



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
November 17, 2010
07:00 P.M.

- 1) Call to Order by the Mayor
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- 2) 10-289. General Business and Appearances
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- 3) 10-290. Consideration of the Consent Agenda:
 - a) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:
 1. No applications as of "press time"
 - b) Payroll and Bills
- 4) 10-291. Appointment to Development Review Board
 - a) Ken Matzner's term, as an Alternate, expired in August.
 - b) Staff advertised and as of the deadline (noon on Friday, November 12th), the following letters of interest and/or resumes had been received from:
 - 1) Ken Matzner (seeking reappointment)

2) Rebecca Leet

c) Recommendation: Discussion; appointment of Alternate for a one-year term.

5) 10-292. Appointment of Youth Ex-Officio Members to Montpelier's Planning Commission.

a) At their February 20th, 2008 meeting, the Montpelier City Council voted to approve the Planning Commission's recommendation to allow two ex-officio youth members (15-18) to the Planning Commission for renewable one-year terms.

b) Lucia Bragg's and Louie Cecere's terms expired in September; staff advertised and received letters of interest and/or resumes from the following:

1) Anna Hartman

2) Meghan Hoyne Wingate

3) Nina Merriam

c) Recommendation: Opportunity to meet the applicants; appointments to fill two, one-year terms.

6) 10-293. Appointment to Design Review Committee

a) There is still a vacant Alternate position on the Design Review Committee.

b) Staff had previously advertised but had not received enough responses to fill this seat; within the past week, two individuals have submitted letters of interest:

1) Brian Leet, 16 Deerfield Drive

- 2) Andrea Proulx, 9 Ewing Street
- c) Recommendation: Opportunity to meet the candidates; appointment of an Alternate for a one-year term.
- 7) 10-294. Opportunity to meet with Montpelier School Board Members; topics to include Recreation Department, teen issues, School Resource Officer, facilities update and other matters of mutual interest.
 - a) Recommendation: Discussion only; possible direction to staff.
- 8) 10-295. Department Reports
 - a) As outlined in the City of Montpelier's FY 12 Budget Schedule (July 1, 2011 - June 30, 2012), Reports from City Departments are scheduled to be heard this evening.
 - b) Recommendation: Receive reports; possible direction to staff.
- 9) 10-296. Continued discussion regarding Alternative Revenues
 - a) Council began this discussion at their November 10th meeting; Mayor Hooper requested that this item be included on the November 17th agenda for continued discussion.
 - b) Recommendation: Discussion; possible direction to staff.
- 10) 10-297. Mayor's Report
- 10) 10-297. Mayor's Report
- 11) 10-298. Report by the City Clerk-Treasurer
- 12) 10-299. Status Reports by the City Manager
- 13) 10-300. Agenda Reports by the City Manager

Adjournment

LOCAL OPTIONS TAX INFORMATION

		<u>Sales</u>	<u>Meals</u>	<u>Rooms</u>	<u>Alcohol</u>	<u>R, M, A Comb.</u>	<u>ALL</u>
Revenue (70%) est.		463,975	132,599	20,531	25,662	178,792	642,767
Local PILOT increase est.		59,654	17,048	2,640	3,299	22,988	82,642
TOTAL		523,629	149,647	23,171	28,961	201,780	725,409
FY11 Gen Fund Budget	10,346,129	5.1%	1.4%	0.2%	0.3%	2.0%	7.0%
FY11 Mun Prop Tax - ALL	7,603,418	6.9%	2.0%	0.3%	0.4%	2.7%	9.5%
FY11 Mun Prop Tax - City only	6,596,004	7.9%	2.3%	0.4%	0.4%	3.1%	11.0%
Current Municipal Tax Rate	0.9174						
Current Municipal Grand List	829,293,153	0.0631	0.0180	0.0028	0.0035	0.0243	0.0875
Average Res. Property	228,000	\$143.96	\$41.14	\$6.37	\$7.96	\$55.48	\$199.44
Amount to Spend to Break Even		\$14,396.29	\$4,114.30	\$637.04	\$796.24	\$5,547.58	\$19,943.87
Weekly Average		\$276.85	\$79.12	\$12.25	\$15.31	\$106.68	\$383.54
Total Grand List required		890,060,682	845,430,278	831,332,645	831,967,823	851,381,281	916,155,168
New Grand List required		60,767,529	16,137,125	2,039,492	2,674,670	22,088,128	86,862,015
Percent of GL increase required		7.3%	1.9%	0.2%	0.3%	2.7%	10.5%
Equivalent Avg. Residential Units		267	71	9	12	97	381
Equivalent "National Lives"		1.38	0.37	0.05	0.06	0.50	1.97

Survey Question: The City should collect alternate revenues (e.g. sales tax, rooms/meals/alcohol tax) to reduce reliance on property taxes and bring in more funding from non-residents.

Strongly Agree	39%	Somewhat Disagree	14%
Somewhat Agree	38%	Strongly Disagree	10%



Local Issue Adds to National and State Election Day

By William Fraser, City Manager

For Montpelier Bridge, October 22, 2004 Issue

Election Day 2004 is coming right up. On Tuesday, November 2nd people will be voting for President of the United States, US Senator and Congressman from Vermont, the state's Governor, Lieutenant Governor, Secretary of State, Attorney General, Treasurer and Auditor, Washington County's three State Senators and Montpelier's two representatives to the Vermont House.

In addition to these national and state political contests, Montpelier voters will be making a decision on a proposed amendment to the City's charter. If passed in November, the amendment would next need to be approved by the Legislature. If passed in the legislature, it will require an additional vote of the public before any such taxes could actually be implemented. The precise wording of the amendment is as follows:

Ballot Article: *Shall the voters amend the Charter of the City of Montpelier as follows:*

Add New Section:

Title XII - Section 2:

(a) Local option taxes are authorized under this section for the purpose of affording the City an alternative method of raising municipal revenues. Accordingly:

(b) If the City Council by a majority vote recommends, the voters may, at an annual or special meeting warned for that purpose, by a majority vote of those present and voting, assess any or all of the following:

(1) a sales tax of up to one percent;

(2) a rooms tax of up to one percent;

(3) a meals tax of up to one percent;

(4) an alcoholic beverages tax of up to one percent;

(c) Any tax imposed under the authority of this section shall be collected and administered by the Vermont department of taxes, in accordance with state law governing such state tax or taxes; provided however, that a sales tax imposed under this section shall be collected on each sale that is subject to the Vermont sales tax using a destination basis for taxation.

(d) Of the taxes reported under this section, 70 percent shall be paid to the City of Montpelier for calendar years thereafter. Such revenues may be expended by the City of Montpelier for municipal services only and not for educational expenditures. The

remaining amount of the taxes reported shall be remitted monthly to the state treasurer for deposit in the PILOT special fund established in Sec. 89 of No. 60 of the Acts of 1997. Taxes due to the City of Montpelier under this section shall be paid by the State on a quarterly basis.

Existing Sections 2 through 10 shall be renumbered as Sections 3 through 11.

September 21st Tax Forum: I'd like to thank everyone who attended the Citywide Tax Forum at Montpelier High School and everyone who helped out with it. According to the sign in sheets, the forum was attended by 116 people and the following were in attendance:

82.76%	96	Montpelier residents
20.69%	24	Parents of children currently in school
16.38%	19	Montpelier resident AND business owners
8.62%	10	City elected or appointed officials
7.69%	9	Non-resident business owners
4.31%	5	State elected officials (Senators and Reps)
2.59%	3	School elected or appointed officials
0.86%	1	News Reporter

School and City officials made presentations and posed three questions for attendees to discuss. The evaluation sheets turned in by attendees offered a wide range of comments. Some of the negative themes were: too much information to digest, presentations were too one sided, not enough time to discuss any one issue, questions posed were "loaded", minds seem made up, meeting was too disorganized. Some of the positive feedback included: city and school officials are listening, greater appreciation for the difficult challenges and choices, glad that the school/city officials held the session to communicate with public, presentations were useful and informative. I welcome any comments or suggestions about good ways for city officials to engage citizens in productive dialogue in an ongoing way about difficult and complex issues.

Questions about the ballot proposal: Many of the following questions or concerns have been raised at the forum or in other public hearings and meetings.

1) How much money will these taxes raise? In 2003, the 1% local Sales tax would have netted \$400,956 and the 1% Rooms/Meals/Alcohol Tax would have netted \$134,773 for a combined total of \$535,729.

2) What does that mean with regard to property taxes? This represents approximately 10% of the total property taxes raised for municipal (non-school) services in this current year and translates to 10.4 cents on the property tax rate. A 10.4 cent tax rate for an average residential property (valued at \$135,700) is \$141.13 in property taxes.

3) Does the State take 30% of this money? Yes. The numbers above, however, represent the city's net revenue after the state withholding. The state's 30% share is

dedicated to the Payments in Lieu of Taxes (PILOT) Fund for municipalities with state owned properties of which Montpelier is the largest recipient. Over the last few years, the City has seen its PILOT revenue jump by a couple of hundred thousand dollars solely because of the local options taxes assessed in Manchester and Williston. Using the 2003 numbers, a total of \$229,598 would be contributed into the PILOT fund. We estimate that approximately \$69,000 of this would come back to Montpelier as added PILOT revenue. This represents an additional 1.4 cents on the tax rate making the total income from this proposal around \$605,000 which equals 12 cents on the tax rate.

4) Will this add new additional administrative burden or paperwork for merchants?

No. The state will continue to handle all the collection and administration exactly as it does now. Merchants will simply add the additional percent onto transactions and send the money to the state. The state then issues checks to the city.

5) Will this hurt the merchants and the business community? No one knows the definite answer to this in advance. This uncertainty, understandably, is a source of fear and concern of both the businesses and the city government. However the experience in other Vermont communities which have enacted such taxes has not shown any significant change in commerce. Some of those communities, like Williston or Manchester, are dissimilar to Montpelier. Others, particularly Rutland and to a lesser extent Burlington, share the characteristic of being a older central downtown oriented city hosting large numbers of non residents and facing direct local competition from malls and commercial sprawl.

Its also important to recognize the significant contributions that the city has made to supporting the downtown merchant community – the creation and ongoing support of the Montpelier Downtown Community Association, financial and staff support for major activities like Independence Day, First Night and others, major investments in infrastructure improvements like sidewalks, crosswalks, street lighting, holiday lighting, banners and assistance in obtaining Vermont Downtown Fund grants and tax credits for both individual property owners and projects of general public benefit.

In recognition of concerns about competitive disadvantage, the City has worked cooperatively with the City of Barre and Town of Berlin to attempt to implement similar taxes in the three commercial centers of the region. Its also fair to note that in the last few years the burden of the property tax has increasingly shifted onto residential properties and away from commercial properties.

6) Is this adding taxes on Montpelier residents for necessary items? Any items which are now exempt from state sales taxes will also be exempt from these taxes. This includes food (not counting restaurant meals), clothing, medical drugs and many others. Automobiles and gasoline, for instance, are not subject to this tax. Sales taxes are addressed in Title 32, Chapter 233 of the Vermont Statutes. Section 9741 spells out “Sales not covered” in detail.

<http://www.leg.state.vt.us/statutes/sections.cfm?Title=32&Chapter=233>

A property tax rate reduction of 12 cents on the average residential property (\$135,700) results in a savings of \$162.84 annually. In order to pay more in local options taxes than was saved in property taxes, a household would need to spend \$16,284 in taxable transactions within the city in a year which equals \$313 per week for 52 weeks.

7) Will renters and lower income people pay a disproportionate burden? Flat sales or consumption taxes are unquestionably regressive in nature. As mentioned above, many essential items are already tax exempt to help mitigate this situation. In addition, income sensitivity and property tax circuit breaker programs already exist which result in lower property taxes for people in lower income brackets. In all fairness, though, these programs exist today so, yes, people benefiting from those programs will not see the same commensurate property tax reductions as people not using these programs.

8) Will city just keep increasing the tax once it's in place? Not without future votes of the public and the legislature. The proposed charter amendment is clear and direct. It limits the potential tax to "up to one percent". The city – with simple voter approval – could reduce or eliminate the tax rate but it could not increase the rate above one percent without going through the entire charter amendment process all over again.

9) Why is this suddenly being proposed now? This is not a new concept for the city. Twelve years ago, in 1993, city voters approved by a 1,313 (61%) to 838 (39%) vote a charter change authorizing a 1% meals and alcohol tax expected, at that time, to raise about \$100,000. This amendment was never approved by the legislature.

Interestingly, the city stated in the 1993 annual report that "Approval of the meals and alcohol tax is Montpelier's chance to send a message that we can't continue to support the services which make Montpelier the daytime home for approximately 19,000 people, on the backs of 8,000 nighttime residents."

10) Haven't there always been a lot non-residents in the city, what is different now? The following chart compares Montpelier's population with that of the combined total of Berlin, Calais, East Montpelier, Middlesex and Worcester (the so called "U-32" towns).

<u>Population</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2005 est.</u>
Montpelier	8,241	8,247	8,035	7,982
U-32 Towns	7,828	8,741	9,602	10,141

The City's population has declined by 3.1% (259 people) while the neighboring towns have grown by 29.6% (2,313 people). The total population in this little region, of which Montpelier is clearly the commercial and cultural center, has grown by 12.8%. In 1980, the city's population was 5% larger than the five towns combined, now it is 20% smaller. Yet, Berlin is the only one of the five towns which has seen any noticeable change in their commercial activity or business district.

<u>Number of Households</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2005 est.</u>
Montpelier	3,254	3,546	3,739	3,757
U-32 Towns	2,395	2,859	3,395	4,063

In 1980, Montpelier had 40% more households than the five towns combined. In 2005 that ratio has shrunk so that Montpelier now has 10% less households than the towns. There has been a 70 % increase in households in the towns compared to a 15 % increase in Montpelier over the same time period. More households means more separate and distinct trips “into town” for goods and services. More trips mean more traffic, more parking, more wear and tear on roads, more opportunity for accidents, speeding, etc.

<u>Total Employment</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2005 est.</u>
Montpelier	10,442	11,522	12,109	12,540
U-32 Towns	3,627	5,449	7,667	8,561

Since 1980, there are 2,000 additional jobs in Montpelier, a 20.1% increase while the population of the city has declined by 3.1%. Clearly the city is directly serving a greater number and proportion of non residents than it was in the past. Moreover when one looks more broadly, the numbers become much more exaggerated. 4,935 new jobs have come into the five towns in 25 years, a 136% increase. When combined with Montpelier that’s 7,033 new jobs or a 50% increase over 25 years. More jobs are, by all means, good news. And certainly not all of these people are coming into Montpelier every day. It is reasonable to conclude, however, that a significant percentage of these people come in and out of Montpelier for commerce, recreation, cultural opportunities and the like.

The city has engaged reputable Vermont economists Jeffrey Carr and Michael Crane to study the fiscal impacts of growth. They estimate (supported by analysis) that our daytime population is around 20,000 or 2 and a half times the residential population.

11) If taxes are too high, why not cut the budget and layoff personnel? The central policy question being asked – regardless of the size of the budget – is whether it makes sense to expand the sources of local revenue and to include a contribution from non-residents who use local services to finance the budget? That’s an entirely different question from whether the budget should be increased or decreased. I urge people to consider the local options tax proposal on its own merits and vote it up or down on those terms rather than being diverted by budget arguments.

I don’t want to sidestep the budget question though. At the tax forum, an individual made the comparison to a business. “When things are going bad, businesses tighten their belts and layoff employees – that’s what the city needs to do.” Typically when a business is cutting back it’s because demand for their products or services is declining – they have

less customers, they don't need as many people to produce as many widgets or wait on tables or whatever.

In the city's situation, demand for services continues to grow. As indicated previously, there are more workers in town and in the area, more residents in the surrounding towns using our services. The city has increasingly become a tourist destination in recent years. Our "customer" base is growing steadily and rapidly. Police, Dispatch, Fire and Ambulance calls have increased or held steady, snow continues to fall in the winter at the same pace (as demands for better and faster removal increase), marches and protests at the state house continue to occur, development regulations and concerns have grown more complex, here's been more permit activity, we're producing better water and cleaner wastewater due to facility upgrades. There's more of course but the point is that the city government is not, in any way, seeing a decline in demand for municipal efforts.

12. How many city employees were there 10 years ago compared to now? The following chart looks at the city budgets for FY85, FY95 and FY05 (the current budget year) and matches up positions and functions. It is calculated in FTE's (Full Time Equivalents), a blend of full time and part time employees. As an example, three half time employees would show as 1.5 FTE (3 times ½). The city presently has 98 full time positions and 14 part time positions (which total 8.27 FTE).

Department FTE's	1985	1995	'85 to '95 change	2005	'95 to '05 change	20 year change
City Manager	3	3	0	3	0	0
Clerk-Treasurer	4.5	3.5	-1	4.8	1.3	0.3
Finance	1	3.75	2.75	2.94	-0.81	1.94
Tech Services		0.75	0.75	1.25	0.5	1.25
Assessing	1.5	1.5	0	1.5	0	0
City Hall Maintenance	1.5	1	-0.5	1	0	-0.5
Police	18	17	-1	17	0	-1
Dispatch	4	5	1	6	1	2
Parking	1	1.5	0.5	2.03	0.53	1.03
Fire/Ambulance	18.5	18	-0.5	20.25	2.25	1.75
DPW Admin	6	4	-2	4	0	-2
DPW Streets	16	14	-2	12.5	-1.5	-3.5
DPW Shop	5	5	0	4	-1	-1
DPW Water & Sewer	9	9	0	8	-1	-1
DPW Sewer Plant	5	5	0	6.5	1.5	1.5
DPW Water Plant	0	0	0	3	3	3
Planning & Development	0.25	3.33	3.08	5	1.67	4.75
Building Inspection	0.25	0.5	0.25	1	0.5	0.75
Cemetery	0	1	1	1.5	0.5	1.5
Parks	0	0.75	0.75	1	0.25	1
TOTALS	94.5	97.58	3.08	106.27	8.69	11.77
			3.3%		8.9%	12.5%

This chart shows a growth of 8.69 FTE's or nearly 9% over the last 10 years. Upon closer study, however, we observe that 2.25 Fire/EMS department FTE's (3 part time positions) were instituted specifically to provide enhanced staffing during peak call times and were fully paid for by overtime cost reductions. The city is, in fact, both saving money and providing better service by having these 2.25 FTE's. The 8.69 additional FTE's also include 3 new positions at the new Water Treatment Plant completed in 2000. This was a project required by the Federal government to meet drinking water standards. The 8.69 FTE's include one additional position at the Sewer Treatment Plant which was also necessitated by state and federal mandates for operational upgrades.

Removing those 6.25 FTE's from the mix reduces the net gain to 2.44 FTE's. How do those break down? .25 FTE in the Parks which was approved by a direct public vote, .5 for technology support services – there's not an organization anywhere of our size which has not added staff for technology operations, in fact we remain critically understaffed in this area.

One area frequently cited as an example of budget excess is the 1.67 net additions (5 FTE total) in Planning & Development. Think, however, of the key priority issues identified by both residents in general and the City Council in particular over these past ten years – housing, maintaining the character of the community, responsible growth, Sabin's Pasture, enhancing and supporting downtown, open space preservation, the Carr Lot project, Stone Cutters Way, historic preservation, expanding commercial development in appropriate areas. All of these fall within the purview of the Planning Department.

One position was added within the last four years to specifically address concerns about both the shortage and quality of available housing. Another was added almost eight years ago to handle the increase in permit activity, new requirements of regulations and a large amount of projects which were and are being managed by that department.

I'm often asked "what the heck do they do down there in the Planning Department?" As of this writing, the department is currently actively managing or involved in the following projects and activities: The complete re-write of the City's Master Plan, Turntable Park design/funding, Historic Preservation Commission grant applications for historic register updates, overall updating and modernizing of Tax Maps, Carr Lot project including dealing with federal agencies and seeking an environmental consultant, the Sabin's Pasture interim zoning and the city wide rezoning effort, maintaining the city's FEMA rating to keep flood insurance rates lower, the development of a downtown traffic and circulation model, the study of potential parking structures on city owned land, the previously mentioned study of fiscal impacts of growth, a new grant application for a downtown Urban Area Redevelopment Plan, planning for the future of the Dickey Block, the redevelopment of the Desilets Granite Shed into 50 units of housing, grant and loan programs for home improvements for income eligible residents, supporting the Planning Commission, Development Review Board and Design Review Committee (including meeting notices, agendas, project summaries, follow up reports, findings of fact and

permit compliance letters), processing many zoning/variance/conditional use/site plan or other permit applications and management of the city's web site and GIS systems.

We've combined functions, converted full time slots to part time. Eliminated some jobs, added others as times change. The key point is that the city has carefully managed staffing levels, particularly in light of the constant and increasing demands for ongoing services and new initiatives. In those past ten years, the city has expanded bike paths which need regular maintenance, constructed Stone Cutters Way which requires maintenance, added the Housing program mentioned above to respond to an urgent community need, supported creation of the Montpelier Downtown Community Association and the Capital Community Justice Center, started the website, began writing these Bridge articles, added direct electronic transfer of tax and water/sewer payments, started the Montpelier Arts Fund, increased support of the Kellogg-Hubbard Library and much much more. During those same ten years, the non-school tax rate has increased by an average of 3.5 cents or 3.1% per year. In the last five years, those numbers have dropped to an average of 2.2 cents or 1.8% per year. During the ten year period, the city's proposed budgets have been approved by an aggregate of 71% to 29%.

The largest areas of budget growth over this time have been in bonded indebtedness and capital projects. In FY97, the general fund debt payments totaled \$149,817. In next year's FY06 budget the total will be \$664,490. In FY97 the total combination of annual capital projects and debt was \$398,617. By FY04 this had been carefully managed, through council policy, to a total of \$1,000,000 where it remains capped. This was done through six consecutive years of \$90,500 increases which represented a little over two cents on the tax rate. If you look at the 10 year average of 3.5 cent increases and recognize that, for six of those years, over 2 cents of increase was dedicated to the capital/debt plan than you can see just how tightly the city managed the rest of the operations.

The city is just beginning its budget preparation and review process. On Wednesday, December 1st, the Superintendent of Schools and I are scheduled to present our proposed budgets at a joint School Board/City Council meeting. The Council will hold budget work sessions during December, most notably a Saturday meeting from 9:00 AM to 3:00 PM on December 11th. Formal public hearings on the budget are set for January 12th and 20th. I urge people to follow the budget process closely and participate fully.

Please vote on November 2nd. There are many important decisions to be made that day. We, in city government, look forward to learning what you think on the local options tax issue regardless of the outcome. We urge you to carefully consider all the arguments for and against the proposal. Given the consistent concerns stated about Montpelier's property tax rate, the City Council feels that they need to present you with a viable alternative. Its up to you whether it moves forward or not from here.

Thank you for your interest in Montpelier government and for reading this information. As always, please feel free to call me at 223-9502 or send e-mail to wfraser@montpelier-vt.org if you have questions or comments.

November
11,
2010

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City
of
Montpelier:

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Experience

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Kari
Bradley,
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Manager
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Education

Registration

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Memberships

Interests

AIA,
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05602

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279-4054,
brianleet@gmail.com
Maclay

Architects,
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Strengthened
client
relationships.
Performed
construction
administration
field
work.

Astorino,
Pittsburgh,
PA
Associate
Design
Architect,
Mar
1997
—
Jul
2005

Performed
full
project
architect
responsibilities
on
selected
projects.
Managed
LEED
process
and
reviews.
Coordinated
company
sustainable
strategies
and
marketing.
Modeled
and
rendered
sophisticated
3D
studies
and
presentations.
Assisted
in
coordination
of
company
CAD
and
technology
standards.

Carnegie
Mellon
University,
May
1998

Bachelor
of
Architecture
with
Minor
in
Computer
Science
College

and
University
Honors

Institute
for
Generative
Leadership,
Sep
2009,
Sep
2010

Two
Year
Certificate
in
Management
Practice
Three
Year
Certificate
in
Generative
Leadership

Licensed
2002;
Vermont
license
#2909
in
2006
LEED
AP
since
2001

2010
Efficiency
Vermont
Small
Commercial
Design
—
Putney
School
Field
House
2009

Efficiency
Vermont
Large
Commercial
Design
—
NRG
Systems
Building
2
1999
Pittsburgh
Post-Gazette
Competition
Co-Winner
—
Reimagining
Oakland
1997
Jan
Junge
Scholarship
University
Honors
and
Dean's
List
—
Six
Semesters
Each

AIA,
NCARB,
CSI
—
Membership
Chair
/
CDT

Green
Building
—
Member
of
USGBC
host
committee
for
Greenbuild
2003

Aviation

—

Certified
private
pilot
Teaching

—

Experienced
teaching
assistant
and
studio
critic

References
and
Representative
Work
Available
On
Request

✓
Kenneth Matzner
260 Cityside Drive, Unit 58
Montpelier, VT 05602
223-0379

November 10, 2010

William Fraser
City Manager's Office
City Hall, 39 Main Street
Montpelier, VT 05602

Dear Bill,

I recently became aware that my appointment as Alternate to the Development Review Board had expired. I am interested in being reappointed to the alternate position.

I have served as alternate to the Board Since it was created. I have learned a great deal about development issues and practices during my service. I believe that my experience will continue to contribute to the functioning of the Board and to the environment of Montpelier. I attach my resume to this letter.

Please transmit my wishes to the City Counsel at their next meeting.

Sincerely,

Ken Matzner

Kenneth Matzner, Ph.D., LICSW
260 Cityside Dr., Unit 58
Montpelier, Vermont 05602
(802) 223-0379
E-mail: n9gih@juno.com

Current Professional Credentials:

Licensed Independent Clinical Social Worker, Vermont, Jan 23, 2002. (No. 089-0000881)

Education:

Ph.D. 1984 University of Illinois. Emphasis: Counseling.
M.S.W. 1972 University of Illinois. Emphasis: School Social Work.
B.S. 1966 Eastern Illinois University. Emphasis: Physics & Pre-Medicine.

Professional Experience:

2004-Present **Mental Health Consultant**, Central Vermont Community Action Council, Head Start, Orange County, Vermont. Providing mental health consultations to individual families, parent groups, and Head Start staff, as well as training in communication skills and mental health information to staff in Randolph, Northfield, Montpelier and central office staff.

2002-2004 **Home - School Coordinator**, Washington County Mental Health Services, Children Youth and Family Services, Barre, Vermont. Providing case management services, individual and group counseling, family counseling, and client advocacy services to Medicaid-eligible elementary school children in the Middlesex and Worcester, Vermont, communities.

2001-2002 **Residential Counselor**, Spruce Mountain Inn, a private residential psychiatric treatment center, Plainfield, Vermont. Providing services on a substitute basis, including crisis counseling with residents, facilitating groups, managing medications, doing checks on residents with safety concerns, and consulting with therapists and case managers.

1999-Present **Private Practice**, Scarborough, Maine and Montpelier, Vermont. Treating couples and families with issues of conflict and abuse, including child sexual abuse.

1999-2001 **Clinical Consultant**, The Family Workshop, Portland, Maine. Providing consultation and support to agency staff concerning a broad range of social and educational services to young children and their families.

1984-2000 **Associate Professor**, Department of Counseling, Eastern Illinois University. Teaching individual and group counseling skills to graduate students, and supervising them in a variety of clinical settings where they worked with children, adolescents, and adults.

1982-1984 **Program Administrator**, Family Support Center, Chanute Air Force Base. Developing and presenting a variety of parenting and relationship skills classes for families and individuals in military service, and providing marriage and family counseling services.

Kenneth Matzner, Ph.D., LICSW

- 1975-1982 **Teaching and Research Assistant**, University of Illinois. Teaching undergraduate classes in Educational Psychology and conducting research on personal adjustment of medical students.
- 1972-1975 **School Social Worker**, Decatur Public Schools, Decatur Illinois. Providing play therapy to children, counseling to high school students, classroom management consultation to teachers and administrators, and counseling and parenting classes to parents.
- 1967-1970 **High School Chemistry Teacher**, Urbana High School, Urbana, Illinois. Teaching chemistry to college-bound students.

Volunteer Training and Experience:

- 2000-2001 Hospice Volunteer, Hospice of Maine, Portland, Maine. Trained to provide support and respite to families served by Hospice of Maine.
- 1997-2000 Support Volunteer for Victims of Sexual Violence, Sexual Assault Counseling and Information Service, Charleston, Illinois. Trained to provide support for victims and their families.
- 1995-2000 Disaster Mental Health Volunteer, American Red Cross, Coles County Chapter, Charleston, Illinois. Served in Hurricane Bertha in North Carolina and for two local tornadoes in Illinois.

References:

Pattie Macke
Head Start Mental Health Manager
Central Vermont Community Action Council, Head Start
195 U.S. Rte. 302--Berlin
Barre, VT 05641
(802) 479-1053 x204

Dr. Joe Famiglietti, PhD.
33 Hebert Road
Montpelier, VT 05602
(802) 229-1156 (Office)

Dr. Rick Roberts, Chair
Department of Counseling and Student Development
Eastern Illinois University
Buzzard Hall, Room 2102
600 Lincoln Avenue
Charleston, IL 61920
(217) 581-5327 (Office)

City of Montpelier
City Manager's Office
City Hall
39 Main Street
Montpelier, VT 05602

To whom it may concern:

I am writing to express my interest in serving on the Development Review Board. As an architect and a resident of the city, I have a particular interest in the future development of Montpelier. I believe that my professional experience and my prior experience working in volunteer positions will be an asset in working with the Development Review Board.

I have served in the past as a member of the Envision Montpelier Natural Environment Committee and on Recreation Board of the Borough of Dormont, PA. Currently, I am President-elect of the Vermont chapter of the Construction Specifications Institute.

Please find attached, my professional resume. Should you have any questions or need additional information, please feel free to contact me by email: rebecca@greenleafvt.com or by phone: 802-279-4043.

Sincerely,

Rebecca L. Leet, AIA

Rebecca L. Leet, AIA

Registration and Certification

State of Vermont

Registered Architect, 2005

Commonwealth of Pennsylvania

Registered Architect, 2003

Registration Expired, 2007

NCARB Certificate Holder

U.S. Green Building Council

LEED Accredited Professional, 2002

Construction Specifications Institute

Certified Construction Contract Administrator, 2009

Certified Construction Specifier, 2004

Construction Documents Technologist, 2004

Education

Carnegie Mellon University

Bachelor of Architecture, May 1998

Additional Major in History and Policy

Employment

Green Leaf Architecture and Specification Support

Owner, 2009-Present

Montpelier, Vermont

William Maclay Architects & Planners

Project Manager and Specifier, 2005-2010

Waitsfield, Vermont

Renaissance 3 Architects, P.C.

Project Architect and Specifier, 2003-2005

Pittsburgh, Pennsylvania

Intern Architect, 2001-2003

Gerard-Nagar Associates

Intern Architect, 1999-2001

Pittsburgh, Pennsylvania

Student Intern, 1997-1998

Baker Mellon Stuart Construction

Estimating Intern, Summer 1996

Coraopolis, Pennsylvania

Zaugg & Zaugg, Architects

Student Intern, Summers 1994-1995

Mansfield, Ohio

Awards

Efficiency Vermont

Better Buildings by Design

Honorable Mention

Seventh Generation Headquarters 2008

Winner: Large Buildings

NRG Systems, Building Two 2009

Honor Award

The Putney School Field House 2010

AIA Pittsburgh

Design Awards

Open Plan, 2004

Award of Excellence

Martin Luther King, Jr. Elementary School

Pittsburgh Post-Gazette Benchmarks

Reimagining Oakland Competition

Co-Winner, 1999

Carnegie Mellon University

Small Undergraduate Research Grant

Recipient, 1997

Activities

CSI Vermont

Vice-President

2010

Education Chair, Certification, Programs Committees

2009-2010

Envision Montpelier

Natural Environment Committee

2007-2008

CSI Pittsburgh

Liaison to the Green Building Alliance

2004-2005

Dormont Borough

Recreation Board

2003-2005

Mifflin Avenue United Methodist Church

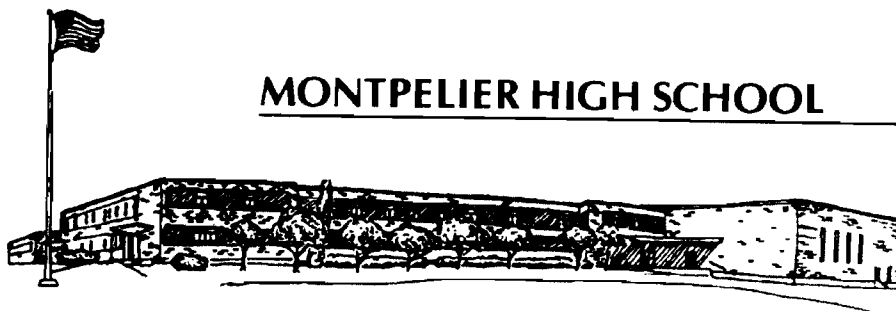
Church Council

2002-2005

National Council of Architectural Registration Boards

Graphic Pretest Committee

2004



MONTPELIER HIGH SCHOOL

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

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

November 12, 2010

Dear Mr. Fraser,

My name is Anna Hartman and I am a junior at Montpelier High School. I am interested in the opportunity to serve as a youth member on the Planning Commission.

Throughout my time at MHS I have been a part the field hockey, hockey, and tennis teams. I have held a position on our high school's student council every year and have recently been accepted into the National Honor Society. I find that my exceptional grades are an accurate reflection of my work ethic and my personal qualities. I am responsible, open minded; and prefer a difficult challenge rather than an easy one. Previously, I have had no experience with anything like this position, but I believe that it would be a great chance to learn about the local government and be an active part of my community.

Thank you very much for considering me in this distinctive chance to serve. I look forward to hearing from you. You can reach me at hartmana@mpsvt.org or (802) 793-8478.

Sincerely,

Anna Hartman

November 10, 2010

Mr. Bill Fraser
City Manager
City of Montpelier
Montpelier, VT 05602

Dear Mr. Fraser:

My name is Meghan Hoyne Wingate and as a student at Montpelier High School, a member of my community, and a citizen of Vermont, I try to be as active as possible in issues that concern my peers and me. To serve on the Montpelier Planning Commission and contribute my opinion to current, local issues would be an amazing opportunity. I feel it is immensely important to voice one's opinion, and the issues that the Montpelier Planning Commission faces, such as updates to the Montpelier Master Plan, our city's land use, and encouraging citizens to complete these new projects, greatly interests me as a member of this town.

I am a sophomore at Montpelier High School, and throughout the past two years, I have made an effort to be an active member in all parts of my life, from school to my town. I have always been interested in government and during the second semester of my first year of high school, I began a community based learning as an intern at the Secretary of State's office. I am still an intern, continuing work with civics education and recently holding a mock election at the high school. I also take part in school sports, such as hockey and soccer, school clubs, such as debate, earth group, and the Solon Spectrum, our school newspaper, and am a mentor at Union Elementary School. I am also an elected representative on the student council where I am involved in making decisions for our school.

To serve on the Montpelier Planning Commission is an amazing opportunity. I would love to learn more about the government and to partake in this experience would teach me much of what I want to discover. I continually make an effort to express my ideas and opinions in my family and school, and I would love to share them with the city.

Thank you for your time and consideration,

Meghan Hoyne Wingate
wingatem@mpsvt.org
(802)522-2859

Sandy Pitonyak

From: Nina Merriam [merriamn@mpsvt.org]
Sent: Friday, November 12, 2010 6:39 AM
To: William Fraser; Sandy Pitonyak
Cc: Gwendolyn Hallsmith
Subject: Montpelier Planning Commission Letter of Interest

Dear Bill,

This is a letter of interest in serving on the Montpelier Planning Commission.

A lifelong resident of Montpelier, I am very interested in its future. The open spaces I have grown up in are vital to all of us and I would like a chance to be involved in the planning for the entire community.

I have lived in Montpelier since infancy and went to Union, Main Street and now Montpelier High School. I am an excellent student. An active member of Bethany Church, I am also an enthusiastic supporter of Montpelier's community events. My family has always been involved in the issues of the city and I have learned the value of community service.

As a three-sport athlete, I have learned the importance of listening to others and taking the lead when necessary. I feel that I would be a valuable addition to the Montpelier Planning Commission and look forward to meeting with the City Council in December.

Thank you,
Nina Merriam