



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
September 28, 2011
07:00 P.M.

- 1) Call to Order by the Mayor
- 2) 11-229. General Business and Appearances
- 2) 11-229. General Business and Appearances
- 3) 11-230. Consideration of the Consent Agenda:
 - a) Consideration of Minutes from the September 14th, 2011 Meeting.
 - b) Consideration of awarding a contract for the reconstruction of the Gallison Hill Road Bridge (Bridge #7) and ratification of an email poll conducted on September 16th for the advance award of a purchase order for the purchase of a pre-cast concrete bridge structure for Gallison Hill Road:
 - 1) The 30 + year old Gallison Hill Road culvert located at the base of the hill was severely damaged as a result of the May 26-27 flash flood event. A temporary one-lane detour has been in place since that time. The Vermont Agency of Transportation (VTrans) provided a hydraulics analysis revealing that the old culvert was too small and a box culvert or bridge was recommended as the replacement. The Public Works Department selected the services of Stantec Consulting Services which is a consulting engineering firm having a retainer contract with VTrans for these types of events. A reconstruction design has now been completed, including contract bid documents.

- 2) To expedite the project, considering the lateness of the construction season, a pre-cast bridge structure was designed and the pre-cast vendor was selected through a competitive proposal process for immediate order. The recommendation to purchase the pre-cast bridge was presented for City Council approval by email poll and approved by a majority of Council members. This order has now been submitted to Concrete Systems, Inc. with delivery expected during the second week of November.
 - 3) The contract for the reconstruction of the damaged roadway, installation of the new bridge and related work was publicly advertised for competitive bids. Bids are scheduled to be received and opened on Friday, September 23rd. A tabulation of bids received and the recommendation from the Public Works Department and the consultant will be presented at the City Council meeting following completion of a bid analysis.
 - 4) Funding for this project, including construction of the temporary detour and engineering services, is anticipated to be primarily from the Federal Highway Administration (FHWA) through the Federal Disaster Relief Fund because Gallison Hill Road is classified as a Federal Aid connector highway. The total project cost estimate is approximately \$475,179. Federal Disaster Relief participation is anticipated to be 100% for all expenses except the permanent roadway surface which is funded at a ratio of 80% Federal - 20% City. Therefore, the preliminary local share is estimated to be in the range of \$15,000 - \$20,000. The cost estimate was submitted to FHWA via a VTrans representative.
 - 5) Recommendation: Ratification of the City Council approval to purchase the pre-cast bridge structure from Concrete Systems, Inc. in the amount of \$73,608.00. Award of the construction contract to the VTrans pre-qualified bidder submitting the lowest unit price bid, as recommended by the City's engineering consultant and the Director of Public Works, which will be presented at meeting time. Designation of the City Manager as the duly authorized agent to execute the contract documents and change orders if applicable.
- c) Consideration of awarding a contract for the reconstruction of concrete sidewalks on State Street in designated locations and construction of accessible parking spaces on Main Street at the corner of School Street.

- 1) The Public Works Department identified several sidewalk locations on State Street between Main Street & Elm Street which are in very poor condition and require replacement. Additionally, accessible on-street parking spaces for the disabled were designed by Public Works staff and recently approved by the City Council. This work was combined in a single construction contract which was advertised for competitive unit price bids. Bids are scheduled to be received and opened on Friday, September 23rd. A tabulation of bids received and the award recommendation from the Public Works Department will be presented at the City Council meeting following completion of a bid analysis and provided the cost is considered reasonable and within the available budget.
 - 2) Funding for this project is provided by the Public Works Operating Budget (concrete sidewalk reconstruction) and the FY12 Capital Improvement Program, ADA line item in the amount of \$10,000 for the accessible parking.
 - 3) Recommendation: NO BIDS RECEIVED
- d) Consideration of the becoming the Liquor Control Commission for the purpose of acting on the following:
1. Ratification of the issuance of a Catering Permit to Vermont Hospitality Management, Inc., d/b/a New England Culinary Institute, for a Reception and Dinner to be held on Sunday, September 25th, from 5:30 to 8:30 P.M. at the National Life Guest House.
 2. Catering Permit Application from Valley Bowl, Inc., for a Reception and Dinner to be held on Saturday, October 1st, from 4:00 to 10:00 P.M. at the Vermont College of Fine Arts' Library and Chapel.
- e) Payroll and Bills
- 4) 11-231. Appointments to Planning Commission.
- a) At their February 20th, 2008 meeting, the Montpelier City Council voted to approve the Planning Commission's recommendation to allow two ex-officio youth members (15-18) to the Planning Commission for renewable one-year terms.

- b) Staff advertised and received the attached two letters of interest: one from Emily Campbell; the other from Reed Bingham.
 - c) Recommendation: Appoint Emily and Reed as ex-officio youth members to Montpelier's Planning Commission; both are one-year terms.
- 5) 11-232. Second Public Hearing to consider an Application for Tax Stabilization from Connor Brothers Stonecutters, LLC, for their property at 575Stone Cutters Way.
 - a) Council conducted the First Public Hearing on September 14th. The Connors 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; the City Manager has provided a memorandum to the City Council with the Recommended Findings and Decision.
 - d) Recommendation: Conduct the second Public Hearing to consider the Tax Stabilization Application from Connor Brothers Stonecutters, LLC.; approve Tax Stabilization based on City Manager's recommendation.
- 5) 11-232. Second Public Hearing to consider an Application for Tax Stabilization from Connor Brothers Stonecutters, LLC, for their property at 575Stone Cutters Way.
- 8) 11-235. "Infrastructure Capital Projects" Committee Report.
 - a) This committee was formed for the same reason as mentioned in the previous agenda item. Its membership included Mayor Hooper; City Council Members Angela Timpone and Andy Hooper; Jesse Moorman,

Planning Commission Chair; Finance Director Sandy Gallup; and Public Works Director Todd Law.

- b) The charge for this group was to "conduct an infrastructure needs assessment; begin development of water and sewer infrastructure options; and adopt a funding plan for paving/upgrading streets and sidewalks".
- c) Recommendation: Receive update; discussion; possible direction to the committee and/or staff.

6) 11-233. 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, and Cemetery Superintendent. This evening, they will hear from the Planning Director.
- d) Recommendation: Receive report; discussion.

7) 11-234. Continued discussion of Tax Increment Financing (TIF) Districts:

- a) The Council has previously considered, but not acted upon, grant applications for TIF creation.
- b) As requested by Mayor Hooper, City Council began this discussion at their September 14th meeting.
- c) Recommendation: Further discussion; direction to staff about whether to pursue future TIF opportunities.

9) 11-236. Further consideration of the report and recommendations from the

Debt and Fund Balance Committee.

- a) City Council addressed this report at their September 14th meeting but chose to table further discussion until this meeting.
 - b) The Council Committee on Debt and Fund Balance met over the summer; the committee has prepared draft policies for debt load and fund balance use.
 - c) Recommendation: Further discussion; adopt policies as proposed by the committee.
- 9) 11-236. Further consideration of the report and recommendations from the Debt and Fund Balance Committee.
- 18) 11-244. Discussion of the FY ?13 Budget Schedule
- 19) 11-245. Discussion of the FY ?13 Outside Agency Policy
- 19) 11-245. Discussion of the FY ?13 Outside Agency Policy
- 10) 11-237. "Housing Barriers" Committee Update.
- a) Back in the spring, Council Members chose different "Summer Study Committees" to serve on; this was an effort to follow up on their 2011-2012 Priorities. Council Members Angela Timpone and Nancy Sherman, along with Planning Director Gwen Hallsmith and members of Montpelier's Housing Task Force and Planning Commission, have participated.
 - b) The actual Goal/Priority that this committee was assigned to was the "Economic Security and Wealth Creation"; their assignment was to "identify barriers to new housing in the city; select a date to convene a "Housing Summit" to identify barriers; and develop options for what the city can do to foster new housing".
 - c) Recommendation: Receive update; discussion; possible direction to the committee and/or staff.

- 11) 11-238. Consideration of the Vermont League of Cities and Towns' (VLCT) Municipal Policy.
 - a) The VLCT's Annual Meeting, known as "Town Fair", is scheduled for October 6th in Killington.
 - b) Council Member Angela Timpone will be the City's voting delegate at the meeting; this proposed VLCT Municipal Policy has been included on this agenda in the event that City Councilors wish to provide Angela with any voting direction.
 - c) Recommendation: Review and discuss the proposed policy; possible direction to Council Member Timpone.
- 11) 11-238. Consideration of the Vermont League of Cities and Towns' (VLCT) Municipal Policy.
- 12) 11-239. Discussion regarding the upcoming "Community Dinner".
 - a) City Council Members have opted to have a "Community Dinner" on Wednesday, October 26th (prior to their regularly scheduled meeting).
 - b) Staff feels that the general topic of budget and priorities might be a good issue for the agenda that evening.
 - c) City Councilor Angela Timpone volunteered to organize this event; she requested that this item be included on this evening's agenda so that she can get some direction from the other Council Members on the following:
 - 1) Individual Roles
 - 2) Start Time
 - 3) Format
 - 4) Agenda

d) Recommendation: Discussion; direction from Council.

13) 11-240. Council Reports

14) 11-241. Mayor's Report

15) 11-242. Report by the City Clerk-Treasurer

16) 11-243. Status Reports by the City Manager

17) Agenda Reports by the City Manager:

20) Adjournment



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August 24, 2011

Dear Vermont Municipal Official:

Enclosed is the draft 2012 *Vermont Municipal Policy*, which has been extensively reviewed by four committees comprised of town and city officials and the VLCT Board of Directors. The *Policy* will be presented to the VLCT membership at the annual business meeting at **Town Fair, Thursday, October 6, 2011, at the Killington Grand Hotel in Killington, Vermont** where each city and town has one vote.

The proposed *Policy* contains several initiatives that would significantly affect the relationship between our cities and towns and the State. In particular, the areas of local government autonomy, transportation, payments in lieu of taxes for state properties, corrections policy, and education funding are addressed.

Your opinions and ideas are very important and will be fully considered before the *Municipal Policy* is adopted. **Please review the draft and use the enclosed Legislative Proposal Form to submit your comments or recommendations. Please return your comments to VLCT by Friday, September 23, 2011.** You may also download this form from the VLCT website, www.vlct.org.

Proposed new additions to the existing *Municipal Policy* are underlined. Existing language that is to be deleted is ~~stricken through~~. Existing language left unchanged is in normal type. If there is a specific section of the statute you feel should be changed, please put the appropriate title, section and line numbers in the upper right-hand corner of the form.

The VLCT Board of Directors will review your recommended changes to the existing policy on **October 5, 2011, at their meeting at the Killington Grand Hotel in Killington**. You are welcome to attend this meeting, which begins at 2:00 p.m. At this meeting, the Board will make recommendations to accept, reject, or modify the proposals. Recommendations to accept or modify proposals will be presented for member action at the Annual Meeting at Town Fair on October 6. You may propose amendments from the floor at the Annual Meeting if you are the voting delegate from your municipality.

Remember to register for and attend the 2011 VLCT Town Fair! If your town or city has not yet named a delegate to the annual meeting, please take the time to do so now. The Voting Delegate Form, the Legislative Proposal Form, and the draft *Policy* can be found in the Advocacy section, Legislative Platform link of www.vlct.org.

If you have any questions, don't hesitate to call and ask for Town Fair information. See you in Killington!

Sincerely,

Steven E. Jeffrey
Executive Director

enclosures

Sponsor of:

VLCT Health Trust, Inc.

VLCT Municipal Assistance
Center

VLCT Property and Casualty
Intermunicipal Fund, Inc.

VLCT Unemployment
Insurance Trust, Inc.

Cancel on Friday

2010-2012 Preamble

We who administer, legislate, and raise revenues at the local level believe that our service to the citizenry is most in tune with the needs of the community because we are accessible. We ask that the Vermont Legislature and state government, as well as the Vermont Congressional delegation, join with the Vermont League of Cities and Towns to strengthen and streamline government structures.

Vermont has:

- limited taxing capacity and income;
- a small population that is not growing;
- a generally rural and aging population;
- a government structure that was largely developed to meet the demands envisioned and resources available a half century ago.

Therefore, Vermont must find ways to deliver government services required of the 21st century to its citizens through the most efficient means available. The state should not merely shift costs to local governments. So as to do no harm, the state should solicit the opinions of the citizens who are being served and who pay for government. Given the fragility of and continued pressures on municipal finances, local government must be included in any discussion that seeks ways for Vermont to reduce the cost of delivering services.

Where this Municipal Policy is silent on a public policy issue affecting municipal government, it shall be the position of the Vermont League of Cities and Towns to support provision of authority, autonomy and resources to cities and towns.

1.0 FINANCE, ADMINISTRATION AND INTERGOVERNMENTAL RELATIONS (FAIR)

1.01 EDUCATION FUNDING

With each passing year, the current education funding structure has an increasingly negative impact on the ability of municipalities to craft necessary budgets. Unless changes are made to Act 60 and Act 68, there will be a need for significant property tax increases in the next few years.

Given the facts that:

- Education finance is largely being controlled by the state,
- Each year the state has raided the Education Fund by failing to restrict the uses of the Education Fund to those originally specified in Act 60 and failing to fully fund the General Fund support of education originally specified in Act 68, and
- Local officials continue to spend significant time trying to understand, explain and implement the education finance system,

It is imperative that VLCT recommends the legislature creation of a new education finance system that includes a focuses on cost containment and that includes local officials in the decision-making process.

It is imperative that local officials participate. Local officials are willing to assist in the creation of a new system, provided that such efforts will be taken seriously by the administration and the legislature.

1.02 STATE PAYMENTS IN LIEU OF TAXES (PILOT) PROGRAMS

The state should fully fund all state payments in lieu of taxes (PILOT) programs (including for state buildings, Agency of Natural Resources land, capital city, and Corrections Department facilities) on an ongoing basis. The state must expand PILOT to include all state lands and must value state buildings at full fair market value and all state land in accordance with local land schedules for PILOT purposes. Until proceeds from the local option taxes fully fund the state buildings PILOT, the state General Fund must fund any remaining balance and all other PILOT payments.

1.03 LOCAL OPTION TAXES

The legislature should enable all cities, towns and villages to adopt consumption taxes and, sharing a portion of the proceeds with other municipalities.

1.04 UNFUNDED MANDATES

The state should provide reimbursement for state mandates on or cost shifts to local governments. The Joint Fiscal Office must prepare and make public a fiscal impact statement showing the administrative, ~~and~~ implementation, and as well as service costs imposed on local governments before any state legislative or administrative action affecting them can be approved.

1.05 PROTECTING AND ENHANCING MUNICIPAL FINANCES

AQ.—Require the House Ways and Means and Senate Finance committees to review all local fees set in statute in conjunction with their periodic review of state fees. The review should include significant local input.

~~BH. As~~ Ensure that the legislature increases existing or imposes new state agency fees assessed against municipalities only when the agency can show a comparable increase in the costs, quality, or quantity of the services provided.

C. Provide ways that the state can assist municipalities to get the highest interest income on their cash investments while assuring low risk of loss.

~~D. Work with both large and small municipalities to identify ways a variety of tools to help them effectively assist municipalities with economic development, and enact legislation to implement those methods tools.~~

[1.05] PUBLIC RECORDS LAW UPDATE

~~With significant input from local officials, the legislature should update all Vermont statutes concerning public records, reflecting changes in technology as well as in other areas. Such amendments must continue to balance the public's need for and its right to more accessibility to public information with the municipalities' ability to store, process and make them available, and with individuals' privacy concerns.]~~

1.06 ELECTION LAW CHANGES

The state should reimburse municipalities for any local costs for implementation of any state election law changes or reapportionment —(including voter and election official education), as well as subsequent administrative or technological costs. The implementation of any election law changes must also satisfy the requirements of local election officials to have an election system that functions smoothly and effectively on election day.

1.07 MUNICIPAL AUTHORITY

Vermont should join 42 other states in enacting a constitutional “home rule” amendment as follows: “A city, town, or village shall have the power, through approval by a majority of its voters, to adopt, amend, and repeal a charter of incorporation. A charter may authorize the municipality to exercise any legislative power or perform any function not specifically prohibited by the Vermont Constitution or general law. The powers and functions granted to cities, towns and villages under this section shall be liberally construed.”

1.08 OTHER PRIORITIES

In addition to the seven priority issues listed above, VLCT also supports legislation that would accomplish the following:

A. Require the state to reimburse municipalities for all state-mandated property tax exemptions. Until then, voters should have the authority to impose municipal service fees on those properties exempted by the state.

~~B. Enable cities and towns to adopt ordinances that deny local permits and licenses to applicants who are in violation of specified city and town ordinances.~~

~~B.C.~~ Require municipal ratification of the county budget.

~~C.D.~~ Allow local voters to assess the delinquent property tax penalty to each late installment.

~~D.F.~~ Require that all state rules, regulations, criteria and other administrative actions that ~~have an impact on~~ the operations of local government be implemented only after 30 days have passed following a publicly noticed hearing.

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- ~~F. Clarify the tax status of cable television personal property and designate cable company lines, poles and associated structures as real property for purposes of property tax assessment.~~
- ~~G. Require the state to notify listers of all businesses being conducted in declared homesteads in town for education grand list maintenance.~~
- ~~H. Assure that the legislature increases existing or imposes new state agency fees assessed against municipalities only when the agency can show a comparable increase in the costs, quality or quantity of the services provided.~~
- ~~HH. Develop a uniform definition of residency for all state and local government purposes.~~
- ~~EH. Restore to Allow towns to retain the authority to determine which generally accepted appraisal method to apply to subsidized rental housing and owner-occupied residences subject to a housing subsidy covenant for municipal taxation purposes.~~
- ~~K. With guidance from local officials, comprehensively rewrite the municipal financial management statutes.~~
- ~~L. Uniformly indemnify municipalities in all state grant and loan agreements by clarifying that the state is liable for any actions it takes in providing funds or in conducting the work funded.~~
- ~~M. Create a local government investment pool that will enhance municipalities' interest income on their investments while assuring low risk of loss.~~
- ~~FIN. Eliminate the requirement mandate that local governments take over any non-municipal cemeteries.~~
- ~~O. Require the House Ways and Means and Senate Finance committees to review all local fees set in statute in conjunction with their periodic review of state fees. The review should include significant local input.~~
- ~~P. Enable towns to bill and collect from the state the costs associated with mandating inclusion of its notices or other inserts in town tax bills or other mailings.~~
- ~~GKQ. Continue to implement mechanisms to exempt resident property tax owners with high unearned income or high assets from receiving a property tax adjustment.~~
- ~~HLR. [Revisit the 2010 attempt to] Give final approval to H.237, a bill that would reduce costs of the current use program while holding towns harmless and focusing on assisting Vermont agriculture.~~
- ~~IMS. Encourage and support municipal efforts to achieve cost savings and efficiencies through cooperative activities and eliminate any current statute or rule that prohibits or hinders that cooperation.~~
- ~~F. Accept that Vermont has:~~
- ~~• limited taxing capacity and income;~~
 - ~~• a small population that is not growing;~~
 - ~~• a generally rural and aging population;~~
 - ~~• a government structure that was largely developed to meet the demands envisioned and resources available a half century ago;~~
- ~~and therefore find ways to deliver government services required of the 21st century to its citizens through the most efficient means available. The state, in meeting its "Challenges for Change" should not merely shift~~

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costs to local governments. So as to do no harm, the state shall solicit the opinions of the citizens being served and paying for government. Local governments must be given a seat at the table regarding the implementation and oversight of "Challenges for Change"]

J.U. Make Any non-profit organization that receives any government subsidies, financial support, subsidy, or exemption from federal, state, or local taxation, – except those exempted based on a constitutionally-protected religious purpose – should be, subject to the state open meeting and public record laws.

K.V. Take testimony to identify any problems created by no longer requiring the annual submittal of the homestead declaration for the homestead property tax adjustment; and enact statutes to resolve all such problems without creating additional or alternative problems.

L.W. Require the state education fund to pay its proportion of costs associated with the defending the grand list and property tax collections, including appeals and abatements.

M. Clarify that the Public Records Law allows public agencies to charge and collect the actual costs of staff time associated with complying with a request to inspect or copy public records.

2.0 TRANSPORTATION

2.01 PRIORITY ISSUES FOR IMPLEMENTATION

- A. Prevent any cuts to Town Highway Aid payments, Class 2 Paving and Town Highway Structures grant programs, and the Town Highway Bridge Program.
- B. Stop the transfer of money that is not specific to transportation matters from the Transportation Fund.
- C. Index taxes and fees for inflation or convert tax rates to a percentage of fuel prices. Increase state Transportation Fund tax rates and/or fees, including gas and diesel taxes, motor vehicle and truck fees, and other revenue sources.
- D. Develop alternative funding sources, including local option taxes with revenue sharing provisions, user fees, and revenue from General Fund sources.
- E. Expand the use of bonding as an option for funding long-term capital improvements.
- F. Commit the funding necessary to maintain, repair, or replace Vermont's structurally deficient bridges.
- G. Develop a block grant-style program in place of the LTF program that maximizes efficiency and allows ~~directs~~ federal and state funding of local projects to be utilized most efficiently in terms of project cost, time and value to flow directly to the local level. Such projects would be managed by local government, which would have the responsibility to see the project through to completion. Allow ~~Provide~~ for an audit of any project funded through the program, but eliminate any other unnecessary levels of review prior to or during project construction. Fund applicable pilot projects.
- H. ~~VTrans – The state should allow towns to adopt~~ extend to municipalities the option to utilize a design-build process, used in most state and federally funded highway construction projects on projects that involve state and federal funding, in lieu of the current design-bid-build process. ~~Design build is a proven method for saving time and money while delivering top quality projects on time and on budget.~~

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- I. ~~Require that any federal transportation stimulus funds be apportioned between the state and towns based on the mileage each is required to maintain.~~

2.02 FUNDING PRIORITIES

- A. Increase funding for the Class 2 Roadway Program, which allows for the greatest local management of projects.
- B. Increase state funding and expand eligibility for the Town Highway Bridge Program.
- C. Ensure that the level of funding for the Town Highway Emergency Fund is sufficient to cover costs incurred by municipalities as the result of natural or manmade disasters.
- D. Increase state funding for Class 1 local highway rehabilitation or construction.
- E. Any project using federal dollars should be reimbursed at the federally allowed rates if the project includes for undergrounding of utilities, or moving water, sewer, and similar infrastructure. ~~Infrastructure. If Vtrans mandates the moving water and sewer infrastructure for transportation projects, Vtrans must reimburse municipalities for those costs.~~
- F. Instruct the Agency of Transportation (VTrans) to partner with municipalities and other agencies to enhance the asset management/project priority program to insure the importance of local and regional priorities and the participation of local officials in selecting projects. Modify the project prioritization system to include weight for the economic development impacts of a project including job creation, increase in tax revenues, and increase in gross state product.
- G. ~~The state must reimburse municipalities for the cost of moving water and sewer infrastructure for projects it mandates and/or manages.~~
- H. Increase state funding for public transit providers.
- I. Provide more “park and ride” lots, subject to local regulation, and continue to upgrade existing lots while providing for long-term maintenance.
- J. Install traffic signs and signals on Class 1 town highways.
- K. ~~Enable local governments to install cameras at traffic lights. Direct all revenues from resulting fines to host local governments.~~

2.03 STATE AND LOCAL COOPERATION

- A. ~~Redesign the Local Transportation Facilities Division (LTF) program to maximize efficiency and eliminate redundant or unnecessary review while allowing for the increased local management of projects. Incorporate efficiencies developed for expenditure of federal stimulus dollars into the regular program.~~
- AB. Expand the District Transportation Administrators’ (DTAs’) flexibility and authority to work with local governments to ensure technical assistance and efficiency in implementing transportation projects.
- BC. Increase coordination and communication among all VTrans divisions to eliminate duplication of any municipal project oversight.

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- | ~~C.D.~~ VTrans should continue to work with all state permitting agencies, especially the Agency of Natural Resources and Division of Historic Preservation, to expedite the permitting process and tailor it to the size and impact of a project so as to efficiently implement local transportation projects.
- | ~~E.~~ ~~Comprehensively review VTrans' interpretation and implementation of federal standards, policies and guidelines to ensure that they do not exceed minimum federal requirements. This should be done in a cooperative manner allowing for local and regional participation as well as reducing project costs and the time needed to complete them.~~
- | ~~D.F.~~ Eliminate Act 250 review of town highway maintenance and reconstruction projects; nullify existing Act 250 permits for maintenance and reconstruction projects.
- | ~~E.G.~~ Revise existing road design and traffic standards to better define village areas and respect the complex traffic and infrastructure needs of Vermont's villages and downtowns.
- | ~~F.H.~~ Share VTrans' facilities and other resources (such as purchasing contracts) with municipalities.
- | ~~G.I.~~ Expand the state's line painting operations on Class 2 highways to include the painting of all other lines upon the request of a municipality when center and lane lines are being painted. Those lines should be painted annually. Municipalities that request that service will pay the cost of painting those lines.
- | ~~H.J.~~ Modify the billboard law so that municipalities may hang temporary banners within the state highway right-of-way advertising events and activities.
- | ~~I.K.~~ Establish fines and penalties for illegally possessing municipal road signs, signals, or markings.
- | ~~J.L.~~ The state shall not force municipalities to be co-applicants, sign management or maintenance agreements, or accept responsibility for their state stormwater infrastructure.
- | ~~K.M.~~ Any additions to the VTrans Town Road and Bridge Standards should not result in undue increased maintenance and construction costs to municipalities.

2.04 COMMERCIAL VEHICLES

- A. Municipalities must retain their authority to issue permits to and impose fees on all overweight vehicle traffic on local roads. The state must subject commercial agricultural and custom agricultural service vehicles to local overweight permitting regulations.
- B. Establish a permanent fund for the repair of town roads damaged by agricultural service vehicles, which are exempt from having to obtain local overweight permits. If these vehicles are locally permitted, authorize municipalities to fine vehicle owners for violating those permits.
- C. Allow municipalities to authorize overlength truck travel only through single-trip permits.
- | ~~D. The legislature and federal government should assure that the weight limits on interstate highways established in the pilot project for interstates are made permanent. Compel The federal government to should should increase the weight limits on interstate highways.~~

2.05 ALTERNATIVE TRANSPORTATION AND RAILROADS

- ~~A.~~ Advocate revising and relaxing federal standards for bicycle path and sidewalk construction for projects funded primarily with federal dollars. To avoid additional cost and time, fund these projects without federal funds.
- ~~AB.~~ Spend funds allocated for rail or related projects solely on those projects.
- ~~BC.~~ Revitalize interstate and intrastate freight and passenger rail service and ~~e~~Encourage local input on State-managed projects regarding appropriate siting of transportation infrastructure, including roundabouts, bike and pedestrian measures, and the relocation of rail yards.
- ~~CD.~~ Encourage intermodal facilities that provide all combinations of transit suited to a municipality so as to encourage and accommodate economic development.
- ~~DE.~~ Rail networks need to accommodate double-stack trains. Intermodal freight transfer centers must be established at entry points to the state.
- ~~EF.~~ When selecting and developing transportation projects, the state must address access to commercial airports.
- ~~EG.~~ Establish a state funding source, such as a revolving loan fund or grant program similar to the Class 2 Paving and Rehabilitation program, for the construction and repair of municipal sidewalks and recreation paths. Provide access to these dollars to fund "Complete Street" portions of paving and rehabilitation projects that may have other partial funding sources.

3.0 PUBLIC SAFETY

3.01 PRIORITY ISSUES FOR IMPLEMENTATION

Vermont's local public safety officials join with all municipal officials in calling for the legislature to:

- A. Prohibit cost shifts and mandates to municipalities in the area of public safety unless the state provides full reimbursement. In particular, changes to State of Vermont corrections policy (Department of Corrections) ~~(DOC)~~ policy changes as a result of ~~Challenges for Change~~ recent legislation must be closely monitored for municipal impacts.
- B. Require the state to provide the best training programs, at an affordable rate, for all levels of public safety personnel, including police, fire, and EMS.
- C. Develop innovative and cost-effective models for collaboration ~~between~~ among state police, sheriffs, and municipalities.

3.02 CORRECTIONS COMMUNITY

- A. The DOC must provide open channels of communication so municipal officials are aware of any changes in the status of offenders ~~in have information necessary to address the needs of their municipalities and the offenders in them and can~~, as well as to provide feedback to the DOC regarding impacts to the community. Local officials must be informed about the circumstances of an individual's release and if the release was the result of Act 157 or Act 146 of 2010 and Act 41 of 2011.

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- B. The DOC must provide municipal officials with the opportunity to participate in the decision-making processes concerning the number and type of offenders released to and supervised in a community.
- C. Provide funding to ensure that offenders housed in community settings receive adequate supervision by DOC personnel and adequate support services. This must include juveniles and individuals with mental illness or drug or alcohol dependencies.
- D. Include the local public safety community in proposed host municipalities in decisions about where to placing individuals under DOC supervision in proposed host municipalities. The DOC must respect municipal zoning in approval of housing for offenders, especially as it pertains to the use of motels.
- E. Monitor the release of offenders to ~~assure~~ ensure there is no undue adverse burden on any individual municipality.

3.03 PUBLIC SAFETY FUNDING

- A. Authorize municipal ~~law enforcement~~ emergency service agencies to recover all costs associated with complying with any federal, state, or court-ordered licensing, registration, and testing requirement.
- B. Fund and identify the housing and transportation and housing needs of all ~~prisoners~~ persons who present a danger to themselves or the public, including ~~those juveniles or individuals who are mentally ill or drug and/or alcohol impaired~~ public inebriates, and ~~who present a danger to themselves or the public~~.
- C. Compel the state to reimburse municipalities for costs of providing emergency medical services for all persons lodged in state-owned facilities, including those who are incapacitated.
- D. Extend the availability of state funding for the operation of public safety answering points (PSAPs) to municipal PSAPs in an amount proportional to the volume of E-911 calls processed by each PSAP.

3.04 PUBLIC SAFETY TRAINING

- A. Provide the Fire Academy adequate funding for certified training programs for all full-time, part-time, and volunteer firefighters, as well as sufficient resources (manpower, equipment, etc.) to support the certified training activities. Address the particular needs and constraints of volunteer firefighters.
- B. ~~Provide Adequately sufficient funding to the Criminal Justice Training Academy (the Academy). Provide funding~~ to stimulate participation in in-service training programs sponsored by the Criminal Justice Training Council, including supervisory training.
- C. Reimburse municipalities ~~on a sliding scale (e.g., 100 percent if hired within one year of graduation from the Academy, 75 percent for two years, 50 percent for three years)~~ for the costs of training law enforcement officers who are hired by the state police.
- ~~D. Increase the state-generated portion of civil fines that are deposited in the Criminal Justice Training Council Special Fund.~~
- DE. Provide appropriate, affordable, and flexible training for all public safety personnel; ~~and~~ provide implementation funds for any training requirements mandated for local first responders.
- E.F. Provide tuition credits to municipalities that contribute employees to instruct and/or act as training assistants at the Criminal Justice Training Academy.

2012 VLCT MUNICIPAL POLICY

| FG. Include all users of the Criminal Justice Training Academy in any efforts to review and/or reorganize the structure and funding for local first responder provider training.

| GH. Amend 20 V.S.A. Chapter 151 to provide more municipal representation on the Criminal Justice Training Council.

3.05 PUBLIC SAFETY EMERGENCY RESPONSE

A. Include relevant local personnel in discussions about any changes in laws or regulations governing how local public safety personnel respond to emergency incidents, particularly those involving hazardous materials.

| B. Support and fund development (with municipal participation) of an early warning system for hazards, pandemics, and public safety emergencies.

C. Develop an emergency response fund to cover non-transportation-related disaster recovery costs incurred by local governments that do not meet the Federal Emergency Management Agency (FEMA) thresholds.

| D. Establish an electronic information system to provide public safety and emergency management personnel accurate and timely the correct information at the right time for the right purpose.

E. Develop a contingency fund to provide the state match required to requisition FEMA disaster funds.

| F. Support the continued development and sustainability of an interoperable communications system that allows all emergency service agencies and personnel to communicate with one another in emergency situations. Develop the system in an efficient and cost-effective manner, ~~and not as the result of an unfunded mandate.~~

| G. Provide seed funding or other incentives to create a ~~model~~ program for ~~county or municipally run~~ regional public safety services, ~~particularly dispatch.~~

~~3.06~~ YOUTH

| ~~A. Increase state resources for intervention, prevention and recovery programs for youth.~~

~~3.067~~ SAFE DRIVING INITIATIVES

| A. The legislature ~~must~~should ban hand-held cell phone use while operating a motor vehicle for all drivers and make violations of the prohibition a primary offense.

B. Enact primary enforcement of the seat belt law.

| C. Strengthen graduated driving license requirements by ~~providing~~ that sanctions levied upon a driver under 18 who has been charged with a motor vehicle violation should continue past the driver's 18th birthday until the case is adjudicated.

4.0 QUALITY OF LIFE AND ENVIRONMENT

4.01 HEALTH CARE

In 2011 the legislature passed H.202 (Act 48), "An Act Relating to a Universal and Unified Health System." The intent is to create a single-payer health system called "Green Mountain Care" that will provide "comprehensive, affordable, high-quality, publicly financed health care coverage for all Vermont residents in a seamless manner regardless of income, assets, health status, or availability of other health coverage." The legislation intends to achieve this reform through "the coordinated efforts of an independent board, state government, and the citizens of Vermont, with input from health care professionals, businesses, and members of the public."

Green Mountain Care Our health care system needs to be of high quality, affordable, accountable, and accessible. ~~It must provide~~ In providing universal coverage, it must contain medical costs and reduce administrative costs and burdens. ~~The current fee for service health care payment system will not accomplish these goals. Any system that is considered at the state, or~~ Implementation of Green Mountain Care and any system developed at the federal level must be measured against the following criteria.

- Avoid and reduce cost shift from Medicaid and Medicare.
- Provide a comprehensive, equitable health care system that ensures the same benefits for all and avoid provisions that allow for additional levels of benefit for some.
- To be successful, the system must assign financing, responsibility and accountability to one place.
- All legislatively established health care mandates must be treated as public health issues with public funding and accessibility for all.

4.02 HOUSING

- A. All Vermonters must have access to adequate, safe, decent and affordable housing options. ~~Programs, regulations, and incentives should be enacted to encourage the development and redevelopment of safe, decent, and affordable housing that meet all Vermonters' needs, as~~ are accessible to jobs and at densities designated by a municipality. Incentives and programs should be directed to designated downtowns, village centers, new town centers, growth centers, and other areas that are accessible to jobs.
- B. The Legislature should allocate property transfer tax funds to the Housing and Conservation Trust Fund at the rate established in statute, which is 40 percent of new revenue generated from the increase in the property transfer tax established in Act 200.
- C. The Legislature and Department of Health should integrate federal regulation relating to lead paint safety into state regulations so that there is one clear standard for lead paint safety and training in Vermont.
- D. The state must support property assessed clean energy programs (PACE), all fuels utilities and enforce energy efficient building codes. The state should establish methods that provide for statewide implementation without imposing mandates on municipalities.

4.03 ACT 250 AND STATE PERMITS

Vermont municipalities support efforts to make the permit process more efficient. The following principles should guide those reform efforts:

- A. Consolidate, coordinate and expedite all state permit processes required for ~~municipal~~ all projects.
- B. If a local or state permit decision is made subsequent to appropriate hearing and review, issues addressed in that decision should not be revisited in another forum such as Act 250.

C. Define “local impact” and “regional impact” in Act 250 by doing the following:

1. Comprehensively examine Act 250 jurisdiction over projects with local and regional impacts. This evaluation should include recommendations for jurisdictional thresholds and levels of review that are commensurate with the potential impact of a project.
2. Eliminate Act 250 review of projects with local impact in municipalities that have in place duly adopted municipal plans approved by the regional commission and zoning and subdivision regulations, if the local legislative body votes to eliminate such review.
3. Review projects that are regional in impact and that are expected to affect regional interests if a duly adopted regional plan is in place.
4. Provide state-level review of projects that are statewide in impact.

4.04 GROWTH AND LOCAL LAND USE

The state must provide local governments the authority to manage growth and land use in their municipalities.

- A. Allocate one-half of all property transfer tax revenue in excess of that generated by a tax rate of one-half percent to cities and towns for municipal planning purposes, as stipulated in Act 200.
- B. ~~Define “scattered development” to allow~~ Provide incentives to spur development in locally planned growth centers ~~and as well as~~ designated downtowns, new town centers or village centers.
- C. Enable municipalities to regulate the siting and location of agricultural and silvicultural facilities (24 V.S.A. § 4413 (d)), including the construction and use of farm structures, through zoning bylaws.
- D. Federal and state governments must ensure that the location of facilities they own or lease in downtowns complies with municipally adopted and approved plans. The state should provide a master management plan for all structures it owns or leases.
- E. Consistent with the US Constitution, strengthen municipal authority to regulate sexually-oriented businesses.
- F. Enable municipalities to establish incentives and requirements to develop affordable housing that allows people to stay in Vermont and that encourages economic development.
- G. Tax Increment Financing (TIF) districts should be more readily available for municipalities to use to encourage economic development. Additional economic development tools should also be made available to municipalities for their use in encouraging economic development.

4.05 SOLID WASTE AND WASTEWATER

- A. Hold municipalities harmless from liability for hazardous materials incidents at facilities they permit and that conform to all state and federal regulations.
- B. Insure that the State of Vermont Solid Waste Management Plan is flexible enough to enable local governments to determine the most appropriate collection, storage and treatment methods for sewage, solid waste, wastewater and recyclables.
- C. Immediately ~~issue~~ all outstanding solid waste, water supply, wastewater and stormwater facility permits and certifications and thereafter issue such permits in a timely manner. Regulate the entire treatment

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process in a single permit. Issue permits for facilities based on the useful life or capacity of the facility, not in five-year increments.

- D. The Agency of Natural Resources must relinquish all involvement in allocating municipal water or wastewater resources, including charging and collecting of permit fees.
- E. When a municipality acquires a site at a tax sale or when it acts as a lien holder of a site that is known to be contaminated, it should not be held civilly or criminally liable for hazardous contamination at the site at the time of acquisition.

4.06 WATER RESOURCES

- A. Clarify that the highest priority use of Vermont water resources is to provide clean and sufficient supplies of public drinking water.
- B. The state should provide financial and technical support to municipalities in order to implement the Clean Water Act through locally appropriate watershed plans and stormwater management provisions that promote the health of the economy and the environment.
- C. The Agency of Natural Resources and the Legislature must not impose substantial new total Maximum daily load (TMDL) related costs on municipalities that provide minimal benefits to the watershed and substantially impede growth in historically settled areas, designated downtowns, village, growth and new town centers. Requiring municipalities to bear the burden of cleaning up discharges to impaired waters including Lake Champlain and Long Island Sound by increasing restrictions on wastewater treatment facility discharges is not an effective means of improving the health of those waters. In the Lake Champlain basin, concentrate efforts on reducing stormwater runoff from non-point sources.
- D. The Agency of Natural Resources must enforce the provisions of the Wastewater System and Potable Water Supply Program, including requirements to repair or replace failed systems.

4.07 AIR QUALITY AND ENERGY CONSERVATION

The state and federal governments must work with local governments to implement energy conservation policies and alternative energy projects that reduce overall consumption, promote use of local renewable resources, and reduce reliance on fossil fuels and greenhouse gas emissions.

- A. ~~▲ To enhance compliance with federal air quality standards, the Vermont Legislature must encourage~~
require VTtrans to streamline programs and aggressively efficiently acquire and administer pursue federal
funding to encourage construction of recreation paths, sidewalks, bicycle lanes, public transit and
alternative transportation.
- B. ~~▲ The Vermont Legislature must support municipal efforts to reduce reliance on fossil fuel.~~
- C. ~~▲ The Vermont Legislature must provide support for smart growth development.~~
- D. ~~▲ The Vermont Legislature must require utilities to file tariffs for municipal purchase or lease of~~
streetlights and installation of energy efficient light fixtures that assures a reasonable cost to
municipalities.
- E. ~~▲ No governmental or quasi-governmental entity should discourage solar panels and other renewable or~~
energy efficiency measures on historic buildings.

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~~F. The Vermont Legislature should encourage the development of Clean Energy Assessment Districts (CEAD or PACE [Property Assessed Clean Energy] in other parts of the country) by providing funding for start up from the Clean Energy Development Fund (CEDF). Likewise the The PACE Program should be expanded to commercial properties. Clean Energy Development FundCEDF should provide funding for renewable and energy efficiency improvements to municipal buildings and projects.~~

4.08 PUBLIC HEALTH

- A. Reinstated the Health Department's program to support Town Health Officers in their broad range of statutory responsibilities. ~~If the Health Department does not reinstate that support, Amend Title 18 Chapter 11 to require the local legislative body to directly appoint a Town Health Officer.~~
- B. Insure that resources are available to the commissioner of the Department for Children and Families to provide services for persons in need of general or emergency assistance upon the referral of the Town Service Officer and that Town Service Officers are informed of those services. Establish Department For Children and Families support for Town Service Officers.

To: Montpelier City Council

From: Members of the capital project infrastructure committee

Date: September 23, 2011

Re: Report of the committee

The Council appointed the committee to “conduct an infrastructure needs assessment, begin the development of water and sewer infrastructure options and adopt a funding plan for paving/upgrading streets and sidewalks.” Members were Councilors Angela Timpone and Andy Hooper, Mayor Mary Hooper, Director of Public Works Todd Law and Director of Finance Sandy Gallup. The committee received reports from the Public Works, Fire, Police, Parks, and Finance/Technology Departments and the Green Mount Cemetery.

The committee reviewed the “Matrix Report”. The so called “Right Track” report which is an analysis of building needs was not complete however partial information from this work has been included in the capital improvement spreadsheet. The committee reviewed a variety of memos and reports prepared over the past several years relating to infrastructure needs. In addition, the Finance Director reviewed and reported her findings on the prior ten years of capital funding.

The committee recommends the City Council adopt the attached Capital Improvement Plan Policy, dated 9-23-11.

Capital Improvement Plan Background

In 1997 the Montpelier City Council adopted a Capital Improvement Plan which provided that all capital expenditures be funded at \$1 million annually. Funding of the capital plan was increased annually until 2004 when it reached the \$1 million threshold. Subsequent councils have met this policy goal with one or two exceptions. This procedure provided a predictable structure for funding the known requirements in 1997 for capital expenses.

General fund

The City of Montpelier is using the pay as you go method, with little help from grants to pay for street and sidewalk improvements. In the past ten years the City has spent \$3,913,000 in general fund appropriations for capital improvements. 50% of these funds have gone to street work and approximately 10% each to sidewalk, flood control and culverts/retaining walls.

However as new demands for flood mitigation and storm water management (including retaining walks, storm drains and culvert improvements which are public safety needs) emerge funds available for street and sidewalk repair have been reduced. For example in 2010 no funds were allocated to street rehabilitation. The net result is an eroding infrastructure in Montpelier—as is typical in many communities across Vermont and the country.

Water and Sewer funds

The City is funding water and sewer improvements principally through borrowing and grant funding driven in large part by mandated improvements of the systems. High debt and reduced grant funding have eliminated the ability of the city to make necessary infrastructure improvements without raising rates. As a result of deficits in both funds preventative infrastructure replacement is not being performed and costly reactive emergency work is dominating water and sewer work infrastructure work.

Equipment

The Equipment fund was not specifically addressed in the Council's charge. Information on the equipment needs is documented and presented to the Council. As has been the case with capital improvements money has followed emergency needs and grant opportunities. As a result, the equipment requirements of Fire and Police have more or less been addressed, whereas the equipment requirements of the public works department have not been met as successfully.

Parking

Parking was also not specifically in the committee's charge. However in reviewing the funding and equipment requirements it is apparent that this service area and fund is in need of policy and plan management. Several departments are responsible for components of parking administration and none are responsible for policy setting or delivery of service. Not surprisingly the service and the fund suffer. The Council needs to address this issue.

Cost of not addressing infrastructure problems

The National Citizen Survey of Montpelier reported in 2009 that only 4% of the community rated street repair as excellent and 27% as good. The only "public" infrastructure rated lower was parking. It is fair to speculate that in the past four years public satisfaction with the road conditions has dropped. The "Matrix Report" sites a transportation advocacy group estimates of inadequately maintained roads costing a motorist \$413 year. Notwithstanding the department of public works efforts with a budget which has been significantly underfunded overtime, no one is happy with the condition of the roads.

Water and sewer failures have caused damage to private property, loss of service, damage to roads and sidewalks, increased staff cost due to overtime, and diversion from planned activities; and overtime will result in increased insurance costs. Reports of difficulty or expense in connecting sprinkler systems due to water pressure or other problems in the water system creates road blocks to council policy of promoting fire protection via sprinklers. The committee did not attempt to quantify these costs, but they are increasing and are adding to negative public perception.

September 23, 2011

Capital Improvement Plan Policy

The Capital Improvement Plan Policy provides guidance in the development of capital and annual spending plans sufficient for the long term management of and investment in the existing infrastructure. Proper management of the City's infrastructure requires annual investment in maintenance to avoid subsequent and more expensive capital improvements. This policy provides guidance for annual funding as well as capital budgeting.

Streets

1. In FY 13, 14 and 15 fund the rehabilitation 12 % of all streets and roads. Thereafter fund rehabilitation of 8% of the roads and streets annually.
2. The annual budget shall provide sufficient funding to prevent premature deterioration of all streets and roads.

Sidewalks and bike paths

1. Any road rehabilitation project will incorporate improvements in sidewalks and crosswalks. Any road rehabilitation project will incorporate striping and signage for bikes.
2. Inspect for and eliminate trip hazards on all sidewalks in three years. Institute a side walk inspection process which provides for a review and maintenance of all sidewalks every three years.

Water and Sewer

1. Replace 2% of the distribution infrastructure annually.
2. Adopt a pricing structure which provides sufficient funding to assure that 2% of the infrastructure is replaced annually.

Bridges: Ensure that annual maintenance funds are sufficient to prevent premature deterioration.

Storm water management: Continue the assessment of needs to be followed with a plan for implementing a citywide storm water management system.

Parking: Develop a plan

Create an additional engineering/technician position in the department to sufficiently manage the work load.

Approved and adopted by the City Council:

This list of Equipment Needs was assembled by the City Council's Summer 2011 CIP Committee. It is a worksheet to help project equipment needs over the next ten years.

Ten Year Equipment Needs Report

EQUIPMENT	FY13-FY22	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
General Fund											
DPW STREETS											
Vehicles & Machinery	\$ 2,425,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Technology	\$ 480,390	\$ 49,500	\$ 49,400	\$ 49,250	\$ 49,340	\$ 48,000	\$ 49,000	\$ 49,000	\$ 49,300	\$ 38,600	\$ 49,000
Leases	\$ 138,000	\$ 49,000	\$ 49,000	\$ 40,000							
POLICE											
Vehicles & Equip	\$ 300,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Technology (need add'l IT staff)	\$ 220,000	\$ 220,000	base radio replacement								
FIRE											
Vehicles & Equip	\$ 1,324,300	\$ 421,300	\$ 233,000	\$ 7,000	\$ 32,000	\$ 31,000	\$ 29,000	\$ 40,000	\$ 124,000	\$ 403,000	\$ 4,000
Leases	\$ 120,000	\$ 40,000	\$ 40,000	\$ 40,000							
Total General Fund	\$ 5,007,690	\$ 1,034,800	\$ 626,400	\$ 391,250	\$ 361,340	\$ 359,000	\$ 358,000	\$ 369,000	\$ 453,300	\$ 721,600	\$ 333,000
Water Fund											
DPW WATER	\$ 745,000	\$ 67,000	\$ 52,000	\$ 62,000	\$ 79,000	\$ 85,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
DPW WATER Technology	\$ 122,000	\$ 12,600	\$ 12,600	\$ 12,500	\$ 12,500	\$ 12,200	\$ 12,400	\$ 12,400	\$ 12,500	\$ 9,800	\$ 12,500
Total Water Fund	\$ 867,000	\$ 79,600	\$ 64,600	\$ 74,500	\$ 91,500	\$ 97,200	\$ 92,400	\$ 92,400	\$ 92,500	\$ 89,800	\$ 92,500
Sewer Fund											
DPW SEWER	\$ 961,000	\$ 88,000	\$ 89,000	\$ 89,000	\$ 95,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
DPW SEWER Technology	\$ 139,510	\$ 14,400	\$ 14,300	\$ 14,300	\$ 14,400	\$ 13,920	\$ 14,200	\$ 14,200	\$ 14,300	\$ 11,190	\$ 14,300
Total Sewer Fund	\$ 1,100,510	\$ 102,400	\$ 103,300	\$ 103,300	\$ 109,400	\$ 113,920	\$ 114,200	\$ 114,200	\$ 114,300	\$ 111,190	\$ 114,300
PARKING w/technology	\$ 86,000	\$ 58,000	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,100	\$ 3,200	\$ 3,200	\$ 3,200	\$ 2,500	\$ 3,200
CEMETERY	\$ 183,413	\$ 30,163	\$ 11,200	\$ 12,700	\$ 7,200	\$ 41,700	\$ 61,700	\$ 8,750	\$ 8,200	\$ 1,800	
PARKS	\$ 116,900	\$ 6,000	\$ 5,200	\$ 10,700	\$ 17,100	\$ 14,500	\$ 16,300	\$ 5,800	\$ 14,000	\$ 15,000	\$ 12,300
Total EQUIPMENT - ALL FUNDS	\$ 7,361,513	\$ 1,310,963	\$ 813,900	\$ 595,650	\$ 589,740	\$ 629,420	\$ 645,800	\$ 593,350	\$ 685,500	\$ 941,890	\$ 555,300

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

Caterer's Permit Number 1488.005 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: Vermont Hospitality Management

d/b/a: New England Culinary Institute

Street: 56 College Street Town/City: Montpelier

Contact name and phone number: Fawn Wells Maxfield 802-279-6317

Email or Fax # fawn.wells@neci.edu

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: Reception & Dinner
 2. Location of catered party (street, town or city; if no address, describe location): National Life Guest House, National Life Drive
 3. Date of catered party (not more than five days, unless specifically authorized): 9/25/11
 4. Hours of operation: Beginning 5:30pm hrs. Ending 8:30pm hrs. No. of Persons 23
- Signed: [Signature] Date: 9/19/11
(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" } 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 &****Spirituuous Liquors**Caterer's Permit Number 5838-001-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: Valley Bowl Incd/b/a: Valley Bowl IncStreet: 12 Prince Street Suite 5Town/City: RandolphContact name and phone number: Wayne F. Warner 802-728-4525Email or Fax # valleybowlinc@myfairpoint.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: _____

Reception and Dinner

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

Vermont Fine Arts Library and the Chapel3. Date of catered party (not more than five days, unless specifically authorized: October 1, 2011)4. Hours of operation: Beginning 4pm hrs. Ending 10pm hrs. No. of Persons 100Signed: [Signature] Date: September 22, 2011

(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:**

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 - 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.



**CITY OF MONTPELIER
MONTPELIER, VERMONT**

Agenda for City Council Meeting

City Council Chambers, City Hall

Wednesday, September 28, 2011

7:00 P.M.

- 1) Call to Order by the Mayor
- 2) 11-229. General Business and Appearances
- 3) 11-230. Consideration of the Consent Agenda:
 - a) Consideration of Minutes from the September 14th, 2011 Meeting. 
 - b) Consideration of awarding a contract for the reconstruction of the Gallison Hill Road Bridge (Bridge #7) and ratification of an email poll conducted on September 16th for the advance award of a purchase order for the purchase of a pre-cast concrete bridge structure for Gallison Hill Road: 
 - 1) The 30 $\pm$ year old Gallison Hill Road culvert located at the base of the hill was severely damaged as a result of the May 26-27 flash flood event. A temporary one-lane detour has been in place since that time. The Vermont Agency of Transportation (VTrans) provided a hydraulics analysis revealing that the old culvert was too small and a box culvert or bridge was recommended as the replacement. The Public Works Department selected the services of Stantec Consulting Services which is a consulting engineering firm having a retainer contract with VTrans for these types of events. A reconstruction design has now been completed, including contract bid documents.
 - 2) To expedite the project, considering the lateness of the construction season, a pre-cast bridge structure was designed and the pre-cast vendor was selected through a competitive proposal process for immediate order. The recommendation to purchase the pre-cast bridge was presented for City Council approval by email poll and approved by a majority of Council members. This order has now been submitted to Concrete Systems, Inc. with delivery expected during the second week of November.

- 3) The contract for the reconstruction of the damaged roadway, installation of the new bridge and related work was publicly advertised for competitive bids. Bids are scheduled to be received and opened on Friday, September 23rd. A tabulation of bids received and the recommendation from the Public Works Department and the consultant will be presented at the City Council meeting following completion of a bid analysis.
 - 4) Funding for this project, including construction of the temporary detour and engineering services, is anticipated to be primarily from the Federal Highway Administration (FHWA) through the Federal Disaster Relief Fund because Gallison Hill Road is classified as a Federal Aid connector highway. The total project cost estimate is approximately \$475,179. Federal Disaster Relief participation is anticipated to be 100% for all expenses except the permanent roadway surface which is funded at a ratio of 80% Federal - 20% City. Therefore, the preliminary local share is estimated to be in the range of \$15,000 - \$20,000. The cost estimate was submitted to FHWA via a VTrans representative.
 - 5) Recommendation: Ratification of the City Council approval to purchase the pre-cast bridge structure from Concrete Systems, Inc. in the amount of \$73,608.00. Award of the construction contract to the VTrans pre-qualified bidder submitting the lowest unit price bid, as recommended by the City's engineering consultant and the Director of Public Works, which will be presented at meeting time. Designation of the City Manager as the duly authorized agent to execute the contract documents and change orders if applicable.
- c) Consideration of awarding a contract for the reconstruction of concrete sidewalks on State Street in designated locations and construction of accessible parking spaces on Main Street at the corner of School Street.
- 1) The Public Works Department identified several sidewalk locations on State Street between Main Street & Elm Street which are in very poor condition and require replacement. Additionally, accessible on-street parking spaces for the disabled were designed by Public Works staff and recently approved by the City Council. This work was combined in a single construction contract which was advertised for competitive unit price bids. Bids are scheduled to be received and opened on Friday, September 23rd. A tabulation of bids received and the award recommendation from the Public Works Department will be presented at the City Council meeting following completion of a bid analysis and provided the cost is considered reasonable and within the available budget.

- 2) Funding for this project is provided by the Public Works Operating Budget (concrete sidewalk reconstruction) and the FY12 Capital Improvement Program, ADA line item in the amount of \$10,000 for the accessible parking.
- 3) Recommendation: ***NO BIDS RECEIVED***
- d) Consideration of the becoming the Liquor Control Commission for the purpose of acting on the following: 
 1. Ratification of the issuance of a Catering Permit to Vermont Hospitality Management, Inc., d/b/a New England Culinary Institute, for a Reception and Dinner to be held on Sunday, September 25th, from 5:30 to 8:30 P.M. at the National Life Guest House.
 2. Catering Permit Application from Valley Bowl, Inc., for a Reception and Dinner to be held on Saturday, October 1st, from 4:00 to 10:00 P.M. at the Vermont College of Fine Arts' Library and Chapel.
- e) Payroll and Bills
- 4) 11-231. Appointments to Planning Commission. 
 - a) At their February 20th, 2008 meeting, the Montpelier City Council voted to approve the Planning Commission's recommendation to allow two ex-officio youth members (15-18) to the Planning Commission for renewable one-year terms.
 - b) Staff advertised and received the attached two letters of interest: one from Emily Campbell; the other from Reed Bingham.
 - c) Recommendation: Appoint Emily and Reed as ex-officio youth members to Montpelier's Planning Commission; both are one-year terms.
- 5) 11-232. Second Public Hearing to consider an Application for Tax Stabilization from Connor Brothers Stonecutters, LLC, for their property at 575Stone Cutters Way. 
 - a) Council conducted the First Public Hearing on September 14th. The Connors 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; the City Manager has provided a memorandum to the City Council with the Recommended Findings and Decision.
 - d) Recommendation: Conduct the second Public Hearing to consider the Tax Stabilization Application from Connor Brothers Stonecutters, LLC.; approve Tax Stabilization based on City Manager's recommendation.
- 6) 11-233. 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, and Cemetery Superintendent. This evening, they will hear from the Planning Director.
 - d) Recommendation: Receive report; discussion.
- 7) 11-234. Continued discussion of Tax Increment Financing (TIF) Districts:
- a) The Council has previously considered, but not acted upon, grant applications for TIF creation.
 - b) As requested by Mayor Hooper, City Council began this discussion at their September 14th meeting.
 - c) Recommendation: Further discussion; direction to staff about whether to pursue future TIF opportunities.
- 8) 11-235. "Infrastructure Capital Projects" Committee Report. 

- a) This committee was formed for the same reason as mentioned in the previous agenda item. Its membership included Mayor Hooper; City Council Members Angela Timpone and Andy Hooper; Jesse Moorman, Planning Commission Chair; Finance Director Sandy Gallup; and Public Works Director Todd Law.
 - b) The charge for this group was to *“conduct an infrastructure needs assessment; begin development of water and sewer infrastructure options; and adopt a funding plan for paving/upgrading streets and sidewalks”*.
 - c) Recommendation: Receive update; discussion; possible direction to the committee and/or staff.
- 9) 11-236. Further consideration of the report and recommendations from the Debt and Fund Balance Committee. 
- a) City Council addressed this report at their September 14th meeting but chose to table further discussion until this meeting.
 - b) The Council Committee on Debt and Fund Balance met over the summer; the committee has prepared draft policies for debt load and fund balance use.
 - c) Recommendation: Further discussion; adopt policies as proposed by the committee.
- 10) 11-237. “Housing Barriers” Committee Update.
- a) Back in the spring, Council Members chose different “Summer Study Committees” to serve on; this was an effort to follow up on their 2011-2012 Priorities. Council Members Angela Timpone and Nancy Sherman, along with Planning Director Gwen Hallsmith and members of Montpelier’s Housing Task Force and Planning Commission, have participated.
 - b) The actual Goal/Priority that this committee was assigned to was the **“Economic Security and Wealth Creation”**; their assignment was to *“identify barriers to new housing in the city; select a date to convene a “Housing Summit” to identify barriers; and develop options for what the city can do to foster new housing”*.
 - c) Recommendation: Receive update; discussion; possible direction to the committee and/or staff.

- 11) 11-238. Consideration of the Vermont League of Cities and Towns' (VLCT) Municipal Policy. 
- a) The VLCT's Annual Meeting, known as "Town Fair", is scheduled for October 6th in Killington.
 - b) Council Member Angela Timpone will be the City's voting delegate at the meeting; this proposed VLCT Municipal Policy has been included on this agenda in the event that City Councilors wish to provide Angela with any voting direction.
 - c) Recommendation: Review and discuss the proposed policy; possible direction to Council Member Timpone.
- 12) 11-239. Discussion regarding the upcoming "Community Dinner".
- a) City Council Members have opted to have a "Community Dinner" on Wednesday, October 26th (prior to their regularly scheduled meeting).
 - b) Staff feels that the general topic of budget and priorities might be a good issue for the agenda that evening.
 - c) City Councilor Angela Timpone volunteered to organize this event; she requested that this item be included on this evening's agenda so that she can get some direction from the other Council Members on the following:
 - 1) Individual Roles
 - 2) Start Time
 - 3) Format
 - 4) Agenda
 - d) Recommendation: Discussion; direction from Council.
- 13) 11-240. Council Reports
- 14) 11-241. Mayor's Report
- 15) 11-242. Report by the City Clerk-Treasurer
- 16) 11-243. Status Reports by the City Manager
- 17) Agenda Reports by the City Manager:
- 18) 11-244. Discussion of the FY '13 Budget Schedule 
- 19) 11-245. Discussion of the FY '13 Outside Agency Policy 
- 20) *Adjournment*



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: Connor Tax Stabilization Application, Recommended Findings and Decision
Date: September 23, 2011

The following recommended findings and decision are based upon information provided by the applicant and verified by the city to the extent possible. In the event that factual information changes, an award or contract should be reviewed accordingly. This recommendation is also based upon comments from the first public hearing.

Value of the potential award: Using the property values listed in the application and the current municipal tax rate, a 50% award is equivalent to \$3,756 per year, a 33% award is equivalent to \$2,504 per year.

Analysis: The City's 2003 tax stabilization establishes four levels of benefits with accompanying qualifying criteria. An application must meet one level fully before being considered for the next level. Regardless of compliance with criteria, the granting of any tax stabilization contract is at the sole discretion of the city council.

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.

Finding. The project meets this criteria. The current assessment of the subject property is \$220,100. The project budget is \$809,120.00. The estimated total assessed value would be \$1,030,120 and the stabilized value would be \$624,660.

- 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.

Finding: The project is consistent with the Master Plan. It is located within the Riverfront Zone and has received zoning approval. It is the final development within the Stone Cutters Way area.

- 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

Finding: This project will be privately owned and is not subject to tax exemption.

- 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).

Finding: The building will be fully sprinklered in accordance with city and state codes for commercial buildings.

- 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

Finding: The current use of the property does not contain any residential units. This project will, therefore, not result in the reduction of residential units.

- 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.

Finding: This is a very difficult standard to establish. The applicant, however, has stated that this is the case and there is no contrary evidence. The criteria is "to the satisfaction of the City Council".

- 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.

Finding: Depending on the level of tax stabilization awarded, the project will generate \$3,600 to \$5,000 in new annual municipal tax revenue over the life of

the contract and \$7,500 per year thereafter (in today's dollars). This office building will not require additional or unusual municipal services.

Level One Summary: The application meets ALL criteria for level one as required.

Criteria for Level Two: To be considered for Level Two benefits, the project must meet the requirements of Level One 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.

Finding: 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. However, with no tenant presently identified, it is not certain that this will bring new employees into 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.

Finding: 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. The applicant meets this criteria.

- 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.

Finding: 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. The project meets this criteria.

- 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.

Finding: Working with the City, the applicant was instrumental in securing state and federal environmental assessment and remediation funds for Turntable Park. Although Turntable Park is already completed, the applicant's contribution saved the city a substantial sum of money for environmental work. The project meets this criteria.

Level Two Summary: The application meets THREE of the four criteria, only ONE is required. It is possible that the application could meet the fourth criteria but that remains unknown until a tenant is identified. Level Two is satisfied.

Criteria for Levels Three and Four: 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. 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 Level Three.

- a. The project will result in a net increase in residential units within the city..

Finding: This project will not create any housing units and does not meet this criteria.

- b. At the commencement of the contract term the real property additions and/or renovations will be assessed at \$500,000 or more

Finding: The estimated net new property value is \$809,120. Assuming this value is approximate to the actual final value, the project meets this criteria.

- 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.

Finding: This is unknown until a tenant is identified. The capacity of the building would certainly provide for this possibility but any finding in this area would have to be contingent or conditional.

- 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.

Finding: Stone Cutters Way is within the designated downtown . The project meets this criteria.

Level Three and Four Summary: The application clearly meets TWO of the four criteria which qualifies it for level three benefits. The application MAY meet a third criteria regarding livable wage job creation but is not in a position to make that representation now. As presented, the application does not meet Level Four standards but may by the time the contract is in place.

Discussion: This is a strong application which easily meets the first three levels and, in fact, exceeds the requirements for level two. It has the potential to meet level four. An additional complication is that, for the next tax year (beginning July 2012), values will be established as of April 1, 2012. It is possible, if not likely, that the project will only be partially completed and will be assessed at its full value. In that scenario, it may not meet some of the assessed value criteria on April 1.

Recommendation: Based on the findings, the application qualifies for Level Three Benefits with the following terms and conditions,

- The overall strength of the application merits a reduction in property value of one-half (1/2) for seven (7) years under the provision that all conditions proposed in the application are met.
- The applicant will be permitted to seek a contract amendment for Level Four benefit in the event that they can document the employment criteria. Such amendment must be applied for prior to any tax benefits accruing under the contract.
- The contract will run from the tax year beginning July 2012 through the tax year beginning July 2018. In the event that the project is not completed and is not at full assessed value as of April 1, 2012, the applicant will have the option to defer the contract and benefits for one tax year.



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 50,000 population).
2. Total direct debt service (principal and interest) for the City as a Whole (Governmental Activities and Business Activities) will not exceed 15% of the total budgeted revenues for the Governmental Activities and the Business Activities.

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

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

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) **Need for CIP meetings?****
- ❖ **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**

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- Department Report Presentations – DPW, Fire Police**

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 – 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**



City of Montpelier, Vermont

Montpelier Finance Dept.
City Hall - 39 Main Street, Suite 6
Montpelier, Vermont 05602
Tel: (802) 223-9514

DATE: September 29, 2011

TO: Service Agencies for the City of Montpelier

FROM: Sandra J. Gallup, Finance Director

SUBJECT: OUTSIDE SERVICE AGENCIES POLICY - Fiscal Year 2013 Budget

On Wednesday, September 28, 2011, the City Council discussed the policy relative to funding for Service Agencies for the City of Montpelier and adopted the guidelines for funding agencies in the upcoming year. Please read the enclosed Funding Policy for Outside Service Agencies- Funding Year FY13. If your funding request for FY13 is equal to the FY12 amount, your request will be included in the City's General Fund Budget. Any new agency requests or increases in funding requests will require a petition to be included on the ballot. I am enclosing a worksheet which contains the previous year's approved requests.

- **FUNDING RESPONSE DEADLINE:** The deadline for filing a funding request for the FY 2012 Budget for the City of Montpelier is Friday, October 21, 2011. **I would greatly appreciate your response to me, in writing, on or before October 21 advising me of your funding request or intent to file a petition.** Please include with the amount of your funding request an overview of the importance of the City's funding to your agency and the impact it has on the community.

PETITION OPTION: Please note that a service agency always has the option of submitting a petition which meets the requirements of 17 V. S. A. to be placed on the City Meeting Ballot with their funding request. The deadline for filing a petition, including the signatures of at least 5 percent of the registered voters with the Montpelier City Clerk-Treasurer, is Thursday, January 26, 2012. Charlotte Hoyt, City Clerk-Treasurer, advises that, based on the current checklist, approximately 320 signatures would be required for a petition.

The City Council requires that all organizations who request funding must be tax-exempt under section 501(c)(3) of the Internal Revenue Code. **If this is your first request for funding, please confirm your 501(c)(3) status when you make your funding request this year.**

If you have any questions, please call me at 223-9514, or email sgallup@montpelier-vt.org.



CITY OF MONTPELIER CITY COUNCIL FUNDING POLICY FOR OUTSIDE SERVICE AGENCIES – FUNDING YEAR FY 13 (JULY 1, 2012 TO JUNE 30, 2013)

Note: The City of Montpelier requires that all organizations who request funding must be tax-exempt under section 501(c)(3) of the Internal Revenue Code.

A. New Requests (Requests from outside service agencies that did not receive voter approved funding on the March 2011 ballot or requests that were not included in the City FY 12 General Fund Budget that was approved in March 2011):

Any agency that did not receive funding approval in the previous year must file a petition meeting the requirements of 17 V. S. A. to be placed on the City Meeting Ballot with such a request. Please contact the Montpelier City Clerk for information regarding petition requirements.

Any new agency requesting funds must provide their prior year's publicly available Federal tax documents, such as the Federal 990, Return of Organization Exempt from Income Tax. Documentation of the agency's benefit to the residents of Montpelier is also required.

B. Continuing Requests from outside service agencies that received voter approval for funding on the March 2011 ballot or agencies that were included in the City FY 12 General Fund Budget that was approved in March 2011:

Any agency that makes a written request for funding that is equal to or less than the funding in the FY 12 City's General Fund Budget will be included in the FY 13 City's General Fund Budget. No petition will be necessary. (See attached historical worksheet)

Any agency who requests funding that is greater than the amount approved in the previous year must file a petition meeting the requirements of 17 V. S. A. to be placed on the City Meeting Ballot with such a request. In the event that an outside agency, whose funding is included within the City's General Fund budget, submits a petition for additional funding for any purpose, the City Council reserves the right to remove the funding from the General Fund budget. It is recommended that, in these cases, agencies discuss potential proposals with the City Council prior to submitting petitions.

Any agency that requests funding for a new or different purpose than the purpose originally approved by the voters must file a petition for funding requests for the new or different purposes. In the event that an agency wishes to increase the amount of funding for a purpose, they must petition for the full amount of new funding, not just the amount of the increase.

City of Montpelier
Department of Public Works
Memorandum

To: William Fraser, City Manager

From: Thomas McArdle, Assistant Director

Date: September 19, 2011

**Subject: Gallison Hill Road Culvert Reconstruction (Flood Damage Site #6)
Award Recommendation for Purchase Order: Pre-Cast Concrete
Bridge**

To expedite the reconstruction of the Gallison Hill Rd culvert which was washed out as a result of the May flash flood event, we ask that City Council approval of a purchase order be obtained by phone and / or email poll. Ratification of the award of the purchase order could be placed on the City Council's September 28th Consent Agenda.

The Public Works Department retained the services of Stantec Consulting Services to design the replacement storm system for Gallison Hill Road and they have completed plans for a three sided concrete bridge structure (natural channel) to replace the damaged metal pipe arch culvert. The designed replacement structure is in conformance with a hydraulics analysis recommendation provided by the Vermont Agency of Transportation.

In consideration of the narrowing window of opportunity for reconstruction of this critical transportation corridor, a pre-cast structure design was selected by staff as the least time consuming alternative. Pre-cast structures are constructed off-site and delivered to the prepared work area. Due to the lead time for pre-cast products, we need to order the structure separately and this award recommendation is for the purchase of the bridge structure only. The contract for the bridge installation, road construction, stream channel & utility work is currently being advertised for bids which are due on the 23rd.

Our consultant contacted five pre-cast concrete vendors within the region to determine if they were interested in providing a quote (proposal), namely:

Camp Precast – Milton, VT
S.D. Ireland Companies – Williston, VT
Concrete Systems Inc. – Hudson, NH
Fort Miller Company - Schuylerville, NY
Oldcastle Precast – Auburn, ME

Three companies were interested and provided the following quotes:

Camp Precast - \$38,700.00 (3-sided box component only)
S.D. Ireland Companies - \$85,800.00 (3-sided box, wingwalls, footings, but no headwalls)
Concrete Systems, Inc. - \$73,608.00 (3-sided box, wingwalls, footings, and headwalls)

Recommendation: Based on a review of the proposals, Concrete Systems, Inc provided the best combined price. In our engineer's opinion, their proposal was the most complete and the lowest cost overall of the three proposals submitted. Also, they have assured us that they can manufacture and deliver the components no later than November 15th. Therefore, we recommend the purchase order be awarded to Concrete Systems, Inc.

As a Federal Aid Highway, funding for this purchase order as well as the pending construction contract is anticipated to be provided by the Federal Highway Emergency Relief program. The majority of the costs will be refunded at 100% with road work and paving to be at a ratio of 80% Federal : 20% Local.

Cc: Todd Law, P.E., Director of Public Works
Kurt Motyka, P.E. Project Engineer
Sandra Gallup, Finance Director
Michael Chenette, P.E., Stantec

Attached is the bid tabulation for the Gallison Hill Bridge replacement project and below you will find a bid analysis summary and recommendation from the project engineer. Please forward to the City Council with our recommendation to award the contract to Salvas Paving, Inc. of Stowe, VT in the amount of \$301,069.00 which includes acceptance of the add alternative bid price for water main work should said work be necessary. Award should also include authorization for staff to negotiate a unit price for the omitted geo-textile item as recommended by the project engineer.

Thomas J. McArdle
Assistant Director of Public Works
39 Main Street - City Hall
Montpelier, Vermont 05602
802-223-9508
tmcardle@montpelier-vt.org

Attached is the bid tab, including the engineer's estimate. The base bid from Salvas is about 6% under the engineer's estimate. The majority of the bid prices in the Salvas Proposal generally appear to be in line with the Engineer's Estimate or the other bid received. The one item that appears to be significantly higher is Item 401.10, "Aggregate Surface Course". The bid price for this item is \$168/CY compared to the Engineer's Est. of \$31/CY and the bid price from Dubois of \$25/CY. The quantity for this item is 10 CY and has been checked. We believe it is unlikely there will be a need to increase the quantity during construction, therefore we don't see this as an issue.

One pay item that was inadvertently omitted in the proposal form was Item 649.31, "Geotextile Under Stone Fill". The estimated quantity for this item is 600 SY and the price based on recent bridge projects is about \$5/SY. Therefore, the estimate for this item is about \$3,000 total. A unit price should be negotiated with the contractor and made part of the Contract.

Based on our review of the bids, we would recommend award to Salvas Paving Inc.

Please let me know if you should have any questions.

Thanks,
Mike

Michael J. Chenette, P.E.
Associate, Transportation
Stantec
55 Green Mountain Drive
South Burlington VT 05403
Ph: (802) 864-0223 Ext. 133
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GALLISION HILL BID OPENING

September 23rd 2011 11:00am

				SALVAS PAVING INC		DUBOIS		Engineer's Est.	
ITEM	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
201.1	CLEARING AND GRUBBING	LS	1	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
203.15	COMMON EXCAVATION	CY	510	\$15.00	\$7,650.00	\$14.00	\$7,140.00	\$8.00	\$4,080.00
203.27	UNCLASSIFIED CHANNEL EXCAVATION	CY	1210	\$24.00	\$29,040.00	\$20.00	\$24,200.00	\$15.00	\$18,150.00
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	CY	110	\$24.00	\$2,640.00	\$14.00	\$1,540.00	\$16.00	\$1,760.00
204.25	STRUCTURE EXCAVATION	CY	500	\$26.00	\$13,000.00	\$30.00	\$15,000.00	\$20.00	\$10,000.00
204.3	GRANULAR BACKFILL FOR STRUCTURES	CY	370	\$40.00	\$14,800.00	\$40.00	\$14,800.00	\$32.00	\$11,840.00
210.1	COLD PANING, BITUMINOUS PAVEMENT	SY	150	\$9.00	\$1,350.00	\$18.00	\$2,700.00	\$3.00	\$450.00
301.26	SUBBASE CRUSHED GRAVEL, FINE GRADED	CY	520	\$32.00	\$16,640.00	\$25.00	\$13,000.00	\$31.00	\$16,120.00
401.10	AGGREGATE SURFACE COURSE	CY	10	\$168.00	\$1,680.00	\$25.00	\$250.00	\$31.00	\$310.00
404.65	EMULSIFIED ASPHALT	CWT	18	\$65.00	\$1,170.00	\$105.00	\$1,890.00	\$100.00	\$1,800.00
406.25	BITUMINOUS CONCRETE PAVEMENT	TON	250	\$110.00	\$27,500.00	\$135.00	\$33,750.00	\$160.00	\$40,000.00
514.1	WATER REPELLENT SILANE	GAL	6	\$60.00	\$360.00	\$33.00	\$198.00	\$85.00	\$510.00
519.20	SHEET MEMBRANE WATERPROOFING	SY	60	\$35.00	\$2,100.00	\$16.00	\$960.00	\$25.00	\$1,500.00
525.43	BRIDGE RAILING-HDSB/FASCIA MOUNTED/ HAND RAIL	LF	87	\$136.00	\$11,832.00	\$119.00	\$10,353.00	\$150.00	\$13,050.00
529.15	REMONVAL OF STRUCTURE (84")	EA	1	\$3,160.00	\$3,160.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00
529.15	REMOVAL OF STRUCTURE (15")	EA	1	\$720.00	\$720.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
529.15	REMOVAL OF STRUCTURE (11' X 7')	EA	1	\$650.00	\$650.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
540.1	PRECAST CONCRETE STRUCTURE	LS	1	\$24,650.00	\$24,650.00	\$102,000.00	\$102,000.00	\$25,000.00	\$25,000.00
541.25	CONCRETE , CLASS B	CY	5	\$700.00	\$3,500.00	\$1,000.00	\$5,000.00	\$1,000.00	\$5,000.00
613.12	STONE FILL TYPE III	CY	520	\$41.00	\$21,320.00	\$40.00	\$20,800.00	\$43.00	\$22,360.00

ITEM	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
613.13	STONE FILL TYPE IV	CY	30	\$42.00	\$1,260.00	\$40.00	\$1,200.00	\$43.00	\$1,290.00
621.21	HEAVY DUTY STEEL BEAM GUARD RAIL	LF	210	\$27.00	\$5,670.00	\$22.00	\$4,620.00	\$25.00	\$5,250.00
621.6	ANCHOR FOR STEEL BEAM RAIL	EA	4	\$189.00	\$756.00	\$680.00	\$2,720.00	\$800.00	\$3,200.00
ALT 629.27	GATE VALVE W BOX (8")	EA	2	\$1,485.00	\$2,970.00	\$1,200.00	\$2,400.00	\$1,200.00	\$2,400.00
629.54	CRUSHED STONE BEDDING	TON	70	\$64.30	\$4,501.00	\$16.00	\$1,120.00	\$30.00	\$2,100.00
635.11	MOBILIZATION/DEMOLIBIZATION	LS	1	\$8,800.00	\$8,800.00	\$16,000.00	\$16,000.00	\$30,000.00	\$30,000.00
641.1	TRAFFIC CONTROL	LS	1	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00
646.21	4 INCH YELLOW LINE	LF	650	\$4.00	\$2,600.00	\$2.00	\$1,300.00	\$0.08	\$52.00
651.15	SEED	LB	15	\$12.00	\$180.00	\$10.00	\$150.00	\$11.00	\$165.00
651.18	FERTILIZER	LB	125	\$6.00	\$750.00	\$3.00	\$375.00	\$2.52	\$315.00
651.2	AGRICULTURAL LIMESTONE	TON	1	\$320.00	\$320.00	\$300.00	\$300.00	\$410.00	\$410.00
651.25	HAY MULCH	TON	1	\$800.00	\$800.00	\$500.00	\$500.00	\$624.00	\$624.00
651.35	TOP SOIL	CY	200	\$45.00	\$9,000.00	\$40.00	\$8,000.00	\$28.00	\$5,600.00
651.4	GRUBBING MATERIAL	SY	100	\$6.00	\$600.00	\$8.00	\$800.00	\$9.50	\$950.00
653.5	BARRIER FENCE	LF	400	\$1.30	\$520.00	\$1.00	\$400.00	\$3.00	\$1,200.00
675.5	REMOVING SIGNS	EA	3	\$250.00	\$750.00	\$25.00	\$75.00	\$25.00	\$75.00
675.6	ERECTING SALVAGED SIGNS	EA	3	\$300.00	\$900.00	\$25.00	\$75.00	\$25.00	\$75.00
900.608	SPECIAL PROVISION (SIMULATED STREAM BED MATERIAL)	CY	160	\$68.00	\$10,880.00	\$40.00	\$6,400.00	\$50.00	\$8,000.00
900.62	SPECIAL PROVISION (SANITARY SEWER MANHOLE)	EA	2	\$4,500.00	\$9,000.00	\$5,000.00	\$10,000.00	\$3,500.00	\$7,000.00
900.62	SPECIAL PROVISION (ROCK WEIR)	EA	4	\$500.00	\$2,000.00	\$1,200.00	\$4,800.00	\$3,000.00	\$12,000.00
900.62	SPECIAL PROVISION (CHANGING ELEVATION OF SEWER MANHOLES)	EA	2	\$750.00	\$1,500.00	\$500.00	\$1,000.00	\$750.00	\$1,500.00
ALT 900.62	SPECIAL PROVISION (MANUAL AIR RELEASE/CHLORINE INJECTION POINT)	EA	1	\$2,655.00	\$2,655.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

ITEM	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
900.64	SPECIAL PROVISION (D.I. SEWER PIPE, ALL-INCLUSIVE)(4 INCH)	LF	10	\$99.50	\$995.00	\$100.00	\$1,000.00	\$75.00	\$750.00
900.64	SPECIAL PROVISION (D.I. SEWER PIPE, ALL-INCLUSIVE)(10 INCH)	LF	100	\$128.00	\$12,800.00	\$100.00	\$10,000.00	\$100.00	\$10,000.00
ALT 900.64	SPECIAL PROVISION (D.I. WATER PIPE, ALL INCLUSIVE) (8 INCH)	LF	70	\$130.00	\$9,100.00	\$100.00	\$7,000.00	\$90.00	\$6,300.00
900.64	SPECIAL PROVISION (TRANSFER TO NEW SYSTEM, SANITARY SEWER)	LS	1	\$2,000.00	\$2,000.00	\$21,000.00	\$21,000.00	\$3,000.00	\$3,000.00
900.645	SPECIAL PROVISION (TEMPORARY RELOCATION OF STREAM	LS	1	\$21,000.00	\$21,000.00	\$25,000.00	\$25,000.00	\$20,000.00	\$20,000.00
				Total	\$286,344.00	Total	\$383,916.00	Total	\$304,486.00
				Add Alt	\$14,725.00		\$10,400.00	Add Alt	\$9,700.00
				Total Add Alt	\$301,069.00		\$394,316.00	Total Add Alt	\$314,186.00

CITY COUNCIL MEETING STATED MEETING & PUBLIC HEARING SEPTEMBER 14, 2011

On Wednesday evening, September 14, 2011, the City Council Members met in the Council Chamber.

Present: Mayor Hooper; Council Members Weiss, Jarvis, Golonka, Timpone, Weiss and Sherman; also City Manager Fraser. Council Member Hooper was unable to attend tonight's meeting.

Call to Order by the Mayor.

Mayor Hooper called the meeting to order at 7:02 P.M.

Mayor Hooper noted that we had three Vermont Technical College students in attendance tonight. She spoke of the recent flooding caused by Hurricane Irene and how well city staff had managed the event. She thanked all city staff for their hard work and the misfortune of our neighboring communities. She also spoke of the 9-11 remembrance.

11-215. General Business and Appearances

None.

11-216. Consideration of the Consent Agenda:

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

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

The following requests were added to the consent agenda.

1) Application for Festival Permit – Hunger Mountain Cooperative, 623 Stonecutters Way for the following dates – October 7th through October 9th from 8:00 A.M. to 6:00 P.M.

This is their semi-annual truckload sale where they sell case lots of products including beer and wine at discount prices.

2) Application for a catering permit for JMR Investments, Inc. dba The Hilltop Restaurant to cater the Vermont Historical Society Annual Meeting at the useum at 109 State Street on September 24, 2011 from 12:00 P.M. to 4:00 P.M.

Payroll and Bills.

General Fund Warrant dated August 17, 2011, in the amount of \$25,000.00.

General Fund Warrant dated August 24, 2011, in the amount of \$333,246.26.

General Fund Warrant dated August 25, 2011, in the amount of \$8,593.63.

Payroll Warrant dated September 1, 2011, in the amount of \$125,359.14 and \$26,184.57.

General Fund Warrant dated September 7, 2011, in the amount of \$48,809.75 and \$135,029.50.

General Fund Warrant dated September 8, 2011, in the amount of \$11,058.00.

Payroll Warrant dated September 15, 2011, in the amount of \$118,707.37 and \$25,196.60.

Motion was made by Council Member Jarvis, seconded by Council Member Weiss to approve the consent agenda with the additional items. The vote was 5-0, Council Member Jarvis recused herself from voting on the minutes as she had not attended that meeting.

11-217 Consideration of appointments to the Design Review Committee. ①

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

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

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

Motion was made by Council Member Golonka, seconded by Council Member Sherman to reappoint Stephan Everett, Kate Coffey and Eric Gilbertson to the Design Review Committee for 3 year terms. The vote was 5-0, motion carried unanimously.

11-218. Appointments to Montpelier's Historic Preservation Commission. ①

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.

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.

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.

Helen Husher spoke about her background and her interest in serving on the Historic Preservation Commission.

Motion was made by Council Member Sherman, seconded by Council Member Weiss to reappoint Anthony Otis to a three year term and Helen Husher to fill the unexpired three year term that will expire September, 2013 on the Montpelier Historic Preservation Commission. The vote was 5-0, motion carried unanimously.

11-219. Taser Committee Update

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.

Recommendation: Receive update from the Taser Committee.

Jeffrey Dworkin, Chair of the Taser Committee updated the council on the process. They felt they would not have their report ready until the beginning of November. They realize that the council wanted the report by the beginning of October.

Council members expressed concern about not having the report earlier, because they would like to have it before the budget process started.

Mr. Dworkin said they would do the best they could.

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.

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.

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.

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.

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.

City Manager Fraser reviewed the history and criteria for tax stabilization.

Mayor Hooper opened the public hearing at 7:25 P.M.

Fred Connor gave a description of the parcel and a little history about the demolition of the structure on the site and dealing with the contamination on the site. They were planning on building a two story office building and there would be 53 parking spaces.

Council Members spoke favorable about the project.

Council Member Weiss asked that for the second public hearing they receive what the dollar value of the agreement was and an explanation of the difference between this project and the ice hockey rink.

Mayor Hooper closed the public hearing at 7:44 P.M.

Motion was made by Council Member Weiss, seconded by Council Jarvis to set the date of September 28th for the second public hearing and asked staff to prepare draft findings of fact for that meeting. The vote was 5-0, motion carried unanimously.

11-221. Report and recommendations from the Debt and Fund Balance Committee.

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

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

Recommendation: Adopt policies as proposed by the committee.

Members of the Debt and Fund Balance Committee were Council Members Jarvis, Golonka and Weiss.

Finance Director Gallup reviewed information about the fund balances. She spoke about GASB 54 as it related to Fund Balance. Cash flow issues were also discussed. The target fund balance recommended by most auditors was 15% or a figure that would cover two months of expenses.

The Council went on to review the draft Debt Management Policy that the committee was recommending. This would be a tool used to manage the city's debt.

Motion was made by Council Member Weiss to adopt the policy, but the motion died for lack of a second.

Council Member Timpone said she was on the Infrastructure Committee and they were looking at large number of needs that the city would be facing.

Discussion followed on adequate financial controls, some council members felt the policy might be too restrictive, they felt the need to hear from all the committees before making a decision on setting a policy.

Discussion continued but consensus could not be reached.

Motion was made by Council Member Weiss, seconded by Council Member Golonka to table this agenda item until September 28, 2011. The vote was 5-0, motion carried unanimously.

11-222. Continued review of MATRIX recommendations.

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.

The City Council began receiving reports/updates from department heads at their August 10th meeting.

To date, Council has heard from the Fire Chief, Police Chief, Assessor, Assistant City Manager/Tax Collector, Finance Director and City Manager.

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

Recommendation: Receive reports; discussion.

Patrick Healy, Green Mount Cemetery Superintendent said the recommendations made were to automate the records. This is something that takes time, money and staff. The Cemetery Commission is in the process of doing a Master Plan for the next 10-15 years and this will be one of the topics discussed.

The other recommendation was consolidation with the Department of Public Works. Currently, we are doing more of that than people realize. To consolidate would take a charter change as they are considered a separate entity with their own charter.

City Clerk & Treasurer Hoyt had provided a memorandum addressing the recommendations in the Matrix report.

City Manager Fraser said we had a meeting and one of the conclusions drawn was the importance of the counter for both the clerk and treasurer functions, even if we change the reporting accountabilities. Both the clerk and treasurer staff can handle the counter. On paper we are talking about splitting them up but there is a general agreement that physically it needs to stay in the same area.

11-223. Discussion of Tax Increment Financing (TIF) Districts:

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

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

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

Mayor Hooper said it was unclear to her if it is the City Council's intention to pursue the notion of a TIF and if so what it ought to look like.

Council Member Sherman said on the last request the price had been so high they didn't go with it.

Discussion followed on possible TIF boundaries.

Council Member Jarvis said she liked the idea of focusing a TIF on a smaller area, possibly downtown upper floors.

City Manager Fraser agreed, but questioned where the growth would be.

Discussion followed on the pros and cons of possible TIF areas. Small vs Large. Downtown vs more open areas like Sabins Pasture. Also discussed was the cost involved.

City Manager Fraser said we have indicated that housing is the top priority. We need to look at how we can strategically use this to achieve that goal.

City staff would continue to look at opportunities.

11-224. Reports by City Council

Council Member Golonka invited council members to the Regional Public Safety Public Hearing on November 3rd.

Council Member Jarvis said Berlin was planning a fundraiser for flood victims. She also spoke of the Website "Vermont Response" for people who have needs or would like to volunteer.

Council Member Timpone spoke of the plans being made for the Community Dinner and engage in a community discussion on items of interest in the community.

Council Member Sherman said she wouldn't be here on October 12th and hoped to do a preliminary report on Housing at the September 28th meeting. She also spoke of the condition of the sidewalk and street on Sibley Avenue and a handicap resident who was having trouble with those conditions. She would like city staff to look at that.

Council Member Weiss said tomorrow afternoon Council Member Timpone and he would be meeting with folks on Hebert Road with a number of concerns and they would report back on their findings. He also requested an agenda item on October 12th to have the five person committee who was working on the current census data and reapportionment make a report.

11-225. Mayor's Report

Mayor Hooper said the Planning Commission is working hard to get a draft document ready for the November Community Meeting. She reported that the City had received seven responses to an RFP for our District Energy System. The

committee would be meeting to go over the RFP's and set up interviews.

Mayor Hooper went on to report that the Downtown Businesses would be doing a fundraiser this Saturday for flood victims.

11-226. Report by the City Clerk-Treasurer

City Clerk & Treasurer Hoyt reminded members of the viewing public that Water and Sewer bills were due on Thursday, September 15th. They must be in the office, postmarked at a US Post Office or left in the drop box at the rear of city hall by midnight to be considered current.

11-227. Status Reports by the City Manager.

City Manager Fraser said they were working through agreements on the District Heat Project to go with the presentation on September 28th.

11-228. Agenda Reports by the City Manager

None.

Adjournment

After motion duly made and seconded by Council Members Jarvis and Sherman, the council meeting adjourned at 9:55 P.M.

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:

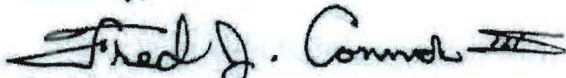
- a. Not applicable.
- b. At the commencement of the contract term, the real property improvements will be assessed at \$500,000 or more. *
- c. Net increase of 25 FTE liveable wage jobs. *
- d. The subject property is located within the Montpelier Designated Downtown.

* 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).

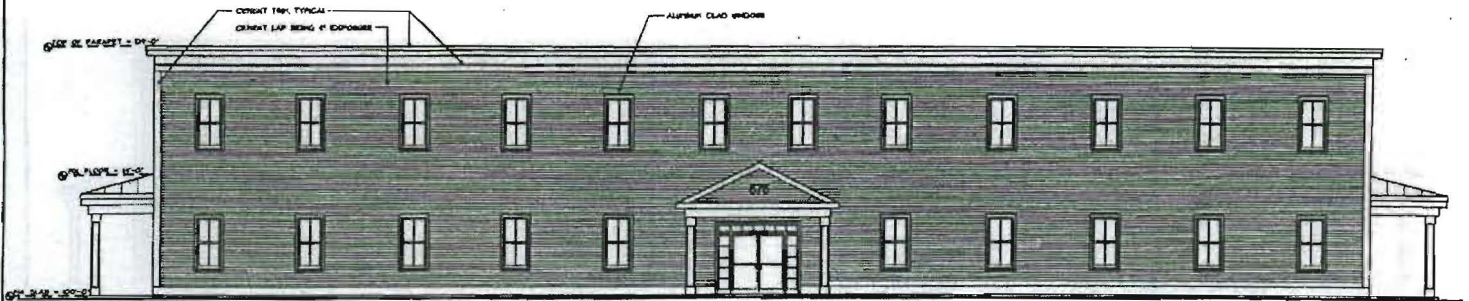
Thank you for your consideration.

Sincerely,

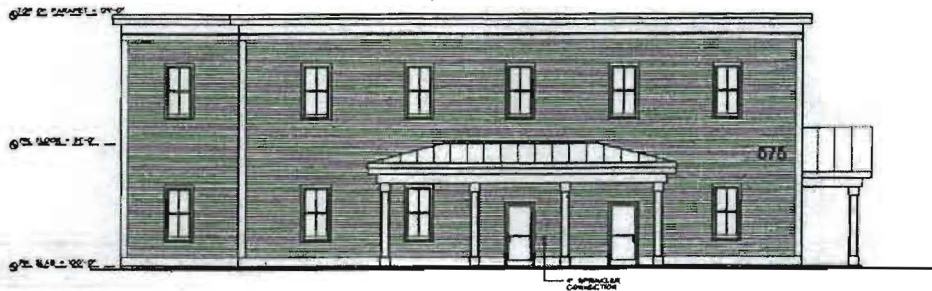


Fred J. Connor III
Member

Connor Brothers Stonecutters, LLC

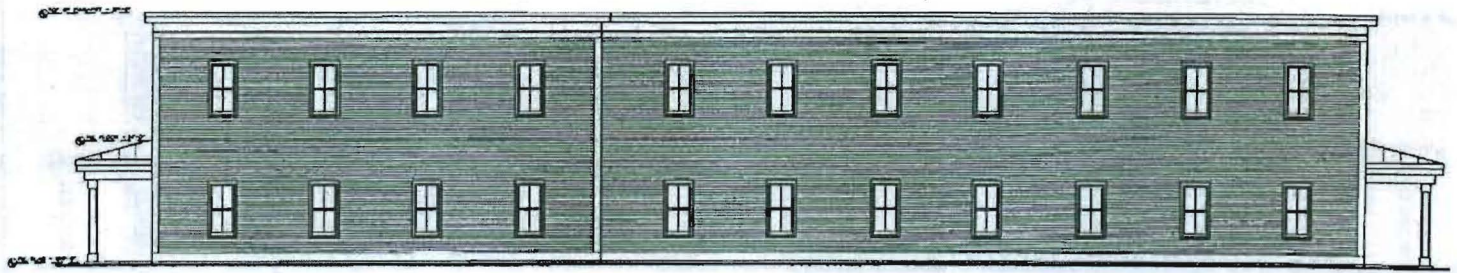


PROPOSED EAST ELEVATION

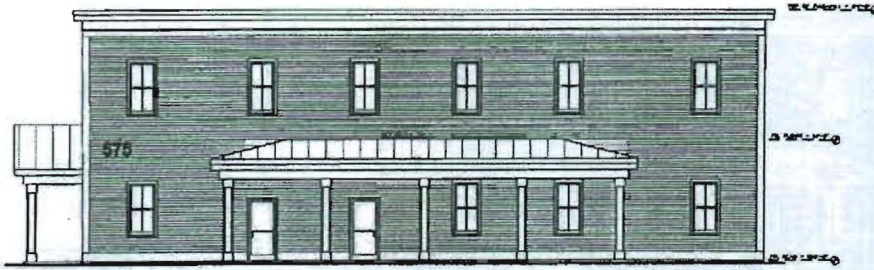


PROPOSED SOUTH ELEVATION

PROPERTY OF: CONNOR BROTHERS STONECUTTERS LLC BARRE, VT. 05840	
A-1	175 STONE CUTTERS WAY MONTPELIER, VERMONT
SCALE: 1/8" = 1'-0" DATE: 11/06/11 REV: 1/10/11	CONCEPTUAL ELEVATION

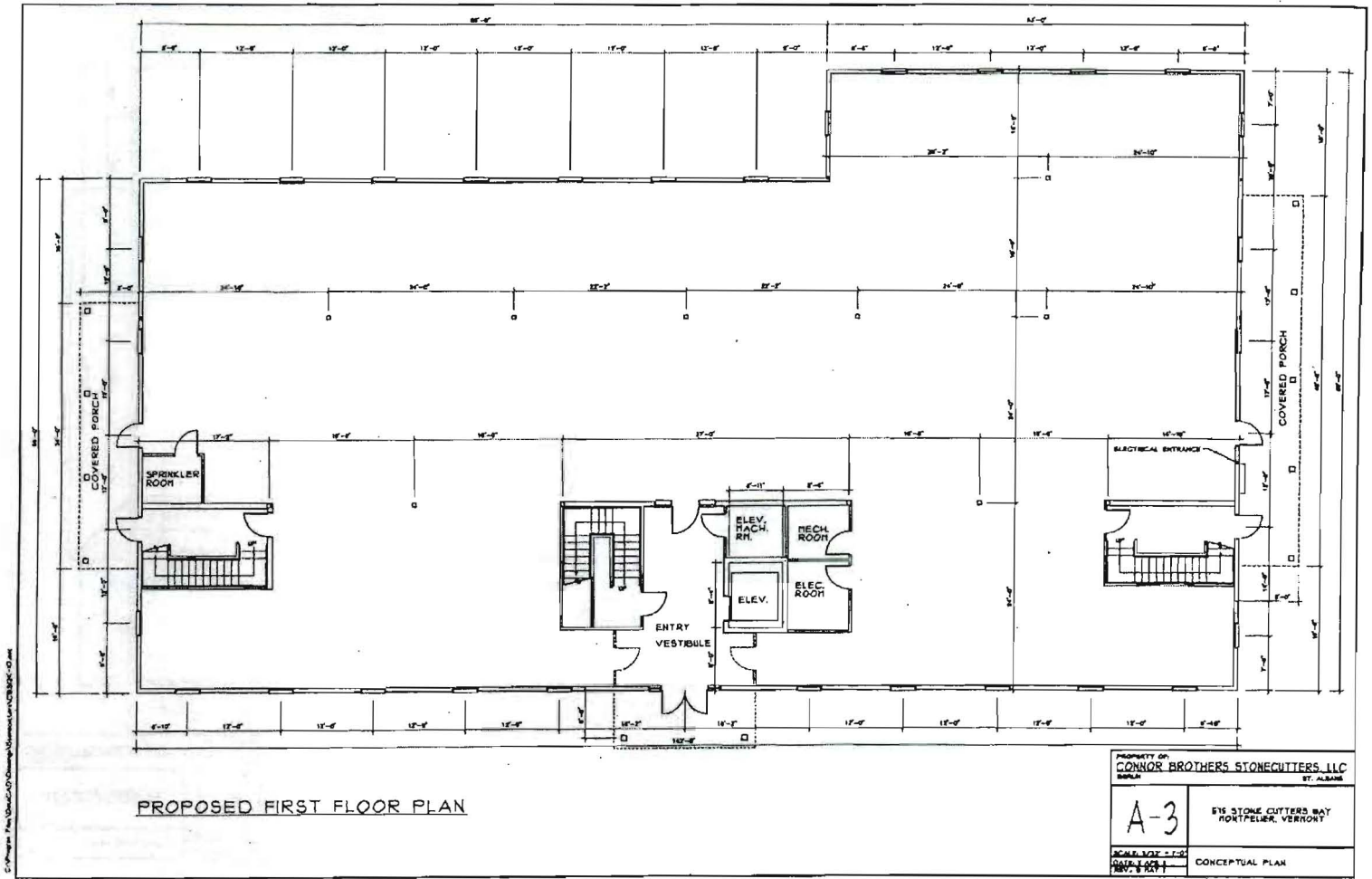


PROPOSED WEST ELEVATION

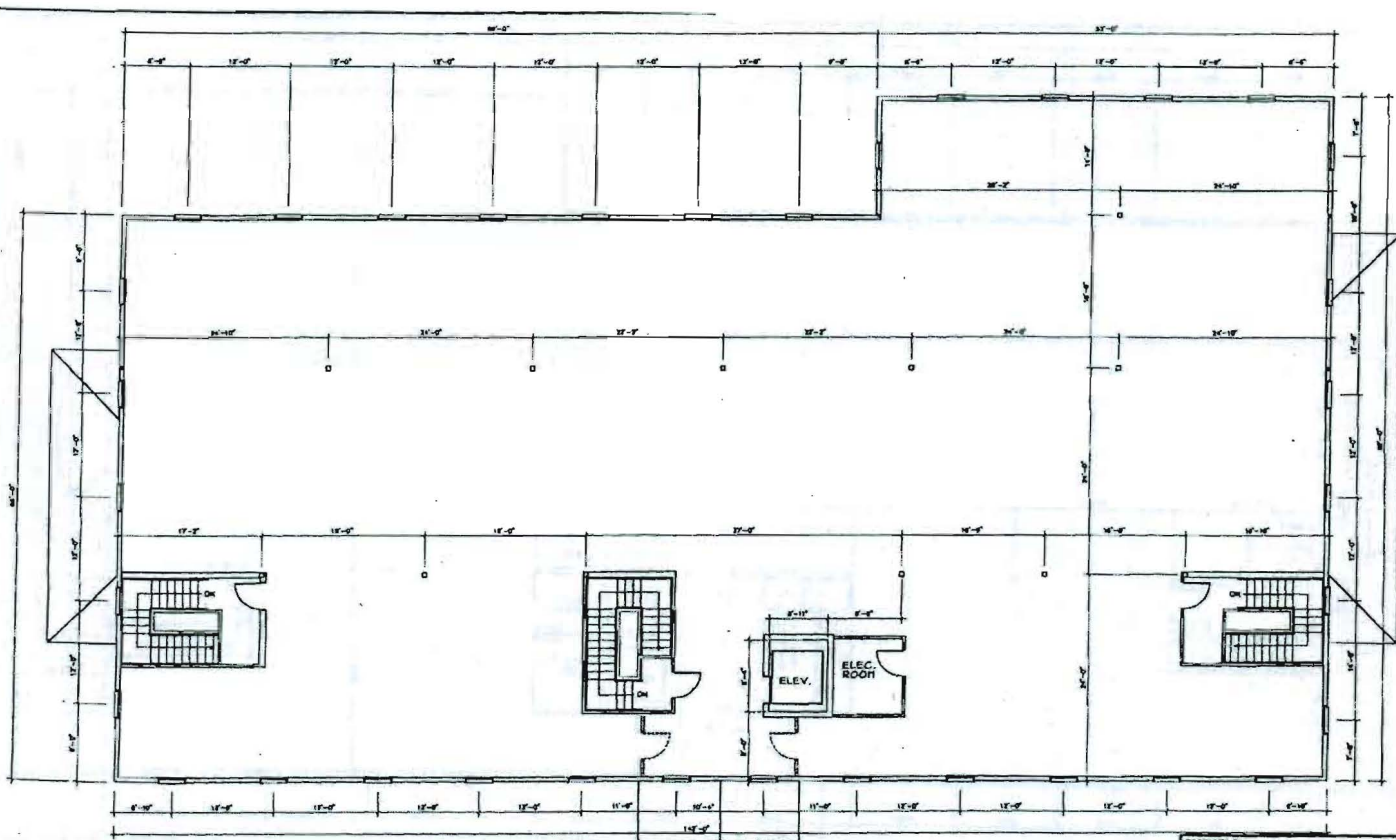


PROPOSED NORTH ELEVATION

PROPERTY OF: CONNOR BROTHERS STONECUTTERS, LLC BRUSH	
ST. ALBANS	
A-2	575 STONE CUTTERS WAY MONTPELIER, VERMONT
SCALE: 3/8" = 1'-0"	CONCEPTUAL ELEVATION
DATE: 8/20/11 REV: 1/11	



C:\Program Files\Autodesk\AutoCAD 2004\Drawings\13\130302.dwg



PROPOSED SECOND FLOOR PLAN

PROPERTY OF: CONNOR BROTHERS STONECUTTERS, LLC BURLIN ST. ALBANY	
A-4	115 STONE CUTTERS WAY MONTPELIER, VERMONT
SCALE: 3/8" = 1'-0" DATE: 12/2/01	CONCEPTUAL PLAN

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

Member

Connor Brothers Stonecutters, LLC

- i. There will be no adverse effects.

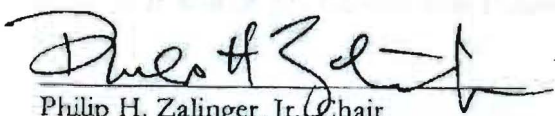
DECISION

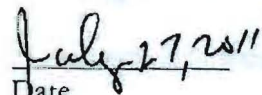
Based upon the Findings and Conclusions set forth above, the DRB hereby grants design review, site plan review, conditional use and floodplain development approval for the demolition of the existing structures, construction of a new building, parking and associated improvements, and uses on a parcel 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


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

CITY OF MONTPELIER

BY:

Fred J. Connor III
MANAGER

BY: _____

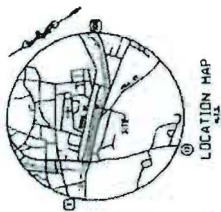
NO.	REVISIONS	DATE
1	REVISED ATTACHED PLAN	10/20/01
2	REVISED DRAINAGE	10/20/01
3	ADDED SPOT ELEVATIONS & FLOOD MARKS	11/20/01
4	ADDED DRAINAGE PLUMBING & FINISHING DETAILS	12/10/01

marsh engineering services
73 Main Street Room 20
Montpelier, VT 05602
Phone: 802.254.0033

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

CONCOR
BROTHERS
SITEPLAN

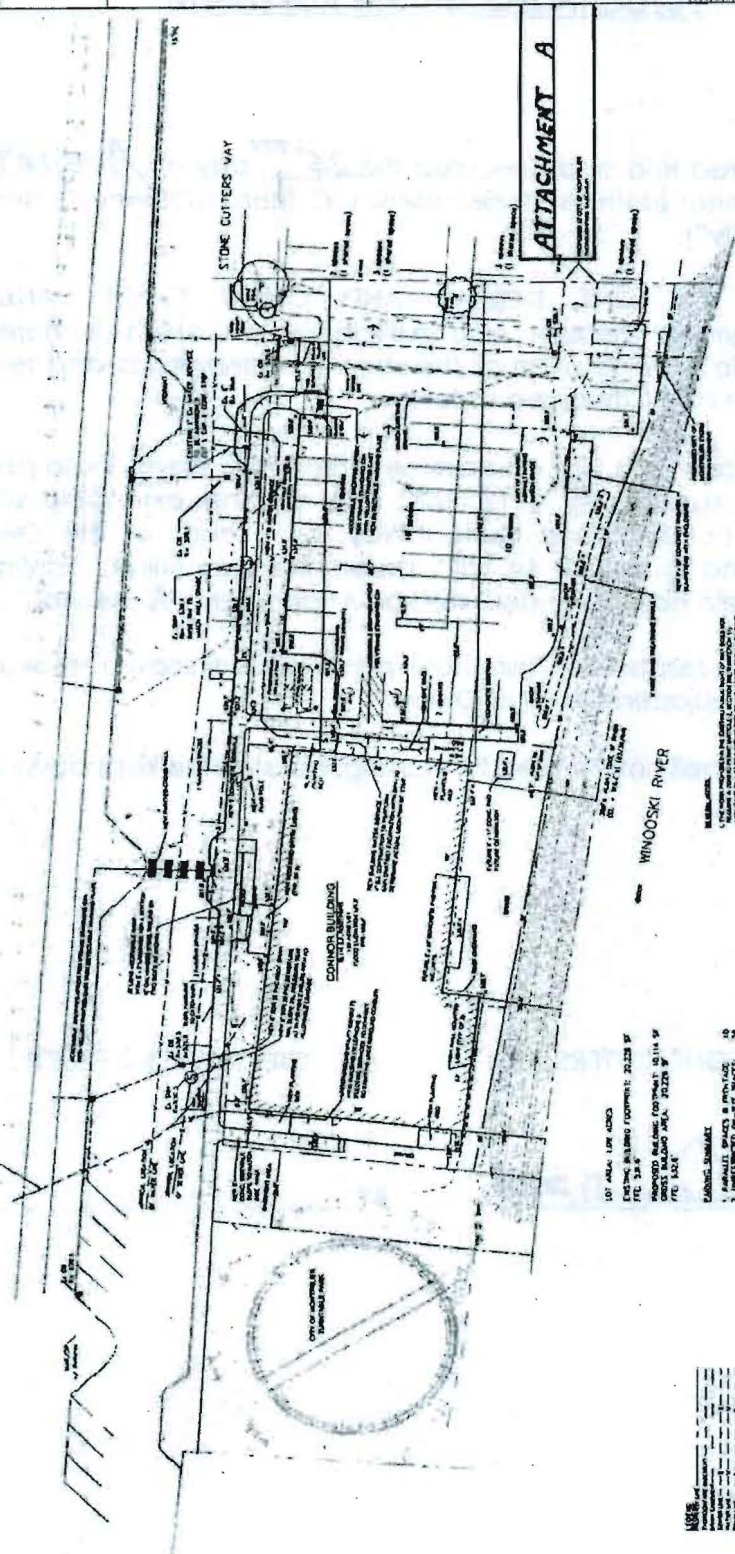
C-1
1/4" = 1' (SEE 1)



LOCATION MAP



GRAPHIC SCALE



NOTES:
1. THE OWNER REPRESENTS THAT THE EXISTING AND PROPOSED LOTS ARE NOT SUBJECT TO ANY EASEMENTS, RIGHTS OF WAY, OR OTHER INTERESTS OF ANY KIND.
2. ALL EXISTING UTILITIES ARE SHOWN AS THEY ARE LOCATED AND THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES.
3. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
4. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY EASEMENTS AND RIGHTS OF WAY FROM THE APPROPRIATE OWNERS.
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10. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY EASEMENTS AND RIGHTS OF WAY FROM THE APPROPRIATE OWNERS.

10' AREA LINE 4200
EXISTING BUILDING FOOTPRINT: 22,228 SF
FTE: 33.6
PROPOSED BUILDING FOOTPRINT: 10,114 SF
FTE: 15.2
TOTAL: 32.8

LEGEND:
1. PARKING SPACES & DRIVEWAYS
2. UNPAVED DRIVEWAYS
3. DRIVEWAYS & DRIVEWAYS
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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 Statutes 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 meet 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, recreation 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



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 50,000 population).
2. Total direct debt service (principal and interest) for the City as a Whole (Governmental Activities and Business Activities) will not exceed 15% of the total budgeted revenues for the Governmental Activities and the Business Activities.

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

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 inquiries, 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.



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

Sandy Pitonyak

From: Gwendolyn Hallsmith [gwenhs@gmail.com]
Sent: Friday, September 09, 2011 2:27 PM
To: Sandy Pitonyak
Cc: anneofvermont@gmail.com; Brendan McLane; Celeste Beyer; Hilary Owen; Matthew McLane; Michelle Hughes; Peter Evans; Sue Monmaney; Audra Brown; Anna Hartman; Meghan Wingate
Subject: Student Reps to Planning and Conservation Commission

Hi all - it's that time of year again, when we open up the opportunity for students to serve on the Planning and Conservation Commissions. I'll paste one of our typical ads below, with modified dates. It would be great if you could let people know about it, publicize it where possible, and if we could get some young folks to serve. I think Hannah or Meghan might still be interested - there is no barrier to applying for two years. But each appointment is for one year. I'll copy them on this message. Have a great weekend!

Cheers, Gwen.

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 Wednesday, September 21st. 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

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Gwendolyn Hallsmith
gwenhs@gmail.com

work address:
Director, Department of Planning and Community Development
City Hall
39 Main Street
Montpelier, VT 05602
ghallsmith@montpelier-vt.org
802-223-9506



MONTPELIER HIGH SCHOOL

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

Mr. William Fraser, City Manager

City of Montpelier

39 Main Street

Montpelier, VT 05602

Dear Mr. Fraser,

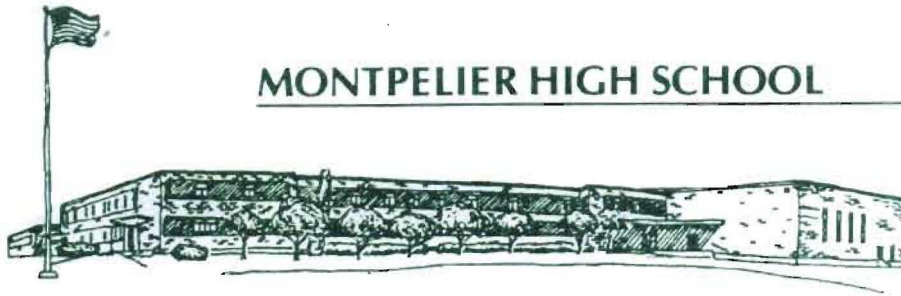
My name is Reed Bingham and I am a sophomore at Montpelier High School. I am interested in an opportunity to serve as a youth member of the Planning Commission.

While at Montpelier High School I have been a part of the boy's soccer and tennis teams. Also, during the winter I ski raced for Harwood Union High School, which took place three times a week and required me to stay on top of all my schoolwork. I believe that my good grades are a good tell tale of my work ethic and dedication towards getting the job done. I am trustworthy, open to constructive criticism, and feel as if I can adapt quickly to new challenges. I enjoy helping different communities better themselves and would love to help Montpelier.

Thank you very much for considering me for the unique opportunity to serve Montpelier, in as many ways possible. I look forward to hearing from you.

Sincerely,

Reed Bingham



MONTPELIER HIGH SCHOOL

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

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

September 20, 2011

Dear Mr. Fraser,

My name is Emily Campbell, and I am a sophomore at Montpelier High School. I was recently informed that several of my teachers had recommended that I apply to join the City of Montpelier Planning Commission. I am writing to express my interest in joining this commission.

As a student at Montpelier High School, I would describe myself as being a responsible, hardworking student who strives to challenge themselves and explore new opportunities. I maintain an A average in all of my classes, and I participate in several extra-curricular activities both in and out of school. In school, I am a member of the Ultimate Frisbee team, and I recently joined the Scholar's Bowl. Outside of school, I ride and show horses, I play softball, and I am an active 4-H member. These experiences have helped me to strengthen my communication skills and work well with others. I feel that being a member of the City of Montpelier Planning Commission would not only enable me to utilize these skills, but would also be a wonderful opportunity for me. It would allow me to help my community while learning about the internal workings of the City of Montpelier.

I would like to thank you for considering me for this opportunity, and I look forward to hearing from you.

Sincerely,

Emily Campbell