunteers monitoring the waste stations for utilization with regards to volume of use and reduction of visible waste in the surrounding areas. In addition, the condition of the stations will be monitored for replacement or maintenance adjustments. If necessary stations will be relocated for maximum utilization and community need. Review and evaluation of community education efforts will be done yearly by the Parks Commission working group on dog waste.

City of Montpelier Parks Commission Working Subgroup: Dog Waste Committee

Operating Budget for Dog Waste Management

One time cost items: 11 "Gladiator Stations" by Zero Waste, USA	\$4389.00
Replacement baggies, biodegradable at \$144.00 per case of 3200 x 5cases	\$720.00
Replacement can liners 4 cases of 200 bags per case @ \$65.00/case	\$260.00
Trash collector fee, \$3.75 per can at 11 cans for 52 weeks a yr. ,weekly	\$2145.00
Plus extra pick up per week cushion of 3 bins for 20 weeks	\$225.00
Subtotal	\$7739.00
	Minus (\$4389.00)
Total yearly operating cost	\$2960.00

MEMO

TO: MONTPLEIR PLANNING COMMISSION
FROM: KIM CHENEY
SUBJECT: DISCUSSIONS WITH GWEN AND OTHERS OVER THE SUMMER
DATE: SEPTEMBER 16, 2013

NEXT MEETING will be on September 23rd at 5:00 P.M. in council chambers.

Over the summer I have had weekly meeting with Gwen to discuss how to proceed this fall. Jon Anderson was present for some, as were Jesse Moorman and Tina Ruth. This Memo is an effort to summarize what happened.

1. DENSITY:

a) Calculation: This is how density is measured.¹ The present Zoning Ordinance, § 607, refers to “minimum area per family” for each district. For example, in HDR that area is 1500 square feet, and in LDR is one acre. Section 607 also specifies the amount of a lot area that can be built on; 50% in HDR and 10% in LDR. To determine the number of units that can be built, the 43,560 square feet in an acre is divided by the minimum area per family area required in each zoning district. For HDR with a minimum area per family of 1500 sq” that number is 29 units. However, since only 50% of the lot can be built on which determines the size of the structure housing them, and there are height restrictions on building, the actual number of built units may be less than 29. Lots measured in fractions of an acre would have the number of units permitted determined by that fraction. Because the number of allowed units is large (in this case 29/acre), the number of units actually built will depend on the size of the built units. More 500 sq’ units can be built than 1000sq’ units. There is no legal requirement establishing the size of a unit – merely that it have a kitchen and toilet facilities.

Density – that is the number of units per acre or fractional part would primarily be determined by (1) square feet of area required by zoning regulations for minimum area

¹ Thanks to Gwen and Jesse for clearing my confusion this issue. I believed “units” meant stand alone buildings.

per family for each unit, (2) the percentage of land area on a lot which can be built on, (3) market forces regarding size of units, (4) the number of units specifically allowed per acre if so specified.

In fact, most of unit density numbers proposed by the Planning Department, in for newly named districts will be similar to present requirements. To date the commission has not dealt with alterations to the minimum area per family requirements in proposed new districts.

Given the complexity in calculating density, we should think of a simpler and perhaps more sophisticated method.

b) Montpelier's Actual Density: However, in the case of the Meadow, the actual "as built" structures work out to about 6 units per acre. The principle limitation on building more units in renovated large houses is a state requirement that construction of more than two units requires a sprinkler system – expensive to do in a renovated building. Attached is Planning Department calculation for all neighborhoods of the "as built" density. Clearly, if new development permits higher densities, or existing "carriage houses" are subdivided into a greater number of units to comply with market forces, density in a neighborhood will increase, raising issues of design, and impact on neighborhoods. In short, the "character of the neighborhood," which the Master Plan insists be protected, will be under stress.

Gwen volunteered to provide a photo presentation of what she envisions high density development looks like in a local context – not, say, in New Jersey. This should help explain the "density" numbers to the public and the City Council

2. CONTROLLED GROWTH: The observation about the Meadow and, indeed, most Montpelier neighborhoods, leads to the question: What will a development look like, and how will it impact adjacent neighborhoods? At present, there is no citywide process to answer these questions. In order to "protect" existing neighborhoods, Gwen suggested that all new "major projects" be subject to design review. Accordingly, Gwen, Tina and I met with Jay White and Steve Everitt, who are members of the Design Review Commission (DRC) to collect ideas. Jay, who is an architect, thought any major project, say 5 or more units, should go through a two step process. The first step would be to discuss any plans with DRC in an informal way to look a

building design and see how it “responded to and enhanced” the neighborhood. He pointed out that if a development merely has to be compatible with existing buildings, bad design of “unfortunate buildings” could be replicated. For example, must a gas station look like every other gas station, or are there better alternatives? He would require computer created 3D views and a video of the proposed buildings. For example, “massing” of buildings and variable designs can result in a pleasing development, even with high density, that “respects and enhances” a neighborhood.

Good development can foster conservation; design review could help bring this about by informal discussion of projects before a complete application is submitted.

He suggested the Waitsfield Zoning Ordinance could be consulted to develop other criteria. I have copied § 5.03 of the Waitsfield ordinance to illustrate other possible criteria. Probably the developer would need architect services, not for complete design, but to determine compliance with any criteria that apply. Mr. White estimated such services would be less than 6% of the project cost, and would help the developer increase the value of the project. The second step would be a formal application for a zoning permit based on the negotiated design the DRC approved, perhaps using PUD to go to the DRB for waivers of some zoning specifics.

3. INFILL The master plan states that “infill” will be encouraged in the smart growth district. I discuss the smart growth district below. However, “infill”, although not precisely defined generally means building on vacant lots which have the required minimum area for a zoning district. The Planning Department seeks to increase density by reducing the minimum required area in the new zoning districts. So for example, if quarter acre lots are presently required, and the area is downsized to one eighth acre, neighbors on the quarter acre lots could agree to sell off parts of their lots and create a smaller conforming lot. This process would have implications for the entire neighborhood. I prefer allowing such projects if approved as a PUD subject to design review, rather reducing density in an area across the board.

4. SABINS PASTURE – DESIGN REVIEW: Gwen, Tina and I met with Ken Braverman, the potential developer of Sabin’s Pasture. It is currently in a designated Smart Growth area. He would expect ACT 250 review. He values good design and believes the added cost is more than made up by the added value of a project. He would not do unsubsidized affordable housing. He would not include commercial uses, and perhaps other “mixed uses” required in a growth district. (At this writing I am uncertain whether failure to follow Smart Growth rules is a

violation of City Zoning or simply disqualifies the project for State benefits- discussed below.) He made no specific objections to the plan we approved in June which he had not studied, but we invited him to do so. He said the market has two segments, young people who want small “urban” units with access to work and services without cars, and seniors who want to live in Montpelier, but want to give up their large houses to be developed into several units, and have an upscale apartment.

Braverman liked the idea of design review for all major projects, but suggested we review Winooski’s development criteria and include them in any process to mitigate subjectivity in the process. I have asked the Planning Dept for these so we may review them. Any project is a two stage process, the conceptual phase, to be vetted in design review, and the actual phase. I was impressed by his desire to do a high quality project.

5. ALTERNATIVE APPROACHES TO DEVELOPMENT. – A TWO DOOR

POLICY: Jon and I met with Gwen and reviewed the above issues. Jon suggested we write a zoning ordinance that has “two doors.” A developer could elect to go through either door. One door (review process) would be a PUD type process, where design review occurs and, if approved by the design review committee and the DRB, would allow certain aspects of the strict zoning requirements to be waived. The other door would be strict adherence to “Cartesian” zoning; that is, enacted standards and criteria, such as square footage, number of units, strict set back, etc. A developer who chose the design review process hopefully could negotiate something acceptable to himself, the neighbors, and the City. If a developer chose not to do so, the “Cartesian” door would be open, but probably also resistance by the neighbors would be more strident.

6. PROPOSED REWRITE OF ZONING LAWS. Jon is also determined, with Gwen’s help, to write the new Zoning Ordinance in “plain English,” eliminating redundancies and cross references that create confusion. He is starting on that project.

7. THE GROWTH DISTRICT. The designation of Montpelier’s growth center by the Downtown Development Board occurred prior the amendment to 24 V.S.A. 2793c (H)² which,

² The amended statute was effective as of July 1, 2010. Montpelier’s application for growth center designation was approved by the Downtown Board on September 28, 2009

among other things, requires “smart growth principles”³ and minimum densities of 4 units per acre be incorporated in municipal zoning. Accordingly, the Downtown Board, has not required those provisions be incorporated in our City zoning ordinance. How the growth district functions remains is not clear to me. In brief, I have this question: are the statutory criteria such as such as mixed use,”⁴ required to be followed, or is compliance merely a matter between the developer and the State to determine eligibility for State benefits? If the former, I believe the present district is too large because it imposes conditions that may not be warranted – including a densely developed, compact area with affordable housing- on every developable lot in the City presently served by sewer and water. If the latter, then the issues are between the developer and the state. As to affordable housing I would rather plan for affordable housing on a development by development basis. Further the “smart growth” rules are sufficiently ambiguous to encourage litigation by disgruntled neighbors. The State is not happy with the statute and plans to amend it in 2014, and our plan must be reviewed then as well. I have asked the City Attorney, Steve Stitzel to clarify some of these questions. Gwen’s position is that the policies that promote affordable housing, resource conservation, and “smart growth” are current and longstanding city goals that zoning is supposed to implement not change. I already sent you some email traffic on this subject. Having the City Council involved make sense.

SUMMARY

Citywide design review with clear criteria should encourage major projects that increase density to be more acceptable to existing neighborhoods, as well as continuing to make Montpelier neighborhoods convivial. Poor design with poor quality could be avoided. Thoughtful solutions to transportation, what to do about cars (hide them?); noise, and other issues should evolve. To be workable, clear criteria must be developed to avoid subjectivity and

³ (1) maintaining a historical development patterns, (2) developing compact mixed-use centers , (3) enabling choices in transportation, i.e. walking to downtown (4) protecting the environment (5) encouraging agriculture (6) balancing growth with services (7) supporting viable businesses (8)providing housing for diverse income groups, and (9) a lot of other requirements, including being on existing infrastructure, “walkability” and numerous other requirements. 24 V.S.A. 2791(13) (A)

⁴ By statute mixed uses means “including, or having, the potential to include “retail, office services, other commercial, civic ,recreational, industrial and residential neighborhoods including , affordable housing and new residential neighborhoods, within a densely developed, compact area.” 24 V.S.A, 2791(12) (B).

arbitrary action. People with common goals can work together, especially if there are reasonably clear standards. To quote Grant Gilmore, in the *Ages of American Law* at page 111:

The values of a reasonably just society will reflect themselves in a reasonably just law. The better the society, the less law there will be. In Heaven there will be no law and the lion will lie down with the lamb. The values of an unjust society will reflect themselves in an unjust law. The worse the society, the more law there will be. In Hell, there will be nothing but law, and due process will be meticulously observed.

It would be wise to discuss this approach among ourselves. If agreeable, we should involve the City Council to get guidance as what it wants. That should happen promptly.

-30-

MEMO

TO: William Fraser, City Manager
Jessie Baker, Assistant City Manager
FROM: Gwendolyn Hallsmith, Director of Planning and Community Development
RE: Three Land Use Policy Questions for Consideration by the City Council
DATE: October 17, 2013

On October 9, 2013, Bill asked me to identify any areas of potential concern relating to the master plan and city policy. Here are three questions that have surfaced during recent meetings of the Planning Commission that may deserve the council's consideration:

- **Question # 1:** Should the new zoning increase density in some of our neighborhoods?
- **Question # 2:** Should the new zoning increase the area where design review is part of the normal zoning process?
- **Question # 3:** How and where should the city encourage affordable housing development?

To put these questions in context, here's a synopsis of the land use laws that apply.

The State and Montpelier's Land Use Law

Vermont State Law lays out specific goals for land development, and clear processes that Planning Commissions are to follow to meet these state goals. Attached the relevant laws (see in particular § 4410. Regulatory implementation of the municipal plan). These state laws allow Montpelier to develop a Master Plan that complied with these state goals. They then provide that Montpelier could enact zoning ordinances to carry out the policies adopted in Montpelier's Master Plan. Vermont's Growth Center legislation allowed new zoning approaches. In 2009 Montpelier adopted a Growth Center. In 2010, Montpelier adopted a Master Plan that conforms with state and regional goals.

Several State Rules Help Frame the Three Questions for the Council's Consideration

The "two door" approach that Kim identifies in his memo is worth considering because it offers a way to allow compliance with the city and state goals of promoting affordable housing, good design, and resource conservation. The enabling legislation provides:

"No bylaw nor its application by an appropriate municipal panel under this chapter shall have the effect of excluding housing that meets the needs of the population as determined in the housing element of its municipal plan as required under subdivision 4382(a)(10) of this title or the effect of discriminating in the permitting of housing as specified in 9 V.S.A. § 4503."

That is, the state requires that affordable housing be explicitly considered by Montpelier's zoning laws.

"A municipality that has adopted a plan through its bylaws may define and regulate land development in any manner that the municipality establishes in its bylaws, provided those bylaws are in conformance with the plan and are adopted for the purposes set forth in section 4302 of this title."

That is, the state requires that land use decisions comply with state law and with Montpelier's Master Plan.

"A municipality may regulate land development in conformance with its adopted municipal plan and for the purposes set forth in section 4302 of this title to govern the use of land and the placement, spacing, and size of structures and other factors specified in the bylaws related to public health, safety, or welfare."

"As used in this chapter, "consistent with the goals" requires substantial progress toward attainment of the goals established in this section, unless the planning body determines that a particular goal is not relevant or attainable. If such a determination is made, the planning body shall identify the goal in the plan and describe the situation, explain why the goal is not relevant or attainable, and indicate what measures should be taken to mitigate any adverse effects of not making substantial progress toward that goal. The determination of relevance or attainability shall be subject to review as part of a consistency determination under this chapter."

Most importantly, when Montpelier decides to scrap a goal, it must be explicit in that process. Proposing an ordinance that drops a goal silently, without expressly stating its objectives, violates the consistency norm that guides our land use law.

Question # 1: Should the new zoning increase density in some of our neighborhoods?

In his September 17th memo to the Planning Commission, Kim Cheney put the issue of density at the top of the list of policy questions. He properly concluded that the densities proposed in the 2012 draft I presented to the Planning Commission are very similar to our present densities. The main difference is that the proposed map extends higher density areas into parts of the city that have lower densities at the present time. The city has very high densities in some areas, and yet they are not slums, they are not unattractive, they contribute a lot to the city's economic and human health.

The type of development that higher density would allow is necessarily opportunistic – it is not the kind of development that happens in large chunks on undeveloped land, but rather it fills in the spaces between houses that are now farther apart. This is the definition of infill housing – it fits between the houses that exist now, and is developed, typically, one unit at a time. This pace of development fits well with the diversity in housing styles and types that characterize most of our neighborhoods.

The policy goal that is furthered by increasing densities is lower taxes and fees by adding ratepayers and taxpayers to areas that are served by existing city infrastructure. More houses mean more water and sewer customers, more children in the schools, and the possibility of sharing the high fixed costs of all our city services with more people.

Question # 2: Should the new zoning increase the area where design review is part of the normal zoning process?

The current draft zoning ordinance and the Master Plan recommend that to maintain the integrity of our National Register District, we need to enact design review in a way that is coextensive with the National Register boundaries for the purpose of historic preservation. This will make our current goals of maintaining the integrity of the historic district achievable. The courts have determined that

Montpelier should “go back to the drawing board” and reconsider the zoning boundaries it uses for Design Review. We lost a case when they determined that our application of design standards was not consistent.

The Planning Commission has also discussed enacting additional design standards as part of the “two door” approach, which is consistent with the stated objective of the Master Plan to maintain neighborhood integrity, but is not yet part of the Master Plan. This significant addition likely requires an amendment to the Master Plan, and requires input from the stakeholders at a level comparable to the process followed in developing the Master Plan

Question # 3: How and where should the city encourage affordable housing development?

Both State of Vermont and city goals are very clear that the zoning ordinance language should encourage the development of affordable housing. In the Growth Center, mixed income housing is a key policy goal that partly justifies higher densities and relaxed dimensional requirements. Areas zoned “MDR” in the old ordinance, and “Suburban” in the new ordinance, are the targets for higher densities. Without being clear on the purpose, here to provide for mixed-income housing, zoning language cannot be drafted.

Another, very closely related question relates to the boundaries of the Growth Center district. This is a fairly involved policy issue that speaks to the questions of increasing the density in areas served by city infrastructure and encouraging affordable housing, so in many ways the question is embedded in these policy goals. If the city decides not to do one or both of these things, then revising the Growth Center boundaries would follow from those decisions.

The First Presentation Of The Montpelier Parking Committee August 28, 2013

Appointed Members Of The Parking Committee

Brian Cain- Downtown

Andrew Brewer- Downtown

Nolan Langweil –Neighborhood

Richard Sheir- Neighborhood

Kevin Casey- Montpelier City Government

Tony Facos- Montpelier City Government

Kristin Warner- Vermont State Employees Association

Michael Clasen- Vermont State Government

Tawnya Kristen- Green Mountain Transit

The History Of Parking Committees

- There have been many parking committees over the years
 - All were temporary task forces which made recommendations that were or weren't accepted
 - All produced quality work although with many common themes highlighting that many of the issues continued to persist
 - Council appointed this current parking committee as a standing committee which is different
 - We can probe, experiment with measures and have the time to recommend adjustments
 - We can view parking in a more holistic way and we have the time to study nuances

Present Environment And Assumptions

- Things have changed since the parking task forces made issued their reports
 - Most of the studies mentioned the need for what we now call the circulator to get people in and out of downtown without their cars
 - That circulator, insofar as a bus is operating has become a reality however it is unclear as to the degree to which it is reducing the number of cars coming into downtown
 - City Center Parking has been unavailable to the general public since the beginning of 2013
 - The Carr Lot has been closed to general parking for years since the last study
 - There is now a Downtown Improvement District (DID) which will annually significant dollars to bring more customers and more cars to downtown Montpelier. We see our efforts partnering with the DiD
 - Vermont state government and the Vermont State Employees Association (VSEA) are actively partnering with our committee on a broad range of initiatives designed to accommodate the needs of state employees and the legislature. A downtown parking facility built solely with city funding is not financially viable
 - The efforts of this committee have been to suggest improvements with existing infrastructure

Basic Premises

- We need to better understand the public perception and provide the opportunity for people to weigh in with ideas
 - Therefore, we have drafted a broad survey to be distributed for one month beginning immediately
 - Those who use downtown for shopping
 - Those who work downtown
 - Those who live in Montpelier
 - Those who own downtown businesses

- We recognize that solving parking has to include offering alternatives to single use car travel
 - Car pooling
 - Mass transit
 - Bicycling
 - Walking
- The City of Montpelier experiences three different parking seasons
 - Legislative session which brings several hundred extra cars to downtown Montpelier
 - Leaf Season and Xmas holidays which brings hundreds of extra cars downtown
 - The rest of the year
- Parking enforcement is an important element in keeping parking spaces available
- Meters and fees should be increased periodically
- It is very clear that existing signs throughout the city and its lots are inconsistent and confusing
 - Both long term and interim solutions should be considered
- Improving parking in Montpelier should include recommendations on the winter parking ban and how it might be modified to assist residents without proximate off street parking
- Modern technology should help us to understand present parking to better guide us on future parking

Steps That Have Already Been Taken

Additional Downtown Parking

- Council created a number of metered parking spaces on East State Street for long term parking
- The Carr Lot has been opened for free Saturday downtown parking. Farmer's Market vendors are currently using the proximate parking and it is serving as a spill over lot for the city's Christ Church lot

Transportation Alternatives That Cut Back On Automobile Usage

Through the GO Vermont! Program at the Agency of Transportation, the State of Vermont is now offering:

- A Bus subsidy – 50% discount for commuter routes bus passes for state employees traveling to Montpelier.
- A preferential parking plan, expanding the number of carpool and vanpool spots for those who choose these options.
- A "Bike/Walk Rewards" program, where local business incentives and support will be given to those who can take their bikes or even walk to work.
- A "Commuter Toolkit" from the Go Vermont program, which includes an automated carpool and vanpool matching service, a guaranteed ride home benefit for those who need to get home in the event of an emergency, a subsidized vanpool program, and many other tips and services to help anyone in the state investigate their efficient transportation options.
- The State is working to implement the "Commuter Choice Benefit" which is a pretax benefit where state employees will be able to pay for their bus passes or vanpool expenses with pre-tax dollars, providing even more savings to the commuter.
- VTRANS is also funding a feasibility study for a car share service in the capital region. Studies indicate that car sharing has reduced vehicle miles traveled of members by 50%.
- With Montpelier High School (MHS), the State is conducting a feasibility study to determine the viability of creating additional parking at MHS that would serve state employees during the day and MHS during evenings and weekends. This maybe a viable alternative to the parking that is currently provided at the Carr lot.
- The State is exploring the possibility of expanding parking at the Department of Labor building.
- The State is working to find alternative places to park State Fleet vehicles away from the Capital Complex area, thereby freeing up additional parking

Future Committee Efforts

- The committee hopes to report next on holiday parking and winter snow parking as the next set of immediate and pressing issues to address
- We look forward to coordinating with other committees working on other modes of transportation including bicycling and walking as well as committees working on city signage

The Parking Committee's Current Requests Of Council

- The issues we would like to bring to Council's attention for decisions and action
 - Accommodating temporary parking for Tour Buses for the leaf season beginning September 15, 2013 until October 30, 2013
 - Main Street in front of City Hall (proposed)
 - Main Street in front of the Unitarian Universalist Church (existed last year)
 - Corner of State Street & Taylor Street (proposed)
 - State Street at the far end of the State House (existed last year)
- Designate the Greyhound Bus stop as pick up/drop off spot for motor coach guests for downtown shopping. The motor coaches would not remain at that spot and would not drop off during Greyhound pick-ups
 - Supporting the effort to create diagonal parking in front of the State House
 - Creates 12-16 more parking spaces
 - We urge Council to empower Chief Facos to work with our committee in a one year study on how smart meters can be used to make downtown parking more efficient through greater turnover of cars as well as more effective as a tool for meeting the city's parking need as well as supporting the Chief's recommendations on meter and permit parking increases
 - We ask Council to provide temporary Saturday/Sunday signage for Carr Lot on Taylor Street through the close of the holiday season to facilitate more parking downtown during the peak leaf period



Montpelier Police Department

Memo

To: William Fraser, City Manager

From: Chief Anthony J. Facos

Date: October 2, 2013

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

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

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

Parking Lots/Permit Areas:

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

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

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

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

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

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

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



City of Montpelier, Vermont

"The Smallest Capital City in the United States"

Mayor John Hollar

City Council:

Tom Golonka, President
Thierry Guerlain, Vice President
Andy Hooper, Parliamentarian
Alan H. Weiss
Anne Watson
Jessica Edgerly Walsh

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

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

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Jessie Baker, Assistant City Manager
Re: Recreation Transition Feasibility Study
Date: October 18, 2013

On October 24, 2012, the City Council approved the following motion:

That the City Manager develop a preliminary feasibility study with a due date of the second City Council meeting in March with the goal of actively considering the transition of the recreation department to the city budget in order to achieve efficiencies with Parks, Cemetery, Trees, and possibly the Justice Center. (http://www.montpelier-vt.org/upload/groups/314/files/october_24_2012.pdf)

Upon review of the functioning of multiple City and School departments we provide this preliminary feasibility study. We apologize for not meeting the March deadline but you find this information helpful.

Brief History

The organizational relationship between the Recreation Department, the School Department, and City government has been the topic of discussion for several years. Specifically the following references to the organizational structure have been put forth:

In the 2011 Matrix report as the following recommendation was made:

Consolidate the Montpelier Senior Activity Center and the Recreation Department (currently under the School Board) into a Community Services Department reporting to the Assistant City Manager.

[http://www.montpelier-vt.org/upload/groups/327/files/matrix - final report - june 2011 6-8-11.pdf](http://www.montpelier-vt.org/upload/groups/327/files/matrix_-_final_report_-_june_2011_6-8-11.pdf)

On February 3, 2012 the City Manager presented information to the Council on a potential transition of the Recreation Department to the City including the relevant sections of the Charter, several organizational structures, and potential transition issues.

The October 2012 Citizen Budget Review Committee Final Report presented information on the Recreation Department, comparing its functioning to Departments in other similar cities, and made the recommendation to continue discussion around the organizational structure (linked here: <http://www.montpelier-vt.org/>).

On October 19, 2012 the Superintendent and City Manager presented a report to Council providing analysis of the recreation department spending and administration. This report states that operationally either structure works and there are current systems in place to ensure communication and management. It goes on to state that if it is desired to move forward with an organizational change, the recommendation would be to place “the Recreation Department under the City to create full administrative flexibility for implementing that change.” However this would require significant work with an unclear long-term advantage.

Findings Based on Discussions with Current Directors

As a result of the recent efforts with the current directors to actively consider the transition of the Recreation Department to the City budget in order to achieve efficiencies several points have been highlighted:

- The Recreation Department must work closely with the Schools and the City. A transition to City management would still require close workings with the School.
- Financial processing, budgetary support, and employee maintenance is currently provided to the Recreation Department by the School Administration. If transitioned to the City there would be a significant impact on the administrative team in Finance that may require additional resources. It is unlikely that the School Department would be able to transfer financial administrative support to the City to cover this need. Additionally, there are several high priority Finance initiatives on the horizon that must be prioritized. Resources may not be available to successfully accomplish these priorities as well as take on the new financial and budgetary processing associated with a transition of Recreation to the City budget in the near-term. Other Finance priorities include:
 - Implementing a new water and sewer billing system by November 2014.
 - Initiating the new district heat billing system for a full launch in October or November 2014.
 - Managing the FY14 audit from October to December 2014.
 - Developing the FY16 budget from October 2014 to January 2015.
- While efficiencies may be seen in more shared resources (i.e. additional administrative assistance to Parks and Cemeteries), such a transition is not likely to result in cost savings.
- A transition of the Recreation Department to the City would include significant work resulting in uncertain financial rewards.

- Each of these Departments has knowledgeable and experienced Department Heads in place. Further consideration of staffing changes may be most appropriately considered as part of long-term succession planning.
- The daily functioning and operations of the Recreation Department is most similar to the functioning and operations of the Montpelier Senior Activity Center. Moving forward, consideration should be given to the possibility of combining these units to provide life-cycle support and services to residents of Montpelier of all ages, therefore achieving some administrative and organizational efficiency.
- The Recreation, Parks, and Cemetery staff all see it as core to their day-to-day efforts to do ground, trail, and park maintenance. Significant staff time is spent on these efforts and each unit maintains their own machinery to do this work. Currently, each unit has responsibility for maintaining specific areas of the city based on history. While staff does communicate about maintenance and share resources at times, there is no one in the city who has comprehensive responsibility or oversight for all of the City's buildings, grounds, parks, and assets. It is worth exploring if, and how, the City wants to prioritize ground and facility management, especially considering recent efforts around the Capital Improvement Plan and preventive maintenance. A consideration of these questions should be taken into consideration as staffing is reviewed.
- Given the uncertainty of the FY15 budget process, we are uncertain what our administrative capacity is to support the Recreation Department within City operations.

Feasibility of Creating a Municipally Managed Community Services Department

We find that it is feasible to transition the Recreation Department to the City budget in order to achieve efficiencies with Parks, Cemetery, Trees, the Senior Center, and possibly the Community Justice Center. However, there are both organizational and operational steps that would need to be taken to achieve this transition and it is anticipated that while good coordination would continue, financial savings would not be realized immediately. Additionally, given the uncertainty of the FY15 budget process and the potential lack of availability of resources at City Hall to provide the financial oversight needed, it is not advisable to make any change until more is known about the FY15 budget and available resources. Finally, given the expertise that exists within the current staff, it is recommended that a transition with current staff not include the elimination of any positions but rather the increased coordination and the long-term planning for reorganization as positions become vacant. Below we outline the current budget and staffing levels, a potential mid-term transition plan, and a long-term vision that would be built over the next decade with staffing changes.

The ideas presented below are shared for discussion and planning purposes only. If the policy decision is made to move in the direction of transitioning Recreation to City management and the creation of a Community Services Bureau, additionally conversations would be needed with the Recreation Commission, other Commissions and Advisory Groups, existing staff, and other purveyors of best practices in the fields of community services and building and grounds maintenance to establish specific staffing and programming models.

Suggested Timeline *(This timeline assumes the City Council votes to ask City staff to continue to explore the possibility of moving the Recreation Department to the City.)*

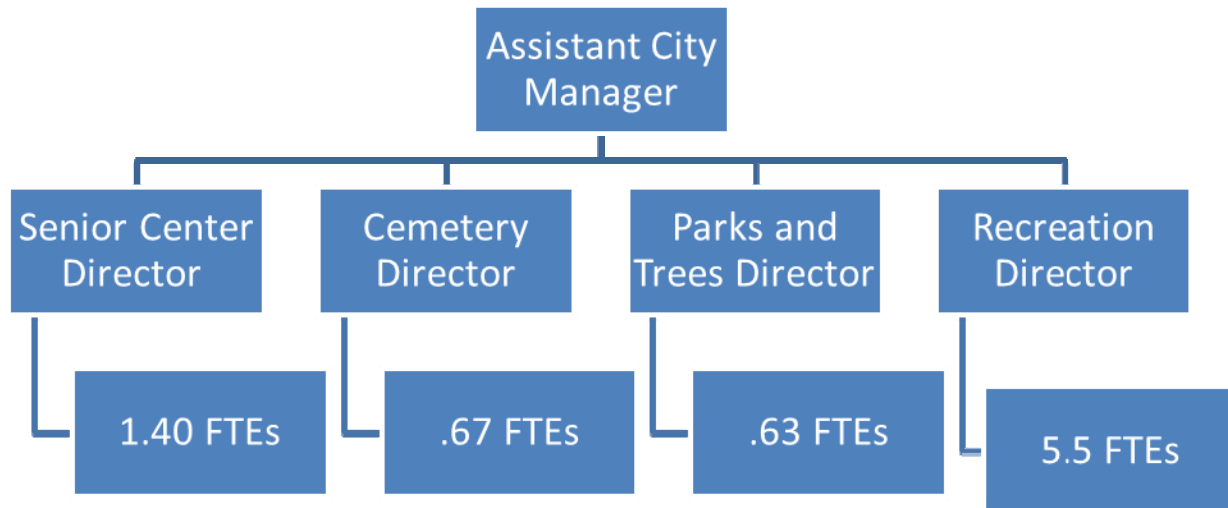
- **November 2013 to February 2014** – City concentrates on the development of the FY15 budget and explores the possibility of transitioning financial administrative support from the School budget to the City budget. The City observes the Recreation budget process.
- **March to June 2014** – Given the final FY15 budget, the City will complete an analysis of the capacity of the Finance team to support the transition of the Recreation Department to the City. If there is capacity, the rest of the plan will proceed.
- **July 2014 to December 2014** – During this time, the City will work with the Recreation Commission, the Cemetery Commission, the Parks Commission, the Tree Board, and the Montpelier Senior Activity Center Advisory Board to explore, build support for future consolidation and integration, and take action if needed. Also during this time, Finance will implement the new water and sewer billing system and fully implement billing for District Heat Montpelier. Finally, during the FY16 budget process, the Recreation budget will be developed in conjunction with the City and we will explore the possibility of moving additional Finance resources to the City to support this change.
- **January 2015 to July 2015**– Commission actions will be taken if necessary. Transition plans will be made to administratively move the Recreation Department to City oversight. Transition meetings between the Assistant City Manager and the relevant Department Heads will commence.
- **July 2015** – With the FY16 budget, the Recreation Department transitions to City management and the Community Services Bureau under the Assistant City Manager is established.

Current Budget and Staffing Levels

Department	Funding Source	FY14 Budget	FY 14 Non-Tax Revenues	% of budget that is non-tax revenue	FTEs	Other Resources	Oversight
Cemetery	City appropriations, revenues, Endowment Fund	\$ 218,834	\$ 122,270	56%	1.67	8 to 10 inmates with Guard (a foreman)/5 days a week from 9 to 1:30/ for 28 weeks	Cemetery Commission
Parks	City appropriations, grants, revenues	\$ 173,389	\$ 18,000	10%	1.16	AmeriCorps, Vista, Volunteers	Parks Commission
Recreation	Appropriations, revenue	\$ 819,301	\$ 244,071	30%	6.50	Volunteers	Recreation Department Advisory Board
Trees	City appropriations	\$ 37,794	\$ -	0%	0.47	Volunteers	Tree Board
Senior Center	City appropriations, revenues	\$ 302,995	\$ 145,520	48%	2.40	Volunteers	MSAC Advisory Board
TOTAL		\$ 1,552,313	\$ 529,861	34%	12.20		

Under the current staffing model, Departments work independently and coordinate when possible. Each has a director, works with volunteers and other types of staff (i.e. Department of Corrections work crews), and each manage their own budget. Additionally, each unit has specific skill sets unique to their functioning for example expertise in burials, trail maintenance, working with seniors or working with youth.

Short Term Transitional Staffing Proposal



Note: Maintains current staffing level of 12.20 FTEs and approximately \$1.5M annual budget.

By transitioning the Recreation Department under City control and establishing a Community Services Bureau under the Assistant City Manager, better coordination could be achieved between the Senior Center, Cemetery, Parks and Trees, and Recreation. This may also result in the improved ability to share resources specifically equipment, grant writing skills, and scheduling software and practices. Additionally, the ability to cross-promote programming and opportunities would be improved.

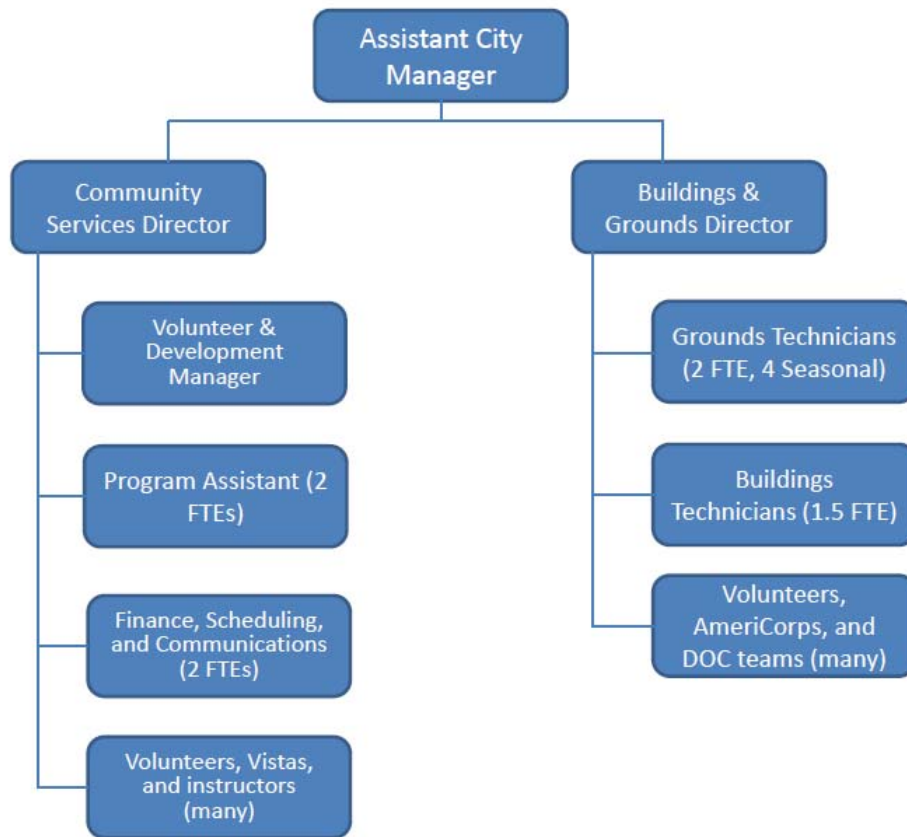
The development of this Community Services Bureau does present challenges. Financial oversight and processing tasks currently provided by the School Department for the Recreation Department would transfer to the City with potentially no additional staffing resources. The broader coordination of a Community Services Bureau would take up management time that could, therefore, not be directed to other City priorities. And the Recreation Department would still maintain significant responsibilities with the School Department to schedule and maintain school spaces that would require increased coordination including how to share staff between the City and School.

To complete this transition the following steps would be needed:

- Staff would need to meet with the Recreation Commission to discuss the transition.
- An agreement would need to be reached between the City and School to transition the Recreation Department to the City.
- Financial and human resources processes would need to be established between the Recreation Department and City.

- Management directives and processes would need to be put in place to facilitate information sharing and improved coordination between these Departments.

Long Term Proposal



Notes: Staffing level at 10.5 with 4 seasonal employees. Budget would be determined as the City got closer to the operational date.

A move to this staffing model would require consolidation of current directors that would be achieved over time through attrition. Current directors have unique experience and skill sets that should be shared and capitalized upon while they are employed by the City. Over the next several years the Community Services Bureau and the existing directors would work to start sharing staff, resources, and responsibilities to get to the staffing model outlined above. Through attrition, staff will be hired to fit the staffing model above.

This model will enable the City to provide life-cycle services to clients of the Senior Center and the Recreation Department. Additionally, this staffing model supports the idea that the programming efforts of the Senior Center, Recreation, and Parks Departments are similar and the maintenance and improvement efforts of Cemeteries, Parks, and Recreation are similar. Under this model programming in the Parks and for youth, adults, and seniors would fall under the purview of the Community Services Director. Responsibility for park, trail, cemetery, green space and ground maintenance would fall under the purview of the Buildings and Grounds Director. This position would also support the implementation of the facility portion of the Capital Improvement Plan. It

is possible that this position would report to the Department of Public Works director to allow for resource and equipment sharing.

Sandy Pitonyak

From: Akielaszek, John [John.Akielaszek@state.vt.us]
Sent: Tuesday, October 08, 2013 10:34 AM
To: Sandy Pitonyak
Cc: 'John Snell'
Subject: RE: For October 23rd City Council Meeting
Attachments: Forest Pest Planning Overview.pdf; forest_pest_planning_faqs.pdf; ALB Pest Alert.pdf; EAB is Coming - Is Your Town Ready.pdf; EAB Pest Alert.pdf; EAB Planning Mini Grant Guidelines.pdf; EAB Quick Facts for Town Officials.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Sandy,

I have attached the scanned documents for the folders I dropped off last week. The only items I could not scan were "Moving Firewood" and "Look Up! Vermont".

Thanks for your help distributing this information.

John

STATE OF VERMONT



AGENCY OF NATURAL RESOURCES
Department of Environmental Conservation

JOHN J. AKIELASZEK
INDIRECT DISCHARGE SECTION CHIEF
DRINKING WATER AND GROUNDWATER PROTECTION DIVISION

(802) 585-4908

John.Akielaszek@state.vt.us

MAILING ADDRESS:

STATE OF VERMONT ANR-DEC
DRINKING WATER AND GROUNDWATER PROTECTION DIVISION
1 NATIONAL LIFE DRIVE (MAIN BUILDING- FLOOR 2)
MONTPELIER, VT 05620-3521

Note: Written communications to and from state officials regarding state business are considered public records and will be available to the public for review.

From: Sandy Pitonyak [<mailto:SPitonyak@montpelier-vt.org>]
Sent: Thursday, October 03, 2013 12:51 PM

To: Akielaszek, John; John Snell
Subject: Tonight's Meeting

You are scheduled to meet in the Memorial Room; the Community Justice Center would like to start setting up tonight for a 10th Anniversary Celebration of the CJC.

Is it ok with your group to meet in the Council Chambers?

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

Vermont Forest Pest Planning: Overview

Until the 1960s, Vermont's streets were lined with towering elms. Since then, elms across the U.S. have succumbed to the Dutch Elm Disease, a disease introduced from Asia. Today healthy mature elms are uncommon. Currently the stakes are a lot higher. Three highly invasive forest pests-the emerald ash borer (EAB), Asian longhorned beetle (ALB) and hemlock woolly adelgid (HWA), are poised on Vermont's doorstep to pack a crushing blow to Vermont's woodlands and the wood products, maple sugaring, and tourism industries to which they are connected by a tight life line. Maples, ash, hemlocks and other host species that could be attacked by these pests make up nearly two-thirds of the trees in Vermont's woodlands and urban forests. The 26.9 million trees in Vermont's urban and community forests – along streets and in rights-of-way, parks, and public woodlots, provide millions of dollars of environmental, social and economic benefits annually.



Photo by Lee Krohn

Vermont's trees:

- Remove 750 metric tons of air pollution/year at a value Of \$6.6 million/year.
- Store 1.1 million metric tons of carbon at a value of \$25.1 million.
- Draw in \$330 million in tourism revenue during foliage season alone.
- Provide sap to produce maple syrup, which contributes \$30 million of revenue annually.

While the hemlock woolly adelgid was detected in Windham County in 2007, the other two pests have yet to arrive in Vermont. Their introduction could have devastating impacts on Vermont's urban forests. For example, all ash species native to Vermont (green, white and black) have no known resistance to attack by EAB. Unless treated with insecticides, most trees infested by EAB will die within 2 to 4 years. Experience in Michigan and other states has shown that once EAB is detected in an area, more detections follow quickly and loss of ash trees increases rapidly over a few short years. If we can slow the spread of EAB and ash mortality, we can buy time for research to provide us with more options for managing EAB.

The impact of these pests on Vermont's urban forests will be devastating.



Why plan? Because doing nothing is a risky option!

Many communities may choose to do nothing for a variety of legitimate reasons: no budget, no staff, higher priorities, etc. This strategy will work only until one or more of these pests are found in your community.

When pests such as EAB are first detected in an unprepared community, the number of dead trees multiplies rapidly. If infested trees are allowed to stand, the insects will breed and spread, both naturally and from residents moving firewood or other wood products and debris. Dead trees quickly become hazards to people and property. Staff, equipment, funding and contracts will have to be assembled on short notice. In addition, it will cost 2 to 3 times more to take down dead ash trees than live or dying trees because dead trees are more hazardous to work with and have a tendency to shatter into many pieces when they fall.

There are fewer utilization options for wood from dead trees, which can eliminate potential income to offset costs. Even chipping is more expensive because dead trees are harder on equipment. Where will you store the wood and debris?

Finally, how will you pay for replacing the trees? Experience in other states has shown that communities that don't prepare don't have funding to replace the lost trees, which just compounds the impact. If we do nothing, rapid loss of our urban ash trees will:

- **Cost communities more to remove and replace their trees.**
- **Increase stormwater runoff due to loss of tree canopy.**
- **Increase energy use and costs due to loss of shade.**
- **Increase water use for irrigating sun-parched landscapes due to loss of shade and windbreaks.**
- **Increase electric outages from dead trees falling on powerlines.**
- **Set the stage for repeated disasters if lost trees are replaced by too few species of all the same age.**

The urban forest resource can be improved in the face of forest pests

Despite all the negative impacts of EAB, ALB and HWA, managing for forest pests can improve your community forest and its' overall management program by:

- **Improving diversity**—Ash and maple are over-represented in our urban forests. A long-term management plan to diversify the trees in our urban forests can help create a more diverse, adaptable and resilient forest in the future.
- **Improving public awareness**—An inventory can quantify the value of urban and community trees for community leaders and residents, engage them in the natural resource decisions and motivate them to get involved.
- **Fostering partnerships**—These forest pests threaten aspects of the community that people don't realize are impacted by the urban forest. Partnering with these interests—planners, businesses, utilities, environmental groups, and neighborhood associations, can result in stronger long-term support for tree management.



Who is responsible for preventing, preparing for and responding to a forest pest infestation?

The short answer is: Everyone! While the USDA Animal and Plant Health Inspection Service (APHIS), Vermont Department of Forests Parks and Recreation, the Vermont Agency of Agriculture and UVM Extension play a role in educating the public, coordinating detection activities, regulating the movement of infested material, recommending control strategies, providing financial incentives and technical assistance, and supporting research, ultimately it is up to local governments, businesses and private property owners to regulate and manage trees and pests in their own towns. Research shows that 80% of the costs of non-native forest insects are borne by municipal governments and homeowners (Aukema et al. 2011).

What can your community do? Prepare by developing a Forest Pest Preparedness and Response Plan

A Forest Pest Preparedness and Response Plan is a document that outlines a municipality's goals and objectives and the actions it will take to meet the current or anticipated impact of forest pests on its urban and community forests. A well-designed plan will establish a timeline and budget, identify essential personnel, resources and procedures, and be flexible enough to adjust to changing information.

Aukema, J.E., B. Jeung, K. Kovacs, C. Chivers, K.O. Britton, J. Englin, S.J. Frenkel, R.G. Haight, T.P. Holmes, A.M. Liebheld, D.G. McCullough, B. Von Holst. 2011. Economic impacts of non-native forest insects in the continental United States. *PLoS ONE* 6(9): 1-7.

Beginning to manage for forest pests now can also stimulate local business

- Urban forestry, tree service and landscape professionals can provide tree inventories, GIS layers, urban forest management plans, staff training, tree health care, planting, maintenance and removal services.
- Communities can work with nurseries to develop innovative ways to provide a broad diversity of tree species.
- A pest infestation will generate a flood of wood to cope with. Large and small entrepreneurs can come up with creative solutions to produce products for a profit or at least offset some of the disposal costs not only for ash, but all urban wood.

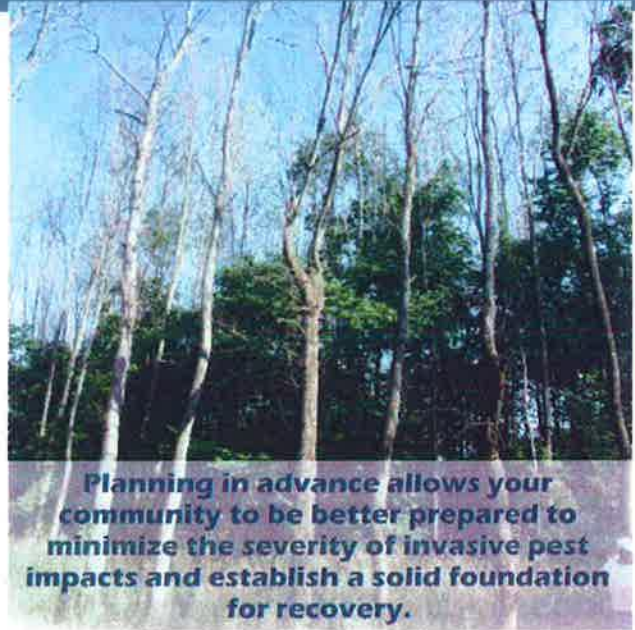
On the other hand, waiting until EAB causes an emergency demand for services will overwhelm existing business and attract out of town disaster chasers.

A forest pest preparedness & response plan will allow you to accomplish the following recommended forest management goals related to forest pests:

- Reduce the risk of introduction and spread of invasive forest pests.
- Minimize the impact of invasive forest pests.
- Prevent future catastrophic losses.

When forest pests such as EAB arrive in Vermont, this plan will enable you to address public and private needs in an efficient and effective manner. The reality is that once forest pests become established, communities may be forced to deal with tough economic, environmental, legal and social issues. Towns will need to respond; at a minimum to remove trees that become public safety hazards. Towns may also need to:

- Provide/arrange for debris disposal space.
- Inform/educate citizens about the forest pests and how to deal with private trees.
- Determine public policy for designating significant trees to be preserved and replacing trees that are lost.
- Modify budgets to accommodate increased tree-related costs.
- Ease costs by: forming partnerships/cooperative agreements; brokering group or volume prices; prearranging contracts; seeking grants.



The following resources will help you work through the process of planning for a pest infestation:

- **Vermont Forest Pest Planning Worksheet**— assists in assessing your community's level of preparedness and prioritizing what action steps need to be taken to prepare.
- **Financial Resources**- up to \$500 is available to high risk communities in Vermont to incentivize the development of a plan.
- **Vermont Forest Pest Planning: Community Resource Toolbox**— provides links and background information on all aspects of pest preparedness and response.
- **Vermont Forest Pest Planning: Communications Toolkit**—contains outreach resources, example press releases, PSAs, Powerpoint presentations, and other educational materials for educating your community's residents and decision makers about invasive forest pests.

Vermont Forest Pest Planning: Process

1. **Form a local Forest Pest Planning Team**—Team members will help develop and implement the plan, keep abreast of information and communicate with residents.
2. **Brief the decision-makers**—Meet with your community's leadership and bring them up to speed on the issue. State staff can provide technical support with the latest information and strategies. Resources for briefing decision makers are available in the Vermont Forest Pest Planning: Communications Toolkit.
3. **Develop a timeline and who is responsible for writing the plan**—\$500 is available to high risk communities in Vermont to incentivize development of a plan. If you don't hire a consultant then decide whether one person will write it or whether team members will be tasked with researching and drafting certain sections. What is the timeline and process for developing, reviewing and adopting your preparedness plan?
4. **Conduct a rapid assessment of your community's level of preparedness and prioritize what action steps need to be taken to prepare your community**—This assessment will help your community identify the policies, protocols, resources (equipment, labor and funding) and other actions needed to efficiently and effectively respond to a pest infestation. Use the Vermont Forest Pest Planning Worksheet.
5. **Formalize the information and action steps into a forest pest preparedness plan** and have it officially adopted by the Select-board, Conservation Commission and/or other appropriate town committees.
6. **Implement your preparedness plan.**

For assistance with please contact:

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Caitlin.cusack@uvm.edu
802-656-7746

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neil.monteith@state.vt.us

Learn more:

[www.vtinvasives.org/
community-preparedness](http://www.vtinvasives.org/community-preparedness)



VERMONT FOREST PEST PLANNING

Frequently Asked Questions

What is EAB and why is it a problem for my trees?

- Emerald ash borer is a destructive tree pest that attacks and kills ash trees. Since its accidental introduction into North America in 2002, EAB has killed millions of ash trees in more than 15 states.
- The metallic-green adult beetles are a half inch long, and are active from May to September. EAB larvae kill ash trees by feeding on tree just under the bark.

What are the signs of an EAB infestation?

Potential signs of EAB damage include woodpecker damage, especially at the top of the tree, bark cracks or splits, s-shaped galleries under the bark, and die-back of leaves in the upper one-third of the tree branches.

If a citizen thinks they have an invasive tree pest how do they report it?

- Direct them to the website <http://www.vtinvasives.org/tree-pests/report-it> or have them call their district Department of Forests, Parks and Recreation Office.

Why should we focus on EAB?

- EAB is more destructive, widespread, difficult to manage, and spreads faster than other known exotic pests.
- The closest detections of EAB are just over the border in Dalton, MA, Albany, NY and just outside of Montreal, Quebec. Chances are good that EAB will arrive in your town in the near future.
- Unless treated with insecticides, EAB will kill most infested trees within 2 to 5 years.
- Once EAB is detected in an area, more detections follow quickly and loss of ash trees increases rapidly over a few short years.

Why do we need to prepare if the ash trees are going to die anyways?

- Scientists are making great strides in developing EAB management tools, such as the introduction of natural enemies and host species resistance, and better survey methods for early detection.
- At this point, eradication of EAB has proven to be impossible and is no longer considered an appropriate response to an EAB infestation so our goal is to slow down the spread of the insect to allow more time for communities to prepare and to develop management tools.

Should we plan for other invasives, such as ALB and HWA, and how?

- While management actions, cost estimates and disposal and utilization options will be focused on dealing with EAB, your forest pest preparedness plan will help you plan for other pests by helping your community:
 1. Develop a plan for increasing tree species diversity and selecting site-appropriate species
 2. Improve public awareness and engage community leaders and residents in the natural resource decisions and motivate them to get involved.
 3. Strengthen or enact local policies and partnerships to support long-term tree management.
- HWA is already in Vermont. While it is not expected to kill trees as quickly as EAB, HWA is affecting trees and its impact on both trees and municipalities will grow. Impacts are environmental, economic and aesthetic. Dead and dying trees can threaten public safety, increase town expenses and decrease property values. Planning prepares towns to take prompt and specific action to avoid or mitigate the problems associated with each particular pest.
- Since we don't know IF, or when, ALB or another destructive pest will arrive in Vermont, it would make sense to wait until a threat is on the horizon and then adjust the pest-specific elements of your plan to meet the new threat.

Will trees be cut?

- In most cases, the municipality or private landowner are responsible for tree removals on their respective properties.
- Some states have worked with landowners to remove trees, as necessary, to delineate EAB infestations or as part of experimental efforts to reduce insect numbers. We may consider this option when EAB spreads to Vermont.
- For ALB infestations, the federal government is currently mandating tree removals, which are conducted at government expense.

Is there state or federal funding available to help?

- Unfortunately, no, federal or state funding for removal of privately-owned or municipal trees beyond what is required to abate an EAB infestation is currently unavailable, however that could change once an infestation occurs.
- Ideas for alternative funding options are available at <http://www.vtinvasives.org/tree-pests/community-preparedness/toolbox>.

What technical services and assistance is available from the state or federal government?

State assistance is available to all towns for community preparation planning, outreach and education, pest surveys, pest identification and coordination of pest management activities. Contact your district Department of Forests, Parks and Recreation Office and visit www.vtinvasives.org:

Windsor & Windham Counties: Springfield Office - 802.885.8845

Bennington & Rutland Counties: Rutland Office - 802.786.3851

Addison, Chittenden & Grand Isle Counties: Essex Junction Office - 802.879.6565

Lamoille, Orange & Washington Counties: Barre Office - 802.476.0170

Caledonia, Orleans & Essex Counties: St. Johnsbury Office - 802.751.0110

How long before EAB goes away? How soon can we replant ash?

- A small population of EAB will probably persist for many years after the initial infestation. It is not recommended to plant ash until natural enemies of EAB have become well established. This could be decades.
- The best option is to select the right tree for each site and be careful not to overplant any one tree species. More info. on tree species options at <http://www.vtinvasives.org/tree-pests/community-preparedness/toolbox>.

Will EAB kill all species of ash and of all sizes?

- Although EAB has a preference for some species of ash over others, all ash species native to North America are a suitable host. In Vermont, white, green and black ash are all susceptible. Mountain ash, which is not a true ash, is not susceptible.
- Generally, all branches and stems one inch in diameter and larger are susceptible.

If there's a quarantine how do we inform all of our citizens?

- Use all of the resources available to you (website, town newsletter, e-newsletter or email distribution list, posters, flyers, information sent home with students, newspaper article, public meetings, etc.)
- FPR, AAFCM and UVM Extension will assist with public meetings and provide you with the information you need for print advertisements.
- For up-to-date info. on forest pest quarantines visit <http://www.vtfpr.org/protection/quarantinefrontpage.cfm>

What are steps we can take proactively?

- Develop a Forest Pest Preparedness Plan. Many parts of a thorough plan are proactive, such as forming a local forest pest team, updating your tree inventory, budgeting, outreach to the public, and much more. NOW is the time to plan, before EAB arrives.

Are we encouraging preemptive removal of ash trees and when?

- Municipalities with a large number of ash trees should reduce the ash component over time using a prioritized process that starts with structurally unsound ash trees in poor health.
- There are tools available, such as insecticides, that can either preserve trees to extend their lifespan until they need to be removed or preserve them for over a long time with continued application.
- For woodland trees, refer to the ash management guidelines on FPR's website-- <http://www.vtfpr.org/protection/documents/AshManagementGuidanceforForestManagers.pdf>

What as a town are we legally, ethically and financially responsible for?

- Public safety—dead and dying ash trees can threaten people and property.
- Local sentiment—need to respond to public values, such as significant and historic trees, at the community and individual homeowner levels.
- Preserve public resources— These trees remove 750 metric tons of air pollution/year at a value of \$6.6 million/year; store 1.1 million metric tons of carbon at a value of \$25.1 million; draw in \$330 million in tourism revenue during foliage season alone and provide sap to produce maple syrup, which contributes \$30 million of revenue annually.

What is the utility companies roles?

- The utility companies are responsible for removing trees within their ROW (usually 30 to 50 feet) that endanger their lines.
- Companies can also remove “danger trees” that lie outside the ROW but are a threat to the powerline.

We have a lot of ash in our town ROW/on private property that affects the town ROW. What do we do about it?

- The town will need to decide, as a minimum, what needs to be done to ensure public safety.
- A minimum but reasonable approach would be to remove any EAB-killed ash along town roads that threaten public safety and leave those that are not a threat. Preemptive removal of large structurally unsound or unhealthy ash will benefit the budget by spreading out the removals. Cutting live trees is also much safer for the tree crews.
- On private land, removal of trees that threaten public safety is the responsibility of the landowner unless your town has an ordinance to the contrary. Some towns have offered to split the removal cost with the landowner to ensure that high-risk trees are removed promptly.

If the county is quarantined, how will I be able to legally dispose of my tree?

- Proper disposal methods depend on the pest. For HWA visit: http://www.vtfpr.org/protection/documents/VTFPR_HWAinVT_RecommendationsforLandownerResponse.pdf.
- You can hire an arborist to remove and dispose of the tree for you. Go to the Disposal & Utilization tab of the Vermont Forest Pest Preparedness: Community Resource Toolkit (<http://www.vtinvasives.org/tree-pests/community-preparedness/toolbox>) for more information on hiring an arborist.
- The wood and debris can be transported within the quarantined area where it originates. However, removing it from the quarantined area is prohibited without a compliance agreement. For up-to-date info. on forest pest quarantines visit <http://www.vtfpr.org/protection/quarantinefrontpage.cfm>

Can I treat my ash or hemlock trees and how long will I have to treat it for?

- Because landscape trees provide lots of benefits that are hard to attach a dollar value to, pesticide treatments can be well worth the investment for treasured trees.
- No treatments are recommended until the insect is present in the area but you can start planning and budgeting for it now. HWA treatment options are found at: http://www.vtfpr.org/protection/documents/VTFPR_HWAinVT_RecommendationsforLandownerResponse.pdf.
- There are several products currently available and effective against the emerald ash borer for both homeowners and commercial applicators.
 - The most commonly used application method is trunk injection.
 - Depending on the insecticide, trunk injections may be effective for 1 to 3 years.
 - Material costs alone (not factoring in equipment and labor) range from \$2.50/inch of DBH to \$15/inch of DBH for 1 to 2-3 years of control respectively depending on the pesticide.
- More information is found in the Management tab of the Vermont Forest Pest Preparedness: Community Resource Toolkit (<http://www.vtinvasives.org/tree-pests/community-preparedness/toolbox>)

Pest Alert



United States
Department of Agriculture

Forest Service

Animal and Plant
Health Inspection Service

NA-PR-01-99
Revised March 2010

Asian Longhorned Beetle (*Anoplophora glabripennis*): A New Introduction

The Asian longhorned beetle (ALB) has been discovered attacking trees in the United States. Tunneling by beetle larvae girdles tree stems and branches. Repeated attacks lead to dieback of the tree crown and, eventually, death of the tree. ALB probably travelled to the United States inside solid wood packing material from China. The beetle has been intercepted at ports and found in warehouses throughout the United States.

This beetle is a serious pest in China, where it kills hardwood trees in roadside plantings, shelterbelts, and plantations. In the United States the beetle prefers maple species (*Acer* spp.), including **boxelder, Norway, red, silver, and sugar maples**. Other preferred hosts are **birches, Ohio buckeye, elms, horsechestnut, and willows**. Occasional to rare hosts include **ashes, European mountain ash, London planetree, mimosa, and poplars**. A complete list of host trees in the United States has not been determined.

Currently, the only effective means to eliminate ALB is to remove infested trees and destroy them by chipping or burning. To prevent further spread of the insect, quarantines are established to avoid transporting infested

trees and branches from the area. Early detection of infestations and rapid treatment response are crucial to successful eradication of the beetle.

The ALB has one generation per year. Adult beetles are usually present from July to October, but can be found later in the fall if temperatures are warm. Adults usually stay on the trees from which they emerged or they may disperse short distances to a new host to feed and reproduce. Each female usually lays 35-90 eggs during her lifetime. Some are capable of laying more than that. The eggs hatch in 10-15 days. The larvae feed under the bark in the living tissue of the tree for a period of time and then bore deep into the wood where they pupate. The adults emerge from pupation sites by boring a tunnel in the wood and creating a round exit hole in the tree.

For more information about Asian longhorned beetle in the United States, visit these U.S. Department of Agriculture Web sites:

www.na.fs.fed.us/fhp/alb/

www.aphis.usda.gov/plant_health/plant_pest_info/asian_lhb/index.shtml

If you suspect an Asian longhorned beetle infestation, please collect an adult beetle in a jar, place the jar in the freezer, and immediately notify any of these officials or offices in your State:

State Department of Agriculture:

- State Plant Regulatory Official
- State Entomologist

U.S. Department of Agriculture:

- Animal and Plant Health Inspection Service, Plant Protection and Quarantine
- Forest Service

County Cooperative Extension Office

State Forester or Department of Natural Resources

Call 866-702-9938 toll free.

Asian Longhorned Beetle

WHAT TO LOOK FOR:



1. Adult beetles. Individuals are $\frac{3}{4}$ to $1\frac{1}{4}$ inches long, with jet black body and mottled white spots on the back. The long antennae are $1\frac{1}{2}$ to $2\frac{1}{2}$ times the body length with distinctive black and white bands on each segment. The feet have a bluish tinge.



2. Oval to round pits in the bark. These egg-laying sites or niches are chewed out by the female beetle, and a single egg is deposited in each niche.



3. Oozing sap. In the summer, sap may flow from egg niches, especially on maple trees, as the larvae feed inside the tree.



4. Accumulation of coarse sawdust around the base of infested trees, where branches meet the main stem, and where branches meet other branches. This sawdust is created by the beetle larvae as they bore into the main tree stem and branches.



5. Round holes, $\frac{3}{8}$ inch in diameter or larger, on the trunk and on branches. These exit holes are made by adult beetles as they emerge from the tree.

Photo Sources:

USDA Forest Service

USDA Animal and Plant Health Inspection Service

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Published by:
USDA Forest Service
Northeastern Area
State and Private Forestry
Newtown Square, PA 19073
www.na.fs.fed.us



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[Being part of the pest planning process in Middlebury] helped impress upon me how fragile our local ecosystem really is, and how much we stand to lose."

Lily Proom, Volunteer Pest Planning Member



The program is co-sponsored by:



University of Vermont Extension
617 Comstock Rd, Suite 5
Berlin, Vermont 05602

EXTENSION
ENVIRONMENT

EAB is coming, is
your town ready?



It's better to look ahead and
prepare than to look back with regret.
-Jackie Joyner-Kersey



UNIVERSITY OF
VERMONT
EXTENSION
CULTIVATING HEALTHY COMMUNITIES

Background

How many ash trees are in your town center or along your roads?

Whose responsibility is it to treat or remove potentially hazardous ash trees?

How will you utilize or dispose of them?

Will they be replaced?

Can you afford to manage them?

Can you afford not to?

The emerald ash borer is an insect that was introduced to the U.S. from Asia in 2002 and attacks all species of ash native to Vermont. It has already killed millions of ash trees from Michigan to NY. Unless treated with insecticides, most trees attacked by EAB die within 2-4 years. Experience in other states has shown that once EAB is detected in an area, more detections follow quickly and loss of ash trees increases rapidly over a few short years.

Is your community ready?



VTinvasives.org

Plan NOW!

An EAB Preparedness & Response Plan is a document that outlines a municipality's objectives and the approaches it will use to anticipate costs, public concerns, and environmental impacts; explore opportunities for wood disposal; and initiate steps to mitigate impact.

We expect EAB to arrive in VT within a few years. Prepared or unprepared, your community will have to deal with a large number of hazardous trees within a short time frame. A proactive response plan will be invaluable in addressing the threat by allowing you to:

- Modify budgets to accommodate increased tree-related costs/losses over a longer period of time.
- Provide/arrange for debris disposal space.
- Inform citizens about forest pests & how to deal with private trees.
- Determine public policy for designating trees to be preserved & replacing trees that are lost.
- Ease costs by: forming partnerships, brokering group/volume prices, prearranging contracts, and seeking grants.

The first 1-2 years, emerald ash borer will be in the crowns and you won't notice it as easily unless you look up there; after 3-4 years it will infest the tree bole and mortality explodes. It was like I was standing on the tracks with a freight train coming straight at me and I couldn't get off.

Craig Schaar, Assistant City Forester in Toledo, Ohio

Get started



Start by inventorying your ash trees.

Resources to Help you Plan

- A forest pest preparedness plan overview, planning worksheet and online toolbox;
- \$500 incentive for high risk communities
- Staff visits to meet with town officials, assist with community tree inventories, etc.
- Educational materials for outreaching to town officials.

For assistance please contact:

Caitlin Cusack

Phone: 1-866-860-1382 (toll free in VT)

802-656-7746

Email: caitlin.cusack@uvm.edu

Visit: <http://www.vtinvasives.org/community-preparedness>

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Emerald Ash Borer



A beetle from Asia, *Agrilus planipennis* Fairmaire (Coleoptera: Buprestidae), was identified in July 2002 as the cause of widespread ash (*Fraxinus* spp.) tree decline and mortality in southeastern Michigan and Windsor, Ontario, Canada. Larval feeding in the tissue between the bark and sapwood disrupts transport of nutrients and water in a tree, eventually causing branches and the entire tree to die. Tens of millions of ash trees in forest, rural, and urban areas have already been killed or are heavily infested by this pest.

A. planipennis has been found throughout Michigan, across much of Ohio, and in parts of Indiana, Illinois, Maryland, Missouri, Pennsylvania, Virginia, West Virginia and Wisconsin. Infestations have also been found in more areas of Ontario and in the province of Quebec. The insect is likely to be

found in additional areas as detection surveys continue. Evidence suggests that *A. planipennis* is generally established in an area for several years before it is detected.

The broad distribution of this pest in the United States and Canada is primarily due to people inadvertently transporting infested ash nursery stock, unprocessed logs, firewood, and other ash commodities. Federal and state quarantines in infested states now regulate transport of these products.

Identification

Adult beetles are generally larger and brighter green (Fig. 1) than the native North American *Agrilus* species. Adults are slender, elongate, and 7.5 to 13.5 mm long. Males are smaller than females and have fine hairs, which the females lack, on the ventral side of the thorax. Adults are usually bronze, golden, or reddish green overall, with darker, metallic emerald green wing covers. The dorsal side of the abdomen is metallic purplish red and can be seen when the wings are spread (Fig. 2). The prothorax, the segment behind the head and to which the first pair of legs is attached, is slightly wider than the head and the same width as the base of the wing covers.

Larvae reach a length of 26 to 32 mm, are white to cream-colored, and dorso-ventrally flattened (Fig. 3). The brown head is mostly retracted into the prothorax, and only the mouthparts are visible. The abdomen has 10 segments, and the last segment has a pair of brown, pincer-like appendages.

Biology

A. planipennis generally has a 1-year life cycle. In the upper Midwest, adult beetles begin emerging in May or early June. Beetle activity peaks between mid June and early July, and continues into August. Beetles probably live for about 3 weeks, although some have survived for more than 6 weeks in the laboratory. Beetles generally are most active during the day, particularly when it is warm and sunny. Most beetles appear to remain in protected locations in bark crevices or on foliage during rain or high winds.

Throughout their lives beetles feed on ash foliage, usually leaving small, irregularly shaped patches along the leaf margins. At least a few days of feeding are needed before beetles mate, and an additional 1 to 2 weeks of feeding may be needed before females begin laying eggs. Females can mate multiple times. Each female probably lays 30-60 eggs during an average lifespan, but a long-lived female may lay more than 200 eggs. Eggs are deposited individually in bark crevices or under bark flaps on the trunk or branches, and soon darken to a reddish brown. Eggs hatch in 7 to 10 days.

After hatching, first instar larvae chew through the bark and into the phloem and cambial region. Larvae feed on phloem for several weeks, creating serpentine (S-shaped) galleries packed with fine sawdust-like frass. As a larva grows, its gallery becomes progressively wider (Fig. 4). Beetle galleries often etch the outer sapwood. The length of the gallery generally ranges from 10 to 50 cm. Feeding is usually completed in autumn.

Prepupal larvae overwinter in shallow chambers, roughly 1 cm deep, excavated in the outer sapwood or in the bark on thick-barked trees. Pupation begins in



Figure 1. Adult emerald ash borer.



Figure 2. Purplish red abdomen on adult beetle.



Figure 3. Second, third, and fourth stage larvae.



Figure 4. Gallery of an emerald ash borer larva.



Figure 5. D-shaped hole where an adult beetle emerged.



Figure 6. Jagged holes left by woodpeckers feeding on larvae.



Figure 7. Ash tree killed by emerald ash borer. Note the serpentine galleries.



Figure 8. Epicormic branching on a heavily infested ash tree.

late April or May. Newly eclosed adults often remain in the pupal chamber or bark for 1 to 2 weeks before emerging head-first through a D-shaped exit hole that is 3 to 4 mm in diameter (Fig. 5).

Studies in Michigan indicate 2 years may be required for *A. planipennis* to develop in newly infested ash trees that are relatively healthy. In these trees, many *A. planipennis* overwinter as early instars, feed a second summer, overwinter as prepupae, and emerge the following summer. In trees stressed by physical injury, high *A. planipennis* densities, or other problems, all or nearly all larvae develop in a single year. Whether a 2-year life cycle will occur in warmer southern states is not yet known.

Distribution and Hosts

A. planipennis is native to Asia and is found in China and Korea. It is also reported in Japan, Mongolia, the Russian Far East, and Taiwan. In China, high populations of *A. planipennis* occur primarily in *Fraxinus chinensis* and *F. rhynchophylla*, usually when those trees are stressed by drought or injury. Other Asian hosts (*F. mandshurica* var. *japonica*, *Ulmus davidiana* var. *japonica*, *Juglans mandshurica* var. *sieboldiana*, and *Pterocarya rhoifolia*) may be colonized by this or a related species.

In North America *A. planipennis* has attacked only ash trees. Host preference of *A. planipennis* or resistance among North American ash species may vary. Green ash (*F. pennsylvanica*) and black ash (*F. nigra*), for example, appear to be highly preferred, while white ash (*F. americana*) and blue ash (*F. quadrangulata*) are less preferred. At this time all species and varieties of native ash in North America appear to be at risk from this pest.

Signs and Symptoms

It is difficult to detect *A. planipennis* in newly infested trees because they exhibit few, if any, external symptoms. Jagged holes excavated by woodpeckers feeding on late instar or prepupal larvae may be the first sign that a tree is infested (Fig. 6). D-shaped exit holes left by emerging adult beetles may be seen on branches or the trunk, especially on trees with smooth bark (Fig. 5). Bark may split vertically over larval feeding galleries. When the bark is removed from infested trees, the distinct, frass-filled larval galleries that etch the outer sapwood and phloem are readily visible (Fig. 4 and Fig. 7). An elliptical area of discolored sapwood, usually a result of secondary infection by fungal pathogens, sometimes surrounds galleries.

As *A. planipennis* densities build, foliage wilts, branches die, and the tree canopy becomes increasingly thin. Many trees appear to lose about 30 to 50 percent of the canopy after only a few years of infestation. Trees may die after 3 to 4 years of heavy infestation (Fig. 7). Epicormic shoots may arise on the trunk or branches of the tree (Fig. 8), often at the margin of live and dead tissue. Dense root sprouting sometimes occurs after trees die.

A. planipennis larvae have developed in branches and trunks ranging from 2.5 cm (1 inch) to 140 cm (55 inches) in diameter. Although stressed trees are initially more attractive to *A. planipennis* than healthy trees are, in many areas all or nearly all ash trees greater than 3 cm in diameter have been attacked.

Resources

For more information on the emerald ash borer and related topics...

• Visit the following Web sites:

Multi-agency Emerald Ash Borer Web Site:

www.emeraldashborer.info

USDA Forest Service: www.na.fs.fed.us/fhp/eab/

USDA Animal and Plant Health Inspection Service:

www.aphis.usda.gov/plant_health/

• Contact your state Department of Agriculture, State Forester, or Cooperative Extension Office.



Published by:
USDA Forest Service
Northeastern Area
State and Private Forestry
Newtown Square, PA 19073

www.na.fs.fed.us



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Printed on recycled paper.

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VERMONT FOREST PEST PLANNING

EAB Preparedness Plan Incentive Mini Grant Guidelines

Grants are available to assist communities in developing a forest pest preparedness plan. A preparedness plan is a document that outlines a municipality's goals and objectives, as well as actions it will take to meet the current or anticipated impact of forest pests on its urban and community forests. Funding will be allocated upon successful completion of a forest pest preparedness plan. A planning worksheet and online resources are available. The funding can be used for plan research and development; public tree inventory and planning; the planting of publicly owned shade trees to establish a more diverse and resilient community forest; and forest pest outreach and education.

Available Funding & Technical Support Provided

Up to \$10,000 in funding is available in 2013. These funds will be distributed to a minimum of 20 Vermont communities that are at high risk for the introduction of EAB. The maximum funding for proposals is \$500. These grant projects will be financed using federal dollars, authorized by UVM Extension.

Communities awarded grants will also be provided with planning assistance from staff with the Department of Forests and Parks and Recreation and Urban and Community Forestry Program to include:

- A forest pest preparedness plan overview, planning worksheet and online toolbox;
- Staff visits to meet with town officials and volunteers, assist with community tree inventories, etc.
- Educational materials for outreaching to town officials.

Time Table

Mini grants proposals will be accepted and reviewed on an ongoing, first come, first serve basis beginning March 25, 2013. We will continue awarding funds until funds are expended. We will notify each applicant of the decision on your proposal within two weeks of your submission. Funding will be allocated to a community once an award agreement is signed. Preparedness plans must be completed by November 1, 2013.

Application Instructions

Use the online proposal form (which you can find the link to by visiting <http://vtinvasives.org/EAB-plan-incentive>) to submit your proposal. If you have trouble accessing the form, contact Caitlin at 802-656-7746 or caitlin.cusack@uvm.edu. Within a few minutes of hitting the submit button on the form, you should receive a confirmation e-mail confirming your submission. If you do not receive a confirmation email, please contact Caitlin immediately.

Review Process and Criteria

The goal of the mini grants program is to provide an incentive for communities to plan for the arrival of the Emerald Ash Borer and other forest pests. Applications will be reviewed by a panel made up of professionals from partner organizations (including Department of Forests, Parks and Recreation, Agency of Agriculture and USDA APHIS). There is no match requirement for this grant.

Priority will be given to applications that demonstrate the following:

1. Capacity to implement plan- communities with First Detectors, active tree boards, tree wardens, conservation commissions, or non-profit organizations established to advocate for local investment in urban/community forestry activities.
2. Need- communities at high risk of infestation by EAB.
3. Intended use of funds.

Contact Information

Caitlin Cusack
UVM Extension
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Email: caitlin.cusack@uvm.edu

What will happen if Emerald Ash Borer is found in my community?

Quick facts for town officials

The emerald ash borer (EAB) is a major threat to Vermont's trees. Once this insect is introduced, untreated ash trees start dying within a few years. Because it is easily moved long distances by humans, EAB can appear anywhere at any time. EAB has been detected in neighboring states and is expected to spread into Vermont soon. This pest is regulated by state and federal agencies, so its spread is monitored and its appearance in a new location triggers a number of actions.

EAB infestations in Vermont will be subject to regulatory action. Quarantines will be put in place by state and federal agencies to regulate the movement of any potentially infested material—firewood, and ash nursery stock, logs, brush, and chips. State quarantines typically follow county boundaries and federal quarantines typically follow state boundaries. Regulated material may be moved within the quarantine zone, but cannot be moved outside the zone unless it meets standards as published in the federal EAB regulation. Depending on specific circumstances, early or isolated infestations may also be subject to additional measures, such as establishing trap trees in an attempt to define the infestation and cutting trees with high levels of EAB larvae to slow the insect spread. As more infestations are found and the infested areas begin to coalesce into a larger area, quarantine areas will expand. Control tactics will change somewhat and there will be more emphasis on long-term management across a wider landscape.

What will happen when EAB is confirmed in my town?



1. The Vermont Invasive Forest Pest Action Plan's modified Incident Command System (ICS) structure will be employed to meet response needs, including survey, regulation, outreach, and management activities. The advantage of using the ICS structure is that it establishes a common set of objectives and strategies, allowing for a team effort between all agencies and organizations.
2. Your town will be notified, and the State will issue a media advisory. News media may contact you. State staff will not call a press conference, but if you do, they will attend if invited.

3. If the extent of the infestation is unknown, a delimiting survey will be conducted to define the infested area and help clarify management alternatives. This surveying can take several months.
4. Affected landowners, resource managers, stakeholders, local governments and planning commissions, agency staff and partner groups with associated responsibilities, and technical advisors will be notified, and input will be sought regarding management actions and impacts.
5. Your county, and possibly adjacent counties, will be quarantined to restrict movement of regulated ash material and all hardwood firewood, limiting further spread of EAB. A quarantine is a system of rules intended to help prevent the spread of EAB by slowing its movement, tracking regulated ash material from origin to final destination, and that uses compliance agreements to monitor the proper disposition of regulated materials. State agencies will notify and work with affected businesses in the quarantine area to ensure regulated materials meet movement conditions as set forth in the federal EAB regulation. USDA APHIS will work with businesses on the movement of regulated materials outside of Vermont.
6. State agencies can provide additional education & assistance for municipal officials and staff, residents, & businesses, and will direct you to the right resources to get your questions answered.
7. Your municipality will need to budget for management activities. At this time, there is no state or federal funding for the treatment or removal of individual trees.
8. You are strongly encouraged to prepare for the arrival of EAB! Actions taken now can reduce this insect's impact and save your community money.

For assistance with Forest Pest Planning please contact:

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Learn more:

www.vtinvasives.org/
community-preparedness