



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
October 12, 2011
07:00 P.M.

- 1) Call to Order by the Mayor
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- 2) 11-246. General Business and Appearances
- 3) 11-247. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the City Council's September 28th Meeting.
 - b) Considering of awarding the Contract for the Personal Property Reappraisal.
 - 1) Two bids/proposals were received: Patriot Properties, Inc. of Lynn, Massachusetts, in the amount of \$35,000 (they would charge \$1,000 per day for assistance with grievances and \$1,600 for assistance with appeals to the BCA, State Appraiser or Superior Court); and the second bidder is G&K Associates of Manchester, Connecticut, in the amount of \$67,500 (their proposal includes assistance at grievance and BCA levels with an additional \$800 per day for assistance with appeals to a State Appraiser or Court). A memo from the City's Assessor is attached with further information.
 - c) Consideration of a request from Carrie Baker Stahler, Marketing & Events Director for Onion River Sports, The Shoe Horn and Onion River Kids, for permission to close Langdon Street from 8:00 A.M. to

12:00 P.M. on Sunday, October 30th. She would like to use the street for their Annual Autumn Onion 5k Costume Race; this year it's a fundraiser for Girls Move Mountains.

- d) Receive Mid-Year Goals/Priorities Update.
- e) Consideration of Montpelier Business Association's request to allow free parking for the holidays in the downtown area beginning December 11th (actually a Sunday but makes it an even 2 weeks) through December 24th. They understand that vehicles parked for more than two hours may be ticketed.
- f) Consideration of accepting the proposal from Tech Group of Vermont/IODynamic's proposal for upgrading the City's data backup and archive system for a not-to-exceed price of \$16,790. This will enable the City to have a reliable, secure data retention system that can accommodate the City's rapidly expanding data structure. The funding for this equipment purchase will be provided by the Technology Equipment Reserve Fund.
- g) Acting as the Liquor Control Commission, City Council Members may now consider the following:
 - 1) Ratification of a poll vote taken for the issuance of a Catering Permit to Yebba, Inc., d/b/a The Abbey Pub and Restaurant, for a Vermont Arts Council Reception scheduled to be held on Friday, October 7th, from 3:00 to 7:00 P.M. at 136 State Street.
 - 2) Ratification of a poll vote taken for an amendment to a Festival Permit issued to Hunger Mtn. Co-op in order for them to not only serve, but to "store" their wine and beer outside during their 3-day event, October 7th - October 9th. The beverages will be wrapped in plastic and staff will be guarding it overnight.
 - 3) Application for a Catering Permit from Hyzer Industries, Inc., d/b/a Three Penny Taproom, for a Flood Relief Concert scheduled to be held on Friday, October 28th, from 7:00 to 11:00 P.M. at the Vermont College Gym.
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on Saturday, October 29th, from 7:00 to 11:00 P.M. at Lost Nation Theater.

- h) Approval of Payroll and Bills
- d) Receive Mid-Year Goals/Priorities Update.
- 4) 11-248. "SETTING OF TIMES" by City Council for agenda items.
- 5) 11-249. Appointment to the Montpelier Housing Authority Board.
 - a) Each year, one board member's term expires in October; this year, it is Paul Audy's.
 - b) Staff advertised and as of the deadline, had only received a request for reappointment from Paul.
 - c) Recommendation: Reappoint Paul Audy to another 5-year term.
- 7) 11-251. Appointments of Youth Member(s) to Montpelier's Conservation Commission.
 - a) On December 3rd, 2008, Council adopted an Amendment Resolution to create the Montpelier Conservation Commission which would create two (2) youth (age 15-18) members to the Commission for renewable one-year terms.
 - b) Staff advertised and received a letter of interest from Montpelier High School student Meghan Hoyne Wingate; the Conservation Commission Chair said that they would consider other students at future dates.
 - c) Recommendation: Appoint Meghan Hoyne Wingate as a Youth Member to Montpelier's Conservation Commission for a one-year term.
- 6) 11-250. Appointments to Montpelier Planning Commission.
 - a) Staff advertised to fill the unexpired term of Dave Borgendale. Since that time, it was discovered that two other terms had recently expired: Jon

Anderson's and Tina Ruth's.

- b) As a result of the ad, staff received letters of interest/resumés from Eileen Simpson, 55 Cityside Drive - #20 and Nolan Langwell, 14 Hubbard Park Drive.
 - c) Jon Anderson and Tina Ruth have both indicated that they would like to be reappointed.
 - d) Recommendation Opportunity to meet new applicants; possible Executive Session in accordance with Title I, §313, Executive Sessions, (3) The appointment or employment or evaluation of a public officer or employee; reappoint Jon and Tina to another 2-year term; appointment to fill Dave Borgendale's unexpired 2-year term until August, 2012.
- 8) 11-252. Consideration of authorizing the City Manager to award a contract for Final Design Services for the Central Heat Distribution System.
- a) The City of Montpelier was awarded a U. S. Department of Energy cost-sharing grant and is developing a District Heating System Project for downtown Montpelier in cooperation with the State of Vermont.
 - b) The State of Vermont is developing the heat plant, and the City is developing a heat distribution system to serve certain City and School buildings in the initial phase of the project.
 - c) The City has developed preliminary information on the distribution system. To advance the project, services are needed for final design and the development of the bid specification for system construction.
 - d) An RFP for Final Design Services was developed and issued. Seven proposals were received in response to the RFP. A Review Team of representatives from the Montpelier Advisory Committee, The City/School Coordinating Committee, BGS, City and School staff and technical support experts reviewed and ranked all seven: the top three proposers were interviewed.
 - e) Recommendation: The recommendation of the Review Team is to authorize the City Manager to negotiate a contract for Final Design Services with Hallam-ICS.

- 8) 11-252. Consideration of authorizing the City Manager to award a contract for Final Design Services for the Central Heat Distribution System.
- 9) 11-253. Continued discussion, and possible adoption, of the proposed Capital Improvement Plan Policy (presented at the September 28th Council Meeting); and direction to staff regarding the FY13 Operating, CIP and Equipment Plan Budgets.
 - a) The City's Finance Director has provided a memo entitled Background Information for FY 13 Budget Work and a FY 13 Budget Schedule.
 - b) Recommendation: Further discussion; adoption of the proposed Capital Improvement Plan Policy (with or without further amendments); and direction to staff re: the FY 13 Operating, CIP and Equipment Plan Budgets.
- 10) 11-254. Continued review of MATRIX recommendations.
 - a) As a result of the Final "Management Assessment" Report from the MATRIX Consulting Group, various departments began implementing, or at least working on, the recommendations outlined in this report.
 - b) The City Council began receiving reports/updates from department heads at their August 10th meeting.
 - c) To date, Council has heard from the Fire Chief, Police Chief, Assessor, Assistant City Manager/Tax Collector, Finance Director, City Manager, Clerk-Treasurer, Cemetery Superintendent, and the Planning Director. This evening, they will hear from the Public Works Director, the Community Justice Center Director, and the Parks Director.
 - d) Recommendation: Receive reports; discussion.
- 11) 11-255. Consideration of a Report: Storm Water Management for Montpelier Building Owners.
 - a) This report was compiled by Ken Russell, Interim Community Development Specialist, with helpful input from a couple of City Council Members and several City employees; technical content was reviewed by

the City's Public Works Director and Building Inspector.

- b) An excerpt from the report reads: "In the wake of the two extreme water events this year, public awareness of flooding and contamination issues are at a peak. It is a good teachable moment for helping the general public and building owners to understand better the connection between sewer upgrades and water quality as a whole, and to rally efforts to make necessary changes."
 - c) Recommendation: Review and discuss the report; approve, with or without any further amendments; and provide staff with suggestions regarding distribution of this information.
- 12) 11-256. Update from "Good Governance" Committee regarding the 2010 CENSUS DATA AS IT RELATES TO MONTPELIER'S THREE VOTING DISTRICTS.
- a) The Mission Statement for this Committee reads: "To ascertain whether or not the population of Montpelier's three voting districts is in compliance to achieve substantially equal weighting."
 - b) A document is attached which provides some background information; City Councilor Alan Weiss and some of the other committee members will provide this update.
 - c) Recommendation: Receive update; discussion; possible direction to the committee.
- 11) 11-255. Consideration of a Report: Storm Water Management for Montpelier Building Owners.
- 13) 11-257. Council Reports
- 14) 11-258. Mayor's Report
- 15) 11-259. Report by the City Clerk-Treasurer
- 16) 11-260. Status Reports by the City Manager

17) 11-261. Agenda Reports by the City Manager

Adjournment

Adjournment

**CITY OF MONTPELIER
MONTPELIER, VERMONT**

Addendum to Agenda for Regular City Council Meeting

October 12, 2011

11-247. Consent Agenda:

- i) Consideration of a request from Ed DuFresne for a Variance of the City's Noise Ordinance for a benefit show that he and Alia from Positive Pie are organizing at the Vermont College Gymnasium on October 28th. They are expecting this to be large event as it benefits small farmers affected by the flood; Rural Vermont and others are on board. Three Penney Taproom has already applied for the Catering Permit.
- j) As the Liquor Control Commission ...
 - 1) Ratification of the issuance of a Special Event Permit to Eden Ice Cider Company, Inc. & Artisanal Cellars, LLC for a ***"Beaming Bioneers Conference Reception"*** scheduled to be held on Friday, October 14th, from 5:00 to 7:00 P.M. in the first floor retail area at 43 State Street.

Sandy Pitonyak

From: William Fraser
Sent: Friday, October 07, 2011 4:40 PM
To: Ed DuFresne
Cc: Sandy Pitonyak
Subject: Re: add-on for council meeting...

On Oct 7, 2011, at 4:26 PM, "Ed DuFresne" <edified3@gmail.com> wrote:

Bill,

Just talked to Sandy, and she informed me that I have to request an add-on to be on the agenda Wed, Oct 12 to present and hopefully get approval for a benefit show that myself and Alia from Pos Pie are organizing at the Vermont College Gymnasium on Oct. 28. Three Penny has already applied for the catering permits. We need to get approval for the noise variance and the event itself. We are expecting it to be a large event as it benefits our small farmers affected by the flood, and Rural Vermont and others are on board. This has just come together in the last week or so, but I did not realize that the council meets this week and not next.

So, can we get on the agenda - we've done this movie before, but I know we have to make sure we have all our ducks in a row, and waiting until 10/26 would be too late.

--

Best,
Ed DuFresne
edified presents
edified4@gmail.com
edified3@gmail.com

STATE OF VERMONT
DEPARTMENT OF LIQUOR CONTROL
13 Green Mountain Drive
Montpelier, VT 05602

APPLICATION FOR SPECIAL EVENT PERMIT

Fee: \$25.00

Check payable to Vermont Department of Liquor Control must accompany this application

Licensee name EDEN ICE CIDER COMPANY, INC. & ARTISANAL CELLARS, LLC

d/b/a _____

Address: 1023 Sanderson Hill Road

Town/City: West Charleston Zip 05872

Manufacturer's License No: 6519-001-MANU-01 Email: leger@edenicecider.com

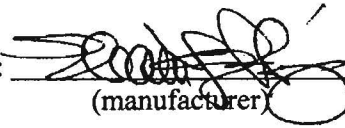
1. Describe the special event: Beaming Bioneers Conference Reception

2. Location (specify defined area, include address of event): _____

First floor retail area at 43 State Street, Montpelier VT

3. Date of event: Friday, Oct. 14th, 2011

4. Hours of operation: Beginning 5:00PM Ending 7:00PM

Signed:  Date Oct. 7th, 2011
(manufacturer)

(circle one) **APPROVED**

DISAPPROVED

Town/City Clerk signature

Town/City

Date

Vermont Liquor Control Board: **APPROVED**

DISAPPROVED

(authorized agent)

(date)

Sandy Pitonyak

From: Sandy Pitonyak
Sent: Friday, October 07, 2011 3:02 PM
To: L-Council
Cc: Charlotte L. Hoyt
Subject: Application for Special Event Permit

Eden Ice Cider Company, Inc. & Artisanal Cellars, LLC, is requesting a Special Event Permit for a *Beaming Bioneers Conference Reception* to be held on Friday, October 14th, from 5:00 to 7:00 P.M. on the first floor retail area at 43 State Street.

Sandy Pitonyak

From: Tom Golonka [tomgolonka@comcast.net]
Sent: Friday, October 07, 2011 3:14 PM
To: Sandy Pitonyak; L-Council
Cc: Charlotte L. Hoyt
Subject: Re: Application for Special Event Permit

OK with me.

From: Angela Timpone [angelatimpone@gmail.com]
Sent: Friday, October 07, 2011 3:24 PM
To: Tom Golonka-Comcast
Cc: Charlotte L. Hoyt; Sandy Pitonyak; L-Council
Subject: Re: Application for Special Event Permit

Fine with me. Angela

From: Timothy Andrew Hooper
Sent: Friday, October 07, 2011 3:38 PM
To: Angela Timpone - GMail
Cc: Tom Golonka-Comcast; Charlotte L. Hoyt; Sandy Pitonyak; L-Council
Subject: Re: Application for Special Event Permit

Surely.

From: Sarah Jarvis [sarahvermont@yahoo.com]
Sent: Friday, October 07, 2011 6:54 PM
To: Sandy Pitonyak
Cc: L-Council; Charlotte L. Hoyt
Subject: Re: Application for Special Event Permit

I approve.
~ Sarah

2010 CENSUS DATA
AS RELATED TO
MONTPELIER'S THREE VOTING DISTRICTS
12 OCTOBER 2011

MISSION STATEMENT: To ascertain whether or not the population of Montpelier's three voting districts is in compliance to achieve substantially equal weighting.

CITY CHARTER TITLE II. CITY VOTING DISTRICTS:

The city council is empowered to designate or eliminate the boundaries of voting districts. The city council may changes from time to time in the number and boundaries of the districts as it may deem proper, having regard, so far as practicable and convenient, to an equal division of population among them. Such changes shall not be made more frequently than once in five years. Such districts shall be defined by ordinance. Such changes shall be approved by the legal voters of the city at an annual or special meeting of the city and shall become effective immediately upon approval.

WORKING COMMITTEE:

Clancy DeSmet, Steve Hingtgen, Andy Hooper,
Eric Scharnberg and Alan Weiss.

DATA: City population 2000=8035; 2010=7855.
District Population 2010. 1=2460.2=2661. 3. = 2734

NOTES: 2618 is the ideal number when three districts are used.
coefficient of discrepancy 10%.

page two. 2010 census data continued

INTERVENING STEPS

Working committee members continue to collect and analyze data. They will produce one or more maps depicting:
population by district
voters over age 18 by district
housing units by district.

COUNCIL MEETING WEDNESDAY, 12 OCTOBER 2011 SEQUENCE

- A. Distribution of materials
- B. Information sharing
- C. Discussion
- D. Recommendations, if any, to the working committee.



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Montpelier City Council
2011-2012 Priorities

Priority	Specific Next Steps	Who Leads?
Human and Social Well-Being: <i>Maintain and enhance the quality of life in Montpelier for the present and future generations by improving Montpelier's downtown, neighborhoods, and public services for businesses, residents, and visitors.</i>		
Review and take action on recommendations of the Senior Services Steering Committee	Receive report, make decisions on implementation	Council, Asst. City Mgr.
Complete the ADA Transition Plan and implement improvements for accessibility	Review buildings assessment, consider project recommendations	ADA Committee, City Mgr.
Make decision on Taser Use	Appoint committee. Review report. Conduct public process. Make decision.	Council, Taser Committee, Police Dept, City Mgr
Efficient Infrastructure, Services and Built Environment: <i>Maintain and enhance the City's Infrastructure and Services.</i>		
Move the Carr Lot/Transit Center Project forward	Finalize federal permits, survey, appraisals. acquire land, begin design	City Mgr., Project Mgr.
Complete District Energy System assessment and make final decision	Warn Bond vote if state approves funds	Council, City Mgr., Planning Director

Adopt a funding plan for paving/upgrading streets and sidewalks	Get funding estimates, review capital plan	Capital Projects Committee. City Mgr, DPW
Conduct an infrastructure improvement needs assessment	Convene committee	Capital Projects Committee, City Mgr, DPW
Begin development of water and sewer infrastructure funding options	Convene committee	Capital Projects Committee, City Mgr, DPW
Good Governance: Engage citizens in decision-making to insure that the city continues to provide quality infrastructure and services that are cost-effective, fiscally prudent, and sustainable.		
Address the water fund deficit	Convene committee, meet with consultant	Water Rate Committee, Finance Dept.
Keep lines of communication open so that the new zoning regulations align with the council's priorities	Meet with Planning Commission, attend zoning workshops	Council, Planning Dept.
Continue efforts through technology and good practices to make city government (and related information) as open and accessible to the public as possible.	Ongoing. Keep Council informed	City Mgr., IT staff
Review <u>policy level</u> recommendations from Matrix study, and implement as feasible and appropriate.	Receive and Review report. Separate policy issues from administrative issues. Take action on policy issues.	Council, Rev/Exp committee, City Mgr.
Adopt a policy on fund balance amount and use and debt – limits and use Conduct an assessment of assets and liabilities, and the city's debt load	Prepare data, meet with accounting professional, review other bond standards (Moody's, State etc)	Rev/Exp Committee, City Mgr., Finance Dept.

Decide whether and when to conduct a follow up National Citizen Survey.	Identify goals and timing of resurvey. Agenda item in spring.	Council, City Mgr.
Work with city's committee and board members to ensure that citizens understand the committee and board's authority and to ensure that citizens are treated fairly and respectfully	Meeting w/ committee and board chairs, Develop clear, easily understandable fact sheets re committees' and boards' authority	Council
Analyze census data and begin district reapportionment, as appropriate	Summer agenda item	Council, Planning Department
Economic Security and Wealth Creation: <i>Support and encourage responsible and safe economic growth and development for the city</i>		
Identify barriers to new housing in the city	Convene a "Housing Summit" to identify barriers and develop options for what city can do to foster new housing. Choose date for Summit	Council, Planning Department
Healthy Natural Environment: <i>Conserve and enhance the city's natural resources.</i>		
Take action to prevent ice jam flood risks and continue with flood mitigation efforts. Work with the Army Corps of Engineers and the State of Vermont to complete the flood mitigation study.	Ongoing, keep council informed	City Mgr, DPW, Project Mgr,



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

DATE: October 7, 2011
TO: Mayor and City Council
William Fraser, City Manager

FROM: Sandra J. Gallup, Finance Director
Fred Skeels, Information & Communications Systems Manager

SUBJECT: Recommendation to Upgrade our Data Backup System

Our city's data file structure is almost a thousand times larger than it was six years ago. Our current backup system was purchased in 2007 and it is struggling to meet our backup and retention needs. The latest full backup scan ended at 31 hours with almost 6 TB worth of files backed up and verified. The Police Department is creating large tamper-proof video files that require backup and retention systems. The Department of Public Works hired summer interns to scan and archive digital copies of our historical building and infrastructure plans. We expect our current data file structure to grow at least 200 percent per year.

The Finance Department's IT staff investigated options to provide for the ongoing expansion of our data retention and backup needs. Purchasing a new backup appliance and offsite recovery archive device is our next viable step. We would recommend accepting Tech Group of Vermont's proposal (low bid) for an IODynamics back appliance and offsite recovery archive device for the not-to-exceed price of \$16,790.

This equipment purchase was not part of the FY12 Technology Budget. It is our plan to use the Technology Equipment Reserve, which has a balance of \$19,858 for this upgrade.

Please see attached memo from Fred Skeels, Technology Services Manager for more information.

RECOMMENDATION

We recommend accepting Tech Group of Vermont/IODynamic's proposal for upgrading the City's data backup and archive system for a not-to-exceed price of \$16,790. This will enable the City to have a reliable, secure data retention system that can accommodate our rapidly expanding data structure. The funding for this equipment purchase will be provided by the technology equipment reserve fund.

Consent Agenda Item for City Council Meeting of October 13, 2011

The replacement/upgrade of our systems and data backup project was put out for proposals and received a total of five proposals from three separate vendors. Those presenting proposals were:

The Tech Group (South Burlington, VT)
IODynamics, Inc.(Lafayette, CO)
BestBuy Group (Minneapolis, MN)

All of the submitters have experience and current customer with the devices quoted. Two of the submissions specified the same devices. The barracuda failed the basic parameters of the quote because it specified only one device. The dollar amounts of the bid submittal are listed below:

Tech Group	Unitrends 713	\$21,930.00
Tech Group	Unitrende 812	\$18,315.00
IODynamice	Overland N-2000	\$16,790.00
BestBuy Grp	Overland N-2000	\$17,957.32
Tech Grp	Barracuda 890	\$36,215.00

I am asking the Council to “Authorize the City Manager to sign a Purchase order for the equipment specified in the IODynamics bid for \$16,790.00.

Fred Skeels – Technology Services

Summary of Review of Responses to RFP, Final Design Services Central Heating Distribution System

On July 15, 2011 the Montpelier City Council authorized the release of an RFP for Final Design Services for the central heating distribution system. A bidders meeting was held on July 22nd. One amendment was issued to the original RFP and that was to extend the date for responses. This was in direct response to comments received at the bidders meeting that if more time providers the respondents felt that could provide a higher quality response. The response date was extended by 28 days, from August 12, 2011 to September 9, 2011. In response to the RFP seven proposals were received (for listing of firms, copy of RFP and related documents see <http://www.montpelier-vt.org/page/456.html>).

A Review Team was assembled. The composition of the team included representation from the Montpelier Energy Advisory Committee, The City Council appointed City/School Coordinating Committee, a BGS representative with responsibilities to the Heat Plant, staff of the City and the Schools, and outside technical experts from the Biomass Energy Resource Center (BERC) and the National Renewable Energy Laboratory (NREL).

The seven proposals received were reviewed for responsiveness to the RFP and technical content. The seven proposals were ranked by the Review Team and the top three proposers were invited to interview (Hallam-ICS, FVB and RDA). Interviews were conducted between Friday 30 September and 4 October. The three proposers interviewed were provided with a common set of questions to respond to that was augmented with questions specific to their proposal. Written responses were required of each respondent.

The Review Team met on 4 October 2011 to consider all material gathered and identify questions that would be appropriate for reference investigation. On 5/6 October staff pursued the reference questions. The results of the reference inquiries, together with the submissions and responses to the questions were deliberated by the Review Team on 6 October 2011.

The Review Team felt that all proposals received were provided by technically sound presenters and that all had the engineering skills necessary for the work at hand. In selected one proposal for recommendation, the consensus of the Review Team was that the proposal by the Hallam-ICS ranked best for the following reasons:

- Includes a review of the basis of design for the pipe route, providing a strong peer review of the work to date
- Presented a strong understanding of customer development, operations and training
- Provides strong community connection and integration.
- Provides a very strong local participation
- Provides extensive local and State experience with permitting
- Provides for two commissioning and testing efforts, because of the misalignment of construction
- Provides a strong understanding of the development schedule with options that make sense



City of Montpelier, Vermont

"The Smallest Capital City in the United States"

Mayor Mary S. Hooper

City Council:

T. Andrew Hooper, President
Tom Golonka, Vice President
Nancy Sherman
Sarah Jarvis
Angela Timpone
Alan H. Weiss, Parliamentarian

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

Beverlee Pembroke Hill,
Assistant City Manager
bhill@montpelier-vt.org

CITY OF MONTPELIER

RECRUITMENT OF YOUTH TO SERVE AS EX-OFFICIO MEMBERS ON THE CITY'S PLANNING AND CONSERVATION COMMISSIONS

The Montpelier City Council is seeking youth interested in filling regular positions on the City's Planning and Conservation Commissions. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, on or by noon on Thursday, September 22nd. The City Council will make these appointments at their Wednesday, September 28th meeting; applicants are encouraged to attend the meeting. All meeting rooms and facilities in City Hall are handicapped accessible. Further information may also be obtained by contacting the Planning and Development Office at 223-9506.

William J. Fraser
City Manager



MONTPELIER HIGH SCHOOL



5 High School Drive
Montpelier, Vermont 05602
Office: 225-8000
Guidance: 225-8050
Fax: 223-9227

Dear Mr. Fraser,

My name is Meghan Hoyne Wingate, and I am a junior at Montpelier High School. I am very interested in being a student representative on the Conservation Commission. Previously, I was a youth representative on the Planning Commission. I enjoyed my time on the commission, and the knowledge I gained from the experience was extensive. I hope to further my understanding on community issues and the role of different commissions in local government.

I am very interested in learning more about government and maintaining the environment of our community. I try to be an active member of my school and town community, from being a class representative on the student council to reading to an elderly woman who is legally blind. I love being involved, and, beginning my sophomore year, I became a student representative for the School Culture and Leadership Committee in the accreditation process of my high school. Since my freshman year of high school, I have also done a community based learning at the Secretary of State's office in their Civic Education and Voter Outreach department. I have learned about the importance of educating the youth of Vermont, as well as gaining independence and self-assurance. I am also part of the earth group at Montpelier High School, composting every week and supporting environmental projects in our school.

I would love to have the opportunity to bring what I have learned from these experiences to the Conservation Commission and learn more about important issues facing our community. Thank you for your time and consideration.

Sincerely,
Meghan Hoyne Wingate



DATE: September 28, 2011

TO: Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: **BACKGROUND INFORMATION FOR FY 13
BUDGET WORK**

INTRODUCTION

Montpelier citizens have supported our budgets strongly at the ballot box in the past. For the last five years we have received high voter support for the General Fund Budget. The five year average is 75%.

YEAR	VOTER APPROVAL
★ FY 12	75%
★ FY 11	73%
★ FY 10	74%
★ FY 09	77%
★ FY 08	77%

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

	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY09</u>	<u>FY08</u>	<u>AVERAGE</u>
Property Tax Increases (Municipal)	1.4%	*.8%	2.9%	6.3%	3.5%	3 %
Consumer Price Index (Aug 11-Aug10)	3.8%	.3%	1.5%	5.4%	2.0%	2.6%
City Employee Cost of Living Adj.	0-3.5%	1.5-3.5%	3 %	2.75%	3.25%	2.5%
Unemployment Rate	4.1%	5.3%	6.0%	3.4%	2.9%	4.3%

Note: Every 1% increase in the tax rate adds .9 cents to the current tax rate and raises an a additional \$75,000. A one cent increase in the tax rate raises an additional \$83,100.

INFRASTRUCTURE SUPPORT-CAPITAL IMPROVEMENT PROGRAM - NEW PLICY FOR FY13

In FY12 the Council increased the Capital Improvement Program budget from \$1,070,200 to \$1,150,000. Over the years, substantial increases in capital project costs (i.e. energy and asphalt) have reduced the benefit of this annual support. The City Council is in the process of adopting a Capital Improvement Policy to address the City's infrastructure needs.

EQUIPMENT REPLACEMENT SUPPORT

The amount allocated to equipment purchases and replacement has been substantially reduced in the last five years. The City has relied on financing to keep up with necessary equipment replacement. We now have leases on a grader, two ambulances and a bucket truck. The City Council is aware that funding levels for equipment should be restored in future years to maintain realistic replacement schedules.

TRENDS AFFECTING FY 13 OPERATING BUDGET -

REVENUE TRENDS - LIMITED OPPORTUNITIES FOR GROWTH WITH THE PRESENT TAX AND FEE SCHEDULES

Property Taxes: The Assessor believes the City's Grand List will not see any significant growth in the next year so there is not a large, built-in opportunity to bring in more tax dollars without increasing rates. It is important to note that 2010 property reappraisal did not impact the high voter approval ratio on the FY12 Budget vote.

The FY12 Budget has \$25,000 to fund a reappraisal for the City's business property tax. There may be opportunity for increase revenue with this reappraisal.

For FY 12, Montpelier has the 6th (10th highest in the previous year) municipal tax rate in the state (Barre City, Springfield, Rutland City, Windsor, Brattleboro, are higher). When the education tax rates are included in the total, Montpelier has the 5th highest residential tax rate in the state as compared to the 8th highest the previous year. Our CLA (Common Level of Appraisal) went down substantially in FY12 which caused our effective tax rates to increase. Although our effective tax rate went up, our actual tax rate (before equalization) went down 7 cents.

The amount of delinquent property taxes has not changed substantially during the last few years. On June 30, 2011, \$141,000 (about .7%) of taxes were past due. This compares to \$169,000 in the previous year. Delinquent water and sewer fees the end of FY11 totaled \$167,000 which is \$7000 higher than the level of unpaid water and sewer bills in FY10.

State PILOT: The FY 11 PILOT funds increased to \$930,223 (a \$157,000 increase). In FY 12 we are expecting \$964,912 in State PILOT funds. PILOT is 8.5% of the total General Fund Revenues.

Fees Charged for Services: Fee revenue currently totals \$603,000 and is 5.6% of General Fund Revenue. Much of this revenue is based on demand for services which can be difficult predict. Ambulance Call Charges brought in \$382,000 in FY 11 and make up 55% of the budgeted fees charged for services. The Building Permits/State Contracts Plans Review Revenue brought in \$65,600 in FY11 which is higher than \$43,000 in FY 10. We budget \$70,000 for Building Permits fees.

Grant Revenue

Montpelier has increased its grant revenue in recent years.

Fund Received:	FY10	FY11
Federal COPS & Police Grants	78,800	36,583
Federal Fire/EMS Grants	23,800	71,930
State Town Highway/Bridges Grant	25,400	297,524
State Community Justice Grants	108,800	187,305

Note: In FY11 Federal/ARRA grants funded Capital Improvement Projects of \$426,000 in the Sewer Fund. The REACH Grant totaled \$315,000. District Energy received \$248,480 in federal grant funding. Turntable Park received \$248,000 in state and federal funding.

Looking ahead to FY13, funding for the COPS Grant will end in October of 2012. After that time, the City will have to fund the 17th officer with local funds.

Alternative Revenue Sources

The City Council is considering opportunities for additional revenue sources for FY13.

EXPENSE TRENDS/CONCERNS

Consumer Price Index - The Consumer Price Index: August 2011 was 3.8% higher than August 2010.

Salaries & Wages: The Fire Union is the only union contract that is not settled for FY13. The Police Union cost of living adjustment is 1% but there are adjustments to the step schedule which increase employees' pay who are in the middle of the step schedule (6 to 10 year range). The DPW Union contract has a 1.5-3.0 % cost of living adjustment that will be determined by the CPI.

A 1% increase in salaries is \$44,000 (includes OT) for the General Fund which, with other related costs, is .64 cents on the tax rate. Note: FY12 Cost of Living Adjustments were: 1% Personnel Plan, 0% DPW Union, 3.5% Fire Union, 0% Police Union.

Health Insurance: For 2012 VLCT will discontinued offering its health insurance plans. We are currently requesting proposals from all three of the major health insurance providers. In the next few weeks, the prices will be known for our employee health insurance program. Some changes in our coverage may occur. The City's Employee Health Committee is actively participating in the exploration of our best options for 2012. We continue to offer payment in lieu of health insurance benefit which saves approximately \$60,000 annually.

Important to Remember: In January 2010, the City enrolled eligible employees in a VLCT High Deductible Insurance Plan (CIGNA HDHP 2250 Value Insurance Plan) with a \$2250/\$4500 deductible, combined with a Health Reimbursement Arrangement (HRA) \$3000/\$6000. For

FY11 the projected savings in health insurance costs was is \$200,000 and the actual saving was approximately \$220,000.

Energy Costs: The City made \$472,000 in energy conservation improvements to its facilities in FY08. The cost of these improvements will be covered by energy savings over a 10 year period. In 2011 we contracted with Right-Trak to perform a facilities needs assessment. Part of this assessment will include recommendations for additional energy savings improvement. We expect to receive their report in November.

The District Heat Project will become operational in FY13. Its impact on the general fund budget needs to be determined.

The City installed solar panels at the Wastewater Treatment Plant in the spring of 2010. It appears that approximately \$12,000 of electricity will be produced each year and will be applied to the Treatment Plant's electrical use.

Fuel costs for FY13 are difficult to predict. Todd Law will be providing that information later in the budget process

Flood Damages and Flood Mitigation: Flood events in August 2008, May 2011 and August 2011, produced substantial damage to the city's infrastructure. Although federal and state aid is available for municipal flood damages we do not receive 100% reimbursement.

The City is aggressively pursuing solutions to reduce the threat of flooding in its downtown areas. Even with substantial financial support from federal and state agencies, the local share of the cost of flood mitigation projects will be in the six figure range. FY13 will need to have funds allocated to flood mitigation projects.

REACH Grant will be ending in October 2012.

FUND BALANCE

The Council recently approved a Fund Balance Policy and will develop a plan to achieve a minimum unassigned fund balance equal to 15 % of the budgeted General Fund expenditures.

DEBT

The Council recently approved a Debt Management Policy which will help guide the decisions regarding borrowing in FY13.



**CITY OF MONTPELIER
FY 13 BUDGET SCHEDULE (JULY 1, 2012– JUNE 30, 2013)**

City Council Capital Improvements (CIP) Committee Members: Andrew Hooper, Sarah Jarvis/Mary Hooper, Angela Timpone, Jesse Moorman-Planning Commission member, Bill Fraser, Sandy Gallup, Todd Law, Tom McArdle, Phayvanh Luckhamhan

Wednesday, September 21, 2011

- ❖ **Department Head Special Meeting – FY 13 Budget Discussion – New performance measures**

Wednesday, September 28, 2011

- ❖ Letter to City Commissions, Boards, & Schools Regarding Capital Budget Process
- ❖ **Regular Council Meeting**
- ❖ **Budget Discussion – Budget Schedule and Process, Outside Agency Policy**

Friday, September 30, 2011

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

Wednesday, October 12, 2011

- ❖ **Regular Council Meeting – Council Members Policy Budget Discussion (CIP, Equipment and Operating Budgets)**
- ❖ **FY 13-FY 17 Capital Improvement Program (CIP) and Equipment Requests Due to Finance Department (Forms for Capital & Equipment Projects Must be Completed by All Departments and/or Requesting Agencies)**

Wednesday, October 19, 2011

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

Friday, October 21, 2011

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

Monday, October 24 through Friday, October 28, 2011

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

Wednesday, October 26, 2011

- ❖ ~~**First Meeting of Capital & Annual Funding Projects Committee at 5:30 PM in Council Chambers**~~
- ❖ **Regular Council Meeting – Community Dinner**

Wednesday, November 2, 2011

- ❖ ~~**Second and Final Meeting of Capital & Annual Funding Projects Committee at 5:30 PM in Council Chambers**~~

Wednesday, November 9, 2011

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

Monday, November 14, 2011

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

Wednesday, November 16 through Friday, November 18, 2011

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

Wednesday, November 16, 2011 (Moved from November 23 due to Thanksgiving Holiday)

- ❖ **Regular Council Meeting**

Thursday, December 1, 2011

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

Monday, December 5, 2011-

- ❖ **Commence Printing City Budget In-house**

Wednesday, December 7, 2011

- ❖ **Special Council Meeting – Complete review of Operating Budgets for Department of Public Works, Capital Improvement Plan, Equipment Plan**

Wednesday, December 14, 2011 (Possible Follow Up Meeting on Monday, January 4, 2012)

- ❖ **Regular Council Meeting: Review Operating and Capital Budgets Administration, Community Justice, Cemetery, Planning , Parks, Senior Center**
- ❖ **Discuss Council's Budget and Plan for Presentation at Public Hearings**

Wednesday, December 21, 2011 (Possible Follow Up Meeting on Monday January 4, 2012)

- ❖ **Special Council Meeting – Review of Operating Budgets including Fire, Police, Parking, Inside and Outside Agencies.**

Wednesday, January 4, 2012

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

Wednesday, January 11, 2012

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

Thursday, January 26, 2012 (Statutorily Required Date – 40 days before Town Meeting)

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

Tuesday, March 6, 2012

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

Friday, April 20, 2012

- ❖ **Notify Outside Agencies of Voter Funding Approval**

Sandy Pitonyak

To: L-Council
Subject: FESTIVAL PERMIT AMENDMENT REQUEST

Charlotte has had a request from Hunger Mtn. Co-op for an amendment to their Festival Permit which you approved for their 3-day event this Friday, October 7th; Saturday, October 8th; and Sunday, October 9th. They have permission to sell beer and wine outside under a tent.

They are now asking if the beverages (wrapped in plastic) can be stored outside over the 3-day period. They have staff who will be guarding it overnight.

The Vermont Liquor Board has approved contingent upon approval from you folks.

Sandy Pitonyak

From: Tom Golonka [tomgolonka@comcast.net]
Sent: Thursday, October 06, 2011 1:20 PM
To: Sandy Pitonyak; L-Council
Subject: Re: FESTIVAL PERMIT AMENDMENT REQUEST

OK with me.
Tom

From: Angela Timpone [angelatimpone@gmail.com]
Sent: Thursday, October 06, 2011 1:27 PM
To: Tom Golonka-Comcast
Cc: Sandy Pitonyak; L-Council
Subject: Re: FESTIVAL PERMIT AMENDMENT REQUEST

Ok with me.

From: Timothy Andrew Hooper
Sent: Thursday, October 06, 2011 2:01 PM
To: Angela Timpone - GMail
Cc: Tom Golonka-Comcast; Sandy Pitonyak; L-Council
Subject: Re: FESTIVAL PERMIT AMENDMENT REQUEST

It's fine with me. I might head over and help the staff "guard" the alcohol overnight. j/k
:)

From: Sarah Jarvis [sarahvermont@yahoo.com]
Sent: Thursday, October 06, 2011 7:37 PM
To: Sandy Pitonyak
Cc: L-Council
Subject: Re: FESTIVAL PERMIT AMENDMENT REQUEST

I approve as well.
~ Sarah



CITY OF MONTPELIER, VERMONT
- THE SMALLEST CAPITAL CITY IN THE UNITED STATES -

Mayor Mary S. Hooper

City Council:

Tom Golonka
Andy Hooper
Sarah Jarvis
Nancy Sherman
Angela Timpone
Alan Weiss

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

Beverlee Pembroke Hill
Assistant City Manager
bhill@montpelier-vt.org

MEMORANDUM

To: Mayor Hooper & City Council Members
From: William Fraser, City Manager
Re: Mid-Year Goals/Priorities Update
Date: October 7, 2011

After conducting a facilitated workshop on April 6th, the City Council formally adopted its 2011-2012 priorities on April 27th. A copy of those priorities as approved is enclosed. The following is a status update on each item. Subsequent to adoption of the priority list, the city has experienced two floods. As a result, significant priority was placed upon emergency response and follow up related to those two events.

Review and take action on recommendations of the Senior Services Steering Committee:

The Committee presented its report and council chose to move forward. A new director has been hired with recruitment for a new staff assistant underway. Construction on the new senior center is in progress. The Senior Center Director has been tasked with follow up on the remaining issues in the steering committee report.

Complete the ADA Transition Plan and implement improvements for accessibility: The building assessment reports are coming in now and work is being planned for and budgeted accordingly. The ADA committee is meeting regularly with completion of the transition plan as its highest priority.

Make decision on Taser Use: Council appointed a committee to review this issue. The committee is scheduled to present their report on November 9th and the Council is planning a public hearing with the intent of making a decision on November 16th.

Move the Carr Lot/Transit Center Project forward: Surveys have been completed, some conceptual site planning has been done. Conversations with land owner regarding possible site uses have been held. Final permit approval is expected any day now which will allow for appraisals, land acquisition and design work.

Complete District Energy System assessment and make final decision: City voters passed a bond vote on June 14th. City approved MOU with state on June 8th. State has begun bid process for boilers, City has in RFP process for distribution system design. Negotiations with state for final agreements are in process.

Adopt a funding plan for paving/upgrading streets and sidewalks, Conduct an infrastructure improvement needs assessment, Begin development of water and sewer infrastructure funding options: I lumped these three priorities together. Council convened an infrastructure needs committee who compiled a summary of needed projects and equipment and related costs. Final funding plan and policy is being discussed now and will be considered in detail as part of the budget process.

Address the water fund deficit: Water rate committee has not met. Situation continues to be monitored closely.

Keep lines of communication open so that the new zoning regulations align with the council's priorities: Planning commission is meeting regularly regarding the re-zoning effort. Some council members have been attending those meetings.

Continue efforts through technology and good practices to make city government (and related information) as open and accessible to the public as possible. This has been a high priority and is constantly being evaluated for improvements. City Manager will be conducting a full review of communications systems later this year.

Review policy level recommendations from Matrix study, and implement as feasible and appropriate: Council has been meeting with every department to review the Matrix recommendations. Many recommendation have already been implemented or are in the process of being implemented. Larger changes will be included in the budget process.

Adopt a policy on fund balance amount and use and debt – limits and use Conduct an assessment of assets and liabilities, and the city's debt load: Council convened a subcommittee to look at these issues. Committee prepared recommended policies which were adopted by the Council on September 28th.

Decide whether and when to conduct a follow up National Citizen Survey: Council decided on May 25th not to conduct the Survey this year but to plan for doing the project in 2012.

Work with city's committee and board members to ensure that citizens understand the committee and board's authority and to ensure that citizens are treated fairly and respectfully: These meetings have not been held.

Analyze census data and begin district reapportionment, as appropriate: A committee was formed to look at this issue with report expected for the October 12th council meeting.

Identify barriers to new housing in the city: Committee was formed to look at these issues. Report is expected for the November 9th meeting.

Take action to prevent ice jam flood risks and continue with flood mitigation efforts. Work with the Army Corps of Engineers and the State of Vermont to complete the flood mitigation study.: Army Corps study is in full swing. Bids have been awarded for the wastewater outflow project. Debris on Bailey Avenue Bridge to be removed next week.



Montpelier Alive

• ENRICHING A VIBRANT DOWNTOWN •

Friday, October 7, 2011

To: Montpelier City Council

BOARD OF DIRECTORS

Shawn Bryan, President
Community Member

Linn Syz, Past President
Vermont River Conservancy

Rob Hitzig, Vice-President
The Lazy Pear Gallery

Claire Benedict, Secretary
Bear Pond Books

Peter Ricker, Treasurer
Denis, Ricker & Brown Insurance

Jon Anderson
Burak, Anderson & Melloni

Justin Bourgeois
Community National Bank

Pinky Clark
Delish and Thinkin' Pink

Gregg Gossens
Gossens Bachman Architects

Greg Guyette
Monarch Industries

Sarah Jarvis
City Council Member

Bill Kaplan
Vermont College of Fine Arts

Dear Council Members,

The Montpelier Business Association is working hard to plan our upcoming holiday season, implementing some of the traditional activities like tree lighting, hay wagon rides, and a window decorating contest. We're hoping to institute a weekly raffle into the mix this year as well.

We'd like to request lifting parking fees for the holidays in Downtown Montpelier between December 11th through December 24th, as has been offered in years past, with the understanding that vehicles parked for more than two hours may be ticketed.

Thank you for your consideration and support of our Downtown. We're looking forward to an upbeat end of year.

Best,

Phayvanh Luekhamhan
Executive Director

39 Main Street
Montpelier, VT 05602
director@montpelieralive.org
(802) 223-9604
www.MontpelierAlive.org

Montpelier Alive's Vision:
Montpelier is a vibrant community
center with a thriving downtown and
unique sense of place.



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Alan H. Weiss, Parliamentarian

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

Beverlee Pembroke Hill,
Assistant City Manager
bhill@montpelier-vt.org

September 15, 2011

The Times-Argus

Please insert the following ad with other Montpelier notices on: Monday, September 19th
Thursday, September 29th

MONTPELIER HOUSING AUTHORITY VACANCY

The Montpelier City Council is seeking applicants interested in filling an expired term on the Montpelier Housing Authority Board; said 5-year term to expire in October, 2016. Interested citizens should submit a letter of interest and/or resume to the Office of the City Manager, City Hall - 39 Main Street, (or by e-mail to: spitonyak@montpelier-vt.org) as soon as possible and no later than noon on Thursday, October 6th. The City Council will make this appointment at their October 12th regularly scheduled meeting; applicants are encouraged to attend. All meeting rooms and facilities are handicapped accessible.

William J. Fraser
City Manager

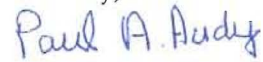
sjp

September 20, 2011

Dear Mayor and Members of the City Council:

I would like to continue to serve my community as a Board Member to the Montpelier Housing Authority.

Sincerely,

A handwritten signature in blue ink that reads "Paul A. Audy". The signature is written in a cursive, slightly stylized font.

Paul A. Audy



*From the Office of the
City Assessor . . .*

To: William Fraser, City Manager
From: Stephen Twombly, Assessor
Date: October 6, 2011
Subject: Personal Property Reappraisal Bids

We have received two bids/proposals in response to our RFP for a reappraisal of all taxable Personal Property in Montpelier.

The low bidder is Patriot Properties, Inc. of Lynn, Massachusetts, at \$35,000. They are the provider of our CAMA software, AssessPro. AssessPro has a Personal Property module available which would be utilized. They would charge \$1,000 per day for assistance with grievances and \$1,600 per day for assistance with appeals to the BCA, State Appraiser or Superior Court.

The other bidder is G&K Associates of Manchester, Connecticut, at \$67,500. This is a small firm and, based on their proposal, would provide a more meticulous finished product and superior interaction with taxpayers. Due to their workload, they would need two years to complete the project. Their proposal includes assistance at grievance and BCA levels with an additional \$800 per day for assistance with appeals to a State Appraiser or Court. G&K would prefer to sell us their own proprietary software for \$5,000, but would also be willing to use AssessPro.

Adding the Personal Property module to our AssessPro software will cost \$2500 with an annual subscription/maintenance cost of \$700 per year starting July 1, 2012.

These are the two firms I contacted about a year ago to get estimates for our budget for this project. At that time, both gave estimates of \$25,000, plus software.

ST
cc: Sandy Gallup



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Sarah Jarvis
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Alan H. Weiss, Parliamentarian

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

Beverlee Pembroke Hill,
Assistant City Manager
bhill@montpelier-vt.org

September 22, 2011

The Times-Argus
Att: Classifieds

Please insert the following with City of Montpelier notices on Monday, September 26th; and Thursday, September 29th:

CITY OF MONTPELIER

Planning Commission Vacancy

The Montpelier City Council is seeking individuals interested in filling an unexpired 2-year term on the Montpelier Planning Commission; said term will expire in August, 2012. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier (or sent by e-mail to spitonyak@montpelier-vt.org) on or by Thursday, October 6th. The City Council will make this appointment at their **October 12th** meeting; applicants are encouraged to attend. All meeting rooms and facilities in City Hall are handicapped accessible. Further information may also be obtained by contacting the Planning and Development Office at 223-9506.

William J. Fraser
City Manager

From: **Borgendale, David** <dlb@inntopia.com>

Date: Fri, Sep 16, 2011 at 9:44 AM

Subject: Resignation

To: "mayor@montpelier-vt.org" <mayor@montpelier-vt.org>

Cc: "wfraser@montpelier-vt.org" <wfraser@montpelier-vt.org>, Gwendolyn Hallsmith
<ghallsmith@montpelier-vt.org>, "moorman.jl@gmail.com" <moorman.jl@gmail.com>

Mayor Hooper,

I am submitting my resignation as a Montpelier Planning Commission member. While I will continue to maintain a residence in Montpelier for some time, I will be spending the majority of my time in Germany so I cannot realistically fulfill my responsibilities on the Planning Commission. I do this with considerable regret. The Commission's current work on the new zoning bylaw is an exciting opportunity for the city. I would have loved to be able to be a part and make a contribution, no matter how small.

I am most grateful for the opportunities to serve the community I have had during my years on the Planning Commission. Thank you.

Sincerely,

David Borgendale

***7 Baird Street, Apt. 5
Montpelier, VT 05602
802.225.1319***

Sandy Pitonyak

From: Clancy DeSmet
Sent: Wednesday, September 21, 2011 8:09 AM
To: Gwendolyn Hallsmith
Cc: William Fraser; Sandy Pitonyak; Audra Brown
Subject: FW: Planning Commission Vacancy
Attachments: E Simpson Vermont.doc

FYI

From: Eileen Simpson [<mailto:greenmtn95@gmail.com>]
Sent: Tuesday, September 20, 2011 8:47 PM
To: Clancy DeSmet
Subject: Planning Commission Vacancy

Dear Mr. DeSmet,

I understand that a vacancy has arisen on the Montpelier Planning Commission and I would like to apply to fill it.

I have owned property in Montpelier since 2004 and am a full time resident of the City. I have no financial or professional stake in any matters that are likely to arise before the Board and I am experienced in listening to a variety of views, forming policies through inclusive consultation, and drafting clear guidance. I have a keen interest in real estate, development, affordable housing, and historic preservation issues and I studied land use in the context of Oregon policy and law (my former state of residence). I am familiar with modern zoning concepts and have followed the City's recent changes to the Planning Commission and creation of the DRB. I believe these actions were wise. I am available to attend the normal meeting times and I believe my knowledge and experience would benefit the Commission and the residents of Montpelier. My resume is included with this message.

Sincerely,
Eileen Simpson
802-249-9228

EILEEN SIMPSON

Grant Writing and Administration, Project Design and Administration, Subject-Matter Expert

Education	MS International Relations , University of Cambridge, Cambridge, England. 2004. Oxford University, Oxford, England. Juris Doctorate , University of Oregon, Oregon, USA. BA Political Science with Distinction , Washington State University, Washington. Continuing Education Courses: Labor and Employment Law, Real Estate Issues Graduate Courses: International Human Rights, Comparative Criminal Procedure, 1999.
Years of Experience	10+ Years
Citizenship	United States
Languages	English, Farsi (spoken only), Bangla, some Albanian, some Indonesian
Countries of Work Experience	United States, Macedonia, Kosovo, Afghanistan, Indonesia, Bangladesh

Professional Summary

Ms. Simpson has been a resident of Vermont since 2004. She is a former attorney and senior development specialist with extensive domestic and international experience and is comfortable working at all levels of responsibility in government and business organizations. She is an experienced grant writer, administrator, and reporter. Domestically, she led organizational assessments and programmatic redesigns, was a senior prosecutor, senior public defender, a legal division branch manager for a quasi-public insurance company, and community organizer. She was a member of the American Society of Public Administrators. Internationally, she has over 10 years experience in developing and leading community-based programs in anti-corruption, public access to justice, and legal reform. Her broad technical knowledge includes institutional strengthening in the civil (continental) administrative system, rule of law, and anti-corruption as well as institutional assessment, formal and informal legal system assessment, and graduate level training in Shari'a. Ms. Simpson has a Top Secret clearance and is a member of the Oregon Bar.

Administrative and Technical Training

- Certificate: USG financial management and procurement regulations, Washington, DC.
- Certificates: Program Design and Grant Proposal Writing, Humber College, Canada.
- Certificates in Money Laundering and Prevention, Financial Ethics (includes terrorist financing, data security, UK and Australian legal framework), SAI International.
- Certificates in Government Accounting Office (Yellow Book) Audit standards, Fraud Prevention and Control, RIA-Thompson Tax and Accounting.
- USAID Performance Management Workshop, Macedonia (Results Frameworks & PMP).
- Certificate: Results Based Management Training, UNDP.
- Continuing Professional Education in labor and employment law, real estate and real property issues (60 hours in last 5 years).
- ODIHR Training, International Election Standards and Principles of Election Monitoring.
- BRIDGES, Introduction to Electoral Administration Module.

Selected Work Experience

Afghanistan: Justice Advisor, INL/State, January – June 2011. Provide mentoring to Afghan prosecutors and judges assigned to the Justice Center in Parwan, located adjacent to Bagram Air Base. Prepare prosecution manual for US and Afghan personnel. Assess legal framework for court complex.

Bangladesh: SSTA, Fraud and Corruption Specialist, DAI. Assist officials from the Office of Comptroller and Auditor General to develop training modules and a comprehensive training plan on ethics and investigation techniques in fraud and corruption cases, TOT programming and gender plan. Develop resource manual of essential information and sustainability plan. Make recommendations for follow-on projects.

Bangladesh: Voluntary. Prepare grant proposals for USAID and AUSAID. Review programmatic activities, local professional literature, legislation and laws related to the justice sector. Project evaluation, grant preparation and review, research and writing projects for leading NGOs in civil society and local government. Prepare gap analysis for existing projects and propose strengthened activities related to human trafficking, HIV-AIDS, improving local governance, human rights advocacy and civil society reform for leading NGOs, including RDRS and IGS (BRAC).

Consultant, ARD Inc., Bangladesh, April 2010 – June 2010. Project proposal support to USAID proposal on Strengthening Democratic Local Government in Bangladesh.

Justice Advisor, UNDP, Bangladesh 6 month contract, July 2009 – January 2010.

- In coordination with the Assistant Country Director (Governance) the Justice Adviser was responsible for providing policy advice to UNDP and government counterparts on programmatic options related to human rights, human security, justice and rule of law policies and trends particularly as relates to women and vulnerable groups.
- The Justice Adviser provided analysis for formulation of strategies and policy briefs and worked with Government counterparts to identify appropriate policy options.
- M&E: supervised the mid-term review of Access to Justice Project with Ministry of Law and advised on strategies to increase its production and relevance.

State's Attorney's Office, Washington County, Vermont, February 2009 – May 2009.

- Volunteer in state prosecutor's office. Prepare US federal grant proposal for Recovery Act funding of a \$1.4 million anti-fraud and financial crime program.

Social Safeguards and Anti-Corruption Team Leader, Infrastructure Program Management, Post-Tsunami Infrastructure Reconstruction and Rehabilitation Program (World Bank project); Aceh, Indonesia, August 2007 – October 2008

- Leadership and project management for programs and team projects related to corruption control and community input, including budgeting, prioritizing work and managing deadlines.
- Oversee Social Safeguards Field Unit to ensure women's and community input and protection of disadvantaged groups in infrastructure reconstruction project selection, site selection, and project implementation. Make program aware of community tensions and work to reduce tension.
- Hire, supervise, train, and directly manage a team of two local Anti-Corruption professionals to assist Indonesian client in implementation, management, and monitoring of a multi-disciplinary anti-

corruption work plan.

- Assist independent Anti-Corruption Bureau to prepare grant proposals, develop office protocols, improve citizen reporting mechanisms, recommend improved internal control systems, review and revise public complaints procedure and track and resolve grievances reported by communities, recommend institutional accountability/checks and balances, and reporting to increase transparency.
- Review and edit Local Government Capacity Assessment and identify ways to address women's needs and improve relative status in local government institutional performance.
- Prepared programmatic monthly reports to the World Bank for the entire project.

2007 Program: National Legal Training Center and Access to Justice Focal Point. International Development Law Organization (IDLO), Kabul, Afghanistan, May 2006 – April 2007.

- Project lead: continue working with senior officials to create the National Legal Training Center (an inter-ministerial education and training institution for five Ministries) as a sustainable institution by developing its legal foundation, governing charter, management plan, usage plan, and building the capacity of its management team.
- Access to justice focal point: as member of UNAMA Working Group on legal aid and access to justice participate in developing strategies. Prepared workplans, goals and objectives and measurable indicators of success.
- Assess informal dispute resolution in Afghanistan and recommend integration into legal aid plan.
- Ensure consideration of the needs of women in legal aid delivery and reduce access barriers.

2006 Program: Prosecution Program Manager and NLTC Focal Point.

- Head of prosecution component with responsibility for supervising 4 international and 8 local staff; for preparing comprehensive criminal justice curricula in collaboration with Attorney General's Office, publication of course materials for 25 subjects plus seminars on financial crime and money laundering. Implemented training program for 275 provincial prosecutors;
- Build the capacity of the Attorney General's Office Cadre to provide post-graduate and continuing education courses for staff, including curriculum development and program management.
- Supervision and staff development of the translation unit and build capacity of a total of 21 local staff in conflict and post-conflict conditions.
- Secretary of the Afghan National Development Strategy Working Group responsible for overall development of professional education and training.
- Prepare comprehensive training proposals for the Afghan Independent Administration of Anti-Corruption and Bribery Department.

Legal Education and Training Expert, Justice Sector Support Program (INL project), Kabul, Afghanistan, July 2005 – May 2006.

- Assess professional education and development programs and proposals, make recommendations.
- Developed practical recommendations for establishing a future inter-ministerial National Legal Training Center in cooperation with senior members of the Afghan, Italian, and US governments.
- Prepared draft anti-corruption curriculum for judges, prosecutors, defense attorneys and government attorneys including learning objectives, policies, and codes of ethics.

Justice Strategy Advisor to the highest UN Justice official in Kosovo, National Center for State Courts (USAID-funded) project, Pristina, Kosovo, November, 2003 – July 2005

- Under the USAID-funded project for Kosovo was seconded to the United Nations Department of Justice Transition Unit as advisor to develop a Kosovan Ministry of Justice, related local institutions and the overall justice sector to ultimately replace the UN justice administration in Kosovo. Reported to the highest UN official in the UNMIK Department of Justice.
- Assessed existing legal framework for key institutions, development efforts and gaps, informal/traditional dispute resolution, helped create a gender-sensitive legal and institutional

framework for legal aid throughout Kosovo, recommended strategies to improve service delivery at the local level through formal and informal methods.

- Institutional assessment: Co-leader of a functional review of the international DoJ and a comprehensive needs assessment of new institution leading to proposed local staffing tables and operational protocols.
- Co-chair of the Legal Aid Working Group that developed a system of civil and criminal legal aid: developed a Legal Aid strategy that was viable with limited assets, prepared the draft Legal Aid Law, developed detailed workplan to bring the system online, assisted the formation of new local and provincial NGOs to deliver local legal aid services, created flexible forms of public access and assistance, and developed civic awareness of the system that reduced barriers faced by women.
- Drafted transition plans, prepared timelines for handover to local staff, wrote policies and procedures, and provided technical assistance to assure UN personnel cross-trained local staff and handed over to new institutions with competent personnel who were trained to be human rights compliant.
- Donor Coordination: Prepared project proposals, guided project development and provided guidance directly to donors and UN departments on how to focus and manage transition projects while complying with USAID, DFID and EU (ECHO) contractual and grant regulations. Developed broad training program concepts for donors. Helped address problems between UNMIK and donors especially by increasing responsiveness of UNMIK to donor concerns.
- **Voluntary:** Member of the Kosovo Independent Media Commission, chair of Hearings Board adjudicating complaints against media outlets for ethnic bias and incitement.

Senior Criminal Law/Defense Advisor, OSCE Rule of Law Department, Pristina, Kosovo, June 2002 – November 2003.

- Assist local professionals to develop and obtain grant funding for a professional organization for defense attorneys.
- Wrote The Advocacy Guide, a text for teaching criminal defense and ethics.
- Developed the capacity of local lawyers to provide case assistance to members of the local bar on complex criminal cases and to identify and address human rights issues. Particular emphasis on women advocates and crimes related to women.
- Lead expert on OSCE assessment of draft UNMIK Criminal Codes, participated in local and international working group assessments of the law and proposed revisions and the development of training programs for local experts. Assessed new investigation tools to combat organized crime, drug trafficking, money laundering, corruption and proposed programmatic responses. Coordinated with regional NGOs and criminal justice reform task forces on reform of criminal procedure and crime codes to improve human rights compliance and prosecutorial capacities of the criminal justice system. Author: *Advocacy Guide for the New Criminal Defense Lawyer. The Common Law Expert and the Civil Law System: An Approach to Training.* For OSCE, CDRC and KLC.
- Co-Author: *Judicial Independence/Judicial Ethics: Addressing Rule of Law Dilemmas in Post-Conflict Societies.*

January 2002 – March 2002, ARD, Inc. Macedonia Judicial Reform assessment.

- Helped prepare project proposal to address post-conflict judicial reform needs at all levels of the judiciary in Former Yugoslav Republic of Macedonia.

Former Yugoslav Republic of Macedonia, August 2000 – December 2001: Human Dimensions Officer, OSCE.

Pre-conflict activities:

- Lead officer responsible for monitoring and reporting on significant political, human rights, and legal developments in host country. Scope of assignment included civil society, civic education, all gender issues including women's electoral capacitation, law reform and human rights; responsibility for leading working groups and organizing workshops and trainings to increase women's political

participation, developing anti-trafficking NGOs and engaging with senior government officials to develop and implement a national anti-trafficking strategy, developing a national prosecutor association, forums on legal system reform, and conflict prevention and mediation groups.

- Extensive experience assisting groups to apply for US government grants and meet reporting and financial management obligations.
- Evaluate and report on programs related to minority rights, police reform, civil and criminal procedure reform, organized crime and corruption, judicial reform, criminal justice reform; and serve as police reform project assistant.
- Extensive work with senior officials and NGOs at the national and local level to increase transparency, awareness and responsiveness to the public on rule of law, corruption, non-discrimination and human rights issues, and quality of life issues.
- Key participant in designing community forums to discuss how local governments implement new competencies.
- Assessed community rights and political issues related to Islamic and ethnic minorities and coordinated with local partners to generate constructive institutional responses.
- Monitored human rights compliance of police at local and national levels, and addressed complaints related to inter-community violence, monitored trials raising issues of police abuse.
- OSCE election monitor.

Conflict related activities:

- Senior human rights monitor in the conflict area, directed and also conducted field investigations on alleged human and community rights abuses including war crimes, murder, police abuse, and organized criminal activity. Assessed causes, proposed reforms and responses, assessed implementation of mitigation strategies.
- Contribute to stabilization initiatives. Advised senior international officials on sensitive human rights and security concerns. Conflict management/resolution: participated in international working groups at the senior level. Prepared post-conflict reconstruction recommendations including strategies to address community reconciliation, missing persons, conflict-related property seizures and destruction.
- Extensive civil-military liaison. Extensive reporting to senior officials on sensitive issues.

Skopia, Macedonia, August 1999 – August 2000: Liaison, American Bar Association Central and Eastern European Law Initiative (ABA-CEELI).

- Extensive experience assisting groups to apply for US government grants and meet reporting and financial management obligations.
- Court Administration: facilitated development of court administration plan with senior judges, including court automation, pilot projects, and independent court budget law.
- Civil society strengthening: Helped create and secure funding for debate societies in 5 major cities to present civics training and discuss public issues, helped establish an NGO to present the Street Law program pending acceptance by the Ministry of Education. Managed related USAID grants.
- Developed Macedonia Prosecutor's Association and provided training on non-profit association management and fund raising/grant writing.
- Managed USAID reporting requirements, local budgets for projects and office.
-

USA, January 1994 – June 1999, Senior Defender, Umpqua Valley Defense Services.

- Criminal defense of cases including welfare fraud, embezzlement, white-collar crime and defense of forfeiture cases involving assets alleged to be the proceeds of criminal activity. Continuing legal education trainer on complex criminal cases.

1985 – December 1993, Organizational Consulting and Private Practice, Eugene, Oregon.

- General practice including criminal law, labor and personnel law, insurance contracts, residential and commercial real estate issues.

- **Organizational restructuring:** Prepared comprehensive performance audits and recommended management and administrative reforms of the Risk Management Departments of large public employers, implemented the restructuring, hiring, and creation of new departments, saved the entity over \$700,000 in reduced costs and refunded reserves, total savings over \$1 million.
- Training: Law school practicum leader. Law school trial practice instructor. Employer education trainer and author of *Re-employing the Injured Worker*. Claims examiner certification trainer. Wrote employee manuals, policies, and procedures for private and public employers.

1981 – 1985, Special Assistant Attorney General, Oregon SAIF Corp (Insurance).

- Lead Attorney of branch office. In-house trainer for lawyers and claim examiners.
- Caseload of injury claims, claim fraud, billing fraud, over-prescription.
- Member of branch management team that participated in designing and implementing the restructuring of a quasi-public corporation.
- Organizational management and Human Resources certificate from Lane Community College on the major theories of management of complex organizations.

1975 – 1981, Criminal Prosecution, Lane County District Attorney, Eugene, Oregon

- Prosecution of all crimes up to homicide; mentor prosecutor interns.
- Supervising attorney of Family Support and Violence Unit. Member Sexual Assault Unit.
- Continuing Legal Education trainer on ethics and evidence.

Accomplishments

- **World Bank Anti-Corruption Action Plan** evaluated as 95% implemented after 12 months.
- **Invited Expert, International Conference:** Chatham House (Royal Institute of International Affairs), London, “Remaking Regions”, 30 March 2003. Panelist presenter on technical methods of assessing and addressing problems of regional reconstruction following conflict.
- Formed and led first Domestic Violence Unit in Oregon. Established appellate precedent for using excited utterances to prosecute domestic violence and use of prior bad acts in child abuse prosecutions. Supervising attorney of Child Support and Protection Unit, 3 professional and 6 support staff.
- Member of the Board of Womenspace shelter.

Mayor Mary Hooper
William Frasier, City Manager
City of Montpelier
39 Main Street, City Hall
Montpelier, VT 05602-2950

October 6, 2011

Dear Mayor Hooper and Mr. Frasier,

I am writing to express interest in the vacancy on the Montpelier Planning Commission. The commission has an ambitious agenda ahead and I feel I can be an asset to this process. I would be honored to serve my community in this capacity.

Experience:

Currently I work for the Vermont Legislative Joint Fiscal Office as a health care fiscal analyst. While my professional focus is health care, my skill-sets can translate well to the planning functions and duties of the commission. I have lots of experience analyzing complex data, interpreting and weighing fiscal and policy implications, reviewing regulatory language, and working with multiple stakeholders with competing interests. In particular, I believe my fiscal background can be an asset to the commission as some of the decisions made by this body may have budgetary impacts for the city.

I also have experience working in committee environments. Having logged hundreds of hours in legislative committees I am no stranger to committee processes and expectations as well as cordiality and decorum. I am also currently a co-chair of the National Congress of State Legislatures (NCSL) Health Committee and a member of the NCSL Health Reform Task Force.

Education:

I have a B.S. in Public Health from Rutgers University and an M.S. in Health Promotion from the University of Montana.

Community Engagement:

I have a history of volunteerism. In Montana I helped administer a free bike program called Freecycle Missoula and in Connecticut I helped start and served as vice president of a local chapter of the Surfrider Foundation organizing beach clean-ups and community outreach on water quality issues. I am also a reading mentor at Union Elementary with the Everybody Wins! Program and frequently volunteer time on such things as river clean-ups and trail building.

As the commission moves forward making important recommendations about the city's future one of the foremost challenges will be finding the balance between the city's long-term goals and maintaining Montpelier's unique and special character. I know the commission has been working hard on creating a vision for the future that does just that. I believe I can contribute to the group dynamic and be a valuable addition to the discussion. I would be honored to contribute to my community by serving on the planning commission.

Thank you in advance for your consideration.

Sincerely,

Nolan Langweil
14 Hubbard Park Drive
Montpelier, VT 05602
802-229-4144
nlangweil@aol.com

Sandy Pitonyak

From: Jon Anderson [janderson@vtlaw1.com]
Sent: Tuesday, October 04, 2011 10:15 AM
To: Sandy Pitonyak
Subject: RE: Your terms on the Planning Commission ...

I would like to continue. Thanks.

From: Sandy Pitonyak [<mailto:SPitonyak@montpelier-vt.org>]
Sent: Tuesday, October 04, 2011 10:12 AM
To: Jon Anderson; tinaruth@gmail.com
Subject: Your terms on the Planning Commission ...

Due to an oversight on my part ... Jon, your term expired in August; Ruth, your term expired in September!?! As a formality, I have to advertise. If you want to continue serving, though, PLEASE JUST SEND ME AN E-MAIL to that effect and I'll put your reappointments on the October 12th City Council agenda.

Sorry for the mix-up and thank you in advance for replying as soon as you can!

Sandy Pitonyak

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

Sandy Pitonyak

From: Tina Ruth [tinapruth@gmail.com]
Sent: Wednesday, October 05, 2011 8:10 PM
To: Sandy Pitonyak
Cc: Alan Goldman; Audra Brown; Clancy DeSmet; Emily Campbell; Gwendolyn Hallsmith; Hannah Snyder; Jesse Moorman; John Bloch; Jon Anderson; Kim Cheney; Reed Bingham; Scott Humphrey; Tina Ruth
Subject: re re-upping for the Planning Commission

Sandy, Gwen said you need to know whether I am planning to seek another term on the Planning Commission. I think I am a slow learner, but I am feeling more confident about being able to make a contribution to the City, which is why I sought the seat in the first place. So, yes, I would serve again if reappointed. Thanks very much. Tina Ruth

--

Tina Ruth
397 Elm Street
Montpelier, VT 05602
802-223-4363

Storm Water Management for Montpelier Building Owners

Ken Russell, Interim Community Development Specialist, City of Montpelier, 10/05/2011

For years, the City of Montpelier has been working with building owners to modernize an antiquated sewer system. Before 1960, there was one pipe containing all types of sewage, untreated, into the Winooski. Since then, the city and many building owners have worked to separate the sanitary sewer, containing sewage, from regular storm water. Many of our buildings predate this conversion and have a single pipe coming out containing all outflows from the building. Often these pipes are buried inside columns or behind other structural elements, making retrofitting to a more modern system costly.

In the wake of the two extreme water events this year, public awareness of flooding and contamination issues are at a peak. It is a good teachable moment for helping the general public and building owners to understand better the connection between sewer upgrades and water quality as a whole, and to rally efforts to make necessary changes.

In fact, in the wake of the recent floods both the City of Montpelier and building owners such as Tim Heney have recently upgraded some of their buildings, redirecting 17,400 square feet of storm water catchment and reducing pressure on our sewer systems. These steps make a significant difference in the capacity of our system to handle flood events and to protect our water supply, building occupants, and those tasked with cleaning up after the floods. In addition, it contributes to protecting our rivers and streams from contamination.

Steps Building Owners can Take to Address Storm Water Contamination Issues

-disconnect your roof drains from other sewers leaving your building. This will take pressure off the sanitary sewer system, thereby reducing the chances of contaminating floodwaters with sewage and other contaminants. Public Works will work with building owners to properly direct the flow of the storm water from the roof.

-eliminate or reduce the amount of direct inflows into the sewage system. For instance, don't flush your toilets during potential flood emergencies.

-install back flow preventers to prevent sewage from backing up into buildings during extraordinary water events.

-it may be possible to install gate valves to be able to shut down the connection between your building and the sewer during extraordinary flood events. Plumbing inspectors tend to prefer automatic systems that can avoid possible human error but in case by case situations it might be worth exploring. Have your plumber contact the state plumbing inspector.

-buy pumps. Several building and business owners who bought pumps after the May floods had much better results during the Hurricane Irene floods. It is important to check and maintain pumps, especially if it has been years since the last use.

-pour concrete water barriers strategically to cut off routes for flooding into your building

-install flood gates at building entrances. At least one building in town has two and a half foot steel flood gates that can be inserted into a properly engineered fitting, creating an air – and water -- tight seal at the entrances to the building. Again, due to water pressure, any such efforts need to be done with proper engineering.

-work with your neighbors to come up with plans for flood response such as pumping operations, inventory evacuation, and communication

-build two to three foot walls around boilers. With a pump system and for a good number of flood events, this might well suffice. Any attempts to fully block flood waters should take into account the great amount of water pressure and be done with proper engineering. For instance, at nine feet under the surface, water pressure is at 576 pounds per square inch.

-you may consider preparing to disconnect your burner from the rest of your boiler during a flood. With older units this involves retrofitting to allow for quick disconnects of your electricity, a proper capping of the fuel lines, and removal of the bolts that hold the burner in place. Larger burners will require some heavy lifting involving a number of people. One downtown building owner with six apartment units has set up a system that allows him to remove the burner in 10 minutes with one assistant. New units tend to have the quick disconnection capability. As with all mechanical systems, proper expertise should be employed especially considering the health and safety risks involved with electricity, high heat, and fuel. Seek a licensed professional. Also, consider the impacts of such a plan during cold weather. The two recent floods occurred during relatively mild weather. To interrupt and re-establish building heat in the wintertime presents serious choices. Also special care should also be taken when firing up a boiler that has flooded. You may need to –carefully -- fire it up to dry out the water that has infiltrated the system, before going to full boil.

We Can Help

Our Department of Public Works provides technical assistance to building owners who are separating sanitary sewers from storm water systems, including locating existing infrastructure, and are happy to work with building owners to help prevent inflow and infiltration problems.

Do it Right

A common theme in talking to experts is that money invested in mitigation efforts will save money in the long run. In addition, it was stressed that employing the right expertise such as engineers or licensed plumbers will lead to better outcomes and lower overall costs.

Cost Factors

The cost of separating storm water from sanitary sewer systems varies depending on how deeply embedded in the building structure current systems are, distance to existing hook ups to storm and sanitary sewers, the location of the roof intercepts, and the size of the building.

Resources on Financing Options and Best Practices

As is evident from the recent floods, capital investments in pumps, flood barriers, and re-piping of building sewage systems can pay off in reduced damage to buildings and contamination of property and personal effects. Loans that spread the costs out over years can make these investments more palatable to cash strapped business and building owners. Following are some sources to consider:

VEDA, the Vermont Economic Development Association has set aside \$10 million for businesses and farms affected by Hurricane Irene. The loan application process is purported to be efficient and quick.
www.veda.org

SBA, the US Small Business Administration offers a variety of loans and assistance to small businesses, including a special category for disaster assistance.
www.sba.gov

FEMA, the Federal Emergency Management Agency offers direct assistance to individuals affected by disasters, public assistance for infrastructure for areas affected by Irene including Washington County, and low interest loans to small businesses.
www.fema.gov

EPA, the Environmental Protection Agency offers a menu of Best Management Practices for storm water for a variety of interests including governments, developers, and building owners.
<http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm>

The EPA also offers resources on funding sources for water pollution prevention:
<http://water.epa.gov/polwaste/nps/funding.cfm>

The Watershed Management Institute, Inc., that receives funding from the EPA, maintains a guide to financing storm water management: <http://stormwaterfinance.urbancenter.iupui.edu/>

ANR, the Vermont Agency of Natural Resources, offers technical assistance for storm water management in wake of the flood: <http://www.anr.state.vt.us/site/cfm/PressRel/Detail.CFM?ID=1891>

ANR also offers information on green infrastructure best management practices to reduce runoff and thereby reduce flooding:
http://www.anr.state.vt.us/dec/waterq/stormwater/htm/sw_green_infrastructure.htm

VLCT, the Vermont League of Cities and Towns, offers information on low impact development –
[http://www.vlct.org/assets/Resource/Models/o_LID-Tech_Paper.pdf#search="LID"](http://www.vlct.org/assets/Resource/Models/o_LID-Tech_Paper.pdf#search=)

FEMA offers a report called Protecting Building Utilities From Flood Damage: Principles and Practices, that offers guidance on how to design building utility systems such as boilers and to resist flood impacts: http://www.fema.gov/pdf/fima/pbuffd_chapter_3-1.pdf

MBLF, the Montpelier Business Loan Fund offers loans of up to \$15,000 at the Boston Prime Rate to local businesses who are unable to obtain sufficient financing through existing commercial lending institutions. Interested businesses should contact the Montpelier office of Community Development at 223-9506 x32.

**Request to Cater Malt and
Vinous Beverages &
Spirituuous Liquors**

Caterer's Permit Number 6910-001-CATR-01

APPROVED

DISAPPROVED

Date:

Reason: _____

(for department use only)

To: Board of Selectmen/Alderman at catered location and Vermont Liquor Control Board.

From: Licensee name: HYZER INDUSTRIES INC.

d/b/a: THREE PENNY TAVERN

Street: 108 MAIN ST. Town/City: MONTPELIER

Contact name and phone number: SCOTT KERNER (802) 272-8827

Email or Fax # SCOTT@THREEPENNYTAVERN.COM

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION.

(Each catered affair must have a recommendation from the local Board of Selectman or Alderman acting in their capacity as local control commissioners and must have the approval of the State Liquor Control Board.)

Please answer the following questions:

1. Describe type of party to be catered: STAFF PARTY

2. Location of catered party (street, town or city; if no address, describe location): _____

LOST NATION THEATER CITY HALL

3. Date of catered party (not more than five days, unless specifically authorized: 10/29/11

4. Hours of operation: Beginning 7pm hrs. Ending 11pm hrs. No. of Persons 100

Signed: [Signature] Date: 10/6/11
(caterer)

We recommend: approval disapproved

If you recommend disapproval, please state reason(s): _____

Town/City Clerk's signature
Of CATERED location.

Town/City
Fax Number or email address: _____

Date

SUBMIT AT LEAST 5 DAYS PRIOR TO DATE OF FUNCTION

Submit to Town/City Clerk for recommendation.

Town/City Clerk will email, fax or mail to Vermont Liquor Control Board, 13 Green Mountain Drive, Montpelier, VT 05602 email address: { [HYPERLINK "mailto:DLC-Licensing@state.vt.us"](mailto:DLC-Licensing@state.vt.us) } Fax number is 802-828-1031

LIQUOR CONTROL BOARD'S PROCEDURAL REQUIREMENTS FOR CATERER'S PERMIT HOLDERS:

1. All liquor control laws and regulations that apply to 1st and 3rd class licenses also apply to caterer's permits.
2. Before a catered event is approved in any open area, the following requirements must be fulfilled:
 - a) A defined area, for serving and consumption of alcohol beverages, designated with physical barriers.
 - b) Separate toilet and lavatory facilities available for both men and women.

**Request to Cater Malt and
Vinous Beverages &
Spirituos Liguors**

Caterer's Permit Number 6910-001-CATR-01

APPROVED

DISAPPROVED

Date:

Reason: _____

(for department use only)

To: Board of Selectmen/Alderman at catered location and Vermont Liquor Control Board.

From: Licensee name: HYZER INDUSTRIES INC.

d/b/a: THREE PENNY TAPROOM

Street: 108 MAIN ST Town/City: MONTPELIER

Contact name and phone number: SCOTT KERNER (802) 272-8827

Email or Fax # SCOTT@THREEPENNYTAPROOM.COM

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION.

(Each catered affair must have a recommendation from the local Board of Selectman or Alderman acting in their capacity as local control commissioners and must have the approval of the State Liquor Control Board.)

Please answer the following questions:

1. Describe type of party to be catered: FLOOD RELIEF CONCERT

2. Location of catered party (street, town or city; if no address, describe location): _____

VT COLLEGE GYM

3. Date of catered party (not more than five days, unless specifically authorized: 10/28/11

4. Hours of operation: Beginning 7PM hrs. Ending 11PM hrs. No. of Persons 500

Signed: [Signature] Date: 10/6/11
(caterer)

We recommend: approval disapproved

If you recommend disapproval, please state reason(s): _____

Town/City Clerk's signature
Of CATERED location.

Town/City
Fax Number or email address: _____

Date

SUBMIT AT LEAST 5 DAYS PRIOR TO DATE OF FUNCTION

Submit to Town/City Clerk for recommendation.

Town/City Clerk will email, fax or mail to Vermont Liquor Control Board, 13 Green Mountain Drive, Montpelier, VT 05602 email address: { [HYPERLINK "mailto:DLC-Licensing@state.vt.us"](mailto:DLC-Licensing@state.vt.us) } Fax number is 802-828-1031

LIQUOR CONTROL BOARD'S PROCEDURAL REQUIREMENTS FOR CATERER'S PERMIT HOLDERS:

1. All liquor control laws and regulations that apply to 1st and 3rd class licenses also apply to caterer's permits.
2. Before a catered event is approved in any open area, the following requirements must be fulfilled:
 - a) A defined area, for serving and consumption of alcohol beverages, designated with physical barriers.
 - b) Separate toilet and lavatory facilities available for both men and women.

c) Provide sufficient number of employees for control purposes.

5 BARTENDERS

OUTSIDE SECURITY PROVIDED BY EVENT
ORGANIZERS

FLOOD RELIEF BENEFIT CONCERT

10/28/11

VT. COLLEGE GYM

7pm - 11pm

THREE PENNY TAVERN

SCOTT KERNER

(802) 272-8827

SLOTT@THREEPENNYTAVERN
CO



COLLEGE ST.

**Request to Cater Malt and
Vinous Beverages &
Spirituos Liquors**

Caterer's Permit Number 2019

APPROVED

DISAPPROVED

Date:

Reason: _____

(for department use only)

To: Board of Selectmen/Alderman at catered location and Vermont Liquor Control Board.

From: Licensee name: Yebba, Inc

d/b/a: The Abbey Pub & Restaurant

Street: 6212 VT Rt. 105

Town/City: Enosburg Falls, VT 05450

Contact name and phone number: Jenn Carey 802-933-4747

Email or Fax # jenn@abbeygroup.net

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION.

(Each catered affair must have a recommendation from the local Board of Selectman or Alderman acting in their capacity as local control commissioners and must have the approval of the State Liquor Control Board.)

Please answer the following questions:

1. Describe type of party to be catered: VT art council reception

2. Location of catered party (street, town or city; if no address, describe location): _____

136 State Street, Montpelier, VT

3. Date of catered party (not more than five days, unless specifically authorized: 10-7-11)

4. Hours of operation: Beginning 3 hrs. Ending 7 hrs. No. of Persons 50

Signed: Jennifer Carey
(caterer)

Date: 9-30-11

We recommend: approval disapproved

If you recommend disapproval, please state reason(s): _____

Town/City Clerk's signature
Of CATERED location.

Town/City
Fax Number or email address: _____

Date

SUBMIT AT LEAST 5 DAYS PRIOR TO DATE OF FUNCTION

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 - b) Separate toilet and lavatory facilities available for both men and women.

Sandy Pitonyak

To: L-Council
Subject: Catering Permit Application

... from Yebba, Inc., d/b/a The Abbey Pub & Restaurant, for a Vermont Arts Council Reception scheduled to be held on Friday, October 7th, from 3:00 to 7:00 P.M. at 136 State Street.

From: Angela Timpone [angelatimpone@gmail.com]
Sent: Friday, September 30, 2011 2:52 PM
To: Sandy Pitonyak
Cc: L-Council
Subject: Re: Catering Permit Application

Fine with me. Angela

From: Timothy Andrew Hooper
Sent: Friday, September 30, 2011 3:07 PM
To: Sandy Pitonyak
Subject: Re: Catering Permit Application

Sure.

From: Tom Golonka
Sent: Friday, September 30, 2011 3:49 PM
To: Sandy Pitonyak
Cc: L-Council
Subject: Re: Catering Permit Application

Ok with me
Tom

From: Sarah Jarvis [sarahvermont@yahoo.com]
Sent: Friday, September 30, 2011 4:59 PM
To: Sandy Pitonyak
Cc: L-Council
Subject: Re: Catering Permit Application

I approve.
~ Sarah

From: Nancy Sherman [nsherman@cvcoa.org]
Sent: Monday, October 03, 2011 9:33 AM
To: Sandy Pitonyak; L-Council
Subject: RE: Catering Permit Application

I approve this catering permit
-Nancy Sherman