CITY OF MONTPELIER MONTPELIER, VERMONT

<u>Agenda for City Council Meeting</u>
Wednesday, September 14, 2011
07:00 P.M.

1) Call to Order by the Mayor

2) <u>11-215. General Business and Appearances</u>

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3) <u>11-216. Consideration of the Consent Agenda:</u>

   a) Consideration of Minutes from the August 24, 2011 City Council Meeting.

   b) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following: None as of "press time".

   c) Payroll and Bills

4) <u>11-217. Consideration of appointments to the Design Review Committee.</u>

   a) There are three terms that expire this month ? those of Stephan Everett, Kate Coffey and Eric Gilbertson; all are 3-year terms.

   b) Staff advertised and all three presently serving would like to be reappointed; no other applications were received.

   c) Recommendation: Re-appointment of all three to another 3-year term.

4) <u>11-217. Consideration of appointments to the Design Review Committee.</u>

5) <u>11-218. Appointments to Montpelier's Historic Preservation Commission.</u>

a) Anthony Otis's 3-year term expired on September 10th. Staff in the City Manager's Office placed the ad for this vacancy and since then, has learned from Planning Department staff that there is another vacancy. Emily Donaldson moved out of town and has had to step down.

b) In response to the ad, the following have sent letters of interest and/or resumes: Anthony Otis who would like to be reappointed; and Helen Husher, 35 Loomis Street, who is interested in serving on this board as well.

c) Recommendation: Opportunity to meet Ms. Husher; re-appointment of Anthony Otis to another 3-year term; and appointment of Ms. Husher to fill the unexpired 3-year term until September, 2013.

5) <u>11-218. Appointments to Montpelier's Historic Preservation Commission.</u>

6) <u>11-219. Taser Committee Update</u>

a) This committee has met every Tuesday since it was appointed in May; on Thursday, September 8th, they held their first public hearing in the City Council Chambers.

b) Recommendation: Receive update from the Taser Committee.

7) <u>11-220. First Public Hearing to consider an Application for Tax Stabilization from Connor Brothers Stonecutters, LLC, for their property at 575 Stone Cutters Way.</u>

a) They are requesting that the City Council enter into a Tax Stabilization Contract with them to discount the subject property's value on the Montpelier Grand List by one-half (1/2) for a term of ten (10) years.

b) This application is being made after the issuance of their Zoning Permit (and associated permits) from the Development Review Board, and prior to the issuance of their Building Permit.

c) The applicants understand that the City Council must make specific findings of fact that the subject project meets the required eligibility criteria of the Tax Stabilization Policy; their findings are outlined in the attached letter.

d) Recommendation: Conduct the first Public Hearing to consider the Tax Stabilization Application from Connor Brothers Stonecutters, LLC; set the date of September 28th for the Second Public Hearing.

8) <u>11-221. Report and recommendations from the Debt and Fund Balance Committee.</u>

a) The Council committee on debt and fund balance met over the summer.

b) The committee has prepared draft policies for debt load and fund balance use.

c) Recommendation: Adopt policies as proposed by the committee.

9) <u>11-222. Continued review of MATRIX recommendations.</u>

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/udpates 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 and City Manager.

d) This evening, they will hear from the Planning Director, the Clerk-Treasurer, and the Cemetery Superintendent.

e) Recommendation: Receive reports; discussion.

9) <u>11-222. Continued review of MATRIX recommendations.</u>

10) <u>11-223. Discussion of Tax Increment Financing (TIF) Districts:</u>

   a) Mayor Hooper requested that this item be placed on the agenda.

   b) The Council has previously considered, but not acted upon, grant applications for TIF creation.

   c) Recommendation: Discussion; direction to staff about whether to pursue future TIF opportunities.

11) <u>11-224. Reports by City Council</u>

12) <u>11-225. Mayor's Report</u>

12) <u>11-225. Mayor's Report</u>

13) <u>11-226. Report by the City Clerk-Treasurer</u>

13) <u>11-226. Report by the City Clerk-Treasurer</u>

14) <u>11-227. Status Reports by the City Manager</u>

14) <u>11-227. Status Reports by the City Manager</u>

15) <u>11-228. Agenda Reports by the City Manager</u>

Adjournment

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On Wednesday evening, August 24, 2011, the City Council Members met in the Council Chamber.

Present: Mayor Hooper; Council Members Golonka, Hooper, Timpone, Weiss and Sherman; also City Manager Fraser. Council Member Jarvis was out of town.

Call to Order by the Mayor

Mayor Hooper called the meeting to order at 7:00 P.M.

11-201. General Business and Appearances

Kathleen O'Ryan said she had moved to Montpelier recently. She wanted to discuss concerns 9/11 and the government's inquiry into 9/11. There is now a Citizens' Committee online which would like to create a national referendum with one person/one vote to create an investigation into the events of 9/11 entirely separate from the government. She handed out copies of the resolution and said if Council should endorse this independent of the ballot it would not obligate them to provide monetary or further support for the investigation.

11-202. Consideration of the Consent Agenda:

a) Consideration of Minutes from the August 10, 2011 City Council Meeting.

b) Consideration of a request from Roland and Brenda Pepin for a waiver of the City's Noise Ordinance for their son's outdoor wedding on Saturday, October 8, 2011. Dancing will take place in their barn following the reception; the barn doors and windows will be closed, but the Pepin family feels safer getting the waiver. They have spoken with neighbors, and they have no objections to this request.

c) Consideration of authorizing the Department of Public Works to award the contract to the lowest responsible bidder, J. Hutchins, Inc. of Richmond, Vermont, in the amount of $658,962 for the FEMA Flood

d) Mitigation Project and authorizing the City Manager to execute the contract documents with the understanding that a change order will be immediately issued to reduce the project by $100,000 of the amount stated above.

e) Consideration of awarding a contract for Bituminous Concrete Paving – FY2012: The Public Works Department mailed bid invitations to area contractors and also advertised in the newspaper for the scheduled summer paving work. Bids were opened on Wednesday, August 17, 2011. A total of four sealed and competitive unit price bids were received and publicly opened. In addition to paving, the bid items include in-place pavement recycling, excavation, sidewalk and curbing and other incidental items. Recommendation: Award of the contract for FT 2012 Street Paving to F.W. Whitcomb Corporation in the amount of $242,674.75. Council also needs to delegate the City Manager as the duly authorized agent to execute the contract documents and change orders.

f) Consideration of accepting the low bid of $32,700 submitted by Spectrum Finishes LTD of Colchester, Vermont for the Bridge Reconditioning Project for the Public Works Department, and authorize the City Manager to sign the purchase order for said work.

g) Consideration of a request from Sandy Vitzthum for the closure of Loomis Street (from Park Avenue to Liberty Street) for their 9th Annual Block Party scheduled to be held on Sunday, September 4th, from 2:00 to 9:00 P.M.

h) Consideration of a request from Dave Nelson (McGillicuddy's Irish Pub) for the closure of Langdon Street 12:00 noon until midnight on Saturday, September 24th, for the celebration of their 15th Anniversary. They want to have a street party, along with Langdon Street store sales.

i) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:

1. Application for a Catering Permit from Langdon Street Pub Company, d/b/a McGillicuddy's Irish Pub, in order to serve food and beverages within a fenced-in area as part of their 15th Anniversary

Celebration on Saturday, September 24th, from 12:00 noon until midnight.

2. Application for a Special Events Permit from Vermont Spirits Distilling Company, d/b/a Vermont Spirits, for the "Touch of Vermont Holiday Gift Market" scheduled to be held on Saturday, December 10, 2011, from 9:00 A.M. to 6:00 P.M. in the Auditorium of City Hall

   Additional Items for the Consent Agenda as the Liquor Control Commission.

   Request for an Outside Consumption Permit from the Brown Johnson VFW #792 for September 11, 2011 in an area on the west side of the parking lot from 1:30 P.M. to 4:00 P.M.

   Request from Hyzer Industries Inc d/b/a Three Penny Taproom to cater the Growing Local Fest at the Vermont College of Fine Arts Green on September 10, 2011 from 1:00 P.M. to 8:00 P.M.

i) Payroll and Bills.

   General Fund Warrant dated August 10, 2011, in the amount of $2,505.27 and $603,070.30.
   General Fund Warrant dated August 11, 2011, in the amount of $66,507.39.
   Payroll Warrant dated August 18, 2011, in the amount of $23,811.95 and $115,644.16.

It was noted that there was a conflict with an event at the Dance Studio on the September 24th date so Mr. Nelson would like to change the date for the street closure and outside consumption permit for the 15th Anniversary Celebration for the Langdon Street Pub Company d/b/a McGillicuddy's Irish Pub to Saturday, October 1st.

Council Member Golonka requested that the FEMA Flood Mitigation Project be considered separately.

Council Member Weiss said it would be cleaner if everybody agrees to pull the Langdon Street request and amend it and approve it as amended.

Motion was made by Council Member Golonka, seconded by Council Member Sherman to approve the consent agenda with the added items and removal of the FEMA Flood Mitigation Project request and the Langdon Street requests. The vote was 5-0, motion carried unanimously.

11-202(a) Consideration of a request from Dave Nelson (McGillicuddy's Irish Pub) for the closure of Langdon Street 12:00 noon until midnight on Saturday, September 24th, for the celebration of their 15th Anniversary. They want to have a street party, along with Langdon Street store sales.

Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:

Application for a Catering Permit from Langdon Street Pub Company, d/b/a McGillicuddy's Irish Pub, in order to serve food and beverages within a fenced-in area as part of their 15th Anniversary Celebration on Saturday, September 24th, from 12:00 noon until midnight.

Motion was made by Council Member Weiss, seconded by Council Member Hooper to amend the date of the request from September 24th to October 1st. The vote was 5-0, motion carried unanimously.

11-202(b) Consideration of authorizing the Department of Public Works to award the contract to the lowest responsible bidder, J. Hutchins, Inc. of Richmond, Vermont, in the amount of $658,962 for the FEMA Flood Mitigation Project and authorizing the City Manager to execute the contract documents with the understanding that a change order will be immediately issued to reduce the project by $100,000 of the amount stated above.

Council Member Golonka voiced concern about the expansion of the project and the alteration of the capital improvements fund. He thinks they are making major changes and he is worried about the projects that are being taken off. He thought they had already taken off the river walk and he subsequently learned that money was taken off and given to Turntable Park and Turntable Park didn't use it. Since it is so significantly over budget he would like to have a more in-depth discussion of what they are doing and what they aren't able to do for capital improvement projects.

City Manager Fraser said in 2007 when there was the ice jam in the river one of the decisions made was to reroute the sewer outflow from the sewer treatment plant to the frozen portions of the river, which was somewhat successful in melting and opening a channel. It is treated waste water. After 2007 the City continued to look at strategies for ongoing flood prevention.

The city sought and received a grant from FEMA for hazard flood mitigation. They had to go through various design improvements and they actually have five different outflow locations but are down to one or two now because of permitting requirements and costs. They have come to a point of they must use or lose the grant funds. Because they realized they were over budget they identified where the money was coming from. They had discussions with the low bidder and possible contract amendments. The funds allocated for the Turntable Park project aren't allocated for anything else right now so it seemed reasonable to use them. The sidewalk enhancement funds were funds they planned to use to match a grant. From his perspective the flood mitigation is one of the highest priorities. They are recommending reallocating the funds from other projects for this. It is obviously a priority decision for the Council to make.

Director of Public Works Todd Law said the City Manager is correct. If they scale back the project any more than they have they will end up with a pump station and a pipe across the railroad tracks over to the bike path which is about all they can accomplish with the money they have available. They thought reallocation of the funds was the most prudent way to get this done so they can have an impact on the ice mitigation. The transportation enhancements were not funded this last year and they are going to reapply for the grant so that money is idle right now. It doesn't make sense to leave it idle under the premise that we will receive a grant. The ice jam mitigation has been a priority and they feel this was very successful in 2007. The former Fire Chief who was the Emergency Management Coordinator was constantly on them to figure out when this was going to be done.

Council Member Hooper said there would be fewer places they would be putting this into the river.

Public Works Director Law said the furthest discharge right now is where the discharge point was in 2007 behind the Department of Liquor Control Warehouse. They have some portable piping and their plan is to put a hydrant on the end they can connect to and extend if necessary. We can't phase these projects. Vermont Emergency Management has approved scaling back the project but in order to scale it back more we will have to go to Vermont Emergency Management and FEMA and ask if they will accept anything less than what was proposed the last time.

Council Member Hooper asked what are the costs associated with putting in a temporary shunt to get the water flowing.

Public Works Director Law said it is almost $50,000 in 2007 for the pump and piping and they had to replace a couple of sections of pipe when the flood let out. It took a lot of personnel and labor hours. It meant going back out constantly to monitor the pumps. They had former employees on a temporary basis because there was a diesel generator run pump. The only issue the contractor was concerned with was the paving of the bike path but they would rather do that in the spring.

Council Member Timpone inquired how many and where would the pumps be located.

Public Works Director Law replied there would be three – one just above the Department of Liquor Control Warehouse, one right near Peace Park and one by the island across from the cemetery.

Council Member Hooper asked for clarification on the math.

Public Works Director Law said if they look at the added alternatives they are something the city is going to do as an in-kind serve to offset some of our out-of-pocket costs. We know we have some sort of gravel material we could use. Recycled asphalt is inexpensive and the DPW crew could do the top soil. The maximum amount the grant would give us was the $449,000 from FEMA. We are required to give a 20-25 percent in-kind contribution.

Council Member Golonka said the only two projects they are delaying until discussion for the next budget year would be the Granite Street culvert and the CSL linings.

Public Works Director Law said the CSL is for us to figure out where we are getting the effluent infiltration and see if we can eliminate that.

Motion was made by Council Member Golonka, seconded by Council Member Weiss to award the contract to the low bidder of J Hutchins, Inc and authorize the City Manager to execute the contract documents and change orders.

Mayor Hooper agreed there are huge demands on the capital projects list and this just pushes things further down the road. She wonders about taking it from the fund balance. In the fiscal year we are in now there is about $100,000 which includes extra PILOT funding.

Finance Director Gallup said the Memorial Day flood has put a lot of pressure on last year. Even if we get 80 percent of $1 million there is a big piece we need to fund. This event is going to hurt our fund balance.

Mayor Hooper said the Infrastructure Committee has not finalized its recommendations but it is of the opinion that we are underfunding water, sewer and everything we do with our general fund.

Mayor Hooper called for a vote on the motion. The vote was 5-0, motion carried unanimously.

Mayor Hooper said there is a proposal to add on a request for an executive session.

Motion was made by Council Member Golonka, seconded by Council Member Weiss to add the following:

11-214. Executive Session in accordance with Title 1 V.S.A §313(a)(1) "*Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality, or other public body, or person involved at a substantial disadvantage*. This Executive Session pertains to a property tax valuation appeal by National Life.

The vote was 5-0, motion carried unanimously.

11-203. Consideration of a proposal and recommendation presented by the Montpelier Americans with Disabilities Act (ADA) Committee for the development of on-street accessible parking for the disabled to be constructed on Main Street at the School Street intersection.

a) The ADA Committee, as appointed by the City Council, is charged with reviewing the current compliance status of public facilities, programs and services as a Title II entity as defined by the Americans with Disabilities Act.

b) The ADA Committee, with assistance from the Vermont Center for Independent Living, reviewed the adequacy and sufficiency of accessible parking within municipally owned facilities.

c) An accessible parking deficiency was discovered in the vicinity of the Main Street/School Street intersection to serve the general public and for the patrons of the Kellogg-Hubbard Library.

d) The ADA Committee concluded that the library and the City are in technical compliance with the law; the spirit of the law that reasonable accommodations be provided has not been accomplished in the northern section of downtown and at the library in particular.

e) A report outlining the Committee recommendation is included with the agenda. The accompanying sketch plan illustrates the on-street parking spaces (2) which are proposed to be developed within the existing angle spaces on Main Street and entails the conversion of two existing standard parking stalls.

f) Recommendation: Receive the report from the ADA Committee and provide an opportunity for discussion and questions. Authorize approval of the development of the accessible parking spaces with funding identified in the report.

Tom McArdle, Assistant Director of Public Works, said this is a subject that has come up before and they talked about on-street parking for the disabled. Recently they added a couple of spaces at the Post Office. The Library and that part of town has been under served with accessible parking. They did a review of the parking inventory and made a couple of changes. Most of our accessible parking is in the public parking lots or on private property for their own use. The northern part of downtown doesn't have a public parking lot just on-street metered spaces and the Library area has no handicap accessible parking whatsoever. There are interim standards. Both the City of Montpelier and the Library are technically in compliance with the Americans with Disabilities Act but it is still an unsatisfied demand. The need is there and is recognized. They believe they found a solution that is a reasonable cost. The proposal calls for placing the parking at the corner of Main and School Streets with angled parking. They will be able to mark the spaces van accessible. City Council allowed for some money in the capital projects plan for accessibility improvements. They are going to put the construction out to bid and they are hoping it will be in the $10,000 to $12,000 range. Equal access for all citizens is what they are trying to accomplish.

Motion was made by Council Member Sherman, seconded by Council Member Hooper authorize the development of the accessible parking spaces with funding identified in the vicinity of the Main Street/School Street intersection. The vote was 5-0, motion carried unanimously.

11-204. District Heat Update

a) As indicated in the attached memo from the City Manager, "Although there has not been the recent need for Council discussions or decisions, work on the District Heat Project is ongoing."

b) Recommendation: Opportunity for discussing the summary provided by the City Manager.

Council reviewed the summary memo from the City Manager and received an update from the Manager. There is an RFP out for final design purposes for putting pipes in the ground to integrate with the state. The state will prepare bids for construction which will be announced later.

11-205. HUD Grant.

a) The HUD grant will consist of six components: 1) The planning and data collection needed to apply for designation as a Tax Increment Financing District with the State of Vermont; 2) a design for intersection improvements where the transit, bicycle, pedestrian, and automobile traffic crosses Main Street and further down Barre Street; 3) the design and engineering for the area where two buildings are being removed to make room for the extended bicycle and pedestrian facilities, and for the capstone building to be constructed at the end of our commercial block to house the two demolished buildings; 4) develop and design an ADA access plan for the upper floors in the downtown buildings just north of the Barre and Main Street intersection; 5) the design and engineering for the affordable housing units and commercial space in the proposed TIF District; and 6) analysis of barriers and recommendations for strategies and regulatory revisions to further encourage housing in the downtown.

b) Recommendation: Approval of grant application.

Planning Director Gwen Hallsmith provided a draft of a grant application to HUD under their new Challenge Grant Program. They received the Notice of Financial Opportunity (NOFA) from HUD on this grant program. The city did apply for this grant last year and the focus on their activities is on creating sustainable communities. Last year HUD and DOT teamed up to put these grants together for communities. Last year one of the things they described in the grant for eligible activities was that you could implement an existing plan. They proposed last year they implement some of the goals of the Master Plan and the Capital District Master Plan by correcting some of the issues that the Barre and Main Street intersection pose. This year they realize implementation didn't mean bricks and mortar but creating zoning bylaws out of a planning document. They think it will be between $50,000 and $100,000 to put the application together.

Currently under the Tax Increment Financing Program only six communities are allowed to have them, and right now four communities are in the process of getting them. Hartford has been the most recent to enter that group. South Burlington and Winooski have also submitted Letters of Intent but not submitted their applications yet. The door is slowly closing on this opportunity as well to create a Tax Increment Financing District.

The grant proposal she drafted changed the idea they had last year for the grants into creating a Tax Increment Financing District for the city which involves a lot of design work because they need to know enough about the improvements they are going to make to accurately price them and determine what the increased property values will be in the areas where development occurs.

The bad news is the grant provides 80 percent of the funding and requires a 20 percent match and there are provisions in the grant that give you more credit for more match. One source of the match is the Carr Lot because there is an $800,000 bond voted.

Council Member Weiss inquired if the Montpelier Business Association had been involved. He is concerned why the Council is carrying the load for downtown business people. Why aren't they taking some initiative? Why aren't they here supporting the proposal?

Planning & Development Director Hallsmith said she understands the goal of the Council is to create more tax base and housing in the community. The Barre and Main Street intersection is causing obstacles for housing development on Barre Street.

Council Member Weiss asked how many districts can a city the size of Montpelier afford to have. There is downtown, historic downtown, Growth District, historic preservation, and now we want to add another.

Planning & Development Director Hallsmith replied the TIF District helps us implement the Growth Center goals we have.

Council Member Hooper inquired with the large parcels of land being on the edges of town does the TIF have to be contiguous.

Planning & Development Director Hallsmith replied you are only allowed one but that could change with legislation.

Mayor Hooper asked if the Council was interested in pursuing this and would ask staff to look for matching opportunities up to a certain amount. It depends on the tolerance level.

Council Member Weiss replied his tolerance level is zero. They have had presentations earlier about infrastructure and there wasn't enough money to do that. He would rather spend whatever taxpayer money is available to improve our infrastructure than he would to create another district.

Council Member Sherman said as a member of the Barriers to Housing Committee her target would be higher. We really need to address the Barre and Main Street intersection. We should look for $40,000.

Council Member Golonka said he doesn't want to give a blanket approval for an amount. He would like to find the money from the existing budget and not vote for another $40,000 from the reserve fund.

Motion was made by Council Member Golonka, seconded by Council Member Hooper to approve the grant application subject to a poll vote being taken once they know where the money is coming from and how much it will be. The vote was 4-1 with Council Member Weiss voting against the motion.

11-206. Continued review of MATRIX recommendations.

a) Since receiving the Final "Management Assessment" Report from the MATRIX Consulting Group, staff has begun implementing, or at least working on, some of their recommendations.

b) At their August 10th meeting, Council began this process by hearing from the Fire Chief, Police Chief, Assessor and Assistant City Manager/Tax Collector; this evening, Council will hear from the Finance Director and City Manager.

c) Recommendation: Receive reports; discussion.

City Manager Fraser said they basically called for reorganizing the work of the City Manager and trying to start a community services department to include seniors and recreation. Other factors involved are finance treasurer plan and other changes including the need for additional human resource support. His goal is to include this as part of the budget.

Finance Director Gallup reported she had 16 items with the summary pages of the MATRIX Report 9-11 with detailed information on pages 46 to 58. She had presented a memo to Council Members. She discussed the various changes she is trying to make at the department level. Items that will be implemented during the FT'13 budget process were the goals for FY'12. The time to do it is at budget time.

She reported most of the recommendations they had all been talking about with department heads. Recommendations will be implemented by the Council's Finance Committee over the summer and they are going to be coming in with a plan for unallocated fund reserve balances within the next month. They have recommended the treasurer function should be reallocated to the Finance Department after the charter change has been implemented. She and the City Treasurer have been working on that. The functions of the GIS web master currently performed in the Planning Department should be reallocated to the Technical Department. They are working on getting a revised job description for that. These are all significant changes that have to do with Planning, City Clerk-Treasurer's Office, Finance Department and even the City Manager's Office. To achieve these recommendations they need to consider the qualifications of the existing staff and coordination among the affected departments and increased funding for the Human Resource Department.

Council Member Weiss said a lot of this is management in the Finance report. He asked her how comfortable she is in devoting a percentage of her time in management.

Finance Director Gallup replied that financial analysis is her favorite thing to do along with problem solving.

Mayor Hooper said she is a minority voice with regard to the recreation programs and she thinks this is a complex issue they are taking on. She doesn't think the city should be responsible for peoples' children.

11-207. Events Policy

a) The City Manager is again providing a memorandum to City Council Members which outlines "Events Policy Considerations."

b) A memorandum from Phayvanh Luekhamhan, Executive Director of *"Montpelier Alive,"* is also attached with her suggestions for this proposed policy.

c) Recommendation: Review and discuss the above documents; direction to staff as to whether or not Council supports what staff is recommending, with or without amendments, in order for staff to finalized policy and permits.

City Manager Fraser summarized that it comes down to how they are going to address city property and what needs to be included in an events permit. He believes the recommendation from Montpelier Alive is simple.

Council Member Weiss said his first recommendation is that none of the events come to the Council and there be some level within the city where the requests will come and the only time the Council be involved is if there is an appeal.

Mayor Hooper said she can imagine saying as a community we have a tolerance for paying for police and the use of our roads, etc. and that needs to be paid for.

Council Member Timpone said it is a great idea to encourage events but at the same time if it is private there should be a fee charged.

Motion was made by Council Member Weiss, seconded by Council Member Golonka, to approve the Events Policy as submitted by City Manager Fraser, policy language will be developed regarding the processes, procedures and administrative structure and brought to the council for implementation. The vote was 5-0, motion carried unanimously.

11-208. Reports by City Council

Council Member Sherman said she has had questions about what the city might do when a resident allows bushes to encroach in the sidewalk so it is necessary to walk in the street.

She said the Mayor had asked about places for neighborhood meetings and the Vermont College of Fine Arts is suggesting that Noble Hall is available.

Council Member Timpone said Council Member Weiss had suggested they hold District 3 meetings at the High School, the VFW and Westview Meadows.

Council Member Weiss said he is impressed by the neighborhood meetings and they should start with the citizen survey.

11-209. Mayor's Report

Mayor Hooper said the crosswalk on Elm Street needs to be repainted by Vine Street. The Infrastructure Committee will have a report before the Council and one of the things they talked about was the management of parking in the city.

11-210. Report by City Clerk-Treasurer

None.

11-211. Status Reports by the City Manager

The city is watching to see what happens with Hurricane Irene this weekend. They are expecting to see heavy rains.

11-213. Appointment of a Council Member to serve as the Voting Delegate at the Vermont League of Cities & Towns' Annual Business Meeting to be held at the Killington Grand Hotel on Thursday, October 6th.

Motion was made by Council Member Sherman, seconded by Council Member Hooper to appoint Council Member Timpone as the voting delegate at the VLCT Annual Business Meeting. The vote was 5-0, motion carried unanimously.

11-214. Executive Session in accordance with Title 1 V.S.A §313(a)(1) "*Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place* *the state, municipality, or other public body, or person involved at a substantial disadvantage*. This Executive Session pertains to a property tax valuation appeal by National Life.

Motion was made by Council Member Golonka, seconded by Council Member Hooper to go into executive session at 9:30 P.M., in accordance with Title I, V.S.A. Section 313(a)(1) "*Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality, or other public body, or person involved at a substantial disadvantage*. This Executive Session pertains to a property tax valuation appeal by National Life. The vote was 5-0, motion carried unanimously.

Present: Mayor Hooper; Council Members Golonka, Hooper, Sherman, Weiss and Timpone; also City Manager Fraser.

Motion was made by Council Member Golonka, seconded by Council Member Hooper to come out of executive session in accordance TitleI, VSA Section 313, (a)(1) whereby "*Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality, or other public body, or person involved at a substantial disadvantage*. This Executive Session pertained to a property tax valuation appeal by National Life. Motion carried unanimously.

Adjournment:

After motion was duly made and seconded by Council Members Golonka and Hooper the City Council Meeting adjourned

Transcribed by: Joan Clack

Attest: ________________________________
Charlotte L. Hoyt, City Clerk

CONNOR BROTHERS STONECUTTERS, LLC

1100 U.S. Route 2
Berlin, VT 05602
Phone (802) 223-3843, Fax (802) 223-3888
fred@connorcontractinginc.com

August 25, 2011

Mr. William A. Fraser
City Manager
City of Montpelier
City Hall
39 Main Street
Montpelier, VT 05602

Subject: Application for Tax Stabilization
575 Stone Cutters Way

Dear Bill, Mayor Mary Hooper, and City Council Members:

Please accept this letter as our Application for Tax Stabilization for the subject property.

We respectfully request that the City Council enter into a Tax Stabilization Contract with our company to discount the subject property's value on the Montpelier Grand List by one-half (1/2) for a term of ten (10) years.

This application is being made after the issuance of our Zoning Permit (and associated permits) from the Development Review Board and prior to the issuance of our Building Permit. Attached please find our approved plans.

We understand that the City Council must make specific findings of fact that the subject project meets the required eligibility criteria of the Tax Stabilization Policy. We propose the following findings under paragraphs 7-10 of this policy:

7. Criteria for Level One:
    a. At the beginning of the contract term, the real property will be assessed at $250,000 or more. Note: The current assessment of the subject property is $220,100. The project budget is $809,120.00. Assuming that our project budget figure of $809,120.00 is discounted to $404,560.00, the net assessed value will be $624,660.00
    b. The development is consistent with the City of Montpelier Master Plan…
    c. This exemption from City taxes is the only such exemption for the subject property.
    d. The subject project will include a commercial fire protection system approved by the City of Montpelier.
    e. The project will not result in a net decrease in the number of residential units within the Designated Downtown.
    f. But for tax stabilization, the applicant would not choose to undertake this redevelopment project.
    g. The property will provide a positive property tax benefit to the City.

8. Criteria for Level Two:
    a. The project will positively affect in a significant way the number of employment opportunities in Montpelier. Note: The subject project, permitted for Office Use and Business Services, consists of 20,228 SF of building space and 63 parking spaces, with additional spaces available on Stone Cutters Way. Assuming 80% net usable space and one employee per 250 SF, the building can support 65+/- employees.
    b. The property owner will deed to the City certain rights in real property… Note: The applicant, under separate letter, is transmitting a proposed Thoroughfare Agreement to allow City snow removal equipment to enter the subject property's curb cut and exit via an existing Thoroughfare Agreement on property of Hunger Mountain Cooperative, Inc. The subject project is also creating sidewalk and landscaping improvements which complement the Montpelier Bike Path, Stone Cutters Way, and Turntable Park.
    c. The project will meet certain exceptional aesthetic standards…
    Note: The project features replacement of existing above-ground power lines with underground service. The project also features enhanced river views by proposing a building of lesser length than the existing building (158 feet vs. 266 feet); and attractive landscaping.
    d. Working with the City, the applicant was instrumental in securing state and federal environmental assessment and remediation funds for Turntable Park.

9. Criteria for Level Three:
    a. Not applicable.
    b. At the commencement of the contract term, the real property improvements will be assessed at $500,000 or more. *
    c. Net increase of 25 FTE liveable wage jobs. *
    d. The subject property is located within the Montpelier Designated Downtown.

    * Note: Please see paragraph 10 below.

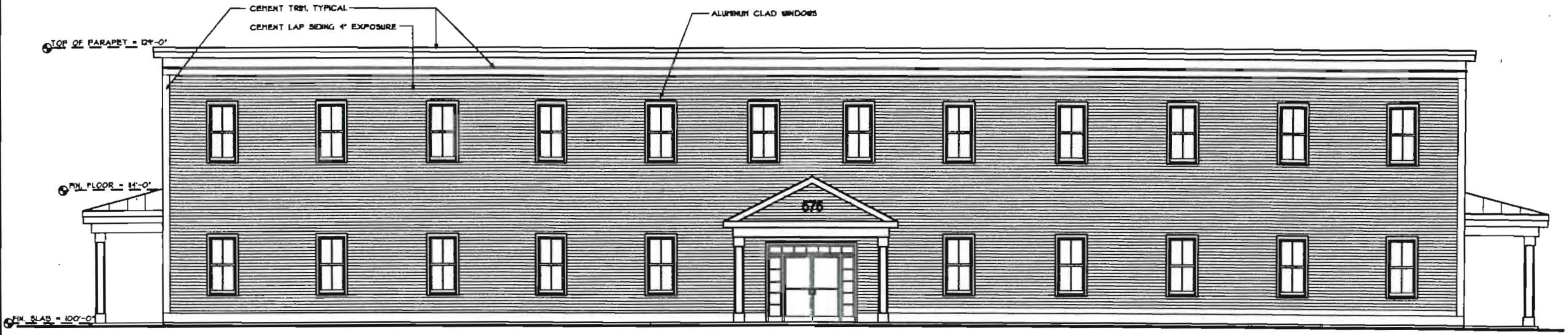
10. Criteria for Level Four: The applicant's request for Level Four Benefits (1/2 for 10 years) is subject to applicant being able to meet the requirements of paragraph 9, subparagraphs b and c. If those requirements cannot be met, applicant requests Level Three Benefits (1/2 for 7 years).

Thank you for your consideration.

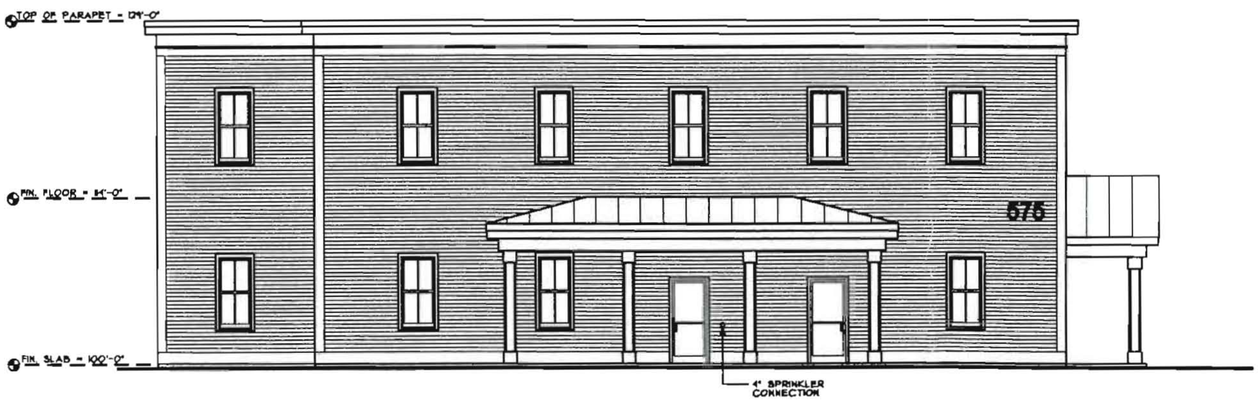
Sincerely,

Fred J. Connor III

Fred J. Connor III
Member
Connor Brothers Stonecutters, LLC



PROPOSED EAST ELEVATION



PROPOSED SOUTH ELEVATION

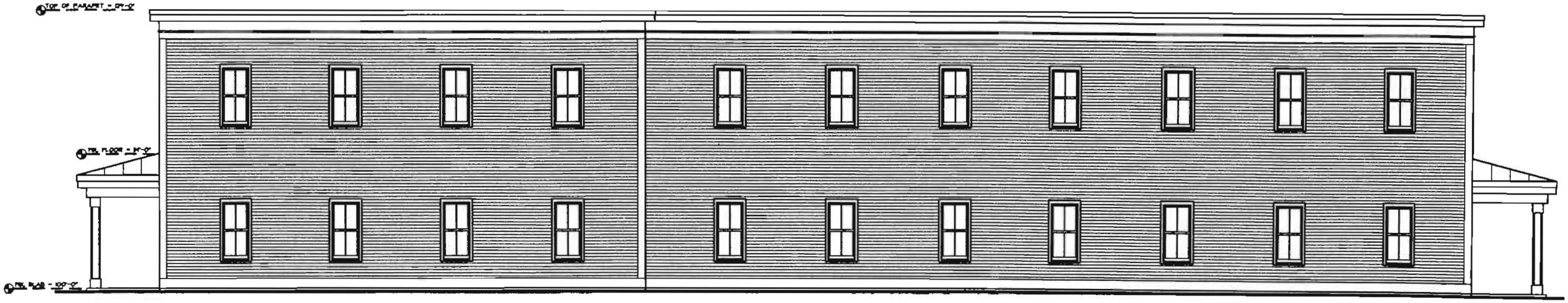
PROPERTY OF:
CONNOR BROTHERS STONECUTTERS, LLC
BERLIN ST. ALBANS

A-1

575 STONE CUTTERS WAY
MONTPELIER, VERMONT

SCALE: 3/32" = 1'-0"
DATE: 1 APR 11
REV.: 18 MAY 11

CONCEPTUAL ELEVATION



PROPOSED WEST ELEVATION

PROPOSED NORTH ELEVATION

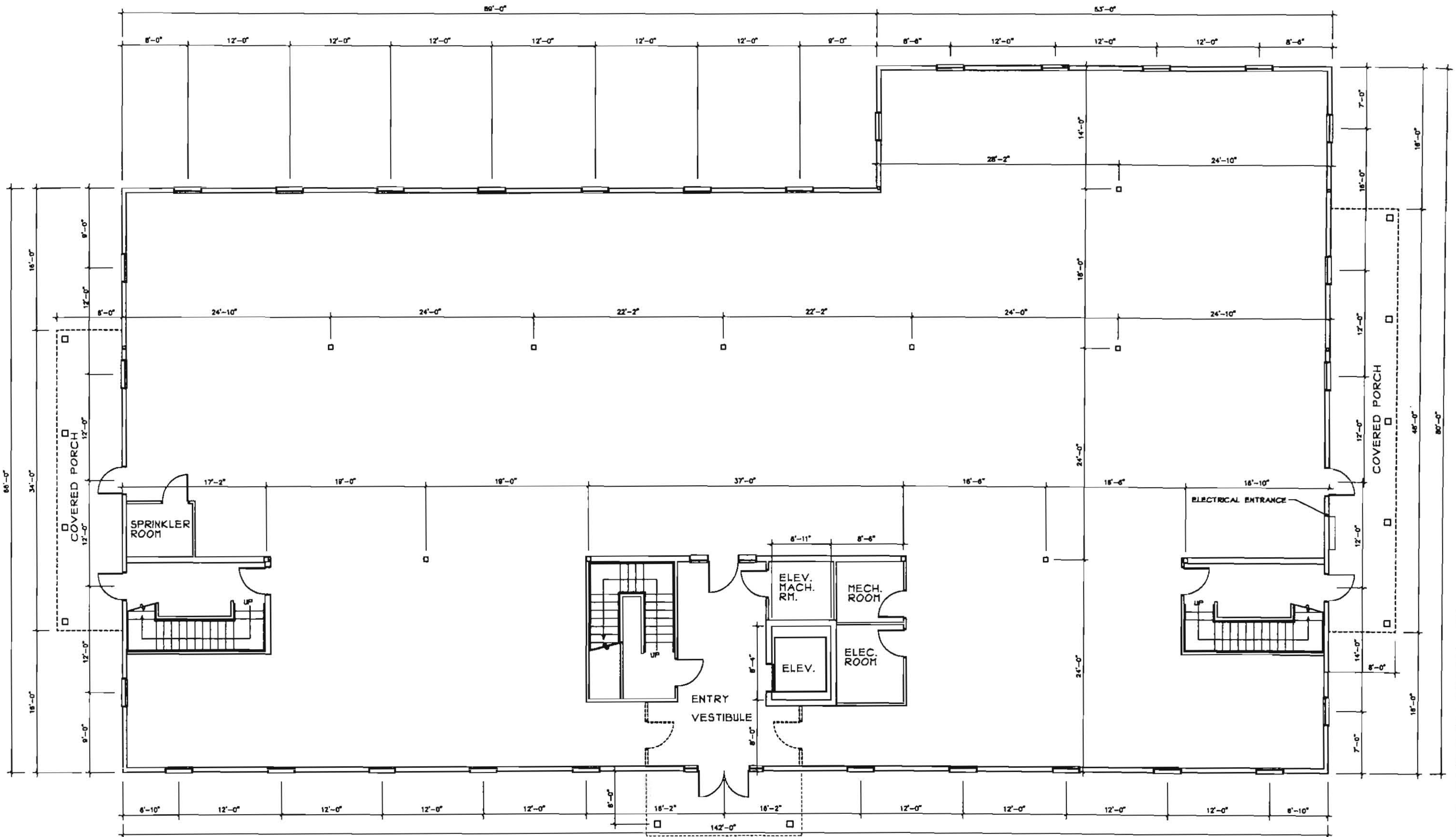
PROPERTY OF:
CONNOR BROTHERS STONECUTTERS, LLC
BERLIN ST. ALBANS

A-2

575 STONE CUTTERS WAY
MONTPELIER, VERMONT

SCALE: 3/32" = 1'-0"
DATE: 11 APR 11
REV.: 16 MAY 11

CONCEPTUAL ELEVATION



PROPOSED FIRST FLOOR PLAN

PROPERTY OF:
CONNOR BROTHERS STONECUTTERS, LLC
BERLIN ST. ALBANS

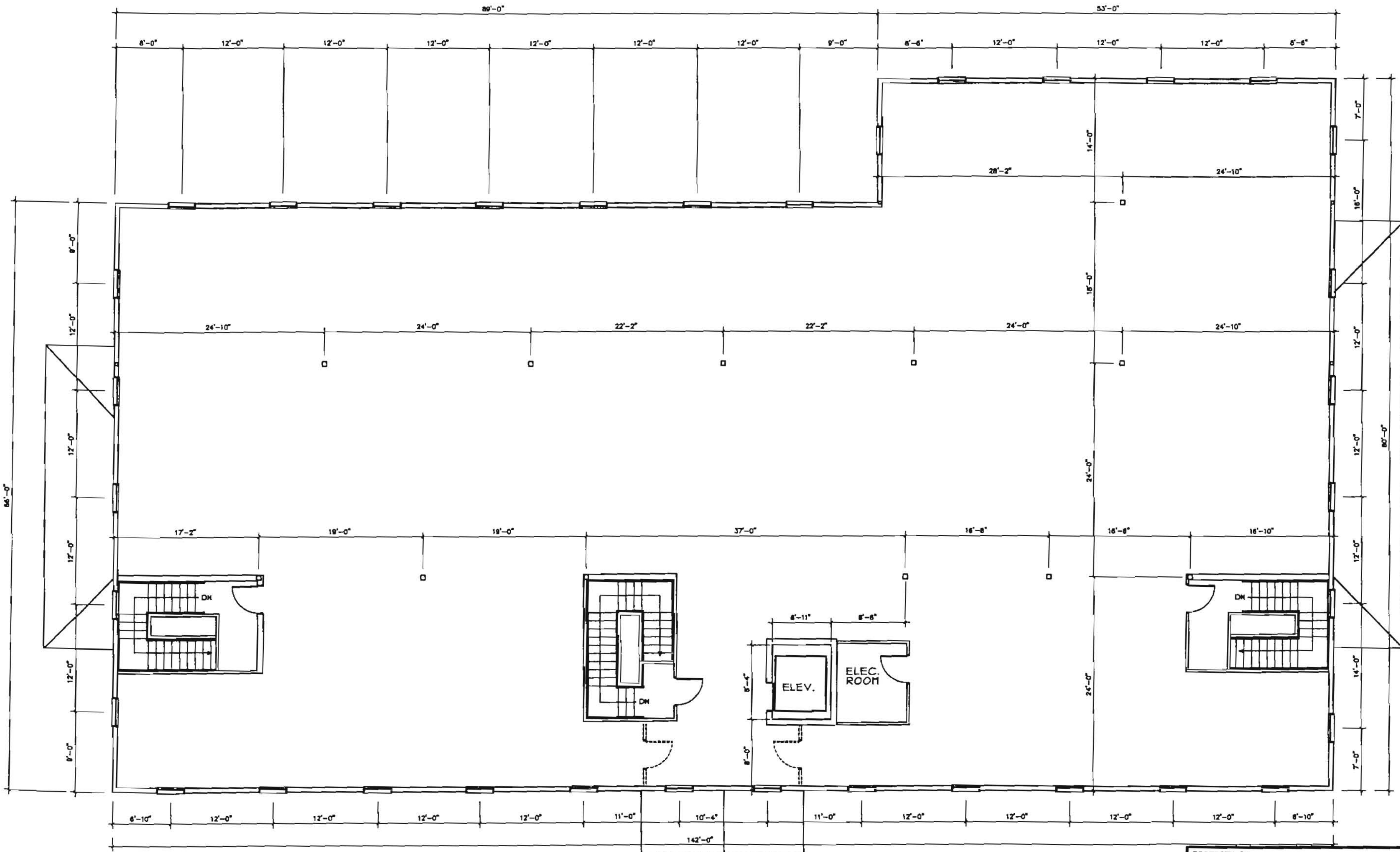
A-3

575 STONE CUTTERS WAY
MONTPELIER, VERMONT

SCALE: 3/32" = 1'-0"
DATE: APR
REV.: 18 MAY

CONCEPTUAL PLAN

C:\Program Files\DataCAD\Drawings\Stonecutters\CBS2K-10.aec



PROPOSED SECOND FLOOR PLAN

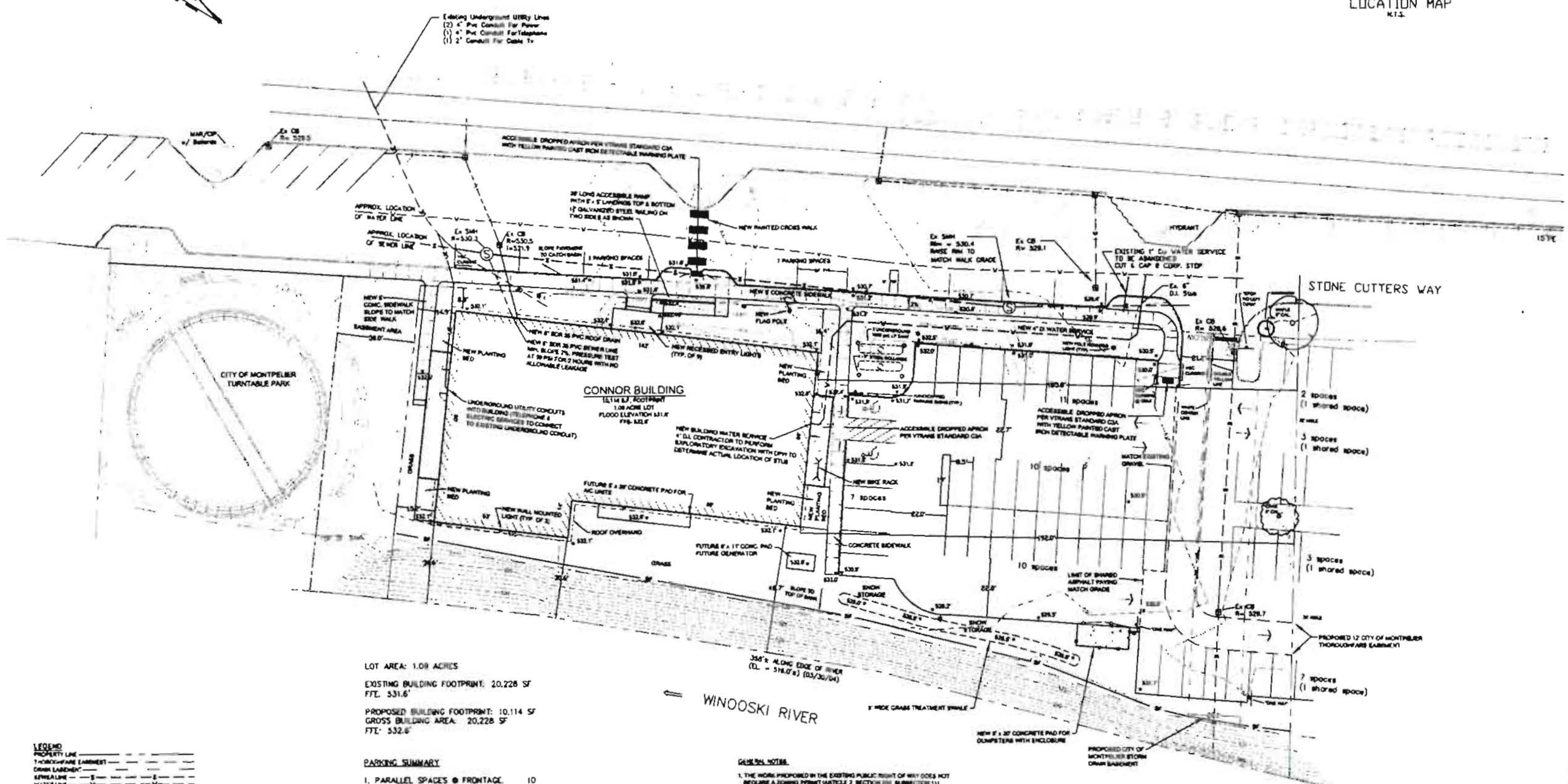
PROPERTY OF:
CONNOR BROTHERS STONECUTTERS, LLC
BERLIN ST. ALBANS

A-4

575 STONE CUTTERS WAY
MONTPELIER, VERMONT

SCALE: 3/32" = 1'-0"
DATE: 1 APR
REV. 18 MAY

CONCEPTUAL PLAN



LOT AREA: 1.08 ACRES

EXISTING BUILDING FOOTPRINT: 20,228 SF
FFE. 531.6'

PROPOSED BUILDING FOOTPRINT: 10,114 SF
GROSS BUILDING AREA: 20,228 SF
FFE: 532.6'

PARKING SUMMARY

1.	PARALLEL SPACES @ FRONTAGE:	10
2.	UNRESTRICTED ON-SITE SPACES:	38
3.	ON-SITE/SHARED SPACES @ COOP BOUNDARY:	4
4.	OTHER ON-SITE SHARED SPACES:	11
	TOTAL:	63

NOTE:
1. TOPOGRAPHIC INFORMATION PROVIDED BY REFERENCE #1.

REFERENCES:
1. "SURVEY OF LAND OWNED BY STATE OF VERMONT, MONTPELIER, VERMONT", BY GREGORY F. DUBOIS LS, DATED APR. 2004, PROJECT #2003-34

GENERAL NOTES

1. THE WORK PROPOSED IN THE EXISTING PUBLIC RIGHT OF WAY DOES NOT REQUIRE A ZONING PERMIT (ARTICLE 2, SECTION [illegible], SUBSECTION 11) APPLICANT WILL BE REQUESTING CITY COUNCIL / DEPT. OF PUBLIC WORKS APPROVAL FOR THIS WORK.
2. ALL EXCAVATED MATERIAL NOT APPROVED FOR BACK FILL IS TO BE REMOVED FROM THE SITE AND DISPOSED OF AT AN APPROVED LOCATION.
3. TEMPORARILY SEED AND MULCH ALL DISTURBED AREAS WHICH WILL REMAIN OPEN FOR MORE THAN 10 DAYS.
4. THE SITE CONTRACTOR SHALL INSTALL THE NEW WATER LINE IN ACCORDANCE WITH NFPA 24, FROM THE CITY MAIN (WITH A SHUT OFF) TO THE SPRINKLER FLANGE INSIDE THE BUILDING. THE SITE CONTRACTOR SHALL COMPLETELY FLUSH THE 4" LINE AT 300 GPM UNTIL THE FLOW IS CLEAR. THE LINE SHALL BE PRESSURE TESTED AT 200 PSI FOR 2 HOURS WITH NO LEAKAGE. THE LINE SHALL BE DISINFECTED AND FLUSHED. A NEGATIVE BACTERIOLOGICAL TEST MUST BE OBTAINED PRIOR TO ACCEPTANCE OF THE LINE.
4. SITE CONTRACTOR RESPONSIBLE FOR THE EXCAVATION AND BACKFILL FOR ALL UTILITY LINES INCLUDING WATER, SEWER, GAS, ELECTRIC, TV, TELEPHONE.
5. STREAM BANK WORK LIMITED TO REMOVAL OF INVASIVE SPECIES, TREE AND SHRUB THINNING, PRUNING AND STABILIZATION WITH HEAVY SEED AND MULCH IF NECESSARY.
6. HAND RAILS TO BE 1 1/2" DIA. GALVANIZED STEEL.
7. THE ENTIRE SITE BETWEEN THE RIVER AND THE TRAIN TRACKS IS WITHIN THE 100 YEAR FLOOD PLAIN.

LEGEND
PROPERTY LINE
THOROUGHFARE EASEMENT
DRAIN EASEMENT
SEWER LINE
WATER LINE
DRAIN LINE
CONTOUR MAJOR
CONTOUR MINOR
WATER VALVE
SEWER MANHOLE
CATCH BASIN
VERTICAL GRANITE CURB — VGC
CONCRETE CURB — CCC

AS REQUIRED BY 30 V.S.A. § 7004, NO PERSON SHALL ENGAGE IN EXCAVATION ACTIVITIES WITHOUT FIRST GIVING AT LEAST FORTY-EIGHT (48) HOURS NOTICE TO DIGSAFE. NEITHER THE OWNER NOR THE ENGINEER HAVE VERIFIED THE EXISTENCE AND/OR LOCATION OF ANY UNDERGROUND UTILITIES.

1-888-DIG-SAFE

GRAPHIC SCALE
(IN FEET)

NO.	REVISIONS	DATE
1.	REVISED REFERENCE NOTE	5/10/11
2.	MISC. SITE REVISIONS	5/24/11
3.	REVISED GRADES	5/25/11
4.	ADDED SPOT ELEVATIONS & FLOOD NOTE	6/15/11
5.	ADDED TRAFFIC MARKING & EXISTING TREES	6/24/11

marsh engineering services
73 Main Street Room 28
Montpelier, VT 05602
Phone: (802) 224-9033

CONNOR BROTHERS
STONECUTTERS, LLC
575 STONE CUTTERS WAY
MONTPELIER, VERMONT

SURVEYED: OTHERS
DESIGNED: DRM
DRAWN: DAS
CHECKED: DRM
DATE: 4/19/2011

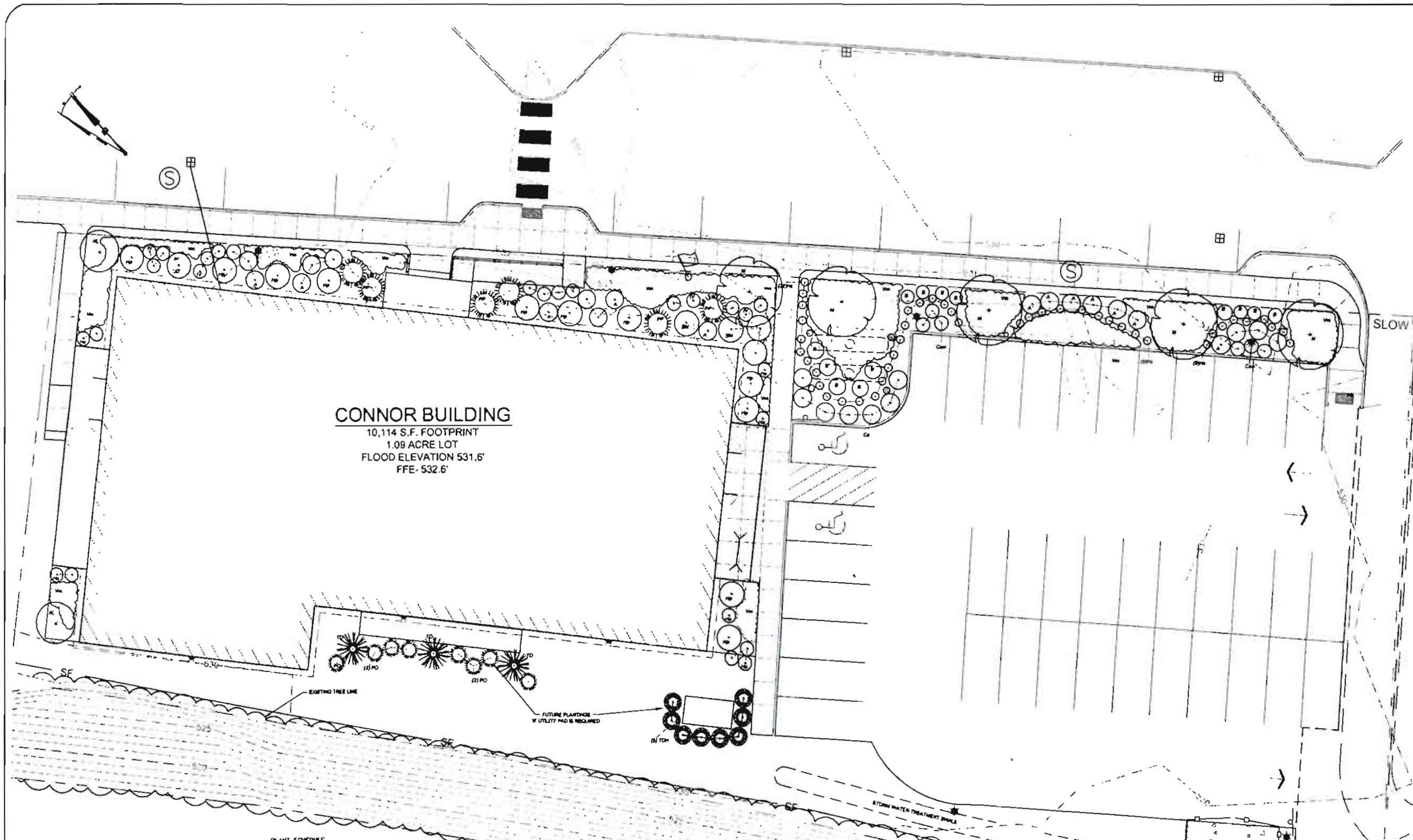
CONNOR BROTHERS

SITEPLAN

C-1

© 2011 marsh engineering services

PROJECT: 11010



PLANT SCHEDULE

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	MATURE SIZE	Purchase Size
A	20	Aronia melanocarpa 'Autumn Magic'	Purple Chokeberry	4-5'l x 4-5'w	3 gallon
AL	2	Amelanchier laevis	Allegheny Service Berry	12-20'l x 5-10'w	5 gallon
Ba	13	Baptisia australis	False Blue Indigo	24-36"l x 36"w	2 gallon
Ca	7	Clethra alnifolia 'Ruby Spice'	Summersweet	5-6'l x 5-6'w	3 gallon
Cae	6	Clethra alnifolia 'Compacta'	Summersweet	3-4'l x 3-4'w	2 gallon
Hp	11	Hydrangea paniculata 'Grandiflora compacta'	Panicle Hydrangea	4-6'l x 4-6'w	5 gallon
Ha	10	Hydrangea arborescens 'Bella Anna'	Hydrangea	3'l x 3'w	3 gallon
Hs	43	Helictotrichon sempervirens 'Saphirsprudel'	Blue Oat Grass	24-36"l x 24-30"w	2 gallon
Iv	1	Ilex verticillata 'Jim Dandy'	Winterberry	5-7'l x 5-7'w	3 gallon
Iv	16	Ilex verticillata 'Red Sprite'	Winterberry	3-4'l x 3-4'w	3 gallon
M	5	Malus 'Adams'	Crabapple	20'l x 20'w	2" cal.
Po	8	Picea omorika 'Nana'	Dwarf Serbian Spruce	4-6'l x 3-5'w	3 gallon
Pp	6	Picea pungens 'Glauca Globosa'	Dwarf Blue Spruce	3-4'l x 4-5'w	30" B&B
Sm	4	Syringa meyeri 'Palibin'	Dwarf Korean Lilac	5'l x 8'w	5 gallon
TOH	8	Thuja occidentalis 'Holmstrup Dwarf'	Holmstup Eastern Arborvitae	5-8'l x 2-4'w	5 gallon
To	3	Thuja occidentalis 'Woodwardii'	Eastern arborvitae	4-6'l x 5-10'w	30-36"
Vm	Approx. 1,000 sqft	Vinca minor 'Bowles'	Myrtle, Periwinkle	6" groundcover	Bareroot

NOTE:
1. TOPOGRAPHIC INFORMATION PROVIDED BY REFERENCE #1.
2. STREAM BANK WORK LIMITED TO REMOVAL OF INVASIVE SPECIES, TREE AND SHRUB THINNING, PRUNING AND STABILIZATION WITH HEAVY SEED AND MULCH IF NECESSARY.

REFERENCES:
1. "ALTA/ACSM LAND TITLE SURVEY, #58 BARRE STREET, MONTPELIER, VERMONT", BY RICHARD W. BELL LAND SURVEYING, INC. DATED MARCH 2010, PROJECT #10530

AS REQUIRED BY 30 V.S.A. § 7004, NO PERSON SHALL ENGAGE IN EXCAVATION ACTIVITIES WITHOUT FIRST GIVING AT LEAST FORTY-EIGHT (48) HOURS NOTICE TO DIGSAFE. NEITHER THE OWNER NOR THE ENGINEER HAVE VERIFIED THE EXISTENCE AND/OR LOCATION OF ANY UNDERGROUND UTILITIES.

1-888-DIG-SAFE

GRAPHIC SCALE
(IN FEET)

NO	REVISIONS	DATE
1.	MISC. SITE REVISIONS	5/24/11
2.	REVISED LANDSCAPE	6/24/11

CONNOR BROTHERS
STONECUTTERS, LLC
575 STONE CUTTERS WAY
MONTPELIER, VERMONT

SURVEYED: OTHERS
DESIGNED: DRM
DRAWN: DAS
CHECKED: DRM
DATE: 4/22/2011

CONNOR BROTHERS

LANDSCAPE PLAN

L-1

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PROJECT: 11010

CONNOR BROTHERS STONECUTTERS, LLC
1100 U.S. Route 2
Berlin, VT 05602
Phone (802) 223-3843, Fax (802) 223-3888
fred@connorcontractinginc.com

August 25, 2011

Mr. William A. Fraser
City Manager
City of Montpelier
City Hall
39 Main Street
Montpelier, VT 05602

Subject: Public Thoroughfare Agreement
575 Stone Cutters Way
Montpelier, Vermont

Dear Bill:

Attached is page 5 of 5 of our Zoning Permit.

In order that we may satisfy condition 1, kindly sign the enclosed agreement and notify my office that it is available to be picked up at your office. I will then stop by to pick it up and record it.

Thank you for your assistance.

Sincerely,

Fred J Connor III

Fred J. Connor III
Member
Connor Brothers Stonecutters, LLC

i. There will be no adverse effects.

DECISION

Based upon the Findings and Conclusions set forth above, the DRB hereby grants design review, site plan review, conditional use and floodplain development approval for the demolition of the existing structures, construction of a new building, parking and associated improvements, and uses on a parcel at 575 Stonecutter's Way as depicted on revised plans, and described in supporting materials referenced above; as described in the above findings, subject to the following conditions:

1. The applicant shall execute and deliver a right-of-way agreement that creates the legal right for the extension of the "Public Thoroughfare" agreement through the property allowing for the continuation of the current traffic circulation pattern along Stonecutter's Way.
2. Any future enlargement, alteration or change of use will require a permit from the City of Montpelier.

This approval constitutes local zoning approval and does not in any way preclude the Applicant(s) from the requirements of obtaining any and all other permits or approvals. State permits may be required for this project. Call 802-476-0195 to speak to the State Permit Specialist before beginning any construction.

By acceptance of this approval without appeal, the Permittee confirms and agrees for itself and its successors and assigns that the conditions of this permit once issued, shall run with the land and the land uses herein approved, and will be binding upon and enforceable against the Permittee and all assigns and successors in interest.

Philip H. Zalinger, Jr., Chair

July 27, 2011
Date

PUBLIC THOROUGHFARE AGREEMENT

This Agreement, entered into and executed this 25TH day of AUGUST, 2011, by and between Connor Brothers Stonecutters, LLC (herein "Owner") and the City of Montpelier (herein "City"):

IN CONSIDERATION ON ONE DOLLAR AND OTHER GOOD AND VALUABLE CONSIDERATION, payment receipt and sufficiency of which is hereby mutually acknowledged, and in consideration of the several undertakings and representations set forth herein, Owner and City agree as follows:

1. Owner hereby grants to City an easement for public travel, both pedestrian and vehicular over and along a 12' foot strip of land extending southerly from Owner's curb cut on Stone Cutters Way, over lands of the Owner located southerly of and adjacent to said street, the centerline, configuration and orientation of said easement depicted on Attachment "A" hereof.

2. Owner shall be responsible for snow plowing and snow removal within said easement and adjacent lands of Owner.

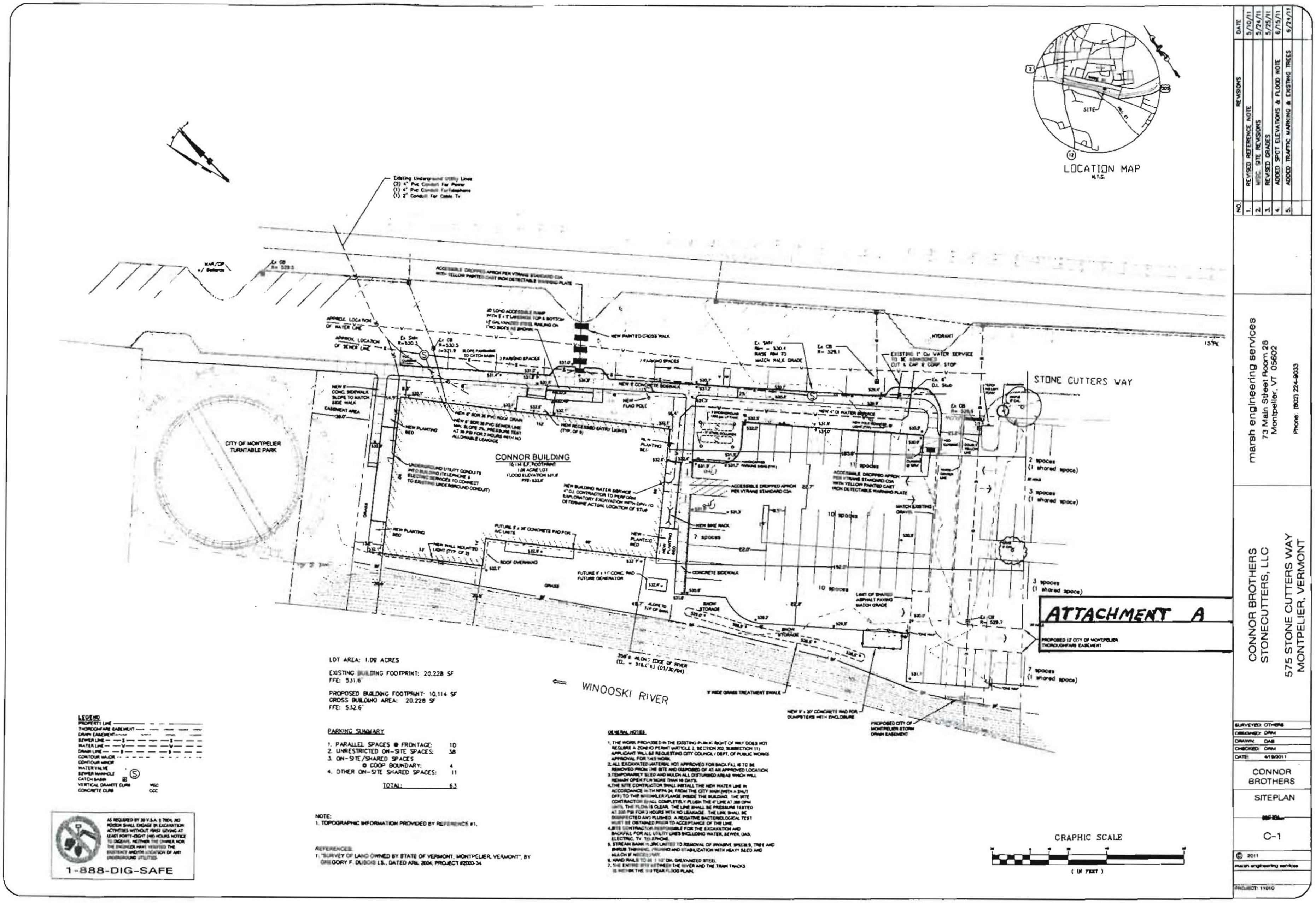
3. Said easement shall not be used for parking, but shall be kept open at all times for public travel.

CONNOR BROTHERS STONECUTTERS, LLC

BY: Fred J. Connor III
MEMBER

CITY OF MONTPELIER

BY: ____________________


ATTACHMENT A
PROPOSED 17' CITY OF MONTPELIER THOROUGHFARE EASEMENT
LOCATION MAP
N.T.S.
SITE
STONE CUTTERS WAY
CONNOR BUILDING
CITY OF MONTPELIER TURNTABLE PARK
WINOOSKI RIVER
LOT AREA: 1.09 ACRES
EXISTING BUILDING FOOTPRINT: 20,228 SF
FFE: 531.6'
PROPOSED BUILDING FOOTPRINT: 10,114 SF
GROSS BUILDING AREA: 20,228 SF
FFE: 532.6'
PARKING SUMMARY
1. PARALLEL SPACES @ FRONTAGE: 10
2. UNRESTRICTED ON-SITE SPACES: 38
3. ON-SITE/SHARED SPACES @ COOP BOUNDARY: 4
4. OTHER ON-SITE SHARED SPACES: 11
TOTAL: 63
NOTE:
1. TOPOGRAPHIC INFORMATION PROVIDED BY REFERENCE #1.
REFERENCES:
1. "SURVEY OF LAND OWNED BY STATE OF VERMONT, MONTPELIER, VERMONT", BY GREGORY F. DUBOIS L.S., DATED APRIL 2004, PROJECT #2003-34
GENERAL NOTES
LEGEND
1-888-DIG-SAFE
GRAPHIC SCALE
(IN FEET)
11 spaces
10 spaces
7 spaces
2 spaces (1 shared space)
3 spaces (1 shared space)
7 spaces (1 shared space)
NO. | REVISIONS | DATE
1. REVISED REFERENCE NOTE 5/10/11
2. MISC. SITE REVISIONS 5/24/11
3. REVISED GRADES 5/25/11
4. ADDED SPOT ELEVATIONS & FLOOD NOTE 6/15/11
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marsh engineering services
73 Main Street Room 28
Montpelier, VT 05602
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CONNOR BROTHERS
STONECUTTERS, LLC
575 STONE CUTTERS WAY
MONTPELIER, VERMONT
SURVEYED: OTHERS
DESIGNED: DRM
DRAWN: DAB
CHECKED: DRM
DATE: 4/19/2011
CONNOR BROTHERS
SITEPLAN
C-1
© 2011 marsh engineering services
PROJECT: 11010

CITY OF MONTPELIER
TAX STABILIZATION POLICY
Adopted June 25, 2003

Purpose: The City Council, as authorized by Title 24, Chapter 75 Section 2741 of the Vermont Statures and by votes of the City in 1980 and 2001, may enter into a tax stabilization contract with the owner(s) of industrial or commercial properties in order to promote growth and development that advances the city's goals and priorities, which include creating job opportunities, expanding the Montpelier Grand List, promoting housing and enhancing public safety.

1. **Granting of Tax Stabilization:** The granting of tax stabilization is the sole discretion of the City Council. The City Council may enter into tax stabilization contracts with owners of industrial and commercial real property to discount the property's value on the Montpelier Grand List by one-third (1/3) to one-half (1/2) for new industrial and commercial real property or for additions and renovations to existing industrial or commercial real property.

2. **Conditions:** Tax stabilization contracts are available for industrial and commercial projects subject to the following conditions:

   a. Tax stabilization contracts shall have a term of no more than ten (10) years, effective at the beginning of the city's fiscal year following the date of approval of the contract.

   b. The discount on the property value shall be for no more than one-half (50%) of the value of a new construction project or an additions/renovations project that would otherwise take effect in the year the contract is approved.

   c. A proposed tax stabilization contract shall be the subject of two public hearings before the City Council prior to a final vote on the contract's acceptability.

   d. Any discounted property value established by a tax stabilization contract shall be recalculated at the contract ratio in the event of a general property reappraisal and the discounted value will continue until the term of the contract is completed.

   e. In an application for tax stabilization, the property owner(s) bears the burden of demonstrating how the project will meet the qualifying criteria of this policy. However, for projects that are desirable and are believed to meet the criteria for tax stabilization, the City Council may extend an invitation to the property owner(s) to enter into a tax stabilization contract.

   f. Applications for tax stabilization should be made after approval of a zoning permit or other permits from the Development Review Board but prior to the issuance of a building permit. The property owner(s) is at risk of being refused tax stabilization, irrespective of the merits of the project, if the application for tax stabilization is filed after the building permit is requested.

3. **Compliance:**

   a. A tax stabilization contract shall include any and all terms necessary to assure the City of the benefits which are the basis of the decision to grant tax stabilization to the project. In the case of a failure to carry out the terms of the contract, the City may terminate the contract and/or recapture the taxes for periods during which there was a breach of the terms, seek specific performance, and impose any other remedies which may be available under the terms of the contract or by operation of law.

   b. Property owners who enter into tax stabilization contracts shall provide annual compliance statements documenting that all provisions of their tax stabilization contract are being met. Such compliance statements will be due by the anniversary date of the contract and will be reviewed by the city to assure that all criteria are maintained throughout the duration of the contract. Failure of the property owner(s) to provide compliance statements may be grounds for the City Council to terminate the tax stabilization contract..

4. **Municipal Taxes Only:** Tax stabilization awards shall be made consistent with the provisions of 24 VSA Chapter 75 Section 2741 and shall be only for the municipal portion of property taxes. Applicants who seek tax stabilization for education property taxes must do so through the Vermont Economic Progress Council.

5. **Findings of Fact:** Before approving a tax stabilization contract, the City Council shall make specific findings of fact on which to base the general findings that the project meets each of the required eligibility criteria set forth in this policy.

6. **Benefit Levels:** Tax Stabilization awards shall fall within four benefit levels.

   Level One – A reduction in property value of one-third (1/3) for up to three (3) years.

   Level Two – A range of awards which include:
   A reduction in property value of one-third (1/3) for four (4) years.
   A reduction in property value of one-half (1/2) for three (3) years.
   A reduction in property value of one-third (1/3) for five (5) years.
   A reduction in property value of one-half (1/2) for four (4) years.
   A reduction in property value of one-third (1/3) for six (6) years.
   A reduction in property value of one-third (1/3) for seven (7) years.

   Level Three - A range of awards which include but are not limited to:

A reduction in property value of one-half (1/2) for five (5) years.
A reduction in property value of one-third (1/3) for eight (8) years.
A reduction in property value of one-half (1/2) for six (6) years.
A reduction in property value of one-third (1/3) for nine (9) years.
A reduction in property value of one-third (1/3) for ten (10) years.
A reduction in property value of one-half (1/2) for seven (7) years.

Level Four - A range of awards which include but are not limited to:
A reduction in property value of one-half (1/2) for eight (8) years.
A reduction in property value of one-half (1/2) for nine (9) years.
A reduction in property value of one-half (1/2) for ten (10) years.

7. **Criteria for Level One:** To be considered for Level One Benefits of tax stabilization, the project must meet ALL of the following criteria:

a. At the beginning of the contract term the real property additions and/or renovations will
i) be assessed at $250,000 or more; or
ii) be assessed at $50,000 or more for businesses with 25 or fewer full-time employees or with $2 million or less in annual gross sales.

b. The development is consistent with the City of Montpelier Master Plan in effect at the time the application is made and that the project has received Development Review Board approval (if required) and all other necessary permits not including the building permit.

c. No part of the completed project, which shall include the entire value of the real property and any improvements thereon, will be exempt from City taxes during the term of the contract and thereafter for a period equal to the contract term, other than property value discount granted under the tax stabilization contract.

d. The real property additions and/or renovations to receive tax stabilization must include commercial and/or residential sprinklers approved by the Montpelier Fire Chief and the Vermont Department of Labor and Industry (if applicable).

e. The project will not result in a net decrease in the number of residential units within the designated downtown. However, this standard may be waived by the City Council if the Council makes an affirmative finding that the project results in exceptional public benefits which outweigh the public need for the housing units being removed or the Council affirmatively finds that the applicant has provided for comparable housing units elsewhere within the city.

f. The project can demonstrate to the satisfaction of the City Council that, but for tax stabilization, it would not choose to locate or expand in Montpelier.

g. The project can demonstrate to the satisfaction of the City Council that, net of tax stabilization and all foreseeable tax impacts, it will provide a positive property tax benefit to the City.

8. **Criteria for Level Two**: To be considered for Level Two benefits, the project must the requirements of paragraph 7 above and at least ONE of the following criteria:

a. The project can demonstrate to the satisfaction of the City Council that the project will positively affect in a significant way the number of employment opportunities in Montpelier.

b. The property owner(s) will deed to the City certain rights in real property which could otherwise be acquired only by outright purchase or eminent domain to promote the achievement of a specific policy or objective set out in the City Master Plan, including easements for riverfront walkways and parks, pocket parks, recreations trails and conservation easements that protect or create the following: key natural features, open space, greenways, specimen trees, etc. This provision shall apply only to acquisitions for which there is no reasonable or practicable alternative.

c. The project will meet certain exceptional, enhanced aesthetic standards not otherwise required by law or the City Master Plan, such as replacement of existing above-ground power lines, preservation or creation of public views and vistas, maintaining or enhancing the historic authenticity of an existing building or unusual landscaping effects.

d. The project will include a unique and significant public amenity specifically referenced in the Montpelier Master Plan or in the Capital District Master Plan which will relieve the City of a significant cost which it would otherwise incur.

9. **Criteria for Level Three**: To be considered for Level Three Benefits, the project must meet the requirements of Level Two benefits and at least TWO of the following criteria:

a. The project will result in a net increase in residential units within the city.
b. At the commencement of the contract term the real property additions and/or renovations will be assessed at $500,000 or more.
c. Throughout the life of the tax stabilization contract, the project will result in a net increase of 25 full time equivalent jobs which pay at least a livable wage for a single person (as calculated by the State of Vermont Joint Fiscal Office)throughout the life of the contract.
d. The project must be located within the boundaries of the designated downtown as approved by the Vermont Downtown Development Board or within an industrial

or office park zoning district,

10. **Criteria for Level Four:** To be considered for Level Four Benefits, the project must meet the requirements of Level Two benefits and at least THREE of the options provided in paragraph 9 above.

11. **Recapture:** Where a project is subject to the recapture of taxes not paid because of a tax stabilization contract, the amount due shall be the total amount of the tax which would have been due if no tax stabilization contract had been in force plus interest from the date at which the tax would have been due. The property shall be subject to a tax lien for all unpaid amounts due under this provision.

12. **Transfer:** The tax stabilization contract shall be transferred to the new owner of any property subject to such contract. Failure to transfer the contract shall be subject to recapture of the full tax amounts or discontinuation of the tax stabilization contract.

13. **Definitions:**

    a. Industrial real property is broadly defined as property used for the manufacturing (production or processing) of goods and commodities.

    b. Commercial real property is broadly defined as property used for buying, selling and/or exchange of goods and commodities or the provision of services. Examples of commercial uses include, but are not limited to retail stores, warehousing, wholesaling, restaurants, hotels, offices and commercial apartments.

    c. The value of real property additions and/or renovations shall be calculated by comparing the assessed value of the property after improvement with the assessed value immediately before the improvement or the assessed value at the time of purchase, whichever is the greater. The difference is the amount of the real property addition and/or renovation.

05/14/03 wjf

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

August 25, 2011

The Times-Argus
Att: Classifieds

Please insert the following with City of Montpelier notices on: Monday, August 29th
Monday, September 5th

CITY OF MONTPELIER

Design Review Committee Vacancies

The Montpelier City Council is seeking citizens interested in filling three expired terms on the City's Design Review Committee; these 3-year terms will expire in September, 2014. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall – 39 Main Street, Montpelier (or by e-mailing spitonyak@montpelier-vt.org) on or by noon on Thursday, September 8th. The City Council will make these appointments at their September 14th 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

Sandy Pitonyak

From: Kate Coffey [katec@blackriverdesign.com]
Sent: Thursday, September 01, 2011 10:22 AM
To: Sandy Pitonyak; evertins@sover.net; eric@ptvermont.org
Cc: Audra Brown; Clancy DeSmet
Subject: RE: Your Terms on DRC Expire 9/10/11

Hi Sandy:

I would be interested in continuing on with the DRC. Please let me know if you need additional information.

kate

BLACK RIVER DESIGN
Katharine Jean Coffey, LEED AP BD+C, Architect
73 Main St. Montpelier, Vermont 05602
Phone: 802 223 2044 Fax: 802 223 1132

From: Sandy Pitonyak [mailto:SPitonyak@montpelier-vt.org]
Sent: Thursday, September 01, 2011 10:17 AM
To: evertins@sover.net; Kate Coffey; eric@ptvermont.org
Cc: Audra Brown; Clancy DeSmet
Subject: Your Terms on DRC Expire 9/10/11

Please send me an e-mail message if you'd like to be considered for reappointment at the City Council's September 14th meeting ... thank you!

Sandy Pitonyak

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

Sandy Pitonyak

From: Steve Everett [evertins@sover.net]
Sent: Tuesday, September 06, 2011 3:28 PM
To: Sandy Pitonyak
Subject: Re: Your Terms on DRC Expire 9/10/11

Attn: Montpelier City Council

I would like to be considered for reappointment to the Montpelier Design Review Committee for another term effective 9/10/11.
Thank you.
Stephen Everett

----- Original Message -----
From: Sandy Pitonyak
To: evertins@sover.net ; Kate Coffey ; eric@ptvermont.org
Cc: Audra Brown ; Clancy DeSmet
Sent: Thursday, September 01, 2011 10:16 AM
Subject: Your Terms on DRC Expire 9/10/11

Please send me an e-mail message if you'd like to be considered for reappointment at the City Council's September 14th meeting ... thank you!

Sandy Pitonyak

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

Sandy Pitonyak

From: Audra Brown
Sent: Friday, September 09, 2011 9:39 AM
To: Sandy Pitonyak
Subject: FW: FW: Contact Info for Eric Gilbertson

From: eric [mailto:eric@ptvermont.org]
Sent: Thursday, September 08, 2011 6:45 PM
To: Audra Brown
Subject: Re: FW: Contact Info for Eric Gilbertson

Consider this an application..... I am straight out with flood stuff.

Thanks

On 9/8/11 12:54 PM, Audra Brown wrote:

From: Sandy Pitonyak
Sent: Thursday, September 08, 2011 12:49 PM
To: Audra Brown
Subject: Contact Info for Eric Gilbertson

What I have is not correct. He has not reapplied for the DRC and am trying to get in touch with him!!

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

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

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

FUND BALANCE POLICY
Approved:________

The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. It also is intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The Fund Balance Policy should be established based upon a long-term perspective recognizing that stated thresholds are considered minimum balances. The main objective of establishing and maintaining a Fund Balance Policy is for the City of Montpelier to be in a strong fiscal position that will allow for better position to weather negative economic trends.

The Fund Balance consists of five categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned.

- **Nonspendable Fund Balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
- **Restricted Fund Balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions, or enabling legislation.
- **Committed Fund Balance** consists of funds that are set aside for a specific purpose by the City's highest level of decision making authority (City Council). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- **Assigned Fund Balance** consists of funds that are set aside with the intent to be used for a specific purpose by the City's highest level of decision making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.
- **Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

Nonspendable and Restricted Funds

Nonspendable funds are those funds that cannot be spent because they are either:
1) Not in spendable form (e.g. inventories and prepaids)
2) Legally or contractually required to be maintained intact

It is the responsibility of the Finance Director to report all Nonspendable Funds appropriately in the City's Financial Statements.

Restricted funds are those funds that have constraints placed on their use either:

1) Externally by creditors, grantors, contributors, or laws or regulations or other governments
2) By law through constitutional provisions or enabling legislation.

It is the responsibility of the Finance Director to report all Restricted Funds appropriately in the City's Financial Statements.

Order of Use of Restricted and Unrestricted Funds
When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

Authority to Commit Funds
The City Council has the authority to set aside funds for a specific purpose. Any funds set aside as Committed Fund Balance requires the passage of a resolution by a simple majority vote. The passage of a resolution must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available. Funds that are set aside during the budget approval process, such as Capital Improvement Plan funds, Equipment Plan funds will be included in the passage of a resolution prior to June 30th of the applicable fiscal year.

Authority to Assign Funds
Upon passage of the Fund Balance Policy, authority is given to the City Manager to assign funds for specific purposes in an amount not to exceed the City Manager's authorization level in City of Montpelier Purchasing Policy (I. B. Non Capital Purchases). Any funds set aside as Assigned Fund Balance must be reported to the City Council at their next regular meeting and recorded in the minutes.

The City Council has the authority to set aside funds for the intended use of a specific purpose. Any funds set aside as Assigned Fund Balance requires a simple majority vote and must be recorded in the minutes. The same action is required to change or remove the assignment.

Unassigned Fund Balance
Unassigned Fund Balance is the residual amount in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance should be maintained in the General Fund in order to cover unexpected expenditures and revenue shortfalls.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures or a revenue shortfall up to the minimum established level by the City Council. Any funds accessed by the City Council must be approved and recorded in the minutes.

The Fund Balance Policy establishes a goal to accumulate a minimum Unassigned Fund Balance equal to 15% of the budgeted General Fund expenditures each year. The Fund Balance Policy also establishes a goal to achieve positive Unrestricted Net asset balances in the City's Water, Sewer and Parking Funds. If these goals are not met, the City Council will adopt a multi-year plan to achieve the minimum Unassigned Fund Balance and Unrestricted Net Assets balances established in this policy.

Management is expected to manage the budget so that revenue shortfalls and expenditure increases do not impact the total unassigned fund balance. In the event that a budget shortfall occurs that brings the unassigned fund balance below the minimum level, the Council will adopt a plan on how to return unassigned fund balance back to the required level.

The Fund Balance Policy may be amended from time to time per the City Council.

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

DEBT MANAGEMENT POLICY
Approved: __________

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

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

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

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

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

PURPOSE OF DEBT. General obligation debt funded by general fund property taxes shall be used for projects that provide a general benefit to City residents and that cannot otherwise be self-supporting. Debt incurred for use by an enterprise fund, even if backed by a general obligation pledge of the City, shall be self-supporting and repaid solely from the revenues of such fund, unless a general benefit to City residents can be demonstrated.

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

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

1. Total direct debt service (principal and interest) for Government Activities of the City will not exceed 8.2% of the total budgeted revenues for Governmental Activities (Based of Moody's 2009 U.S. Local Government Medians for A rating for U.S. Cities under 50,0000 population).
2. Total direct debt service (principal and interest) for the City as a Whole (Governmental Activities and Business Activities) will not exceed 15% of the total budgeted revenues for the Governmental Activities and the Business Activities.

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

CITY OF MONTPELIER, VERMONT

"Smallest Capital City in the United States"

The Times-Argus

Please include this ad in your following publications: Monday, August 29th
Thank you!

MONTPELIER HISTORIC PRESERVATION COMMISSION
VACANCY

The City of Montpelier is seeking individuals interested in serving on this commission; there is currently a 3-year term that will be expiring in September. The Commission can have no less than three (3) and no more than (7) members; with this appointment, the board would retain its five members. 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 8th. The City Council will make the appointment(s) at their September 14th 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 Department of Planning and Community Development at 223-9506.

William J. Fraser
City Manager

WJF:sg

Sandy Pitonyak

From:	Gwendolyn Hallsmith [gwenhs@gmail.com]
Sent:	Tuesday, September 06, 2011 10:29 AM
To:	Clancy DeSmet; Sandy Pitonyak
Subject:	Fwd: Statement of interest: Montpelier Historic Preservation Commission
Attachments:	HHusher_resume.pdf

Here's a candidate...

---------- Forwarded message ----------
From: **Helen Husher** <hhusher@uvm.edu>
Date: Tue, Sep 6, 2011 at 10:27 AM
Subject: Statement of interest: Montpelier Historic Preservation Commission
To: planning@montpelier-vt.org

I spotted the recent announcement of a vacancy on the Historic Preservation Commission, and I'm writing today to express interest in the opening.

As you'll see from the attached resume, I'm currently a writer, editor, and communications manager at UVM's Sustainable Agriculture Research and Education program. This is a federal grant program for farmers, researchers, extension staff, and nonprofits, and I'm responsible for information campaigns, outreach, and application materials for potential SARE grantees, along with a wide range of reporting and editorial work. I also manage a speakers fund and the regional web site (www.nesare.org).

Much of my focus at Northeast SARE is on recruiting and educating grant applicants across 12 states and the District of Columbia, monitoring open projects, and managing newsletters, web material, and applicant how-to guides. Before going to SARE, I worked in the advancement office at Vermont Technical College doing publications, alumni fund raising, and reunions; before that I managed a community housing nonprofit where I got some hands-on experience with state preservation review of rehabilitation projects on homes in the historic district. I also got involved in putting together community forums and volunteer inventories of community assets, and served for a couple of years on the planning board in Randolph. Most of this experience is decidedly dusty—I moved to Montpelier ten years ago.

I think the main thing I can bring to the commission is a background in grants from both the proposal perspective and the award end of things, and this includes a good understanding of how to develop a competitive proposal supported by data and specificity. The community organizing experience may also prove useful—from looking at the web material, this appears to be an important component of the commission's charge—along with lots of experience working collaboratively. I'm also a pretty good writer and the author of two books about Vermont, and currently serve as a book reviewer for *Vermont History*, the proceedings of the Vermont Historical Society.

Please feel free to e-mail me back if you have immediate questions. I do plan to attend the September 14 meeting of the City Council.

Thanks for your time and attention,

Helen Husher
35 Loomis Street
Montpelier VT 05602
802 223 7923

Helen Husher

35 Loomis Street
Montpelier, VT 05602
802/223-7923
hhusher@sover.net

Summary

A writer, editor, and print production manager seeks engaging and professional full-time work. I offer a background in copywriting, editing, design, desktop publishing, print production management, and media relations, along with planning, visualization, and project delivery skills.

Writer/Editor

Experienced with newsletters, web material, news releases, and other communications copy; developed and edited a wide range of material including handbooks, fact sheets, directories, internal and employee periodicals, recruitment pieces, and research reports.

Profiles, travel, humor, book reviews, how-to, outdoors, natural history, and general interest articles written for a wide range of news, niche, regional, and national publications. Markets include the Boston *Phoenix, New Age, Seven Days, Vermont Magazine, New England Travel,* and *Vermont Life.*

Author of *Off the Leash: Subversive Journeys Around Vermont*, W.W. Norton/Countryman Press, 1999, and *A View From Vermont: Everyday Life in America*, Globe Pequot, 2004. A third nonfiction title, *Conversations with a Prince: A Year of Riding at East Hill Farm*, was released by the Lyons Press in the spring of 2005.

Developed and edited *With an Ear to the Ground*, a book of essays by Vern Grubinger, published by the Sustainable Agriculture Research and Education program in 2004.

Publications Manager

Responsible for the typography, design, and production values of books, tabloids, posters, newsletters, handbooks, ads, directories, and a wide range of other print materials. Press runs from 500 to 60,000.

Planned and implemented publication upgrades within existing budget constraints.

Developed and directed the design, concept, and launch of new publications. Managed content, editing, page layout, bidding, budgeting, and time lines, and developed relationships with printers, mail houses, and output services.

Handled the correction of type, sizing of photos, copy flow, and other tasks associated with general production work.

Responsible for web page content, layout, and graphics.

Proficient on PageMaker; familiar with Quark, PhotoShop, and Illustrator.

Education

1977/1981 **B.A., M.A., English,** Boston University. G.P.A. 3.8.

With an emphasis on linguistics and an undergraduate minor in Classics.

Experience

1998/present **Publications and Public Information**

University of Vermont, Northeast Sustainable Agriculture Research and Education (SARE), Burlington, Vermont.

Communications and publications manager. Newsletters, press relations, reports, instructional materials, staff and grantee communication, program collateral , and web page content and design. SARE is USDA grants program for farmers, researchers, and Cooperative Extension.

1998/2000 **Columnist**

Seven Days, Burlington, Vermont.

Monthly travel column and a biweekly compilation of unusual local news; other features on assignment. *Seven Days* is an arts and comment weekly.

1991/1998 **Assistant Director of Institutional Advancement**

Vermont Technical College, Randolph Center, Vermont.

Publications management, alumni programs, and the annual campaign. Responsible for news releases, features, press relations, and internal communications as well as strategic planning for overall advancement and development. Served as college ombudsman from 1996 to 1998.

1987/1990 **Executive Director**

Randolph Neighborhood Housing Services, Inc., Randolph, Vermont.

Developed and directed a community-based nonprofit originating subsidy home rehab loans and delivering youth services. Responsible for program management, fundraising, community organizing, and volunteer development.

1984/1986 **Writer and Proofreader**

The Boston *Phoenix*, Boston, Massachusetts.

Writer, copy editor, and production proofreader. Features on assignment, copy-editing overflow, weekly event listings, and the correction of type from first-run galleys to the finished page. Performed a range of editorial and production tasks at this urban arts and comment weekly. Freelance through 1988.

Other background

Book reviewer for *Vermont History*, the proceedings of the Vermont Historical Society.

Experience investigating and resolving workplace issues of gender bias and harassment; handled interviewing and documenting complaints and mediating related conflicts.

Licensed by the British Horse Society in stable management and instruction, Porlock/BHSAI, 1971. Taught at and managed hunter/jumper barns in Maryland, Ohio, and South Carolina, 1971 to 1976. Founding coach of the Boston University Riding Team, 1977 to 1981. Currently competing USDF Training 4 and First 1.

Design, Pratt Institute, Brooklyn, New York, 1969 to 1970.

CITY OF MONTPELIER
Charlotte L. Hoyt, City Clerk & Treasurer
City Hall – 39 Main Street
e-mail address choyt@montpelier-vt.org
802-223-9500

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

FROM: Charlotte L. Hoyt, City Clerk & Treasurer

DATE: September 9, 2011

SUBJECT Matrix Report – City Clerk & Treasurer

In the Matrix Management Assessment recommendations it speaks to the current staffing level of 4.5 positions, with 2.5 positions to cover the City Clerk functions and 2.0 positions to cover the Treasurer functions. The City Clerk & Treasurer's Office has a large volume of customers which included not only counter traffic, but telephone inquires, mail payment and correspondence as well. I would agree with the allocation for the two functions, but it should be noted that all positions need to have a working knowledge of all functions in order to accommodate the needs of the customer base at any given time and cover the positions when staff is in meetings, out of the office or otherwise engaged with other customers.

4.2 (1) The Matrix report speaks to exploring on-line access to land and vital records. We are currently looking into having the land records available on-line with our current vendor. Presently the vital records are available in a card file only, but we will be looking at ways to get this information into a computerized format.

4.2 (2) Implement action minutes for Council Meeting. Detailed minutes have been a hallmark of this office, but we are working on making those changes and condensing the minutes.

4.2 (3) NEMRC Cash Receipting – The city presently uses the Cash Receipting, Utility Billing, Tax Payment and Grand List modules, all NEMRC software. Although we are not able to have automatic batch transfers we have worked out a process that is working. Even if we did find a different cash receipting process, we would still need some type of Utility Billing and Tax Payment process and the present modules are working.

4.2 (4) Credit card payment option. City staff is working on this and hope to have it up and running shortly. The process we have selected requires no payment of fees by the city.

4.2 (5) Implementation of individual cash drawer for all staff routinely responsible for handling cash payments in the Clerk/Treasurer's Office. – I agree that this is a good idea, however with the present software it isn't possible without requiring extra work when cashing up. This has not been an issue. If it became an issue we can make a designation on who will handle cash. This is certainly something we can look at when looking for a different cash receipts program.

While I am in agreement that the treasurer's function should be overseen by the finance department, there should still be a segregation of duties on financial transactions.