



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
September 26, 2012
06:30 P.M.

- 1) Call to Order by the Mayor
- 2) 12-232. General Business and Appearances
- 3) 12-233. Consideration of the Consent Agenda:
 - a) Consideration of Minutes from the September 12th, 2012 Meeting.
 - b) Accept the low bid of \$334,504 (Base Bid \$368,929, less \$30,000 trade allowance, less \$4,425 for partial prepayment discount) submitted by Emergency One, Inc. of Ocala, Florida, for the replacement of Montpelier Fire Engine #2 (a 1992 Spartan Pumper), and authorize the City Manager to make this purchase. Given the Assistance to Firefighters Grant awarded to the Montpelier Fire Department (\$142,500), the total cost to the City for the purchase of this new equipment will be \$192,004. The FY13 budget contained \$207,500 in city funds for this purchase.
 - c) Payroll and Bills
- 4) 12-234. Reconsideration of appointments to the Design Review Committee.
 - a) At their September 12th meeting, Council appointed Liz Pritchett to fill James Duggan's regular seat; Mr. Duggan was appointed to an alternate seat; Seth Mitchell was appointed to fill the other alternate seat and Tim Senter was not reappointed to an alternate seat.
 - b) Due to unforeseen circumstances, Mr. Duggan was unable to get to the

meeting in time to speak to the Council that evening when they were considering these appointments; he later asked if City Council would reconsider. Mr. Duggan indicated that he would like to be reappointed to the regular seat, having already served three terms, one of which was as an alternate. He had been serving as Vice Chair of the Committee as well.

- c) Since that time, Liz Pritchett has offered to accept an appointment as an alternate.
 - d) The September 12th agenda read: "As of the deadline, noon on September 6th, staff received letters of interest from: James Duggan who would like to be reappointed as a regular member; Tim Senter who would like to be reappointed as an alternate; and Liz Pritchett and Seth Mitchell who would like to fill the other alternate seat vacated by Zack Brock."
 - e) Recommendation: Further discussion; reconsideration and appointments as Council sees appropriate.
- 5) 12-235. Appointments to Montpelier's Historic Preservation Commission.
- a) As of September 22nd, the terms of James Duggan and Eric Gilbertson expired; both are 2-year terms.
 - b) Staff advertised and only received e-mails from Mr. Duggan and Mr. Gilbertson, requesting reappointment.
 - c) Recommendation: Appoint both to another 2-year term.
- 6) 12-236. Consideration of proposed revisions to the Policy Statement adopted by City Council on July 18, 2012.
- a) Bernie Lambek of the Community Fund Board asked that this item be added to this agenda, stating in an e-mail to staff that "the Community Fund Board wishes to propose revisions to the Policy Statement."
 - b) Recommendation: Receive the Boards proposal; discussion; possible direction to staff.
- 8) 12-238. Discussion of creation of a possible Community and Economic

Development Committee.

- a) The City Council has sought clarity in Economic Development policy and activity in recent years.
 - b) Specific Council goals include encouraging residential and business growth including public investment, financial incentives and retention and recruitment.
 - c) The City has operated an active Community Development function including grants for residential improvements, business loans and housing development promotion.
 - d) The Planning Director has suggested that the city create a Community and Economic Development Committee to recommend policy, potential programs and funding to the City Council. The Committee would function in a similar manner as the Planning Commission who recommends land use policy.
 - e) This Committee could, potentially, include representatives from the Montpelier Alive Economic Restructuring Committee, the Housing Task Force, the Business Loan Fund Committee, the Housing Trust Fund Committee, Central Vermont Economic Development Corporation and others as appropriate.
 - f) Recommendation: Discussion; identification of issues and questions which may require additional follow-up; direction to staff.
- 7) 12-237. Representatives from the Planning Commission and Planning Department will present an update the zoning revision process currently underway.
- a) Recommendation: Receive update; no action required.
- 11) 12-241. Review of the City's overall debt levels and the Council's Debt Management Policy adopted in 2011.
- a) At the September 12th meeting, the City Manager outlined the City's pending capital infrastructure needs. The Manager suggested that additional bonding may be necessary to complete all the necessary work.

- b) The Mayor and Council asked for an update on the City's current total indebtedness and its relationship to the Debt Limit Policy.
 - c) Information on City debt and debt service levels (past, current and projected) will be presented.
 - d) Recommendation: Review and discussion of the policy.
- 9) 12-239. Setting the date, time and place for the General Election and Special City Meeting in November.
- a) Recommendation: Set the date of November 6, 2012, for the General Election and the Special City Meeting; polls will be set up in the City Hall Auditorium and open from 7:00 A.M. to 7:00 P.M.
- 10) 12-240. Approval of the Warning for the Special City Meeting on November 6th, 2012.
- 11) 12-241. Review of the City's overall debt levels and the Council's Debt Management Policy adopted in 2011.
- 12) 12-242. Council Reports
- 13) 12-243. Mayor's Report
- 14) 12-244. Report by the City Clerk
- 15) 12-245. Status Reports by the City Manager
- a) Review of Proposed Budget Schedule. The City Manager will go through the various dates relating to the budget process. The Council will be asked to provide some guidance about how they would like to conduct their review this year consistent with their goal to "Set a budget target, focus budget discussions on policy and services, not line items."
 - b) Discussion of possible promotional video and television program opportunity. The Mayor and City Manager had a telephone conference

with the associate producer of "Today in America with Terry Bradshaw". They are interested in featuring Montpelier for a five (5) minute segment about "Best Places to Live, Work and Play" in their "Discover America" series. This segment will air one (1) time nationally on FOX Business Network and nineteen (19) times regionally on FOX, ABC or ION Broadcast Stations and/or Regional News Networks in various markets nationwide. "Today in America" has no direct affiliation with the networks on which it airs. The City would have licensing rights to use the segment. There is a \$19,800 total scheduling fee.

- c) Discussion of negotiation status relating to property acquisition for the Carr Lot Project and contracts for Berlin Water services including Central Vermont Medical Center.

- 1) Portions of the discussion related to contracts and property acquisition may be eligible for Executive Session under Title 1, V.S.A., §313, (a) (1) and (2) "Contracts ? where premature general public knowledge would clearly place the ? municipality ? involved at a substantial disadvantage." and "The negotiating or securing of real estate purchase options."

Adjournment



CITY OF MONTPELIER, VERMONT

- THE SMALLEST CAPITAL CITY IN THE UNITED STATES -

Mayor John Hollar

William Fraser,
City Manager

City Council:

Tom Golonka
Thierry Guerlain
Andy Hooper
Angela Timpone
Anne Watson
Alan Weiss

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Carr Lot/Transit Center Project
Date: September 21, 2012

The so-called Carr Lot project originally consisted of several parts – a transit center (which included upper floor housing and/or office space), a bike path, a parking structure, a riverfront park and a tourist information center. The city approved an \$800,000 bond as the local match for this project. The bond vote was worded as follows:

“To see if the voters will authorize the City Council to borrow a sum not to exceed \$800,000 for the City’s share of the acquisition and development of the Capital District Master Plan Carr Project: the purchase of the so-called Carr Lot and the construction of improvements thereon for a park and/or public transit center and/or a tourist information/welcome center and/or a public parking lot and/or a transportation path.”

Related to the bond vote were earmarks for federal funding from the Federal Transit Agency (FTA) and the Federal Highway Agency (FHWA). FTA provided \$1,967,357 as part of an 80%-20% grant. FHWA provided \$1,490,250 as part of a 100% grant and \$3,680,000 as part of an 80%-20% grant. Presently there is approximately \$4.9 million remaining FHWA money and \$1.9 million remaining FTA money plus the city’s \$800,000 bond money as local match.

Changes

Since the project began and funding was obtained, many circumstances have changed which have either delayed work or altered the way that we think about this project.

- The project originally hoped to include a parking garage. Difficulty in finding an appropriate site led to a council vote to discontinue efforts on a garage.
- Rising costs over time have continually required the city to update our estimates and re-evaluate what is possible within the available resources.

- The level of contamination on the Carr Lot became a greater issue than originally anticipated. It resulted in the lot being closed to the public and prompted EPA involvement. The EPA required a proposal for a testing plan (which took a year to approve), the testing work and results analysis (another year) and approval of a site mitigation plan based on those results (another half a year). After yet another year, the property owner has completed environmental mitigation work.
- Just as the EPA issues were being resolved, we learned that FEMA was revising flood maps for the first time in 30 + years. In the draft mapping, the Carr Lot was placed in the floodway which precludes construction of any new buildings although parking, bike path, open space etc. could still occur there. The city performed some river hydraulic analysis and appealed the floodway determination. That appeal was successful held up work for nearly a year.
- The national recession led to Congress seeking any source of funds for new projects. This has resulted in federal agencies reviewing all “old” earmarks and awards which have not begun construction. The city had been put on notice that our funding may be at risk if we did not make progress quickly.
- Changes in the way the state handled rail issues in this area caused us to re-think certain aspects of the project, particularly how well the Carr lot might connect with the rest of downtown.

The Plan

In 2010, the City Council approved the following plan of action for the project:

The FTA money has been earmarked for a transit center. FHWA money is identified for downtown revitalization. We had originally combined the funding into one project.

We “de-coupled” these funding sources. The Transit Center will be constructed within the \$1.9 million FTA funding and considered as a project on its own.

FHWA money will be used to complete the remaining aspects of the project. The Bond vote calls for “the purchase of the so-called Carr Lot and the construction of improvements thereon for a park and/or public transit center and/or a tourist information/welcome center and/or a public parking lot and/or a transportation path.” All but the transit/welcome center can reasonably be accomplished with the \$5 million.

To accomplish these two separate projects with separate funding sources we took and are taking the following steps:

Transit Center:

- Developed a site outline showing the footprint of the center and containing all required space for bus turning and user parking.
- Need to conduct a public process to identify a partner for upper floor development.

Downtown project:

- Took active steps to acquire the Carr Lot, the Montpelier Beverage Building, Association for the Blind building and the vacant lot which was formerly the Tomasi Block. This will re-open vehicle access to the back of Main St and will also allow for a bike/ped bridge to be constructed across the North Branch to 60 State St. This bridge will connect two sides of town and also provide a safe alternative to walking on the railroad trestle.
- Appraisals have been conducted and approved for all of these parcels, formal offers to purchase have been made to all property owners. Negotiations are underway.
- Need to study construction of a new building adjacent to the Savoy . There are no funds for that building in this grant. We can also pursue private options. The two building owners have been informed that this is being discussed.
- Design work underway.

Funding

\$1.9 million is sufficient to build a transit center on the Carr Lot site.

With matching money, the FHWA funds exceed \$5 million. The City already has an enhancement grant for the design of a bike/ped bridge over the North Branch.

Project costs (these are very estimates and aimed high) look like this:

Acquisition of the three parcels near Main St (based on reappraisal)	\$900,000
Demolition of two buildings (including permitting etc)	\$500,000
Construction of bike/ped bridge	\$500,000
Miscellaneous (engineering, unexpected, etc)	\$500,000
Acquisition of Carr Lot and environmental clean up	\$1,000,000
Carr Lot improvements (incl. retaining wall, bike path, amenities)	\$1,000,000
TOTAL	\$4,400,000

Remaining funds would be used to acquire any additional rights of way (60 State St, Capital Plaza etc)

This would not address traffic concerns at State St./Barre St. nor would it address a potential new building to replace the two that were removed.

While there is plenty of money overall to complete the project, there may be an issue with the amount of city matching funds. Some of the Federal Grant money is 100% funding, some of it is 80% funding requiring a 20% match. It is possible that the city's match requirement could exceed the \$800,000 in the existing bond. We are working to keep that down and to apply as much "in kind" match as possible. Still, we may need to add some additional local money to complete the match.

Project Manager Jeffrey Tucker has provided an updated schedule and status report in a separate memo.



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Adjournment

Minutes of the Montpelier City Council Meeting (draft)
September 12, 2012
City Council Chambers, Montpelier City Hall

In attendance: Mayor John Hollar (presiding), City Manager Bill Fraser, City Councilors Andy Hooper, Thierry Guerlain, Alan Weiss, Anne Watson, and Tom Golonka (City Councilor Angela Timpone was not present when the meeting was called to order). City Clerk John Odum acted as Secretary of the Meeting.

At 6:30 PM the Mayor called the meeting to order.

- 12-218. Councilor Weiss introduced Larry Novins, “fairly new” resident of Montpelier, and employee of the Vermont Secretary of State Office of Professional Regulation.
- 12-219. Councilor Weiss moved for approval of the Consent Agenda, Councilor Hooper seconded. The motion carried unanimously and without discussion at 6:32.
- 12-220. The Council discusses filling vacancies for the Design Review Commission (one regular seat open, two alternates). Candidate Liz Pritchett addressed the Council, indicating she had recently moved here and wants to contribute to civic life. She has worked on preservation projects in the city, with area colleges, and with the Central Vermont Community Land Trust.

Candidate Seth Mitchell briefed the Council on his ten years as a project designer at an architectural firm. He indicated he had done consulting work on historic preservation in New York City, and also had a background in the arts. He is married with three children, and has lived in the city for ten years.

Councilor Weiss indicated that James Duggan (who would like to be reappointed as a regular member) had a conflict, and would appear at the meeting as soon as he could.

At 6:37, Councilor Golonka moved that the Council go into executive session to discuss the appointment. Councilor Guerlain seconded. The motion passed unanimously at 6:37. Councilor Timpone arrived and joined the rest of the Council in executive session.

At 6:42, Councilor Golonka moved the Council return to open session. Councilor Guerlain seconded and the motion carried unanimously.

Councilor Golonka moved that Liz Pritchett be appointed to Design Review Committee as a regular member, and that James Duggan and Seth Mitchell be appointed as alternates. Councilor Weiss seconded. The motion passed unanimously at 6:43.

- 12-221. The Council considered letters from three applicants to serve on the Charter Revision Committee. Candidate Jonathan Williams addressed the Council, indicating he was an employee of the Vermont League of Cities and Towns, has lived in Montpelier for two years, and presented his interest in serving as part of his civic duty. Candidate Earl Fechter recounted his long history with the City, noted that he has practiced law for 18 years, and that the committee is a good match for his skillset and his desire to make a contribution. Council Weiss indicated that he had spoken with the third candidate, Michael Doyle, who could not attend due to a meeting at the Historical Society.

Councilor Golonka moved that the three candidates be appointed to the committee, and that Councilor Weiss serve as the Council's liaison. Councilor Guerlain seconded the motion.

After the Mayor expressed his appreciation to the candidates, there was a brief discussion about the size and makeup of the committee, with councilors noting the target size was 7 members with representation from all three districts. Councilor Golonka agreed to modify his motion to include the specification that the committee is fully empowered to operate with the three appointed members, and that city staff is directed to readvertise for the positions in an attempt to bring the committee size up to its optimum membership level of seven persons. The motion passed unanimously at 6:48.

- 12-222. Councilor Timpone moved that the discussion of the Hebert Road transmission system be tabled, given that the committee's final meeting on the matter was pending. Councilor Golonka seconded. The motion carried unanimously at 6:50.

- 12-223. The Council opened the second required public hearing regarding the proposed city redistricting ordinance. Councilor Weiss noted that 155 voters will be transferred from District 3 to District 1 under the proposal. When no public testimony was forthcoming, Councilor Hooper moved that the Council approve the ordinance. Councilor Timpone seconded. The motion passed unanimously at 6:52.

12-224. City Manager Fraser opened the budget overview discussion with a presentation that provided a status report on city finances, including projections on how tax rates would have to be modified if no other changes are made. He indicated that the city was starting off in a better financial position to make budgetary choices than it had in many past years. He discussed the different approaches to paying for needed infrastructure maintenance (taxes, bonding, etc), looking for situations where the state could be responsible for maintenance, and prioritizing upkeep. He noted that nothing in his report constituted a proposal or a recommendation, but rather should serve as a starting point for discussion.

Councilor Guerlain asked for details on the origin and the purpose of the documents presented, and Finance Director Sandra Gallup provided clarification, noting again that the documents on hand were preliminary in nature. Guerlain further questioned Gallup on the basis of her cost projections for health insurance, and the two had a more detailed exchange on the history and quality of the city's insurance plan in recent years, and as projected forward. Mayor Hollar asked about, and received a description of, the employee wellness programs that the city has implemented.

Gallup also provided background (at Councilor Guerlain's request) on the workers compensation projections in the preliminary documents.

Councilor Golonka advised that increasing debt to close any budget gap could put the city in conflict with the Council's debt policy. Mayor Hollar noted that he and the newer members of the City Council were likely not up to speed on the debt policy, and that they should receive a primer on it before more in-depth discussions take place in upcoming meetings.

Councilor Guerlain wondered if infrastructure maintenance may have waned over the years due to a disproportionate budgetary emphasis on other city services, and that it may be time for a reciprocal approach.

City Manager Fraser noted that the Budget Committee was still working. He also noted that giving staff increased flexibility on capital funding for specific items might be practical.

Mayor Hollar indicated he was encouraged by the preliminary information. Councilor Golonka cautioned that the School budget process could impact their discussions, and Hollar agreed that the bodies would coordinate their deliberations.

- 12-225. Councilor Weiss wondered about the appropriateness of having City Councilors serve on committees overseeing the Senior Center and the Community Justice Center, given that both are functionally departments of the city. Mayor Hollar commented on the uniqueness of the two entities as city departments, noting that they have the characteristics of independent non-profits.

The directors of both the Senior Center (Janna Clar) and the Community Justice Center (Yvonne Byrd) rose to indicate that their associated boards are advisory in nature, and that the presence of City Councilors serving as members is welcome. Neither was opposed to discussing other paradigms.

After some discussion, the Mayor appointed Councilor Watson to fill the Council (liaison) seat on the Community Justice and Energy Committees, Councilor Hooper to the Council seat on the Montpelier Alive board, and Councilor Guerlain to the (liaison) seat on the Senior Center committee. At Councilor Weiss's request, the City manager indicated he would provide the Council with an updated list of committee memberships.

- 12-226. The City Manager reviewed the role of the Council-appointed Voting Delegate to the VLCT Annual Business Meeting (he also noted that any city officials were welcome to attend in a non-voting capacity, and encouraged councilors to do so, if they were so inclined). Councilor Weiss moved that Mayor Hollar be appointed as the Voting Delegate, and that he attend in an unrestricted capacity. Councilor Watson seconded the motion, which passed unanimously at 7:48.

- 12-226. Councilor Hooper reported that the initial meeting of the Community Fund Board was positive, and that it was a good group.

Councilor Guerlain passed on a citizen compliment to the Public Works Department, regarding their handling of maintenance and repair on upper Main Street. He also noted that the proposed rescheduling of the next Council meeting for October 3rd would conflict with his schedule. It was noted that meeting on the 10th would make the City manager unavailable. Mayor Hollar indicated that should tentatively stick with the October 3rd plan, but that the matter would be settled over email in the coming days.

Councilor Weiss asked that Mr. Williams and Mr. Fechter stay to chat for a few minutes after adjournment.

Councilor Watson noted that the last meeting of the Energy Committee had been excellent.

12-229. The City Clerk noted that water and sewer payments were due on the 15th.

12-220. James Duggan approached the Council and asked that the body reconsider its decision earlier in the meeting to appoint Liz Pritchett to replace him as a full member of the Design Review Committee following the expiration of his term. He indicated that he was the Vice Chair of the committee, and that his change of status (to an alternate) would be disruptive to the committee. He indicated he would not be inclined to attend meetings if he did not serve in a full, voting capacity. Councilor Guerlain moved that the Council enter executive session to discuss the matter. Councilor Watson seconded. At 7:59, Councilors Guerlain, Watson and Golonka voted in favor of passage, Councilors Timpone, Weiss and Hooper voted nay. Being a 3-3 tie, the Mayor voted in favor, and the motion passed.

The Council entered executive session. Councilor Weiss did not participate. City Manager Fraser was invited into the session.

At 8:04, Councilors Timpone and Hooper left the room where the Council's executive session was being held. At 8:06, the remainder of the Council returned to the Council Chambers. Councilor Guerlain moved that the Council return to open session, Councilor Hooper seconded the motion. It was agreed to unanimously.

Mayor Hollar indicated that the Council had opted to defer a final resolution to the matter for the moment.

Councilor Hooper moved for adjournment. Councilor Timpone seconded. The motion passed unanimously at 8:06 PM.



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

DEBT MANAGEMENT POLICY

Approved: September 28, 2011

PURPOSE. The purpose of this Policy is to establish the guidelines for the issuance of debt by the City of Montpelier. Debt levels and the related annual debt service expenditures are important long-term obligations that must be managed with available short- and long-term resources. This policy also addresses the level of indebtedness that the City can reasonably expect to incur without jeopardizing its existing financial position.

Adherence to a debt management policy, along with the utilization of other sound and prudent financial practices and the City's other financial policies, will assure the lending market that the City is well managed and will meet its obligations in a timely manner.

PLANNING AND PERFORMANCE. Debt management means adopting and maintaining financial plans for both the issuance and repayment of debt. The determination to issue new debt should be made as a part of the adoption of the annual capital budget, which prioritizes capital projects and identifies the various funding sources available for those projects. Planning for the repayment of debt will include analysis of the operating budget to determine if the fund will incur the additional debt service required by the new debt.

USE OF SHORT-TERM AND LONG-TERM DEBT. Short-term debt should be limited to borrowing to cover short-term, temporary cash flow shortages within the City's fiscal year through the use of tax anticipation notes in those instances where there is an inadequate level of cash flow, or through the use of bond anticipation notes when cash is required to initiate a capital project prior to the receipt of bond proceeds. The City Council should manage the City's finances so as to avoid the use of short-term debt when possible.

Long-term debt should be issued for the acquisition, construction, or improvement of land, buildings, infrastructure, equipment, public improvements and payment of prior pension liability that cannot be financed from current revenues or other resources. Current year budget appropriations and accumulated reserve funds should be used to minimize the amount of long-term borrowing that is required.

PURPOSE OF DEBT. General obligation debt funded by general fund property taxes shall be used for projects that provide a general benefit to City residents and that cannot otherwise be self-supporting. Debt incurred for use by an enterprise fund, even if backed by a general

obligation pledge of the City, shall be self-supporting and repaid solely from the revenues of such fund, unless a general benefit to City residents can be demonstrated.

REPAYMENT OF DEBT. The Council will project the revenue sources that will be utilized to repay any debt, and will analyze the impact on voters of both the additional debt service as well as any additional operating expenses resulting from the improvement, to determine if new debt should be issued and to structure the appropriate repayment terms for each debt issue. The maturity of long-term debt shall be kept as short as possible to minimize the overall impact on the taxpayers during the life of the debt. At the same time, it should not be so short that the repayment will create an unreasonable burden. In no event shall the life of the debt exceed the life of the improvement being financed.

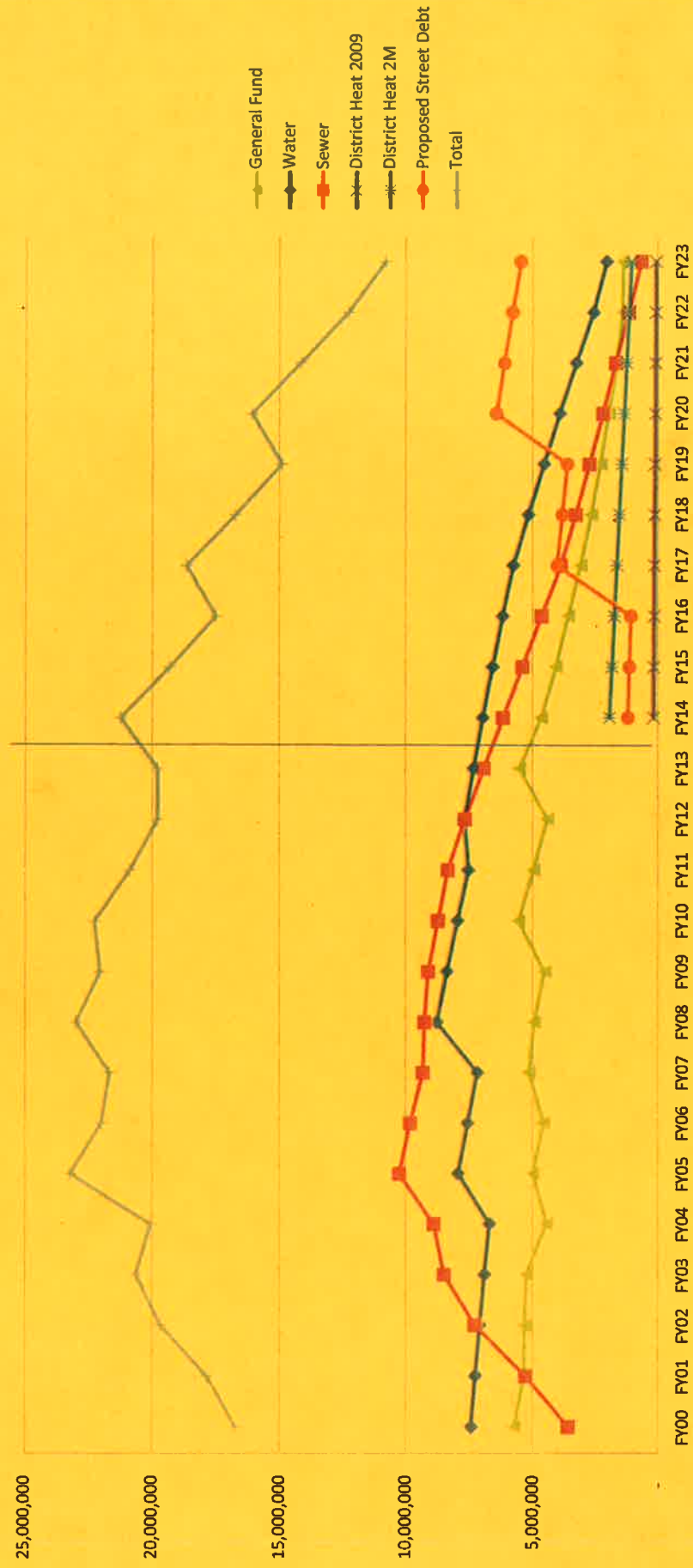
DEBT RATIOS.

The following guidelines will be used when determining if debt should be issued:

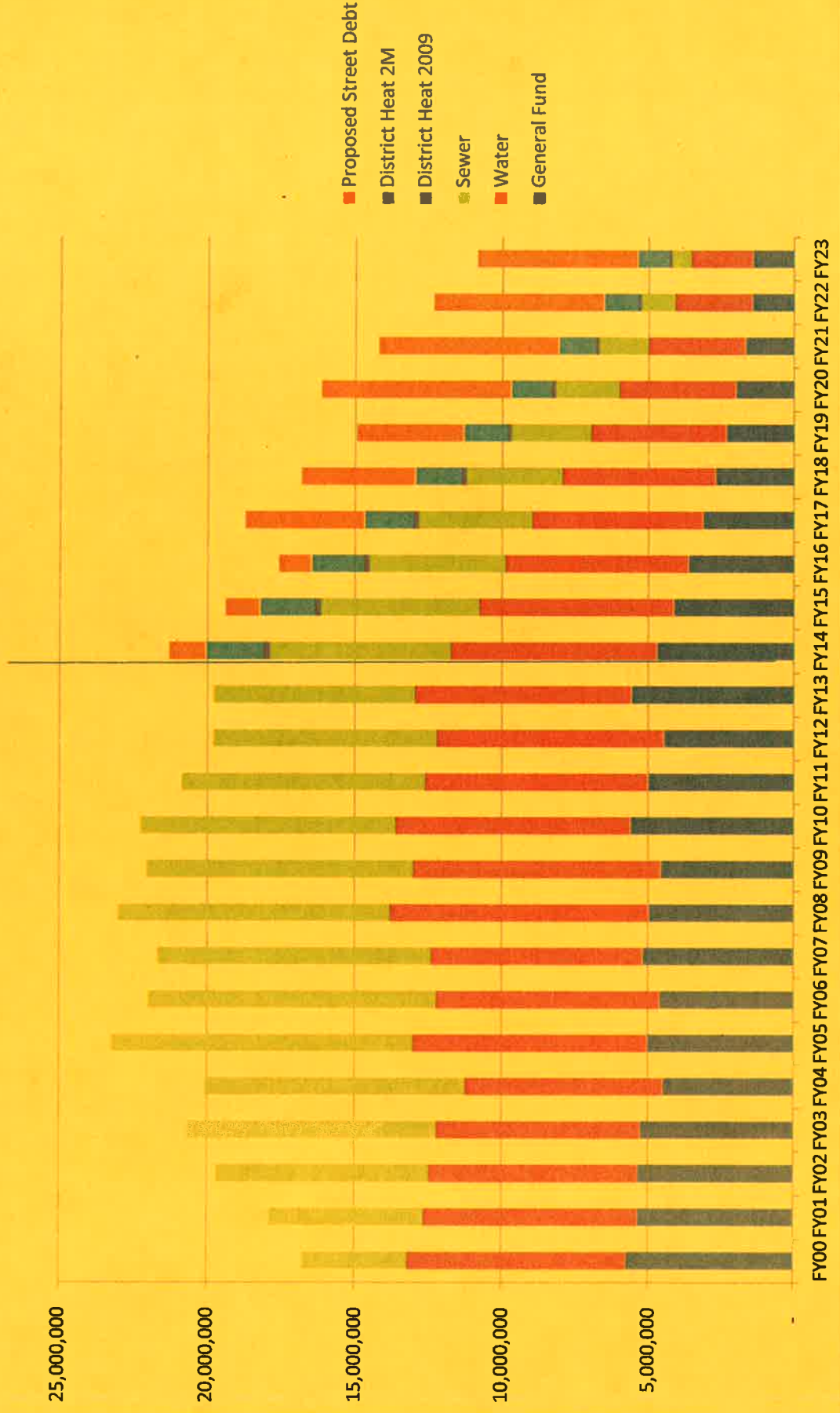
1. Total direct debt service (principal and interest) for Government Activities (General Fund and other Governmental Activities) of the City will not exceed 8.2% of the total budgeted revenues for Governmental Activities (Based of Moody's 2009 U.S. Local Government Medians for A rating for U.S. Cities under 50,000 population).
2. Total direct debt service (principal and interest) for the City as a Whole (Governmental Activities and Business Activities) will not exceed 15% of the total budgeted revenues for the Governmental Activities and the Business Activities (Water Fund, Sewer Fund, Parking Fund).

In the event that the total direct debt service (principal and interest) for Government Activities or City as a Whole exceed the ratios in the above guidelines, the City Council will adopt a plan to how to bring the debt ratios down to the recommended levels.

**Group 3 Chart 1 City of Montpelier - Debt Levels - Capital Improvements & Equipment
with Possible Street Debt
(without School)
FY2000-FY2023**

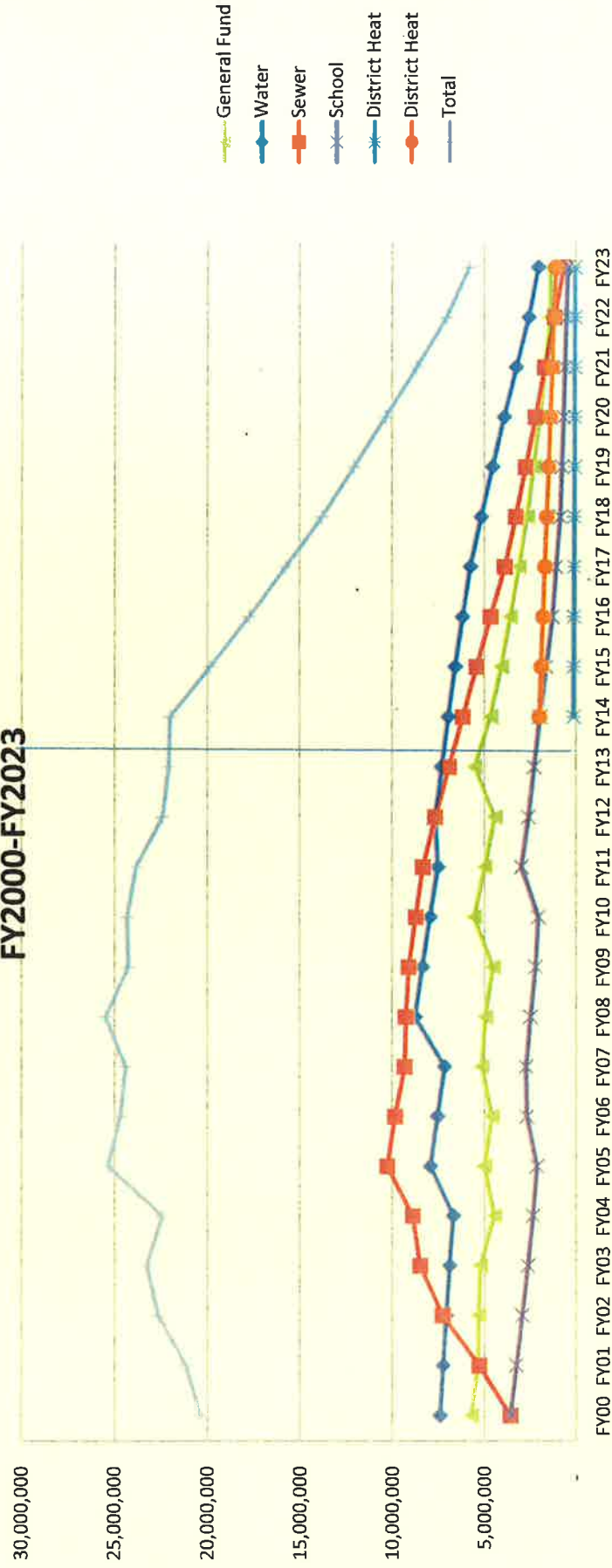


Group 3 Chart City of Montpelier - Debt Levels
Capital Projects & Equipment without school debt
With Proposed Street Debt
2000-2023

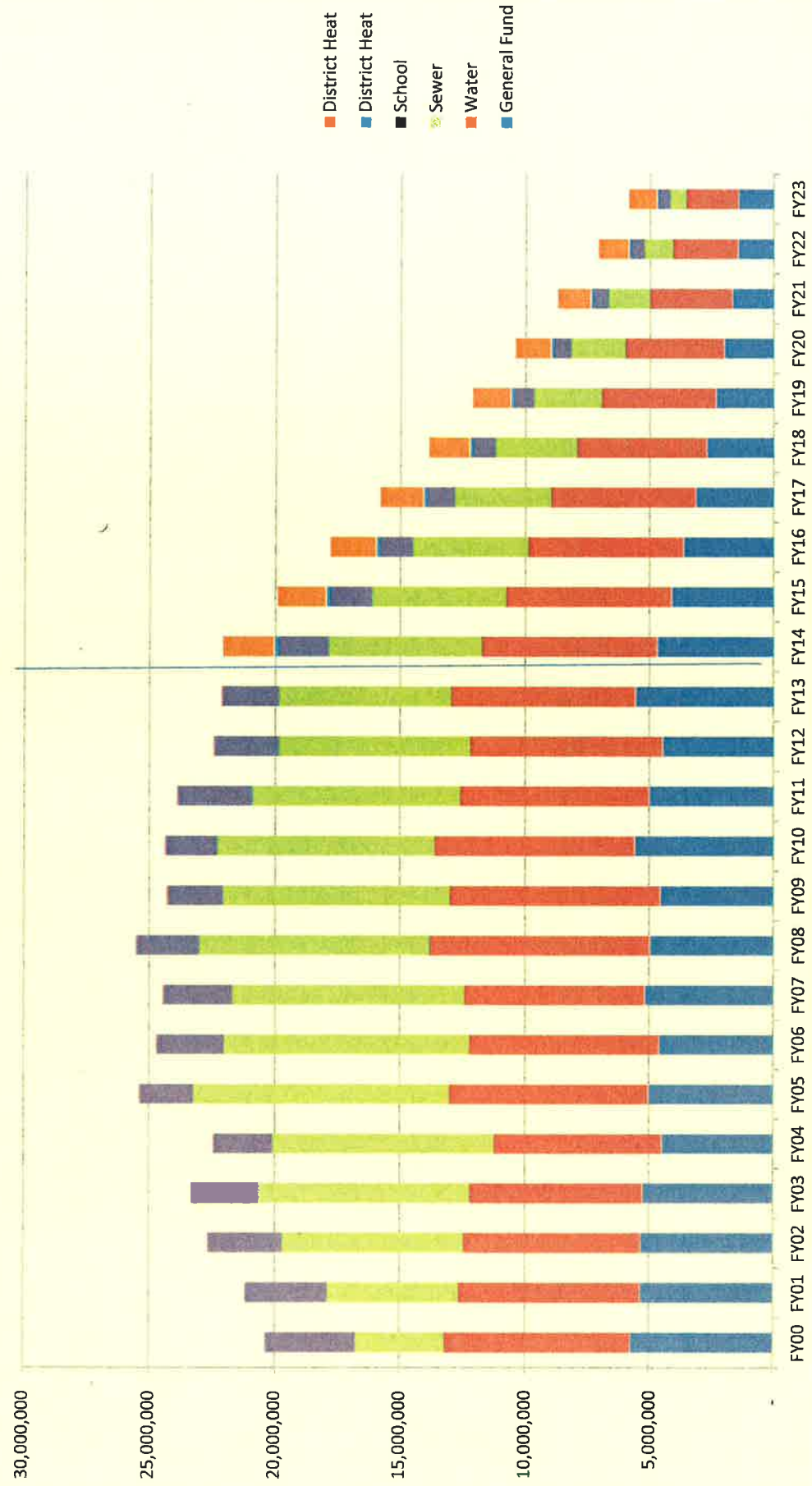


Group 1 - Chart 1 - City of Montpelier - Debt Levels
Capital Improvements & Equipment

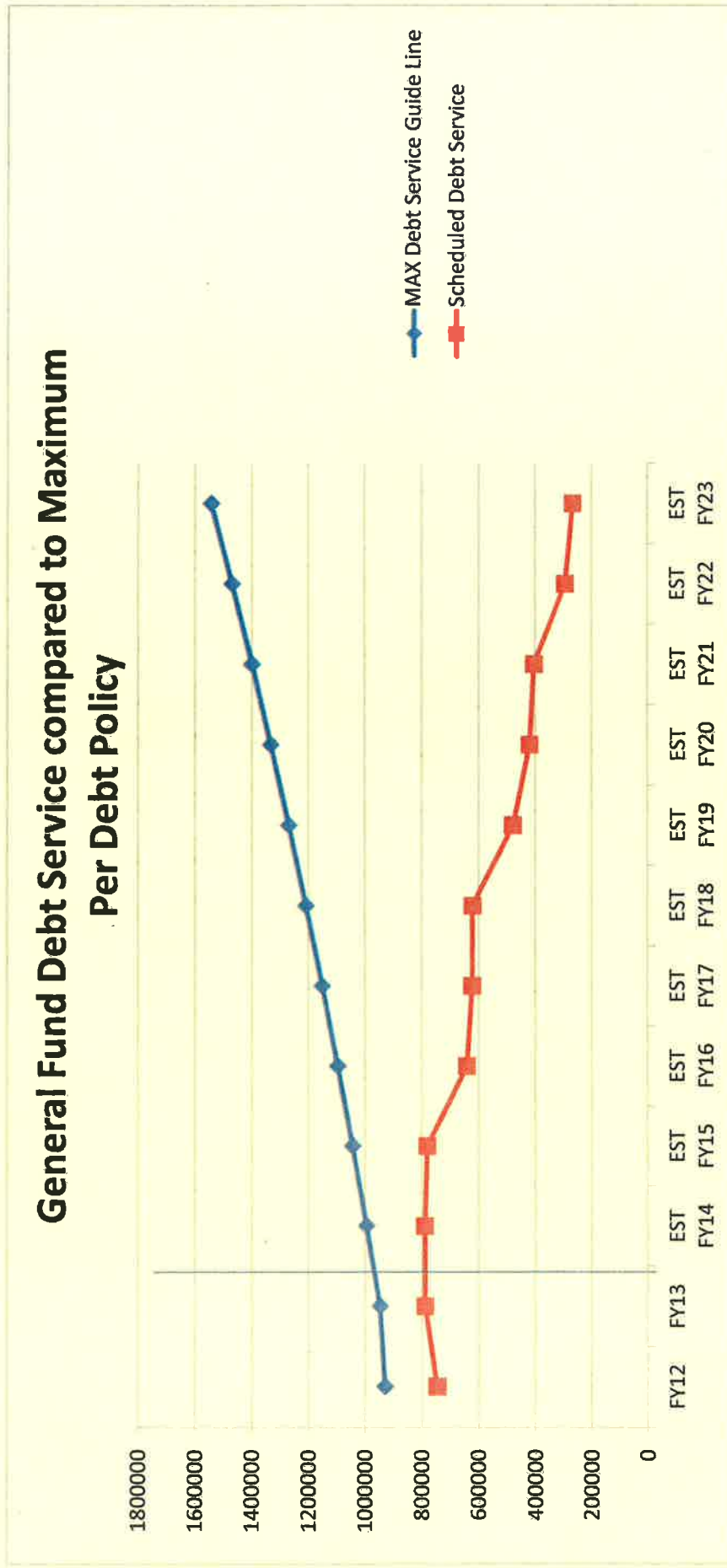
FY2000-FY2023



Group 1 Chart 2 - City of Montpelier - Debt Levels
Capital Projects & Equipment
2000-2023

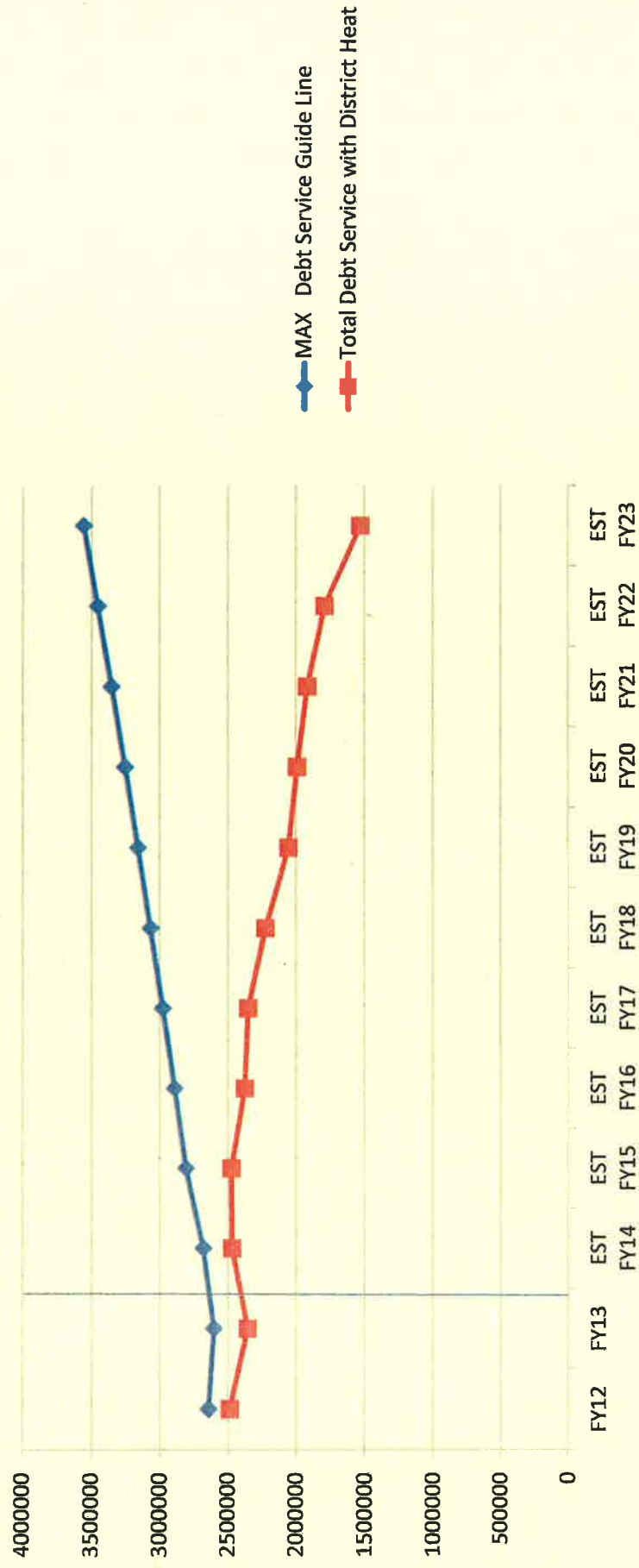


Group 1 Chart 3

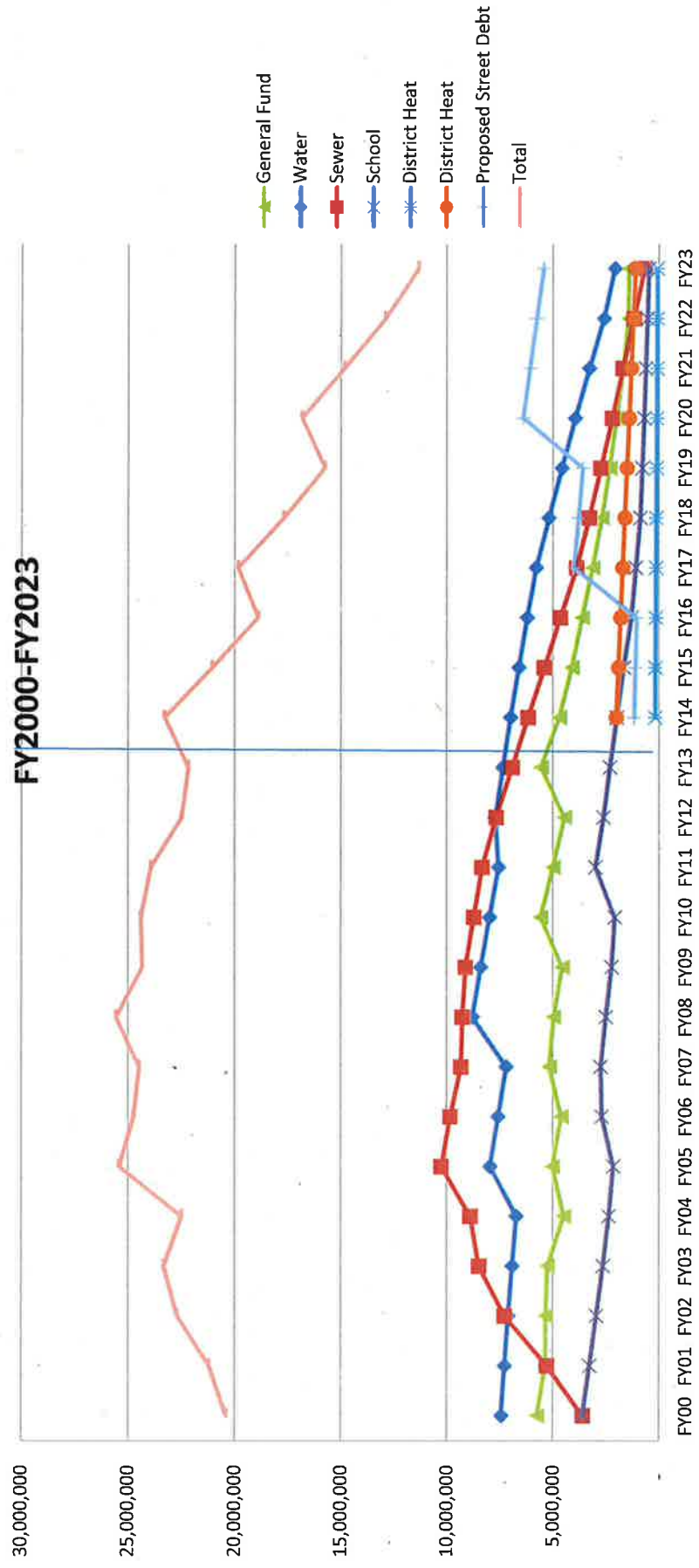


Group 1 Chart 4

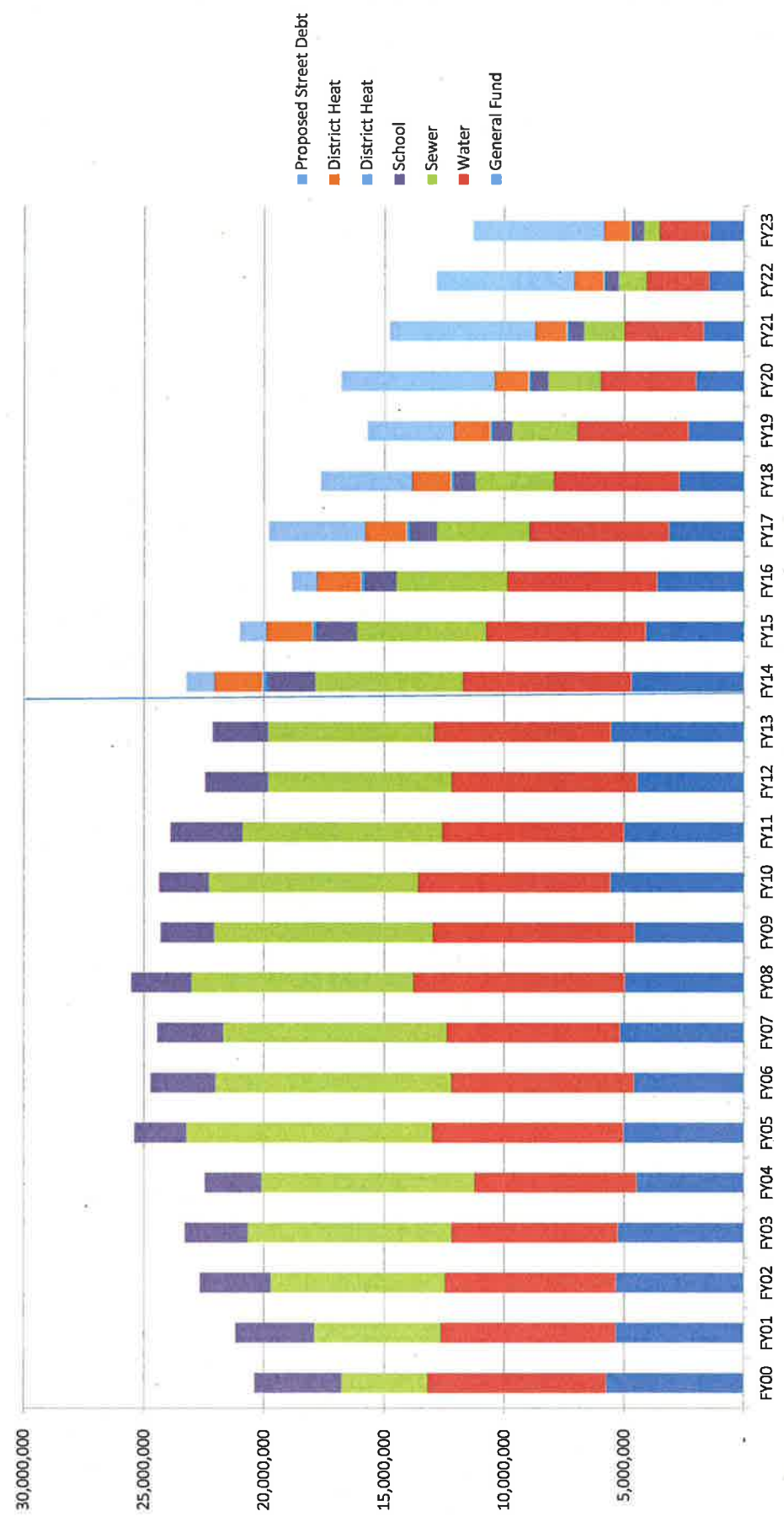
**City-Wide Debt Service compared to Maximum
Per Debt Policy with District Heat**



**Group 2 Chart 1 City of Montpelier - Debt Levels - Capital Improvements & Equipment
with Possible Street Debt**



Group 2 Chart 2 City of Montpelier - Debt Levels
Capital Projects & Equipment- with Possible street debt
2000-2023

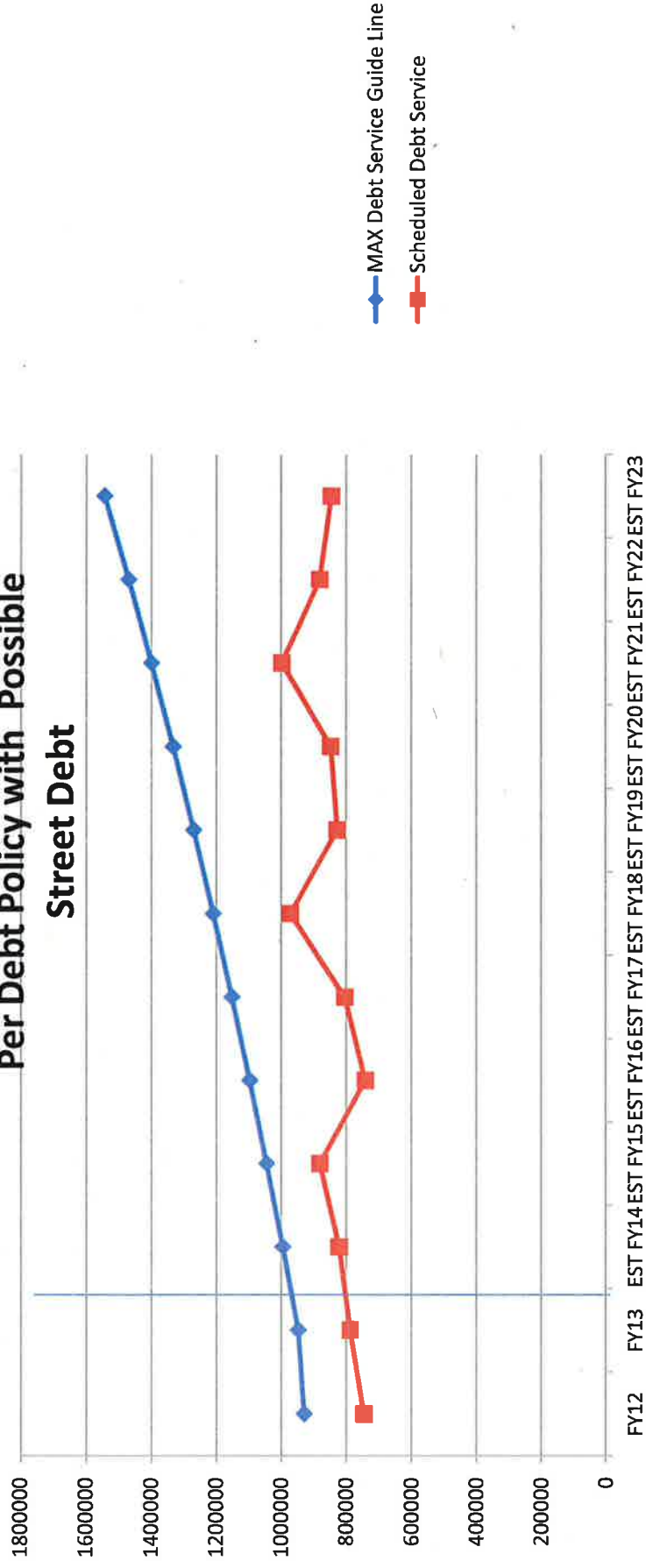


Group 2 Chart 3 General Fund Debt Service

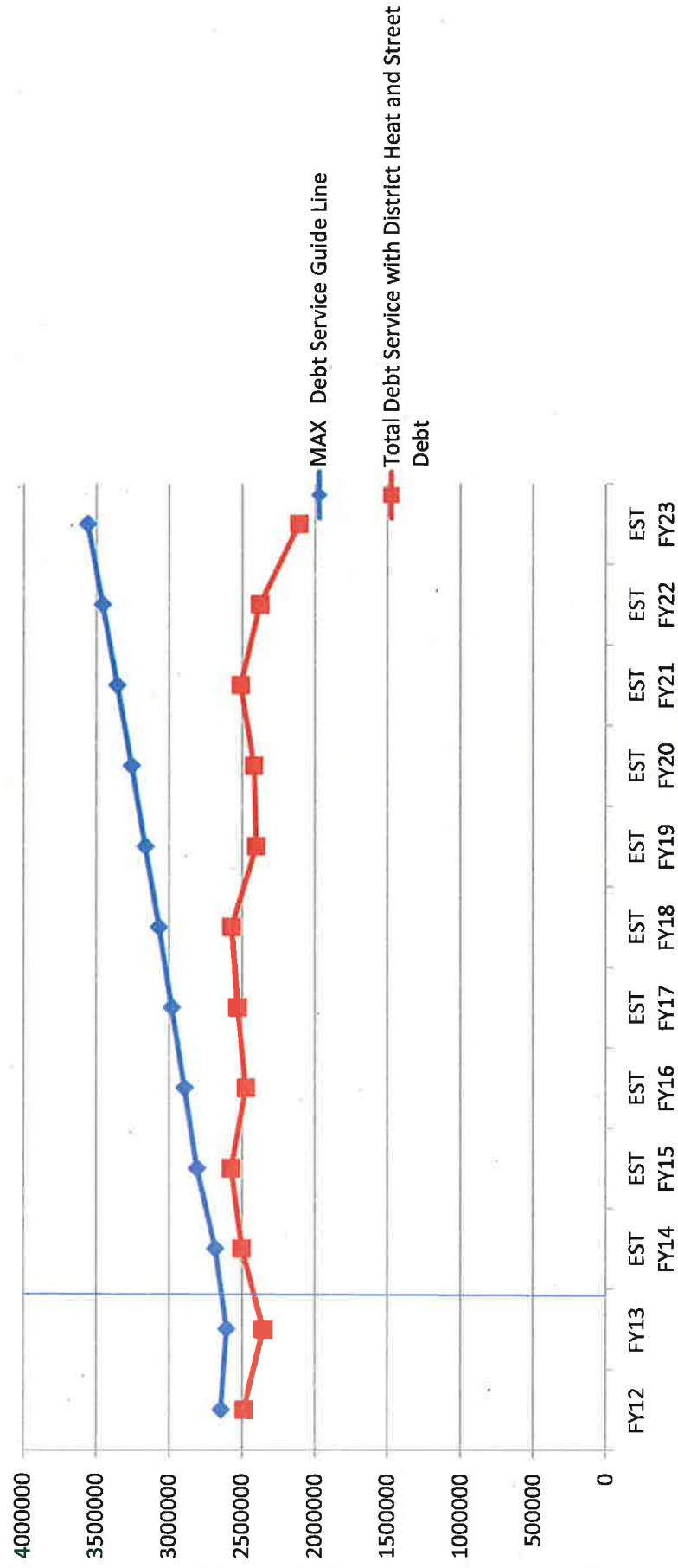
compared to Maximum

Per Debt Policy with Possible

Street Debt



Group 2 Chart 4 City-Wide Debt Service compared to Maximum Per Debt Policy with District Heat and Possible Street Debt



-----Original Message-----

From: John Hollar [<mailto:jhollar@drm.com>]
Sent: Wednesday, September 19, 2012 10:00 AM
To: L-Council
Cc: William Fraser
Subject: FW: Design Review Committee

Fyi. Bill, please add to next week's agenda.

From: Liz Pritchett [pritchett.liz@gmail.com] on behalf of Liz Pritchett
[liz@lizpritchettassociates.com]
Sent: Wednesday, September 19, 2012 8:51 AM
To: jhollar@montpelier-vt.org
Subject: Design Review Committee

Dear John,

As a follow-up to our recent phone conversation, I want to convey to you that I am willing to accept the appointment as an alternate on the Design Review Committee. I was pleased to have been appointed as a regular member during the last Council meeting to fill Jamie Duggan's position. However, as we now know that Jamie would like to be reappointed to this position (he was late to the meeting due to car trouble), I do not want to step into this seat that Jamie will continue to fill in a professional and capable manner. As an alternate, I would like to attend meetings on a regular basis, and in the future, perhaps a seat will be available for me to fill as a regular member.

Thank you for your consideration in this matter.

Sincerely,

Liz Pritchett

--

Liz Pritchett

Liz Pritchett Associates

46 East State St.

Montpelier, VT 05602

802.229.1035 phone

802.229.1630 fax

liz@lizpritchettassociates.com<<mailto:liz@lizpritchettassociates.com>>



*Office of the City Manager
City Hall - 39 Main Street, Montpelier, VT 05602
Telephone: (802) 223-9502
Fax: (802) 223-9519
E-Mail: wfraser@montpelier-vt.org*

August 16, 2012

The Times-Argus
Att: Classifieds

Please insert the following with City of Montpelier notices on: Thursday, August 23rd; and Monday, August 27th:

CITY OF MONTPELIER
Design Review Committee Vacancies

The Montpelier City Council is seeking citizens interested in filling three seats on the City's Design Review Committee: one is a regular 3-year term until October, 2015; the other two are Alternate 1-year terms until October, 2013. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall – 39 Main Street, Montpelier (or by e-mailing spitonyak@montpelier-vt.org) by noon on Thursday, September 6th. City Council will make these appointments at their September 12th meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws.

Office of the City Manager

Sandy Pitonyak

From: Clancy DeSmet
Sent: Wednesday, August 15, 2012 8:44 AM
To: Zachary Brock
Cc: Sandy Pitonyak
Subject: DRC

Dear Zack,

On behalf of the City of Montpelier, and myself, thank you for your service to Montpelier as a member of the Design Review Committee. Hopefully, you'll be able to continue being community-minded in your new venture in New Hampshire.

Best wishes and keep in touch.

Thanks again,

Clancy

Clancy I. DeSmet, CFM
Planning & Zoning Administrator
Dept. of Planning & Community Development
39 Main Street, City Hall
Montpelier, VT 05602
(802)223-9506/(802)223-9524 (fax)



Do you really need to print this e-mail ? Think green...

Sandy Pitonyak

From: Clancy DeSmet
Sent: Thursday, September 06, 2012 9:09 AM
To: Sandy Pitonyak
Subject: FW: Historic Preservation Commission

FYI

From: James Duggan [<mailto:jpuggs@gmail.com>]
Sent: Tuesday, September 04, 2012 3:37 PM
To: eric@ptvermont.org
Cc: Sandy Pitonyak; Anthony Otis; Clancy DeSmet
Subject: Re: Historic Preservation Commission

Sandy,

Sorry I have not gotten back to you sooner. I am willing to serve another term on HPC. I am also aware that my DRC appointment is up too, and I would like to continue in that capacity as well. If there is any way I might be able to appear for both re-appointments at one meeting I would be quite pleased.

Have a great day,

Thanks.

Jamie

On Thu, Aug 30, 2012 at 4:37 PM, eric <eric@ptvermont.org> wrote:
Thanks for the notice. Please put me in for another term.....

Eric

On 8/30/12 3:34 PM, Sandy Pitonyak wrote:

Eric and Jim ... these are your seats on the commission ... please just send me an e-mail if you'd like to continue. Thank you!

Sandy Pitonyak

Administrative Assistant to the City Manager

City Hall - 39 Main Street

Sandy Pitonyak

From: Clancy DeSmet
Sent: Tuesday, August 28, 2012 8:27 AM
To: Sandy Pitonyak
Subject: FW: FW: DRC Vacancies

Tim Senter wants to continue to serve on the DRC as an alternate.

From: Tim Senter [<mailto:sentertim@gmail.com>]
Sent: Tuesday, August 28, 2012 8:09 AM
To: Clancy DeSmet
Subject: Re: FW: DRC Vacancies

I will continue to serve to the best of my abilities.

On Aug 16, 2012 3:25 PM, "Clancy DeSmet" <CDeSmet@montpelier-vt.org> wrote:

Your email was mistyped. See below.

Clancy

From: Sandy Pitonyak
Sent: Thursday, August 16, 2012 3:11 PM
To: sentertime@gmail.com; James Duggan
Cc: Clancy DeSmet
Subject: DRC Vacancies

Because we have to advertise for Zach's vacant seat, and your terms expire in October, we decided to save advertising costs and do it this way.

Please just send me an e-mail if you'd like to be reappointed. Thank you!

Sandy Pitonyak

Administrative Assistant to the City Manager

Sandy Pitonyak

From: Liz Pritchett [pritchett.liz@gmail.com] on behalf of Liz Pritchett [liz@lizpritchettassociates.com]
Sent: Thursday, September 06, 2012 7:35 AM
To: Sandy Pitonyak
Subject: Design Review Committee Vacancies - Letter of Interest
Attachments: resume 2012.pdf

Dear Office of the City Manager,

I am pleased to submit this email as a letter of interest for filling one of the 3-year terms on the Design Review Committee. I have recently moved to Montpelier, having purchased a new home here last December. I have been a property owner since 1988, when I purchased my office building at 46 East State Street. My resume is attached. You will see that I have worked on many historic preservation projects in Montpelier and am looking forward to the opportunity to contribute more to the city as a member of the Design Review Committee.

Sincerely yours,

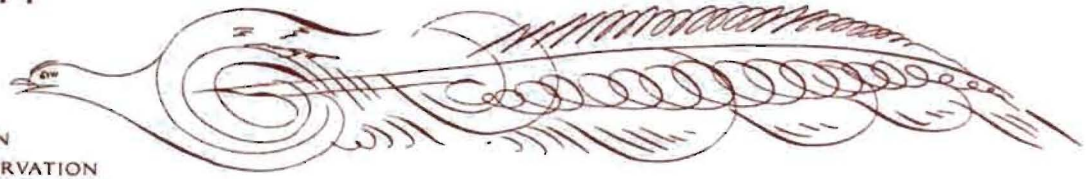
Liz Pritchett

--

Liz Pritchett
Liz Pritchett Associates
46 East State St.
Montpelier, VT 05602
802.229.1035 phone
802.229.1630 fax
liz@lizpritchettassociates.com

LIZ PRITCHETT ASSOCIATES

HISTORIC PRESERVATION
ARCHITECTURAL CONSERVATION



Liz Pritchett Associates

Offers the following Historic Preservation consulting services:

- Preservation Planning
- National Register Nominations
- Section 106, 248 and 250 Review for federal and state funded projects
- Technical Assistance Reports for deteriorating structures
- Historic Preservation Rehabilitation Investment Tax Credit applications
- Grant writing
- Interpretive displays
- Expert testimony

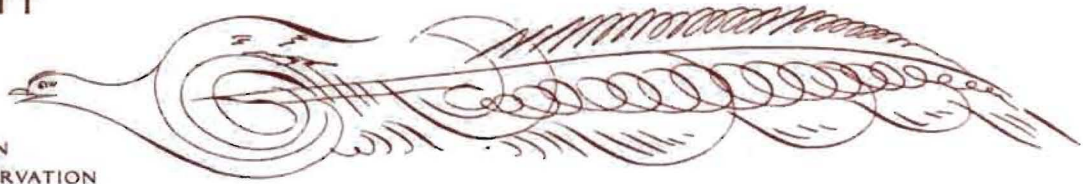
Liz Pritchett has over twenty years of experience in the field of Historic Preservation. Early in her career as a Survey Historian for the Vermont Division for Historic Preservation, Liz documented hundreds of Vermont structures and developed her expertise in Vermont and New England architecture. Liz has nominated many properties to the National Register of Historic Places. In 1992 Liz received a Master of Science degree in Historic Preservation from the University of Vermont. That same year she established Liz Pritchett Associates, a sole-proprietorship registered in the State of Vermont.

Liz has provided historic preservation planning services for a number of educational institutions, including the University of Vermont, Champlain College, and Bennington College. She recently developed a Campus Preservation Plan for Marlboro College funded by the Getty Foundation. In 2006 she assisted the University of Vermont with their University Commons project involving construction of a large student union and new theater complex, the preservation of significant historic structures in the project area, as well as moving one of the earliest buildings in Burlington from the project area to an appropriate new site for its continued use on campus. She has held the position of adjunct professor in the Department of Architecture at Norwich University in Northfield, Vermont, and lecturer in the Historic Preservation Graduate Program at the University of Vermont.

For ten years Liz prepared Section 106/ Historic Resource Review Reports for Vermont Agency of Transportation projects throughout Vermont. As the contracted historic preservation consultant for Housing Vermont, Inc. and the Vermont Housing and Conservation Board, she oversees projects that receive federal funding and require Section 106 review. Many of these undertakings are developed using the Rehabilitation Investment Tax Credit and involve buildings that are restored for affordable family housing, or for new commercial uses in historic downtowns. Liz has experience working on scattered site RITC projects, such as the recently completed, award winning undertaking in Bradford, Vermont where six historic buildings were rehabilitated at the south end of the Bradford Village Historic District.

LIZ PRITCHETT ASSOCIATES

HISTORIC PRESERVATION
ARCHITECTURAL CONSERVATION



Liz Pritchett

EDUCATION

University of Vermont, Master of Science in Historic Preservation, 1992
University of Virginia, Graduate Program in Art History, 1970
Middlebury College, Bachelor of Arts, 1969

PROFESSIONAL ACTIVITIES

1992 - PRESENT **OWNER-PRINCIPAL, LIZ PRITCHETT ASSOCIATES
MONTPELIER, VERMONT**

1985 - 1992 **PRIVATE CONSULTANT**

Historic Preservation and Architectural Conservation services for municipalities and private sector clients, specializing in inventory and assessment of historic resources, and treatment recommendations for deteriorating structures. Competent in National Register nominations, technical building assessment reports, finishes analysis, grant writing, interpretive displays, archival photography, and preservation planning for private and community-based projects.

REPRESENTATIVE LIST OF PROJECTS

NATIONAL REGISTER NOMINATIONS

Marlboro College Campus, Marlboro, Vermont, 2009-2010
Downtown Newport Historic District, Newport, Vermont, 2005-2006
Multiple Property Documentation (MPDF), *Organized Summer Camping in Vermont*, 2003
Barnes Camp, Smuggler's Notch, Stowe, Vermont, 1996
Bennington Fish Culture Station (1917), Bennington, VT, 1993
Multiple Property Documentation (MPDF), *Fish Culture in Vermont*, 1993
The Giles Chittenden Homestead (1796), Williston, VT, 1993
Multiple Property Documentation (MPDF), "Town Halls in Vermont," 1991

HISTORIC RESOURCE SURVEYS

International Style Architecture in Vermont, Statewide, 2003
West Lebanon (NH) Historic Resources Survey, Lebanon, New Hampshire, 1995-96
Supervisor, Burlington (VT) Old North End Historic Structures Survey, 1995
Supervisor, Bennington (VT) Village Historic Resource Survey, Part II, 1988
Field Historian (Vermont); Greensboro, Hardwick, Stowe Historic Resource Surveys, 1985-88

PRESERVATION PLANNING

Marlboro College, Preservation Plan as part of Getty Heritage Grant, Marlboro, VT 2008-10
Bennington College, Preservation Plan as part of Getty Heritage Grant, Bennington, VT 2005-07
Champlain College, Historic Resource Survey and Preservation Plan, Burlington, VT, 2003-04

TEACHING

Lecturer, University of Vermont, Historic Preservation Program, 1994, 1995
Adjunct Professor, Norwich Department of Architecture, 1992

REHABILITATION INVESTMENT TAX CREDIT APPLICATIONS

Windsor Prison / Old Windsor Village, Windsor, VT, (three 19th-20th century structures), 2010
Waits River Housing, Bradford, VT, (six 19th century structures), 2006-2007
Waugh Opera House (c. 1892), St. Albans, VT, 2005
206 and 224 Main Street (c. 1830 and c. 1880), Vergennes, VT, 2003
Green Mountain Seminary (1869), Waterbury, Vermont, 2000
Jones Brothers Granite Shed (1895), Barre, Vermont, 2000
Exner Block (c. 1850/ c.1905), Bellow Falls, Vermont, 1999
St. Johnsbury House (c. 1850/1913), St. Johnsbury Vermont, 1999
Park Place (c.1900), Burlington, Vermont, 1998
Biscuit Factory (1915), Burlington, VT, 1995
The Cobblestone/ Winslow Ward House (c.1860), Brattleboro, VT, 1994

TECHNICAL REPORTS

Edward Wells House / Delta Psi Fraternity (1892), 61 Summit Street, UVM, 2009
Middlebury College, Breadloaf Campus, Building Foundation Survey, 2005
Ornamental Railing Study for Historic Bridges, Bridge Research Component, VAOT, 1998
Unitarian Church of Montpelier: Historic Preservation Plan, 1997-98
Preservation Trust of Vermont - Architectural Conservation Assessment Reports:
 MacDonough Webster Lodge (c. 1850), Jericho, Vermont, 1998
 Giles Chittenden Homestead-Catamount Family Center, Williston, VT, 1995
 Essex Center Burial Ground, Essex Center, VT, 1994
Montpelier City Hall Auditorium: Finishes Analysis, Paint & Plaster Recommendations, 1993
Property Easement Documentation for the Vermont Land Trust:
 Paramount Theater, Rutland, VT, 2000; The Park House, N. Bennington, VT, 1994;
 The Judge House, Shoreham, VT, 1991; The Langeway Farm, Ferrisburg, VT, 1990
The Justin Morrill Homestead (1848-51), National Historic Landmark, Strafford, VT, 1991

COMMUNITY BASED PROJECTS

White River Junction Design Review Guidelines, 2001
Fundraising/ Project Coordinator, Montpelier City Hall Auditorium Improvement Committee, 1992-95; recruited the Committee of 100, a group of advocates of the project; planned community-based events project prior to the Nov. 1992, \$130,000 bond vote for auditorium restoration.
"Views Through Time: Walking and Driving Tours of Historic Rutland and the Region," two walking tours, UVM Graduate School project with Rutland Area Cultural Alliance, 1992

IMPACT ASSESSMENT REPORTS (Section 106, 248 and 250)

Kingdom Community Wind, Lowell, VT, 2009-2010
UPC Wind / FirstWind, Sheffield, VT, 2005-2008.
Vermont Citizens for Safe Energy (reviewing portions of the VELCO Northwest Vermont Reliability Project), 2004.

City of Montpelier, US Dept. of Agriculture Rural Development, Housing Rehab., 2003-2008.
University Commons, University of Vermont, 2004-2006
Vermont Housing and Conservation Board, Programmatic Agreement review, 1998-2012
Fletcher Allen Health Care Renaissance Project, Burlington, Vermont, 2000-2001
Shelburne-South Burlington, U.S. Route 7 Corridor, 1997-98
Vermont Route 7 Corridor Study, Bennington and Rutland Counties, 1996
Montpelier Riverfront Redevelopment Project, Montpelier, VT, 1996
Smugglers' Notch Scenic Highway Corridor Management Plan, Stowe, VT, 1995-96
Vermont Agency of Transportation -Roadway, Bridge, &Transportation Path Projects, 1993-2002

INTERPRETIVE PROJECTS

Montpelier Riverfront, designed seven interpretive panels for transportation path, 1997
Bennington Pathway, Signage Master Plan and Design of Interpretive Signs, 1994-95
Fish Culture in Vermont, outdoor display panels at three historic fish hatcheries, 1993

GRANT WRITING & FUNDRAISING

Unitarian Church of Montpelier, wrote \$6,000 grant awarded for stencil analysis in Sanctuary, 1998
Fundraising Coordinator for Montpelier City Hall Auditorium Improvement Project to meet
\$55,000 Challenge Grant awarded by National Life Insurance Company, 1995
Montpelier City Hall, wrote \$15,000 grant awarded for repainting based on historic colors, 1993
So. Woodbury Church, Woodbury, VT, wrote restoration grants awarded totaling \$10,000, 1986

PUBLICATIONS

"The Beaded Board Tradition", *Old House Journal*, Dovetail Publishers, Spring, 1993
"The Architectural History of Middlebury" *The Historic Architecture of Addison County*,
Vermont Division for Historic Preservation, 1992
"Views through Time: A Walking Tour of Historic Downtown Rutland", Rutland Area Cultural
Alliance, 1992, UVM graduate school class project.

PRESENTATIONS

*The Secretary of the Interior's Standards and Solving Historic Preservation Issues during Project
Development*, Vermont Environmental Law Seminar, 1997.
Conservation Techniques for Summer Camps, panelist at Greensboro (VT) Historical Society Annual
Meeting - Greensboro Camps and Builders: Then and Now," 1992
The History and Architecture of the Town Hall in Vermont, presented to Montpelier Kiwanis and
Rotary Clubs, 1992
*Three Issues of Architectural Conservation: Research, Documentation, and Interpretation at the
Justin Morrill Homestead*, UVMHP summer internship presentation, 1991

PROFESSIONAL CERTIFICATION

Preservation Leadership Training Institute, National Trust, Marshall, CA, 2002
36CFR 61 qualified Architectural Historian, National Park Service, Washington, DC

MEMBERSHIPS

Center for Research on Vermont, University of Vermont, Associate Member
National Trust for Historic Preservation

BOARDS AND COMMUNITY SERVICE

Barre Opera House, Barre, Vt., Trustee and House Committee Chair, 1993 - 1999
Woodbury Elementary School, Woodbury, Vt., School Board Director, 1986-90

Seth Mitchell
19 Foster Street
Montpelier, VT 05602

September 6, 2012

Office of the City Manager
City Hall
39 Main Street
Montpelier, VT 05602

Subject: Design Review Committee Seat (3 year)

Office of the City Manager:

I would like to express my interest in serving on the City of Montpelier Design Review Committee. My background is in both Architecture and the arts, and I am now in my tenth year as a Project Designer at Joseph Architects, LLC., located in Waterbury, Vermont, which is primarily focused on commercial and healthcare architecture.

In addition, my wife, three children and I have been Montpelier residents and part of the community since 2002. I believe being part of this community over the years and with my experiences over the last fifteen years may be of benefit to the City of Montpelier.

I would greatly appreciate the opportunity to participate as a Design Review Committee member.

Respectfully,

Seth Mitchell
seth@josepharchitects.com
802.839.0284 (c)
802.244.5220 (o)

19 Foster Street
Montpelier, Vermont 05602

802.839.0284 (c)
seth@josepharchitects.com

Seth Kenneth Mitchell

Work History

Current Joseph Architects Waterbury, VT

Architectural Design/Project Management

Work includes all facets of residential, commercial, and healthcare architecture planning and design.

2001-2002 New York, NY

Architectural Design – Freelance

Commercial storefront design and details to be included in Base Bid in progress at 400 E. 85th Street. The finalized design proposal included drawing schemes, rendered CAD 3-D modeling, and specification of material for the completion of existing 1st Avenue commercial ground floor storefronts. The proposed design remained in keeping with previous Design Team strategy approved by the 400 E. 85th Street Design Committee.

1999 - 2001 Cutsogeorge & Tooman Architects New York, NY

Technical Staff - Technical II

Design, documentation, restoration and rehabilitation of primarily large residential buildings in New York City, including Historic Preservation work and affordable urban housing. Technical II work at Cutsogeorge & Tooman Architects involves all Architectural phases. Tech II staff work directly with the Principal and/or Project manager for each individual Project. Work primarily includes the following; technical drawings/specifications, building scaffold drops, Field Reports, weekly site meetings, Meeting Minutes, and overall Project coordination between the Owner, Managing Agent and Contractor.

1999 - 2001 A & F Commercial Builders, Inc. New York, NY

Architectural Design - Freelance

Interior design and documentation of a Historic Landmark brownstone building located at 64 West 119th Street in Harlem. The project included restoration of both street and rear façades of the building to match original construction. All floors were demolished and rebuilt with significant upgrades throughout. The design for this Project focused upon providing affordable housing with a modest and efficient open plan for a single-family private dwelling. Work on this Project included design, drawings, specifications, and Landmarks Preservation Commission approvals.

1998 - 1999 Raquel Ramati Associates, Inc. New York, NY

Administrative Assistant

Urban design, development and planning in New York City and Israel. Administrative Assistant to Raquel Ramati included all aspects of administrative work in a small office setting. Minor work included CAD and CAD mass modeling for large-scale urban design Projects.

Work History

1997 - 1999 Pratt, School of Architecture Brooklyn, NY

Architectural Archivist

School of Architecture - Archivist work includes; exhibition, documentation and cataloging of faculty and student work. In addition to archive work, graphics and media support was provided for the 1998 School of Architecture publication "In Process". This yearly publication is a visually based book representing the Pratt School of Architecture.

1998 Allan Wexler New York, NY

Artist Assistant

Assistant to New York City artist Allan Wexler, in preparation for Wexler's solo exhibition, "The Shape of Form", at Ronald Feldman Fine Arts, Inc., September 12 - 10 October, 1998.

1994 - 1996 Plasteel Frames Seattle, WA

Staff

Fine art framing, restoration and installation of art. Highly focused upon quality framing, custom woodworking, art mounting, and art handling. Other minor work included preparation and execution of gold/silver leaf work, and metal fabrication for sculpture armature/mechanical attachment.

1993 Beliz Brother Seattle, WA

Artist Assistant

Assistant to Seattle based artist Beliz Brother, in preparation for the 1993 Bumbershoot, Seattle Arts Festival "Threshold" invitational exhibition.

1991-1994 Security Pacific Bank Gallery Seattle, WA

Gallery Assistant

College Work/Study through Cornish College of The Arts. Gallery Assistant work included gallery exhibition preparation, event organization assistance for public and private lectures, and fine art handling and installation.

1989-1990 Giro Contracting Moretown, VT

Carpenter Apprentice

Residential and commercial construction located primarily in Stowe, Vermont. Major Projects were primarily stick-frame additions to and/or renovation of existing residential homes. Other minor work included interior finish woodworking and tiling.

1987-1989 Yestermorrow Design/Build Warren, VT

Carpenter Apprentice

Residential construction, restoration, and renovation of homes located primarily in the Mad River Valley area. Work also included assisting the Yestermorrow Design/Build School professional curriculum that emphasized the Design/Build process.

Education

1988-1990 University of Vermont Burlington, VT
Studio Art Studies, painting and lithography.

Graduated 1994 Cornish College of The Arts Seattle, WA
BFA, five year degree, Summa Cum Laude. Major concentration in metal and mixed media sculpture.

1997-1999 Pratt, School of Architecture New York, NY
Junior Standing - Transfer

Work References

Joe E. Greene, AIA
Principal, Joseph Architects, LLC
Waterbury, Vermont

**City of Montpelier
Fire Department**

MEMORANDUM

TO: William J. Fraser, City Manager

FROM: Robert A. Gowans, Fire Chief 

DATE: September 20, 2012

SUBJECT: Fire Engine Bid Selection

On July 29, 2012, Montpelier Fire Department staff opened and reviewed two bids received for the replacement of Montpelier Engine #2, a model year 1992 Spartan Pumper. It is recommended that the low bid submitted by Emergency One, Inc. be accepted, in the amount of \$334,504. The FY2012 budget allotted \$350,000 for this replacement truck. Given the Assistance to Firefighters Grant that the Fire Department has been awarded (\$142,500), the total cost to the City for the purchase of this new equipment will be \$192,004.

I request that you seek City Council authorization on the next available Consent Agenda to order this equipment, suggested wording as follows:

To accept the low bid of \$334,504 (Base Bid \$368,929, less \$30,000 trade allowance, less \$4,425 for partial prepayment discount) submitted by Emergency One, Inc. of Ocala, Florida, for the replacement of Montpelier Fire Engine #2 (a 1992 Spartan Pumper), and authorize the City Manager to make this purchase. Given the Assistance to Firefighters Grant awarded to the Montpelier Fire Department (\$142,500), the total cost to the City for the purchase of this new equipment will be \$192,004.

If you would like to review the bid, please feel free to request the file.



**CITY OF MONTPELIER
FY 14 BUDGET SCHEDULE (JULY 1, 2013– JUNE 30, 2014)**

City Council Capital Improvements (CIP) Committee Members: Andrew Hooper, Thierry Guerlain, Angela Timpone, Planning Commission member, Bill Fraser, Sandy Gallup, Todd Law, Tom McArdle, Phayvanh Luekhamhan

Wednesday, September 19, 2012

- ❖ **Department Head Meeting – FY 14 Budget Discussion**

Wednesday, September 26, 2012

- ❖ Letter to City Commissions, Boards Regarding Capital Budget Process (meet with School)
- ❖ **Regular Council Meeting**
- ❖ **Debt Policy Discussion – Budget Schedule and Process, Outside Agency Policy**

Friday, September 28, 2012

- ❖ Funding Letter to Inside Agencies, Boards and Commissions Ready for Mailing
- ❖ **Initial Budget Worksheets and Guidelines for Department Heads Distributed Including Capital Projects & Equipment Requests**

Wednesday, October 10, 2012

- ❖ **Regular Council Meeting – Received Budget Study Committee Report**
- ❖ **FY 14-FY 18 Capital Improvement Program (CIP) and Equipment Requests Due to Finance Department (Forms for Capital & Equipment Projects Must be Completed by All Departments and/or Requesting Agencies)**

Tuesday, October 16, 2012

- ❖ **Meeting of Capital & Annual Funding Projects Committee at 5:00 PM in the Council Chambers.**

Wednesday, October 17, 2012

- ❖ **Department Head Meeting – Budget Update - 9 AM in City Manager's Conference Room**

Friday, October 19, 2012

- ❖ **Departmental Operating and Budget Requests and Performance Measures Due to Finance including supporting documentation, organizational chart & service summaries**
- ❖ Funding Requests Due from Inside Agencies, Boards and Commissions

Monday, October 22 through Friday, October 26, 2012

- ❖ **Individual Department Head Budget meetings with City Manager & Finance Director – First Review**

Wednesday, October 24, 2012

- ❖ **Regular Council Meeting – Council Members Policy Budget Discussion (CIP, Equipment and Operating Budgets)**

Wednesday, November 14, 2012

- ❖ **Regular Council Meeting-Department Presentations – DPW, Fire, Police, Planning**

Monday, November 19, 2012

- ❖ **First draft of Budget Completed and Presented to City Manager by Finance Director**

Wednesday, November 28 through Friday, November 30, 2012

- ❖ Department Head Budget Meetings with City Manager and Finance Director -2nd Review

Wednesday, November 28, 2012

- ❖ Regular Council Meeting

Monday, December 3, 2012

- ❖ City Manager and Finance Director Finalize Budget and Supporting Documents

Tuesday, December 4, 2012-

- ❖ Commence Printing City Budget In-house

Wednesday, December 5, 2012

- ❖ Special Council Meeting – *Budget Process to be determined*

Wednesday, December 12, 2012

- ❖ Regular Council Meeting – *Budget Process to be determined*

Wednesday, December 19, 2012 (Possible Follow Up Meeting on Monday January 2, 2013)

- ❖ Special Council Meeting – *Budget Process to be determined*
- ❖ Discuss Council's Budget and Plan for Presentation at Public Hearings

Wednesday, January 2, 2013

- ❖ Special Council Meeting – *Recreation Department Budget, Finalize and Approve Council's Budget*

Wednesday, January 9, 2013

- ❖ Regular Council Meeting
- ❖ First Public Hearing on Budget and Annual Meeting

Thursday, January 24, 2013 (Statutorily Required Date – 40 days before Town Meeting)

- ❖ Special Council Meeting -*Second and Final Public Hearing on Budget and Annual Meeting Warning*
- ❖ Deadline for All Petitioned Articles & Finalize Warning for Annual Meeting
- ❖ *School Board Budget Presentation at City Council Meeting*

Tuesday, March 5, 2013

- ❖ Annual Meeting Day to Vote on Budget and Related Articles



CITY OF MONTPELIER, VERMONT

"Smallest Capital City in the United States"

The Times-Argus

Please include this ad in your following publication: Thursday, September 6th
Thank you!

MONTPELIER HISTORIC PRESERVATION COMMISSION VACANCIES

The City of Montpelier is seeking individuals interested in serving on this commission; as of September 22nd, there will be two, 2-year terms that will be vacant. Please submit a letter of interest by Thursday, September 20th, 2012 to the City Manager's Office, 39 Main Street, Montpelier, Vermont 05602, or via e-mail to spitonyak@montpelier-vt.org. City Council will make these appointments at their September 26th meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws.

William J. Fraser
City Manager

WJF:sg

Sandy Pitonyak

From: eric [eric@ptvermont.org]
Sent: Thursday, August 30, 2012 4:38 PM
To: Sandy Pitonyak
Cc: Anthony Otis; James Duggan
Subject: Re: Historic Preservation Commission

Thanks for the notice. Please put me in for another term.....

Eric

Eric Gilbertson
Field Service Representative
Preservation Trust of Vermont
104 Church Street
Burlington, VT 05401
(in partnership with the
National Trust for Historic Preservation)

eric@ptvermont.org
or 802-272-8543
7 Richardson Street
Montpelier, VT 05602

On 8/30/12 3:34 PM, Sandy Pitonyak wrote: .

Eric and Jim ... these are your seats on the commission ... please just send me an e-mail if you'd like to continue. Thank you!

Sandy Pitonyak

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

Sandy Pitonyak

From: James Duggan [jpduggs@gmail.com]
Sent: Tuesday, September 04, 2012 3:37 PM
To: eric@ptvermont.org
Cc: Sandy Pitonyak; Anthony Otis; Clancy DeSmet
Subject: Re: Historic Preservation Commission

Sandy,

Sorry I have not gotten back to you sooner. I am willing to serve another term on HPC. I am also aware that my DRC appointment is up too, and I would like to continue in that capacity as well. If there is any way I might be able to appear for both re-appointments at one meeting I would be quite pleased.

Have a great day,

Thanks.

Jamie



28 North Main Street
Randolph, VT 05060
(802) 728-3376
Voice (802) 728-413 x1405
Fax (802) 728-4930
jtucker@dubois-king.com

**ENGINEERING • PLANNING
MANAGEMENT • DEVELOPMENT**

Jeffrey W. Tucker, P.E., LEED AP
City of Montpelier Municipal Project Manager
Multi-Modal and Transit Center Project

TO: William Fraser, City Manager

RE: STP MMTC (3) & STP EH07 (15):
Montpelier Multi-Modal & Transit Center
Project Status

Date: September 21, 2012

Mr. Fraser:

The following is a status of the project, for discussion.

1. NEPA (Environmental Assessment & Categorical Exclusion)
 - FHWA issued a formal CE document for this project in October 2011. FTA issued a formal letter accepting the EA reevaluation in April 2012. As a result, the City has satisfied all NEPA requirements.
2. Design and Right of Way Plans:
 - Preliminary Plans (approx. 60% complete) for the bike path portion of the project were submitted in August 2012 for review and comment. VTrans' comments and approval of these plans are expected in October 2012.
 - FTA has recently authorized the City to advance conceptual design of the multi-modal building and associated site improvements. This effort is being initiated.
 - Draft preliminary Right of Way plans were completed in August 2012. Identification of limits of required easements on several properties, (Capital Plaza and Heney Family Trust) is underway.
3. Property Acquisition:
 - FHWA / VTrans authorized the City to advance the property acquisition process in November 2011 for the four (4) parcels where the entire parcel is to be acquired. This process began with conducting property appraisals the Carr Lot, VT Association for the Blind, Thomas Mowatt (Montpelier Beverage) M&M and TKS Properties (the vacant lot next to Montpelier Beverage). The appraisals were completed earlier this year, and VTrans authorized the City to begin negotiations with the property owners in August and September 2012.

- The City has initiated negotiations with Allan Carr, and has submitted offers to the remaining property owners. Discussions and negotiations are underway, and the acquisition process is expected to continue into the fall.
- There are two other properties where permanent easements will be required to construct the bike path, Capital Plaza and Heney Family Trust. Once completed, appraisals for these easements will be prepared, followed by offers of acquisition to the property owners.

4. Next Steps:

- Complete the property acquisition process, obtain title to the four (4) parcels, and secure the permanent easements for the remaining areas identified above.
- Initiate final design and prepare construction documents (plans and specifications) once property acquisition is complete.
- Site Plan / use discussions.

5. Anticipated Remaining Project Schedule***:

- Begin Property / ROW Acquisition:August 2012
- Finalize Property / ROW Acquisition: February 2013
- Advance FTA / Multi-Modal Project Design Process / Facility Planning:.. November 2012
- Finalize Design /Submit Construction Documents to VTrans for Approval May 2013
- Submit FTA / Multi-Modal Facility Contract Plans for Approval: May 2013
- Receive Authorization to Advertise for Bidding:.....July 2013
- Bid Period / Select Contractor / End Design Phase:.....August / September 2013
- Initiate Construction Phase / Begin Construction:October 2013
- Construct Bike Path on Main Street portion of project...October 2013 – winter shutdown
- Construct Multi-modal Center and bike path on Carr Lot Summer 2014
- Complete Construction / Open Facility for Use Fall 2014

*** Schedule is subject to change based on the successful conclusion of the property acquisition process.

MONTPELIER COMMUNITY FUND

Proposed by Mayor John Hollar
Adopted by City Council on July 18, 2012

Statement of Purpose

As an alternative to organizations seeking funding using the annual city meeting ballot, the Montpelier City Council shall include within its annual budget a sum of money dedicated to awarding funds to eligible organizations. Eligibility shall be limited to organizations that are recognized as not-for-profit entities by the Internal Revenue Service.

Montpelier Community Fund Board

- a) Board Membership The City Council shall appoint five members to serve as the board of directors (“Board”) of the MCF. Members shall be Montpelier residents. The Board shall review applications for grant awards and make recommendations to the City Council for approval.
- b) Board Terms Two members shall be appointed to three-year terms, two members shall be appointed to two-year terms, and one member shall be appointed to a one-year term. With the exception of the member appointed to an initial one-year term, members shall not be eligible for immediate reappointment following the expiration of their terms. Members may not participate in the consideration of a grant application for an applicant for which the member or an immediate family member is employed or serves as a board member.
- c) Conflict of Interest No member shall participate in the consideration of an application from an organization on which the member or his or her family member serves as a board member or for whom the member or his or her family member is employed.

Grant Award Criteria

The Board shall consider the following criteria in awarding funds:

- a) The extent to which the applicant will receive funds from the city in the next fiscal year through in-kind contributions and direct appropriations.
- b) Prior sums the applicant has received through ballot initiatives.

- c) The extent to which the amount received will complement services provided by Montpelier city government.
- d) The extent to which the grant will benefit Montpelier, its residents and the public good.

Application

The Board shall prepare an application form for grant requests. The form shall require applicants to submit the following information: A list of board members; the geographic area served by the organization; a copy of the organization's by-laws; IRS designation; the organization's most recent annual budget; the number of Montpelier residents projected to be served by the award; the purpose for which the funding will be used; any direct or in-kind contributions received by the city; a certification from the applicant that it will not submit a petition for funding through a ballot initiative in the upcoming fiscal year; and such other information as the Board deems necessary to assist in evaluating the request. The applicant shall submit five copies of its request to the Board.

Grant Awards

The board shall submit its funding recommendations to the City Council 30 days after Town Meeting Day. The City Council shall consider the board's recommendations at its second meeting in April, and shall approve or deny the board's recommendations. Such recommendations shall not be subject to amendment by the City Council.

CITY MEETING WARNING FOR NOVEMBER 6, 2012

The legal voters of the City of Montpelier, in City Meeting in Montpelier, in the County of Washington and the State of Vermont, are hereby warned to meet in the City Hall Auditorium, in said Montpelier, on the first Tuesday in November, November 6, 2012, at seven o'clock in the forenoon, and there and then to cast their ballot for matters that by law must be determined by ballot, and as other matters as directed by the City Council. The polls will be opened at 7:00 A.M. and shall be closed and the voting machine sealed at 7:00 P.M.

ARTICLE 1. Shall the voters approve an ordinance moving the portion of the southeastern boundary of District 1 - which currently follows the Winooski River centerline to the confluence of the Winooski and North Branch Rivers, heads north to follow the centerline of the North Branch River until Spring Street, where it follows Spring to the roundabout and then heads easterly on Main Street - to a new southeastern border - which would follow Winooski River centerline past the North Branch River confluence, proceeding northeast on Main Street until the junction of Spring and Main Streets (the roundabout) and then proceed easterly on Main Street – in order to balance the number of voters between city districts?

The ordinance authorized by this article can be viewed in its entirety at the City Clerk's office at City Hall. Any ordinance adopted may be disapproved by a vote of a majority of qualified city voters at an annual or special meeting. Any petition for a vote on the question of disapproving an ordinance shall be signed by not less than five per cent of qualified Montpelier voters and be presented to the City Clerk within 44 days following the date of adoption of the ordinance.

Dated this ___ day of September, 2012

Signed:

John Hollar, Mayor

Members of the City Council:

_____	_____
_____	_____
_____	_____

ATTEST:

John Odum, City Clerk

From: Lauren Wardell [<mailto:lwardell@usmstudios.com>]
Sent: Monday, September 17, 2012 2:45 PM
To: William Fraser; John Hollar-drm
Subject: From the offices of Gary Williams - Today in America

September 17, 2012

Bill Fraser– City Manager
John Hollar – Mayor
City of Montpelier, VT
wfraser@montpelier-vt.org
jhollar@drm.com

Hello Bill and John,

Based on our conversation, below is the link to the online production materials we discussed.

Please click on the link below to view the Production Materials

<http://todayinamericatv.com/ApQt/e-package/>

We are finalizing the scheduling for “**Today in America with Terry Bradshaw**” and more specifically, our segments for the 2012-2013 season. We are interested in City of Montpelier, VT for a five (5) minute segment on topics, trends and issues related to “Best Places to Live, Work and Play” in our “Discover America” series.

This segment will air one (1) time nationally on FOX Business Network and nineteen (19) times regionally on FOX, ABC or ION Broadcast Stations and/or Regional News Networks in many of the top 100 markets nationwide based on viewer demographics, interests and the distribution checklist. As discussed, “Today in America” has no direct affiliation with the networks on which it airs.

\$19,800 USD is the total scheduling fee. Keep in mind, the Senior Producer will go over timing and visual aspects of the segment and answer any questions you may have with the project.

My Senior Producer and I will contact you again on Thursday, September 27th at 9:00 a.m. EDT.

Regards,

Gary Williams
Associate Producer
“Today in America with Terry Bradshaw”
954.379.4323
www.todayinamericatv.com

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