CITY OF MONTPELIER
MONTPELIER, VERMONT

Agenda for City Council Meeting
Wednesday,
September 12, 2012
06:30 P.M.

1) Call to Order by the Mayor

2) 12-218. General Business and Appearances

3) 12-219. Consent Agenda:

a) Consideration of the Minutes from the August 22nd Regular City Council Meeting and the Special City Council Meeting held on August 29th.

b) Ratification of the Fire Union Contract for July 1, 2012 through June 30, 2015.

c) Authorize the City Manager to sign: a Main Service Agreement; Rental Terms of Agreement; Outline of Responsibilities; and a Music-on-Hold Agreement with Sovernet Communications for a change of phone service at the Fire Station. (This replacement of phone equipment will combine the City Hall phones with the Fire Department in the same calling group at a lower charge per line and per call.)

d) Approve the purchase of a replacement server. As explained in an attached memo from the City's Technology Services Manager, "this replacement server represents a significant change in the City's server design and another step forward in the development of our IT infrastructure. This Virtual server will replace four of our current servers. This will represent a net reduction of three physical servers in the City Hall, Fire Department and Police Department. The impact of this change will be a reduction in the power used for operations and cooling, as well as a reduction in the costs associated with software users

licenses."

e) Accept the quote submitted by Cameras Networking and Security of South Barre, Vermont, in the amount of $18,879.00, for an access door security system and an ADA door opener for City Hall and authorize the City Manager to execute any documentation to make this purchase.

f) Consideration of awarding a construction contract for the project known as Culvert Improvements, Route 302 - River Street.

1) The municipal culvert spanning the highway near Crossway Saab and Cody Chevrolet was damaged and obstructed by debris as a result of the May 26-27, 2011 flash flood event (FHWA Disaster No. VT 11-1). During the flood event, flood water overtopped the highway resulting in an emergency response and severe roadside erosion. A similar occurrence during a flash flood in 2008 also resulted in damages to public facilities and private property. As a Federal Aid System (FAS), the Federal Highway Administration (FHWA) approved funding for this culvert replacement project under the Emergency Relief Program which is administered by the Vermont Agency of Transportation (VTrans). VTrans conducted a hydraulics analysis revealing that the old culvert was too small for the subject drainage area. The Public Works Department retained the services of Civil Engineering Associates under a retainer contract with VTrans for these types of events for the culvert replacement design and preparation of contract documents.

2) Competitive bids were received and opened on Thursday, September 6th. A tabulation of bids received and the recommendation from the Public Works Department is available for review. The lowest bid received was submitted by Don Weston Excavating, Inc. of Williston, VT in the amount of $73,799.00 for the base bid (* bid for "Add Alternate - optional ineligible stream channel work = $9,750.00).

3) Funding for this project will be primarily through FHWA as a reimbursement grant for actual eligible costs for "permanent" repairs at the rate of 80%, with the City responsible for the remainder. The engineer's estimate of the probable construction cost is approximately $89,000 not including engineering services.

4) Additional stream channel stabilization improvements for the

control and containment of debris and sediment upstream of the new culvert, and located on private property, has been determined to be ineligible for state and federal disaster assistance or mitigation funding. However, to help guard against future debris obstruction of the combined private and public culvert systems, the Public Works staff required the design of this out of right-of-way work and requested construction bids as an optional, add-alternate. Further review of cost participation by the City with possible property owner contributions may be presented at a future City Council meeting for consideration when actual costs are known.

5) Recommendation: Approval of the award of a construction contract in the amount of the base bid ($73,799.00) to Don Weston Excavating, Inc. who has been found to be the lowest qualified (VTrans pre-qualified) bidder as recommended by the Public Works Director. Authorization of the City Manager to act as the duly authorized representative for all matters related to contracting and approval to include approval of any contract change orders if applicable.

g) Award a construction contract for a project known as "Liberty Street Sidewalk Reconstruction".

1) The Public Works Department staff designed and prepared construction bid documents for the reconstruction of the sidewalk located between Fuller and Heaton Streets. The project will remove and replace a section of sidewalk that is not maintainable during the winter months due to multiple obstructions, is not accessible for people with disabilities, and is otherwise in very poor condition. The scope of work includes replacement of the asphalt walk and curb with concrete sidewalk and granite curb and will include the removal of a retaining wall.

2) Note that this project will require the relocation of two utility poles - petition from Fair Point Communications to be considered separately. Also note that all adjacent property owners have been informed of the project and those affected by the utility pole relocation are also being informed.

3) Due to the lateness of the construction season, it is imperative that the project proceed as soon as possible. Delays related to design complications resulted in the necessity to schedule the bid opening

on September 16th to allow the minimum two-week advertisement period. Consequently, the bid results will not be available for Council review at this meeting. The DPW Director requests that the City Council grant conditional approval of the award of the contract to the contractor who submits the lowest cost unit price bid, provided they are deemed eligible, qualified, and capable and with the understanding that the bid is within the available budget.

4) Funding for this project is provided through the FY13 Capital Improvement Program in the amount of $85,000.

5) Recommendation: Award of the construction contract to the bidder submitting the lowest unit price bid as recommended by the Public Works Director. Designation of the City Manager as the duly authorized agent to execute the contract documents and change orders if applicable.

h) Consideration of a "Petition and Order for Pole and Wire Locations" to be submitted by FAIRPOINT Communications to obtain a license to install a new utility pole on Liberty Street AND a "Petition and Order for Pole and Wire Locations" to install an anchor support on Barre Street.

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2) For the Barre Street site (#47 Barre Street), the request to install a pole anchor supplements various petitions for utility pole maintenance replacements and improvements approved by the City Council in 2006. The need for an additional pole anchor was determined to be necessary as the respective utility companies are now attempting to complete this project and ultimately remove all of the old utility poles as soon as possible. The Fair Point Engineer is responsible for notifying the adjacent property owner which is listed as North Branch Apartments.

3) Recommendation: Approval of the petition. A majority of the City Council will need to sign the petition in the space provided, and the City Clerk will record the document in the land records.

i) Payroll and Bills

4) 12-220. Appointments to Design Review Committee.

a) One alternate, Zack Brock whose term expires this month, recently stepped down. A regular seat and another alternate seat expire in October.

b) To save on advertising costs, staff advertised for all three positions. The ad erroneously read that the alternate positions are 1-year terms. They are 3-year terms as well.

c) 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.

d) Portions of the discussion related to these appointments may be eligible for Executive Session under Title 1 V.S.A., §313, (a)(3).

e) Recommendation: Meet the candidates; make appointments to fill the regular 3-year term until October of 2015; and the two, 3-year alternate seats until October, 2015.

5) 12-221. Appointments to a newly-formed "Montpelier Charter Revision" Committee.

a) Council is seeking citizens interested in serving on a seven-member committee to analyze the contents of the City's Charter regarding "anachronisms and items to be deleted, amended or added." Council is also hoping that the membership represents the three voting districts and expects to receive a report of this committee's findings in August of 2013.

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School Street; Jonathan Lisle Williams, Jr., Court Street; and Earl Fechter, Northfield Street.

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a) At their May 9th meeting, Council voted to "create a 3-member committee of the Council to study the issue with City staff and the group of concerned citizens and report back by two meetings from." The Council appointed one member from each district: Councilors Timpone, Golonka and Guerlain.

b) This item was tabled from the June 13th meeting.

c) Recommendation: Receive updates from the three City Councilors; discussion; direction to staff.

7) 12-223. Second public hearing to consider AN ORDINANCE ESTABLISHING THE VOTING DISTRICTS.

a) As a result of the Reapportionment Committee's findings and their proposal, the following was the recommended action for City Council at their May 9th, 2012 meeting: Review and approve the report. Direct staff to prepare an ordinance to reflect the revised boundaries as per Title 2 of the City Charter. Schedule a special town meeting vote on these boundaries to be held on November 6, 2012 in conjunction with the general election. If approved, new boundaries will be in effect for the March 2013 Annual City Meeting election.

b) Because the City's Charter, Title II, CITY VOTING DISTRICTS, references that "such districts shall be described by ordinance", the City Attorney and City staff have drafted the attached addition to the City's Code of Ordinances under Chapter 1, GENERAL PROVISIONS.

c) Council conducted the first public hearing at their August 22nd meeting.

d) Recommendation: Conduct the second public hearing; direct staff with any revisions.

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a) This discussion will include early budget projections, comprehensive cost information on infrastructure needs, report on fees/services and non-residents, staffing and projects.

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a) In addition to these boards, former City Councilor Sarah Jarvis also serves as chair of Montpelier Alive's Economic Development Committee.

b) Sarah advised staff that she will retain the two positions with Montpelier Alive; obviously, just not as the Council liaison.

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a) This action needs to take place to assure that all VLCT-member cities and towns are properly represented and able to participate in the development of the 2012 Vermont Municipal Policy (the Legislative Platform of the Vermont League of Cities and Towns) and the election of League officers.

b) Recommendation: Appointment of a voting delegate.

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15) 12-231. Agenda Reports by the City Manager

4) 12-220. Appointments to Design Review Committee.

Adjournment

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

Please include the following ad with City of Montpelier notices on Thursday, August 16th, and Monday, August 27th:

CITY OF MONTPELIER
"Montpelier Charter Revision" Committee

The Montpelier City Council is seeking citizens interested in serving on a seven-member committee to analyze the contents of the City's Charter regarding anachronisms and items to be deleted, amended or added. Membership shall represent the three voting districts. Council expects to receive a report of this committee's findings in August of 2013. Please submit a letter of interest by Thursday, September 6th, 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 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: Michael Doyle [mdoylevt@gmail.com]
Sent: Tuesday, September 04, 2012 3:23 PM
To: Sandy Pitonyak
Subject: charter revision committee

I would like to take this opportunity to express my interest in participating on the charter review committee advertised in this Sunday's Times Argus.

I am native to Montpelier and thus familiar with anachronisms.

But my principle qualification to the particular job at hand is for the last seven years I have been a member of the state board of Psychological Examiners
whose principle task outside of conducting disciplinary investigations and hearings is the on going process of reading, revising,
and rewriting the Rules which the Legislature will enact and the Office of Professional Regulation will oversee for the practice of professional psychology in Vermont.

Other activities in which I am currently engaged include being a volunteer tour guide at the state house, a member of the Montpelier Historical Society, and treasurer for ORCA Media. I own and operate the Doyle Guest House on School street.

Education includes St. Michael's Elem and Montpelier High, UVM BA Psychology, U San Francisco MS Enviromental Management.

Please let me know if anything further is required. Michael R. Doyle

Jonathan Lisle Williams Jr.
31 Court Street, # 1
Montpelier, Vermont 05602
(609) 529-2211
jonathanlislewilliams@gmail.com

09/05/12

To: Williams J. Fraser,
City Manager
City Hall – 39 Main Street
Montpelier, Vermont 05602
(802) 223 – 9502

Dear Mr. Fraser,
I was recently informed of the need for interested citizens to serve on a "Charter Revision" Committee for the City of Montpelier. As a resident of Montpelier, I am interested in serving on said committee.

I have extensive experience working in the field of municipal government, having previously worked for the Village of Essex Junction Vermont. My current place of employment is the Vermont League of Cities and Towns, where I serve as an Associate of Advocacy and Information. Among my varied tasks there I represent Vermont's municipalities to the state legislature with regards to public safety and transportation policy issues, among others. Previous to working in Vermont I served in the U.S. Peace Corps overseas in a village in the Kingdom of Morocco, wherein I was tasked with working on community development and environmental education projects.

I have a Bachelor of Arts from Boston University and a Masters of Public Administration from the University of Vermont, and I believe I am well qualified to analyze the contents of the City's Charter for anachronisms and items to be deleted, amended or added. I look forward to hearing from you and the city about a position on the committee. I can be reached at the phone number and/or email provided above.

Sincerely,

Jonathan L. Williams Jr.

Earl F. Fechter, Esq.
166 Northfield St.
Montpelier, VT05602
(802) 223-0813
earlfechter@yahoo.com

September 6, 2012

City Manager's Office
39 Main St.
Montpelier, VT 05602

HAND DELIVERED

Re: "Montpelier Charter Revision" Committee

To whom it may concern:

Please let this letter serve to express my interest in serving on the seven-member committee to analyze the contents of the City's Charter regarding anachronisms and items to be deleted, amended or added.

In my professional experience as an attorney, I regularly review and analyze legal writings critically, and for content. And, I am familiar with undertaking projects as a member of a committee. I am confident that I can make a positive contribution to efforts of a Montpelier Charter Revision Committee, if appointed to the Committee.

I have lived in Montpelier dating back to 1976, and am a product of the Montpelier school system. I reside and work in Montpelier, where my wife and I are raising two children. Consequently, I have a thorough connection personally and professionally to the City of Montpelier.

I would like to participate in the work of the Montpelier Charter Revision Committee, and seek appointment to serve on the Committee.

Sincerely,

Earl F. Fechter

cc: Alan H. Weiss
Angela Timpone

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Adjournment

Minutes of the Montpelier City Council Meeting
August 22, 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, Angela Timpone, Sarah Jarvis, and Tom Golonka. City Clerk John Odum acted as Secretary of the Meeting.

At 6:34 PM the Mayor called the meeting to order.

12-205. With no matters under General Business, the Mayor moved to the Consent Agenda. Items pulled for discussion were the Fire Union Ratification (by City Manager Fraser, who neglected to include the memo) and Item D regarding Green Mountain Power (pulled by Councilor Guerlain). Councilor Jarvis moved passage of the remaining items on the consent agenda, Councilor Timpone seconded. The motion passed without debate or opposition at 6:35 (Councilor Golonka was absent).

The Mayor opted to hold off on the discussion of the District 2 council seat until Councilor Golonka arrived.

12-207. Councilor Hooper moved for the reappointment of the 4 members of the Planning Commission whose terms were expiring (all of whom – Eileen Simpson, Kim Cheney, Alan Goldman and Jesse Moorman - had indicated their desire for reappointment. Councilor Guerlain seconded. The motion carried unanimously, and without debate at 6:36 (Councilor Golonka was absent).

12-208. The two candidates for appointment to the Kellogg-Hubbard Library Board of Trustees (to complete the term of Suzanne Eichenberry, who is stepping down) addressed the Council and answered questions. Rachel Donaldson-Hughes made note of her Masters Degree in Library Science and expressed her wish that libraries stay vibrant and relevant. John Bloch reviewed his history with libraries and Information Technology, as well as expressing his concerns that area towns were not adequately contributing financially to the library budget, and that traditional approaches to library science may be inadequate looking towards the future.

Councilor Weiss asked Mr. Bloch how he would approach the position, given that it is a Council appointment to an independent Board. Mr. Bloch indicated he would work closely with the Council, envisioning a monthly report. Ms. Donaldson-Hughes has nothing to add when invited to by Councilor Jarvis.

Councilor Jarvis moved that the Council enter executive session to discuss the appointment at 6:44. Councilor Weiss seconded. The motion carried unanimously.

At 6:50, Councilor Jarvis moved that the Council return to open session. Councilor Guerlain seconded. The motion carried unanimously.

At 6:51, Councilor Jarvis moved that Rachel Donaldson-Hughes be appointed to the remainder of the open three year term on the Kellogg-Hubbard Library Board of Trustees, with thanks to John Bloch for all he does for the city, and with hopes that she would take Mr. Bloch's comments as guidance. Councilor Timpone seconded. The motion passed unanimously.

12-206. The Mayor returned to item 4 – the appointed to the District 2 council seat being vacated by Councilor Jarvis at the conclusion of the current meeting (to be vacated at end of meeting).

Candidate Anne Watson addressed the Council, indicating her eagerness and preparation for the job and making note of her policy priorities, such as reincorporating the Dickey Block into housing stock, issues of water capacity with the town of Berlin, the development of the Carr Lot. She noted her committee work and identified as fiscally responsible, analytical and easy to work with.

Candidate Jake Brown addressed the Council, thanking Councilor Jarvis for her work. Mr. Brown reviewed his experience as a graduate of Middlebury College, and as a reporter in New Hampshire, as well as for The Bridge (where he became a co-owner). He made note of his Masters Degree in Environmental Law from the Vermont Law School, and his close involvement in state and municipal government. He described himself as a very accessible person who has the time and energy for the position, as well as the full support of his family.

Sylvia Fagan rose to address the Council in support of Anne Watson for the position, noting her age, her address (Barre Street, which does not have a resident on the Council), her perspective as a woman, and called her a "Quick study."

Eli Rosenberg told the Council that he knows and likes both candidates, but supports Watson for the position, noting her problem solving skills.

Diane Sherman rose in support of Watson, identifying her as a good listener who "connects to people." She noted that Watson would add diversity to the Council.

Rebecca Wigg rose to support Anne Watson based on worked with her on the Energy Committee. She characterized Watson as "passionate" and "dedicated."

Tino O'Brien described himself as "delighted" at the quality of both candidates, and recommended Mr. Brown as a person of integrity, intelligence and focus who would "do a fine job."

Councilor Timpone moved that the Council enter executive session at 7:05. Councilor Hooper seconded. The motion was unanimously approved.

At 7:24, Councilor Weiss moved the Council return to open session with Councilor Guerlain seconding. The motion passed unanimously.

The Mayor noted the decision was difficult, and that both candidates were "great." Councilor Guerlain moved that the Council appoint Anne Watson to the District 2 Council seat being vacated by Sarah Jarvis, effective at the close of the meeting. Councilor Hooper seconded. The motion passed unanimously at 7:24.

12-209. The Council considered the list of applicants for the Montpelier Community Fund Board. Councilor Guerlain indicated he would recuse himself from the agenda item, citing a conflict of interest (his wife was among the list of candidates).

Councilor Weiss noted the uneven representation from the different city districts, reminding the Council that cross-district representation had been a goal. City Manager Fraser noted that almost all the participants were from District 2, with none from District 1. There was also a brief discussion of how Board terms would be constructed, with the general sense of the Council being that such decisions could be left to the Board itself.

At 7:29, Councilor Timpone moved that all the applicants (Warren Vail, Eliza Dodd, Bernie Lambek, Beth Boutin, Julie Hendrickson) be appointed to the Board. Councilor Jarvis seconded. The motion carried 5-0, with Councilor Guerlain abstaining.

12-210. The Mayor opened the District Heat agenda item. City manager Fraser made a presentation reviewing the proposal as it stands, including current financials and projections.

Councilor Golonka noted that his relationship with Fred Bashara (a potential District Heat customer) could be considered a conflict of interest (although he did not feel he had a potential conflict, and had not been a supporter of the project on its merits), and that he would recuse himself if the Council had concerns (no concerns were expressed.

The Mayor acknowledged project key personnel Harold Garebedian, Gwen Hallsmith, Bill Nueberger, and Dan Jones. He also noted the presences of Dick Saudek, who has served as the city's attorney on the project.

Councilor Golonka expressed his concerns about supporting maintenance on the system. City Manager Fraser responded that such systems are historically very low maintenance, and that the Public Works Department was capable of handling issues that arise, with a minimal budgetary allotment.

Councilor Guerlain expressed concerns that city expenses relating to different aspects of the system could be accurately tracked. Fraser responded that it would be similar to the water utility in that way.

At Councilor Weiss request, the City Manager described the boiler details. He indicated to Councilor Guerlain that the system would be a municipal entity, rather than a public utility, comparing it to the Burlington Electric Department.

Councilor Golonka expressed concerns about finding further problems once the street was opened up. Councilor Jarvis echoed this, citing the potential for “project creep.” The project designer felt confident that such issues could be managed.

At Councilor Weiss’s questioning, Attorney Saudek indicated that the relationship with the state was locked it, describing it as a "contractual relationship" rather than a partnership.

Noting the recent broken water pipe, Councilor Guerlain expressed concerns that such a break would cause more problems with a district heat system in place, while the designer was confident such a break would not impact the system.

Councilor Guerlain and Mayor Hollar asked for clarifications on the project finances, particularly the projections. Councilor Golonka questioned the level of commitment from those businesses that were potential customers and had given the city letters of support.

Councilor Weiss expressed strong concerns regarding the 46% deviation from the original estimates to bring Union Mutual into the system. Garabedian responded that the initial costs were based on a previous design that included the high school initially, and that the Union Mutual component was unique, and not comparable to other potential customers.

Councilor Guerlain expressed concerns about committing to a project with so many variables.

Ken Jones from the Montpelier School Board reminded the body that Union Elementary was committed to connecting, and that without the project, the school would still have to commit significant money to a new heating system.

Barney Bloom addressed the Council in support of the project, noting that it used a local fuel source as compared to oil. He also characterized the decision as one that would be subject to the judgment of history.

Michael Sherman rose in support of the project, noting volatile oil prices and past city votes in support of the project

Justin Turcotte noted the benefits of biomass heat, but doubted that the project was appropriate for Montpelier, and expressed concerns about potential cost overruns. He suggested the decision be further delayed

Jessica Walsh noted the community's consistent votes to support the project.

Tino O'Brien noted his history with the earliest stages of the project, and felt the Council would be hard-pressed not to support it with all the work that had been done to this point

Steve Everett spoke as one of the private customers who was willing to sign onto the system. He characterized the project as forward-thinking and prudent.

Johanna Miller (of the Energy Advisory Committee. we support it), cited the support of Montpelier voters in praising the project, noting that the grants and external support were unique.

Paige Gurten spoke in support of the project, praising the city for looking ahead.

City Manager Fraser noted the large quantity of work that had been done, and the quality of the project as proposed. Councilor Weiss wondered if a commitment to district heat would impact or lessen commitment to energy efficiencies. Fraser did not believe that it would, and that further efficiencies would not necessarily be precluded from being pursued under the recent bond.

Councilor Jarvis moved to authorize the City Manager to proceed with the district heat project. Councilor Timpone seconded.

Mayor Hollar noted that he supported the project, despite some earlier misgivings, particularly as regarding the relationship with the state and the level of risk. He felt those concerns had been addressed.

At 9:14, Councilors Timpone and Jarvis voted ayes on the motion, while Councilors Weiss, Hooper, Golonka and Guerlain voted nay. The motion failed 4-2.

Regarding the coming vote on city district reapportionment, Councilor Weiss asked the City Clerk if he could send letters to those citizens who would be moved into different districts. The Clerk indicated this would not be a problem.

12-205. d) After clarifying questions from Councilor Guerlain, item d from the Consent Agenda passed unanimously at 9:18.

12-212. At 9:19 Councilor Golonka noted that he had only voted no on district heat because he felt the state had not dealt fairly and honorably with the city, and if the matter could be reopened in November that he would

support it at that time. Mayor Hollar replied that hardware purchases had to be made before that time, and that in his opinion it was not fair or realistic to defer the decision to proceed until November.

Councilor Guerlain echoed Councilor Golonka's concern. The two cited the problems and lessons learned with the water treatment plant as impacting their votes.

Mayor Hollar noted that the Council could adjourn, potentially call a special meeting in the next 9 days to revisit the matter and still meet the state's purchase deadline.

Councilor Timpone thanked outgoing Councilor Jarvis for her service to the city, praising her as a personal role model. The Mayor praised Jarvis as well.

Councilor Jarvis thanked her colleagues and constituents for the opportunity and support, but noted she was very disappointed in the vote to terminate the district heat project, adding that, in her opinion, district heat would have been attractive to potential businesses. She urged her colleagues to resurrect the plan based on pragmatic considerations and not "hurt feelings" stemming from the relationship with the state. She then offered special praise for the City Manager. Fraser acknowledged the praise.

Councilor Weiss moved to adjourn at 9:35. Councilor Timpone seconded. The motion passed unanimously.

Minutes of the Special Montpelier City Council Meeting
August 29, 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, Angela Timpone, Anne Watson, and Tom Golonka. City Clerk John Odum acted as Secretary of the Meeting.

At 6:32 PM the Mayor called the meeting to order.

12-217. The Mayor gave a brief outline of the District Heat project as it has been tentatively amended, subject to approval by the Council. Mayor Hollar expressed his belief that the project as amended with the state was superior to the previous plan. He indicated that the capacity costs due by the city to the state would now be more scalable, subject to the customer base. He also noted that the city had provided a minimal build commitment (to State and Elm) to the state in the new agreement, adding that this is consistent with the city's plan to this point. The Mayor also spoke of ongoing discussions on the organizational structure (including the possibility of an independent entity administrating the project at some point).

Councilor Guerlain spoke about his experience since his vote on the project last week. He explained his previous opposition, stating that he intended to support the modified project proposal.

Councilor Golonka thanked Administration Secretary Jeb Spaulding for working with the city, and stated his belief that the modified proposal is significantly superior to the plan he voted against the previous week in its financial flexibility, and in its enhancement of the partnership between the city and state. He indicated he would continue to be critical going forward, but would vote yes.

Councilor Timpone thanked the community for its engagement on the issue, as well as city staff for its work. She also praised the other Council members for their willingness to work constructively. She expressed concerns about the possibility of creating a third party entity to manage or administer the project.

Mayor Hollar thanked Secretary Spaulding and others for their work.

Councilor Weiss thanked those citizens who called him to express opinions on the issue, noting that opinions ran both for and against the project, but with a majority in favor. He also spoke on the differences between the project as originally conceived and the project proposed last week, which put more control in the hands of the State of Vermont, rather than the City. He expressed frustration that under the newly designed project, no city buildings would be served under the initial deployment. He indicated he would vote against the project.

Councilor Hooper felt that the city's risk had been reduced in the recent negotiations and would therefore vote to approve it.

Councilor Watson spoke positively of the project, finding it economically, environmentally and socially sound.

Barney Bloom addressed the Council. He thanked the Council and staff for their work in the last week. He spoke appreciatively as a representative of the Courthouse.

Zachary Hughes addressed the Council in support of the project and hoped more buildings could be included as soon as possible.

Bill Brown rose to express his pleasure in the process over the last week. He quoted recent news articles detailing concerns associated with sever weather associated with climate change. He also cited economic and national security issues surrounding petroleum.

Jed Burton rose to thank City Manager Bill Fraser and Mayor Hollar for their work in the last week. Ben Eastwood also thanked the Mayor and Council for their work, and hoped that communication on the reasoning behind votes could improve.

City manager Fraser clarified that the city is committed to the state buildings in the new plan, but the project intention to build beyond that minimum has not changed. Mayor Hollar thanked Governor Shumlin for his support on the project.

Councilor Golonka moved that the state enter into a new agreement with the state outlined in the memorandum dated august 29th, including the ten items that it lists. Councilor Hooper seconded. At 7:03, the motion carried 5-1, with Councilors Golonka, Watson, Timpone, Hooper and Guerlain voting aye, and Councilor Weiss voting nay.

At 7:04, Councilor Guerlain moved for adjournment. Councilor Timpone seconded. The motion passed unanimously.

Consent agenda 9/12

City Of Montpelier

Department Of Public Works

Memorandum

BILL FOR YOUR CONSIDERATION. THANKS, TODD

To: Todd Law, PE, Director of Public Works

From: Burtis Baker, Building Maintenance

Date: August 31, 2012

Subject: Bids Received for building security (Auto Door locks and ADA door opener)

In February 2012 I made a call to three security companies, Cameras Networking Security, Mountain View Security and Round Hill Fence and Security, for quotes for a door security system and an ADA auto-door opener for the back door of City Hall. I received quotes from Cameras Networking Security (CNS) and Mountain View Security. CNS provided a quote which was an all-inclusive proposal that included all door work, electrician, and software. Mountain View provided a proposal that included just the door work and software to run it but not electrician.

In July I called all three companies back and asked them to provide more information and to give a final quote that included all necessary work for the project. I received one quote back from Cameras Networking Security and scheduled a meeting to discuss their proposal, and Mountain View Security stated that they would not be providing a quotation as requested. Round Hill Fence and Security have promised on several occasions to give a quote, but to date I have not received a quote from Round Hill. I have now assumed that they are unresponsive and would like to move forward on the project.

Therefore, I recommend that the quote from Cameras Networking and Security be accepted for the amount of $18,879.

I am requesting that this item be placed on the Consent Agenda for the upcoming Council meeting.

Suggested wording for the Agenda Follows:

Consideration of the City Council of accepting the submitted quote by Cameras Networking and Security of South Barre, Vermont, for the access door security system and ADA door opener for the City Hall Building, and to authorize the City Manager to make the purchase in the amount of **$18,879**.

I have included the quotation from CNS for your use and information. If you would like further information, or see reference of previous work, please feel free to contact me.

OK TL

CNS

QUOTATION

Date:	July-03-2012
Number:	

Montpelier City Hall
39 Main St.
Montpelier VT 0560

Burtis Baker
223-95

From: Cameras Networking and Security
99 Lyman Rd.
Barre VT 05641

Phone: 802-461-5943

PRO COMMERCIAL

Item	Description	Qty		
Toms System				
HC4-100	4 Door Controller	2		
HC2-100	2 Door Controller	1		
ALT-AC-10-PWR	Door power supply with relay 24DC	1		
ALT-AC-4-PWR	Door power supply with relay 24DC	1		
KPD-RDR	FOB Reader	1		
AC-PWR-765	Power supply for Access Units	3		
SWR-AC-100	Access control and software	1		
INS-100	Installation of system	1		
TRN-728	Training on system software	1		
IP/USB-INT	Interface Module	1		
FOB	Access Control FOB's	50		
CBL-100	Cabling of all equipment	1		
STR_1000	Door strikes	8		
EP-100	Electrified panic bar	1		
ADO	Auto door operator			
Software will be installed on customers PC				
				$18,879

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: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

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.

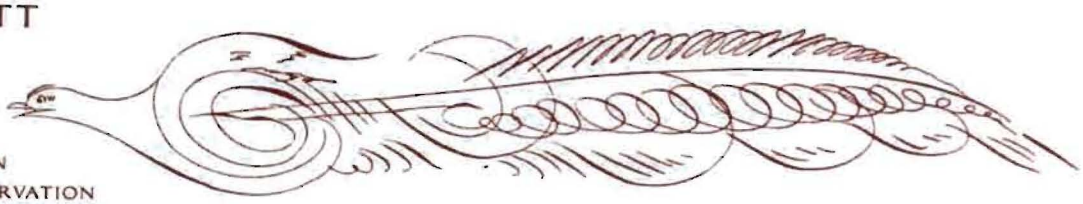
Sincerely yours,

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

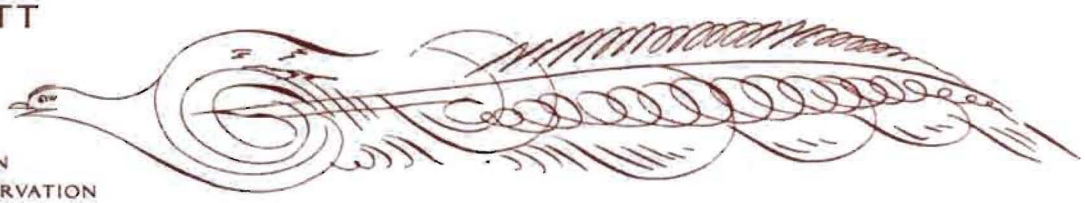
Liz Pritchett has over twenty years of experience in the field of Historic Preservation. Early in her career as a Survey Historian for the Vermont Division for Historic Preservation, Liz documented hundreds of Vermont structures and developed her expertise in Vermont and New England architecture. Liz 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 1[illegible] 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 [illegible] 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

DATE: July 24, 2012

TO: City Manager
Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: EARLY PROJECTION AND BACKGROUND INFORMATION FOR FY 14 BUDGET

PROPERTY TAXES – CONSUMER PRICE INDEX - EMPLOYEE COST OF LIVING ADJUSTMENTS-UNEMPLOYMENT RATE
FIVE YEAR HISTORY:

	FY13	FY12	FY11	FY10	FY 09	AVERAGE
Property Tax Increases (Municipal)	3.2%	1.4%	.8%	2.9%	6.3%	2.9%
Consumer Price Index (June 11-June 12)	1.5%	3.8%	.3%	-1.5%	5.4%	2.5%
City Employee Cost of Living Adj.	0-2.5%	0-3.5%	1.5-3.5%	3 %	2.75%	2.25%
Unemployment Rate (June 12)	5.0%	4.1%	5.3%	6.0%	3.4%	4.7%

Note: Every 1% increase in the tax rate adds 1 cent to the current tax rate and raises an additional $83,150.

FY 13 OPERATING BUDGET PROJECTIONS–

REVENUE TRENDS – LIMITED OPPORTUNITIES FOR GROWTH WITH THE PRESENT TAX AND FEE SCHEDULES
For projection purposes I am assuming no grow in the Grand List, State PILOT funds and Fees Charged for Services.

EXPENSE TRENDS/PROJECTIONS
Salaries & Wages Projections: All Union contracts will be settled for FY14:
Assume increases for DPW 4%, Police 3%, Fire/EMS 3.25% and Admin/Others 2.75% for cost of living adjustments plus steps.

Total Projected Salary increases	$196,500
Add: FICA/MEDI	15,000
Workers Comp	6,600
Pension	12,100
Total Projected increase in Salary and related costs	$230,200

Other Employee-related increases

Health Insurance – 12% Increase	$129,300
Dental Insurance -5% Increase	2,500
Workers Comp 15% Increase	31,950
Total Projected Other Employee-related Increases	$163,750

Total Projected Employee Wages and Benefit Increase $394,000

The General Fund has $74% of Employee Salaries.
Therefore, **$291,500** of the increase will be in the General Fund for salary and benefits.

Other Operating Cost Increases – General Fund
Purchased Services increases 5% **$16,500**
Scheduled Debt Payment Increase **$72,000**

Total General Fund Projected Increases in Costs: $380,000
This is a 3.4% increase in the expenditure budget.

Also, the FY13 Budget includes use of $74,500 Fund Balance. To reduce/eliminate this source of funding would increase the additional property tax funds by $74,500.

Unless additional savings and/or revenue could be found, the additional $454,500 ($380,000 additional costs + $74,500 reduction in fund balance use) requires a 5.4% (5.4 cents) increase in the municipal tax rate.

These projections do not allow for increases in energy costs, operating supplies or increased equipment and capital improvement spending.

CITY OF MONTPELIER, VERMONT

- THE SMALLEST CAPITAL CITY IN THE UNITED STATES -

Mayor John Hollar

City Council:

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

William Fraser,
City Manager

MEMORANDUM

To: Mayor Hollar & City Council Members

From: William Fraser, City Manager

Re: Fire Union Contract

Date: August 24, 2012

The following is a summary of the agreement reached between the City bargaining team and the the Firefighter's Union. The Union has voted to ratify the agreement. The contract will become effective upon a ratification vote by the City Council. The terms are consistent with those discussed with you during the negotiations process.

- Three Year Contract July 1, 2012 through June 30, 2015.
- Annual Wage adjustments of 0%, 2.25% and 2.25%
- Vacation accrual schedule adjusted to be consistent with other city employee groups
- 8 hours per year of incidental leave added
- Wording changes to be consistent with present practices.

The relevant contract sections with amended terms are listed below:

ARTICLE 1 - RECOGNITION

Section 1. Persons Covered by this Agreement. In accordance with the certification of the State Labor Relations Board dated January 30, 1974, the City recognizes the Local as the sole and exclusive collective bargaining agent for the purpose of negotiating wages, hours, and conditions of employment for all permanent full time employees in position of career Firefighters, EMTs, and Lieutenants ~~and Assistant Chiefs~~ of the Montpelier Fire Department, excluding the Chief, Deputy Chief, Secretary, Part Time Firefighters and/or EMT's, Call Force and all other employees. The term "employee" as used henceforth in this contract refers solely to persons in the bargaining unit covered by this Agreement.

Section 4. Positions are defined as follows:

(a) Full Time Firefighter/EMT's, Lieutenants~~, Assistant Chiefs~~: Employees in the bargaining unit who have specialized skills in firefighting and emergency medical services. Employees shall be certified and trained as specified in this agreement. Their primary function is to provide fire suppression, protection, prevention, education, rescue and emergency medical services for the City of Montpelier. Lieutenant ~~and Assistant Chief~~ positions are considered Officers.

ARTICLE 11 – VACATIONS

Section 1. Each employee shall be entitled to vacation time (one vacation day = 8.4 hours).

(a) An employee with six months or less City seniority at the time of the employee's appointment in the Fire Department shall not accumulate nor use vacation days during the employee's first six months of employment with the Department.

(b) Upon the attainment of six months Departmental Seniority by such employee, the employee shall be credited with 50.4 vacation hours.

(c) After attaining six months of Departmental Seniority, the employee shall accrue vacation days as follows:

(1) An employee with more than six months but fewer than ~~eight~~ seven years of City Seniority shall accrue vacation time at the rate of eight and four tenths (8.4) vacation hours per month of employment with the Department. Total accumulation may not exceed two hundred-ten (210) vacation hours.

(2) An employee with ~~eight~~ seven or more years but fewer than ~~fifteen~~ fourteen-years of City Seniority shall accrue vacation time at the rate of Twelve and six tenths (12.6) vacation hours per month of employment with the Department. Total accumulation may not exceed Two hundred fifty-two (252) vacation hours.

(3) An employee with ~~fifteen~~ fourteen or more years of City Seniority shall accrue vacation time at the rate of sixteen and eight tenths (16.8) vacation hours per month of employment with the Department. Total accumulation may not exceed-Two hundred ninety-four (294) vacation hours.

(4) Employees in ~~Special Projects~~ Operations positions shall accrue additional vacation time at the rate of two (2) hours per month. This time shall only accrue during time periods that employees are assigned to ~~Special Projects~~ Operations schedules.

New Section 7: In addition to vacation time, up to eight (8) hours per calendar year for incidental leave may be granted to employees . Incidental leave will not accumulate from one year to another. The Chief shall have full discretion whether to use call back time to fill the absence caused by incidental leave.

ARTICLE 20 - COMPENSATION

FY13 – 0%, FY14 – 2.25%, FY15 – 2.25%

Section 3. Step-Rate Increases. During the term of this Agreement, the employees covered by this Agreement and eligible for step-rate increases shall be paid step increases at the rate of five percent (5%) increments between steps computed upon the base pay of the employee, in accordance with the following schedule and contingencies. Employees will be eligible for eight (8) steps.

(h) Increases to Step VIII may take place after the employee has served two (2) years in Step VII, based on satisfactory evaluation. Employee must have successfully maintained EMT-I and obtained Firefighter II certification. Officers must obtain Fire Officer I certification or successfully complete National Fire Academy classes which have been approved by the Fire Chief. ~~and may drop EMT-I certification. Step VIII Effective 7/1/09 .~~

(i) Officers Dana Huoppi~~, Robert Gowans~~ and Mark Tillinghast will be permitted to move to Step VIII without the Fire Officer I Certification. All Officers as of July 1, 2008 are exempt from the Firefighter II certification requirement for steps II through VII.

ARTICLE 30 - DURATION OF AGREEMENT

Term of Agreement. This Agreement shall be effective July 1, ~~2008~~, 2012, and shall remain in full force and effect until June 30, ~~2012~~ 2015. This Agreement shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing, by registered or certified mail, postage prepaid, postmarked no later than November 1 of the year prior to the anniversary date, that it desires to modify or terminate this Agreement.

THE INFRASTRUCTURE CHALLENGE – The Next 10 Years
William Fraser, City Manager

- **What is the extent of our funding need?**
- **What has been our recent funding level?**
- **What are the choices to address the issue?**
- **What are the budget impacts?**

Funding Need:

Roads in disrepair
Deferred maintenance on buildings
Equipment funding lagging
Overall maintenance funding low

How much and how determined?

Capital Needs Assessment (CNA) on Buildings and Grounds – 2011
Road Surface Management System (RSMS) Assessment – 2012
Capital Funding Committee Policy – 2011

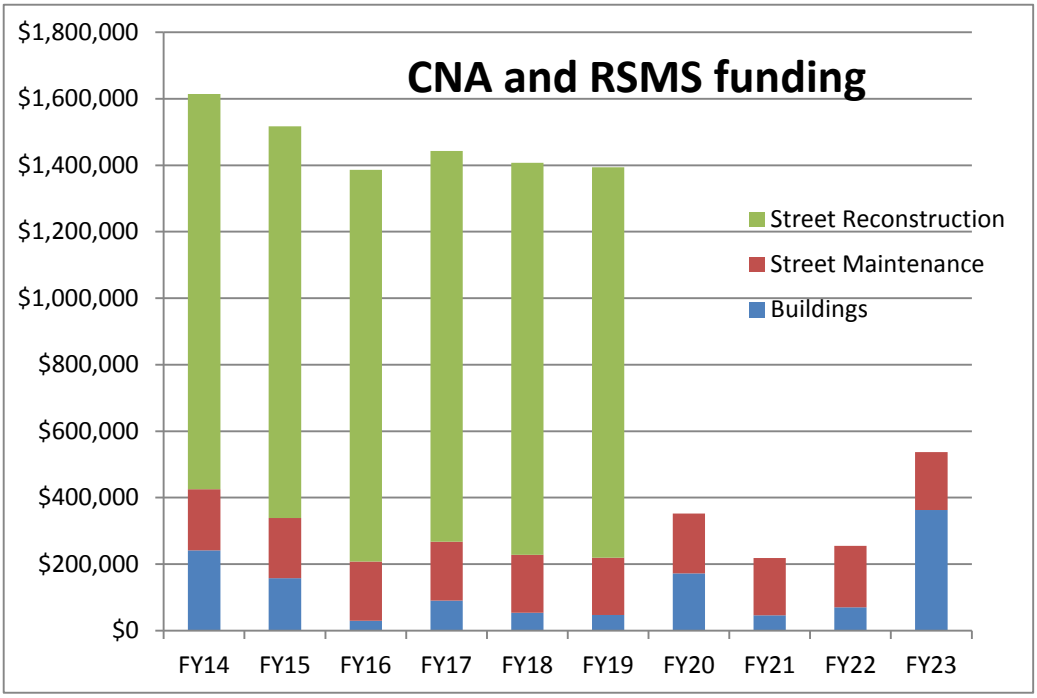
CNA indicated over $125,000 per year average ranging from $29,000 to $362,000 in certain years

RSMS indicated annual road maintenance need of $172,000 to $185,000

RSMS indicated major road work needed totaling $7,073,636 to be completed within 6 years – approximately $1.18 M per year.

These three items combined require an annual average of $1,012,317 over the next 10 years if fully funded in annual dollars.

Funding the RSMS recommendation meets and exceeds 2011 Council policy



How could we pay for this?

Annual Budget of $1.4 to $1.6 M over first 6 years would require 17 to 20 cents on tax rate (17.5% to 20.2% of existing rate).

$7,073,636 of road reconstruction work has 20 year life and can be bonded all at once. Would mean repaying bond long before projects could be completed.

Could be broken up into multiple bonds to stay within debt policy, reflect timing of work that can realistically be completed and to offer more choices in the future.

Could be three $2.4 million bonds in FY14, FY16 and FY18

To remain within debt limit policy but still complete the work on an aggressive but feasible schedule, bonds could be $1.2 M in FY14, $3.0 M in FY 17 and $3.0 M in FY 20. (note that this assumes 9 years to complete the work rather than 6 years – more realistic given season, project capacity and debt policy).

Could substitute potential debt service payments with annual funding. Would produce about $3.31 M over 10 years. Not enough for all the work but no debt

What are the Budget implications?

The Capital Budget consists of three types of money. The first is "annual" money, also known as "pay as you go". This money is raised and spent on certain goods or projects within the same fiscal year or consecutive fiscal years. This is used for less expensive items, more routine maintenance items or items which do not have a 10-20 year anticipated useful life.

The second type of money is bond proceeds. A bond is issued, the funds come in and are used for the identified bond purposes. This is used for larger items which can't practically be financed in one or two budget cycles and which the useful life is expected to last at least as long as the bond repayment schedule (typically 5-20 years)

The third type of money is debt service. This is money that is budgeted in the capital plan to repay bonds for prior capital projects or equipment.

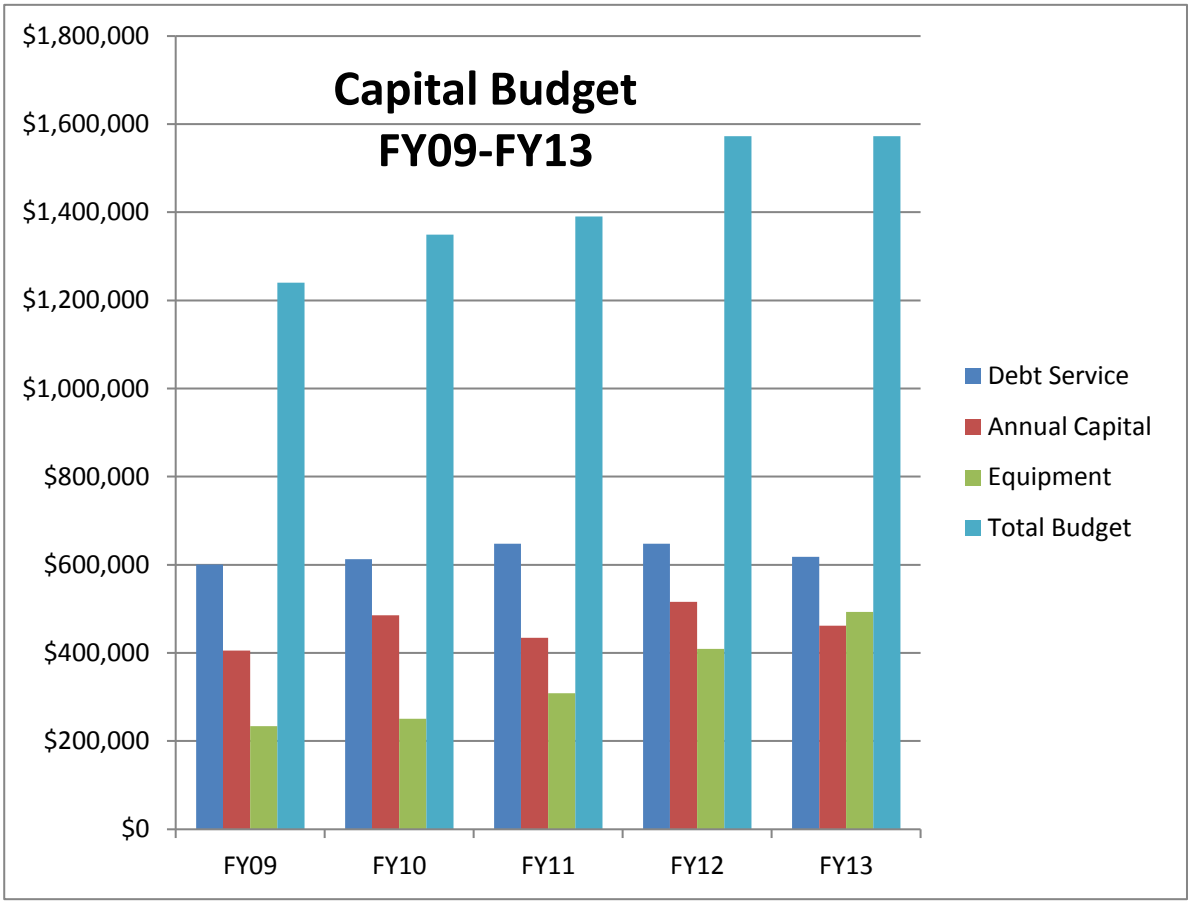
The "Total Spent" is the combination of annual funding and bond proceeds which were spent on projects and equipment in a given year.

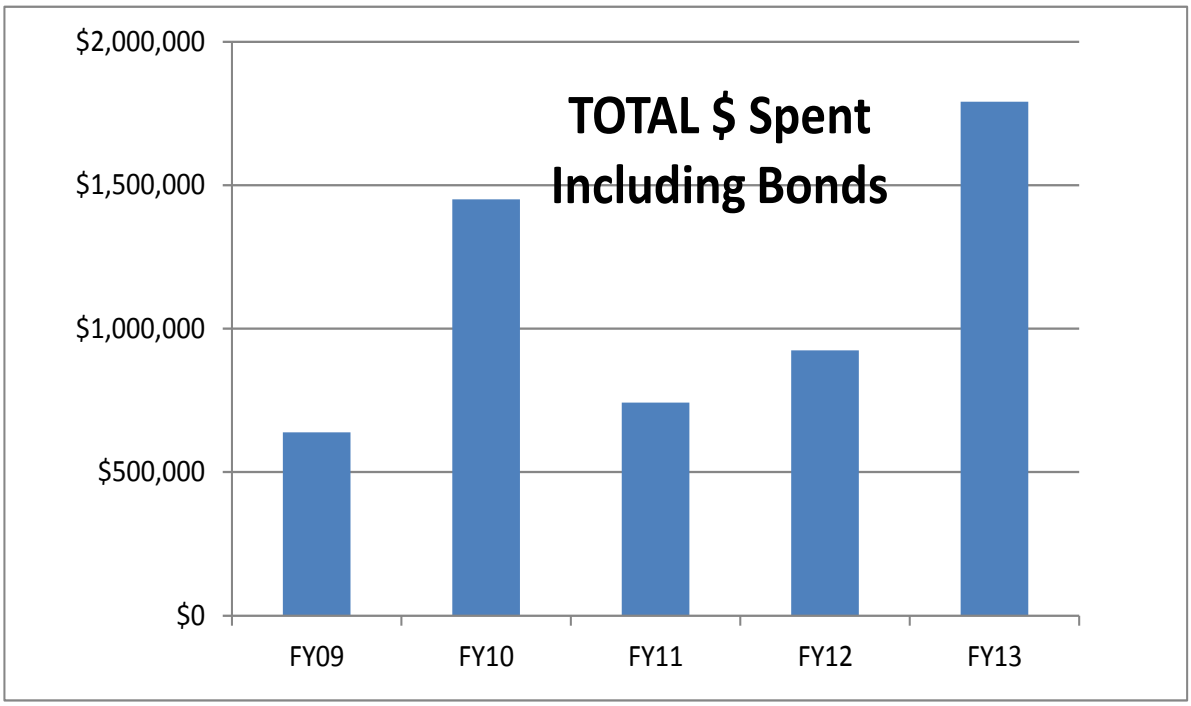
The "Total Budget" is the combination of annual funding and debt service which was paid within the city's budget in a given year.

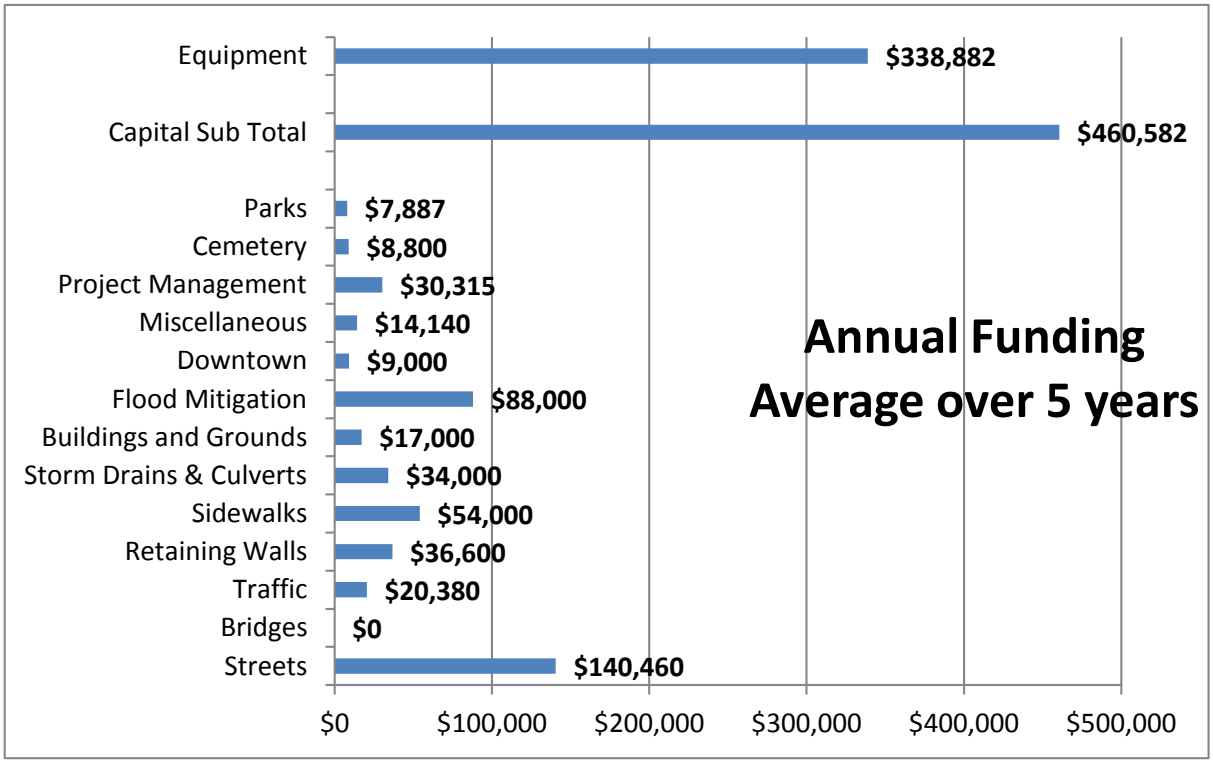
The City's last five Capital Budgets were as follows:

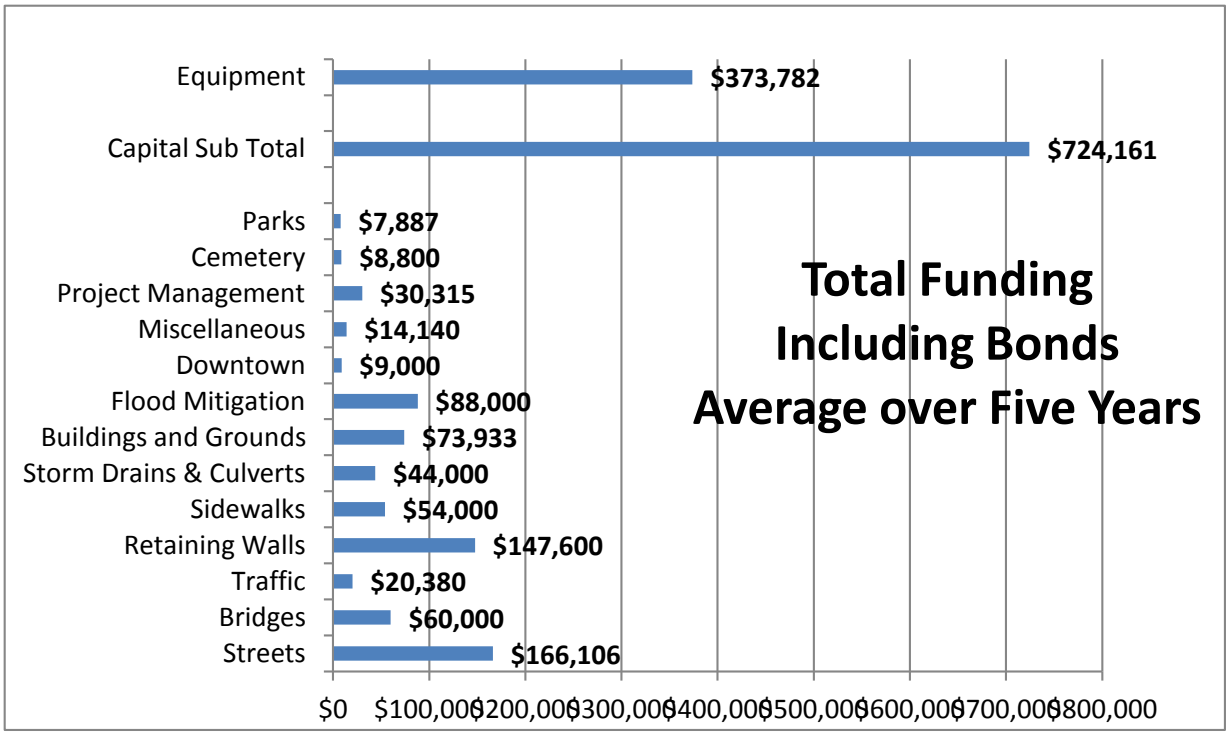
Approved Capital Budgets

	FY09	FY10	FY11	FY12	FY13
Debt Service	$600,749	$612,389	$647,691	$647,651	$618,061
Annual Capital	$405,251	$485,610	$434,509	$515,849	$461,693
Equipment	$233,735	$250,847	$308,275	$408,904	$492,650
Total Budget	$1,239,735	$1,348,846	$1,390,475	$1,572,404	$1,572,404
Change from prior year		$109,111	$41,629	$181,929	$0
		8.80%	3.09%	13.08%	0.00%
Bonds Issued		$715,000			$837,000
TOTAL $ SPENT	$638,986	$1,451,457	$742,784	$924,753	$1,791,343

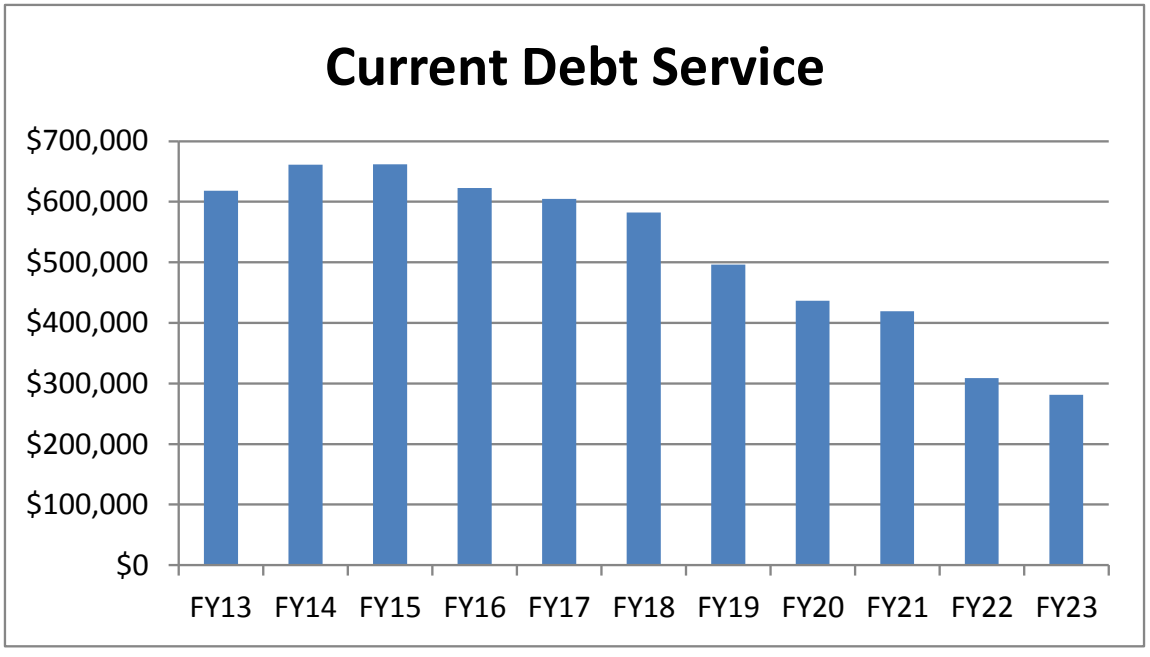



TOTAL $ Spent Including Bonds
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
FY09
FY10
FY11
FY12
FY13


Annual Funding Average over 5 years
Equipment $338,882
Capital Sub Total $460,582
Parks $7,887
Cemetery $8,800
Project Management $30,315
Miscellaneous $14,140
Downtown $9,000
Flood Mitigation $88,000
Buildings and Grounds $17,000
Storm Drains & Culverts $34,000
Sidewalks $54,000
Retaining Walls $36,600
Traffic $20,380
Bridges $0
Streets $140,460
$0
$100,000
$200,000
$300,000
$400,000
$500,000



Looking forward:



CITY COUNCIL GENERAL FUND DEBT GUIDELINES

	Ability to borrow within guidelines	Potential	New Limit
	0		
FY13	1,467,006		1,467,006
EST FY14	1,268,273	**1,200,000**	1,268,273
EST FY15	2,857,283		1,657,283
EST FY16	4,279,248		3,079,248
EST FY17	4,777,197	**3,000,000**	3,577,197
EST FY18	5,674,352		1,474,352
EST FY19	6,665,471		2,465,471
EST FY20	7,357,541	**3,000,000**	3,157,541

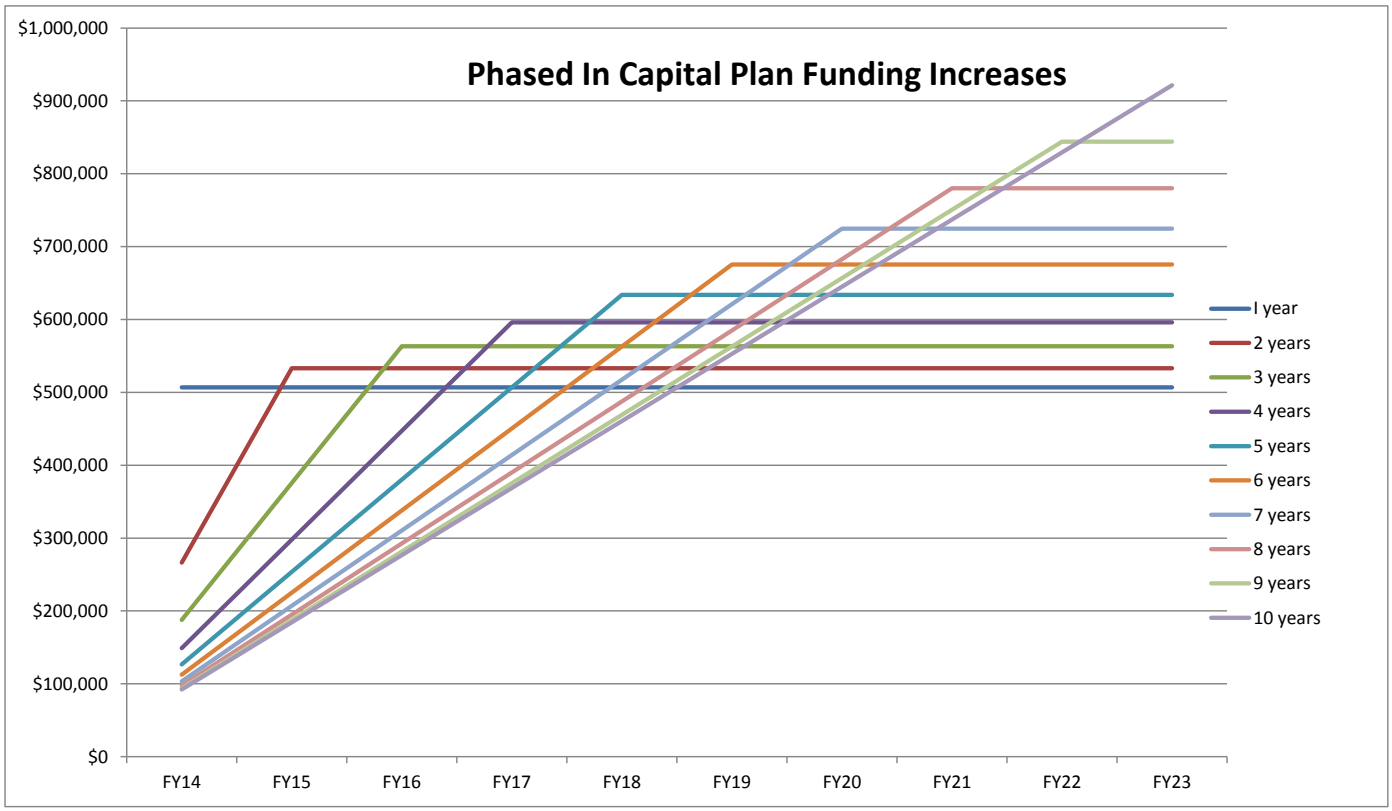
Challenge – pay for all the demonstrated needs, increase general level of maintenance funding while not overwhelming the taxpayer or decimating other city services.

City faced similar situation in the mid 90's. The Council incrementally increased the total capital plan (did not include equipment then) by equal amounts over 5-6 years to a set target amount. At that time, $90,500 = 2 cents on tax rate.

Fiscal Year	Annual $	Debt $	Total $	$ Change	% Change
FY97	$248,800	$149,817	$398,617		
FY98	$275,321	$255,554	$530,875	$132,258	33.2%
FY99	$279,460	$341,915	$621,375	$90,500	17.0%
FY00	$274,558	$437,317	$711,875	$90,500	14.6%
FY01	$351,299	$451,078	$802,377	$90,502	12.7%
FY02	$309,768	$583,107	$892,875	$90,498	11.3%
FY03	$360,867	$622,508	$983,375	$90,500	10.1%
FY04	$401,100	$598,900	$1,000,000	$16,625	1.7%

Choosing increment is important policy choice. Larger increment funds the capital plan faster but has more immediate budget/tax impact. Smaller increments create smoother financial transition but take more time to fund projects and result in higher end tax rate.

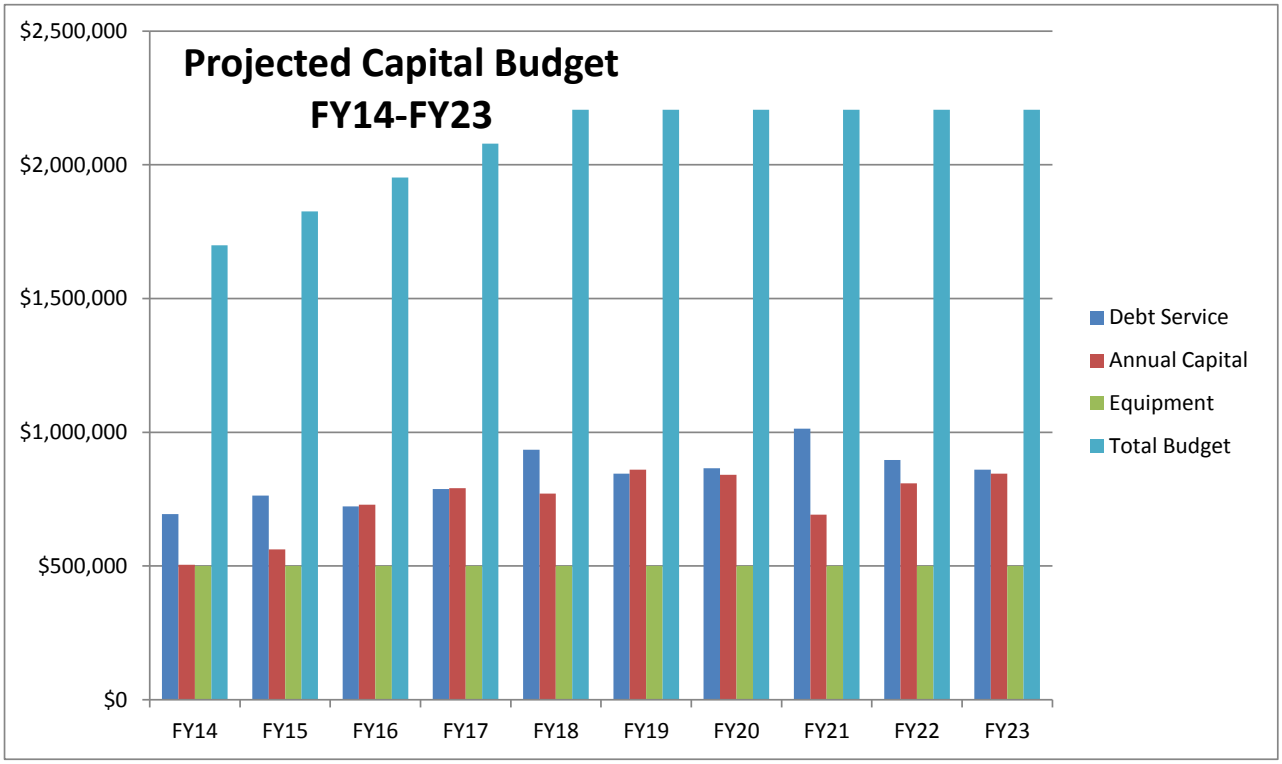
Years	$ Increase	Rate Inc.	Total $ Inc.	Rate Inc.
1	$507,000	$0.061	$507,000	$0.061
2	$266,500	$0.032	$533,000	$0.064
3	$187,750	$0.023	$563,250	$0.068
4	$149,000	$0.018	$596,000	$0.072
5	**$126,750**	**$0.015**	**$633,750**	**$0.076**
6	$112,600	$0.014	$675,600	$0.081
7	$103,500	$0.012	$724,500	$0.087
8	$97,500	$0.012	$780,000	$0.094
9	$93,800	$0.011	$844,200	$0.102
10	$92,150	$0.011	$921,500	$0.111

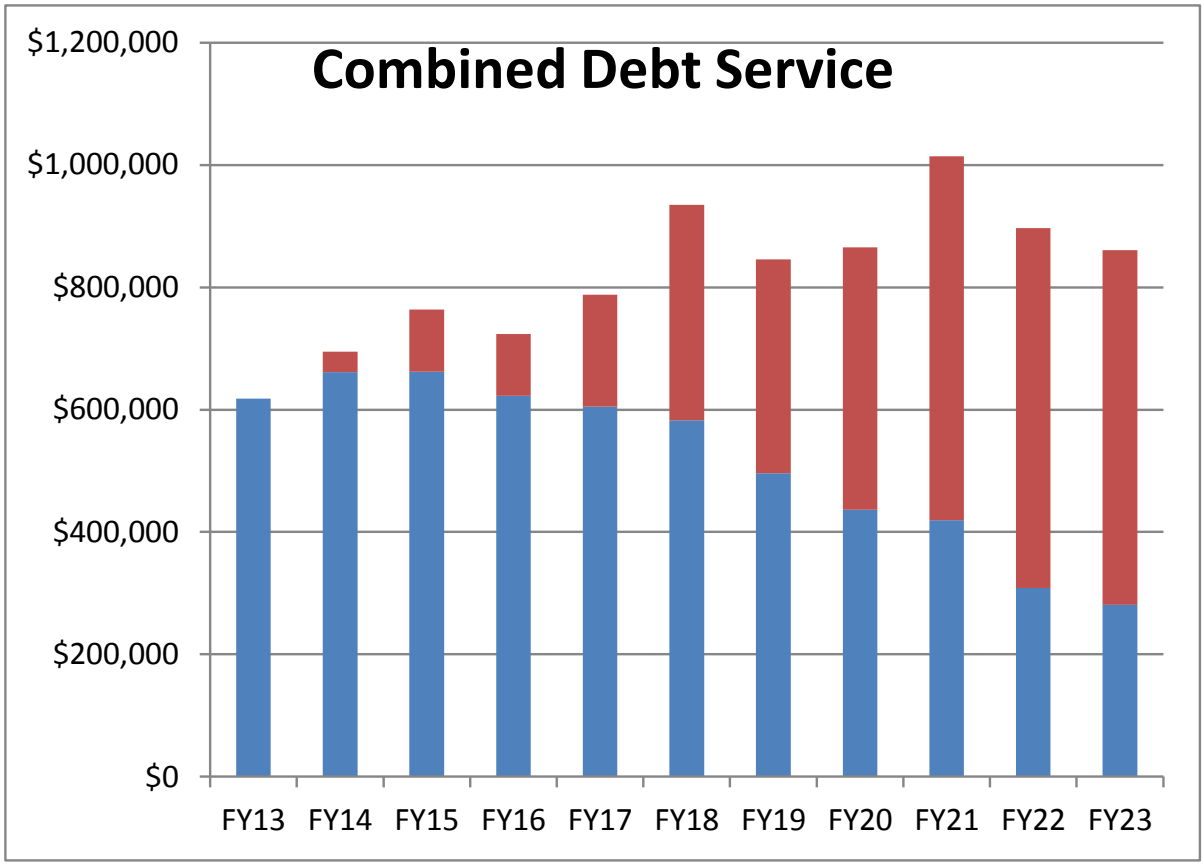


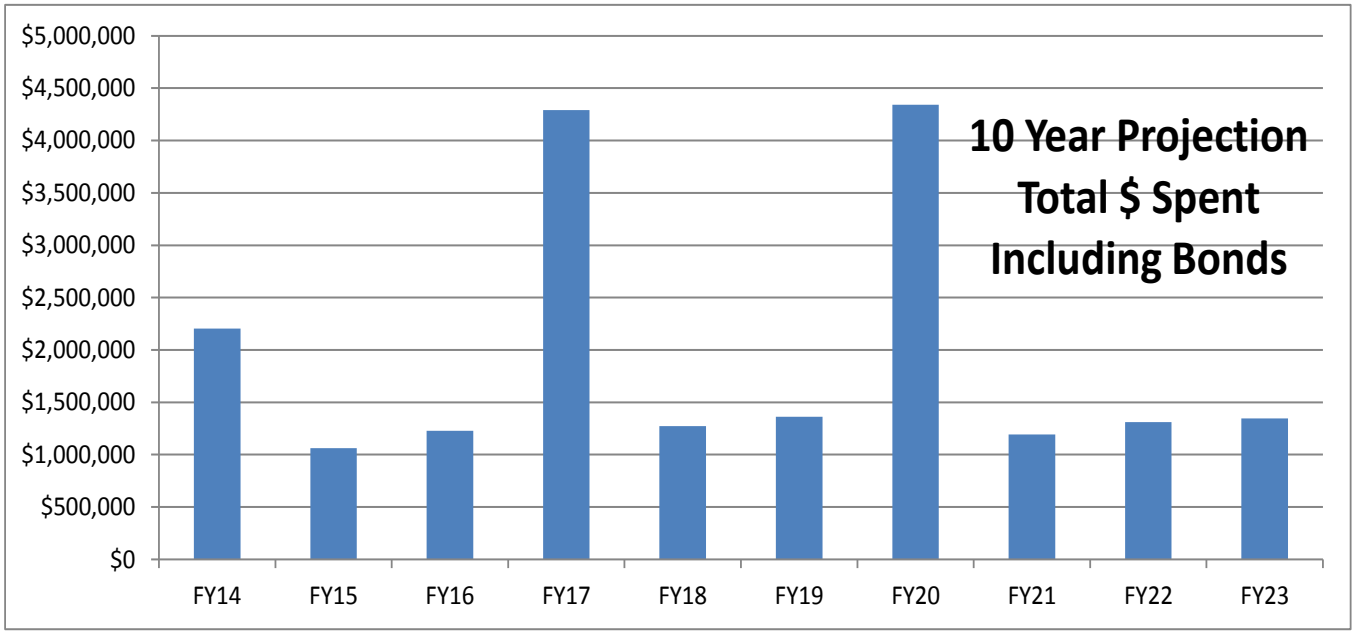
To start the discussion for the Council and Capital Plan Committee, I have drafted a plan which uses the mid point – 5 years of $126,750 increases which represent 1.5 cents each year on the tax rate.

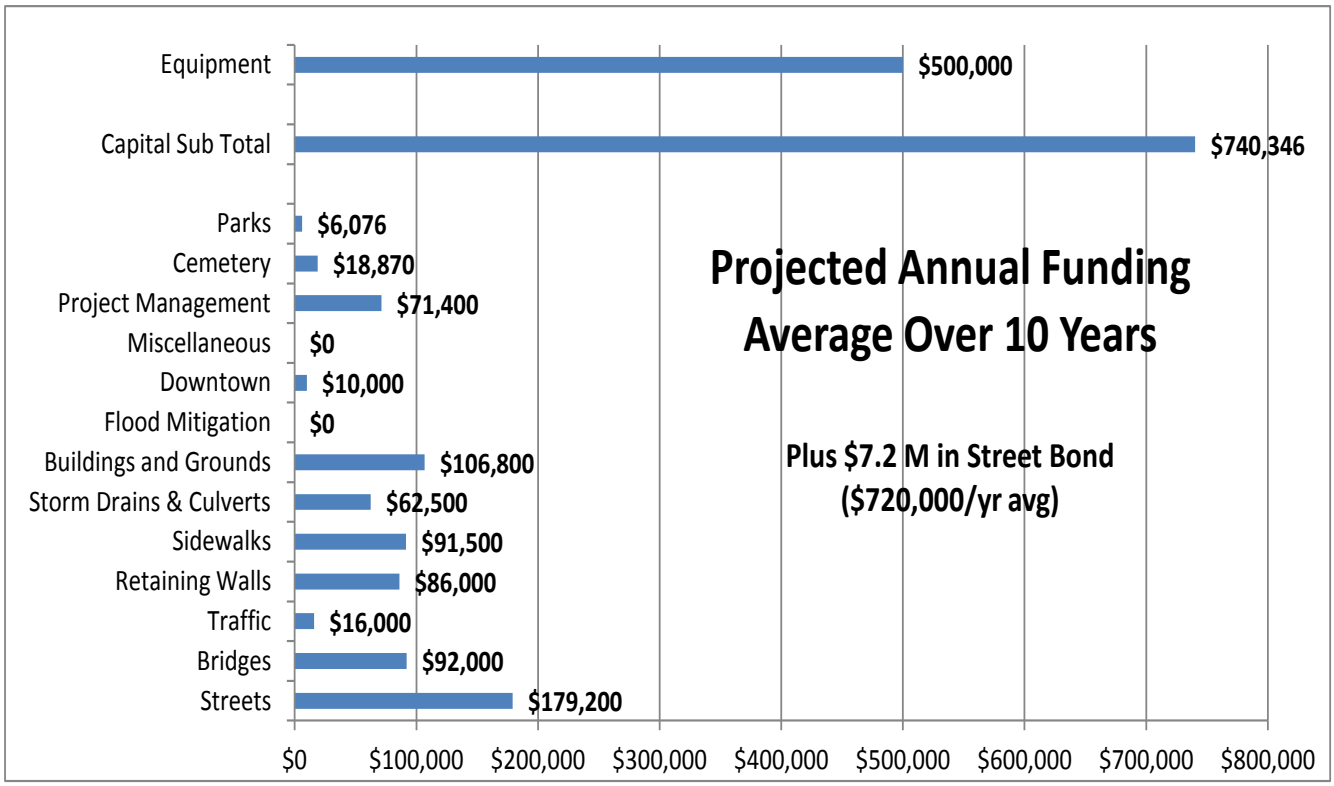
The plan includes the three bonds described earlier: $1.2 M in FY14, $3.0 M in FY17 and $3.0 M in FY20. It includes all the CNA and RSMS funding in the appropriate years and increases the level of funding for virtually all maintenance categories.

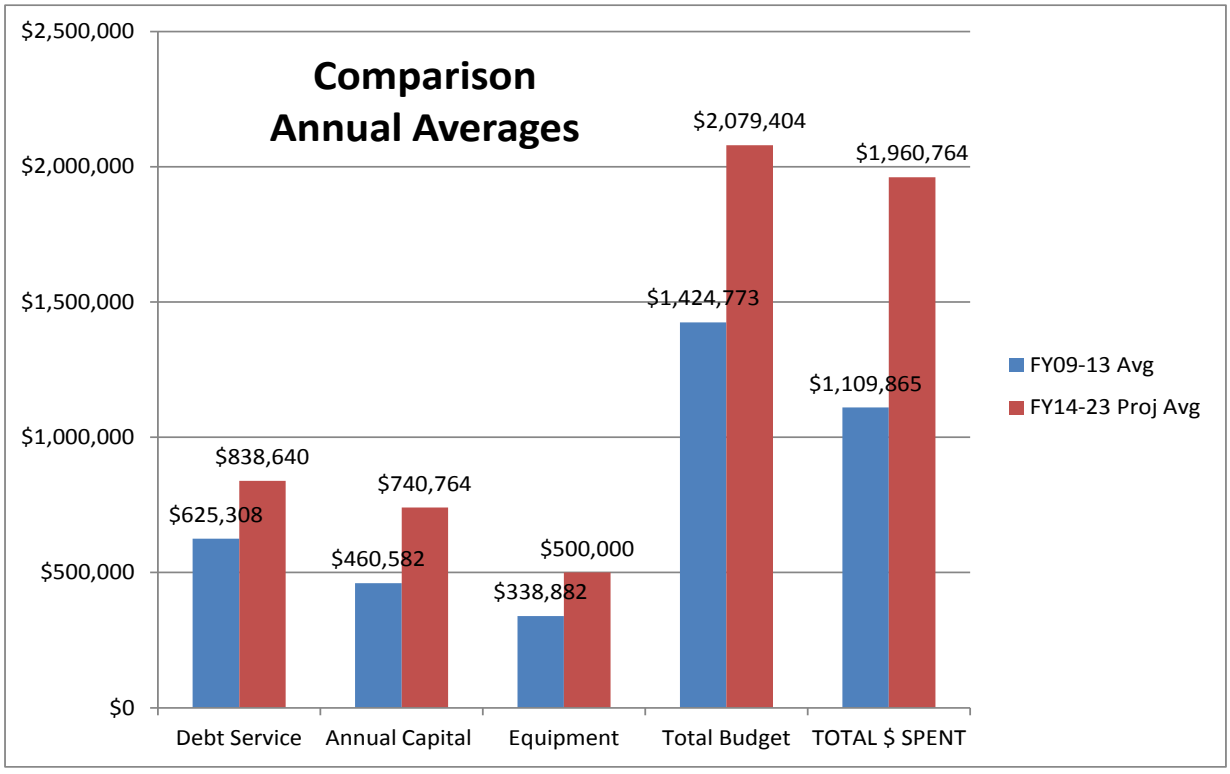
The detailed text of the plan will be provided. The following are the graphic summaries.

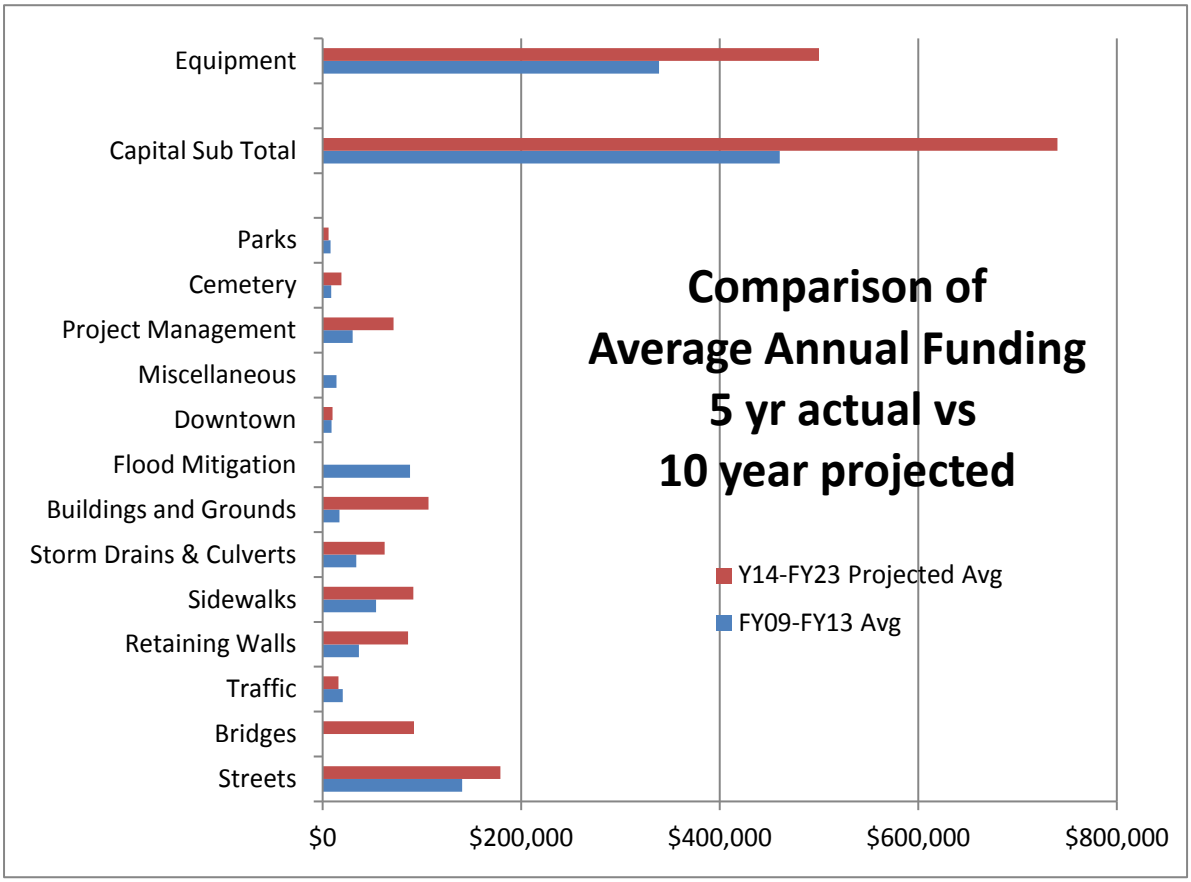


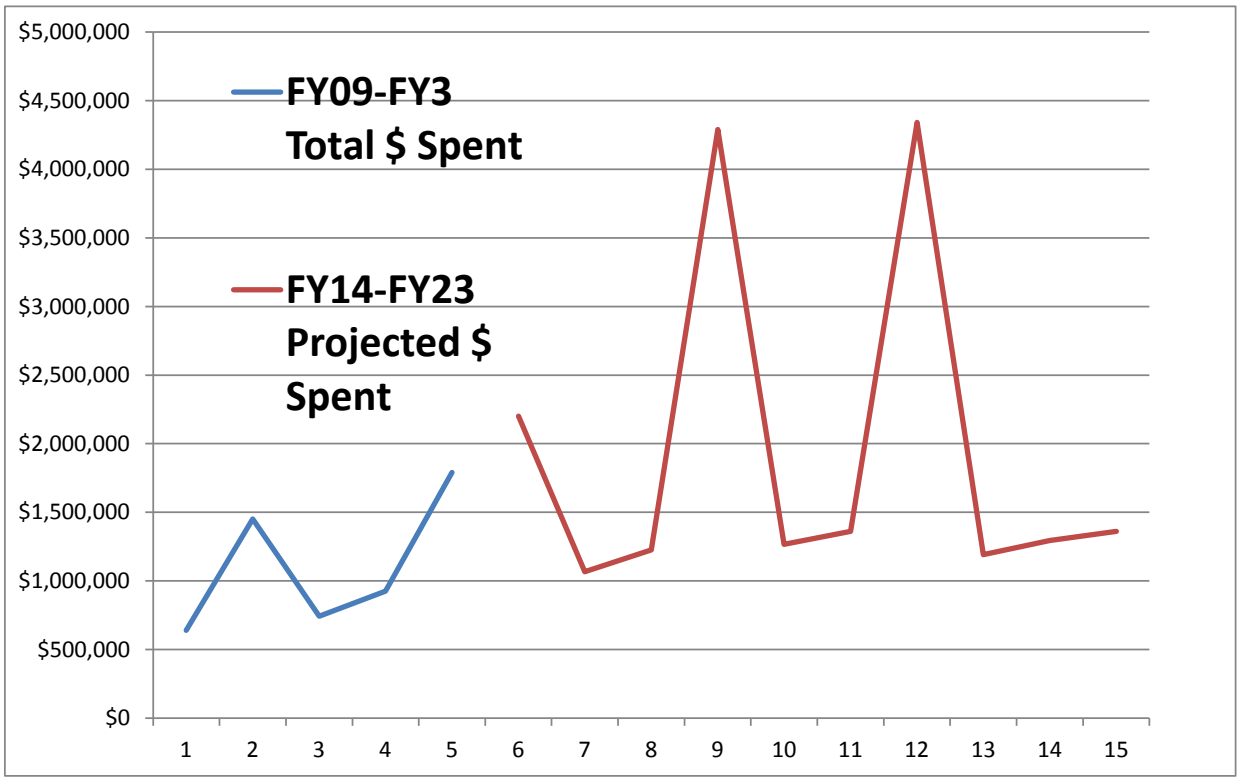

Combined Debt Service
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
FY13
FY14
FY15
FY16
FY17
FY18
FY19
FY20
FY21
FY22
FY23


10 Year Projection
Total $ Spent
Including Bonds
$5,000,000
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
FY14
FY15
FY16
FY17
FY18
FY19
FY20
FY21
FY22
FY23


Equipment
$500,000
Capital Sub Total
$740,346
Parks
$6,076
Cemetery
$18,870
Project Management
$71,400
Miscellaneous
$0
Downtown
$10,000
Flood Mitigation
$0
Buildings and Grounds
$106,800
Storm Drains & Culverts
$62,500
Sidewalks
$91,500
Retaining Walls
$86,000
Traffic
$16,000
Bridges
$92,000
Streets
$179,200
Projected Annual Funding
Average Over 10 Years
Plus $7.2 M in Street Bond
($720,000/yr avg)
$0
$100,000
$200,000
$300,000
$400,000
$500,000
$600,000
$700,000
$800,000


Comparison
Annual Averages
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
$625,308
$838,640
$460,582
$740,764
$338,882
$500,000
$1,424,773
$2,079,404
$1,109,865
$1,960,764
Debt Service
Annual Capital
Equipment
Total Budget
TOTAL $ SPENT
FY09-13 Avg
FY14-23 Proj Avg


Equipment
Capital Sub Total
Parks
Cemetery
Project Management
Miscellaneous
Downtown
Flood Mitigation
Buildings and Grounds
Storm Drains & Culverts
Sidewalks
Retaining Walls
Traffic
Bridges
Streets
$0
$200,000
$400,000
$600,000
$800,000
Comparison of Average Annual Funding 5 yr actual vs 10 year projected
Y14-FY23 Projected Avg
FY09-FY13 Avg


$5,000,000
$4,500,000
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$3,500,000
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$1,500,000
$1,000,000
$500,000
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9
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11
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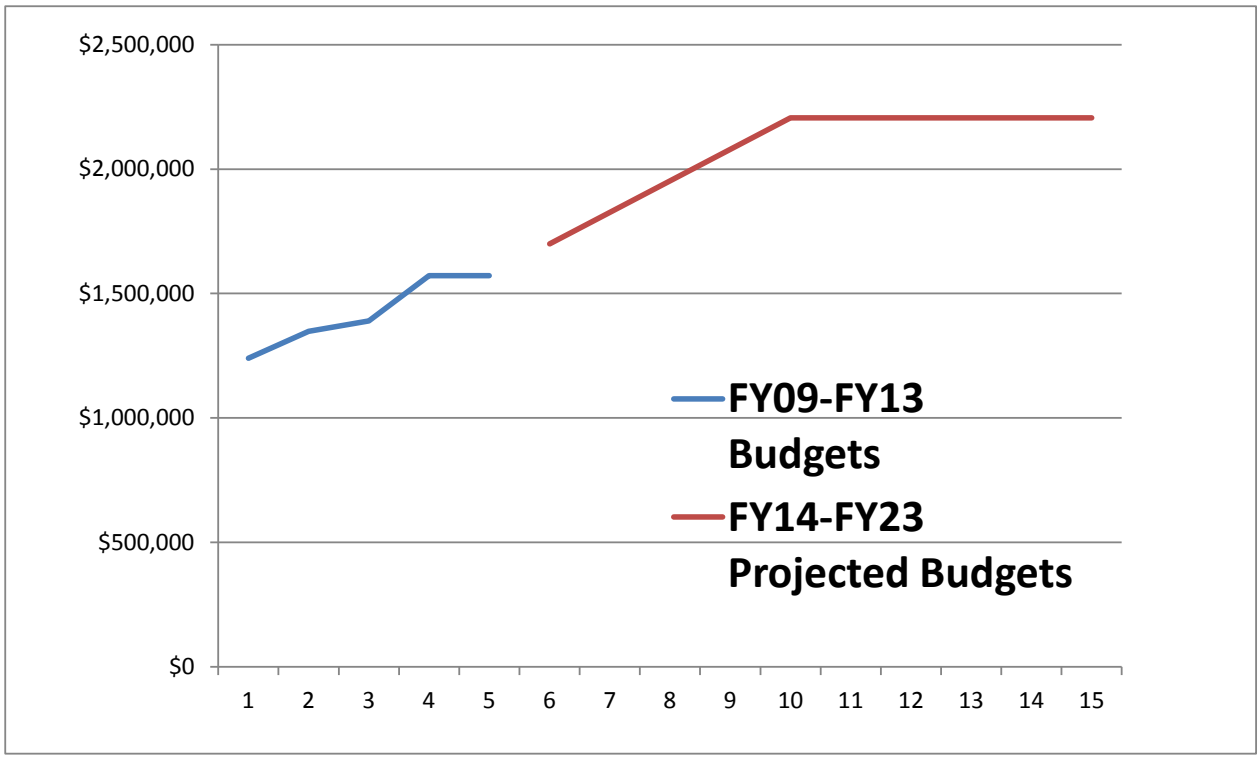
13
14
15
FY09-FY3 Total $ Spent
FY14-FY23 Projected $ Spent



Summary of Draft Plan:

Increase Capital Budget by $126,750 per year for five years (1.5 cents per year)
Hold Capital Budget even for next five years
Issue Road Reconstruction Bonds - $1.2 M (FY14), $3.0 M (FY17), $3.0 M (FY20)
Fully Fund recommended annual maintenance amounts
Fund by category over long haul not by specific project, adjust as needed

How would this plan interact with operating budget?

Current projection of $454,500 needed for operating budget
3% budget/tax rate goal, for example, would allow for $238,750
Draft Capital Plan would use $126,750
Operating Budget would have $112,000 remaining, need to cut $342,500

Some Disadvantages of this Draft Plan:

Planned capital budget increases create overall budget challenge
Requires three large bonds which push debt policy to limit
Proceeds with assumption of approved bonds in 4 and 7 years
Does not factor inflation costs for current project estimates
Does not account for possible flood mitigation project

Some Advantages of this Draft Plan:

Accounts for current projected needs
Creates funding streams for regular maintenance items
Can be developed as a policy, rather than reviewing specific projects
Increases overall maintenance funding
Provides future councils choices in funding and bonding
Projected increases are manageable within annual budget process

Refer to Capital Projects Committee for more complete review and formal recommendation to Council

Date: August 28, 2012

To: William Fraser, City Manager
From: Fred Skeels, Technology Services Manager
Re: Replacement Phone Equipment

I have attached a contract order for a change in phone equipment for the Fire Station. This replacement of phone equipment will combine the City Hall phones with the Fire Department in the same calling group at a lower charges per line and per call.

Please include this request as part of the next regularly scheduled Council Consent Agenda to" Authorize the City Manager to sign: a Main Service Agreement; Rental Terms of Agreement; Outline of Responsibilities; Music-on-Hold Agreement; with Sovernet Communications for a change of service at the Fire Station" .

Main Service Agreement

PO Box 495
Bellows Falls, VT 05101
877-877-2120
www.sovernet.com

SOVERNET COMMUNICATIONS

version 013112

Company Name:	Order Type:	Term Length:	Tax Exempt?	Federal ID Number
City of Montpelier Fire Department	New-Business	36 Month	☐ Yes (Certificate Required)	If no FEIN, then SSN must be provided via verbal communication to SS rep
Primary Contact:	Discount Amount:	Sales Rep:		
Fred Skeels		Nikki Rivolta	☑ No	on file

1. Telephone Services

Type of Service	Quantity	Install Charges Each	Total Install Charge	Monthly Charges Each	Discounted Rate Each	Total Monthly Charge Post-Discount
Digital Voice Measured	16		$0.00	$9.95	$9.95	$159.20
			$0.00		$0.00	$0.00
			$0.00		$0.00	$0.00
			$0.00		$0.00	$0.00
			$0.00		$0.00	$0.00
			$0.00		$0.00	$0.00

2. Usage Rates - Per Minute charges

All Rate Plan pricing is post-discount if applicable	Local per call charge (NH only)	Local Calls (NH)	Local Calls (VT)	Long Distance (outbound)	Long Distance (Toll Free)
				0.025	

3. Telephone Features

Type of Service	Quantity		Setup/Order Fee	Monthly Charge Each	Discounted Rate Each	Total Monthly Charge Post-Discount
Bogen Paging System	1			$13.00	$13.00	$13.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00

4. Dedicated Data Services / Voice Only Circuits

	Quantity	Install Charges Each	Total Install Charges	Monthly Charge Each	Discounted Rate Each	Total Monthly Charge
			$0.00		$0.00	$0.00
			$0.00		$0.00	$0.00
			$0.00		$0.00	$0.00
			$0.00		$0.00	$0.00
			$0.00		$0.00	$0.00

5. Equipment / IP Phones

Type of Equipment	Quantity	One-Time Charge	Total One-Time Charge		Monthly Rental Charges Each	Total Monthly Rental Charges
Cisco 504 - 4 line - rental	13		$0.00		$9.95	$129.35
Cisco 520 Switch - Rental	1		$0.00		$0.00	$0.00
Linksys SFP Module	2	$85.00	$170.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00

TOTAL CHARGES *note: these do not include taxes and surcharges*

Totals		$170.00	$172.20		$301.55

Interval Details - Note: Applicable charges will apply to expedited orders

Standard Interval Timeframe	10-15 Business Days
Comments/Special Instructions:	*If additional space is needed, please use "Additional Notes" tab*

2 of the DV will be for analog cordless phones and one for a fax, Please look at the existing speakers at the site survey to verify they are compatible with the paging system.

By signing this contract, I confirm that I have read and agree to abide by the Sovernet Terms of Service, Acceptable Use, and Privacy Policy found on www.sovernet.com

Customer Signature _____ Printed Name _____ Date _____

Sovernet Sales-Support Representative _____ Date _____

Please note that figures do not include usage charges, taxes,state, regulatory fees, or similar charges which appear on your monthly bill. Early Termination Fees apply, please see the Terms of Service on www.sovernet.com/terms. Public Service Dept. Comsumer concerns may be addressed to : (VT) The Vermont Public Service Dept, 112 State Street, Drawer 20, Montpelier, VT 05620, or (NH) New Hampshire Public Utilities Commission, Consumer Affairs Division, 21 South Fruit Street, Suite 10, Concord NH 03301.

SOVERNET® COMMUNICATIONS

Sovernet Communications Rental Terms of Service Agreement

This Rental Terms of Service Agreement ("Terms") is between Sovernet Communications, Inc., its direct and indirect subsidiaries ("Sovernet") and the Customer regarding telephone and data rental Customer Premise Equipment (CPE), as reflected on the Main Service Agreement (MSA) executed between Sovernet and the Customer on _____. Customer is not relying on any representations or promises, written or oral, not included in these Terms. These Terms supersede all previous representations, understandings or agreements, written or oral, by or between the Customer and Sovernet, and shall prevail notwithstanding any variance with terms of any and all orders submitted.

As legal representative of _____, I the undersigned do hereby affirm that I am authorized to sign this Agreement for the Company named herein, and have read and agree to abide by the terms of the Agreement.

Accepted by Customer:

_____ _____

Signature Printed Name

_____

Date

Customer will rent and Sovernet will provide Customer with the use of CPE for the period and rate determined by the executed MSA referenced above. Sovernet will retain title to the equipment for the term of the referenced MSA. CPE may be new or used, and in good working order. Customer may rent CPE only by signing the aforementioned MSA. Modifications to the MSA will not require an updated Rental Terms of Service Agreement.

Installation of Rental CPE will be completed by Sovernet, meaning that Sovernet will (a) mount the CPE on suitable Customer-provided receptacles, (b) connect the CPE to the appropriate interface with the related Sovernet service, if applicable (e.g., the local exchange carrier's service demarcation point), to a suitable Customer-provided interface with Customer's network, and to a suitable Customer-provided source of electric power (if applicable), and (c) verify that the CPE is operating with the related Sovernet service. Standard Installation Service includes making connections to power sources and other interfaces only to the extent that such connections can be made with standard-length cables. Standard Installation Service is performed only during standard Sovernet work hours.

Maintenance, repair and replacement of rental CPE will be the responsibility of Sovernet, or its designee. They will perform maintenance and repair of rental equipment. Sovernet will do the following in a good and workmanlike manner:

- Use commercially reasonable efforts to isolate any problems with the Equipment and to restore service with the CPE following receipt of Customer's notification that the CPE is inoperative.

- Investigate trouble reports initiated by Customer and repair or replace, at Sovernet's sole discretion, any of the CPE which fails to meet the manufacturer's published operating specifications for the CPE.

- Replace CPE it determines needs to be replaced with equipment of like kind and functionality from a manufacturer of Sovernet's choice at the time of replacement. Before replacing CPE, Sovernet will attempt to contact Customer to schedule it. The replaced unit will be returned to Sovernet's inventory at Sovernet's expense.

Terms and Conditions: The General Sovernet Terms of Service found at www.sover.net/terms apply. Sovernet reserves the right to modify the terms of the Agreement and any of its other policies, at any time by posting such changes on its website (www.sover.net/policies) thirty (30) days in advance of their effective date. Customer's continued payment for or use of the service, Username, and/or Password on or after the effective date of such posted changes constitutes acceptance of such changes.

Customer agrees to:

- use the CPE in conjunction with Sovernet services

- provide Sovernet with access to the CPE during business hours;

- report detected CPE failures and provide information requested by Sovernet, its contractors, or Sovernet's designated point of contact, that is necessary or useful for Sovernet to perform its obligations hereunder;

- provide Sovernet and its contractors with access to Customer facilities, overhead and under floor cable ducts, installation sites and equipment as may be necessary or useful for Sovernet to perform its obligations hereunder, including but not limited to the CPE;

- obtain, as may be necessary, all permits, licenses, variances and other authorizations required by state and local jurisdictions for installation and operation of the CPE;

- provide adequate building, space, circuitry, and power in accordance with the standards established by Sovernet Communications for proper installation and operation of the CPE;

- provide back-up power to the CPE in the event of a power failure, interruption or outage, if Customer desires such back-up power;

- ensure that all of Customer's electronic files are adequately duplicated and documented at all times. Sovernet and its contractors are not responsible or liable for Customer's failure to adequately duplicate or document files or for data or files lost during the course of performance of repair service;

- provide a well-lighted and safe working area that complies with all local safety standards and regulations for Sovernet employees and contractors;

- provide Sovernet employees and contractors with proper security clearances as required. If security passes are required for the Sovernet employee or contractor or the equipment brought with such person, Customer must be available to provide all required badges, passes, etc. at the time the Sovernet employee or contractor arrives at the site;

- ensure that any failed unit of equipment is free of any encumbrances at the time of the exchange, and remove all external attachments or objects from the unit of equipment to be replaced before the time of exchange. Customer gives up all rights to any such items not removed;

- execute a Letter of Authorization sufficient to provide Sovernet with control of acquisition and management of Customer's access facility;

- not enter into any contract obligation or any other act or omission (either before or after agreeing to these Terms) inconsistent with its obligations under this Agreement;

- maintain appropriate customer-specific configuration of any software (including appropriate upgrades or back-ups) related to CPE;

- provide the following physical and electrical environment specifications for the CPE. These specifications reflect a normal industrial office environment, and are consistent with the requirements of the various CPE manufacturers:

    - maintain an operating temperature between +40 to +100 degrees Fahrenheit; Rate of change of temperature not to exceed 15 degrees Fahrenheit per hour;

    - maintain an operating non-condensing relative humidity between 20% to 55%;

    - maintain an environment safe for equipment and technicians, which complies with applicable standards, ordinances and laws (including without limitation CPE manufacturer specifications, building codes and OSHA requirements);

    - maintain standard commercial power frequencies;

    - maintain fuses and circuit breakers capable of handling instantaneous inrush current 10 times the rated input steady state current;

    - maintain dual or quad standard NEMA L5-15R 3 prong electrical outlets located within 6 feet of the Sovernet equipment for the exclusive use of the Sovernet-provided CPE and Sovernet service technicians. Each receptacle must provide power that meets industry specifications and must be powered on a 24 hours a day, 7 days a week basis;

    - maintain electrical isolation for sensitive electronic CPE by using motor generators or UPS equipment in areas where heavy industrial equipment is used and/or there are frequent electrical storms. ALL CPE must be protected by a power conditioning UPS.

Exclusions to Rental Agreement:

- electrical work external to the CPE, or otherwise considered "in-house wiring";

- repair or replacement of failed CPE caused by willful damage, including any problem that occurs repeatedly, misuse, abuse, customer negligence, or factors beyond the control of Sovernet Communications such as, theft,water damage, fire, accident, vandalism, or lightning, or other Acts of God;

- use of the CPE for other than the intended purpose;

- repair of damage caused by the maintenance or repairs performed by a person other than a Sovernet employee or person authorized by Sovernet;

- supplies, accessories, painting, or refurbishing of the CPE;

- relocation, alteration, additions, or removal of CPE, parts, or features not furnished by Sovernet or use of CPE with other equipment that fails to conform to Sovernet's specifications;

- cables and connectors between the CPE and any other equipment on Customer's premises not specified in the Rental Agreement;

- power or back-up power to or from the CPE;

- configuration of software associated with the CPE.

Moves: Customer shall not move or remove from the street address at which it is located, any equipment covered by this rental agreement without prior notification to Sovernet during normal business hours.

Risk of Loss: Title to rented CPE remains with Sovernet or its assignee. Title to equipment passes to the customer following Sovernet's receipt of full payment for such equipment at the end of the term of the Agreement, and as specified in the Service Term section of this agreement. Customer bears the risk of loss or damage to rented CPE after installation and while such CPE is located at an installation site and shall pay Sovernet the reasonable and customary costs of repair or replacement of such CPE if loss or damage occurs. Customer shall provide notice of loss or damage to the CPE as soon as Customer receives notice of such loss or damage. Customer is liable for any loss or damage to the CPE resulting from theft, disappearance, fire or any other cause. For each item of such CPE not returned, for any reason, within the five (5) day period, Customer will be deemed to have purchased such CPE and shall pay Sovernet the replacement cost, plus any additional costs incurred by Sovernet in replacing the CPE.

Payment of the Rental Agreement: The rental costs associated with this Agreement will be added to the customer's account on monthly invoices. Accounts that are past due more than 30 days are subject to disconnection. Service disconnection for failure to make timely payments will not affect the term of service on this Agreement, and early termination charges, as below, will apply.

Service Term: The Service Term for this Agreement begins on the date that Sovernet starts billing for the rental equipment and continues for the service term elected by the customer on the aforementioned MSA. At the expiration of the service term, and if the customer has no outstanding balance on the account, the customer may purchase the equipment covered by this rental agreement for One dollar ($1.00). Maintenance and repair associated with this agreement expires at the expiration of the service term. If available, a Telephone Maintenance Plan may be purchased by the customer at any time after the purchase of the equipment.

Early Termination Charges: Upon termination prior to the end of a Service Term commitment selected by a Customer on the aforementioned MSA with respect to a particular unit of CPE, Customer will pay an amount equal to the monthly recurring charges for the terminated service for each month remaining in the Service Term commitment selected by the Customer with respect to that CPE. The parties acknowledge that these payments are not a penalty but reasonably reflect Customer's agreement to take or pay for the services and Sovernet's reliance on that commitment in purchasing and pricing the CPE, among other factors. These payments are in addition to any other remedies available to Sovernet.

Termination: In the event of termination of this Agreement prior to the completion of the Service Term elected by the Customer on the aforementioned MSA, Sovernet has the right to exercise one or more of the following remedies;

- recover from the customer Early Termination Charges (above);

- accept the return of all CPE covered by this Agreement, in good condition and repair, reasonable and proper depreciation excepted to the following address, at Customer's expense, within five business days after the expiration or termination of the Agreement (with respect to the particular item(s) of CPE for which service is terminated)

  Sovernet Communications
  5 Canal Street
  PO Box 495
  Bellows Falls, VT 05101
  Attention: Rental Equipment

SOVERNET COMMUNICATIONS

Hosted PBX Outline of Responsibilities

Thank you for choosing Sovernet Communications! This Outline of Responsibilities—ours as the provider and yours as the customer--will help ensure a smooth turnup and years of reliable service. Please review this document and share any questions you have with your Sales Account Representative.

Your responsibilities include: ***Items marked with * are detailed in the Glossary on the second page.***

- Provide the name of the Authorized Contact* and ensure the contact is kept current:
  - Designate on-site contacts*.
  - Designate up to two Power Users* --- Power Users will need to be available for training during Voice Activation*.
  - Provide contact names, phone numbers & hours for our 24/7 Repair Department.
  - Become familiar with the Hosted PBX phones to be able to assist with troubleshooting with Sovernet Repair.
- Notify Sovernet of all lines needed including lines for postage machines, faxes, credit card machines, alarms and elevators.
  Sovernet is not responsible for providing lines that are not listed on the MSA/MSOF.*
- Provide access to On-Net* Location(s):
  - For Site Survey* and subsequent dispatches.
    - Complete any necessary work as indicated by Dispatch Form*.
  - Notify Sovernet of any changes to the Condition of Premise* prior to the No-Change Interval*.
  - Prevent changes to the Condition of Premise during the No-Change Interval.
- Review and sign Line Assignments* and Auto Attendant Design as provided by your Hosted PBX Project Rep.
- Provide a power-conditioning UPS (Uninterruptible Power Supply) unit.
- Submit Cancellation of Local, Long Distance and previous Internet services to prior carriers after a completed Voice Activation with Sovernet.
- Activate data network on Sovernet circuit once you have received Circuit Confirmation from your Hosted PBX Rep (if applicable).
- Off-Net* Locations(s):
  - Sovernet is not able to provide QoS* for off-net phones.
  - Phones will be shipped to your main location for you to plug into the POE* switch to finalize activation.
  - Sovernet can only assist with basic troubleshooting if an issue arises. Full troubleshooting, training and configuration for any Off-Net locations require that the HPBX phones be brought to an On-Net site.
  - We recommend that you hire Sovernet to audit the network(s) to ensure a trouble-free Activation.
  - Phones are configured for DCHP*. This may require reconfiguration of your firewall or router by your IT person.

Sovernet's responsibilities include:

- Assign a Hosted PBX Project Rep, your primary contact, responsible for communicating with you, planning, directing and coordinating delivery of service. Who will:
  - Provide the Line Assignment Sheet & an Auto Attendant Design (if applicable).
  - Coordinate and schedule any needed vendors, such as internal wiring or IT vendor.
  - Accept & process requested changes until the start of the No-Change Interval.
  - Provide IP address(es) and DNS(Domain Name Service) as requested.
  - Schedule Voice Activation with Authorized Contact and provide Hosted PBX manuals.
  - Accept & process requested changes via an approved Change Order following the conclusion of the No-Change Interval.
  - Complete Activation Process with Authorized Contact.
  - Coordinate with the Sovernet Complex Provisioning Team:
    - Responsible for the ordering, configuring and provisioning of appropriate circuits & equipment (router, switches, phones).
    - Schedule migration of local and Long distance service to Sovernet from current provider.
    - Work remotely with Sovernet Field Technician during Voice Activation.
  - Coordinate with the Sovernet Field Technician at on-site location(s) who will:
    - Conduct Site Survey of Ethernet jacks and provide customer with Condition of Premise report via Dispatch Form.
    - Testing of circuit(s) prior to activation.
    - Install router & switch(s).
    - Phone activation.
    - Provide training for Authorized Contact and Power Users on day of Voice Activation. (Additional training post Activation may be scheduled for a fee).
- Provide 24/7 Repair service; full troubleshooting and repair for On-Net locations:
  - Maintain integrity of circuits and equipment.
  - Provide circuit monitoring.
  - Dispatch a technician to the On-Net site if Sovernet determines the need, following initial remote troubleshooting with customer.
- Off-Net Locations:
  - Training at Off-Net locations may be available for an additional fee.
  - HPBX Phones at Off-Net locations may only be repaired if moved to an On-Net site.

We want to welcome you to Sovernet Communications and look forward to a long and happy relationship!
By signing this HPBX Outline of Responsibilities you agree that you have read and understand the above outline.

_____
Customer Signature & Date

Glossary:

Authorized Contact - This person will be the primary contact for your Hosted PBX Project Manager during the ordering/activation process.

Change Order – Form provided by Sovernet Field Technician during Voice Activation. Changes noted on the Change Order Form must be signed by the Authorized Contact and submitted to your Hosted PBX Project Manager. Changes will be implemented after the No-Change Interval.

Condition of Premise – The on-site condition as determined by the Site Survey visit. Any change to the premise needs to be relayed to your Hosted PBX Project Manager. Failure to do so may cause delays in scheduling the Voice Activation.

DHCP - The Dynamic Host Configuration Protocol (DHCP) is an automatic configuration protocol used on IP networks. DHCP allows a device to be configured with an IP address automatically and eliminates the need to statically assign an IP.

Dispatch Form – provided by Sovernet Field Technician after an on-site visit detailing the results of dispatch. Form is used for Site Surveys, circuit testing, equipment installations etc. Signature required by Authorized Contact or on-site Contact.

Line Assignment – Breakdown of each ordered line, confirming line use, phone type, calling feature and name designation.

MSA/MSOF – Main Service Agreement/Main Service Order Form – contract signed by customer for ordered service with Sovernet. MSOF is used to detail the lines/phone numbers needed.

Off-Net – Any location that has Sovernet Hosted PBX phones over internet not provided by a Sovernet T1.

On-Net – Any location that has Sovernet Hosted PBX phone provided by a Sovernet T1.

On-site Contacts – Designated by the Authorized Contact with whom Sovernet will work to coordinate dispatches. This person will be authorized to sign the Dispatch Form.

POE Switch – Power over Ethernet Switch – Sovernet equipment at On-Net locations allowing for QoS

Power User – Person(s) designated to receive on-site training during the Voice Activation of a location. They will be trained in the basic use of the Hosted PBX phones, calling features & CommPortal. They will be responsible for the training of remaining staff.

QoS – Quality of Service - QoS allows priority to be given to voice packets over data packets guarantying that packet traffic for a voice or other media connection will not be delayed or dropped due to interference from other lower priority traffic. Sovernet is only able to provide QoS to VoIP phones that are directly connected to Sovernet's T1.

Site Survey – The on-site visit to an On-Net location by a Sovernet Field Technician for the purpose of testing Ethernet drops for phone/data quality.

Voice Activation – refers to the date that HPBX phones are activated on-site

No-Change Interval – Blackout period from 72 hours prior to Voice Activation. During this time no order changes can be made.

SOVERNET COMMUNICATIONS

MUSIC-ON-HOLD RELEASE

Sovernet's Music-on-Hold does not include any music licensing or royalty fees on behalf of its customers. When you place a caller on hold and transmit music via your telephone lines that is considered a public performance of the music.

It is your responsibility to obtain permission to perform ASCAP or BMI songs from the appropriate party, or directly from the copyright owner to ensure your protection against copyright infringement. Alternatively, royalty free music is readily available online.

For more information regarding the rebroadcast of copyrighted material, as well as royalty free music, visit these links:

ASCAP Licensing: http://www.ascap.com/licensing/brochures.html

About BMI: http://www.bmi.com/about/

Royalty Free Music: http://www.royaltyfreemusic.com/free-music-resources.html

By signing the below I understand that it is my responsibility to obtain the necessary licensing for any music I choose to use on Sovernet's Music-on-Hold service.

Authorized Signature	*Date*
Printed Name	*Company Name*

Date: August 24, 2012

To: William Fraser, City Manager
From: Fred Skeels, Technology Services Manager
Re: Replacement Server Purchase

I have attached a purchase order for a budgeted replacement server. This replacement server represents a significant change in the City's server design and another step forward in the development of our IT infrastructure. This Virtual server will replace the four of our current servers. This will represent a net reduction of three physical servers in the City Hall, Fire Department and police Department.

The impact of this change will be a reduction in the power used for operations and cooling, as well as, a reduction in the costs associated with software users licenses. Please include this request as part of the next regularly scheduled Council Consent Agenda.

Consent Agenda Item for City Council Meeting of September 12, 2012

The replacement/upgrade of one of our servers. The attached Purchase Order consolidates several separate items from separate vendors and closely represents the total cost of the replacement. The purchase order total is $11,055.00 and is part of Technology Services 2013 equipment replacement schedule and budget.

I am asking the Council to "Authorize the City Manager to sign a Purchase Order for the equipment specified for $11,050.00.

CITY OF MONTPELIER
FINANCE DEPARTMENT, Suite 6
CITY HALL, 39 MAIN STREET
MONTPELIER, VT 05602

PO Number: **082412Virtual**

Date: **8/24/2012**

Ship to:
SAME

Delivery Required:

Show this number on all shipping containers, packing lists, and correspondence.

This order is subject to the terms and conditions shown on the face hereof. Nochanges may be made without the written consent of the purchaser.

The Tech Group
21 Gregory Drive
South Burlington, VT 05403
Phone: (802) 862-1197 Ext. 101

TO: **The Tech Group**
21 Gregory Drive
South Burlington, VT 05403
Fax: (802) 862-6980
Phone: (802) 862-1197 Ext. 101
E-Mail: jlyons@tgvt.net
Website: www.tgvt.net

Appropriation No.

Item	Quantity	Unit	Description	Unit Price	Total Price
	1	1	HP Proliant DL360p Rack Mount Server	$8,520.00	$8,520.00
	0	0		$0.00	$0.00
	1	1	Extended NBD Warranty 5 year	$670.00	$670.00
	1	1	NM Ware V5	$565.00	$565.00
	1	1	Acronis Imaging Backup	$1,300.00	$1,300.00
	0	0		$0.00	$0.00

Freight $0.00

Total **$11,055.00**

Approved for Issue:

1-802-223-9514 fskeels@montpelier-vt.org
1-802-223-9529 FAX

Authorized Signature William Fraser

Authorized Signature Frederick Skeels

Fredrick Skeels

William Fraser (over $5,000)

City of Montpelier
Department of Public Works
Memorandum

To: **William Fraser, City Manager**

From: **Todd Law, Director of Public Works**
Thomas McArdle, Assistant Director

Date: **September 7, 2012**

Subject: **Award of Construction Contract: Bid Analysis & Recommendation**
Contract: "Culvert Improvements – Route 302 – River Street"
FHWA Disaster No. VT 11-1 (Fed-Aid Route # TH16 / FAS 6302)

With input from the project engineer, Dave Marshall, PE, of Civil Engineering Associates, we have completed the bid analysis for the River Street (US 302) Culvert Improvement project for which the bids were opened and publicly read aloud on September 6, 2012. There were a total of four bids received prior to the established deadline.

The amount of the low bid and the second low bid received (base bid) were $73,799.00 and $88,437.00, respectively. The tabulation of bids received, accepted and opened is attached for your records. The bid tabulation reflects the verified amounts of the four bids received and opened. The tabulation also includes a column to indicate the deviation from the average price for each bid item to aid in the comparison and analysis.

The engineer's estimate for the base bid was $89,105.00 (not including contingency). The verified low bid of $73,799.00 as submitted by Don Weston Excavating, Inc. of Williston, VT, represents 82.8% of the engineer's base bid estimate.

As indicated on the bid tabulation, twenty of the twenty-three bid items of the lowest bid received were found to be below the engineer's estimated unit prices. Of these twenty unit prices, six were found to be significantly under, ranging from 38% - 98% less than estimated. Compared to the other bids received, similar variations were found across the board with no particular pattern or evidence of weighting or in-balance. In the instance of the greatest deviation from the estimate (98%), the contractor assumed the item for a uniformed traffic officer would not be used so they bid $1.00. This could have been an issue if this was a larger cost item and the bids were closer. In their defense, the description of the item on the bid sheet would lead one to believe that this was only for night work and they chose not to pursue that avenue based on the lack of response to Bid Alternate B – night construction option. Prior to signing a contract, we will request a unit price for any police car presence that may be required by the project manager. The only other items that are substantially greater than the average unit prices are the insulation board (not a big value item) and the portable message board which is a controllable quantity.

This bid analysis also serves to document for the record that the Information for Bidders identified four submittals that were to accompany each bid; a 5% bid bond, Equal Employment Opportunity (EEO) certificate, Debarment & Non-Collusion Certificate, and certification of pre-qualification by the VT Agency of Transportation.

During the bid opening, staff noted that the pre-qualification certificate was omitted by Don Weston Excavating. The representative assured staff that they are pre-qualified and the certificate would be forwarded immediately. It was determined that the Owner may waive the submittal requirement provided that the certificate is provided as specified in the contract documents. The bid submittals that are clearly mandatory requirements for inclusion with the sealed bids are the Bid Bond and the Non-Collusion & Debarment affidavits, which were provided by all four Bidders. Therefore, acting in the capacity of project manager and Owner's representative, the omission was deemed an informality and waived. All four bids were accepted, opened, and read aloud. I advised all Bidders that waiver of the informality should be considered preliminary and subject to ratification by the Montpelier City Council. Don Weston did in fact submit the pre-qualification certificate post-bid opening.

We have concluded that the lowest bid received does not appear to contain any unbalanced unit prices that

would give this Bidder an unfair advantage, and does not represent an extraordinary exposure or disadvantage to the City. Furthermore, the plans and item quantities appear to be in order, and the chances of significant item quantity over-runs are small, and contractor financial hardship to complete the project is unlikely.

As a result of this bid analysis, we recommend to the Montpelier City Council that, at their regularly scheduled meeting of September 12, 2012, the project be awarded to the low bidder, Don Weston Excavating, Inc., in the amount of $73,799.00. This contractor has shown that it is financially prepared, properly equipped and well organized to undertake this contract, having already successfully completed two projects for the City this year: The Ridge Street Slope Stabilization Project, and the Reconstruction of Concrete Sidewalks.

Attachment: Bid Tabulation

C: Kurt Motyka, P.E., Project Engineer
Dave Marshall, P.E., Civil Engineering Associates
Tom Anderson, Project Manager, VTrans - District #6

City of Monpelier
Rte 302 Culvert Improvements

Bid Tabulation

September 6, 2012

				Engineer's Estimate		Don Weston		Deviation	DuBois Construction		Deviation	Salvas, Inc.		Deviation	J Hutchins		Deviation	
Item No.	Item Description	Unit	Estimated Quantity	Unit Price	Amount	Unit Price	Total		Unit Price	Total		Unit Price	Total		Unit Price	Total		Avg Unit Price
203.25	Channel Excavation of Earth	CY	50	$20	$1,000	$ 22.00	$ 1,100	-12%	$ 25	$ 1,250	0%	$ 36	$ 1,800	44%	$ 17	$ 850	-32%	$ 25.00
203.28	Excavation and Demolition of Surfaces and Pavements	CY	50	$25	$1,250	$ 20	$ 1,000	-25%	$ 30	$ 1,500	13%	$ 26	$ 1,300	-2%	$ 30	$ 1,500	13%	$ 26.50
204.25	Structure Excavation	CY	50	$25	$1,250	$ 20	$ 1,000	-27%	$ 30	$ 1,500	9%	$ 36	$ 1,800	31%	$ 24	$ 1,200	-13%	$ 27.50
204.25	Structure Excavation (Modified - Subsurface Exploration)	CY	10	$50	$500	$ 30	$ 300	-20%	$ 30	$ 300	-20%	$ 40	$ 400	7%	$ 50	$ 500	33%	$ 37.50
204.25	Structure Excavation (Modified - 12" CMP Culvert)	LF	43	$15	$645	$ 15	$ 645	-41%	$ 30	$ 1,290	17%	$ 33	$ 1,398	27%	$ 25	$ 1,075	-2%	$ 25.63
204.25	Structure Excavation (Modified - 36" CMP Culvert)	LF	74	$20	$1,480	$ 25	$ 1,850	-13%	$ 30	$ 2,220	4%	$ 35	$ 2,590	22%	$ 25	$ 1,850	-13%	$ 28.75
301.26	Sub-base of Crushed Gravel	CY	160	$50	$8,000	$ 35	$ 5,600	-8%	$ 30	$ 4,800	-21%	$ 53	$ 8,480	39%	$ 34	$ 5,440	-11%	$ 38.00
406.25	Bit. Conc. Pavement - Rt 302	Ton	13	$180	$2,340	$ 200	$ 2,600	-2%	$ 270	$ 3,510	33%	$ 210	$ 2,730	3%	$ 135	$ 1,755	-34%	$ 203.75
406.25	Bit. Conc. Pavement - Parking Lot	Ton	37	$140	$5,180	$ 200	$ 7,400	-12%	$ 270	$ 9,990	19%	$ 300	$ 11,100	33%	$ 135	$ 4,995	-40%	$ 226.25
529.26	Removal of Concrete or Masonry	SY	27	$50	$1,350	$ 35	$ 945	-52%	$ 30	$ 810	-58%	$ 54	$ 1,458	-25%	$ 170	$ 4,590	135%	$ 72.25
541.25	Concrete, Class B	CY	15	$900	$13,500	$ 600	$ 9,000	-3%	$ 600	$ 9,000	-3%	$ 750	$ 11,250	21%	$ 525	$ 7,875	-15%	$ 618.75
601.0910	(15") Culverts & Storm Drains	LF	38	$60	$2,280	$ 30	$ 1,290	-50%	$ 100	$ 4,300	65%	$ 67	$ 2,881	11%	$ 45	$ 1,935	-26%	$ 60.50
601.0935	36" Culverts & Storm Drains (Modified 48" Dia)	LF	61	$140	$8,540	$ 200	$ 12,200	-14%	$ 300	$ 18,300	30%	$ 252	$ 15,372	9%	$ 173	$ 10,553	-25%	$ 231.25
604.25	Precast Reinforced Concrete Catch Basin with Cast Iron Grate (Modified - 5' x 5')	EA	1	$5,500	$5,500	$ 6,000	$ 6,000	7%	$ 7,000	$ 7,000	25%	$ 4,525	$ 4,525	-19%	$ 4,950	$ 4,950	-12%	$ 5,618.75
604.25	Precast Reinforced Concrete Catch Basin with Cast Iron Grate	EA	1	$3,500	$3,500	$ 2,000	$ 2,000	-11%	$ 2,500	$ 2,500	11%	$ 2,175	$ 2,175	-4%	$ 2,350	$ 2,350	4%	$ 2,256.25
613.11	Stone Fill, Type II	CY	40	$40	$1,600	$ 40	$ 1,600	-9%	$ 50	$ 2,000	14%	$ 48	$ 1,920	9%	$ 38	$ 1,520	-14%	$ 44.00
622.10	Insulation Board	MFBM	0.5	$300	$150	$ 1,000	$ 500	45%	$ 850	$ 425	24%	$ 770	$ 385	12%	$ 130	$ 65	-81%	$ 687.50
630.10	Uniformed Traffic Officers (Night-time	HR	40	$45	$1,800	$ 1	$ 40	-98%	$ 70	$ 2,800	30%	$ 55	$ 2,200	2%	$ 90	$ 3,600	67%	$ 54.00
630.15	Uniformed Flaggers	HR	112	$30	$3,360	$ 25	$ 2,800	-29%	$ 55	$ 6,160	57%	$ 28	$ 3,136	-20%	$ 32	$ 3,584	-9%	$ 35.00
635.11	Mobilization & Demobilzation	LS	1	$7,100	$7,100	$ 6,000	$ 6,000	-38%	$ 6,000	$ 6,000	-38%	$ 11,851	$ 11,851	22%	$ 15,000	$ 15,000	54%	$ 9,712.63
641.17	Portable Changeable Message Sign-Rental per Day	EA	40	$45	$1,800	$ 80	$ 3,200	33%	$ 80	$ 3,200	33%	$ 35	$ 1,400	-42%	$ 45	$ 1,800	-25%	$ 60.00
900.615	Erosion Prevention and Sediment Control-All Inclusive	LS	1	$7,500	$7,500	$ 1,000	$ 1,000	-65%	$ 6,000	$ 6,000	112%	$ 1,800	$ 1,800	-36%	$ 2,500	$ 2,500	-12%	$ 2,825.00
904.0	Traffic Control-All inclusive	LS	1	$8,000	$8,000	$ 5,729	$ 5,729	-32%	$ 15,000	$ 15,000	79%	$ 3,800	$ 3,800	-55%	$ 8,950	$ 8,950	7%	$ 8,369.75
				Subtotal	$87,625	$ -	$ 73,799	-20%	$ -	$ 109,855	19%	$ -	$ 95,750	4%	$ -	$ 88,437	-4%	$ 91,960.25

VERMONT LEAGUE OF CITIES & TOWNS

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TO: Vermont Selectboards and City Councils

FROM: Hunter Rieseberg, President VLCT Board of Directors

RE: Voting Delegates at the VLCT Annual Business Meeting

As part of TOWN FAIR, the Vermont League of Cities and Towns will hold its annual business meeting at the Robert E. Miller Expo Center, the Champlain Valley Fairgrounds, Expo North A starting at approximately 2:15 p.m. (or at the conclusion of the luncheon and awards program), Thursday, October 4, 2012.

To assure that all VLCT-member cities and towns are properly represented and able to participate in the development of the 2013 Vermont Municipal Policy (the Legislative Platform of the Vermont League of Cities and Towns) and the election of League officers, we are asking you as your municipality's legislative body to designate **one** official from your town as a **VOTING DELEGATE** for the meeting. This designation will assure that each town is heard from and gets only one vote.

Your assistance in informing us of your decision prior to the meeting by completing and returning the enclosed form will expedite this. However, designations can be made on the date of **TOWN FAIR** at the VLCT Information Booth.

Designated delegates can pick up their credentials card at the VLCT Information Booth in the Killington Grand Hotel.

ONLY DELEGATES WILL BE ALLOWED TO VOTE AT THE ANNUAL BUSINESS MEETING!

Please note that this is not a Town Fair registration form. Those who wish to partake of the rest of the day's activities (workshops, trade show and lunch) should also complete and return a Town Fair registration form with payment or register on-line. If you plan to attend only the annual meeting, please check the appropriate box on the attached voting delegate form.

August 2012

Enclosure

Sponsor of:

VLCT Health Trust, Inc.

VLCT Municipal Assistance Center

VLCT Property and Casualty Intermunicipal Fund, Inc.

VLCT Unemployment Insurance Trust, Inc.

VLCT ANNUAL BUSINESS MEETING
2:15 p.m. - 4:30 p.m.

Thursday, October 4, 2012

Robert E. Miller Expo Center
Champlain Valley Fairgrounds
Essex Junction, VT

DELEGATE DESIGNATION FORM

We, the Selectboard/City Council of _____,
(City/Town)

designate the following individual as the voting delegate for our city/ town at the 2012 Annual Business Meeting:

_____ _____
(Name, please print) **(Position)**

We understand that the above individual will represent the city/town as a voting member of the VLCT membership.

Signed,

_____
(Chairperson)

_____
(Date)

Please complete and return* by Friday, September 14th, to VLCT, 89 Main Street, Suite 4, Montpelier, Vermont 05602. If you prefer, you may fax it to us at (802) 229-2211 or bring it with you to TOWN FAIR.

***Please note that this is not a Town Fair registration form. Visit our website to download a copy of the attendee registration form or to register on-line www.vlct.org/events-news-blogs/event-calendar/.**

If you plan to attend only the VLCT Annual Meeting, there is no charge. Check here to signify you will *only* be attending the Annual Meeting. ☐

August 2012