CITY OF MONTPELIER MONTPELIER, VERMONT

Agenda for City Council Meeting
Wednesday, April 27, 2011
7:00 P.M.

1) Call to Order by the Mayor

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2) 11-108. General Business and Appearances

3) 11-109. Consideration of the Consent Agenda:

a) Consideration of Minutes from the April 13, 2011 City Council Meeting.

b) Acknowledgment and signing of a "Proclamation for Public Service Recognition Week", May 1-7, 2011.

c) Approval of the Vermont Agency of Transportation (VTrans) Grant Reimbursement Claim Form #TA 65, for the now completed North Street Retaining Wall Project. This reimbursement represents an amendment to the TA 65 form approved by the City Council at their meeting of January 5, 2011. The City Council was informed of the anticipated amendment at that time. The amendment request for additional funding participation in the amount of $59,682 has now been approved by VTrans. With this amendment combined with the previously approved funding of $84,408.30, the total grant for the project will represent 89.4% of the final project cost. A majority of the City Council must indicate approval by signing the TA 65 form.

d) Consideration of an "Agreement for Services with Faith in Action" for the Community Innovations for Aging in Place (CIAI)) REACH Project. Staff is recommending that the City contract with Faith in Action for the purpose of providing project support services for the REACH Project; this is an extension of the previous agreement dated December 10, 2009.

e) Summary Budget Report by Department for General Fund and Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund and Senior Center Fund for a nine-month period beginning July 1, 2010 and ending March 31, 2011.

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

1. Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)

2. Application for a First Class Liquor/Restaurant License for Bagitos, Inc., d/b/a Bagitos, who will be starting a new business where Rhapsody's was located at 28 Main Street.

g) Payroll and Bills

4) <u>11-110. Consideration of a proposal submitted by Green Mountain Power to site a solar array and public EV charging station in the city of Montpelier.</u>

a) Rebecca Towne, Administration Manager at Green Mountain Power, requested that this item be placed on this evening's agenda.

b) She was prepared to discuss this with Council at their April 13th meeting but was asked to wait; Planning Director Gwen Hallsmith wanted the Energy Committee to have an opportunity to review the proposal at their April 19th meeting before presenting it to the Council.

c) Don Lorraine, Commercial Accounts Manager for GMP, attended the Energy Committee Meeting on the 19th and will be present this evening, along with Gwen Hallsmith, to explain GMP's proposal.

d) Recommendation: Council is being asked to endorse the entire project and approve someone to finalize the legal agreement; GMP can then

move forward with the installation.

4) 11-110. Consideration of a proposal submitted by Green Mountain Power to site a solar array and public EV charging station in the city of Montpelier.

5) 11-111. Update from the Senior Services Coordinating Committee

a) Eileen Peltier, Chair of the Senior Services Coordinating Committee, and members of the Committee will present to the Council their recommendations for the future of the Montpelier Senior Activity Center.

b) Recommendation: Receive report; discussion; possible direction to the committee and/or staff.

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6) 11-112. Mill Road Update

a) On October 13th, 2010, Council approved a proposal submitted by Public Works staff which consisted of surface rehabilitation involving the pulverization of the asphalt surface into a gravel consistency. This process is also known as reclaiming and is a common method used to prepare a road for a new asphalt surface. In this case, the proposal left a gravel surface while deferring approximately $110,000 for the application of bituminous concrete pavement.

b) A layer of recycled asphalt pavement (RAP) was spread over the reclaimed road which provided support and achieved a serviceable riding surface. RAP material is relatively erosion resistant and calcium chloride was added as a compaction aid and for dust control.

c) Following this authorization last fall, Mayor Hooper requested that this item be placed on the Council's second agenda in April to review how the road worked, hear concerns from residents, and to address outstanding issues.

d) Recommendation: Receive update from Public Works staff; opportunity for discussion (which might include residents of Mill and Corey Roads who have been notified of this meeting); and possible direction to staff.

7) 11-113. Central Vermont Economic Development/Central Vermont Regional Planning Commission Update

a) David Borgendale, Chair of the CVRPC (and Montpelier's representative) and Bev Hill, Assistant City Manager and Chair of CVEDC, will be present to review the history of the Co-Location/Consolidation Report for these two organizations and the history behind the report.

b) Recommendation: Receive report; discussion. No vote is needed at this time.

8) 11-114. Consideration of the City's Ordinance regarding fees for Vendors

a) A year ago, Chapter 9, LICENSES, ARTICLE XIV. VENDORS of the City's Code of Ordinances was substantially revised. Increasing the fees at that time was discussed but Council felt it would be a bit too much on top of so many amendments already made. An excerpt from the minutes of the April 28, 2010 meeting is attached.

b) Staff is including this agenda item to see if the City Council would like to re-visit an increase in the Vendor's Fees at this time.

c) Recommendation: Discussion; direction to staff.

8) 11-114. Consideration of the City's Ordinance regarding fees for Vendors

9) 11-115. Approval of City Council's Goals and Priority Initiatives for 2011-2012

a) On April 6th, City Councilors held a workshop, facilitated by Cindy Cook, to review, amend and prioritize their goals and priorities for 2011-2012.

b) Staff has compiled the list that Council Members came up with for their review this evening.

c) Recommendation: Review and adopt City Council Goals and Priority Initiatives for 2011-2012, with or without further amendments.

10) 11-116. Reports by City Council

11) 11-117. Mayor's Report

12) 11-118. Report by the City Clerk-Treasurer

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13) 11-119. Status Reports by the City Manager

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14) 11-120. Agenda Reports by the City Manager

a) Request for an Executive Session in accordance with Title I, VSA §313, Executive Sessions, (a) (1) "Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality or other public body, or person involved at a substantial disadvantage." (Staff has been in negotiations with the Public Works Union and will be presenting the Union's proposals to the Council.)

Adjournment

20 11 FIRST/SECOND CLASS LIQUOR LICENSE AND TOBACCO APPLICATION

License Year: May 1st through April 30th of following year

Please file application in duplicate

Bagitos, Inc.
Print Full Name of Person, Partnership, Corporation, Club or LLC
Bagitos
Doing Business As - Trade Name
28 Main St.
Street and street number of premises covered by this application
Montpelier, 05602
Town or City & Zip Code
(802) 249-0167
Telephone Number
28 Main St.
Mailing Address (if different from above)
Email Address: SOREN@BAGITOS.COM

☒ FIRST CLASS ☐ SECOND CLASS ☐ TOBACCO

Fee for ANY FIRST class license paid to town/city $100.00 /Fee to DLC	$100.00
Fee for ANY SECOND class license paid to town/city $50.00 /Fee to DLC	$50.00
Fee for TOBACCO ONLY license paid to town/city	$10.00

☒ RESTAURANT
☐ HOTEL
☐ CABARET
☐ CLUB

TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF Montpelier, VERMONT
Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Liquor Control Board. Upon hearing, the Liquor Control Board may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Liquor Control Board have been violated, or that any statement, information or answers herein contained are false.

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING.

If this premise was previously licensed, please indicate name RHAPSODY CUISINE ; CENTER FOR NATURAL LIVING

I/we are applying as:

☐ INDIVIDUAL ☐ LIMITED LIABILITY COMPANY
☐ PARTNERSHIP
☒ CORPORATION

Please fill in name, address, and place of birth of individual, partners, directors or members.

LEGAL NAME	STREET/CITY/STATE	
Philip Dalsimer	110 East State St., Montpelier VT.	Born in N.Y., N.Y.
SOREN PFEFFER	47 LIBERTY ST. MONTPELIER VT.	BORN IN TAIWAN, CHINA.

Are all of the above citizens of the UNITED STATES? ☒ Yes ☐ No
(Note: Resident Alien is not considered a U.S. Citizen)

City of Montpelier, Vermont

"The Smallest Capital City in the United States"

DATE: April 22, 2011

TO: Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: SUMMARY BUDGET REPORT BY DEPARMENT FOR GENERAL FUND AND DETAILED BUDGET STATUS REPORTS FOR GENERAL FUND, WATER FUND, SEWER FUND, CEMETERY FUND, PARKS FUND, PARKING FUND AND SENIOR CENTER FUND FOR A NINE MONTH PERIOD BEGINNING JULY 1, 2010 AND ENDING MARCH 31, 2011

Enclosed please find budget reports for the above reference funds. **For the General Fund, please note that 99% of revenues budgeted have been received (compared to 101.5% last fiscal year) and 80% of expenditures budgeted have been expensed for this time period (compared to 82% last year). This represents 75% of the budget year completed.**

GENERAL FUND NOTES:

Revenue:

Revenue projections continue to be $230,000 higher than budgeted. Although Building & Planning Permit fees, Property Taxes and 58 Barre Street Rent are lower than expected, this is more than offset with additional State Pilot, Ambulance Fees and Re-entry Grant Revenue.

Expenditures:

In last month's report, expenditures were projected to be $107,000 over budget before factoring in DPW winter overages. Our late winter storms have pushed the DPW Streets and Fleet expenditures to be $40,000 over the budget in Salt, Bituminous Material-Winter and Equipment Rentals. Overtime in DPW Streets and Fleet will also exceed the budget amount by a projected $20,000. The heating season has also extended well into April. Heating costs for City Hall will exceed the budget by as much as $15,000. With this new information, $75,000 in weather-related expenditures could be added to the budget overages. With the additional $230,000 in revenue less the new projection of $182,000 in additional expenditures for FY11, **the General Fund is very close to 'breaking even" for this fiscal year.**

The City Manager continues to request that Department Heads to hold off on discretionary spending as we monitor the city's finances for the final three months of the fiscal year.

WATER & SEWER FUNDS: Water Fund expenditures are down $25,000 and Sewer Fund expenditures are $30,000 down from the same time last year. The Sewer fund could save $45,000 by not filling a vacant position this year. The third quarter billing information is not yet available. The Water and Sewer Rate Committee will be meeting soon to review the current year's financial information and to consider changes to the City's rate structure.

The Budget Reports are scheduled for the City Council Consent Agenda for April 27, 2011.

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(Staff has been in negotiations with the Public Works Union and will be presenting the Union's proposals to the Council.)

Adjournment

On Wednesday evening, April 13, 2011, the City Council Members met in the Council Chamber.

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

Call to Order by the Mayor:

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

Mayor Hooper noted that City Council Members had made a decision to start using IPads to receive documents for council meeting in an effort to go paperless. cision and Members are using I-Pads to receive documents and read information. Council Members decided to purchase the IPads themselves.

11-094. General Business and Appearances:

None.

11-095. Consent Agenda:

a) Consideration of the Minutes from the March 9th and March 23rd Regular City Council Meetings and the April 4, 2011 Special City Council Meeting.

b) Summary Budget Report by Department for General Fund and Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund and Senior Center Fund for the eight-month period beginning July 1, 2010 and ending February 28, 2011.

c) Authorization for the City Manager to sign an Agreement for Services with Time Banks USA (TBUSA) for the Community Innovations for Aging in Place (CIAIP) REACH Project. TBUSA agrees to provide training, evaluation, computer support services, and replication as set forth in the City's CIAIP Grant Application.

d) Authorization for City Manager to sign a contract in the amount of $9,641 with Lamoreux and Dickinson for surveying services related to the Transit Center Project.

e) Adoption of Revised Road & Bridge Standards for projects within Montpelier City Limits. Current road and bridge standards were adopted by the City Council during their regular meeting February 14, 2007. New stormwater requirements were adopted through Act 110 of the 2010 Legislative session which now necessitates revisions of the current Montpelier standard. VTrans worked with the VLCT and regional planning commissions to enhance the minimum road maintenance standards and guidelines with the inclusion of storm water Best Management Practices (BMP) for flood hazard avoidance and water quality purposes. The standards apply to projects involving new or reconstructed municipal roads beginning in 2011 and, by extension of the zoning & subdivision regulations, will also apply to private development roads. Municipalities are encouraged to revise their existing standards to include the BMP provisions in order to be eligible for the maximum available town highway grant funds. FEMA also requires adoption of the minimum standards as a prerequisite to full disaster relief funding participation. The new standards contain a minimum training component which is a new addition to the standards.

   Recommendation: Approval of the standards. Execution of the standards through the signatures of a majority of the Council.

f) Consideration of authorizing and approving a grant agreement between the State of Vermont Division for Historic Preservation and the City of Montpelier (a Certified Local Government) and to authorize the City Manager to execute the grant agreement on behalf of the governing body. In conjunction with this grant, to authorize DPW to purchase a wide format scanner in the amount of $9,865.10 from Reprographics of New England located in Winooski, Vermont.

g) Consideration of accepting the proposal from Right-Trak Design, in the amount of $35,270.00, to perform the Building Capital Needs Assessment and associated energy audit and ADA compliance review work. Proposals and specs were sent out in March; copies of those submitted can be viewed in the City Manager's Office. The proposed funding sources for the $35,270 are as follows:

ADA Capital Funds (in budget)	$ 7,500
Project Management Capital Funds (in budget)	10,000
Wastewater Fund (in budget for Chief Operator	6,000
General Fund Balance	11,770

h) Acting as a Liquor Control Commission for renewal of the annual liquor licenses, renewing the tobacco licenses.

Bashara & Company LLC 100 State Street	First Class Hotel License
Julio's Cantina, LLC dba Julio's Cantina 54 State Street	First Class Liquor License
Kismet, LLC 52 State Street	First Class Liquor License
Langdon Street Café Collective, Inc 4 Langdon Street	First Class Liquor License
Langdon Street Pub Company dba McGilliduccy's Irish Pub 14 Langdon Street	First Class Cabaret License
Pinky's On State, LLC 14 State Street	Second Class Liquor License

Additional Items.

Consideration of a catering permit request for New England Culinary Institute to cater VCFA Open House reading at the College Street Chapel on Saturday, April 16, 2011 from 7:00 P.M. to 10:00 P.M.

Consideration of a new First Classe Liquor License application for 2010 from Blue Heaven, LLC dba Black Door/Tapeo at 44 Main Street.

The following was omitted from the agenda in error.

Hyzer Industring, Inc. dba Three Penny Taproom to cater their 2nd Annual Anniversary Party to be held in the Onion River Sports Parking Lot on Saturday, April 30, 2011 from 3:00 P.M. to 11:00 P.M. (copy of permit and diagram attached)

This will also require a variance of the noise ordiance. A representative from Three Penny Taproom will be present.

i) Payroll and Bills

General Fund Warrant dated March 23, 2011, in the amount of $17,068.45 and $297,887.80.

Payroll Warrant dated March 31, 2011, in the amount of $115,157.45 and $27,349.84.
General Fund Warrant dated April 7, 2011, in the amount of $261,225.76.
Payroll Warrant dated April 14, 2011, in the amount of $116,256.87 and $28,519.93.

Motion was made by Council Member Hooper, seconded by Council Member Jarvis to approve the consent agenda with the additional items.

Council Member Golonka asked to pull the agenda item regarding the agreement with Time Bank USA. He also asked to be recused from acting on the Liquor License Renewal on Bashara & Company LLC

Council Member Jarvis asked to be recused from acting on the Blue Heaven Liquor License application.

Council Member Hooper asked to pull the authorization for the contract with Lamoreux and Dickinson.

Council Member Weiss asked to pull the Summary Budget Report, Time Bank USA Agreement, and the Right-Trak Design proposal.

Mayor Hooper called for a vote on the remaining consent agenda. The vote was 5 in favor with Council Member Golonka abstaining on the Bashara & Company LLC liquor license and Council Member Jarvis abstaining on the Blue Heaven LLC liquor license.

11-95 (b) Summary Budget Report by Department for General Fund and Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund and Senior Center Fund for the eight-month period beginning July 1, 2010 and ending February 28, 2011.

Council Member Weiss had questions on the re-entry program and the deficit in the water fund.

City Manager Fraser indicated that it was a grant funded program and monies would be coming in to cover that. Regarding the water fund there were still billing cycle collections that weren't reflected in those numbers.

11-095. c) Authorization for the City Manager to sign an Agreement for Services with Time Banks USA (TBUSA) for the Community Innovations for Aging in Place (CIAIP) REACH Project. TBUSA agrees to provide training, evaluation, computer support services, and replication as set forth in the City's CIAIP Grant Application.

Council Member Golonka said he would like an update because he understood they were going to release this from city control. The payment stream chart is confusing and he would like some clarification about that.

Planning Director Hallsmith said Time Banks USA is the City's partner on the project and are paid out of the federal grant and raised their own match for the Federal Time Bank Grant. She thought the consulting rates seemed fair.

Council Member Golonka inquired how much grant money is left.

Planning Director Hallsmith said it was a three-year grant for over $300,000 a year. Because they had a slow start-up in the first year they did not spend over $90,000 of the money allocated to them and received that as a carry over into year two. It's a federal grant so they draw it down as they use it rather than get it all in one big lump sum and it also requires a 15 percent match. She did not have the exact numbers.

11-095 d)Authorization for City Manager to sign a contract in the amount of $9,641 with Lamoreux and Dickinson for surveying services related to the Transit Center Project.

Council Member Hooper said he was curious as to how it would proceed and if they had an arrangement with the landowner for it to go forward.

City Manager Fraser replied it is surveying all of the parcels we might need to acquire in whole or in part. Before they can lay out the right-of-ways this is part of the federally prescribed acquisition process. You have to have a clear sense of the pieces you are getting and what their metes and bounds are, appraise them and then make an offer to purchase them, and negotiate the purchase based on the appraisal. This is the first step of that process.

Council Member Golonka asked if this money was to be used for surveying the Capitol Plaza lot.

City Manager Fraser replied yes.

Council Member Golonka recused himself from acting on this agenda item.

11-095 g) Consideration of accepting the proposal from Right-Trak Design, in the amount of $35,270.00, to perform the Building Capital Needs Assessment and

associated energy audit and ADA compliance review work. Proposals and specs were sent out in March; copies of those submitted can be viewed in the City Manager's Office. The proposed funding sources for the $35,270 are as follows:

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Project Management Capital Funds (in budget)	10,000

Wastewater Fund (in budget for Chief Operator)	6,000
General Fund Balance	11,000

Council Member Weiss was concerned about using general fund balance money.

Discussion followed on the general fund balance and the Project Management Capital Funds.

Motion was made by Council Member Sherman, seconded by Council Member Hooper to approve the remaining items on the consent agenda. The vote was 6-0, except for the Lamoreux and Dickinson contract where the vote was 5-0, with Council Member Golonka abstaining.

11-094. General Business and Appearances.

George Dinculescu, a resident at 162 Main Street expressed concern for the noise made at 2:30 A.M. by city equipment during the snow removal process.
He didn't believe that OSHA stipulates that people need to be woken up at that time of day. He was specifically speaking about the signal requirement when heavy equipment is put in reverse and wondered if it could be toned down.

11-096. Town Service Officer Appointment

a) The City has been notified by the Vermont Department of Children and Families that the term of the City's present Town Service Officer, Rick DeAngelis, expires on April 14th.

b) Staff notified Mr. DeAngelis, and he is willing to continue serving.

Recommendation: Appoint Rick DeAngelis as the Town Service Officer for another one-year term.

Motion was made by Council Member Hooper, seconded by Council Member Weiss to reappoint Rick DeAngelis as Montpelier's Town Service Officer. The vote was 6-0, motion carried unanimously.

11-097. Planning Commission Appointment

a) John Bloch's term expired the end of March; staff advertised and as of the deadline (Thursday, April 7th), John's e-mail requesting reappointment is the only response received.

Recommendation: Reappoint John Bloch for another 2-year term.

After motion was duly made and seconded by Council Member Hooper and Weiss, the council reappointed John Bloch for another two year term on the Planning Commission. The vote was 6-0, motion carried unanimously.

11-098. District Energy Project Update.

a) The City Manager, Planning Director and Project Manager will update the Council on progress to date.

Recommendation: Receive report, make decision whether to include this item with the petitioned special election.

City Manager Fraser sent Council Members a memo outlining an update of what is happening with the District Energy Project.

Council reviewed information in the memorandum.

Planning Director Hallsmith explained she and the consultants are going around to different downtown buildings and trying to assess what the costs and benefits would be for them hooking up.

Stephen Everett who owns a number of the buildings downtown said he was one of the people surveyed as it related to the District Energy Heating proposal.
He indicated that he was interested in continuing discussions.

Council Member Jarvis said the PACE Grant will help private property owners with some financial issues with conversion. She had questions on the amount of money in this portion of the grant and how it would continue to be funded.

Planning Director Hallsmith responded by explaining that it would work like a revolving loan fund. They envision it as part of the bond.

Council Member Jarvis still had questions about the funding gap. Her understanding about how they came up with the $2 million figure to bond for was looking at the money they would be use to heat for short term over the next 20 years.

City Manager Fraser replied at zero interest they could borrow more money than they could with a conventional bond issuance.

Council Member Golonka said with the financial models they talked about the last time they would like to see what it would look like with the additions to the benefits the city would accrue. If the city adds private partners does the breaking point go down?

Planning Director Hallsmith replied yes.

Council Member Golonka said the Council has been asking what the city commitments are and he is glad they went to the School Board.

City Manager Fraser replied they would be buying heat from the city. They aren't just transferring their heating cost into the city budget.

Mayor Hooper said one of the things Council Member Golonka has asked for is the financial model.

Discussion followed on what the consultants were working on

City Manager Fraser said the capacity has been the major topic of discussion. The Clean Energy Development Fund's goal is to promote clean energy products around the state. Their goal also in this project is to set an example of how this can be done. They have encountered some mitigating factors including an old plant that has to be retooled rather than starting from scratch so the economics are different. Some of the money the Clean Energy Development Fund is considering for this project is the same ERA money the city is using and they are on the same timelines to commit it. Some of it is potentially from other projects that aren't going to make it so they will be redirecting it to Montpelier. The city has asked for the most optimal mix.

Mayor Hooper said one of the things they need to decide is if they are going to have a bond vote should it be on the same evening as the next special meeting. The Manager has suggested a course of action which would be to have the bond vote on June 14th. If they vote on June 14th there is a 30-day recall possibility and if it is approved and they decide to go ahead what does that do with the project's deadline.

Planning Director Hallsmith said the main deadline they are under right now is a six month extension they received from the January 20th deadline to show the match. We need to vote before June 20th.

Mayor Hooper said the question is whether or not to set a bond vote for the same time that the special meeting will be held for the Civic Center or would they prefer to hold it at a later date, which would be June 14th.

City Manager Fraser said they are going to have a special vote on May 17th or May 24th anyway.

Discussion followed and Mayor Hooper said it seems the consensus of the Council is it isn't ready to set it for the same date as the Special City meeting to consider the issue of tax exemption of the civic center.

11-099. Setting the date, time and place for a Special Election and approve the Warning.

a) On Monday, March 28th, the City Clerk's Office was presented with a petition to reconsider the issue of the tax exemption of the Civic Center. On Tuesday, the Clerk's Office verified that there were sufficient (5%) signatures of registered Montpelier voters to require a special election and the petition was filed properly within 30 days of the Town Meeting election. According to Vermont Statute Title 17, §2661, a "special town meeting" or election must be called within 60 days of the receipt of the petition. This means that the election must be held on or before Friday, May 27th. The City is required to warn the meeting with a 30-day notice. Assuming that the official warning is approved this evening and the Council chooses to hold the election on a Tuesday as is traditional, the election could be held on either May 17th or May 27th.

b) The Council held a Special Meeting on Monday, April 4th, to discuss whether the Council would prefer having one special election with multiple items including a possible District Energy Project bond vote. Council chose to continue that discussion until the April 13th meeting.

Recommendation: Set the date, time and location for the Special Election and approve the Warning for May 17, 2011 if only including the Civic Center tax exemption. If also including a district heat bond vote, set election for May 24, 2011.

Council Member Weiss said he selected the date of May 24th arbitrarily and moved that for the date of the Special City Election for the Civic Center. Council Member Jarvis seconded the motion.

City Manager Fraser said June 14th is a possible date to vote on the District Energy Project. There are going to be two votes. They have the choice of May 17th or May 24th. His suggestion is May 17th.

Chris Rohan, a Montpelier resident, said his interest here is to support the tax exempt status for the Civic Center. He has lived here for about eight years and just recognized the Civic Center as a community resource and there are many people like him out there. He understands it is a difficult issue.

Dr. Butsch said he appreciates the chance to have another vote which they felt was justified so they could do a better job of educating the local citizens of the issues involved. They have been tax exempt. He finds it somewhat ironic he is here because he remembers about 15 years ago when he was on the Futures Committee in Montpelier and the focus was to build a facility in Montpelier. The committee met for over a year and found that the city was unable to support one. As of today there are only two facilities in the state that are not municipally owned or owned by a school district. They remain in somewhat the same situation they were way back when they had the Futures Committee. One of the biggest issues is the feeling in Montpelier of bringing people who support the outside communities and that the outside communities aren't doing their share of supporting Montpelier. When it failed in the Futures Committee and wasn't built by the city a group of private individuals from the city and outside got together and built a public 501(C)(3) facility that was tax exempt. They were looking for a site and picked Montpelier and went by what the city attorney and City Assessor said they would be tax exempt. He knows the situation has changed since then. At that time the largest owner came from outside Montpelier and donated $100,000. The next largest owner came from outside Montpelier with $50,000 and since they have been in existence about 90 percent of the business support keeping the organization going is from outside Montpelier. About 80 percent of the private donations keeping the Civic Center going are from outside Montpelier and other communities outside Montpelier make contributions on a regular basis. They feel they have a lot of community support and civic pride from outside Montpelier who are appreciative of being in Montpelier, but they need to keep the situation as it has been since their existence, which is tax exempt. They want to make an effort now to educate the public.

City Manager Fraser said he wanted to review the technical requirements so there is no confusion. The city received a petition that was properly filed. The city is required to hold a vote within sixty days of the date the petition is filed.

There is a new legal requirement in state statutes that came out a couple of years ago. They have to get two-thirds of the people who voted on the prevailing side, and there were 857 people voted no, so they need to get 572 yes votes and have that be the majority to pass.

The makers of the motion accepted the friendly suggestion to change the date of the Special City Meeting to May 17, 2011.

Mayor Hooper called for a vote on the motion. The vote was 6-0 motion carried unanimously.

11-100. Consideration of a charge for a committee to review possible Taser use by the Montpelier Police Department.

a) The City Council deliberated Taser use during the annual budget approval process in January.

b) Council delayed a decision on Tasers and indicated that a committee would be formed to review the issue.

c) The City Manager has prepared a draft charge for such a committee for the Council's consideration.

Recommendation: Review draft, make changes as desired, approve a charge and provide direction to staff with regard to committee appointments.

City Manager Fraser had prepared a draft charge for the council's consideration.

Police Chief Facos was also present for this discussion.

Mayor Hooper said the Council needs to decide if they are going to have a committee, what the charge of the committee is and the composition of the committee, and how they are going to handle the recommendations from the committee.

The Council held a lengthy discussion on the charge and the number of citizens and if they should be looking for people with certain expertise. Council would like to see the report back from the committee before the beginning of the budget session this fall. Council wanted to make sure it was understood that the final decision would be made by the City Council. Also discussed was whether the committee would be made up of residents and non residents. The consensus was that the committee

should be made up of residents. Non residents were welcome to attend the meetings and participate.

City Manager Fraser said he would say the City Council is seeking a committee of interested open-minded Montpelier residents to serve on a committee studying tasers. They would especially appreciate members of the mental health, medical, law enforcement and school expertise as well as members of the general public.

Council Member Jarvis moved that the Council advertise for a committee with a charge to study the taser issue for Montpelier made up of Montpelier residents. Council Member Timpone seconded the motion. The vote was 6-0, motion carried unanimously.

11-101. Consideration of Council Committee Assignments

a) At their first regular meeting following Town Meeting, Council chose to postpone making any committee assignments until after they'd held their Goal-Setting Workshop.

   Recommendation: Discussion, assign Council reps to the various committees.

Council Member Weiss had provided the council members with suggestions on committees no longer needed and committees that should be added.

Attached to the minutes is a revised list of Council Committee Assignments.

11-103. Council Reports

Council Member Hooper said this is his fourth meeting this week.

Council Member Sherman reported that Council Members Hooper, Timpone and she attended the Circulator public hearing and about 16 people attended. They saw a preliminary route and schedule and there was good progress. It is always good to hear updates on the flood and the situation with the river. On April 14th there is a zoning meeting at Vermont College at 7:00 P.M.

Council Member Weiss had a newspaper clipping and reported that Bev Hill who has been a member of the Central Vermont Medical Center Board of Trustees for 15 years and was honored for her service.

Council Member Jarvis said they received a memo from Public Works about Mill Road. Was there the same kind of process with Murray Road after that was done? She congratulated folks on a fabulous Film Festival which was really well attended. It was great to see Poetry Alive happen again where poetry is posted in storefronts. She had a request from a resident to see if they could rework our existing sign ordinance in terms of making sure that businesses that go out of business take down their signs within a reasonable period of time. The existing ordinance we have now requires businesses within the Design Control District to remove their signs but not other businesses in Montpelier. Unfortunately, businesses like Finkerman's go out of business and the signs remain. She wondered if there was interest with the Council to follow up on that.

Mayor Hooper said they could ask staff to give them a recommendation.

City Manager Fraser said sometime ago when they looked at permit issues and zoning issues Steve Stitzel advised the city they might want to consider taking all signs out of zoning and regulate signs separately.

Council Member Timpone said today is Autism Awareness Day in Vermont and we have 110 people being diagnosed every 20 minutes with autism.

Council Member Hooper said in the interest of focusing more on policy he would love to see some advice on administrative approval for routine event permits for liquor licenses.

11-104. Mayor's Report

Mayor Hooper reported that tomorrow the Vermont Center for Independent Living is having an event and she has been asked to attend. She would love to have some information on what the ADA Committee is doing because she has been asked to comment on that.

City Manager Fraser said his advice would be to talk to Tom McArdle about that. They are working on the transition plan. They are doing all the ADA assessment for all buildings.

Mayor Hooper reported they had a conversation at the last meeting about the Farmer's Market. She thanked Bill Fraser for reaching out to the Farmer's Market and others for communicating our support and interest in them.

The City Manager, Paul Giuliani and she met for the third week in a row with the House Government Operations Committee about the three provisions in the charter

changes and two were passed. The Committee is holding out the portion that deals with the merger of the Berlin Fire District. We really do believe it should go forward. It was a confusing issue to the committee. The Town of Berlin had proposed their sewer committee could take over the management of this process which is confusing because they aren't parties to it at all. There were other conversations about the legality of votes and the appropriateness of votes and whether or not the merger had happened. Unfortunately, our Representatives clearly feel the merger had happened but the Assistant Attorney General asked for an opinion that said it hadn't happened notwithstanding Bill's legal work pointing out the same thing between Barre Town and Barre City three or four years ago. She has been in a lot of meetings lately with Bill and she is impressed how well the City Manager represents our community. She also needs to mention that all of our staff represents our community well. A Transportation Committee Member stopped her and said our Assistant City Manager had been in their committee and how impressed she was with Bev's presentation.

11-105. Report by the City Clerk-Treasurer

None.

11-106. Status Reports by the City Manager

City Manager Fraser reported that the Matrix Steering Committee met yesterday and received an update on the process and received more results of the employee surveys. There has been some good data and feedback. There was an 80 percent response rate and it looks like most people looked at the city's organization favorably. He is pleased with most of the results. The Steering Committee has another meeting the end of April and that is when they start to share the beginnings of what they found and what their recommendations might be. The Matrix Group will be here on June 8th to present their report to the Council.

There is the charter change going through the Legislature and it has been mostly about the merger. In the charter change about the district energy they took out the provision selling electricity. He and the Public Works Director Law had a conversation about a plan for potholes.

Forbes Magazine named Montpelier as one of top 11 prettiest places in America.

He updated the Council on the Fire Chief selection they did reach a final candidate and the Police Department is doing a background check and there will be an announcement next week..

Assistant City Manager Hill said today was Police Chief Facos birthday.

Adjournment:

After motion duly made and seconded by Council Members Hooper and Timpone the council meeting adjourned at 10:20 P.M.

Transcribed by: Joan Clack

Attest: _____
Charlotte L. Hoyt, City Clerk

City of Montpelier, Vermont

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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: District Heat Project
Date: April 12, 2011

Since we will be warning a special election for either May 17th or 24th, the logical question arises as to whether we will combine the petitioned tax exemption item with a potential district heat bond vote. I've already provided you with an outline of potential dates and deadlines for those special elections.

As you choose whether to include District Energy on the earlier meeting, I wanted to update you on what we know and what we don't know about this project.

What we know:

- The Federal Government awarded the city an $8 million grant for a district energy project done in partnership with the State. The grant also included start up money for a Property Assessed Clean Energy (PACE) district.
- The Governor proposed $7 million in State Capital funds for this project.
- $7 million was included in the Capital Bill and Budget which has passed the House of Representatives.
- The Montpelier School Board voted to support the project and understands that participation is a 20 year commitment.
- The total project will cost between $18.2 million and $20 million depending on final costs of the plant and distribution route. Assuming approval of the State capital funds and a city bond of $2 million, $18.2 million in funding is accounted for.

- The city has retained a firm to identify the optimal distribution route, update cost estimates for the route, work with the state on the final overall costs and meet with private property owners. That work is happening now.

- The city has applied for up to $1.75 million in grants and/or 0% interest loans from the Clean Energy Development Fund.

- The three city buildings (City Hall, Fire Station and Police Station) and two school buildings (Union Elementary School and Montpelier High School) use 100,000 gallons of oil each year. Every dollar that oil increases in price, costs the community $100,000. As illustration, our original financial models for this project were developed using $2.45 per gallon for #2 heating oil in 2010 and $2.69 in 2011. The city is currently paying $3.70 – a difference of $100,000 per year.

- The State of Vermont will own and operate the upgraded and expanded central heating plant. They will provide bulk heat (hot water) to the city's distribution system which will provide heat to city & school buildings as well as private customers. The city will purchase the bulk heat, supply it to city buildings and resell it to non-city buildings.

What we don't know:

- Whether the Senate will approve the capital funding. We will know this by the end of the session, currently projected for the first week in May.

- Whether CEDF will approve the city's request and what the mix of grant and loan might be. We will know this on April 27th.

- Whether the city council will put forward a bond vote and whether the voters will approve it. The final number for a bond vote will depend somewhat on the package from CEDF, any amount of 0% interest loan needs to be included in any financing authorization. If not included in the tax exemption election, the decision to go to bond vote should be made by the May 11th council meeting for a vote on June 14th.

- The precise final route of the distribution system and final cost projections. These are being generated and should be clearer by early May.

- All details of the agreement for heat purchase with the state. This is being negotiated now, we have a general outline of agreed upon concepts.

- The actual price of heat for public and private customers. We are projecting that the district heat price will come in around $29 per MMBTU which is equivalent to $2.80 per gallon of fuel oil. This will become firmer as we complete negotiations with the state.

- Without a firm price and route details, we do not have firm commitments from private customers. Although the project has been set up to work financially without them, they are not only important to success but, in fact, one of the main reasons to do the project in the first place. We have expressions of interest which will firm up when we can present a price, a route, a cost of conversion and the PACE program to finance the conversion.

Why are we pursuing this project?

- It reduces toxic emissions in downtown Montpelier by as much as 11 tons per year. It is consistent with state and local policy to move to cleaner, renewable energy sources.

- It replaces oil as a prime fuel source with a locally/regionally produced fuel source keeping that economic activity in the northeast.

- It provides stabilization for fuel costs to the state government, city government and school department allowing tax dollars to be redirected toward services or infrastructure rather than oil. As mentioned earlier, $1 in fuel prices = $100,000 per year for these buildings.

- It presents an economic development opportunity in downtown Montpelier by providing a cleaner and potentially cheaper source of heat for building owners.

- It mirrors the decision many local homeowners have already made on their own, we are essentially converting downtown to a wood stove.

- The local costs (bond payments, bulk heat costs, operating costs) are being paid out of monies already being used to heat and maintain heat systems in local public buildings. This is Vermont – we will always heat the schools, city hall, fire station and police station. This is not money that can be used for other public purposes. We are spending current fuel system money on fuel system.

- The State of Vermont converted their district heat system to wood (primarily) in the early 80's following the first "energy crisis". After 30+ years of operating this system, the State is seeking to upgrade and expand it, not abandon it. They have no interest in returning to an oil based heating system and do not second guess their conversion decision at all.

- This is proven technology. As noted above, a district heat system has existed in Montpelier since the 40's and has been wood fired since the 80's. These systems exist and run successfully in both the US and in Europe. This is bolstered by the fact that our partner, the State of Vermont, is a long term presence in our city and will not be closing, off shoring or relocating.

- The city received the largest ($8 million) energy grant in the nation to support this project. The State and City combined will be able to develop an $18-$20 million capital improvement - which cuts annual costs, is environmentally friendly and supports the local economy - for $9 +/- million in State and City capital funds.

What are the concerns?

- The biggest fear is the fear of change and the unknown. Like the current health care system, oil based heat for our major buildings is all we know. While we complain about costs or problems, we are reluctant to abandon a system for fear that a new system will leave us lacking.

- Although the costs are paid with existing fuel dollars, the city will have to issue a bond to finance the project. The city has a high debt load now and concern exists that if users leave the system, the city will be left holding the indebtedness. This is mitigated somewhat because financial projections don't include private interests.

- The city is speculating on a new heat system. What if something better comes along? This is a fair concern. However staying with our present heating system is also speculating on oil prices and that

future alternatives will be as financially feasible as this proposal now which comes with an $8 million federal subsidy.

- Construction of this project will cause disruption to the downtown area. Yes, there is no question. Like any major project it will be managed but there is no getting around the fact that this requires laying pipes underground throughout downtown. Obviously the idea is that the end heat product is worth it. Another benefit is that when closing streets and sidewalks back up, they can be repaved and rebuilt which is needed in many cases. We could potentially target city capital budget funds for downtown improvements to be done in conjunction with this work.

- The City is assuming a new operational responsibility. Yes we are. But in other locations, maintenance work is minimal. The state will be running the heat plant, we will be a customer. There will be administrative work for billing, meter reading etc. but there will also be revenue produced from those activities.

- We don't have all the information. This is a very complex project involving the federal, state and city governments. We are gaining more knowledge, developing more information and accomplishing more project related tasks each week. While some important details are still emerging, the basic structure, costs and contributions are pretty well established. And we have another month to fine tune our information even more.

Conclusion: I have maintained a critical distance and withheld my endorsement throughout the project development in order to objectively analyze the pros and cons and to provide you my best professional advice about how to proceed. I have asked the same questions that all of you have.

I see this as a once in a generation chance to make a bold move which has positive environmental and economic impact. It's easy to support or oppose this project for emotional, philosophical or ideological reasons. I have tried to remove all of those from my work on this and weigh the costs and benefits. On balance this is a solid project which has been in the works for at least 16 years if not more. Given the federal dollars available, the time is now. I made a commitment to you that the project would stay within our current payment stream and it does so. I also made a commitment to you that project finances would not rely on unidentified private customers and it does not. I think that 10 years from now, no one will be wishing that the community had remained on an oil based heat system.

I recommend that the city support this project and plan for a bond vote on June 14th. The final decision and details can be addressed at the May 11th meeting when we know the results of the CEDF process and the state budget.

City of Montpelier, Vermont

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Andy Hooper
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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: Draft Charge for Taser Committee
Date: April 8, 2011

During the earlier discussions on possible Taser use by the Police Department, the City Council chose to create a committee to review the issue. The specific charge and purpose of that committee was somewhat undefined. I am offering a draft charge which presents an approach to handling this issue. You may choose to approach this differently.

"Yes or No" – The major underlying question for the Council, Community and Police Department is whether to allow Montpelier officers to carry and use tasers. At the end of the day, the City Council must make this decision. No other group is responsible for the safety of both Montpelier's citizens and its employees. Regardless of any committee recommendation, the final decision will fall on the council's agenda, will be deliberated publicly and will generate citizen participation.

Given that reality, it's my opinion that charging a committee to make a recommendation whether or not to approve tasers is perilous from a process perspective. Such charge will then call into question the make up of the committee members, what their predisposition is to this issue and whether the committee was "stacked" one way or the other. It could potentially put council members in the position of disagreeing with the recommendation of a citizen's group on such a controversial topic.

I recommend that the Council understand its responsibility and obligation to make this decision and retain that judgment for itself. The council should ask a committee to provide another very important role in this discussion.

Framing the Issue – During the earlier debate, many – if not most – comments included concerns about the unknown. When would tasers be used? What was the policy? What did it mean? What sort of training would be included? How will the department be held accountable? In essence there were multiple decisions being considered at once – not only the prime "Yes or No" question but, if "Yes" than defining the specifics of what "Yes" means.

A committee, then, will provide a very important service by working through the areas of concern and providing comments and recommendations in each area. By doing so, the Council and community will then be free to engage in a robust discussion of taser use while having a clear understanding of the terms of use.

I recommend that the Committee be charged with developing recommendations for the following:

1) *Policy and standards for taser use.* The Police Chief has proposed a use of force policy. The committee should review the proposal, clarify meaning and intent where confusing and make recommendations for changes if needed.

2) *Training* – The committee should review and make recommendations about the training regimen surrounding tasers. In addition to specific training about taser operation, the committee should review and comment on the department's training in areas such as mental health, crisis intervention, de-escalation, medical issues relating to tasers and response to resistance, among others.

3) *Accountability* – The committee should review and make recommendations for standards of public reporting and incident review when tasers are used and/or displayed.

4) *Public process and engagement* – Once standards of use, training and accountability have been established, the community needs to have a meaningful dialogue about whether or not to approve tasers. The committee should make recommendations for how the Council and community can best conduct that discussion. The recommendation should include description of meetings, hearings etc as well as the nature and extent of information that should be presented.

Committee and committee work. The composition of the committee (number of people, any specific constituencies represented, appointment process, etc.) will be determined by the City Council. I recommend that, at minimum, representatives of both the mental health community and the law enforcement community be included. Other citizens may be appointed based on expertise and interest. Preference should be granted to Montpelier residents except for those individuals with specific professional expertise which might assist this process. All meetings of this committee will be in open session with the public welcomed. It is expected that both the Police Chief and City Manager will assist the committee and participate in the committee process although will not be committee members. The committee should be asked to provide the above recommendations to the city council by October 1, 2011 (or earlier) to allow the Council time to conduct the public discussion process in advance of their budget work in December and January.

MATRIX Ad hoc Committee (Management Analysis)	Sarah Jarvis Andy Hooper Alan H. Weiss	Bill Fraser, City Manager
Americans with Disabilities (ADA)	Angela Timpone	Bill Fraser, City Manager Tom McArdle, Adm. Ass't. to PW Director
Building Code Appeals Committee	Alan Weiss Tom Golonka (advertising for 3rd)	Bob Gowans, Fire Chief Bill Fraser, City Manager
Capitol Complex Committee	No Council Rep	Paul Carnahan
Capital Projects Committee	Sarah Jarvis Andy Hooper Angela Timpone	Todd Law, DPW Director Tom McArdle, DPW Assistant Director Sandy Gallup, Finance Director Bill Fraser, City Manager Planning Commission Rep
Central Vermont Core Communities Regional Public Services Committee	Tom Golonka Alan Weiss	3 Representatives from each Community Bill Fraser, City Manager
CVRPC	Nancy Sherman, Alt. (moving?)	Dave Borgendale, Vice Chair, PC
CVRPC/TAC	Nancy Sherman	Bev Hill, Assistant City Manager, Alt.
Central Vermont Solid Waste	Andy Hooper, Alt.	Mia Moore
Citizen Advisory Board for Community Justice Center	Sarah Jarvis	Yvonne Byrd, CJC Director
District Heating Committee	Alan Weiss	Gwen Hallsmith, Planning Director
GMTA/CCTA Advisory Board	No Council Rep	Harold Garabedian
Housing Task Force	Angela Timpone	Garth Genge, CD Specialist Gwen Hallsmith, Planning Director
Kellogg-Hubbard Library Board Rep	Tom Golonka	Suzanne Hechmer
Montpelier Alive	(… will meet with Board re: Council representation)	
Montpelier Senior Center Advisory Board	No Council Rep	Beverlee Pembroke Hill, Ass't. City Mgr.
Montpelier Senior Services Coordinating Committee	Sarah Jarvis	Garth Genge, CD Specialist Beverlee Pembroke Hill, Ass't. City Mgr.
Regional Bike Path Committee	Alan H. Weiss	Bev Hill, Assistant City Manager
Water Rate Study Committee	Tom Golonka Andy Hooper Sarah Jarvis	Sandy Gallup, Finance Director Todd Law, DPW Director Bill Fraser, City Manager
T.W. Wood Art Gallery Board	Mary S. Hooper	--------
E.C. Fiber Committee		

Report of the Oversight Panel

Submitted to the Senate Committee on Economic Development, Housing and General Affairs and the House Committee on Commerce and Economic Development

January 7, 2010

Introduction

The Oversight Panel was created in Act 146 of the 2010 session of the Vermont General Assembly to consult with the secretary of the Agency of Commerce and Community Development (the secretary) on its functions and operations as well as statewide economic development planning. Once appointments were made, the eight-member Panel commenced its work which was conducted primarily through a series of open and public meetings held in the Agency's offices in Montpelier between August and December. Substantial support was provided by the Agency to assist the Panel in its work. Regional Planning Commissions and Regional Development Corporations also participated in the Panel's meetings and worked closely and collaboratively with the Agency's staff.

The four tasks assigned to the Panel under Section G6 of Act 146 are as follows:

1. Consult with the secretary on the bidding and evaluation of proposed contracts for regional economic development services.

2. Concur in the secretary's award of performance-based contracts for regional economic development and planning services.

3. Consult with the secretary to develop outcomes and performance measures for the Agency and appropriate functions related to regional economic development and planning services.

4. Identify a process for developing a long-range economic development plan for the state.

At the outset, the Panel is compelled to report that it was required to engage in a fairly creative and collaborative dialog with the secretary, the Agency's regional partner

organizations, and Agency staff to identify outcomes and tailor performance measures to meet those outcomes. The Panel had anticipated receiving guidance in these efforts from the economists for the Legislature and the Administration, as Act 146 had directed the economists to provide input and analysis on outcomes and performance measures. However, in early September the economists returned their opinion to the Legislature's Joint Fiscal Office, reporting generally that they could not recommend any performance measures that would have any impact on the ultimate outcomes of increasing employment and median wages in Vermont. In sum, the economists concluded that state spending toward these outcomes is not nearly enough to have a measurable effect on the outcomes, at least an effect capable of measurement independent of the much greater influence from regional and national economic forces.

Without specific economic guidance from the economists, the Panel relied more heavily on the strength of the collective expertise of Panel members, as well as the valuable contributions from the Agency and its regional partner organizations. As a result, the Panel is pleased to report that it has successfully completed its work. This report summarizes the Panel's work and reflects the very able and generous efforts contributed by all of its members, whose names are listed at the end of the report.

TASK #1 – Requests for Proposals for Regional Economic Development Services

For many years, the Legislature has appropriated money to the Agency for the purpose of making grants to Regional Development Corporations (RDCs) pursuant to Chapter 76 of Title 24 of the Vermont Statutes. Debate during the 2010 session of the Legislature included discussion that explored ways to improve the results of the state's economic development efforts while spending less. Legislative efforts to achieve $38 million in savings led to the enactment of Act 68, which expressed intent for the state to develop performance measures for performance-based contracts with RDCs as well as Regional Planning Commissions (RPCs) which are established pursuant to Chapter 117 of

Title 24 of the Vermont Statutes. Because prevailing statute (24 V.S.A. § 4306(a)) provides RPCs with 17 percent of the revenue from the property transfer tax, Act 146 directed the Agency to take a slightly different approach with the RPCs -- requesting proposed contracts that would be negotiated with the Agency.

The Panel was directed by Act 146 to consult with the secretary in the development of the Request for Proposal (RFP) to be issued to the RDCs on or before July 1, 2010. A longer appointment process than anticipated by the Legislature caused the eight Panel appointments not to be completed before the deadline for issuance of the RFP. Therefore, the Agency on August 2, 2010, concerned over the aggressive schedule in Act 146, issued the RFP to the RDCs with proposals due October 1, 2010. At the Panel's first meeting on August 10, 2010, the Agency shared the RFP and discussed additional elements the Panel determined appropriate for the development of performance-based contracts. As a result, the Agency provided additional guidance to the RDCs and RPCs on required elements for the contracts.

TASK #2 -- Award of Performance-Based Contracts to RDCs and RPCs

The RDCs and RPCs submitted proposals to the Agency by October 1, 2010. The Agency drafted performance-based contracts that included significant contributions from the Panel on outcomes and performance measures. The RDCs and RPCs agreed that they would continue to collaborate with the Agency to develop and refine the indicators and performance measures in the contracts, as all involved gain experience working in a contractual nature for the first time. Although the Agency has used performance-based grant agreements for many years to distribute funding to the RDCs and RPCs, the provisions in Act 146 calling for performance-based contracts elevated the level of process and technical detail.

At the Panel's meeting on October 26, 2010, the Agency presented and the Panel concurred in a proposed contract to be offered the RPCs. The contracts include key

performance-based elements such as twelve specific performance measures tied to three Regional Objectives. The Agency will retain five percent of the RPC's funding and not release it until the secretary has evaluated and determined that the RPC has completed its work under the contract. In addition, the RPCs have agreed to utilize the Agency's shared intranet database to submit reports showing progress made in connection with each performance measure.

The Agency also presented a proposed RDC contract at the Panel's October 26th meeting. Although the Panel provided general support for the proposed contract, all parties agreed the Agency and the RDCs needed additional time to reach complete agreement on all details. The Agency worked closely with the RDCs and reached agreement on a proposed contract. At the Panel's meeting on November 23, 2010, the Agency presented the revised proposal and the Panel concurred. Key elements of the RDC contract include the Agency's retention of five percent of the RDC's funding as an incentive for completion of the work, four Regional Objectives, performance measures, and use of the Agency's shared intranet database for submission of progress reports.

As of the date of this report, the Agency has submitted the proposed contracts to the secretary of the Agency of Administration and the Attorney General for their review and approval as required in Administration Bulletin 3.5 on the Contracting Process. Act 146 calls for the Agency contracts with the RDCs and RPCs to be effective February 1, 2011 and the Panel is confident the target date will be met with more than one month to spare.

TASK #3 -- Develop Outcomes and Performance Measures for the Agency

The Panel found this particular task to be the most challenging of the work assigned under Act 146. The economists for the legislature and the Administration jointly concluded that the degree of impact from national and regional economic forces is so great that it is virtually impossible to measure the influence of the relatively modest amount of state spending on efforts to create jobs and raise median household income. Absent specific

guidance from the economists, the Panel consulted the commerce secretary and several of the agency's staff to gain a foundation of knowledge regarding the agency's programs and capabilities. The Panel also considered other information such as relevant portions of the state's Unified Economic Development Budget and the agency's outcomes identified in certain materials prepared as part of the annual budget process.

Overall, the Panel concurs in the agency's current outcomes and performance measures. The Panel finds that it would be premature, or at least out of step, for it to develop new performance measures and outcomes for the agency in advance of the development of a statewide economic development plan through the process recommended in this report. In addition, the assignment of identifying appropriate functions for the agency as it relates to its regional planning and economic development partner organizations was partially addressed through new terms in the performance-based contracts. Nevertheless, more work will need to be done in the future – connecting the statewide economic development plan with regional plans and developing appropriate functions between the agency and regional organizations under those plans.

For now, the Panel recommends the agency focus its efforts and resources on high value-added functions with the best return on investment. The agency and its regional partner organizations should strive to identify functions that achieve the most progress toward the two key outcomes of creating new jobs and raising median household income. Ultimately, completion of the statewide economic development plan will provide the optimum context for fine-tuning functions appropriate to the agency and as it relates to its regional economic development and regional planning organizations.

TASK #4 -- Identify a Process for Developing a Long-Range Economic Development Plan

The Panel examined a variety of economic development planning processes, consulted the secretary and Agency staff, and identified a number of key issues, including:

1. Who should develop the plan?

2. What process should be used to develop the plan?

3. How will the plan be implemented?

The Panel recognized that the state over the years has developed several long-range economic development plans that have been well-intended, but not necessarily well-implemented. Economic, budgetary and even political forces appear at times to have played some role in the disconnect between intention and completion. While the Panel's charge was narrowly focused on endorsing a planning process, it has elected to offer a recommendation related to implementation of the plan. To that end, the Panel finds that the party ultimately responsible for developing the plan should also be in a position to ensure its effective implementation.

After considering the different public bodies that over the years have developed long-range economic development plans, the Panel settled on recommending this function be given to the development cabinet, a high-level executive body created to advise the governor on economic development and land use. See 3 V.S.A. § 2293. The development cabinet includes the following member agencies:

Agency of Administration
Agency of Natural Resources
Agency of Commerce and Community Development
Agency of Transportation
Agency of Agriculture, Food and Markets

The Panel understands that the development cabinet is already set up to allow for interagency work groups in support of its mission. See § 2293(b). Recognizing the commerce secretary's central role in developing and recommending public policy on economic development for consideration and ultimate adoption by the governor, the Panel recommends having the commerce secretary lead the planning process. By leading a

subgroup, the secretary could reach out to any agency or department of state government as well as include non-government organizations and broad public participation.

The Panel envisions the secretary employing both larger public discussions as well as smaller focused work sessions. The secretary should also consult the Speaker of the House and the President Pro Tem of the Senate to maintain an opportunity for legislative participation in the planning process. At the end, the secretary should recommend a 10-year plan to the development cabinet for ultimate acceptance and implementation by the governor and his agencies and departments. In addition, the secretary should also oversee a leaner effort designed to review and make any necessary and desirable changes every two years. The quality of the plan will be strongly related to the amount of resources available to support the agency's effort. Therefore, the Panel encourages the Legislature to adequately fund the commerce agency for this important assignment.

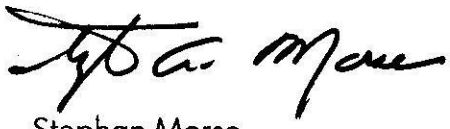
Conclusion

The Agency has an extraordinarily broad and diverse reach in light of its modest size and funding. Its working relationship with regional partners offers the potential for a great multiplier effect in delivering economic development and planning services throughout the state. The performance-based contracts are designed to harmonize the state and regional efforts. Using technology such as the Agency's shared intranet database will improve the Agency's understanding of current conditions and needs at the local level and aid in the state's effective response. Having greater responsibility for the statewide economic development plan will enable the secretary to bridge the gap often experienced between planning and implementation.

We conclude our work as an Oversight Panel with confidence in the state's economic development direction, respect for the dedicated staff of the Agency and the contributions of the regional planning and economic development organizations, and

appreciation for the service of the Panel's members who contributed generously of their vast wisdom and experience in this significant undertaking.

Respectfully Submitted,



Stephan Morse
Panel Chair

Panel Members:

Paul Comey
Thomas Evslin
Scott Johnstone
Thomas MacLeay
Lawrence Miller
Robert Rusten
Deborah Winters

Central Vermont Regional Planning Commission and Economic Development Corporation

Report of the Committee on Co-Location and Consolidation.

The Committee on Co-Location and Consolidation was created by the Central Vermont Economic Development Corporation (CVEDC) and the Central Vermont Regional Planning Commission (CVRPC) at a joint meeting on September 14, 2010 in response to Legislation (Challenges for Change) enacted during the 2010 session.

The Committee Members were:

CVEDC	CVRPC
John Fitzhugh	Gunner McCain
Skip Bancroft	Larry Hebert
Pat McDonald	Robert Wernecke

The Committee has met five times between January 10 and March 2, 2011.
The Committee met with staff to review space requirements, existing space, functions, organization, and programs of the two organizations.

CVRPC:

The RPC has seven full time and one part time employee and occupies 2649 square feet in downtown Montpelier above the Rite-Aid pharmacy. The RPC entered into a five-year lease of the space in 2010 at $14.50-$15.50 psf. No parking privileges are included in the lease. The RPC subleases one office to Cross VT Trail. The RPC staff consists of an executive director, an office manager and 5 planners. The minimum office space requirements are 1500 square feet plus access to a large meeting room.

CVEDC:

The EDC has two employees and occupies 960 square feet in the executive office building at National Life. The rent is $10.65 psf and is month to month. The EDC subleases one office cubicle to a representative of the US SBA. The EDC staff consists of an executive director and an assistant. In addition to their existing office space, they need and have access to a large meeting room for monthly Board Meetings.

The Committee also met with Steven Patterson, the Executive Director of the Northeast Vermont Development Association (NVDA) which serves both their region's functions of planning and economic development. NVDA was cited in the legislation as an example of co-location and cooperation. NVDA serves 55 towns and has 85 Board Members. They have a staff of 10, two on the economic development side and eight on the planning side. The planning and economic development organizations continue to exist as legal entities but an executive committee coordinates activities and manages the staff. Employees of each organization support the other within their areas of

responsibilities. Steve works primarily on economic development and relies on a strong Planning Manager to direct the planning programs. With such a large Board they rely heavily on a 12 member Executive Committee which meets monthly. The full board meets 6 times a year.

The following opportunities and issues of co-location or consolidation were identified and discussed:

Benefits:

1. Service Delivery:
    a) Municipalities would find a more unified approach to addressing their issues, improved communications, and better cooperation and efficiency in delivery of service
    b) Business/Development Community would benefit from a more collaborative effort, streamlined approach to project development, and assistance with such things as siting, permitting and funding.
    c) Stronger presence when dealing with the Municipalities, State, and Public Sector
    d) Improved Funding opportunities. One grants expert could serve both organizations

2. Co-Location: Improved access by the public and clients (traffic and parking issues), reduced cost for parking, better space utilization. Without easy in-and-out parking, downtown Montpelier offices are a problem; relocation to National Life or similar facilities would eliminate that issue and make day-time and night committee meetings easier as well.

3. Cost Savings: Rent, staff, and supplies. Calculating the benefit is difficult but the committee is convinced there would be some. For one, CVRPC is paying a much higher rent per square foot than CVEDC. Consolidating the staff would eliminate the need for two executive directors.

Challenges:

1. Staff Adjustments
2. Composition of Boards/Executive Committee – The Committee recommends that we retain the two Boards but have one Executive Committee with representatives from both Boards.
3. Statute, regulation & bylaw changes
4. Start up costs and leases
5. Implementation

SUMMARY

In weighing the pros and cons, the Committee believes that there is value, especially in the delivery of services, in the co-location and consolidation of the Regional Planning Commission and the Regional Economic Development Corporation and recommends that the two organizations proceed with implementation planning.

While there is some value in co-location without consolidation, we believe that a model like the one which serves the Northeast Kingdom would work well in Central Vermont and would best serve the Region. It was suggested that we might even adopt the model used by the Bennington and Windham RPCs and rename the new organization the "Central Vermont Regional Commission."

Respectfully submitted:

John Fitzhugh — Date 3/21/2011

Skip Bancroft — Date 3/3/2011

Pat McDonald — Date 3/21/2011

Gunner McCain — Date 3/3/11

Larry Hebert — Date 3/3/11

Robert Wernecke — Date 3/3/2011

City of Montpelier, Vermont
Agreement for Services
with Faith in Action for the
Community Innovations for Aging in Place (CIAIP) REACH Project

THIS AGREEMENT is made this_____ day of_____, 2011, by and between Faith in Action, a Vermont Non-profit Corporation, with its principal place of business at 2 Common Way, P.O. Box 157, Cabot, VT 05647, and the City of Montpelier, VT with a principal place of business at the Montpelier City Hall, 39 Main Street, Montpelier, Vermont 05602-2950, hereinafter referred to as the City. This is an extension of the previous agreement, dated December 10, 2009.

WHEREAS, the City wishes to contract with Faith in Action for the purpose of providing project support services for the REACH project and,

WHEREAS, federal funds may participate in the cost of the services described in this agreement pursuant to the provisions of the Administration on Aging, which are incorporated herein by reference, and,

WHEREAS, Faith in Action is ready, willing and able to perform the required services.

NOW THEREFORE, in consideration of these premises and the mutual covenants herein set forth, it is agreed by the parties hereto as follows:

I. SCOPE OF WORK

Faith in Action agrees to provide and the City agrees to accept project support services as set forth in the scope of work below. These include the following:

1) Identifying volunteers in the region served by Faith in Action in Cabot and Lyndonville who are willing to provide services to elders;
2) Identifying elders in the region served by Faith in Action in Cabot and Lyndonville who are in need of services that REACH and Faith in Action can provide.
3) Reporting the number of hours the volunteers serve elders through the Community Weaver software provided by the REACH program and available on the web.
4) Participating in the evaluation of the project by collecting baseline data on intake forms and interviews common to the REACH program, taking surveys, assisting in follow-up interviews, and other tasks as needed to report on program activities to the Federal Administration on Aging.
5) Participating in regular meetings with other REACH team members to track progress and identify further collaboration opportunities.
6) Raising and documenting 15% of project funds expended in cash match for the project.

All work done by Faith in Action must comply with the Administration on Aging requirements for contracted work, included herein as Appendix A. Failure to comply with these requirements

will result in forfeiture of payment.

II. PERFORMANCE PAYMENTS

For all subsequent payments after the first payment made on 2/8/11, Faith in Action will need to demonstrate performance on the contract, as measured by the number of volunteer hours logged into Community Weaver, the number of meet-ups, and new members recruited in the area they serve. For the period described in the term below, these shall be as follows:

400 hours in Community Weaver by Faith in Action volunteers by May 15th

1 meet-up held in area served by Faith in Action by May 15th

10 new members recruited by Faith in Action by May 15th

III. TERM OF CONTRACT

This Agreement shall be effective on _____ and shall be completed on or before _____. It is expressly understood that all funding for the activities are dependent on funds received from the Administration on Aging.

IV. PAYMENT

The City agrees to pay Faith in Action on the schedule outlined below with successful completion of quarterly reports that document the services exchanged by the program in the form and using the software that the program utilizes. Faith in Action agrees to accept as full compensation for performance of all services and expenses encompassed under this Agreement according to the schedule below.

Payment	**Date**	**City $**	**$ Match**
First Payment:	2/8/11	$11,600.00	$1,740.00
First Quarter Report:	5/31/11	$11,600.00	$1,740.00
TOTAL		**$23,200.00**	**$3,480.00**

Each quarterly report will provide the documentation of the commensurate amount of cash match required for federal reporting. In-kind services may also be reported, but shall not be substituted for cash match.

V. APPLICABLE LAW

This Agreement shall be construed in accordance with the laws of the State of Vermont, U.S.A. If any provision in this Agreement is determined to be invalid by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect.

VI. RESOLUTION OF DISPUTES.

If a disagreement arises concerning a matter covered by this Agreement, City and Faith in Action agree to promptly communicate with each other regarding the matter and to attempt to resolve the disagreement to their mutual benefit. All attempts will be made to resolve the dispute without litigation, including first working with mediators that can be mutually agreed by both parties. Should either party hereto, or any heir, personal representative, successor or assign of either party hereto, resort to litigation to enforce this Agreement, the party or parties prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorneys' fees and costs in such litigation from the party or parties against whom enforcement was sought.

VII. ENTIRE AGREEMENT

This Agreement, together with any exhibits attached hereto, constitutes the entire Agreement between the parties. This Agreement supersedes any prior or contemporaneous oral or written communications, understandings or agreements related to the subject matter of this Agreement.

VIII. PAYMENT PROCEDURES

Invoices shall be submitted quarterly, per the payment schedule, to the City of Montpelier, Planning and Community Development, at 39 Main Street, Montpelier, Vermont 05602-2950.

IX. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed as of the date and year first above written.

Faith In Action

By:_____
William Cobb

Title:_____

Date:_____

CITY of MONTPELIER, VERMONT

By:_____
William J. Fraser

Title: City Manager

Date:_____

Solar Array

Two options are available for locating the solar array that will help offset the EVC's electrical demand. Below is a brief description of each system and the advantages they provide.

Option 1: On the Public Works Garage on Dog River Rd.

Description: A 5.8kW array mounted on the roof of the public works garage. The array will consist of Sharp 224watt modules, Unirac Solarmount racking, and an SMA 6000US inverter. Modules will be mounted to follow the pitch of the roof (approx. 16 degrees). The system is 98% made In the USA. The system also comes with a ten year data monitoring package from (wattmetrics.com) that includes a hosted public webpage showing all production data for the array and a touch screen kiosk with Wattmetrics educational tools to be located in a location of the City of Montpelier's choosing.

Advantages:

- Slightly larger system capacity within our budget means a better offset to the EVC electricity demand.
- Easier permitting process
- Easier to maintain

Disadvantages:

- Roof pitch/solar panel orientation angle is not optimal for production
- Little to no public visibility
- Remote location from charger station gives the project less synergy

Option 2: Solar modules mounted as an awning above the 1st story windows (2nd set of windows up) and 2nd story (3rd set of windows up) on the south side of Montpelier City Hall.

Description: A 4.8kW array mounted on the side of city hall as an awning. There is a picture of a similar installation attached to help visualize the installation. Digital

CAD files are not available for city hall so building a conceptual drawing is a challenge. There is a simple conceptual drawing attached.

The array will consist of Sharp 224watt modules, A Unirac custom mounting solution, and an SMA 6000US inverter. Modules will be mounted to follow the pitch of the roof (approx. 16 degrees). The system is 98% made In the USA. The system also comes with a ten year data monitoring package from (wattmetrics.com) that includes a hosted public webpage showing all production data for the array and a touch screen kiosk with Wattmetrics educational tools to be located in a location of the City of Montpelier's choosing.

Advantages:

- Solar panels oriented at optimal angle for shedding snow and producing power
- High public visibility
- Great synergy with EVC as they will be located at the same location.

Disadvantages:

- Potential longer permitting process as City Hall is a historic building (a CPG from the state may override this, but this is as yet undetermined)
- Smaller system capacity when compared to the DPW roof system option.

EVC

Installation of the EVC where the parking spaces run along the south side of Montpleier City Hall. Installation covers a 30 amp circuit to be run to the location of the EVC, trenching to the sidewalk, the removal of and replacement of a 2'x2' square of parking lot surface and 2 sidewalk tiles, and the installation of the EVC and 2 bollards to protect it. Conduits will be run to accommodate for future EVC's without having to re-excavate the sidewalk tiles. A simple conceptual drawing is attached to this document.

Scheduling

As soon as project documentation is accepted and a formal contract is signed, we can begin installation of the solar portion of the project in 2-4 weeks. Installation of the charger can begin immediately as soon as the weather allows for easy clearing of the snow. This is all depending on the status of permitting solar on historic buildings, which could increase the permitting time as much as 90 days.

Production

Two spreadsheets are included with this proposal. One shows the production for the solar array for 20 years. The other shows the solar arrays production vs the consumption use of the charger for the first five years of the system, which is the anticipated time before some form or tariff to pay for ECV consumption is coordinated. Important to note with consumption spreadsheet is that the ECV will eventually be under a tariff program where as the solar array will continue to produce power for the remainder of its 25-30 year life cycle.

If you have any questions please feel free to contact me.

Thank you,

- Matt Murphy

Matthew Murphy
NABCEP Certified PV Designer/Project Manager
Peck Solar – A Division of Peck Electric
(O) 802-658-3378 ext. 233 (C) 802-922-5664
matt@peckelectric.com

South side of City Hall

City Hall Building

Two Rows of Solar Panels as an awning, one between the 1st and 2nd floor windows and one between the 2nd and 3rd floor windows

Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module | Sharp 224 Watt Module

Grass Area

Sidewalk

Electric Vehicle Charger

Company Name: Peck Solar	Company Address: 4055 Williston Rd., South Burlington, VT 05403		NORTH AMERICAN BOARD OF CERTIFIED ENERGY PRACTITIONERS CERTIFIED Solar PV Installer ®	Peck Solar A Division of Peck Electric	Conceptual Drawing
Customer: GMP/City of Montpelier	Job Address: Montpelier, VT	Reference DWGs: N/A			

GMP - Montpelier PV/EVC - Production of Solar array for Option 1 DPW Roof
*Includes Solar GMP Bonus

DC Rating:	5.8 kW
Derate Factor:	77%
AC Rating:	4.5 kW
Array Type:	Fixed Tilt
Array Tilt:	18.0°
Array Azimuth:	180.0°

5.8kW Array
26 Sharp 224 Watt Modules
1 SMA 6000US Inverter

Peck Solar
A Division of Peck Electric

AC Power Output (kWh), Monthly for 20 years

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Estimated cost per kwh	Estimated Revenue
1	348.00	443.00	623.00	664.00	768.00	747.00	755.00	716.00	562.00	436.00	259.00	233.00	6,554.00	$0.20	$1,310.80
2	344.52	438.57	616.77	657.36	760.32	739.53	747.45	708.84	556.38	431.64	256.41	230.67	6,488.46	$0.21	$1,330.13
3	341.04	434.14	610.54	650.72	752.64	732.06	739.90	701.68	550.76	427.28	253.82	228.34	6,422.92	$0.21	$1,349.62
4	337.56	429.71	604.31	644.08	744.96	724.59	732.35	694.52	545.14	422.92	251.23	226.01	6,357.38	$0.22	$1,369.24
5	334.08	425.28	598.08	637.44	737.28	717.12	724.80	687.36	539.52	418.56	248.64	223.68	6,291.84	$0.22	$1,389.00
6	330.60	420.85	591.85	630.80	729.60	709.65	717.25	680.20	533.90	414.20	246.05	221.35	6,226.30	$0.23	$1,408.90
7	327.12	416.42	585.62	624.16	721.92	702.18	709.70	673.04	528.28	409.84	243.46	219.02	6,160.76	$0.23	$1,428.92
8	323.64	411.99	579.39	617.52	714.24	694.71	702.15	665.88	522.66	405.48	240.87	216.69	6,095.22	$0.24	$1,449.06
9	320.16	407.56	573.16	610.88	706.56	687.24	694.60	658.72	517.04	401.12	238.28	214.36	6,029.68	$0.24	$1,469.32
10	316.68	403.13	566.93	604.24	698.88	679.77	687.05	651.56	511.42	396.76	235.69	212.03	5,964.14	$0.25	$1,489.68
11	313.20	398.70	560.70	597.60	691.20	672.30	679.50	644.40	505.80	392.40	233.10	209.70	5,898.60	$0.26	$1,510.14
12	309.72	394.27	554.47	590.96	683.52	664.83	671.95	637.24	500.18	388.04	230.51	207.37	5,833.06	$0.26	$1,530.70
13	306.24	389.84	548.24	584.32	675.84	657.36	664.40	630.08	494.56	383.68	227.92	205.04	5,767.52	$0.27	$1,551.33
14	302.76	385.41	542.01	577.68	668.16	649.89	656.85	622.92	488.94	379.32	225.33	202.71	5,701.98	$0.28	$1,572.05
15	299.28	380.98	535.78	571.04	660.48	642.42	649.30	615.76	483.32	374.96	222.74	200.38	5,636.44	$0.28	$1,592.83
16	295.80	376.55	529.55	564.40	652.80	634.95	641.75	608.60	477.70	370.60	220.15	198.05	5,570.90	$0.29	$1,613.66
17	292.32	372.12	523.32	557.76	645.12	627.48	634.20	601.44	472.08	366.24	217.56	195.72	5,505.36	$0.30	$1,634.55
18	288.84	367.69	517.09	551.12	637.44	620.01	626.65	594.28	466.46	361.88	214.97	193.39	5,439.82	$0.30	$1,655.47
19	285.36	363.26	510.86	544.48	629.76	612.54	619.10	587.12	460.84	357.52	212.38	191.06	5,374.28	$0.31	$1,676.41
20	281.88	358.83	504.63	537.84	622.08	605.07	611.55	579.96	455.22	353.16	209.79	188.73	5,308.74	$0.32	$1,697.36

Totals 118,627.40 Kilowatt Hours $30,029.16

EVC Charge consumption vs Solar PV Array production
Options 1: DPW Roof PV System

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
EVC 120v Saturation	40%	40%	50%	50%	75%	51%
EVC 120v Consumption (KWH)	7,008.00	7,008.00	8,760.00	8,760.00	13,140.00	44,676.00
EVC 240v Saturation (KWH)	0%	0%	5%	10%	10%	5%
EVC 240v Consumption (KWH)	0.00	0.00	3,066.00	6,132.00	6,132.00	15,330.00
Total EVC Consumption (KWH)	7,008.00	7,008.00	11,826.00	14,892.00	19,272.00	60,006.00
Solar PV Array Production (KWH)	6,554.00	6,488.46	6,422.92	6,357.38	6,291.84	32,114.60
Net Energy consumption (KWH)	454.00	519.54	5,403.08	8,534.62	12,980.16	27,891.40
Solar PV Array monetary Value ($)	$1,310.80	$1,362.58	$1,348.81	$1,398.62	$1,384.20	$6,805.02
EVC monetary Expense ($)	$981.12	$981.12	$1,655.64	$2,084.88	$2,698.08	$8,400.84
St. Michael's financial burden ($)	-$329.68	-$381.46	$306.83	$686.26	$1,313.88	$1,595.82

GMP - Montpelier PV/EVC - Production of Solar array for Option 2 - City Hall Awning

*Includes Solar GMP Bonus

4.8kW Array
22 Sharp 224 Watt Modules
1 SMA 5000US Inverter

DC Rating:	4.8 kW
Derate Factor:	77%
AC Rating:	3.8 kW
Array Type:	Fixed Tilt
Array Tilt:	45.0°
Array Azimuth:	180.0°

AC Power Output (kWh), Monthly for 20 years

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Estimated cost per kwh	Estimated Revenue
1	388.00	451.00	587.00	551.00	591.00	554.00	570.00	575.00	496.00	428.00	265.00	257.00	5,713.00	$0.20	$1,142.60
2	384.12	446.49	581.13	545.49	585.09	548.46	564.30	569.25	491.04	423.72	262.35	254.43	5,655.87	$0.21	$1,159.45
3	380.24	441.98	575.26	539.98	579.18	542.92	558.60	563.50	486.08	419.44	259.70	251.86	5,598.74	$0.21	$1,176.44
4	376.36	437.47	569.39	534.47	573.27	537.38	552.90	557.75	481.12	415.16	257.05	249.29	5,541.61	$0.22	$1,193.54
5	372.48	432.96	563.52	528.96	567.36	531.84	547.20	552.00	476.16	410.88	254.40	246.72	5,484.48	$0.22	$1,210.77
6	368.60	428.45	557.65	523.45	561.45	526.30	541.50	546.25	471.20	406.60	251.75	244.15	5,427.35	$0.23	$1,228.11
7	364.72	423.94	551.78	517.94	555.54	520.76	535.80	540.50	466.24	402.32	249.10	241.58	5,370.22	$0.23	$1,245.56
8	360.84	419.43	545.91	512.43	549.63	515.22	530.10	534.75	461.28	398.04	246.45	239.01	5,313.09	$0.24	$1,263.12
9	356.96	414.92	540.04	506.92	543.72	509.68	524.40	529.00	456.32	393.76	243.80	236.44	5,255.96	$0.24	$1,280.78
10	353.08	410.41	534.17	501.41	537.81	504.14	518.70	523.25	451.36	389.48	241.15	233.87	5,198.83	$0.25	$1,298.53
11	349.20	405.90	528.30	495.90	531.90	498.60	513.00	517.50	446.40	385.20	238.50	231.30	5,141.70	$0.26	$1,316.36
12	345.32	401.39	522.43	490.39	525.99	493.06	507.30	511.75	441.44	380.92	235.85	228.73	5,084.57	$0.26	$1,334.28
13	341.44	396.88	516.56	484.88	520.08	487.52	501.60	506.00	436.48	376.64	233.20	226.16	5,027.44	$0.27	$1,352.27
14	337.56	392.37	510.69	479.37	514.17	481.98	495.90	500.25	431.52	372.36	230.55	223.59	4,970.31	$0.28	$1,370.33
15	333.68	387.86	504.82	473.86	508.26	476.44	490.20	494.50	426.56	368.08	227.90	221.02	4,913.18	$0.28	$1,388.44
16	329.80	383.35	498.95	468.35	502.35	470.90	484.50	488.75	421.60	363.80	225.25	218.45	4,856.05	$0.29	$1,406.60
17	325.92	378.84	493.08	462.84	496.44	465.36	478.80	483.00	416.64	359.52	222.60	215.88	4,798.92	$0.30	$1,424.80
18	322.04	374.33	487.21	457.33	490.53	459.82	473.10	477.25	411.68	355.24	219.95	213.31	4,741.79	$0.30	$1,443.04
19	318.16	369.82	481.34	451.82	484.62	454.28	467.40	471.50	406.72	350.96	217.30	210.74	4,684.66	$0.31	$1,461.29
20	314.28	365.31	475.47	446.31	478.71	448.74	461.70	465.75	401.76	346.68	214.65	208.17	4,627.53	$0.32	$1,479.56

Totals 103,405.30 Kilowatt Hours $26,175.86

EVC Charge consumption vs Solar PV Array production
Options 1: City Hall Awning PV System

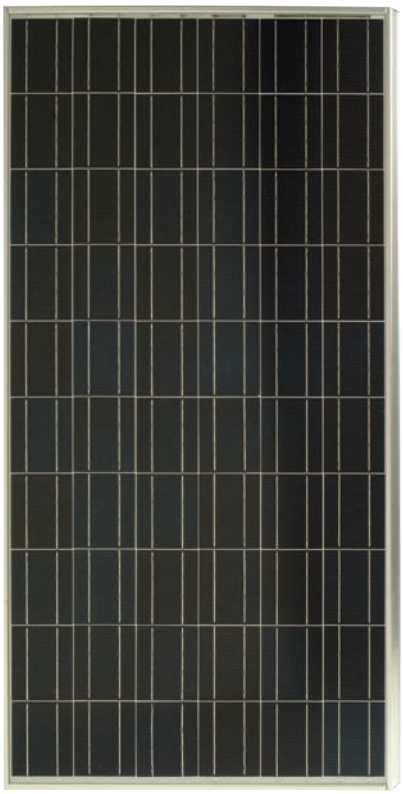
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
EVC 120v Saturation	40%	40%	50%	50%	75%	51%
EVC 120v Consumption (KWH)	7,008.00	7,008.00	8,760.00	8,760.00	13,140.00	44,676.00
EVC 240v Saturation (KWH)	0%	0%	5%	10%	10%	5%
EVC 240v Consumption (KWH)	0.00	0.00	3,066.00	6,132.00	6,132.00	15,330.00
Total EVC Consumption (KWH)	7,008.00	7,008.00	11,826.00	14,892.00	19,272.00	60,006.00
Solar PV Array Production (KWH)	5,713.00	5,655.87	5,598.74	5,541.61	5,484.48	27,993.70
Net Energy consumption (KWH)	1,295.00	1,352.13	6,227.26	9,350.39	13,787.52	32,012.30
Solar PV Array monetary Value ($)	$1,142.60	$1,187.73	$1,175.74	$1,219.15	$1,206.59	$5,931.81
EVC monetary Expense ($)	$981.12	$981.12	$1,655.64	$2,084.88	$2,698.08	$8,400.84
St. Michael's financial burden ($)	-$161.48	-$206.61	$479.90	$865.73	$1,491.49	$2,469.03

SHARP®

solar electricity

224 WATT

MULTI-PURPOSE MODULE



ND-224U1F

MULTI-PURPOSE 224 WATT MODULE FROM THE WORLD'S TRUSTED SOURCE FOR SOLAR.

Using breakthrough technology, made possible by nearly 50 years of proprietary research and development, Sharp's ND-224U1F solar module incorporates an advanced surface texturing process to increase light absorption and improve efficiency. Common applications include commercial and residential grid-tied roof systems as well as ground mounted arrays. Designed to withstand rigorous operating conditions, this module offers high power output per square foot of solar array.

Business leaders install this module in large commercial applications, demonstrating financial astuteness and environmental stewardship.

ENGINEERING EXCELLENCE

High module efficiency for an outstanding balance of size and weight to power and performance.

DURABLE

Tempered glass, EVA lamination and weatherproof backskin provide long-life and enhanced cell performance.

RELIABLE

25-year limited warranty on power output.

HIGH PERFORMANCE

This module uses an advanced surface texturing process to increase light absorption and improve efficiency.

Sharp multi-purpose modules offer industry-leading performance for a variety of applications.

Improved Frame Technology

SHARP: THE NAME TO TRUST

When you choose Sharp, you get more than well-engineered products. You also get Sharp's proven reliability, outstanding customer service and the assurance of our 25-year limited warranty. A global leader in solar electricity, Sharp powers more homes and businesses than any other solar manufacturer worldwide.

BECOME POWERFUL

224 WATT

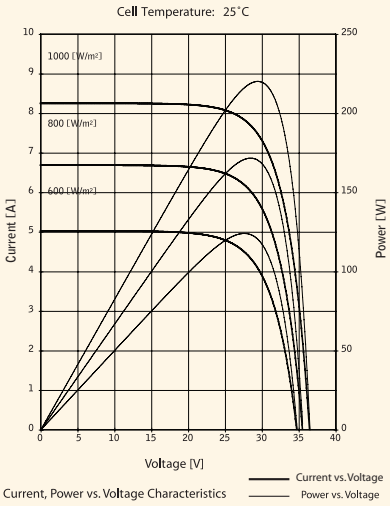
ND-224U1F

ELECTRICAL CHARACTERISTICS

Maximum Power (Pmax)*	224 W
Tolerance of Pmax	+10%/-5%
Type of Cell	Polycrystalline silicon
Cell Configuration	60 in series
Open Circuit Voltage (Voc)	36.6 V
Maximum Power Voltage (Vpm)	29.28 V
Short Circuit Current (Isc)	8.33 A
Maximum Power Current (Ipm)	7.66 A
Module Efficiency (%)	13.74%
Maximum System (DC) Voltage	600 V
Series Fuse Rating	15 A
NOCT	47.5°C
Temperature Coefficient (Pmax)	-0.485%/°C
Temperature Coefficient (Voc)	-0.36%/°C
Temperature Coefficient (Isc)	0.053%/°C

*Measured at (STC) Standard Test Conditions: 25°C, 1 kW/m², AM 1.5

IV CURVES



Current, Power vs. Voltage Characteristics

MECHANICAL CHARACTERISTICS

Dimensions (A x B x C below)	39.1" x 64.6" x 1.8"/994 x 1640 x 46 mm
Cable Length (I)	43.3"/1100 mm
Type of Output Terminal	Lead Wire with MC Connector
Weight	44.1 lbs / 20.0 kg
Max Load	50 psf (2400 Pascals)

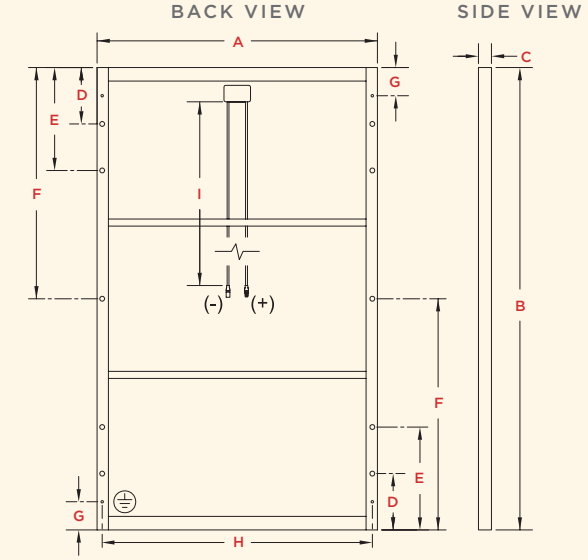
QUALIFICATIONS

UL Listed	UL 1703
Fire Rating	Class C

WARRANTY

25-year limited warranty
Contact Sharp for complete warranty information

DIMENSIONS



A	B	C	D	E
39.1"/994 mm	64.6"/1640 mm	1.8"/46 mm	7.9"/200 mm	14.4"/365 mm

F	G	H	I
32.3"/820 mm	3.9"/100 mm	37.7"/958 mm	43.3"/1100 mm

Contact Sharp for tolerance specifications

Design and specifications are subject to change without notice.
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- Highest CEC efficiency in its class
- Integrated load-break rated lockable DC disconnect switch
- Integrated fused series string combiner

- Sealed electronics enclosure & Opticool™
- Comprehensive SMA communications and data collection options

- Ideal for residential or commercial applications
- Sunny Tower compatible
- 10 year standard warranty
- UL 1741/IEEE-1547 compliant

SUNNY BOY 5000US / 6000US / 7000US / 8000US

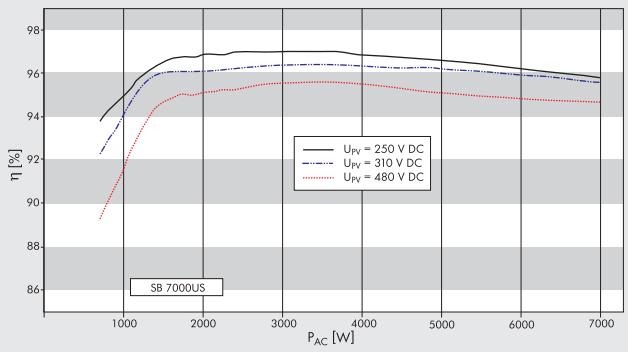
The best in their class

Our US series inverters utilize our proven technology and are designed specifically to meet IEEE-1547 requirements. Sunny Boy 6000US, Sunny Boy 7000US and Sunny Boy 8000US are also compatible with the Sunny Tower. Increased efficiency means better performance and shorter payback periods. All four models are field-configurable for positive ground systems making them more versatile than ever. Throughout the world, Sunny Boy is the benchmark for PV inverter performance and reliability.

Technical Data

	SB 5000US	SB 6000US	SB 7000US	SB 8000US
Recommended Maximum PV Power (Module STC)	6250 W	7500 W	8750 W	10000 W
DC Maximum Voltage	600 V	600 V	600 V	600 V
Peak Power Tracking Voltage	250–480 V	250–480 V	250–480 V	300–480 V
DC Maximum Input Current	21 A	25 A	30 A	30 A
Number of Fused String Inputs	3 (inverter), 4 x 20 A (DC disconnect)	3 (inverter), 4 x 20 A (DC disconnect)	3 (inverter), 4 x 20 A (DC disconnect)	3 (inverter), 4 x 20 A (DC disconnect)
PV Start Voltage	300 V	300 V	300 V	365 V
AC Nominal Power	5000 W	6000 W	7000 W	8000 W
AC Maximum Output Power	5000 W	6000 W	7000 W	NA @ 208 V 7700 W @ 240 V 8000 W @ 277 V
AC Maximum Output Current (@ 208, 240, 277 V)	24 A, 21 A, 18 A	29 A, 25 A, 22 A	34 A, 29 A, 25 A	N/A, 32 A, 29 A
AC Nominal Voltage Range	183 – 229 V @ 208 V 211 – 264 V @ 240 V 244 – 305 V @ 277 V	183 – 229 V @ 208 V 211 – 264 V @ 240 V 244 – 305 V @ 277 V	183 – 229 V @ 208 V 211 – 264 V @ 240 V 244 – 305 V @ 277 V	N/A @ 208 V 211 – 264 V @ 240 V 244 – 305 V @ 277 V
AC Frequency: nominal / range	60 Hz / 59.3 – 60.5 Hz	60 Hz / 59.3 – 60.5 Hz	60 Hz / 59.3 – 60.5 Hz	60 Hz / 59.3 – 60.5 Hz
Power Factor (Nominal)	0.99	0.99	0.99	0.99
Peak Inverter Efficiency	96.8%	97.0%	97.1%	96.5%
CEC Weighted Efficiency	95.5% @ 208 V 95.5% @ 240 V 95.5% @ 277 V	95.5% @ 208 V 95.5% @ 240 V 96.0% @ 277 V	95.5% @ 208 V 96.0% @ 240 V 96.0% @ 277 V	N/A @ 208 V 96.0% @ 240 V 96.0% @ 277 V
Dimensions: W x H x D in inches	18.4 x 24.1 x 9.5	18.4 x 24.1 x 9.5	18.4 x 24.1 x 9.5	18.4 x 24.1 x 9.5
Weight / Shipping Weight	141 lbs / 148 lbs	141 lbs / 148 lbs	141 lbs / 148 lbs	148 lbs / 152 lbs
Ambient Temperature Range	–13 to 113 °F	–13 to 113 °F	–13 to 113 °F	–13 to 113 °F
Power consumption at night	0.1 W	0.1 W	0.1 W	0.1 W
Topology	Low frequency transformer, true sinewave	Low frequency transformer, true sinewave	Low frequency transformer, true sinewave	Low frequency transformer, true sinewave
Cooling Concept	OptiCool™, forced active cooling	OptiCool™, forced active cooling	OptiCool™, forced active cooling	OptiCool™, forced active cooling
Mounting Location: indoor / outdoor (NEMA 3R)	●/●	●/●	●/●	●/●
LCD Display	●	●	●	●
Communication: RS485 / wireless	❍/❍	❍/❍	❍/❍	❍/❍
Warranty: 10 years / 15 years / 20 years	●/❍/❍	●/❍/❍	●/❍/❍	●/❍/❍
Compliance: IEEE-929, IEEE-1547, UL 1741, UL 1998, FCC Part 15 A & B	●	●	●	●
Specifications for nominal conditions	● Included ❍ Optional			
NOTE: US inverters ship with gray lids.				

Efficiency Curves



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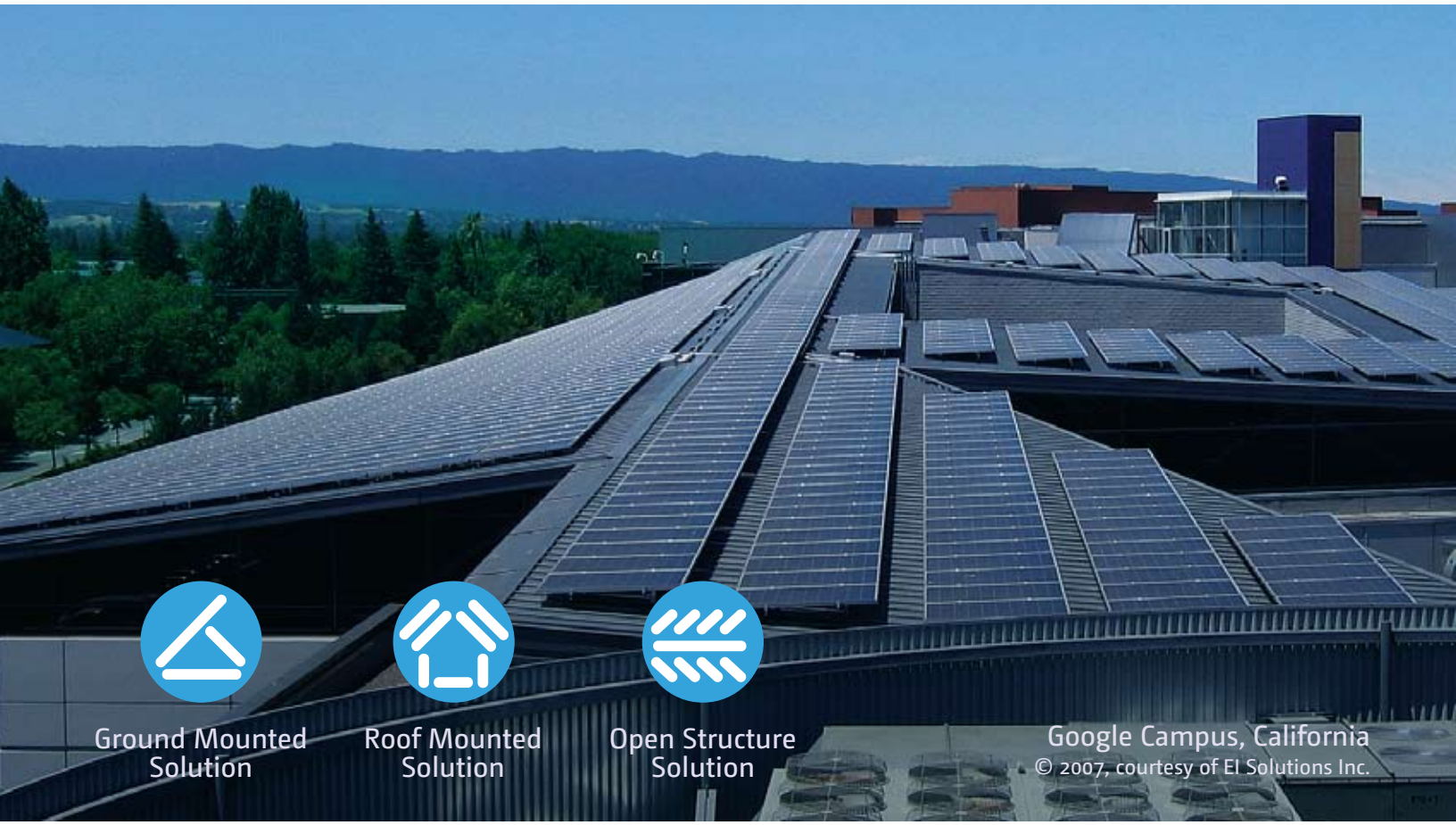
SOLAR**MOUNT**®

PV's most versatile mounting system



SolarMount is the most versatile PV mounting rail system on the market today.

We've engineered installer-friendly components for maximum flexibility, allowing you to solve virtually any PV mounting challenge.

The universal SolarMount rail system has three options which can be assembled into a wide variety of PV mounting structures to accommodate any job site.

Unirac provides a technical support system complete with installation and code compliance documentation, an on-line estimator and design assistance to help you solve the toughest challenges.

UNIRAC®
Bright Thinking in Solar

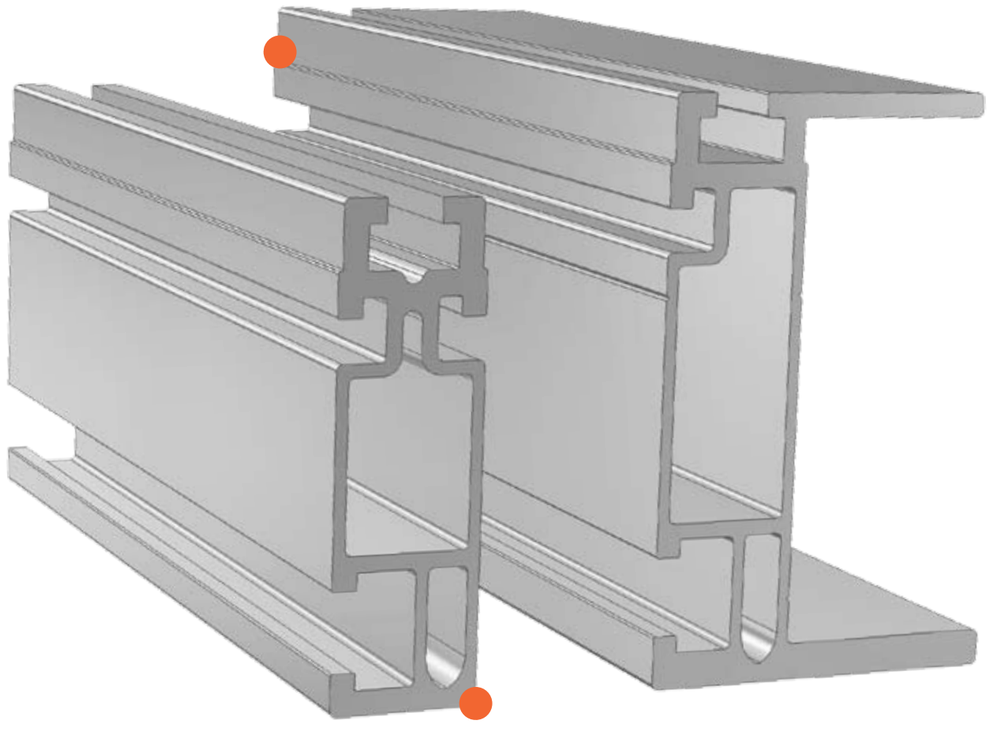
Visit us online at www.unirac.com

SOLAR**MOUNT®** RAIL OPTIONS

PV's most versatile mounting system

SolarMount® HD

HD (heavy duty) rail adds the SolarMount advantage to PV PoleTops®, U-LAs (see separate data sheets), and custom applications that require long spans.

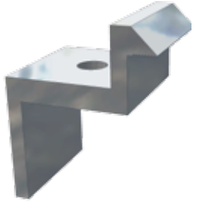


Standard SolarMount®

Standard rail gives you ultimate flexibility, including bottom mounting and tilt-up options.

MODULE MOUNTING

Assembly Sequence Is Your Choice



Top Mounting Clamps

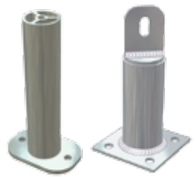
Ideal for flush mount applications, such as residential rooftops, where it is most convenient to secure footings and rails before installing modules, top mounting clamps securely grip any point of the module frame, freeing you from the constraints of module mounting holes.

Bottom Mounting Clips

Use bottom mounting clips (standard and HD rail only) whenever you prefer to preassemble the array using module mounting holes. Simply fit the clip into its rail slot over the mounting bolt for a secure connection. Adjust the clip position anywhere along the rail slot.

ATTACHMENT OPTIONS

Flexible Components Speed Installation



Standoffs

Use standoffs whenever flashed installations are required, on tile roofs, for example. Two-piece aluminum standoff allow precise placement of
a flashing over a secured base prior to the installation of the standoff itself.

All standoff types come in four standard heights: 3, 4, 6, and 7 inches. Appropriate flashings are available.

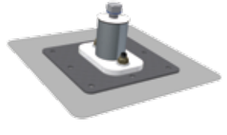
Serrated L-feet

Standard for ground mount installations on residential and commercial rooftops ,use L-feet alone above asphalt composition shingles or in conjunction with flat top standoffs. Mount standard or light rails. Configure to either of two rail heights, one promoting air flow for cooling, the other offering close-to-the-roof aesthetics

Strut-in-Tube Style Legs

Quickly set the precise tilt angle required. Styles are available for high profile (1 or 2 legs per rail) and low profile installations.

Each series offers three leg lengths so that you can adjust to exactly the tilt angle you want—up to a maximum of 60 degrees—without cutting and drilling at the job site.



FastFoot™

The FastFoot™ attachment features Eco-Fasten technology by the Alpine Snow Guard Company, allowing attachments to metal, concrete and wood decks without compromising the integrity of the roof.

Tile Hook

Made from cast aluminum, the tile hook attachment provides SolarMount with a cost-effective solution for barrel or Spanish tile roofs. All required lag bolts and hardware are included. Refer to the tile hook engineering data for max load capabilities.

KEY BENEFITS

of SolarMount® Rail

Maximum flexibility

- **Flush, high-profile or low-profile configurations**
- **Roof or ground mount**
- **Pitched or flat roof**

Ease of installation

- **Installer-friendly components**
- **Minimized penetration with longer attachment spans than competitive products**
- **Designed with customer input**
- **Grounding and wire management options**

Complete technical support

- **Installation and code compliance documentation**
- **Online estimator**
- **Person-to-person customer service**

Core component for Unirac mounting solutions

- **Three rail options to accommodate any job site**
- **Incorporated into other major product lines**

UNIRAC

Bright Thinking in Solar

Bright Thinking in Solar

Component Specifications

6061-T6 and 6063-T5

- SolarMount ballast frame

6105-T5 aluminum extrusion

- SolarMount® rails
- Mounting clips and clamps
- Tilt legs and L-feet
- Two-piece standoffs

Severe Condition 4 (very severe) zinc-plated welded steel

- One-piece standoffs

18-8 stainless steel

- Fasteners

Code Compliant

The SolarMount® system is PE certified. Call Unirac for documentation applicable to your building code

Warranty

SolarMount® is covered by a 10-year limited product warranty and a 5-year limited finish warranty.

For complete warranties, download any SolarMount® installation manual from our web site.

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Visit us online at www.unirac.com

GREEN MOUNTAIN POWER
Generating Possibilities

PUBLIC ELECTRIC VEHICLE SOLAR-POWERED CHARGING STATION

Proposal for

City of Montpelier

Electric Vehicle Charging Stations

Green Mountain Power is setting up three public charging stations in Vermont to support and encourage the adoption of plug-in electric vehicles in the state. The charging stations will be linked with closely places solar installations that will provide sufficient renewable energy to meet the annual demand of the charging stations for at least a three year period. We are delighted that the City of Montpelier has chosen to engage in discussions with GMP for siting a charging station and solar array.

LOCATION

Current commercially available electric vehicles require 4-6 hours to fully charge, so site location of these charging stations differs dramatically from the current model of gas station/convenience stores. We looked for parking spaces that might be occupied for hours and where the charging stations will be visible and easily accessible by the public. Finally, to make it economically feasible to install there needs to be proximity to an appropriate electrical source for both the charging station and the solar.

Given all these considerations, we have chosen a parking space on the south side of Montpelier City Hall to install the charging station.

HOW IT WORKS FOR PLUG-IN CUSTOMERS

The customer either notices the charging station or locates it via an online system designed to help electric vehicle owners identify charging station locations.

The station is inactive until authorized user access the ChargePoint system and actives the cord. The user can either swipe a credit card at the charging outlet, or they can become a subscribing member of the ChargePoint system which gives them a method (either PIN entry or key fob) to access ALL ChargePoint charging systems, regardless of owner or location. They then receive a monthly statement for all of their various charging for those that have cost.

Once authorized, the driver gains access to the charging cord and plugs it in to their vehicle. A phone application provides them access to the charging station detail and can update them on the status of their vehicle when away from the charging location.

On the front of each unit is a 1-800 number for Coulumb Technologies that customers can call to obtain service or to report any problems they are having with the charging station. Coulumb Technologies will walk them through the process and resolve any issues.

The first year of operation will be zero cost to the EV driver for charging. During that year we will determine whether it is appropriate to charge a per access or per hour cost for the charge and will work with the City of Montpelier and the Department of Public Service to determine the outcome. Our goal is to keep the cost of the electricity to the plug-in user less than the cost of gas for equivalent mileage.

PLUG-IN CHARGING

There are three levels of charging available. GMP charging stations will be equiped with Level 1 and Level 2 charging capability (one of each).

Level 1 – 7-8 hrs for a full charge, using 120 V standard electrical plug

Level 2 – 4-5 hrs for a full charge, using 240 V, 30 amps – requires special connector on vehicle

Level 3 – fast charging, not available on 1st generation plug-ins but is under development now

We have purchased Coulumb Charge Point networked charging systems. They are currently the leader in installed systems, and have extensive experience in California. They sell both public systems and systems for the home.

Features

- Level 1 Household power outlet and Level 2 SAE J1772 cable
- Personnel Protection (GFCI, overcurrent protection, plug-out detection)
- Bi-Directional, Utility Grade Power Measurement Meter
- 802.15.4 Radio and Zigbee protocol support
- Credit Card RFID Reader
- Vacuum Fluorescent Display
- Power Saving Mode
- Lock and release security cords to avoid cord theft
- Outlets de-energized unless user is authenticated and cord is plugged into car

INSTALLATION AND MAINTENANCE COSTS

Green Mountain Power will pay for the maintenance and installation costs, as well as the ongoing operational costs of charging station and solar installation. There is a transaction fee charged by Coulumb Technologies for each charge that will be paid by Green Mountain Power.

The system is metered and GMP will receive monthly reports indicting frequency and duration of usage, along with kwh electricity used by the system. There is also a utility grade meter on the system itself. An important part of our pilot project is to understand usage and provide this information to other Vermont parties interested in electric transportation.

The solar array is designed to produce more than the anticipated annual kwh consumption of the charging stations for at least the first three years so that there will not be a cost impact to the electricity used by the plug-in charging station consumers. In fact, since the solar array will produce more than anticipated consumption, there will be a net benefit to the City of Montpelier for that time.

BRANDING

The goal of this program is to create extremely visible public charging stations to encourage adoption of electric vehicles and link Green Mountain Power's brand to electric vehicle infrastructure growth. We will partner with the site owner to appropriately brand the space for GMP and the site owner. This could range from visible parking space paint to signage.

We will also work with the site owner to develop appropriate signage indicating plug-in vehicle use only for that parking space. The goal is to increase the visibility but also control the availability of the spot for EV vehicles only.

Upon installation we will again coordinate with the site owner to doing marketing and promotion that emphasizes electric vehicle infrastructure and the participants in the project.

INSTALLATION AND MAINTENANCE

Green Mountain Power will purchase and install the charging units using GMP personnel and local electrical contractors.

The maintenance and repair of the unit will be the responsibility of Green Mountain Power. We will not be actively checking on the sites, so will require notification of damage to the outside of the unit. The units self-diagnose themselves every 45 seconds and GMP and the vendor will be notified of any issues requiring repair. Twice per year Coulumb remotely dials into the units and runs diagnostics for 10 minutes. If something should appear during that diagnostic that can not be adjusted remotely, the local vendor and GMP will be notified.

These units are built to last 10 years, and Green Mountain Power has purchased a 5 year full warranty.

EXPANSION OR REMOVAL – FUTURE PLANS

There are no current plans for expansion at the sites chosen, however it is our sincere hope that the demand for plug-in stations will continue to grow. If it is deemed beneficial to expand the system, Green Mountain Power will enter discussions with the site owner to determine cost and logistics related to any expansion. We have also discussed the synergy between the proposed City of Montpelier Transportation Center and how we can either move the current station or add more to be a part of that innovative project. We look forward to those discusions as the plans for the Transportation Center progress.

While we are still at the early point of an electric vehicle infrastructure, possible future outcomes could be removal of the system or a request to the site owner to take over operaton and maintenance of the system and/or purchase the remaining value of the system. These are neither our current expectations of the system, nor requirements of commitment from the site owner, but simply a clear identification of potential future discussions.

ELECTRIC VEHICLE CHARGING STATION PLACEMENT AGREEMENT

THIS ELECTRIC VEHICLE CHARGING STATION PLACEMENT AGREEMENT (this "Agreement") is made and entered into this ____ day of _____, 2011 by and between GREEN MOUNTAIN POWER CORPORATION, a Vermont corporation ("GMP"), and CITY OF MONTPELIER a local government, its successors or assigns ("Customer").

WHEREAS, GMP and Customer desire to enter into this Agreement to install, operate and maintain an electric vehicle charging station to be available to the public (the "Charging Station") and to be located at Customer's property located at or near City Hall, Montpelier, Vermont (the "Property").

NOW THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, GMP and Customer hereby agree as follows:

1. The initial term of this Agreement shall be three years from the date of installation of the Charging Station (the "Initial Term"). Upon the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods unless and until terminated by either party pursuant to the terms hereof (any such renewal terms together with the Initial Term, the "Term").

2. Customer hereby grants GMP the exclusive right to install, operate and maintain the Charging Station at the Property. The Charging Station shall be substantially similar to the Charging Station described in **Exhibit A** attached hereto, and shall include, without limitation, any and all solar panels installed on the roof of a building at the Site Location or otherwise installed at other site location.

3. The exact location of the Charging Station and the solar panels at the Property shall be mutually agreed to between the parties. The Site Location shall provide unrestricted and unobstructed access to the Charging Station as is necessary for (i) charging of an electric vehicle by any electric vehicle owner or operator 24 hours a day and seven days a week, and (ii) maintenance and repair of the Charging Station by GMP or its representatives.

4. Each party shall, at its option, have the right to publicly advertise the availability of the Charging Station. Each party shall further, at its option, have the right to install appropriate signage at the Property and the Site Location. Any and all such advertisements shall be approved by the other party prior to use by such party, such approval not to be unreasonably withheld, conditioned or delayed. Any and all signage shall be approved by the other party prior to use by such party..

5. Customer agrees that the Charging Station shall at all times be available for access and use by the public 24 hours a day, seven days a week during the Term of this Agreement; provided, however, that Customer shall have the right to restrict access and/or use of the Charging Station in cases of emergency.

6. GMP shall obtain any and all necessary federal, state or municipal licenses, permits and/or approvals for the installation and operation of the Charging Station (including the solar panels, but not including any Customer signage and advertising pursuant to Section 4 above). Customer shall cooperate and assist in obtaining all of such licenses, permits and approvals.

7. The parties shall reasonably cooperate with one another to obtain a certificate of public good for a "net metering system" pursuant to Vermont Public Service Board (the 'Board"), Rule 5.100. The parties shall at all times comply with the terms and conditions of any such certificate of public good and any and all other tariffs, permits, or other regulatory requirements in connection with the Charging Station. Customer shall be entitled to any credits that are available from GMP for customers who install solar-generation projects.

8. Following receipt of all necessary consents detailed in this Agreement, GMP shall arrange for the installation of the Charging Station upon reasonable advance notice to Customer. Customer may contribute staff and in-kind contributions if desired in partnership with GMP to help offset installation costs. All other costs of installation shall be the sole responsibility of GMP. GMP shall be solely responsible for the interconnection of the Charging Station with the Customer's electric meter and utility lines.

9. GMP will be solely responsible for all necessary servicing and repair of the Charging Station. In the event of any Charging Station failure, damage, or other problem requiring repair, replacement, adjustment or maintenance, Customer shall notify GMP or a person designated by GMP within twenty-four (24) hours of first becoming aware of such failure or problem. Customer will not permit anyone, other than an authorized representative or designee of GMP to perform any service or repair work on the Charging Station without GMP's prior written approval. GMP or its representatives shall at any reasonable time and at all times during business hours have the right to enter into and upon the Site Location for the purpose of inspecting, repairing, maintaining, or upgrading the Charging Station and observing its use. Customer shall keep the Site Location clean and shall maintain the space surrounding the Charging Station in a safe, neat and orderly condition.

10. For the first year of the Initial Term, Customer shall pay GMP pursuant to Customer's current rate schedule for all electricity used by electric vehicle owners and operators at the Charging Station. For the first year of the Initial Term, Customer shall not charge any user fees, convenience fees or other fees to anyone for using the Charging Station. Upon expiration of the first year of the Initial Term, the parties shall discuss in good faith the ongoing cost responsibility for the electricity used at the Charging Station and/or any user fees, convenience fees or other fees for using the Charging Station; provided, however, that Customer agrees at all times during the Term to comply with any and all regulatory requirements in connection with the Charging Station, including without limitation, any future tariff or rate schedule of GMP. In the event that the parties are unable to agree on such fees prior to the commencement of the second year of the Initial Term, either party may terminate this Agreement.

11. The Charging Station, including without limitation, the solar panels a part thereof, shall remain at all times the personal property of GMP. GMP may, at its option, during or after

the Term of this Agreement sell the Charging Station (including the solar panels) to Customer at a price to be mutually agreed to between the parties. GMP shall insure the Charging Station against loss, theft, damage, or destruction in an amount not less than the full replacement value of the Charging Station.

12. Customer represents and warrants that it is the owner of the Property or that it holds a lease or option to renew the lease for the Property of equal or greater length than the Initial Term of this Agreement.

13. In the event Customer transfers or moves its business from the Site Location, Customer shall notify GMP not less than thirty days prior to any such event.

14. Except to the extent arising out of or related to the negligence or willful misconduct of Customer, its agents, employees or servants, GMP shall indemnify Customer and hold it harmless from and against any and all damages, liabilities and expenses incurred in connection with loss of life, personal injury and/or damage to property arising out of the Charging Station or any part thereof, of occasioned wholly or in part by any act or omission of GMP, its agents, employees or servants.

15. Either party may terminate this Agreement, effective thirty days after giving written notice of intent to terminate, upon the occurrence of a material breach provided that such breach continues for thirty days after notice of such breach. In addition, either party may terminate this Agreement for convenience at any time after the first year of the Initial Term upon giving sixty days prior written notice to the other party.

16. All notices hereunder shall be in writing and shall be deemed given upon personal delivery or upon deposit in the United States mail, first class postage fully prepaid, return receipt requested, addressed to GMP and Customer at their respective addresses as listed below. Any party may change its address for notice in accordance with the terms of this section.

If to GMP:

Green Mountain Power Corporation
163 Acorn Lane
Colchester, Vermont 05446
Attention: Rebecca Towne
(802) 655-8428 towne@greenmountainpower.com

If to Customer:

City of Montpelier
William J. Fraser
39 Main Street
Montpelier, VT 05602
email: wfraser@montpelier-vt.org
phone: (802) 223-9502

17. If suit or action is instituted to enforce or interpret any of the terms of this Agreement, the substantially prevailing party shall be entitled to recover from the other party, in addition to costs, such sums as the court may adjudge reasonable for legal fees.

18. CUSTOMER UNDERSTANDS AND AGREES THAT GMP MAKES NO WARRANTY, EXPRESS, IMPLIED OR STATUTORY, AS TO ANY MATTER WHATSOEVER, INCLUDING THE CONDITION OF THE CHARGING STATION, ITS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

19. NEITHER PARTY SHALL IN ANY EVENT BE RESPONSIBLE TO THE OTHER PARTY FOR ANY LOST PROFITS OR INCIDENTAL, CONSEQUENTIAL SPECIAL OR INDIRECT DAMAGES.

20. Neither party will be liable for failure to perform its obligations under this Agreement if such failure is due to acts or events beyond such party's reasonable control.

21. Neither party may assign or dispose of any of its rights or obligations under this Agreement without the prior written consent of the other party, such consent not to be unreasonably withheld, conditioned or delayed. This Agreement is binding on the successors and permitted assigns of the parties.

22. A waiver by either party of a breach of any provision of this Agreement shall not constitute a waiver of that party's rights to otherwise demand strict compliance with this Agreement and any and all provisions hereof.

23. This Agreement, including any schedule or exhibit attached hereto, constitutes the entire agreement of the parties with respect to the subject matter hereof. There are no other promises, representations, terms, conditions or obligations other than those contained herein. This agreement supersedes all prior communications, representations or agreements, oral or written, between the parties and shall not be modified except in writing signed by both parties.

24. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Vermont, without giving effect to principles of conflicts of laws that would require the application of any other law.

[Remainder of Page Intentionally Left Blank; Signature Page Follows]

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the parties have executed this Agreement as of the date first written above.

GREEN MOUNTAIN POWER CORPORATION

By: _____

Name:

Title:

ROAD TO HANA, INC.

By: _____

Name: Eli Lesser-Goldsmith

Title: Vice President

file

CITY of MONTPELIER Vermont

THE CAPITAL CITY OF THE STATE OF VERMONT

CITY HALL

Department of Public Works, City Hall, 39 Main Street, Montpelier, VT 05602
Phone 802.223.9508 FAX 802.223.9524 email tmcardle@montpelier-vt.org

April 4, 2011

To Residents of Mill Road

RE: Road Surface – Revert to Gravel
Opinion Survey

Dear residents and property owners:

We are writing to solicit your thoughts, comments, concerns, and suggestions regarding the October, 2010 road work performed on your street which resulted in a gravel surface.

As we mentioned last fall, Mill Road is only the third city street to be converted to a gravel surface, which is currently considered to be a viable a cost-saving road treatment initiative. As a relatively new initiative, the Public Works Department, City Management and your City Council representatives are interested to learn if you believe this to be a reasonable road maintenance approach that should be retained and repeated elsewhere in town.

As was described during the City Council deliberations, the rehabilitation and recycling work that resulted in a gravel surface on your street was a normal step in the preparation process prior to the application of the various surface materials available. Deferring the application of an asphalt surface has the potential of saving a considerable amount of money.

City staff and councilors would like to hear from you about how the street is holding up and whether there have been any problems or issues associated with the gravel surface that you would like to bring to our attention. The City Council wishes to invite you to share your opinions by mail, email, or in person at their regularly scheduled meeting on **Wednesday evening, April 27th.**

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

Tom McArdle

Thomas McArdle
Assistant Director

C: Hon. Mary Hooper, Mayor
William Fraser City Manager
T. Andrew Hooper, City Council Representative, District #1
Thomas Golonka, City Council Representative, District #1
Todd Law, Director of Public Works
Dean Utton, Interim Street Supervisor

I:\Street Rehab & Paving Project\Mill Road_revert to gravel opinion survey_April 2011.docx

Nellie B. Citrini
34 Mill Road
Montpelier, VT 05602

Everett M. Porter
118 Mill Road
Montpelier, VT 05602

Margaret M. Walbridge
123 Mill Road
Montpelier, VT 05602

Terrance X. O'Connell
252 Mill Road
Montpelier, VT 05602

Linda & Conrad Gordon
268 Mill Road
Montpelier, VT 05602

Donald Fleury
302 Mill Road
Montpelier, VT 05602

Washington Electric Cooperative
RE: 329 Mill Road
PO Box 8, VT Route 14
East Montpelier, VT 05651

Gregory M. Hebert
360 Mill Road
Montpelier, VT 05602

Montpelier City Council

2011-2012 Priorities

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

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

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

CITY OF MONTPELIER
"Capital City of the State of Vermont"

PROCLAMATION
for
PUBLIC SERVICE RECOGNITION WEEK

WHEREAS, Americans are served every single day by public servants at the federal, state, county and city levels. These unsung heroes do the work that keeps our nation working; and,

WHEREAS, Public employees take not only jobs, but oaths; and,

WHEREAS, Many public servants, including military personnel, police officers, firefighters, border patrol officers, embassy employees, health care professionals and others, risk their lives each day in service to the people of the United States and around the world; and,

WHEREAS, Public servants include teachers, doctors and scientists ... train conductors and astronauts ... nurses and safety inspectors ... laborers, computer technicians and social workers ... plus countless other occupations. Day in and day out, they provide the diverse services demanded by the American people of their government with efficiency and integrity; and,

WHEREAS, Without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials.

NOW, THEREFORE, I, the Mayor of the City of Montpelier do hereby announce and proclaim to all citizens and set seal hereto, that May 1-7, 2011, is

"PUBLIC SERVICE RECOGNITION WEEK"

All citizens are encouraged to recognize the accomplishments and contributions of government employees at all levels — federal, state, county and city.

BE IT FURTHER RESOLVED that this Proclamation be sent to ***"The Partnership for Public Service"*** to be included in their display; and that another copy be spread upon the permanent records of the City of Montpelier.

Signed this 27th day of April, 2011

CITY SEAL:

Signed:

_____

Mary S. Hooper, Mayor

ATTEST:

_____

Charlotte L. Hoyt, City Clerk

Senior Services Coordinating Committee
Recommendations to Montpelier City Council
April 27, 2011

Background

The Senior Services Coordinating Committee, or SSCC, was formed last summer at the request of the Council to bring forward a vision for the future of the senior center. The committee included the following members: Councilor Sarah Jarvis, Jim Sheridan, MSAC Chair Liz Dodge Assistant City Manager Beverlee Hill, MSAC Member William Doelger, Community Development Specialist Garth Genge, and CVCLT Executive Director Eileen Peltier. Ms. Peltier serves as the SSCC Chair. At the beginning of March 2011, Jim Sheridan retired from the group and Tina Muncy, Vice-Chair of the MSAC joined. AmeriCorps Member Isaac Lawrence and Ken Russell, acting Community Development Specialist, have staffed the committee.

The SSCC initially formed several ad hoc committees to focus on important aspects of the future vision for the senior center. The committees and their functions are as follows:

Facilities Committee – This group is focused on the design and rehabilitation of the senior center as well as advising on the facility operational issues.

Services Committee – This group has met with a number of local agencies that would be interested in participating in a resource center. As well, this group has met with the local Meals on Wheels (Montpelier Home Delivery/MHD) program and has looked into transportation issues for the senior center.

Capital Campaign Committee – This group has focused on the capital campaign. The goal is to raise $200,000 to contribute to the building costs.

The SSCC has taken input from all of these committees over the past several months. In January, the SSCC began a process to develop a strategic vision for the new senior center. Our goal was to provide a framework for the future of the senior center that would guide the staff in managing the day-to-day operations. As part of our feasibility work, we tested our recommendations against the current budget and when necessary developed proforma budgets that allowed us to consider financial impact. We also met with members of the Montpelier Senior Advisory Board and general senior center members on March 31st and reviewed our recommendations.

Process

The SSCC began by revisiting the mission statement of the senior center.

Current Mission Statement

The mission of the Montpelier Senior Activity Center is to enhance the quality of life for older adults in Montpelier through opportunities that develop physical, mental, cultural, and social well-being.

Proposed Mission Statement

The mission of the Montpelier Senior Activity Center is to enhance the quality of life for older adults in the Montpelier area through opportunities that develop physical, mental, cultural, social, and economic well-being in a welcoming, flexible environment.

There was extensive discussion of the mission statement. The SSCC agreed to acknowledge the broader scope of who is served to include residents of the Montpelier area, not just residents of the City. We also believe it is important to include economic well-being and a reference to a welcoming environment. There also was a proposal to eliminate the word "activity" from the name of the senior center as it was felt by some that this word was too narrow and did not represent the new senior center we envision that will provide and/or facilitate services for seniors. In our meeting on March 31st with the MSAC board and other members, it became clear that there is not a majority opinion in any direction on the issue of the name change. Therefore, our recommendation is to ask the Montpelier Senior Advisory Board to facilitate a discussion with the broader membership around the pros and cons of a name change.

Statement of Values

The SSCC proposes the following values for the future senior center. These values will serve as a guide for the operations of the senior center. Italics further explain how we see the value being implemented.

a) The Center is a valuable part of the Montpelier area community, a good neighbor and is well supported by the members of that community.
b) The Center actively pursues collaborations with area agencies to enhance the delivery of a full spectrum of services to area seniors. *It is expected that the senior center will form a senior services partners group that will meet once or twice a year. This group will function like the round table meeting of last summer. It will be a place to identify unmet needs and brainstorm solutions with partner agencies serving seniors in the Montpelier area.*
c) Members of the Center continually re-invest in the Center with their volunteer service and their financial support.
d) The Center, along with other area organizations, actively assesses the opportunities and the unmet needs in the area, and tries to adapt to those needs. *As part of the senior services partners group mentioned above, an annual needs assessment survey will be completed.*
e) The Center is an economically sustainable entity that is adequately funded and frugally operated.
f) The Center is adequately staffed by individuals who are city employees and who are paid a livable wage.
g) Volunteers are an integral aspect of the Center's operations. *Of note, the SSCC identified that current volunteer hours for the senior center equate to two full-time staff persons.*
h) The building that houses the Center is energy efficient and is a safe, comfortable, flexible and accessible facility.
i) The Center strives to educate, entertain, and support its members.
j) Programming will provide access to services that focus on preventive health, financial fitness and nutrition as well as educational opportunities and socialization with peers and community members.
k) Opportunities are created for social interaction *It is expected that through access to a welcoming space that has frequent meals, classes, access to informational resources and impromptu gatherings, seniors will have a variety of opportunities for social interaction.*
l) The Center offers numerous recreational and educational opportunities for its members.
m) Opportunities to travel
n) Meals create social opportunities, and support the nutritional needs of members.
o) The Center acts as a portal for existing services for older adults.

p) Center Staff create and support community partnerships in areas such as physical and mental health, education, nutrition and transportation
q) The Center continually seeks to strengthen the community-based service delivery system and infrastructure by being a voice for seniors and providing a space.
r) The Center strives to be open to all seniors in the Montpelier area regardless of financial ability. To that end, the Center provides need-based scholarships.
s) Although the Center is focused on meeting the needs of older adults in the Montpelier area, it promotes intergenerational opportunities and is open to collaboration with other community organizations.
t) The Center strives to overcome access barriers by exploring and supporting opportunities for public transportation. *Transportation issues affect access to the center. Many older adults decide to not operate a personal vehicle, or are unable to due to financial or physical limitations.*

Programming

The SSCC is in full support of the continuation of the current programming at the senior center. With that, we are also proposing the expansion of the functions of the senior center resource room and the expansion of the Montpelier Home Delivery (MHD) program.

The resource room will be a physical location that will serve as a library with information on a variety of services available to seniors in the Montpelier area. Examples of uses of the resource room include use by area agencies that will staff the room, tax clinics, etc. Ideally, we would like to see interactive software developed that would assist seniors in connecting with services. Agencies that have expressed an interest in the resource room are the Central Vermont Council on Aging, REACH, Vermont Center for Independent Living, Central Vermont Home, Health and Hospice, Coalition for Vermont Elders, and Washington County Mental Health.

The SSCC proposes that the Montpelier Home Delivery (MHD) program becomes a part of the senior center. Currently, the program is small and cannot adequately serve all individuals who are interested in the program. Merging the MHD program with the senior center will provide some economies of scale that will enhance both the MHD program and the senior center. With the new facility completed and a well designed commercial kitchen in place, a cook could be hired to prepare the MHD meals as well as meals for senior center members. Further evaluation needs to be completed in order to determine the number of senior congregate meals that should be provided at the center but the goal would be to maximize the opportunity for social interaction and the maximize the use of the kitchen.

Staffing and Governance

The SSCC believes that a strong full-time Director model is critical to the success of the Montpelier Senior Activity Center. After thinking about how the strong Director model ties into the City governance structure, it became clear to the SSCC that the best option and our recommendation is to have the full-time director be a Department Head reporting to the City Manager. This model has well established guidelines for the relationships between City staff, the City Manager and the City Council.

The SSCC also discussed in some length the future role of the current MSAC Advisory Board and the MSAC Bylaws. Our committee believes it is important to be clear that the Montpelier Senior Activity Center will continue to be a City operation and that therefore it is not appropriate to have governing bylaws or in any way a governing board for the senior center. That said there is universal support for a formal structure that would provide an on-going opportunity for the senior center members to advise the Montpelier Senior Activity Center director. This would be the role of the MSAC Advisory Board which would continue to be elected by the membership. It should be noted that in the event that the

director and the advisory board are not in agreement, it is encouraged that the advisory board or any individual member of the senior center or the community at-large take advantage of the option to appeal directly to the City Manager. The SSCC recommends that the current MSAC Bylaws be revisited and renamed in order not to imply governance oversight of the Montpelier Senior Activity Center.

Our committee also discussed the structure of the condominium association. It is our understanding that there will be three parties in the condominium association: The senior housing will be represented by the Montpelier Housing Authority, the playground will be represented by the City and the senior center again will be represented by the city. We recommend that the City Manager in appointing members to the condominium association include representation from the advisory board.

Fiscal Matters

First, we would like to say that the responsibility of managing the budget for the MSAC will lie firmly in the hands of the new director with support from City staff and the Council. Therefore, we are not proposing a specific budget to the Council but we would like to share some insights. In considering the recommendations made above, the SSCC did a pro forma operating budget that incorporated the MHD program, the services component, the full-time director, the scholarship program and transportation programming. The MHDP operating budget -- which is break-even -- was rolled into the current MSAC budget proposed for FY2012. We then made assumptions about the level of staffing the new director would need and the cost of any expanded programming we are recommending. Finally, we took this budget and divided it into lines of business (Food Services, Classes, Trips, Services, and Administration). Our review of this pro forma budget assured us that our recommendations were reasonable from a financial perspective.

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SSCC Recommendations to the City Council

1) **Change to the mission statement to include more clearly residents of the Montpelier area and the concept of economic well-being and a welcoming environment.**

2) **Statement of Values**

3) **Changes in staffing - The new Director of the Senior Center should be a Department Head who reports directly to the City Manager.**

4) **Changes in the role of the center**

   a) Community Partnerships

      i) **Enhance the use of the resource room within the center**

      ii) **Form a senior services partners group**

      iii) **Formalize the relationship with the Montpelier Home Delivery program ("Meals on Wheels").**

b) The Center should strive to be as inclusive as reasonably possible.

i) **The 58 Barre Street building** should be renovated in a way that creates a senior center facility that is accessible, comfortable, flexible, and energy efficient.

ii) The current practice of **open enrollment –** that is enrollment that is open to any senior residing in the Montpelier area -- should be continued.

iii) **A formal scholarship program** should be developed

iv) Efforts to **enhance transportation options for seniors** should be continued.

If they are hungry that is where they will eat. They aren't going to walk around town to see the other places or even the other vendors. Not only does it affect Rhapsody but it also affects whether they are going to disperse throughout the town. The rain affects them, too. They are there rain or shine.

Mayor Hooper closed the public hearing at 7:40 P.M.

City Manager Fraser said he wanted to be clear that this isn't a zoning ordinance so the Council is not required to have another hearing. They can substantially change and amend the ordinance tonight and pass it if they wish.

Council Member Golonka thanked the City Manager and Suzanne Eikenberry for drafting the vendor's ordinance. He knows that originally Suzanne had recommended the $250 fee be increased. We are hearing commentary from people that it is too low, and he thinks it is too low. We may not be able to raise it this year, but he personally thinks it should be higher. People pay taxes. There is an equity issue. A gentleman just said they have 100 days - $250 is only $2.50 per day. He doesn't think that is fair to people who are long time paying taxpaying citizens of the city of Montpelier. Where it talks about the 50 feet, we changed it to in the same class. We should add in there as determined by the City Manager because if we say in the same class and don't give the City Manager the authority to make that determination. He doesn't think it should be the Council's job to police those types of decisions, and it should be an administrative function.

Relating to enforcement it basically says the warning and corrective penalty issued by the city should be administrative. If someone had their second violation the administrator would take their license, and if they wanted to argue about that they could come to the next Council meeting or else it should be revoked by the City Manager.

Mayor Hooper said she wonders if that is a matter of law. Is there something in the statute that requires that a license issued by a municipality is appealed to Superior Court?

Council Member Jarvis said you would think there would have to be a body above the Council, but it would make sense first that it would come to the City Council.

Mayor Hooper said they are striking section 1408.

Council Member Sherman said she had a comment about (c) also and they discussed that it would be very hard to set prices for various locations to have

an auction of different locations, and if at all possible to include that provision somewhere under fees that for the 2011 summer vendor season we would be holding an auction to determine the fee. Even if that doesn't go into the ordinance that be understood that it will be changed.

City Manager Fraser said the fee is set in the ordinance. They could say that fees will be set by resolution of the Council and then you would have to amend the ordinance every time it changes.

Mayor Hooper said there is a proposal to substitute for § 9-1403 which sets the fees that the City Council would set it by resolution on or before a certain date before the licenses come due.

City Clerk-Treasurer Hoyt said it would be best if they set the fees during the middle of January because they start coming in during February.

Mayor Hooper told Council Member Sherman that would enable the Council to get at what she is proposing.

City Manager Fraser said they wouldn't be amending the ordinance today so you could say applicants for license under §9-1402 shall be a license fee to be determined annually by the City Council in January.

Mayor Hooper said the fees for this year are what they are. We have already issued all of our licenses so we are talking about the future on this.

Council Member Golonka said if they are amending the fee provision there are a couple of other references to fees. Should they be consistent and keep the same message. § 9-1412 special events permit is $25 fee and then in § 9-1413 the special transient vendor license. Then, we won't have to change the ordinance from year to year.

Clerk-Treasurer Hoyt said they have to make sure that somehow it says after this year because people will still be coming in for permits.

Mayor Hooper said it is clearly the Council's intention that the existing fees remain as they are.

Council Member Weiss moved approval of the city's vendor ordinance as amended with the resolution of the fees. Council Member Sheridan seconded the motion. The vote was 6-0, motion carried unanimously.

City Manager Fraser said they did not respond to the question about what if a restaurant moves into a designated space.

Council Member Jarvis asked if a vendor could keep a restaurant out.

City Manager Fraser replied no.

Mayor Hooper said she would assume if they had their designated space that it is their space for that period of the vendor's license.

City Manager Fraser said when that vendor moves out and that space becomes vacant it might not be renewed as a food space for the following year.

Ms. Eikenberry said regardless of the restaurant question there may be other reasons why a space that was grandfathered one year becomes ineligible the following year because of the way parking spaces are situated. The grandfathering has to be dependent upon legitimate spaces being set because there are many reasons why a space might not be renewed for the following year.

Council Member Jarvis said she would really caution the Council. If a business wants to come into town and locate downtown we should do whatever we have to do to get that business in to an empty storefront, and if it means moving a vendor to a different site that is what it means. We wouldn't be voiding it. We would tell them they have their designated space and unless and until something comes up because empty storefronts are one of the top concerns of so many residents in Montpelier, and is certainly one of hers. If a restaurant wants to come in and sees a food cart is located right there and will probably stop people from coming in to the restaurant, there's not a question in her mind.

Council Member Sheridan said he agrees with Council Member Jarvis because restaurants to him are more of an anchor to our town than vendors.

Council Member Golonka said he agrees and it comes to the fact that our permits aren't permitted. He doesn't agree with the grandfather anyway, and he thinks every year should be an auction or bidding process and subject to the whims of the Council.

Mayor Hooper said she believes what she hears Sarah saying this is the consequence. I buy a vending permit. I am doing my thing, been there for months as a hot dog vendor and a business opens there I lose my space. Council Member Jarvis is saying that vendor would jeopardize the ability of that restaurant to be successful. She would say if they are that marginal that you shouldn't be opening a restaurant.

Council Member Jarvis said she would be careful about saying that because she thinks there are a lot of people downtown that are very marginal.

Mayor Hooper said she appreciates these are difficult times and people are struggling for foot traffic, but if you are opening a new business and your business plan is shaken by that sort of competition, she agrees with the notion that when the season is up and when the new vending licenses are being issued that we consider that then. It is no longer a food space and applies the ordinance as it is written. She thinks the vending carts add a great deal of liveliness and vitality to our streets. She doesn't want to put out an opposition to them. She doesn't see how this is a big threat to a new business opening up, or if it is she is concerned about them opening up.

Council Member Sheridan said start up is hard. Start up is the time where it is the hardest. People expect start up to be a failing venture for awhile.

Chip Hart from City Center said fortunately he thinks it would be a rare circumstance. There is an equitable issue. The concern they should have, which he sees as a landlord, is whether the cart would be a deterrent to getting a new tenant in a vacant space that may have been vacant for a month or six months. Their history has been fairly good but not everybody's has. There is sort of a hierarchy of values here, and the ultimate one is the one that Sarah recites, which is not to pick on vendors because he also agrees with the Mayor because it adds vitality, a color and another thread in the fabric of downtown. But, ultimately, it should always be filling vacant spaces. He is sympathetic to the concept. You might for a year or two delegate to the City Manager some authority to try to make things work. If a vendor likes a spot that is in front of a vacant space if he understood there was a risk to it you have dealt with some of the equitable issue that he is at risk and that you as a city would make the best effort to move him to another spot if there was a competition issue. If you couldn't at the very least refund his fee for the year. The concern he has is that at the start of the season, you are coming out of the winter, and for a startup time all this timing can become very critical. If the space doesn't get leased hypothetically by early fall, and it is principally a likely restaurant, it could go into the next season before it got opened. He isn't that familiar with what the velocity of turnover is here, but these are tender times.

Mayor Hooper said she would suggest that we would be very fortunate to have a vendor in front of an empty space because otherwise it is a notably empty blank spot on the walk where people might choose to walk that entire length of sidewalk and other businesses around it could suffer. A vending cart has its own startup fees and expenses. They are certainly nothing compared to what people have who are moving into a space, but they are buying equipment and making

commitments to our downtown in a similar way. She would suggest that if they are willing to do that for a period of time that we would allow them to be there for that season and then evaluated again for the following season following the rules of the ordinance. She senses hostility towards vendors.

Council Member Jarvis said absolutely vendors lend a huge amount of vitality and it is wonderful to have people outside and talking to each other, meeting downtown, etc. There are other issues we need to focus on.

Council Member Weiss said this does not include exceptions to the rules. There is an equity issue here and the vendors have a very high priority. They are entering into a contract with the city for a space for a certain amount of time for a certain amount of dollars and we need to honor that. He doesn't see how at this point without reopening the ordinance that we can go back and say we are going to put a provision in your agreement that if x happens y will occur. He doesn't see any need for this discussion.

Council Member Jarvis said she sees the opposite because of the 50 foot rule for restaurants.

10-105 City Hall Arts Center Management – ordinance.

a. First Reading of proposed revisions to Article VIII of the City ordinances concerning use of City Hall. :

b. The City Manager has proposed amendments to the ordinance which more accurately reflect current practices and which allow changes to rental policies and fees without requiring future ordinance amendments.

Recommendation: Conduct first reading, set second reading for May 12, 2010.

Mayor Hooper said the Council is conducting their first reading of the city ordinance related to the use of City Hall.

City Manager Fraser said in their packets a week ago there were five documents sent out that Dona Bate and Kim Bent who worked very diligently for several weeks. In the fall there was a situation where a question came about a fee waiver but also other fees being assessed and what the ordinance said as well as what the policy was. There were some discrepancies between the various governing documents. They started looking at the ordinance and worked their way through creating a series of documents that established the role that Lost Nation Theater

would play as a rental agent and recognizing that some time in the future the city might wish to change them as a rental agent but still have them are performing. There is a separate agreement for their performing and then there is the policy and attached fee schedules.

They looked first at the ordinance that had been crafted back in the early 90's which still referred to the Onion River Arts Council. It set specific fees and had a lot of processes that are no longer being used. They sought to drastically shorten that up and have it be an ordinance that the Council or other agent shall administer and have the ability to rent it and that an agent may receive a percentage of the fees and/or space or other consideration. It authorizes that arrangement. It basically says the Council will set a resolution and a policy for the use of the building and that can be updated from time to time without having to redo the ordinance. That is what the amendment to the ordinance is. While they were in that section it also included fees for the Memorial Room and others and they also converted that to resolution by the Council. They did set up an appeal process. If you go through the policy they allowed the agent to reduce the fee for certain activities but if someone wanted to reduce it further or waive it they have to come before the Council. The ordinance requires two formal readings.

The second document is taking the rental agreement to the agent agreement with Lost Nation. This is an attempt to articulate what is happening now and make sure it matches the current practice and requirements so it clearly states what their responsibilities are as rental agents. Then, there was an agreement with them which the Council adopted some years ago, which was an open ended agreement for them to use the theater space. They tried to talk about the times and again recognize the practice that was happening.

They realized that having an open ended agreement they weren't sure what happened if someone wanted to get out of it. They set the rental agent agreement with a 90-day notice saying if they aren't doing their job managing our space we might want to do it ourselves or hire somebody else to be the agent booking the space. In terms of their season we simply set as a contract with no end date but a 12 month notice so they certainly could complete their theater season and possibly get a second theater season. Conversely, it may also be they may need to terminate and that might be their last season. It was meant with the intent for a long term arrangement but it did have a termination clause, and that 12 months could be changed to longer if needed. It is included that the parties could agree upon a different time, so if they decided 18 months or 24 months would be better to get a season in we could do that.

ARTICLE XIV. VENDORS.

Sec. 9-1400. DEFINITIONS.

(a) "Vendor" shall mean any person, including an employer or agent of another, who sells or offers to sell food, beverages, personal services, goods or merchandise on any street or sidewalk from a stand, motor vehicle or from his or her person, or one who travels by foot, wagon, motor vehicle, pushcart or any other method of transportation from house to house or street to street selling or offering to sell food, beverages, personal services, goods or merchandise.

(b) "Stand" shall mean any newsstand, table, bench, booth, rack, handcart, pushcart or any other fixture or device which is not required to be licensed and registered as a motor vehicle, used for the display, storage, promotion or transportation of articles or personal services, offered for sale by a vendor.

(c) "Public Street or Sidewalk" shall include all areas legally open to public use as public streets, sidewalks, roadways, highways, parkways, alleys, public parking spaces and any other public way.

(d) "Designated Location" shall mean those locations within the designated downtown of the city of Montpelier that have been approved as vending locations.

Sec. 9-1401. LICENSE REQUIRED.

It shall be unlawful for any vendor to sell, display or offer for sale any food, beverages, goods or merchandise within the city of Montpelier without first obtaining a vendor's license.

Sec. 9-1402. APPLICATIONS.

The application for a vendor's license shall be submitted to the City Clerk for approval by the City Council on forms provided therefore and contain all information relevant and necessary to determine whether a vendor's license may be issued, including but not limited to:

(a) Proof of the identity and business address of the applicant.

(b) A brief description of the type of food, beverages, personal services, goods or merchandise to be sold.

(c) If employed by another, the name and business address of the person, firm, association, organization, company or corporation.

(d) If a motor vehicle is to be used in the conduct of a vending business, a description of the vehicle together with the motor vehicle registration number and the license number; provided, however, that no vendor shall conduct business from any public parking space.

(e) The proposed location(s) of the vending business and the proposed days and hours of operation at each location. If the location(s) is/are located outside of the designated downtown, then the applicant shall obtain written permission from the property owner, the Police Chief and/or designee. In cases where the vendor is seeking to do business in a City of Montpelier park, then the signature of the Parks Director must also be obtained.

(f) Proof of a valid and current state license for the type of business activity for which a license under this ordinance is sought.

(g) Acknowledgment that issuance and maintenance of a vendor's license by the vendor shall be subject to review by the Chief of Police and Health Officer.

Sec. 9-1403. DESIGNATED LOCATIONS.

In the designated downtown district, vendors may only vend in preapproved locations established by the City Manager.

The City Manager shall maintain a list of designated locations for vendors wishing to locate in the designated downtown. If a vendor wishes to locate in a space not on the list of designated locations, then the vendor may apply to the City Manager to add or move a space. Any spaces that the City Manager approves shall conform to the guidelines in Sec. 9-1406(a). If the area involves private property, written approval from the property owner shall be submitted for use of the location for vending with space limitations clearly defined. In the event that the application is for a space on property belonging to the City of Montpelier, the City Manger shall decide whether or not to grant permission to use the space.

Sec. 9-1404. FEES.

An applicant for a license under Sec. 9-1402 shall pay an annual license fee as established by the City Council.

Sec. 9-1405. INSURANCE.

No vendor's license shall be issued to an applicant unless the applicant furnishes proof to the City Clerk of a public liability bond or insurance policy in an amount not less than $100,000 for property damage and injuries, including injury resulting in death, caused by the operation of the vending business and maintaining the City as an additional insured.

Sec. 9-1406. LICENSES.

The license issued to a vendor shall be displayed by the vendor while he or she is engaged in the business of vending.

Sec. 9-1407. RESTRICTIONS APPLICABLE TO ALL VENDORS.

(a) Stands. Vendor's stands and associated activity shall not:

(1) Impede pedestrian or vehicular travel, or access to the entrance of any adjacent building or driveway;

(2) Occupy more than half of the available sidewalk width or four feet of such sidewalk, whichever is less;

(3) Locate within five feet of an accessible parking space, access ramp, crosswalk, fire hydrant, fire escape, bus stop, loading zone, driveway, or entrance of any building; or

(4) Locate within fifty feet of any business establishment offering for sale goods or merchandise in the same class as that being offered for sale by the licensed vendor (food, arts, crafts, clothing, etc.). Fifty feet shall be measured as the shortest distance between the cart and any street-facing property owned or rented by the similar business.

(5) Provide tables and seating for customer use.

(6) Impede access to, or egress from, cars parked in legal parking spaces.

(b) Stands located outside of the designated downtown shall not:

(1) Exceed eight feet in length, three feet in width, or eight feet in height; and

(2) Locate on any property, public or private, without the landowner's written approval.

(c) Stands located inside the designated downtown shall:

(1) Locate in a location that is on the City of Montpelier's list of designated locations, or seek an amendment to the list of designated locations from the City Manager.

(2) Not use more space in total than allowed for the permitted space. Space usage includes the cart, plus any umbrellas, coolers, signboards, and other items connected to the business.

(d) Hours of Operation. Vendors shall be allowed to engage in the business of vending only between 7:00 A.M. and 10:00 P.M., except that those vendors who conduct their business by going door-to-door shall be allowed to operate only between 9:00 A.M. and 5:00 P.M.. All vending stands must be removed from public property during non-vending hours.

(e) Removal of Trash. All trash or debris generated by any vending stand shall be collected by the vendor and removed. This trash may not be deposited in public trash containers. Vendors must provide a trash receptacle for use by their customers.

Sec. 9-1408. SUSPENSION OR REVOCATION OF LICENSE.

a) Any license issued under this ordinance may be suspended or revoked by the City Council after due notice to the licensee, and hearing, for any of the following reasons:

(1) Fraud or misrepresentation in the application for the license.

(2) Fraud or misrepresentation in the course of conducting the business of vending.

(3) Conducting the business of vending contrary to the conditions of the license.

(4) Conducting the business of vending in such a manner as to create a public nuisance or breach of the peace, or constitute a danger to the public health, safety or welfare.

(b) Upon suspension or revocation, the City shall deliver written notice to the licensee(s) stating the action taken and the reasons supporting such action. The written notice shall be delivered to the licensee's place of business or mailed to the licensee's last known address.

Sec. 9-1409. RENEWALS.

Application for renewal of licenses issued under sections 9-1405 or 9-1412 shall be made to, and received by, the City Clerk within fifteen (15) days prior to the expiration of such license. The City Clerk shall review each application for renewal to determine that:

(a) The applicant is in full compliance with the provisions of this ordinance.

(b) The applicant has a currently effective insurance policy naming the City as an additional insured in the minimum amount provided for in Section 9-1404. If the City Clerk finds that the application meets the above requirements, the City Clerk shall issue a new permit.

Sec. 9-1410. RELIGIOUS, CHARITABLE, EDUCATIONAL AND SERVICE ORGANIZATIONS.

Authorized representatives of religious, charitable, educational or service organizations desiring to solicit money, to sell products of the land, or to distribute literature shall be exempt from the payment of any fee hereunder, but shall be required to submit in writing to the City Clerk the name and purpose of the cause for which such activity is sought, the name and address of the immediate director of such activity, and the period during which such activity is to be carried on in the city of Montpelier. If the City Clerk, after investigation, shall find that the organization is a bona fide charitable, religious, educational or service organization, the Clerk shall issue, free of charge, a license to carry on such activity. Such license shall cover all persons engaged in the activity for which the license was issued. Organizations designated as religious or exempt under Sections 501(c), 501(d), 501(e), 521, 527 or 528 of the Internal Revenue Code of 1986, or subsequent enactments, shall be exempted from the payment of the fee imposed under Section 9-1403, provided that no license issued hereunder shall be of a duration in excess of fifteen (15) consecutive days. Organizations not found to be exempt as defined above shall be responsible for the full fee.

Sec. 9-1411. SPECIAL EVENT LICENSE.

(a) The City Council may issue special vendor's licenses to be used in conjunction with a special event. Such licenses shall be valid for no more than three (3) consecutive days designated for the event by the City Council.

(b) The fee for a special vendor's license shall be established by City Council resolution for each day for which it is valid, provided that any organizations in Section 9-1411 shall be exempt from the payment of any fee imposed hereunder.

(c) The City Council shall require the sponsor of any special event to administer all applications for multiple special vendor's licenses under this section.

Sec. 9-1412. SPECIAL TRANSIENT VENDOR LICENSE.

In lieu of the license required under Section 9-1400, the City Clerk may issue a thirty (3) day license to a person selling or offering for sale or soliciting orders for the sale of services, goods or merchandise from premises occupied temporarily as a tenant, lessee, guest or invitee. Such license shall be valid only between the dates specified thereon, and the person applying for such a license shall comply with and be subject to all the provisions of Section 9-1402, 9-1404, 9-1405, 9-1407, 9-1408 and 9-1410. An applicant for a license under this section shall pay a license fee of fifty dollars ($50.00). As used in this section, the term "merchandise" shall include plants and other agricultural or forest products.

Sec. 9-1413. LOUD NOISES AND SIGNS.

No vendor or transient vendor, nor any person on their behalf, shall shout, make any cry out, blow a horn, ring a bell, or use any sound device, including any loud speaking radio or sound amplifying system upon any of the streets, alleys, parks or other public places of this city or upon any private premises in the city where a sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon the streets, avenues, alleys, parks, or other public places, or parade with a sign or placard, for the purpose of attracting attention to any goods, wares or merchandise which such licensee proposes to sell. If any displays are put up, they shall be removed. All signs, including sign boards, must comply with City regulations.

Sec. 9-1414. VENDING MACHINES.

No vending machine or other dispensing device shall be placed or maintained, either permanently or temporarily, upon any City property, including any street, highway or sidewalk, without the prior approval of the City Council. In considering and acting upon a request for the placement of and maintenance of such vending machine or dispensing device, the City Council may impose reasonable fees, conditions and standards.

Sec. 9-1415. ENFORCEMENT.

Enforcement of vending permit violations under Article XIV shall be investigated by the Montpelier Police Department and will be handled administratively. Any other violations of Montpelier City Ordinances or Vermont State Law will be investigated and prosecuted by appropriate authority.

The permit holder agrees to abide by all conditions and ordinances set forth in the issuance of the vendor permit. Any violation of those conditions will result in a warning and corrective action plan for the first violation. The warning and corrective action plan will be issued by a sworn officer of the Montpelier Police Department.

Any second violation of vending permit conditions during the operational date of the permit will result in an immediate suspension/revocation of the vending permit.

Any appeal of a vending permit suspension or revocation shall be submitted to the City Council pursuant to Sec. 9-1407.

CHARTER REFERENCES:	T. 3, Sec. 17(I); T. 3, Sec. 17(IV), 1955 Charter.
STATE LAW REFERENCES.	Peddlers, V.S.A., T. 32, Sec. 9301 et seq.; itinerant vendors, V.S.A., T. 32, Sec. 9201 et seq.

Enacted September 13, 1972.
Amendment enacted July 28, 1976 [Sec. 9-1405 rewritten]. Date of Publication: 8/02/76. Effective Date: 8/09/76.
Amendment enacted October 11, 1978 [Sec's. 9-1405 and 9-1407 rewritten]. Date of Publication: 10/18/78. Effective Date: 10/24/78.
Amendment enacted May 27, 1981 [Sec. 9-1409 added]. Date of Publication: 6/03/81. Effective Date: 6/09/81.
Amendment enacted May 26, 1982 [Sec. 9-1405, fee increased]. Date of Publication: 6/09/82. Effective Date: 6/16/82.
Amendment enacted January 12, 1983 [Sec's. 9-1410 and 9-1411 added]. Date of Publication: 1/18/83. Effective Date: 1/25/83.
Amendment enacted March 14, 1984 [Sec. 9-1412 added]. Date of Publication: 3/24/84. Effective Date: 3/31/84.
Amendment enacted April 9, 1985 [Sec. 9-1405, rate increased]. Date of Publication: 4/15/85. Effective Date: 4/22/85.
Amendment enacted October 23, 1985 [Sec. 9-1413 added]. Date of Publication: 10/31/85. Effective Date: 11/06/85.
Amendment enacted October 11, 1989 [Article XIV repealed and replaced]. Date of Publication: 10/17/89. Effective Date: 10/23/89.
Amendment enacted May 12, 2004 [Sec. 9-1412, fee increased]. Date of Publication: 5/27/04. Effective Date: 6/02/04.
Amendment enacted April 28, 2010 [Entire Article XIV substantially revised]. Date of Publication: 5/06/10. Effective Date: 5/12/10.

VERMONT

State of Vermont
Operations Division - District 6
186 Industrial Lane
Barre, Vermont 05641
tom.anderson@state.vt.us

Agency of Transportation

[phone] 802-828-2687
[fax] 802-828-3530
[ttd] 800-253-0

April 18, 2011

APR 20 2011
CITY OF MONTPELIER
DEPARTMENT OF PUBLIC WORKS

City of Montpelier
c/o Tom McArdle, Assistant Director of Public Works
39 Main Street – City Hall
Montpelier, VT 05602

RE: Town Highway Structures Program

Dear Tom,

I am pleased to inform you that the request for an amendment to the North Street Retaining Wall project has been approved and a copy is enclosed for your records.

Also enclosed please find a copy of the Agency's TA-65 form for work performed on the North Street Retaining Wall project THS60010-304 (BC1150) Amendment # 1, for which the city is seeking reimbursement.

Please have the majority of the City Council sign the form and return it to me as soon as possible. Within two to three weeks following our receipt of the completed document, the city should receive a check in the amount of $59,682.00 and the project will be closed out at that time

Should you have any questions, please feel free to contact me at 828-2687.

Respectfully,

Tom Anderson
District Project Manager
District 6

TGA/tga

Enclosure

VTrans Working to Get You There
Vermont Agency of Transportation

STATE OF VERMONT
AGENCY OF TRANSPORTATION
TOWN HIGHWAY SPECIAL FUNDS
19 VSA SECTION 306 (e)

NAME OF TOWN/VILLAGE	DISTRICT NO.	APPLICATION NO.	TOWN NO.
Montpelier	6	THS 60010-304 BC1150	405
[X] FINAL CLAIM [ ] PARTIAL CLAIM		PERCENTAGE WORK COMPLETED: 100%	AMOUNT PREVIOUSLY PAID: $84,408.30

NAME AND ADDRESS OF CLAIMANT: City of Montpelier, City Hall, 39 Main St., Montpelier, VT 05602

[ ] EMERGENCY FUNDS
[X] STRUCTURES
[ ] CLASS 2 ROADWAY
[ ] OTHER

I (WE) SWEAR TO THE CORRECTNESS OF THE STATEMENTS MADE IN THIS CLAIM (AND THAT THE WORK HAS BEEN PERFORMED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS FURNISHED BY THE VERMONT AGENCY OF TRANSPORTATION) AND THAT THE TOWN HAS PAID FOR THE EXPENSES SHOWN, BOTH LABOR AND MATERIALS.

COST OF WORK AS PER EXPENSE (ATTACHED HERETO)	$161,100.00
LABOR AND EQUIPMENT	
MATERIAL	
TOTAL COST	$161,100.00
MINUS PREVIOUS PAYMENTS OR DEDUCTIBLES	$101,418.00
AMOUNT OF PAYMENT	$59,682.00

4-19-11

DISTRICT TRANSPORTATION ADMINISTRATOR

APPROVED DATE: _____

Costs substantiated by Town records.

TA 65