



## **Agenda**

### **Regular City Council Meeting**

**Montpelier Senior Activity Center, 58 Barre Street, Montpelier, VT 05602 & Zoom**  
**<https://us06web.zoom.us/j/85143774749?pwd=10gk44rUTPkJ5RSEECbftS5Aef7cK0.1>**

**Meeting ID: 851 4377 4749 Passcode: 876872**

**Dial by location: +13052241968,,85143774749# US +13092053325,,85143774749# US**

**Wednesday, May 13, 2026**

**6:30 P.M.**

1. Call To Order By The Mayor
2. 2026-185. Meeting Logistics and Remote Introductions
  - Display your first and last name if you are joining remotely.
  - When speaking, state your name and where you live.
  - Keep comments to about three minutes so others have the opportunity to speak.
  - If you have several questions, please ask them together.
  - Focus comments on the agenda item under discussion.
  - Direct remarks toward policies, decisions, and ideas, not individuals.
  - Avoid comments about a person's character or intent.
  - Wait to be recognized by the Mayor before speaking.
  - Follow the rules of procedure included in the agenda packet, which guide how the meeting is conducted and may be applied as needed to maintain orderly discussion.
3. 2026-186. Approve Agenda
4. 2026-187. General Business and Appearances
5. 2026-188. Consent Agenda
  - a. Minutes
  - b. Payroll and Warrant Approval
  - c. Liquor & Tobacco Licenses
  - d. WRRF Air Blower Rebuild
  - e. Big Belly Trash Receptacles - Info from Montpelier Alive
  - f. Berlin Sewer Replacement
  - g. 2026 Transportation Alternatives/Municipal Highway and Stormwater Mitigation Program Grant
6. 2026-189. Resolution Honoring National Police Week
7. 2026-190. Resolution Honoring National Public Works Week

8. 2026-191. River Hazard Amendment 2nd Reading
9. 2026-192. Reappointment to the Development Review Board
10. 2026-193. Local Emergency Management Plan Annual Readoption
11. 2026-194. Water/Sewer Rate Setting
12. 2026-195. Infrastructure Update
13. 2026-196. City Manager Onboarding
14. 2026-197. Other Business
15. 2026-198. City Council Reports
16. 2026-199. City Clerk's Report
17. 2026-200. City Manager's Report
18. 2026-201. Mayor's Report
19. Adjournment

**Meeting of the Montpelier City Council Meeting**  
**April 22, 2026, 6:30 PM**  
**Montpelier Senior Activity Center**

Present: Mayor Marc Gwinn and Councilors Cary Brown, Sal Alfano, Jim Sheridan, and Ben Doyle. City Clerk John Odum acted as secretary.

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The meeting was called to order at 6:30 PM. Councilors Gil and Kohn were not present.

2. 2026-161. The meeting norms and expectations were reviewed.
3. 2026-162. Councilor Doyle moved to approve the agenda (seconded by Councilor Brown) with the following changes: the addition of Positive Pie 1st and 3rd class liquor and outside consumption licenses added to the consent agenda and item 13 removed. The motion carried unanimously.
4. 2026-163. Under General Business and Appearances, the following participants addressed these topics: Jen Roberts (strongly supporting “All Around Adventure Economic Development”), Stephen Whitaker (opposition to continuing and extending the contracted work with White + Burke, barriers to development, police treatment of the homeless and the policies around the issue, objections to the “All Around Adventure Economic Development” proposal, objections to the City Manager’s management of some city issues, and alleged council violations of Open Meeting and Open Records laws), Clay O’Gwynn (on the homeless encampment next to his house), Zack Hughes (on the homelessness issue).

After notice by Peter Kelman, Senators Alfano and Sheridan introduced themselves. Mr. Kelman then spoke about a report on homelessness from 3 years ago, objections to the public comment process, his endorsement of the Local Development Corporation, and a lack of support for the “All Around Adventure Economic Development” proposal. Finally, Alan Goldman voiced objections to the public comment process.

5. 2026-164. Councilor Doyle moved approval of the consent agenda as previously amended and with the removal of items g through i for discussion. Councilor Brown seconded and the motion carried unanimously.
  - a. Minutes
  - b. Payroll and Warrant Approval

- c. Street Closure & Event Permits
- d. Liquor / Tobacco License
- e. School Street Road Closure
- f. Water Resource Recovery Facility (WRRF) Actuated Venturi Upgrade
- g. Construction Contract for Barre Street Recreation Path
- h. DRM Contract for Legal Services
- i. Construction Inspection Services Contract for Barre Street Recreation Path

After discussion, Councilor Brown moved to approve consent agenda items g, h, and i, and was seconded by Councilor Doyle. The motion received a 3-1 vote, with Councilor Sheridan voting nay.

A recess was called at 7:11 PM. At 7:16 PM the meeting reconvened.

The mayor called for a revote on items g, h, and i of the consent agenda. The motion carried 4-1 with the mayor voting aye and Councilor Sheridan voting nay.

6. 2026-165. A National Administrative Professionals Day resolution was read by the mayor. Councilor Brown moved to adopt the resolution as read and Councilor Doyle seconded. The motion carried unanimously.

7. 2026-166. The council received a Country Club Road developer selection process update and project timeline update and discussion. Councilor Alfano presented. Mike Miller and Stephanie Clark participated. Councilor Brown moved to direct the existing subcommittee on the Country Club Road development process to continue their work under the following charge: Conduct due diligence as the committee sees fit with staff and consultants to continue to evaluate the development proposals received; share regular updates on the process at City Council meetings; and make a final recommendation to the City Council for a development partner which will include substantive findings regarding each proposal. Councilor Doyle seconded. The motion carried 4-1 with the mayor voting aye and Councilor Sheridan voting nay.

8. 2026-167. The council held an “All Around Adventure Economic Development Campaign” discussion with Matt Jelacic, Evelyn Prim, and Alec Ellsworth.

A recess was called at 9:14 PM. The meeting was reconvened at 9:24.

Councilor Dayle moved to Endorse the All-Around Adventure Integrated Economic Development Campaign consistent with the adopted City Plan



2025 and FY24–27 Council Strategic Plan. Councilor Brown seconded. The motion carried 4-1 with the mayor voting aye and Councilor Sheridan voting nay. Councilor Doyle moved to authorize staff to collaborate with partners to develop a Public Engagement Plan. Councilor Brown seconded. The motion carried 4-1 with the mayor voting aye and Councilor Sheridan voting nay.

9. 2026-168. The River Hazard Amendment 1st Reading public hearing was opened at 9:54 PM with Mike Miller participating. Stephen Whitaker and Peter Kelman spoke. The hearing was closed at 10:18 PM.
10. 2026-169. The Central Vermont Regional Planning Commission (CVRPC) and Transportation Advisory Committee (TAC) appointment applications were discussed. Councilor Brown moved to approve the presented application forms for recruitment of applicants to represent the city on the Central Vermont Regional Planning Commission (CVRPC) and CVRPC Transportation Advisory Committee and direct staff to advertise the open positions. Councilor Doyle seconded and the motion carried unanimously.
11. 2026-170. Councilor Brown moved to appoint Ali McGuirk to the Homelessness Committee. Councilor Doyle seconded and the motion carried unanimously.
12. 2026-171. Councilor Brown moved (and Councilor Alfano seconded) to authorize the city manager to join the board of the 87 State Street Local Development Corporation. The motion carried 4-0-1 (with the mayor voting aye and Councilor Doyle abstaining).
14. 2026-173. Under other business, Stephen Whitaker spoke on alleged weaknesses of the agenda process and the public hearing process and spoke on the Disaster Response [EDA program] as a roadmap to work on a Master Plan for Country Club Road. Alan Goldman spoke on meetings going on too long, and his disapproval of the public comment process, also on his concerns about the “All Around Adventure Economic Development” idea. Peter Kelman objected to the public input process.
15. 2026-174. Councilor Sheridan voiced his dislike of his fellow councilors and the city manager. Councilor Alfano left the meeting.
16. 2026-175. The city clerk had no report.
17. 2026-176. The city manager noted the Finance Director hiring, the coming special meeting and matters relating to homelessness.
18. 2026-177. The mayor noted the coming Foundation for a Resilient Montpelier forum.

Without objection, the meeting was adjourned at 10:47 PM.

*[At time of writing, the packet for this meeting was located at  
<https://montpeliervt.portal.civicclerk.com/event/8475/files/agenda/14389>]*

**City of Montpelier**  
**Special Meeting of the City Council**  
**April 29, 2026, 5:30 p.m.**

Montpelier Senior Activity Center  
58 Barre St., Montpelier, VT 05602  
*Virtual attendance option provided*

Present: Mayor Marc Gwinn, and Councilors Adrienne Gil (arrived at 6:31 p.m.), Pelin Kohn (arrived at 6:31 p.m.), Sal Alfano, Cary Brown and Jim Sheridan (virtual). Absent: Councilor Ben Doyle. Deputy City Clerk Sara McMillon acted as secretary.

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Mayor Marc Gwinn called the meeting to order at 5:31 p.m. A quorum was present.

2026-178. Meeting Logistics and Remote Introductions

Mayor Gwinn welcomed members of the public attending.

2026-179. Approve Agenda

The agenda for the meeting was reviewed and approved unanimously (4-0).

2026-180. General Business and Appearances

Stephen Whitaker, Montpelier, addressed the Council concerning homelessness.

2026-181. Executive Session

Philip Woodward, Coverage and General Counsel with the Vermont League of Cities and Towns (VLCT) and the Property and Casualty Intermunicipal Fund, was available to provide the Council with privileged attorney-client advice concerning homeless encampment policies. Therefore, Mr. Woodward requested the Council go into executive session pursuant to 1 V.S.A. 313(1)(F).

Councilor Sheridan said he would not vote in favor of the executive session. Mayor Gwinn said without Councilor Sheridan's vote, four affirmative votes would not be possible so the executive session will not be held.

The Council discussed the possibility of designating areas for unhoused people to legally camp within the city with Mr. Woodward and Trevor Whipple, a VLCT law enforcement consultant. Mr. Woodward explained he could not provide legal advice in open session unless confidentiality is waived by Council vote.

Mr. Woodward said no other city in Vermont has pursued designating camping areas, so a careful, inclusive and methodical approach should be used to avoid legal risk. Several potential issues would need to be anticipated and addressed in advance of policy implementation. Councilors discussed homelessness.

*At 6:04 p.m., the Council took a recess, and at 6:31 p.m., the meeting resumed.* Councilors Kohn and Gil joined the meeting at this time.

2026-182. Homelessness Actionable Plan Discussion

After a brief introduction from Mayor Gwinn, Councilor Sheridan provided a city homelessness committee report. Due to a technical issue with videoconferencing software, the last committee meeting was canceled, he said. One suggestion was provided concerning placing picnic tables for homeless people in locations where the public don't usually go. This would provide a place where people can sit.

Lt. Jake Larrabee, Montpelier Fire, provided a presentation about the Central Vermont Situation Table formed in October 2025. This is a multiagency working group that provides wraparound services tailored to individual clients referred to them. The group has been already successful in assisting people at elevated risk.

Beth Ann Maier, a deacon at Montpelier's Christ Episcopal Church, spoke as a representative of the Montpelier Emergency Cold Weather Shelter. She discussed efforts to provide emergency sheltering to the homeless at the Unitarian Church and in the basement of Montpelier City Hall during the winter. An emergency shelter likely will also be needed during warmer months, and people need a stable, authorized place to be at all times of the year. She requested use of the City Hall basement on May 8, 9 and 10.

Gary Gordon, coordinator of the emergency services team at Washington County Mental Health (WCMH) discussed the services WCMH provides including an access hub, urgent care walk-in center, mobile outreach team, peer workers, showers, meals and clothing. People experiencing mental health issues are directed to the least restrictive treatment option. He urged a housing first approach to assisting high risk people.

Julie Bond, executive director of Good Samaritan Haven, reviewed the organization's efforts to shelter people. There is about a ratio of one staff person per 50 people served, so increased staffing is necessary as the need is growing. In Montpelier, alcohol abuse among the homeless is at an all-time high and an overnight detox location is not currently available. A mobile medic or inebriate team staffed outside of normal business hours and an on-call psychiatric nurse for the region would be invaluable. Reducing alcohol consumption through taxation may be a way to combat the public health crisis.

City Manager Kury reviewed the City's partnership with Good Samaritan Haven in implementing the City's encampment policy. The city receives a notification about an encampment somewhere in town, and the notification is tracked by the Montpelier Police Department. Ms. Kury said Good Samaritan then connects with people at the campsite referring them to services and people are notified the camp will be cleared. The City then stores the belongings and later reunites people with their items.

Michelle Donnelly, Washington County state's attorney, explained the criminal law process sometimes necessary when an individual commits a crime. In response to a question from Manager Kury, Ms. Donnelly said a homeless person charged with a crime may quickly return to the community due to the conditions of release set by a judge. There isn't anything that can be done about this possible scenario, she said.

Montpelier Police Chief Eric Nordenson said the Police Department is unable to provide the long-term solutions required for assisting the unhoused. City Manager Kury said Community Resource Officers were hired in Burlington to function in a front-line capacity, and some people have been deputized to issue lower-level tickets for consumption of alcohol.

By unanimous consent, the Council reordered the agenda to take public comment as the next item of business.

The Council took a recess at 8:35 p.m., and reconvened at 8:48 p.m.

2026-184. Public Comment

The following members of the public commented on homelessness:

Ben Maniscalco;  
Sue Walbridge;  
Dave Bellini;  
Seth Collins;  
Jay Voorhees;  
Peter Kelman;  
Steve Whitaker;  
Brenda Siegel;  
Ali McGuirk;  
David Sweat;  
Zachary Hughes;  
Harold Megrath; and  
Ken Russell.

2026-182. Homelessness Actionable Plan Discussion

Councilor Brown moved to authorize the City Manager to develop and enter into an MOU with Capstone for use of the basement of City Hall for a temporary shelter on May 8, 9 and 10. Councilor Alfano seconded. The motion carried unanimously (5-0).

After discussion, the Council directed the City Manager to prepare an initial assessment of the possibility of using the City Hall basement as a year-round shelter for homeless people.

Councilors discussed the possibility of further examining the following proposals:

- Community Resource Officer;
- Loitering policies;
- Placement of picnic tables and benches;
- Designating locations for authorized camping;
- Funding for mobile health units;
- Dedicating funds to assist people in securing housing;
- Continuing discussions with partner agencies; and
- Re-evaluating short-term rental regulations.

The Council directed City Manager Kury to schedule a meeting to hold an executive session with legal counsel concerning the possibility of designating authorized camping locations for homeless people.

2026-184. Public Comment

The following members of the public provided additional comments:

- Melanie Hamm;
- Steve Whitaker; and
- Dawn Little.

2026-183. Other Business

There was no other business before the Council and no further Council discussion heard.

Adjournment

Hearing no objection, Mayor Gwinn announced meeting adjournment at 11:12 p.m.

Licenses:

Hunger Mountain Co-op: 2nd class liquor

Namaste Indian Nepali Kitchen: 1st and 3rd class liquor

Parker's Quick Stop: 2nd class liquor, tobacco, tobacco sunstitute

Skinny Pancake: 1st class liquor, Outside Consumption

Cumberland farms: Tobacco, tobacco substitute

Montpelier Vineyards: Outside consumption

Sarducci's: Outside consumption

Curry Leaf: 3rd class liquor

Now is the Time Productions: 1st class liquor



## CITY COUNCIL Agenda Item Cover Sheet

Date: May 13<sup>th</sup>, 2026

Consent    Discussion   X  

**SUBJECT:** Water Resource Recovery Facility (WRRF) 5- year Aerzen Rotary Lobe Compressor Overhall

**SUBMITTING DEPARTMENT:** Department of Public Works

**RECOMMENDED ACTION:** Approve the proposal from Aerzen USA Corporation to inspect and overhaul the old compressor. Authorize the City Manager or her designee to execute purchase order.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development

**EXPENDITURE REQUIRED:** \$15,106.46

**SOURCE OF FUNDS:** Sewer Operating Fund

**LEGAL REQUIREMENTS:** N/A

### BACKGROUND INFORMATION:

The WRRF uses a 75-horsepower Hybrid Rotary Lobe Compressor (Aerzen) to provide dissolved oxygen and mixing to the aerobic bacteria that remove organics in the wastewater process. This compressor is required to run 8,000+ hours per year to provide optimal wastewater treatment. Every 5 years the manufacturer recommends the compressor to be completely overhauled to ensure high-efficiency performance and reliability. A new compressor was recently installed (03/18/26). The proposal from Aerzen is to take the old compressor back to their manufacturing facility and completely overhaul the unit and then return it to the WRRF. This overhauled compressor would act as an emergency spare if necessary or as the required replacement in 5 years' time. The cost of purchasing the recently installed compressor was \$30,447.86. The cost of having our old compressor overhauled and shipped back to the WRRF \$15,106.46.

### SUPPORTING DOCUMENTS:

1. Proposal from Aerzen USA Corporation

**INTERESTED PARTIES:** DPW, Sewer Rate Payers

**CITY MANAGER'S APPROVAL:**

A handwritten signature in cursive script, reading "Kelly Theobalds Key".





# AERZEN

Compressed air, gas  
and vacuum solutions

Montpelier WWF  
949 Dog River Road  
MONTPELIER, VT 05602  
USA

Aerzen USA Corporation  
108 Independence Way  
Coatesville, PA  
19320-1653  
USA

www.aerzen.com  
Phone: 610-380-0244

## Quotation



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Quote no. SEQ-25-007785/ 1  
Date: 05/04/26  
Quote Expiration date: 06/03/26  
Salesperson: John Marjoribanks

Payment Terms: Net 30 days  
Shipment Terms: DAP DELIVERED AT PLACE BUYER UNLOADS NAMED PLACE

Your account no.: 21-05251  
Phone number: +18022239508  
Fax No.:  
Your Inquiry no.: STD OVERHAUL

***This order is governed by Aerzen USA Corp. Terms and Conditions of Sale of Goods and Services.***

***Review at:***

***[https://www.aerzen.com/fileadmin/user\\_upload/worldwide/USA/01\\_images/01-01\\_company/Profile/Terms\\_and\\_Conditions\\_of\\_Sale\\_and\\_Service\\_AMUSA\\_08.2025.pdf](https://www.aerzen.com/fileadmin/user_upload/worldwide/USA/01_images/01-01_company/Profile/Terms_and_Conditions_of_Sale_and_Service_AMUSA_08.2025.pdf)***  
***Any terms or conditions provided by Buyer that conflict with, or are in addition to, Aerzen's Terms and Conditions are expressly rejected unless explicitly agreed to in writing by Aerzen.***

**Serial No. 1641050 Service Items SEI-014384\_S1**

**Item No.: 2000042179, Std Overhaul D36S Delta Hybrid Stage, PI1.5 AWK CL FDA GJL R Z**

| Pos. | Item No.<br>Description      | Quantity | Unit of M. | Unit Price<br>USD | Line Amount<br>USD |
|------|------------------------------|----------|------------|-------------------|--------------------|
|      |                              | 1        |            |                   |                    |
|      | FREIGHT - incoming Duie Pyle |          |            |                   |                    |
|      | INSP-BLOWER-SM               | 1        | each       | 1,000.00          | 1,000.00           |
|      | Inspection, Stage            |          |            |                   |                    |
|      | OH-DH-D036S                  | 1        | each       | 13,433.00         | 13,433.00          |
|      | Standard Overhaul, D36S      |          |            |                   |                    |
|      | Standard Service             |          |            |                   |                    |
|      | 159876000                    | 1        | each       | 25.34             | 25.34              |
|      | Gasket                       |          |            |                   |                    |
|      | 21-001385                    | 1        | each       | 34.96             | 34.96              |

Bank  
Routing  
Account No  
SWIFT  
Remittance email

USD Payments - ACH/Wire  
JP Morgan Chase  
021000021  
350056393  
CHASUS33  
remittance-usa@aerzen.com

USD Payments - Lockbox  
Aerzen USA Corp  
PO Box 21920  
New York, NY 10087-1920  
USA

EUR Payments - Wire  
Commerzbank AG  
Intermediary Bank: COBADEFF  
150113606800EUR  
COBAUS3X  
remittance-usa@aerzen.com



# AERZEN

Compressed air, gas  
and vacuum solutions

Quote no. SEQ-25-007785/ 1

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Gasket Maker

1

FREIGHT - outgoing Duie Pyle

|                     |           |
|---------------------|-----------|
| Total USD Excl. TAX | 15,106.46 |
| Tax Amount          | 0.00      |
| Total USD Incl. TAX | 15,106.46 |

Ship-to Address:  
Montpelier Water Resource Recovery Facility  
949 Dog River Road  
MONTPELIER, VT 05602  
USA

***For questions on this order, please contact your Regional Service Coordinator.***

Aerzen USA Corporation

Bank  
Routing  
Account No  
SWIFT  
Remittance email

USD Payments - ACH/Wire  
JP Morgan Chase  
021000021  
350056393  
CHASUS33  
remittance-usa@aerzen.com

USD Payments - Lockbox  
Aerzen USA Corp  
PO Box 21920  
New York, NY 10087-1920  
USA

EUR Payments - Wire  
Commerzbank AG  
Intermediary Bank: COBADEFF  
150113606800EUR  
COBAUS3X  
remittance-usa@aerzen.com

**SUBJECT:** Big Belly Solar Trashcan Purchase

**SUBMITTING DEPARTMENT:** Department of Public Works

**RECOMMENDED ACTION:** Authorize City Manager or Purchasing Agent to sign purchase order or sale quotes for (2) Big Belly double station systems as outlined in the attached quote.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. **Economic Development**

**EXPENDITURE REQUIRED:** \$15,248.16 with no wrapping. An additional cost of approximately \$163 per unit will apply to wrap the street side with a City Logo. Approximate added cost of \$652 in addition to the amount listed on the quote. Approximately \$15,900.16 with wrapping.

**SOURCE OF FUNDS:** Downtown Transportation Funds + \$2,000 donation from local business owner.

**LEGAL REQUIREMENTS:** N/A

**BACKGROUND INFORMATION:** During the flood of 2023 several trash and recycling components were damaged. Due to ongoing issues with cleanliness around collection points, DPW evaluated alternatives. The Big Belly units had previously been recommended by the Complete Streets Committee, and in 2025 the City purchased its first set. These units have significantly improved cleanliness and the visual appearance of the immediate downtown area. Feedback from both downtown businesses and DPW collection staff has been positive. The units include notification alarms and waste-stream data reporting, which can be used to improve collection operations and support reporting needs.

Montpelier Alive, in collaboration with DPW, secured a Downtown Transportation Fund grant that includes funding for additional units. The stations are solar-powered and fully enclosed, reducing the likelihood of windblown litter and overflow. DPW and Montpelier Alive will work together to determine optimal installation locations.

The anticipated outcome of this purchase is reduced litter in the downtown core and improved overall aesthetics. Additionally, a local business has committed a \$2,000 donation toward the purchase.

**SUPPORTING DOCUMENTS:**

1. Sole Source Letter
2. Quotes

**INTERESTED PARTIES:** Dept. Public Works, Community, Montpelier Alive

**CITY MANAGER'S APPROVAL:**

*Kelly McMichael Ruiz*



February 07, 2025

Zach Blodgett, PE  
Department of Public Works  
City of Montpelier  
39 Main Street  
Montpelier, VT 05602

Subject: **Justification of Sole Source of Supply**

Dear Mr. Blodgett:

Big Belly Solar, LLC ("Bigbelly") is pleased to provide the following information in connection with the City of Montpelier's consideration of using Bigbelly as a sole source supplier for a pending procurement.

As of the date of this letter, in North America, for the City of Montpelier account, only Bigbelly may sell and service the Bigbelly-manufactured smart waste and recycling system and the CLEAN monitoring system, which includes solar-powered compacting and non-compacting public space receptacles with data collection and monitoring capability for waste and recycling operations (the "Bigbelly Products").

Bigbelly has developed and maintains a portfolio of exclusive intellectual property and proprietary use rights for the Bigbelly Products, including:

- Patents – U.S. and international (both granted and pending)
- Copyrights and Trademarks

For the City of Montpelier, Bigbelly Products must be procured by the City from Bigbelly directly; none of Bigbelly's North America agents or distributors is authorized to make that sale.

Please do not hesitate to contact us with any further questions.

Sincerely,

**BIG BELLY SOLAR, LLC**

Signed by:  
By: Brian Phillips  
B23903E415E1472...  
Brian Phillips, CRO

Prices valid for 30 days from the above date.

## BIGBELLY SYSTEM QUOTATION

| Prepared By:                                                                                       | Bill To:                                                     | Ship To:                                                         |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------|
| Jenna Reedy<br>Bigbelly Solar<br>150 A St, Ste 103<br>Needham, MA 02494<br><br>jreedy@bigbelly.com | City of Montpelier<br>39 Main Street<br>Montpelier, VT 05602 | City of Montpelier<br>783 Dog River Road<br>Montpelier, VT 05602 |

This order includes the following items:

| QTY | ITEM                                                                                                                                                                                         | EXTENDED PRICE |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 2   | Smart Max/Smart Double Station with Message Panels, Standard Bins, and One Year CLEAN Software<br><br>Smart Max (Right) with Trash Hopper<br>Smart Companion (Left) with Single Stream Chute | \$14,648.16    |

Customer shall provide shipping instructions (point of contact, receiving hours and delivery address) at the time the order is processed. Shipment will be arranged via carriers selected by Bigbelly at the Customer's expense. Customer shall be responsible for any costs resulting from additional transportation or storage at a 3PL warehouse if the Customer is unavailable to accept delivery.

**Shipping & Handling (one time):** \$600.00

### Purchase Option

**Total System Cost\*:** \$15,248.16 USD  
**Deposit due with order:** \$5,336.86 USD  
**Remainder Due Net 30 days from Invoice Date**

\* Total does not include applicable sales or use taxes.

Sincerely, Jenna Reedy  
Bigbelly Solar, LLC

**ACH Transfer Info:** Cambridge Savings Bank ▪ Acct Name: Big Belly Solar, LLC ▪ Account # 11728865 ▪ Routing # 211371120

**Wire Transfer Info:** Citibank ▪ Acct Name: Cambridge Savings Bank ▪ Account # 71160000000000093 ▪ Routing # 031100209 ▪ Int'l Swift # CITIUS33

**P.O. Box:** Bigbelly Solar LLC, P.O. Box 849518 Boston, MA 02284-9518

**Please include in wire payment notes:** For Further Credit to 11728865, Big Belly Solar, LLC

**Please note that all card transactions will be subject to an additional 3% handling fee.**

All Purchase Orders must reference the above Quote Number (upper right).

This Quotation is subject to the attached Terms and Conditions of Sale, which are attached hereto and incorporated herein, and expressly acknowledged and accepted by Customer as signified by the duly authorized signature below.



All Together Better

April 21, 2026  
Quote Number: Q48555-1  
JR / JR

ACCEPTED AND AGREED BY:

CUSTOMER

By: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

TERMS AND CONDITIONS OF SALE  
Version 9.24.2018

The following Terms and Conditions of Sale ("Agreement") are applicable to any order placed by Customer pursuant to a valid Bigbelly Quotation ("Quotation") that is accepted by Bigbelly ("Order"). Acceptance by Customer of this Agreement, which shall be signified by Customer's duly authorized signature on the face hereof, shall be required for Bigbelly's acceptance of an Order.

1. **SCOPE OF AGREEMENT.** Bigbelly, upon acceptance of an Order placed by Customer, will supply the products to be delivered ("Products") and services to be performed ("Services") as specified in the Quotation to Customer, pursuant to this Agreement and its attachments. Bigbelly's acceptance of an Order is expressly limited to the terms and conditions of this Agreement notwithstanding any contrary provision contained in Customer's purchase orders, acknowledgements or other documents. The details of the Products and Services (e.g. quantity, price, and product specifications) shall be set forth in the relevant Quotation.
2. **ON-SITE SERVICES.** In the event any on-site services (such as installation, warranty repairs) are required as part of the Products and Services, the additional terms set forth in Attachment A attached hereto shall also apply.
3. **PRICE AND PAYMENT.** (a) The prices payable by Customer for the Products and Services by Bigbelly under this Agreement will be specified in the applicable Quotation. Unless otherwise expressly stated in a Quotation, all prices exclude shipping and applicable taxes, all of which are at Customer's expense. (b) Fees shall become payable upon Bigbelly's acceptance of an Order, unless otherwise determined by Bigbelly and agreed to in writing, and all payments shall be made without offset or deduction. Any amounts due from Customer under this Quotation or any related invoice, may not be withheld or offset by Customer against amounts due to Customer by Bigbelly for any reason. All late payments made outside of the agreed upon payment terms will be subject to interest at the rate of the lesser of (i) eighteen percent (18%) per annum or (ii) the highest amount allowed under applicable law. Where upfront payment is required, Bigbelly further reserves the right to withhold shipment of the Products and delay performance of the Services until full payment is made. Any failure by Bigbelly to provide an invoice in a timely manner shall not affect Customer's obligation to make payments. (c) Upon reasonable request by Bigbelly, Customer shall provide evidence of its financial capacity and such other information as Bigbelly reasonably requests to determine credit status or credits limits. (d) Customer shall provide notice within five (5) business days of the occurrence of any event which materially affects Customer's ability to perform its obligations under this Agreement.
4. **SHIPPING AND DELIVERY.** Unless otherwise specified and agreed in an Order, Products and Services will be delivered FOB Origin (Bigbelly's manufacturing facility) and will be shipped to Customer at the address provided via carriers selected by Bigbelly at the Customer's expense. The Parties shall mutually agree on any applicable delivery requirements for all Products and Services specified on an applicable Quotation before such Order will be processed. If no delivery requirements are otherwise specified and agreed, Bigbelly shall process any Order upon receipt of the signed Agreement and Customer's fulfillment of any other order processing requirements set forth by Bigbelly in its sole discretion.
5. **INSPECTION AND ACCEPTANCE.** Customer shall promptly inspect the Products and Services upon delivery or completion. In the event Products or Services are received damaged, defective or not to specification, Customer shall provide Bigbelly with prompt notice of the alleged deficiencies in the Products or performance of Services under the Quotation or this Agreement and Bigbelly shall have a reasonable opportunity to cure any such alleged non-conformance.
6. **SOFTWARE LICENSE.** Customer's use of the software provided as a Product and Service ("Software") is subject to the CLEAN Software License Agreement that accompanies delivery of the Software. All applicable terms, provisions and agreements set forth in the CLEAN Software License Agreement are hereby incorporated herein by reference with the same force and effect as though fully set forth herein. To the extent that the terms set forth in this Agreement are inconsistent with the terms of the CLEAN Software License Agreement, the terms set forth herein shall apply.
7. **WARRANTY.** Bigbelly warrants the Products and Services provided pursuant to a Quotation and this Agreement against manufacturer defects or defects in workmanship, under normal use and service, subject to the exclusions, limitations and conditions set forth in the Bigbelly Standard Limited Warranty.
8. **BREACH.** In addition to all other rights to which a party is entitled under this Agreement, if either party breaches any term of the Quotation or this Agreement, the non-breaching party shall have the right to: (a) terminate the Quotation immediately upon written notice to the other party; and (b) seek to obtain injunctive relief to prevent such breach or to otherwise enforce the terms of this Agreement. Failure to properly demand compliance or performance of any term of the Quotation or this Agreement shall not constitute a waiver of Bigbelly's rights hereunder and prior to any claim for damages being made for non-conformance or breach, Customer shall provide Bigbelly with prompt notice of any alleged deficiencies in the Products or performance of Services under the Quotation or this Agreement and Bigbelly shall have a reasonable opportunity to cure any such alleged non-conformance or breach.
9. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL BIGBELLY BE LIABLE HEREUNDER FOR INCIDENTAL, SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES EVEN IF ADVISED IN ADVANCE OF THE POSSIBILITY FOR SUCH DAMAGES. BIGBELLY'S MAXIMUM AGGREGATE LIABILITY FOR DAMAGES UNDER THIS AGREEMENT AND ANY QUOTATION SHALL BE LIMITED TO THE TOTAL FEES PAID BY CUSTOMER UNDER THE QUOTATION UPON WHICH A CLAIM IS BASED.
10. **INDEMNIFICATION.** Each party, as Indemnitor, shall indemnify, defend and hold harmless the other party, as Indemnitee, its officers, directors, employees, agents, subsidiaries, and other affiliates from and against any and all claims, damages, liabilities, and expenses (including attorney fees) arising from any third-party claim based on Indemnitor's (or its agent's) breach of any representation, warranty, covenant, agreement, or obligation under the Quotation or this Agreement, or Indemnitor's (or its agent's) grossly negligent and/or willful acts or omissions in carrying out its obligations under the Quotation or the Agreement; provided that in no event shall Bigbelly be responsible for any claims arising out of its compliance with instructions, requirements, or specifications provided by or required by Customer (including the use of information, artwork, logos, and/or trademarks provided by Customer). Neither party will be responsible for indemnifying another party hereto where the basis of the indemnity claim arises out of such other party's own negligence or willful misconduct.
11. **CUSTOMER MATERIALS AND DATA.** (a) Customer represents and warrants that any matter it furnishes for the Products or performance of the Services by Bigbelly does not infringe any copyright or trademark or other intellectual property rights of any third party nor does it otherwise violate any laws or infringe the rights of any third party. (b) Customer warrants that it has the right to use, and to have Bigbelly use on behalf of Customer, any data provided to Bigbelly by Customer, including specifically customer names, identifying information, addresses and other contact information and related personal information.
12. **INTELLECTUAL PROPERTY.** Any and all inventions, discoveries, patents, copyrights, trademarks and trade names, commercial symbols, trade secrets, know-how, work product and information or other intellectual property embodying proprietary data existing and owned by Bigbelly as of the date of the Quotation, or made or conceived by employees, consultants, representatives or agents of Bigbelly during the term of this Agreement, shall be and remain at all times the sole and exclusive property of Bigbelly. Customer will obtain no rights thereto other than the limited rights set forth in this Agreement. Without limiting the generality of the foregoing, the parties agree that Bigbelly will own all Software, including all modifications, upgrades and enhancements thereto made during the term of this Agreement.
13. **FORCE MAJEURE.** Any delay or failure of either party to perform its obligations (other than Customer's payment obligation) shall be excused if such failure is caused by an extraordinary event or occurrence beyond the control of the nonperforming party, such as acts of God, fires, floods, windstorms, explosions, natural disasters, wars and sabotage. Each party shall promptly notify the other of the reason for the delay and use its best efforts in curing such cause and shall take all action practicable to minimize the adverse impact of the delay on the other party.
14. **GOVERNING LAW.** Each Quotation and this Agreement shall be governed and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, without reference to its conflicts of law principles. The Parties further agree (i) that any dispute, controversy or claim arising out of or related to this Agreement shall be brought and settled in the state or federal courts located in Boston, Massachusetts; (ii) to irrevocably submit to the exclusive jurisdiction of any such court; and (iii) to waive any right to a jury trial in any litigation arising out of or related to this Agreement.
15. **COMPLIANCE.** Each party shall comply with all state, federal and local laws and regulations applicable to its performance hereunder.
16. **ASSIGNMENT.** Customer may not assign its rights or obligations under this Agreement without the prior written consent of Bigbelly. Pursuant to a valid assignment, the terms and conditions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the Parties.
17. **AMENDMENT AND WAIVER.** This Agreement shall not be amended or modified in any way except by a subsequent written agreement signed by authorized persons of both Parties. Any amendment or waiver effected in accordance with this section shall be binding upon the Parties and their respective successors and assigns. The waiver by a Party of any breach by the other Party will not operate or be interpreted as a waiver of any other or subsequent breach, nor shall the failure or delay in exercising any right or seeking any remedy hereunder operate as a waiver thereof.
18. **SEVERABILITY.** If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid or unenforceable, in whole or in part, such provision shall be interpreted to the maximum extent to which it is valid and enforceable, and the remaining provisions of this Agreement shall continue in full force and effect and not be affected thereby.
19. **SURVIVAL.** In the event any provision of the Quotation or this Agreement is held by a tribunal of competent jurisdiction to be contrary to the law, the remaining provisions of the Order or this Agreement will remain in full force and effect. All sections herein relating to payment, ownership, confidentiality, indemnification and duties of defense, representations and warranties, waiver, waiver of jury trial and provisions which by their terms extend beyond the Term shall survive the termination of the Order and this Agreement.
20. **NOTICE.** Any notice required to be delivered pursuant to this Agreement shall be deemed given when personally delivered to recipient thereof or mailed by registered mail or certified mail, return receipt requested, to the addresses on the Quotation or to such address as either party may designate in the future.
21. **TARIFF ADJUSTMENT.** If new or increased tariffs, duties, or similar governmental charges are imposed after Bigbelly proposes a Quotation or after the executed Quotation is processed, and such charges materially increase the cost to Bigbelly for goods or raw materials, Bigbelly shall be entitled to adjust the prices charged to the Customer to reflect such increased costs. Customer shall then have the right to accept or cancel the order based on the unforeseen price change.
22. **ENTIRE AGREEMENT.** Each Quotation, together with this Agreement including the Attachments, constitute the entire agreement between the Parties regarding the subject matter hereof and merges and supersedes all prior agreements, oral and written, understandings, commitments and writings. Any Order, purchase order or other ordering or acceptance document issued by Customer is for administrative purposes only and does not form part of this Agreement or amend the terms hereof. In the event of any ambiguity or conflict between any of the terms and conditions contained in this Agreement and the terms and conditions contained in an Order, the terms and conditions of this Agreement shall control. The Quotation or this Agreement may not be amended, supplemented, changed, or modified, except by agreement in writing signed by the parties to be bound thereby.



23. COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be deemed an original and together shall constitute one instrument.

ATTACHMENT A  
ADDITIONAL TERMS FOR ON-SITE SERVICES

In the event Bigbelly or its authorized service providers must come on-site to Customer's property in order to perform certain services as part of the Products or Services, the Parties agree that the following terms and conditions shall also apply, as applicable.

For purposes of this Attachment A, the 'Agreement' shall mean the Terms and Conditions of Sale executed between the Parties to which this Attachment A is affixed. The meaning of capitalized and undefined terms appearing herein shall be as set forth in the Agreement unless otherwise indicated. In the event of a conflict between this Attachment A and the Agreement, the terms and conditions of this Attachment A shall prevail solely with respect to the subject matter herein. The terms and conditions of this Attachment A are hereby incorporated into the Agreement by reference.

1. **INFORMATION AND ACCESS.** Customer agrees that Bigbelly's ability perform the Services under the Agreement in a timely manner is dependent upon access to Customer's installation information and locations. Deadlines imposed by the Agreement shall be extended in the event that Customer fails to provide such information and/or access to Bigbelly in a timely manner.
2. **SITE PREPARATION.** Customer agrees to provide a poured concrete pad if the intended installation surface does not meet Bigbelly's specifications. If Customer's installation surface does not meet such specifications, any additional cost associated with Bigbelly's efforts to properly prepare the surface will be at Customer's expense. It is the Customer's responsibility to remove, at Customer's expense, existing bins or any other items from the locations where Bigbelly stations will be installed.
3. **INSTALLATION.** Bigbelly will install the equipment at mutually agreed upon locations, including semi-permanent attachment to the ground. Installation will be in accordance with the delivery and installation schedule agreed to by the Parties prior to commencement of the Services.
4. **INSURANCE.** Bigbelly shall maintain, during its performance of the Services provided hereunder, liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by Bigbelly. Bigbelly shall furnish copies of such insurance policies upon request.



**CITY COUNCIL Agenda Item Cover Sheet**

**Date:** May 13<sup>th</sup>, 2026

**Consent**    **Discussion**   X  

**SUBJECT:** Berlin Street Sewer Replacement

**SUBMITTING DEPARTMENT:** Department of Public Works

**RECOMMENDED ACTION:** Authorize City Manager or Purchasing Agent to sign a contract with the lowest responsive responsible bidder for the Berlin Street Sewer Replacement Project.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. **Infrastructure**
3. Economic Development

**EXPENDITURE REQUIRED:** Engineers Estimate \$879,000

**SOURCE OF FUNDS:** 2026 Sewer Bond

**LEGAL REQUIREMENTS:** N/A

**BACKGROUND INFORMATION:** DPW hired Dufresne Group to prepare engineering plans and specifications for the Berlin Street Sewer Replacement Project. Berlin Street is currently scheduled for repaving as part of the FY28 paving program, and in order to proceed with that work, the existing sewer main must be replaced. The project was advertised to contractors and posted on the Vermont Bid Registry. Bids will be opened at 10:00 AM on May 8, 2026, and the bid results will be included in the council meeting materials. DPW recommends awarding the project to the lowest responsive and responsible bidder meeting all bid requirements.

**SUPPORTING DOCUMENTS:**

1. Bid Tabulation
2. Engineers Estimate and Plans

**INTERESTED PARTIES:** Dept. Public Works, Berlin Street Residents

**CITY MANAGER'S APPROVAL:**

*Kelly McMichael-King*

**CONSTRUCTION AND TOTAL PROJECT COST ESTIMATE**  
**BERLIN STREET SEWER REPLACEMENT**  
**MONTPELIER, VERMONT**  
**April 20, 2026**

| Item No. | Item Description                          | Estimated Quantity | Units | Unit Price | Estimated Cost     |
|----------|-------------------------------------------|--------------------|-------|------------|--------------------|
| 1        | 8-inch SDR35 PVC Sewer Main               | 1,285              | LF    | \$ 150     | \$192,750          |
| 2        | 8-inch C900 PVC Sewer Main                | 80                 | LF    | \$ 175     | \$14,000           |
| 3        | Precast Concrete Manhole                  | 60                 | VF    | \$ 1,000   | \$60,000           |
| 4A       | 6" SDR35 PVC Sewer Service                | 850                | LF    | \$ 155     | \$131,750          |
| 4B       | 8" x 6" Sewer Service Wye                 | 28                 | EA    | \$ 425     | \$11,900           |
| 4C       | 6" Sewer Service Cleanout                 | 28                 | EA    | \$ 800     | \$22,400           |
| 5        | Permanent Trench Pavement                 | 1,800              | SY    | \$ 80      | \$144,000          |
| 6        | Temporary Trench Pavement                 | 1,800              | SY    | \$ 45      | \$81,000           |
| 7        | Remove and Reset Granite Curb             | 190                | LF    | \$ 60      | \$11,400           |
| 8        | Remove and Replace Concrete Sidewalk      | 70                 | SY    | \$ 125     | \$8,750            |
| 9        | Ledge Removal                             | 10                 | CY    | \$ 200     | \$2,000            |
| 10       | Boulder Removal                           | 10                 | CY    | \$ 100     | \$1,000            |
| 11       | Common Fill                               | 10                 | CY    | \$ 50      | \$500              |
| 12       | Excavation Below Grade with Gravel Refill | 10                 | CY    | \$ 80      | \$800              |
| 13       | Exploratory Excavation                    | 300                | CY    | \$ 75      | \$22,500           |
| 14       | 4-inch Thick Rigid Board Insulation       | 160                | SF    | \$ 8       | \$1,280            |
| 15       | Miscellaneous Work and Cleanup            | 1                  | LS    | \$ 172,970 | \$172,970          |
|          |                                           |                    |       |            | \$0                |
|          | <b>Total Construction</b>                 |                    |       |            | <b>\$879,000</b>   |
|          | Contingency                               |                    |       |            | \$88,000           |
|          | Preliminary Engineering                   |                    |       |            | \$0                |
|          | Final Design Engineering                  |                    |       |            | \$23,160           |
|          | Construction Phase Engineering            |                    |       |            | \$0                |
|          | Legal, Administration, Fiscal             |                    |       |            | \$17,840           |
|          | <b>TOTAL PROJECT COST</b>                 |                    |       |            | <b>\$1,008,000</b> |

NOTES

- 1 Construction costs are based on 100% Design Drawings dated 4/20/2026.
- 2 Contingencies are estimated at 10% of the Total Construction Cost.
- 3 Costs for Final Design Engineering are based on executed contract amounts. Construction Phase Engineering is to be provided by the City of Montpelier and the costs are not included in this cost estimate.
- 4 Legal, fiscal and administrative costs are estimated at 2% of the construction cost.
- 5 The cost estimates are dated April 2026.
- 6 Construction and total project costs are developed by Dufresne Group.



# BERLIN STREET SEWER REPLACEMENT MONTPELIER, VERMONT

APRIL 23, 2026

**CITY MANAGER**

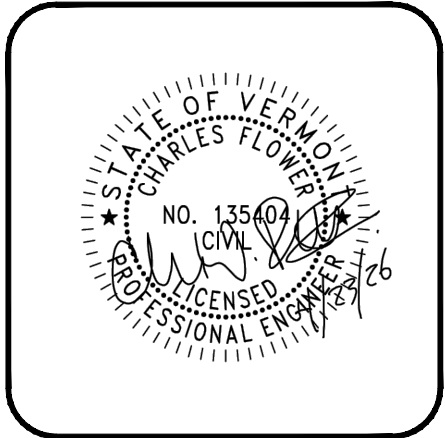
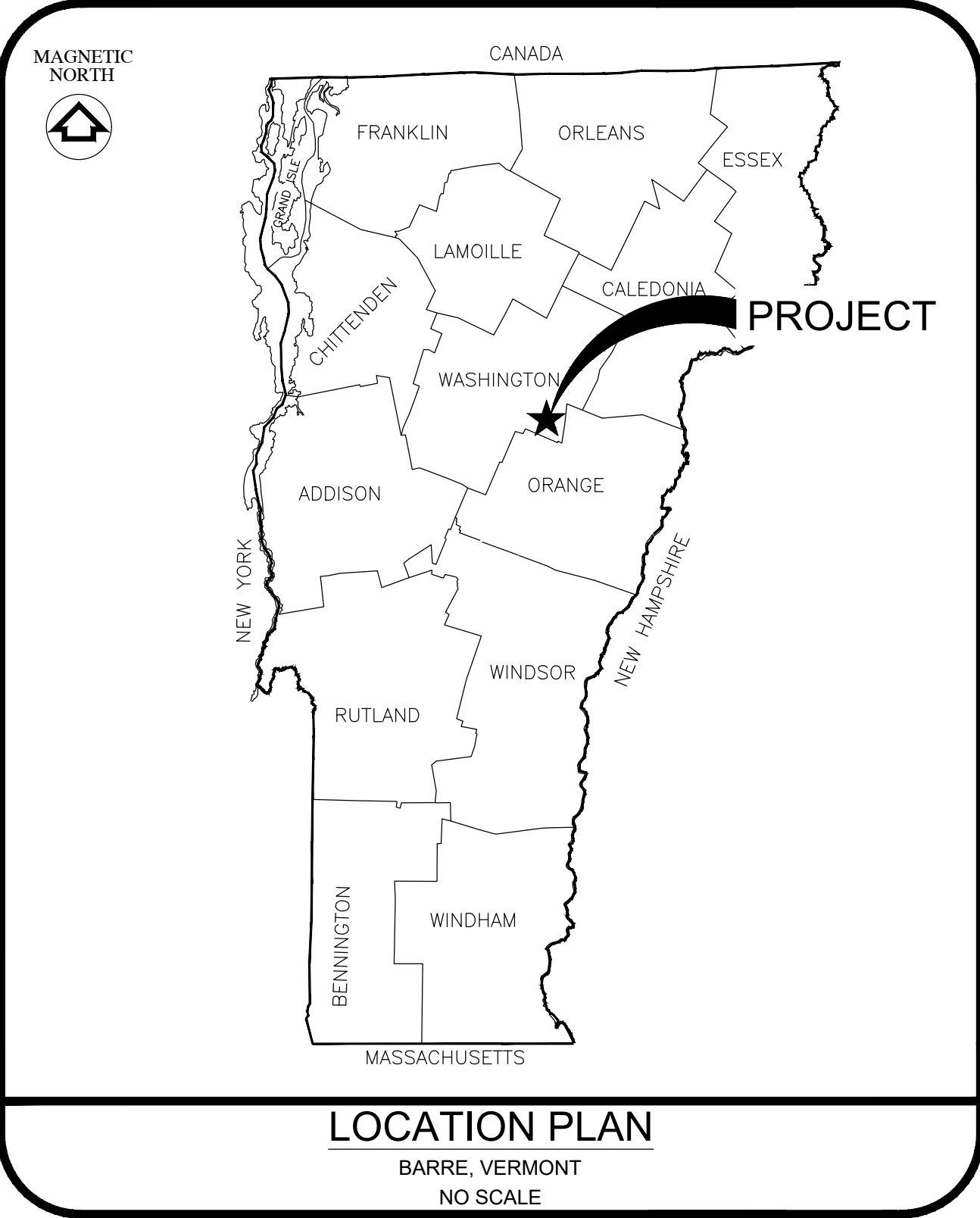
*KELLY McNICOLAS KURY*

**PUBLIC WORKS DIRECTOR**

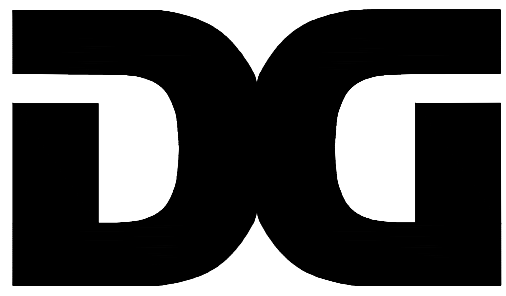
*KURT MOTYKA, PE*

## INDEX OF SHEETS

| SHEET | TITLE                                               |
|-------|-----------------------------------------------------|
|       | COVER                                               |
| G1    | GENERAL NOTES, LEGEND AND ABBREVIATIONS             |
| C1    | SEWER MAIN PLAN AND PROFILE - STA 0+00 TO 4+70      |
| C2    | SEWER MAIN PLAN AND PROFILE - STATION 4+70 TO 9+30  |
| C3    | SEWER MAIN PLAN AND PROFILE - STATION 9+30 TO 14+35 |
| C4    | TYPICAL SEWER DETAILS                               |
| C5    | TYPICAL SIDEWALK DETAILS                            |



**BID  
DOCUMENTS**  
DO NOT REVISE



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• • •

Dufresne Group is owned by Dufresne & Associates, PC



GENERAL NOTES:

1. EXISTING PLANIMETRIC INFORMATION SHOWN ON THESE PLANS IS BASED ON DATA OBTAINED FROM THE STATE OF VERMONT CENTER FOR GEOGRAPHIC INFORMATION (VCGI) AND OTHER AVAILABLE MAPPING SOURCES. THIS INFORMATION IS APPROXIMATE AND WAS NOT VERIFIED BY A TOPOGRAPHIC FIELD SURVEY..
2. LOCATIONS OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE BASED ON GIS AND UTILITY MAPPING PROVIDED BY THE CITY OF MONTPELIER AND ARE APPROXIMATE. PRIOR TO PLANNING CONSTRUCTION, THE CONTRACTOR SHALL COORDINATE WITH THE CITY OF MONTPELIER DEPARTMENT OF PUBLIC WORKS AND ALL APPLICABLE UTILITY OWNERS TO HAVE EXISTING UTILITIES FIELD MARKED AND VERIFIED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES PRIOR TO EXCAVATION
3. RIGHT-OF-WAY AND PROPERTY LINE INFORMATION SHOWN ON THESE PLANS IS BASED ON DATA OBTAINED FROM THE STATE OF VERMONT CENTER FOR GEOGRAPHIC INFORMATION (VCGI) AND IS APPROXIMATE. THIS INFORMATION WAS NOT VERIFIED BY ANY BOUNDARY SURVEYS.
4. GENERALLY HEAVY OR DARK LINE WORK OR NOTES REFER TO PROPOSED IMPROVEMENTS. LIGHT LINE WORK OR SCREENED GENERALLY REFERS TO EXISTING FEATURES.
5. ALL EXISTING UNDERGROUND UTILITIES WERE LOCATED USING THE BEST AVAILABLE INFORMATION. CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL UTILITIES WHETHER OR NOT THEY ARE SHOWN ON THE PLANS. ALL REPAIRS TO DAMAGED UTILITIES SHALL BE MADE BY THE CONTRACTOR USING MATERIALS APPROVED BY THE ENGINEER PRIOR TO INSTALLATION.
6. EXPLORATORY EXCAVATION MAY BE REQUIRED TO LOCATE UNDERGROUND UTILITIES. CONTRACTOR SHALL USE EXTREME CAUTION TO PREVENT DAMAGE TO EXISTING UTILITIES. CONTRACTOR SHALL COORDINATE WITH DIG SAFE (1-888-DIG SAFE) A MINIMUM OF OR 72 HOURS PRIOR TO EXCAVATION.
7. CONTRACTOR SHALL VERIFY LOCATION OF ALL OVERHEAD AND UNDERGROUND ELECTRIC, CABLE AND TELEPHONE LINES AND TAKE NECESSARY PRECAUTIONS DURING CONSTRUCTION. CONTRACTOR SHALL CONTACT THE LOCAL POWER UTILITY AND TELEPHONE UTILITY REGARDING ANY NECESSARY SUPPORT OF ANY UTILITY POLES DURING CONSTRUCTION. LOCAL ELECTRIC UTILITY IS GREEN MOUNTAIN POWER. LOCAL PHONE UTILITY IS CONSOLIDATED COMMUNICATIONS.
8. PRIOR TO COMMENCING SEWER MAIN CONSTRUCTION, THE CONTRACTOR SHALL LOCATE ALL EXISTING SEWER SERVICES WITHIN THE PROJECT LIMITS. IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO IDENTIFY THE LOCATION AND DEPTH OF EACH SERVICE LINE SO CONNECTIONS CAN BE MADE AS SPECIFIED IN THE CONTRACT DOCUMENTS. THE METHOD FOR LOCATING EXISTING SEWER SERVICES SHALL BE CLOSED-CIRCUIT TELEVISION (CCTV) INSPECTION OF ALL EXISTING MAINS IN THE PROJECT AREA AND, IF NECESSARY, SERVICE PIPING. CCTV SHALL BE UTILIZED TO THE MAXIMUM EXTENT POSSIBLE TO MINIMIZE SURFACE DISTURBANCE. THE CONTRACTOR MAY, WITH PROPERTY OWNER PERMISSION AND IN COORDINATION WITH THE MONTPELIER DEPARTMENT OF PUBLIC WORKS, CONDUCT BASEMENT INSPECTIONS TO ASSIST IN DETERMINING SERVICE ALIGNMENT, DEPTH, AND CONNECTION LOCATION.
9. EXPLORATORY EXCAVATION MAY BE PERFORMED TO LOCATE EXISTING SEWER SERVICE PIPING ONLY WITH THE APPROVAL OF THE OWNER OR ENGINEER.
10. THE CONTRACTOR SHALL INSTALL NEW SEWER SERVICE PIPING TO THE RIGHT-OF-WAY AND A CLEANOUT FOR EACH EXISTING SEWER SERVICE IN THE PROJECT AREA. LOCATIONS OF PROPOSED SEWER SERVICES, CLEANOUTS, AND SERVICE WYE FITTINGS SHOWN ON THE PLANS AND PROFILES ARE APPROXIMATE AND PROVIDED FOR REFERENCE ONLY. THE ACTUAL LOCATIONS OF ALL PROPOSED SEWER SERVICE CONNECTIONS, FITTINGS, AND CLEANOUTS SHALL BE DETERMINED BASED ON THE RESULTS OF CCTV INVESTIGATION, EXPLORATORY EXCAVATION, AND COORDINATION WITH PROPERTY OWNERS AND THE DEPARTMENT OF PUBLIC WORKS.
11. CONTRACTOR SHALL MAKE EVERY EFFORT NECESSARY TO ALLOW UNRESTRICTED ACCESS TO AND FROM DRIVEWAYS AND SIDE STREETS LOCATED ALONG THE PROJECT SITE.
12. THE CONTRACTOR SHALL MAINTAIN SAFE AND CONTINUOUS PEDESTRIAN ACCESS THROUGH THE PROJECT AREA AT ALL TIMES. TEMPORARY WALKWAYS, RAMPS, AND CROSSINGS SHALL BE PROVIDED AS NECESSARY TO DIRECT PEDESTRIANS AWAY FROM VEHICULAR TRAFFIC AND CONSTRUCTION OPERATIONS. ALL PEDESTRIAN ACCOMMODATIONS SHALL BE STABLE, CLEARLY DELINEATED, AND COMPLIANT WITH APPLICABLE MUTCD AND ADA REQUIREMENTS.
13. TECHNICAL SPECIFICATIONS PROVIDE NECESSARY INFORMATION AND ARE PART OF THE CONTRACT DOCUMENTS FOR THIS PROJECT.
14. ALL DISTURBED GRASSED AREAS SHALL BE RESTORED TO CLASS A RESTORATION UNLESS OTHERWISE SHOWN. CONTRACTOR IS RESPONSIBLE FOR REMOVAL, CARE & REPLANTING OF ALL PLANTINGS AND SHRUBS DISTURBED DURING CONSTRUCTION.
15. LISTING OF ADAPTERS, FITTINGS, NIPPLES, ETC IS FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. ADDITIONAL MATERIALS MAY BE REQUIRED.
16. PAVEMENT RESTORATION SHALL BE PERMANENT TRENCH PAVEMENT. REFER TO THE SPECIFICATIONS FOR PAVEMENT RESTORATION DETAILS.
17. ANY PAVEMENT MARKINGS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED.
18. ALL TRAFFIC CONTROL AND SIGNAGE SHALL BE IN ACCORDANCE WITH MUTCD.
19. WHEN PLANNING FOR NEW MANHOLE INSTALLATION AND/OR CONNECTING TO EXISTING PIPING SYSTEMS, CONTRACTOR SHALL CONFIRM EXISTING LOCATIONS, SIZES AND ELEVATIONS OF INVERTS PRIOR TO ORDERING PRECAST STRUCTURES. EXPLORATORY EXCAVATION MAY BE REQUIRED.
20. MINIMUM VERTICAL CLEARANCE BETWEEN NEW SEWER MAINS AND ALL EXISTING UTILITIES, EXCEPT WATER MAINS AND SERVICES, SHALL BE SIX (6) INCHES AT CROSSING LOCATIONS. FOR SEPARATION FROM WATER MAINS AND SERVICES, REFER TO THE DRAWING PROFILES AND DETAILS ON SHEET C4.
21. MINIMUM VERTICAL CLEARANCE BETWEEN EXISTING WATER MAINS AND NEW SEWERS SHALL BE EIGHTEEN (18) INCHES MINIMUM AT CROSSING LOCATIONS OR AS INDICATED IN THE DESIGN PROFILES.
22. ALL EXISTING PIPES AND STRUCTURES ENCOUNTERED SHALL BE VERIFIED WITH THE CITY AND ENGINEER TO DETERMINE WHETHER OR NOT THEY SHOULD BE CONNECTED TO THE NEW UTILITY SYSTEMS OR BE REMOVED AND ABANDONED. ALL WORK FOR ABANDONING OR REMOVING UTILITIES SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS.
23. SEWER SERVICE SHALL BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION. THE CONTRACTOR SHALL PROVIDE BYPASS PUMPING OF THE EXISTING SEWER SYSTEM, AS NECESSARY, TO MAINTAIN FLOW AND PREVENT BACKUPS, AND SHALL CONNECT EXISTING SEWER SERVICES TO TEMPORARY PIPING AS REQUIRED TO MAINTAIN SERVICE. ALL COSTS RELATED TO BYPASS PUMPING, TEMPORARY PIPING, MAINTAINING SEWER SERVICE, AND TEMPORARY AND PERMANENT SERVICE CONNECTIONS, INCLUDING ALL LABOR, MATERIALS, EQUIPMENT, AND INCIDENTAL WORK, SHALL BE CONSIDERED INCIDENTAL TO MISCELLANEOUS WORK AND CLEANUP. REFER TO THE PROJECT SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
24. THE CONTRACTOR IS RESPONSIBLE FOR CLEANING AND TESTING ALL NEW SEWER MAINS AND MANHOLES. CONTRACTOR TO DISCUSS PROCEDURES WITH THE OWNER AND ENGINEER PRIOR TO PLANNING TESTING ACTIVITIES. SEWER PIPING AND MANHOLES SHALL BE TESTED IN ACCORDANCE WITH THE VAOT 2024 STANDARD SPECIFICATIONS FOR CONSTRUCTION. REFER TO SPECIFICATION SECTION 02530 FOR ADDITIONAL REQUIREMENTS.
25. NEW SEWER SERVICE CONNECTIONS SHALL NOT BE COMPLETED UNTIL NEW SEWER PIPING AND MANHOLES HAVE BEEN TESTED IN ACCORDANCE WITH THE SPECIFICATIONS AND ACCEPTED BY THE ENGINEER.
26. CONNECTIONS TO EXISTING SEWER SERVICES SHALL BE MADE USING MAXADAPTOR SEWER COUPLINGS MANUFACTURED BY GRIPPER GASKET, LLC. CONNECTIONS FOR SEWER MAIN PIPING SHALL BE MADE USING RIGID COUPLINGS. REFER TO PROJECT SPECIFICATION 02530 FOR REQUIREMENTS FOR RIGID COUPLINGS USED FOR SEWER MAIN CONNECTIONS.
27. ANY EXISTING SEWER, DRAIN, OR OTHER PIPELINE DAMAGED, BROKEN, OR OTHERWISE DISTURBED DURING CONSTRUCTION SHALL BE PROMPTLY REPAIRED OR REPLACED AND RESTORED TO FULL SERVICE AT NO ADDITIONAL COST TO THE OWNER.
28. ALL SEWER MAIN PIPE SHALL BE DEFLECTION TESTED AFTER COMPLETION OF BACKFILL AND PRIOR TO FINAL ACCEPTANCE. DEFLECTION TESTING SHALL BE PERFORMED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS. ANY PIPE EXCEEDING THE MAXIMUM ALLOWABLE DEFLECTION SHALL BE RE-BEDDED OR REPLACED AND RE-TESTED AT NO ADDITIONAL COST TO THE OWNER.
29. SANITARY SEWER SERVICES MAY EXIST WITHIN THE PROJECT LIMITS THAT ARE NOT CURRENTLY ACTIVE. THE CONTRACTOR SHALL COORDINATE WITH THE CITY OF MONTPELIER DEPARTMENT OF PUBLIC WORKS TO DETERMINE WHETHER EACH SERVICE IS ACTIVE OR ABANDONED PRIOR TO PLANNING SEWER MAIN CONSTRUCTION. ACTIVE SERVICES SHALL BE RECONNECTED TO THE NEW MAIN. SERVICES DETERMINED TO BE ABANDONED SHALL BE PROPERLY ABANDONED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
30. THIS PROJECT LIES WITHIN AN URBAN SOILS BACKGROUND AREA AS DESIGNATED BY THE VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION (VTDEC). THE CONTRACTOR SHALL MANAGE ALL EXCAVATED SOILS IN ACCORDANCE WITH APPLICABLE VTDEC REGULATIONS AND GUIDANCE, INCLUDING THE INVESTIGATION AND REMEDIATION OF CONTAMINATED PROPERTIES RULE (I-RULE), AS APPLICABLE. COSTS ASSOCIATED WITH COMPLIANCE WITH APPLICABLE REGULATIONS SHALL BE CONSIDERED INCIDENTAL TO MISCELLANEOUS WORK AND CLEANUP.
31. REMOVED EXISTING MANHOLE FRAMES AND COVERS SHALL BE DELIVERED TO THE CITY SEWER OR HIGHWAY DEPARTMENT. ALL EXISTING UTILITY PIPING, MANHOLE CONCRETE BODIES, AND APPURTENANCES REMOVED AS PART OF THE WORK SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE SITE AND PROPERLY DISPOSED OF AT AN APPROVED FACILITY IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS. ALL COSTS ASSOCIATED WITH REMOVAL, DISPOSAL, AND RESTORING SURFACES TO GRADE SHALL BE CONSIDERED INCIDENTAL TO MISCELLANEOUS WORK AND CLEANUP.
32. ALL EXISTING INACTIVE WATER AND/OR SEWER PIPING ENCOUNTERED WITHIN THE PIPE TRENCH SHALL BE REMOVED AND CAPPED AT THE TRENCH LIMITS. ALL ABANDONED PIPING SHALL HAVE OPEN ENDS SEALED WITH A MINIMUM OF 18 INCHES OF CONCRETE. CONCRETE SHALL COMPLETELY FILL THE PIPE CROSS-SECTION.
33. ALL SEWER SERVICES SHALL BE REPLACED TO THE RIGHT OF WAY, AND AS INDICATED IN THE DESIGN DRAWINGS. THE CONTRACTOR SHALL COORDINATE WITH THE DEPARTMENT OF PUBLIC WORKS TO DETERMINE THE LOCATIONS OF ALL NEW SEWER SERVICE CLEANOUTS.
34. TRANSITIONS FROM C900 PVC PIPE TO SDR35 PVC PIPE SHALL BE MADE USING ADAPTER COUPLINGS SPECIFICALLY MANUFACTURED FOR CONNECTION OF C900 PVC TO SDR35 PVC PIPE. COUPLINGS SHALL BE DESIGNED FOR THE ACTUAL OUTSIDE DIAMETERS OF THE CONNECTING PIPES AND SHALL PROVIDE A SMOOTH INTERIOR TRANSITION. STANDARD OR UNIVERSAL COUPLINGS SHALL NOT BE PERMITTED. REFER TO THE SPECIFICATION SECTION 02530 FOR ADDITIONAL REQUIREMENTS.
35. SINGLE OR DOUBLE-LANE ROAD CLOSURES MAY BE UTILIZED WITH APPROVAL OF THE OWNER OR ENGINEER. ONE-WAY ALTERNATING TRAFFIC SHALL BE MAINTAINED AT ALL TIMES UNLESS OTHERWISE APPROVED BY THE ENGINEER. ONE-WAY TRAFFIC WITH A SIGNED DETOUR MAY BE PERMITTED UPON APPROVAL OF THE ENGINEER. FULL ROAD CLOSURES (NO THROUGH TRAFFIC IN EITHER DIRECTION) SHALL ONLY BE PERMITTED WITH PRIOR APPROVAL FROM THE CITY COUNCIL. REFER TO SECTION 01570 IN THE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.

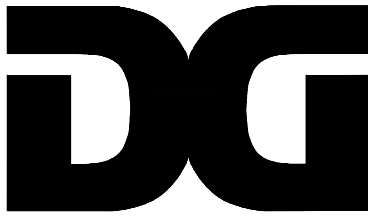
ABBREVIATION LIST

| ABB   | DESCRIPTION                          |
|-------|--------------------------------------|
| ASP   | ASPHALT                              |
| BL    | BREAK LINE                           |
| BLDG  | BUILDING                             |
| CB    | CATCH BASIN                          |
| CI    | CAST IRON                            |
| CL    | CENTER LINE                          |
| CMP   | CORRUGATED METAL PIPE                |
| CO    | CLEANOUT                             |
| DI    | DUCTILE IRON                         |
| GV    | GATE VALVE                           |
| INV   | INVERT                               |
| MB    | MAIL BOX                             |
| MH    | MANHOLE                              |
| OHU   | OVERHEAD UTILITIES                   |
| PCCSP | POLYMER COATED CORRUGATED STEEL PIPE |
| RCP   | REINFORCED CONCRETE PIPE             |
| RD    | ROAD                                 |
| SMH   | SEWER MANHOLE                        |
| ST    | STREET                               |
| STA   | STATION                              |
| TYP   | TYPICAL                              |
| UP    | UTILITY POLE                         |
| WSO   | WATER SHUTOFF                        |

EROSION AND SEDIMENT CONTROL NOTES:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR EROSION PREVENTION AND SEDIMENTATION CONTROL IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, INCLUDING, ALL STATE AND FEDERAL PERMITS AND GUIDELINES.
2. THE CONTRACTOR SHALL COMPLY WITH THE STATE OF VERMONT LOW RISK SITE HANDBOOK FOR EROSION PREVENTION AND SEDIMENT CONTROL.
3. THE CONTRACTOR SHALL PROMPTLY STABILIZE ALL DISTURBED GRASSY AREAS IN ACCORDANCE WITH THE VERMONT LOW RISK SITE HANDBOOK. STABILIZATION SHALL BE COMPLETED PRIOR TO FORECASTED RAIN EVENTS AND AS NECESSARY TO PREVENT EROSION AND SEDIMENT TRANSPORT.
4. TEMPORARY PAVEMENT SHALL BE INSTALLED ON ALL DISTURBED PAVED SURFACES WHERE GRAVEL OR SOIL IS EXPOSED. TEMPORARY PAVEMENT SHALL BE INSTALLED AT A MINIMUM EVERY 7 DAYS, AND PRIOR TO FORECASTED RAIN EVENTS, AND SHALL BE MAINTAINED IN GOOD CONDITION UNTIL PERMANENT PAVEMENT IS INSTALLED.

| LEGEND          |                            |           |                     |
|-----------------|----------------------------|-----------|---------------------|
| EXISTING        |                            | PROPOSED  |                     |
| --- 601 ---     | MINOR CONTOUR              | — s — s — | SEWER MAIN          |
| --- 605 ---     | MAJOR CONTOUR              | ┌         | PIPE CAP            |
|                 | PAVED ROAD/DRIVE           | ■         | CONNECTION COUPLING |
| --- --- --- --- | GRAVEL ROAD/DRIVE          | Ⓢ         | SEWER MANHOLE       |
| --- -- --- ---  | RIGHT OF WAY               | Ⓔ         | CLEANOUT            |
| — W ——— W —     | WATER MAIN                 |           |                     |
| — S ———         | SEWER MAIN                 |           |                     |
| — D ——— D —     | STORM DRAIN                |           |                     |
| — OHU ———       | OVERHEAD UTILITIES         |           |                     |
|                 | BUILDING/STRUCTURE OUTLINE |           |                     |
|                 | WOOD FENCE                 |           |                     |
|                 | TREE LINE                  |           |                     |
|                 | FIRE HYDRANT               |           |                     |
|                 | WATER SHUTOFF              |           |                     |
|                 | WATER VALVE                |           |                     |
| Ⓢ               | SEWER MANHOLE              |           |                     |
| Ⓣ               | STORM MANHOLE              |           |                     |
| Ⓜ               | CATCH BASIN                |           |                     |
|                 | SIGNS                      |           |                     |
| ┌               | UTILITY POLE               |           |                     |
| MB              | MAILBOX                    |           |                     |
|                 | TREE                       |           |                     |
|                 | SHRUB/BUSH                 |           |                     |



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BERLIN STREET  
SEWER REPLACEMENT

GENERAL NOTES, LEGEND  
AND ABBREVIATIONS

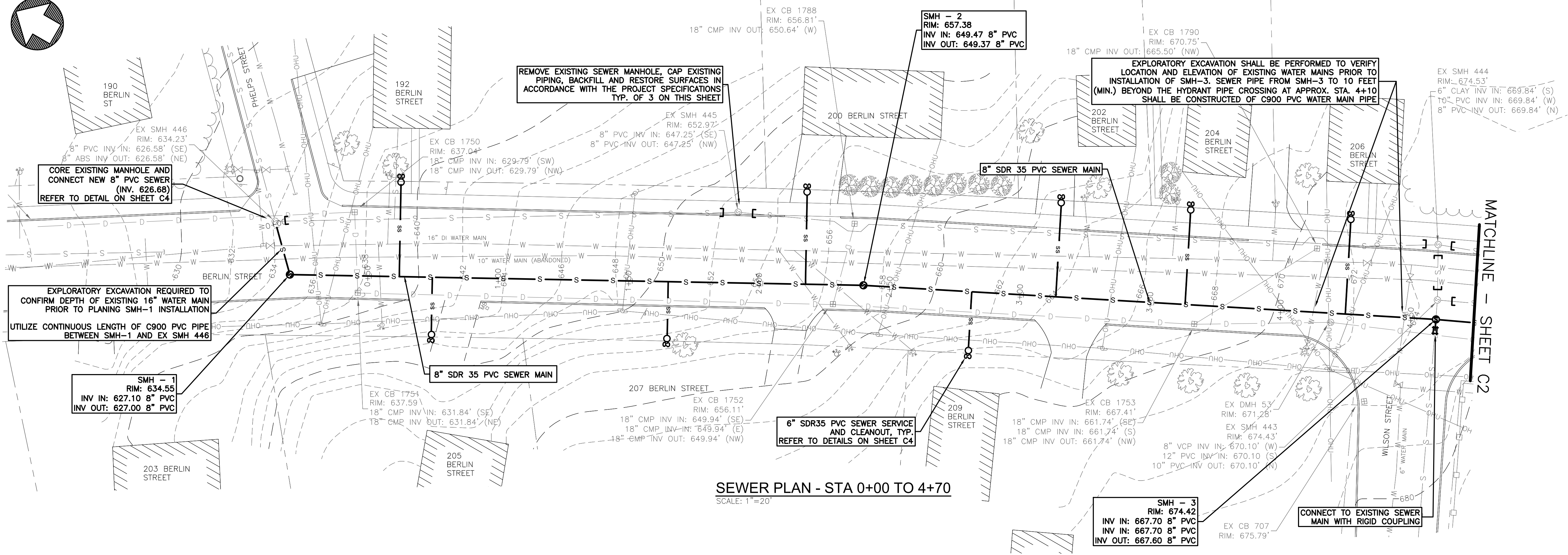
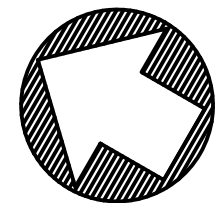
MONTPELIER, VERMONT

|              |                |
|--------------|----------------|
| Project #    | 3125012        |
| Project Mgr. | C.W.FLOWER     |
| Design by    | A.M.GURNEY     |
| Drawn by     | A.M. GURNEY    |
| Reviewed by  | R.N.GOODWIN    |
| Approved by  | C.W.FLOWER     |
| Date         | APRIL 23, 2026 |
| Scale        | AS SHOWN       |

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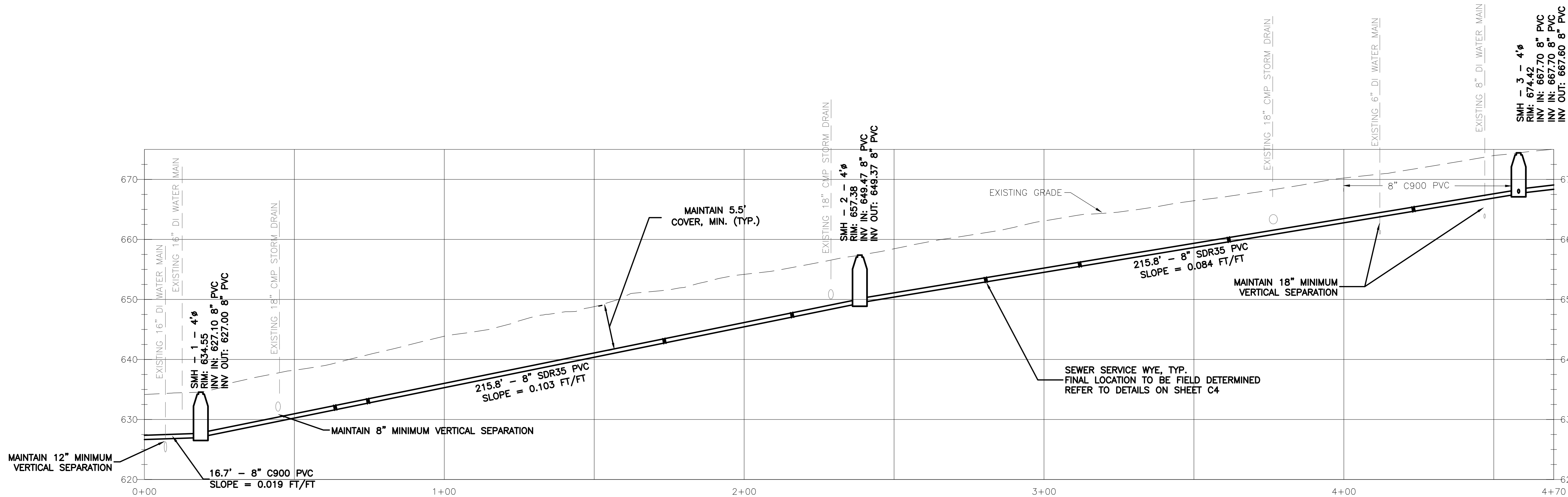
G1





SEWER PLAN - STA 0+00 TO 4+70

SCALE: 1"=20'



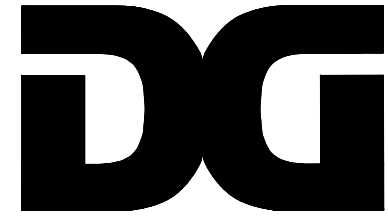
SEWER PROFILE - STA 0+00 TO 4+70

SCALE: H= 1"=20'  
V= 1"=10'

NOTES:

1. REFER TO SHEET G1 FOR GENERAL NOTES, LEGEND, AND ABBREVIATIONS.
2. ALL NEW MANHOLES SHALL BE INSTALLED IN THE CENTER OF THE SOUTHBOUND TRAVEL LANE. FINAL LOCATIONS SHALL BE COORDINATED WITH THE DEPARTMENT OF PUBLIC WORKS.
3. 8" C900 PVC PIPE TO BE UTILIZED FROM STA 0+00 (EX SMH 446) TO STA 0+18 (SMH 1), AND FROM STA 4+00 TO STA 4+58 (SMH 3).

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BERLIN STREET  
SEWER REPLACEMENT

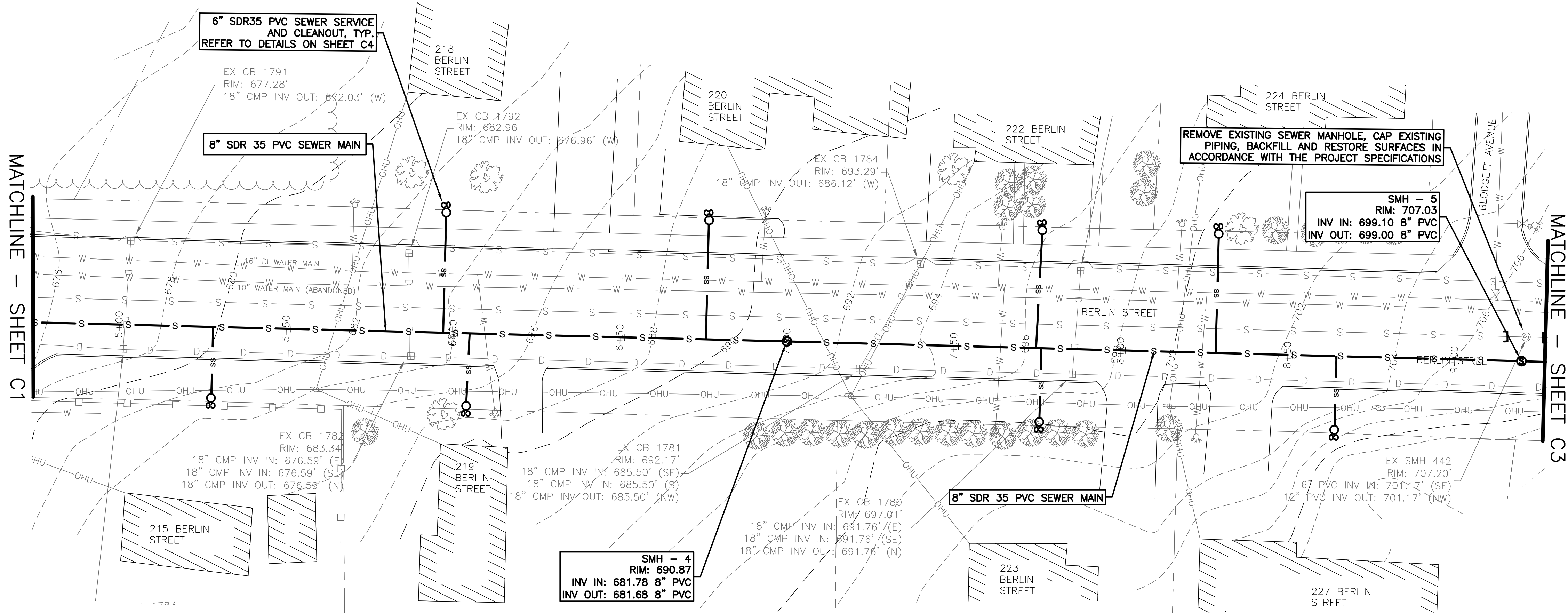
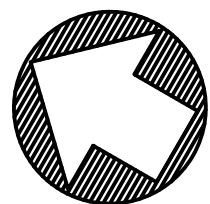
SEWER MAIN PLAN AND PROFILE  
STA 0+00 TO STA 4+70

MONTPELIER, VERMONT

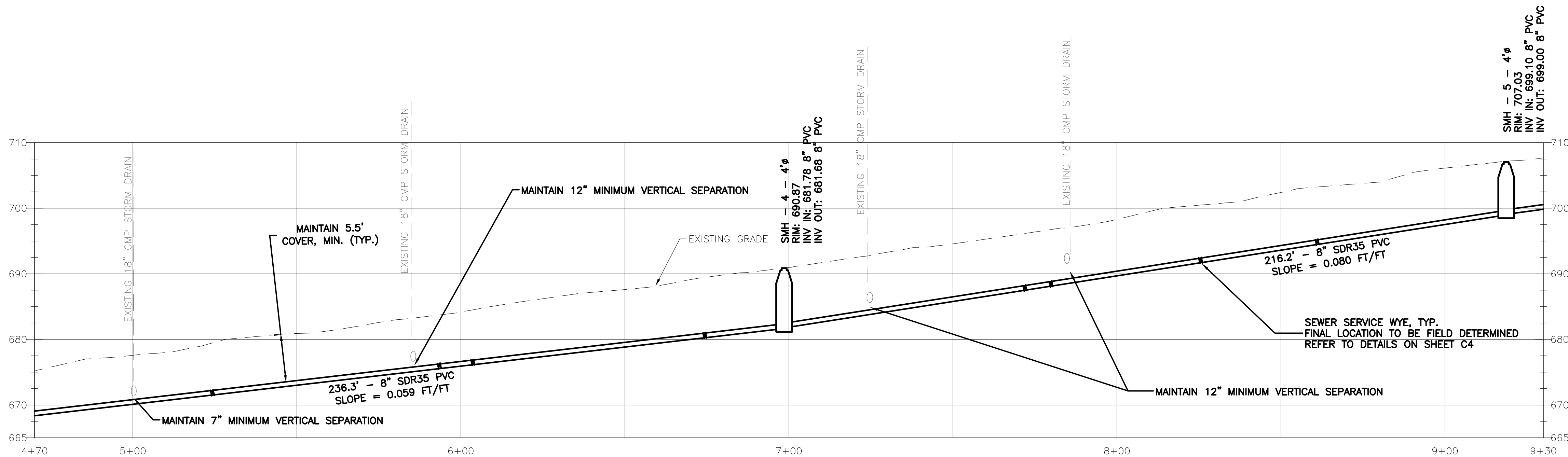
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| Drawn by     | A.M.GURNEY     |
| Reviewed by  | R.N.GOODWIN    |
| Approved by  | C.W.FLOWER     |
| Date         | APRIL 23, 2026 |
| Scale        | AS SHOWN       |

C1





SEWER PLAN - STA 4+70 TO 9+30  
SCALE: 1"=20'

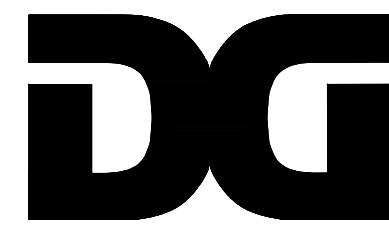


SEWER PROFILE - STA 4+70 TO 9+30  
SCALE: H=1"=20'  
V=1"=10'

NOTES:

1. REFER TO SHEET G1 FOR GENERAL NOTES, LEGEND, AND ABBREVIATIONS.
2. ALL NEW MANHOLES SHALL BE INSTALLED IN THE CENTER OF THE SOUTHBOUND TRAVEL LANE. FINAL LOCATIONS SHALL BE COORDINATED WITH THE DEPARTMENT OF PUBLIC WORKS.

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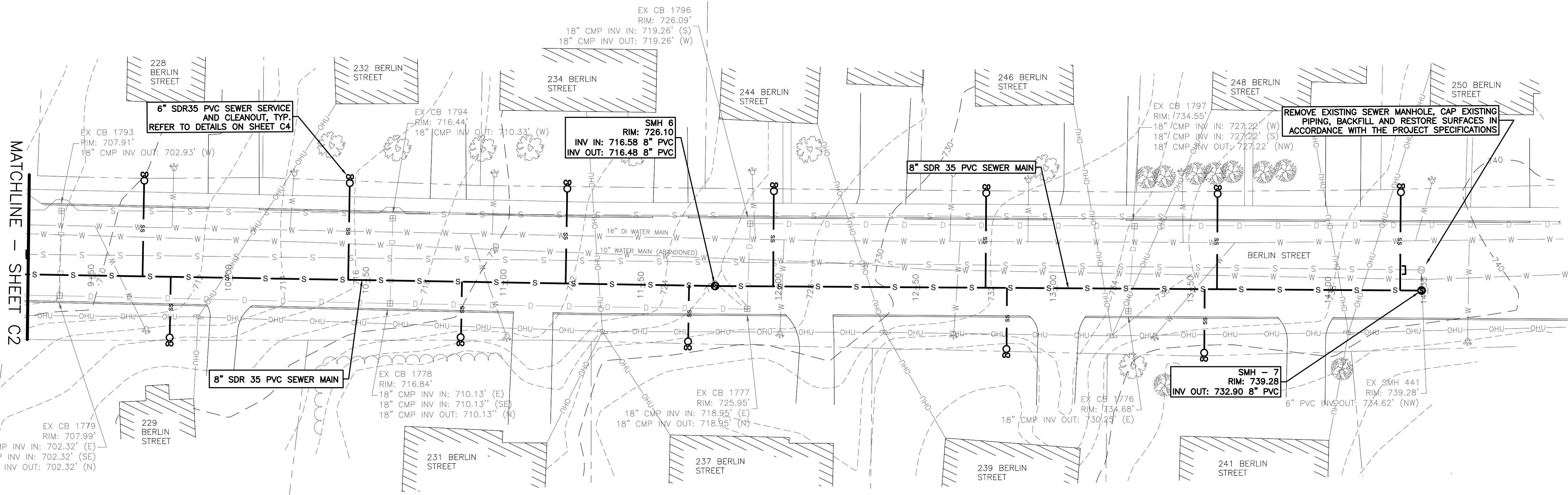
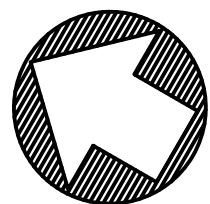
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BERLIN STREET  
SEWER REPLACEMENT  
SEWER MAIN PLAN AND PROFILE  
STA 4+70 TO STA 9+30  
MONTPELIER, VERMONT

|              |                |
|--------------|----------------|
| Project #    | 3125012        |
| Project Mgr. | C.W.FLOWER     |
| Design by    | A.M.GURNEY     |
| Drawn by     | A.M.GURNEY     |
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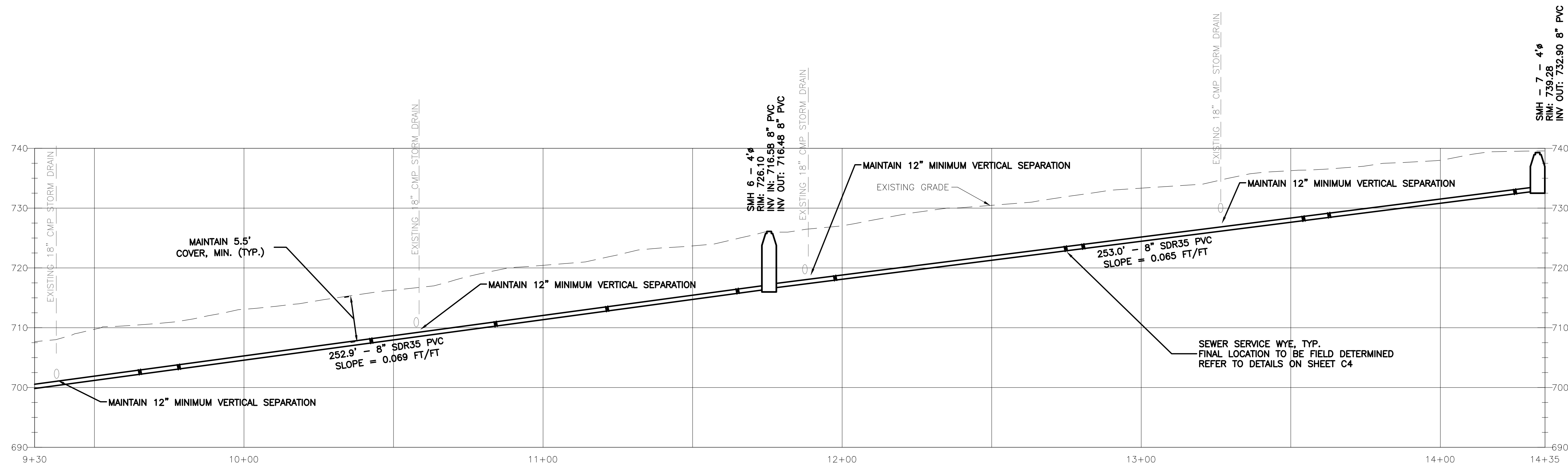
C2





SEWER PLAN - STA 9+30 TO 14+35

SCALE: 1"=20'



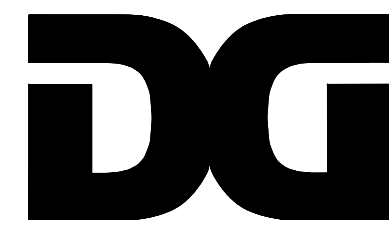
SEWER PROFILE - STA 9+30 TO 14+35

SCALE: H= 1"=20'  
V= 1"=10'

NOTES:

- REFER TO SHEET G1 FOR GENERAL NOTES, LEGEND, AND ABBREVIATIONS.
- ALL NEW MANHOLES SHALL BE INSTALLED IN THE CENTER OF THE SOUTHBOUND TRAVEL LANE. FINAL LOCATIONS SHALL BE COORDINATED WITH THE DEPARTMENT OF PUBLIC WORKS.

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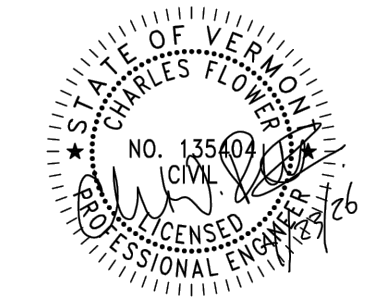
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BERLIN STREET  
SEWER REPLACEMENT

SEWER MAIN PLAN AND PROFILE  
STA 09+30 TO STA 14+35

MONTPELIER, VERMONT

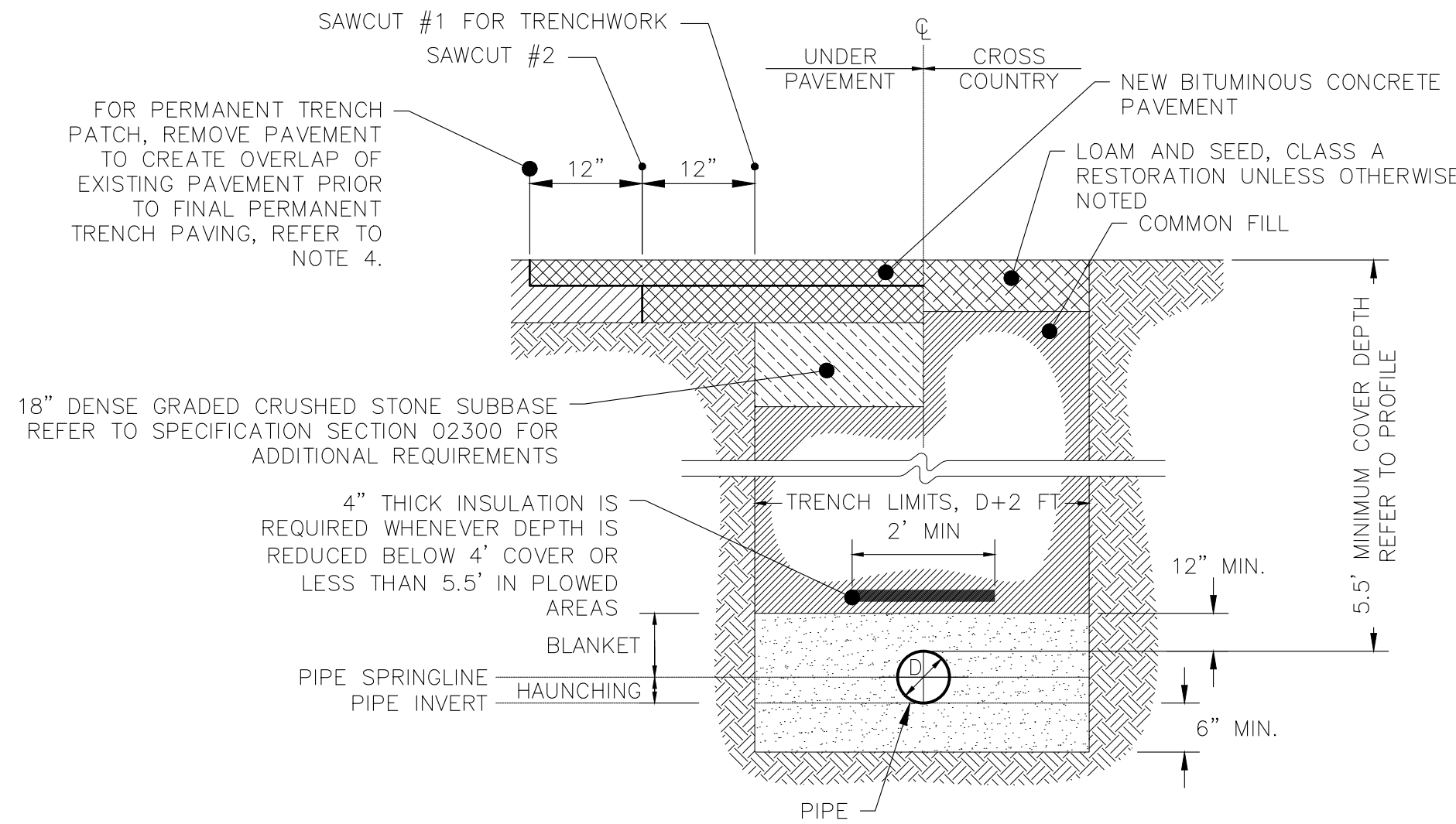
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| Date         | APRIL 23, 2026 |
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C3

SHEET 4 OF 6

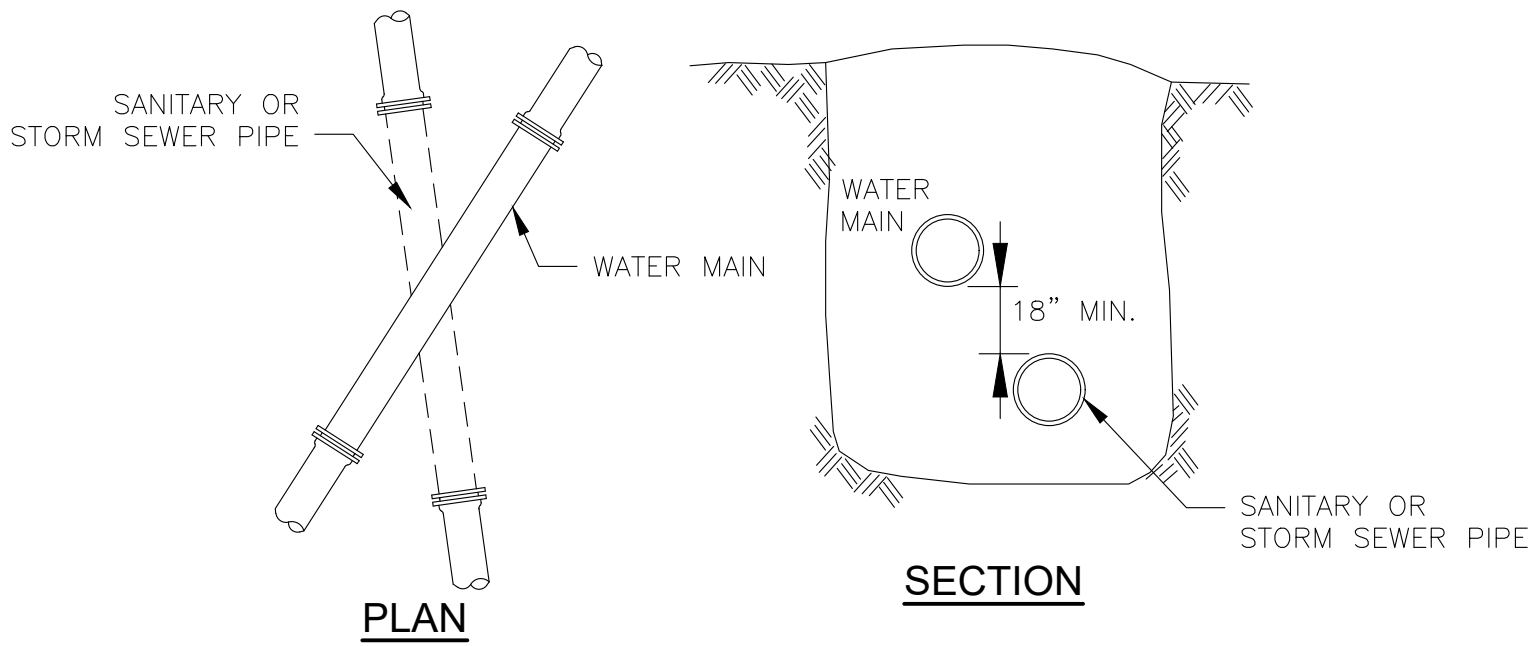


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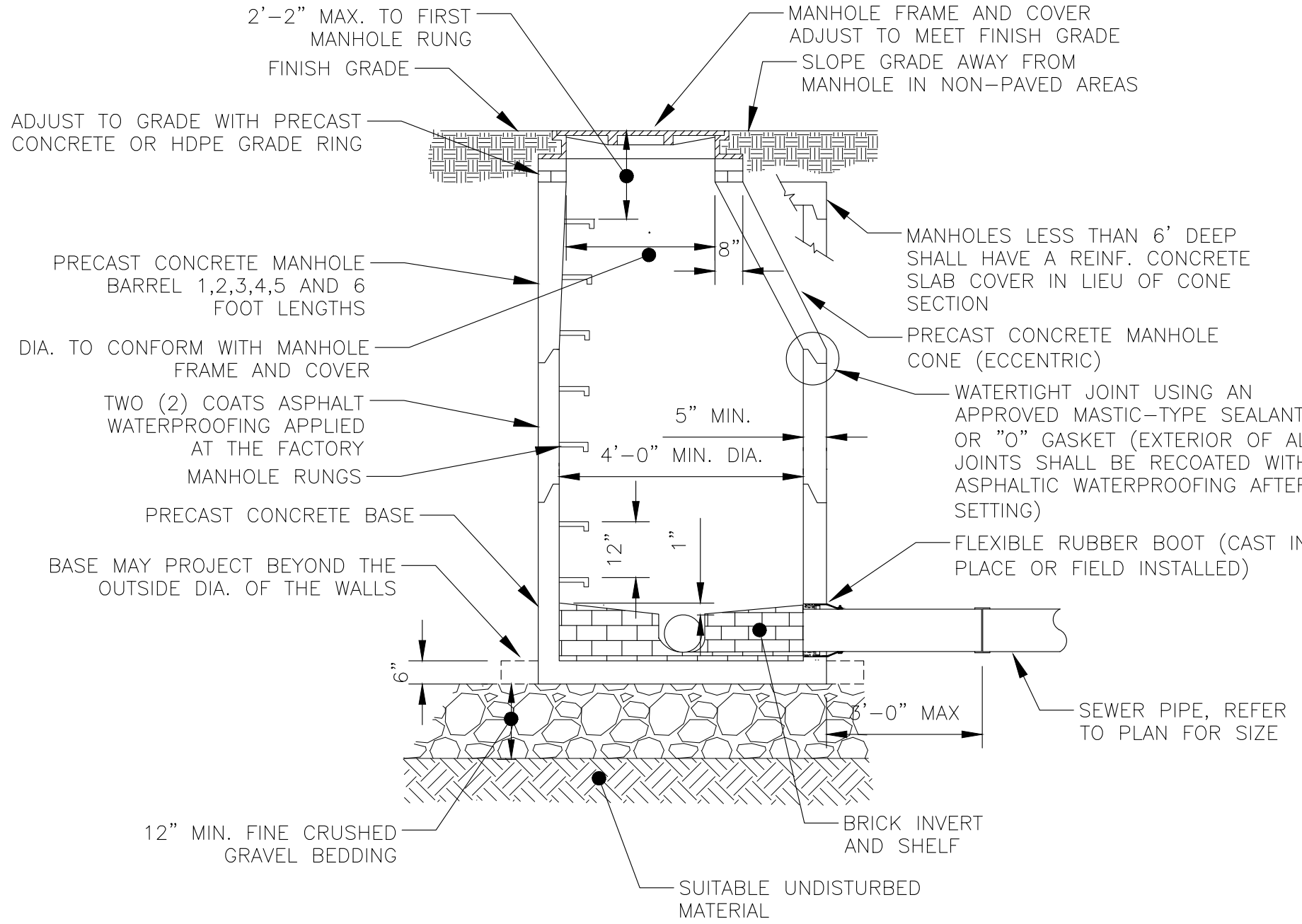
**SANITARY SEWER MAIN TYPICAL TRENCH DETAIL**  
NOT TO SCALE

- NOTES:**
1. TYPICAL TRENCH DETAILS SHOWN HEREIN ARE BASED ON THE USE OF PVC OR HDPE PIPE.
  2. REFER TO SPECIFICATIONS FOR PAVEMENT THICKNESS REQUIREMENTS.
  3. REFER TO THE SPECIFICATIONS FOR COMPACTION, PAY LIMITS, AND SPECIALTY MATERIALS FOR BLANKET, HAUNCHING, BEDDING, AND GRAVELS. HAND TAMP HAUNCHING TO REMOVE ALL VOIDS UNDER PIPE.
  4. REMOVE EXISTING PAVEMENT TO A DEPTH EQUAL TO NEW WEARING COURSE PAVEMENT THICKNESS FOR A MINIMUM DISTANCE OF 12-INCHES FROM SAWCUT #2. CLEAN SURFACES AND TACK COAT ALL EDGES OF EXISTING PAVEMENT.
  5. TRENCH WIDTH SHALL BE SUFFICIENT TO ALLOW PIPE TO BE LAID AND JOINED PROPERLY AND FOR PLACEMENT AND COMPACTION OF BEDDING. TRENCH SUPPORT SHALL BE ADEQUATE TO PERMIT SAFE ACCESS BY INSPECTOR FOR COMPACTION SAMPLES.
  6. WHERE PIPE IS INSTALLED IN GRAVEL SHOULDER OR IN GRAVELED ROAD, GRAVEL SUBBASE MATERIAL AND COMPACTION SHALL BE AS SPECIFIED.
  7. REFER TO THE NOTES ON SHEET G1 AND SECTION 02740 FOR PAVEMENT RESTORATION REQUIREMENTS.
  8. METAL LOCATING TAPE SHALL BE INSTALLED ON ALL SEWER MAIN PIPING. REFER TO THE SPECIFICATIONS SECTION 02530 FOR ADDITIONAL REQUIREMENTS.

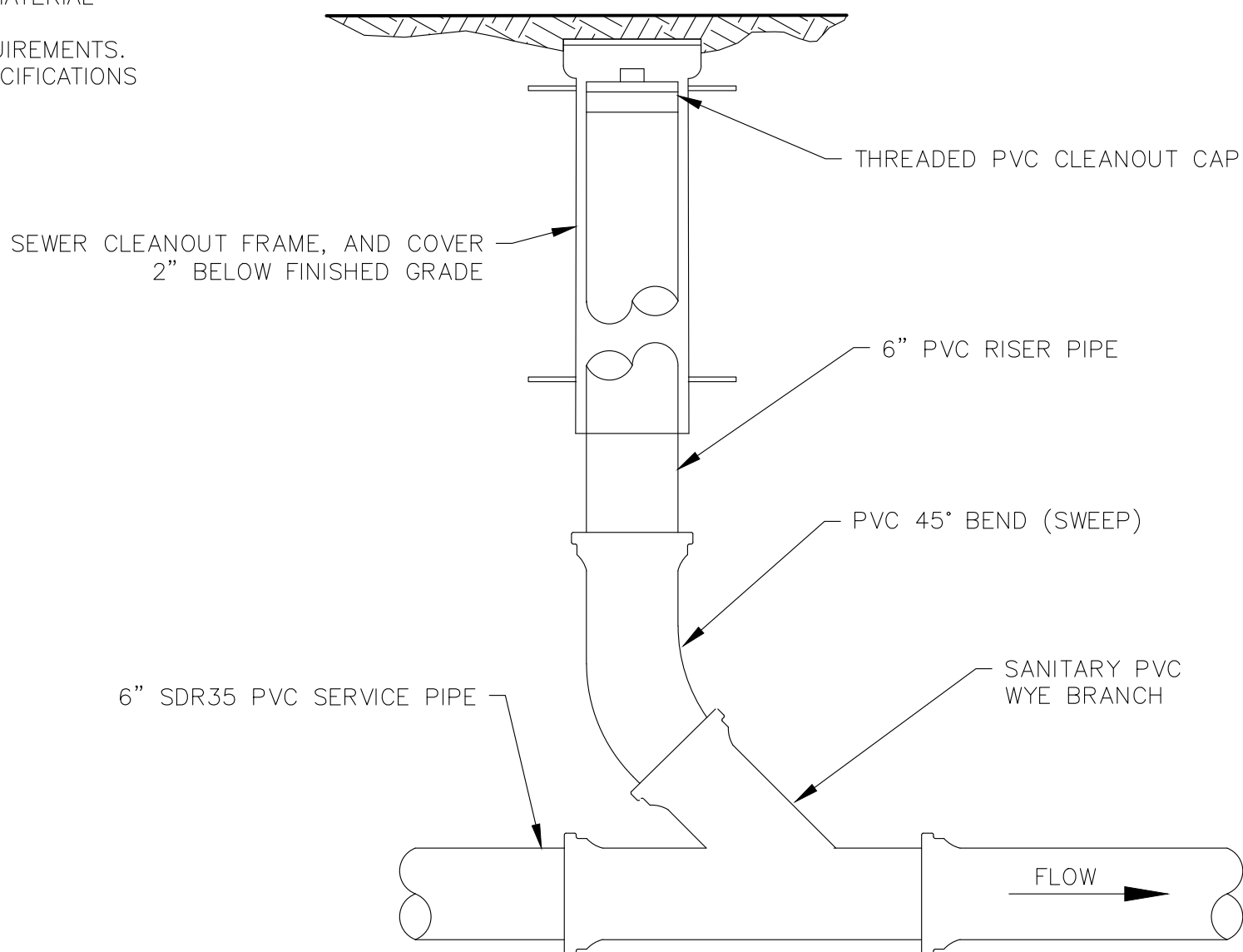


- NOTES:**
1. **PARALLEL INSTALLATION:** WATER MAINS SHALL BE LAID AT LEAST 10 FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED MANHOLE OR SANITARY SEWER. THIS DISTANCE CAN BE REDUCED TO 5 FEET FOR STORM SEWERS. THE DISTANCE SHALL BE MEASURED EDGE TO EDGE.
  2. **CROSSINGS:** SEWER MAINS CROSSING WATER SHALL PROVIDE A MINIMUM VERTICAL DISTANCE OF 18 INCHES BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF THE SANITARY OR STORM SEWER. THIS SHALL BE THE CASE WHERE THE WATER MAIN IS EITHER ABOVE OR BELOW THE SEWER. AT CROSSINGS, ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE. IF THE SEWER MAIN IS OVER THE WATER MAIN, THE FIRST SEWER PIPE JOINTS ON EACH SIDE OF THE WATER MAIN MUST BE CONCRETE ENCASED. SPECIAL STRUCTURAL SUPPORT FOR THE WATER AND SEWER PIPES MAY BE REQUIRED. WATER MAINS SHALL NOT PASS THROUGH SEWER MANHOLES OR BE SUBMERGED IN BASINS CONTAINING SEWAGE OR OTHER GROSSLY CONTAMINATED OR HAZARDOUS MATERIAL.
  3. **EXCEPTION:** THE ENGINEER MUST SPECIFICALLY APPROVE ANY VARIANCE FROM THESE REQUIREMENTS WHEN IT IS IMPOSSIBLE TO OBTAIN THE SPECIFIED SEPARATION DISTANCES.
  4. BELL JOINT CLAMPS ON THE PUSH-ON JOINTS OF DUCTILE IRON WATER MAIN SHALL BE UTILIZED IN LOCATIONS WHERE THE MINIMUM SEPARATION REQUIREMENTS CANNOT BE MET. ENGINEER MUST BE NOTIFIED AND APPROVE OF EACH INDIVIDUAL USE PRIOR TO INSTALLATION.

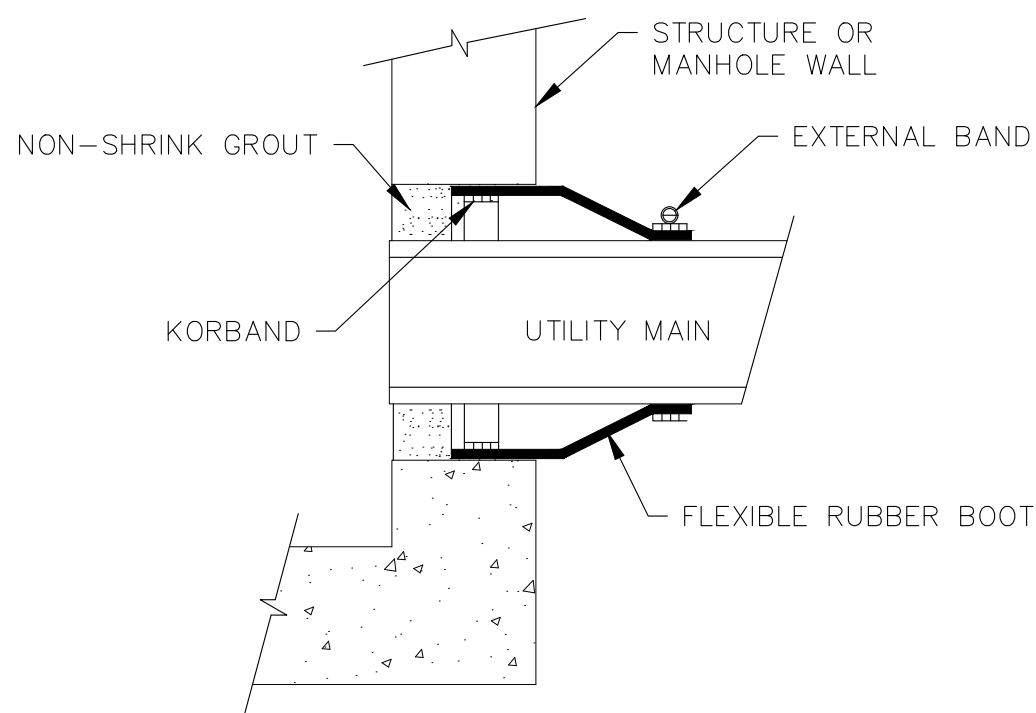
**SANITARY AND/OR STORM SEWER PIPE AND WATER MAIN CROSSING DETAIL**  
NOT TO SCALE



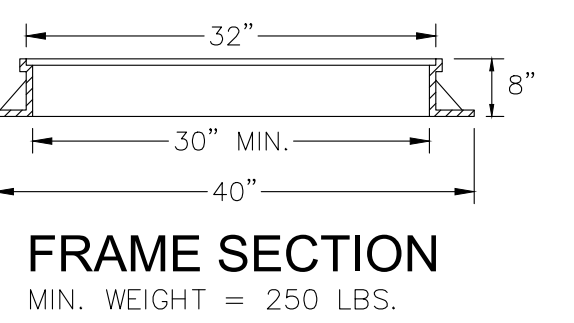
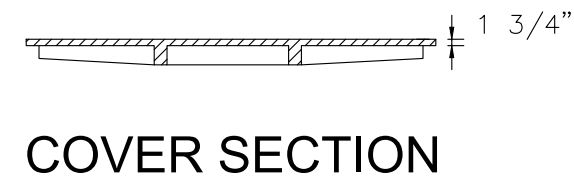
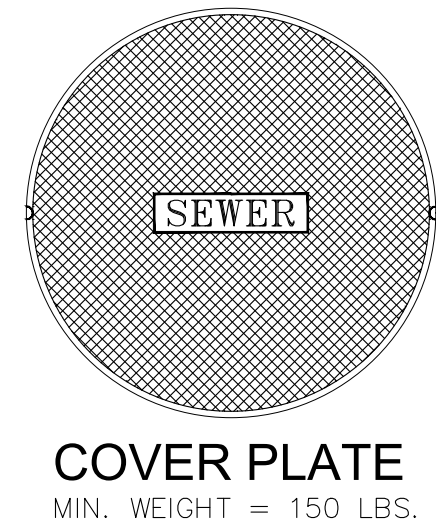
**PRECAST CONCRETE MANHOLE DETAIL**  
NOT TO SCALE



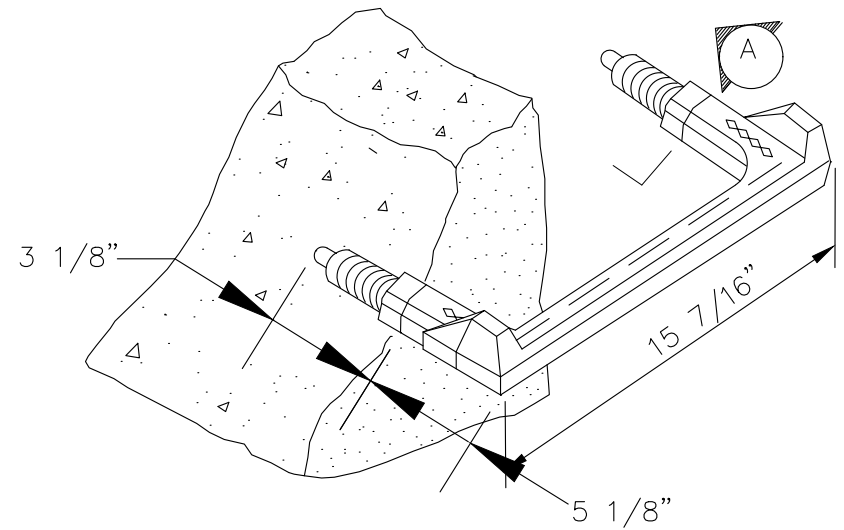
**RESIDENTIAL SEWER SERVICE CLEANOUT**  
NOT TO SCALE



**PIPE TO STRUCTURE OR MANHOLE JOINT DETAIL**  
NOT TO SCALE

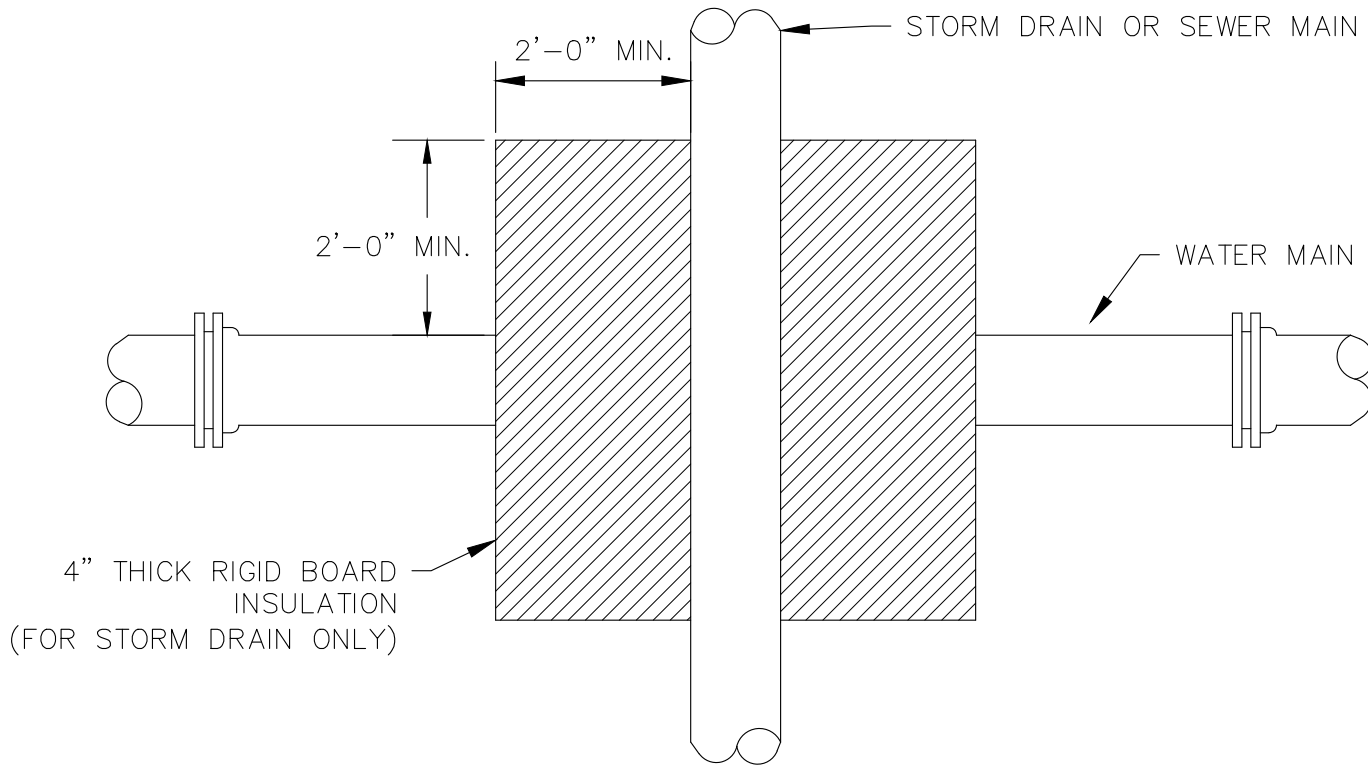


**MANHOLE FRAME AND COVER DETAIL**  
NOT TO SCALE

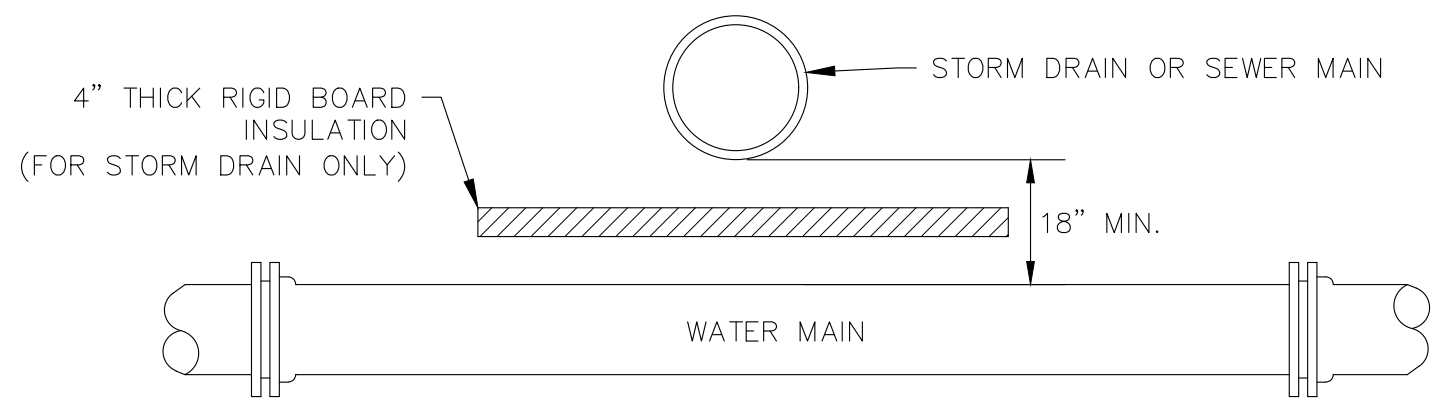


**SECTION A**  
NOT TO SCALE

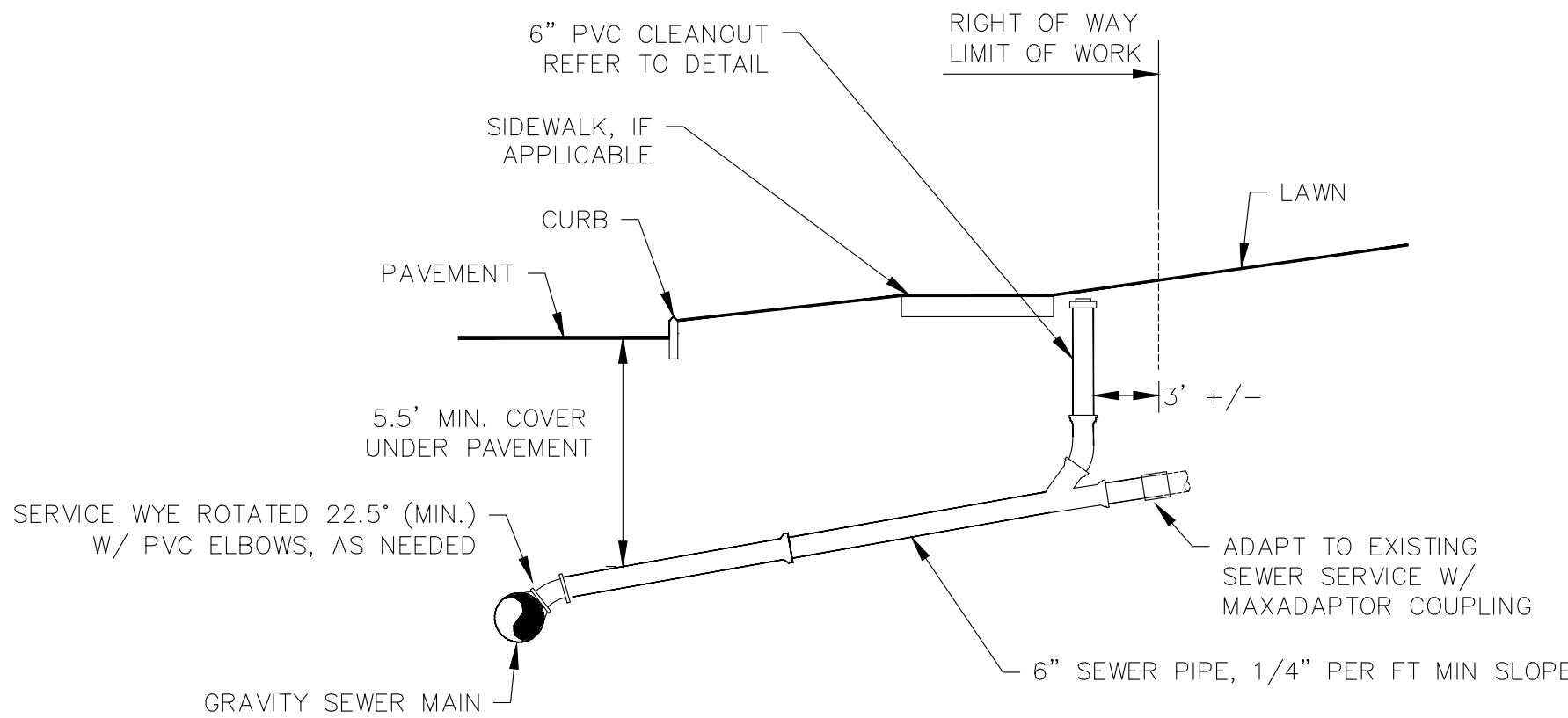
**MANHOLE STEP DETAIL**  
NOT TO SCALE



**PLAN - WATER MAIN/SEWER OR DRAIN CROSSING**  
NOT TO SCALE



**SECTION - WATER MAIN/SEWER OR DRAIN CROSSING**  
NOT TO SCALE



**TYPICAL HOUSE SERVICE LATERALS**  
NOT TO SCALE

- NOTES:**
1. THE NEW SERVICE SHALL MATCH EXISTING SIZE.
  2. MAGNETIC WARNING TAPE SHALL BE INSTALLED FOR ALL SEWER SERVICES 12" ABOVE THE TOP OF PIPE FOR THE FULL LENGTH OF SERVICE INSTALLED.

**BID DOCUMENTS**  
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**DG**  
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| REVISIONS                                                                                                                                                           |          |    |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|--|--|
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| DATE                                                                                                                                                                | COMMENTS | BY |  |  |
|                                                                                                                                                                     |          |    |  |  |
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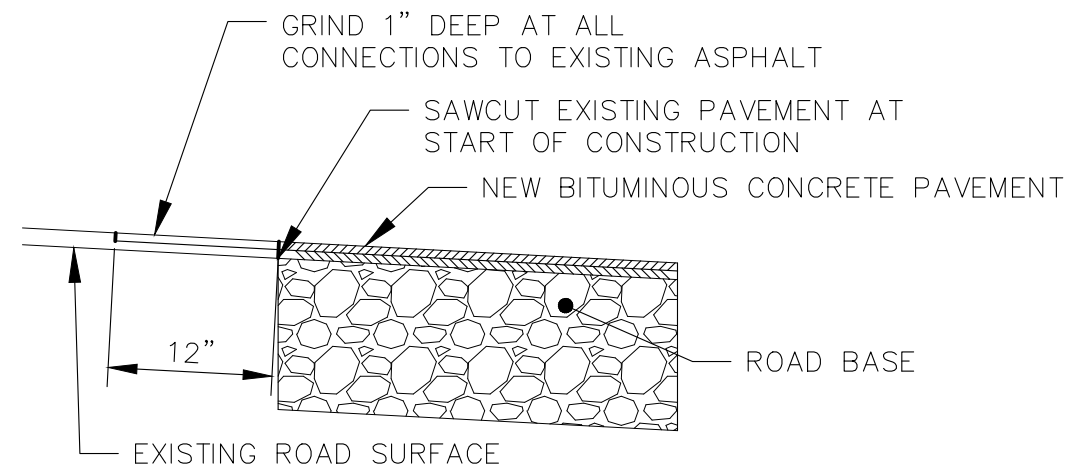
BERLIN STREET  
SEWER REPLACEMENT

**TYPICAL SEWER DETAILS**

MONTPELIER, VERMONT

|              |                |
|--------------|----------------|
| Project #    | 3125012        |
| Project Mgr. | C.W.FLOWER     |
| Design by    | A.M.GURNEY     |
| Drawn by     | A.M.GURNEY     |
| Reviewed by  | R.N.GOODWIN    |
| Approved by  | C.W.FLOWER     |
| Date         | APRIL 23, 2026 |
| Scale        | AS SHOWN       |



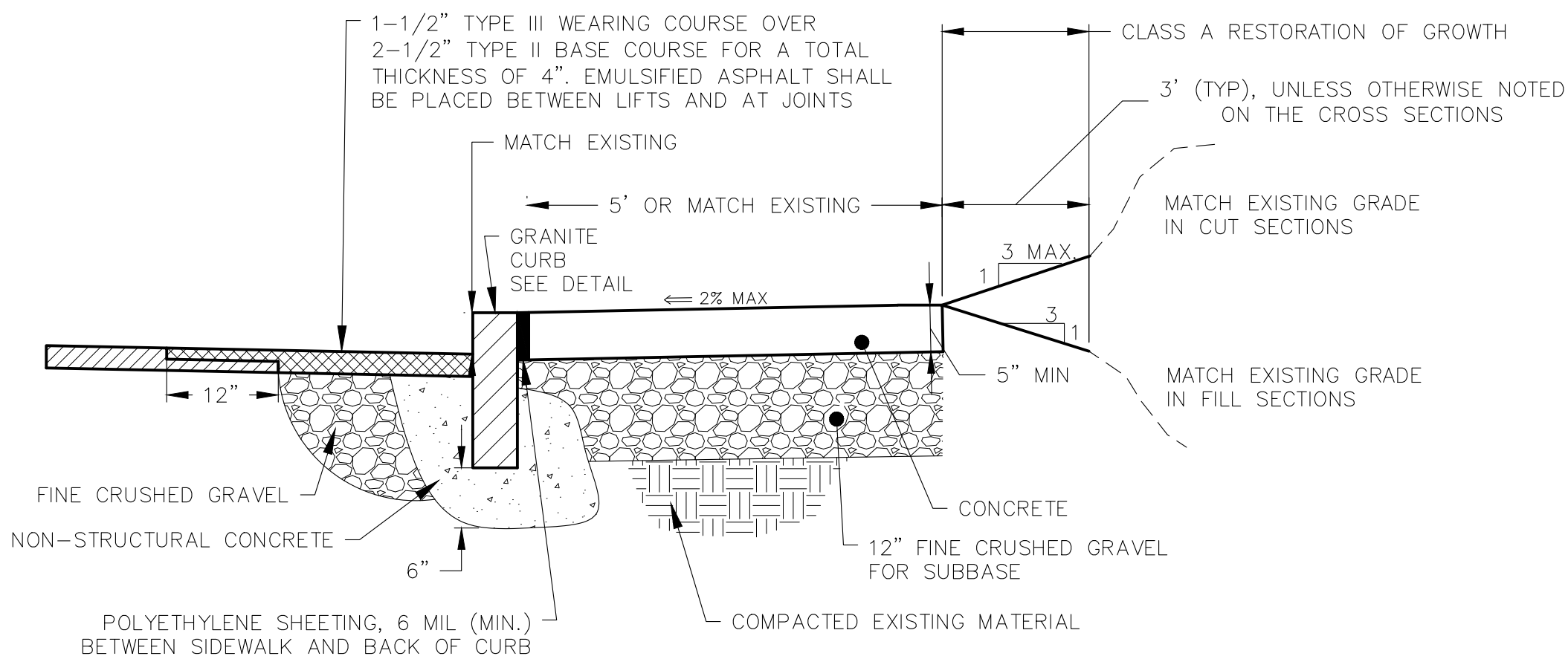


### TYPICAL ASPHALT CONNECTION DETAIL

NOT TO SCALE

#### NOTES:

1. TYPICAL FOR ALL PAVED LOCATIONS WHERE NEW ASPHALT CONNECTS TO THE EXISTING PAVED ROADS OR DRIVES.
2. EMULSION SHALL BE APPLIED TO ALL LOCATIONS WHERE NEW ASPHALT MEETS EXISTING.



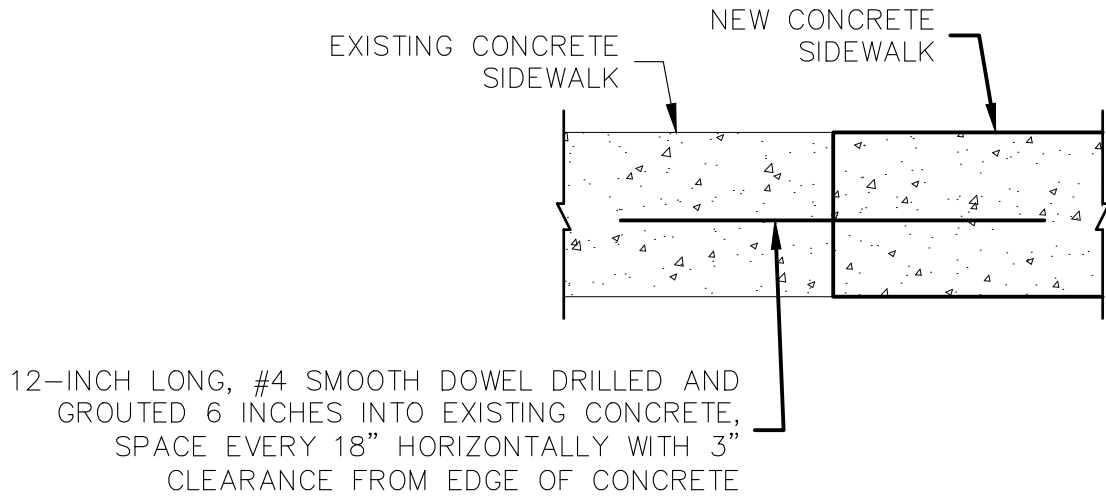
WITHOUT GREEN SPACE

### PORTLAND CEMENT CONCRETE SIDEWALK DETAIL

NOT TO SCALE

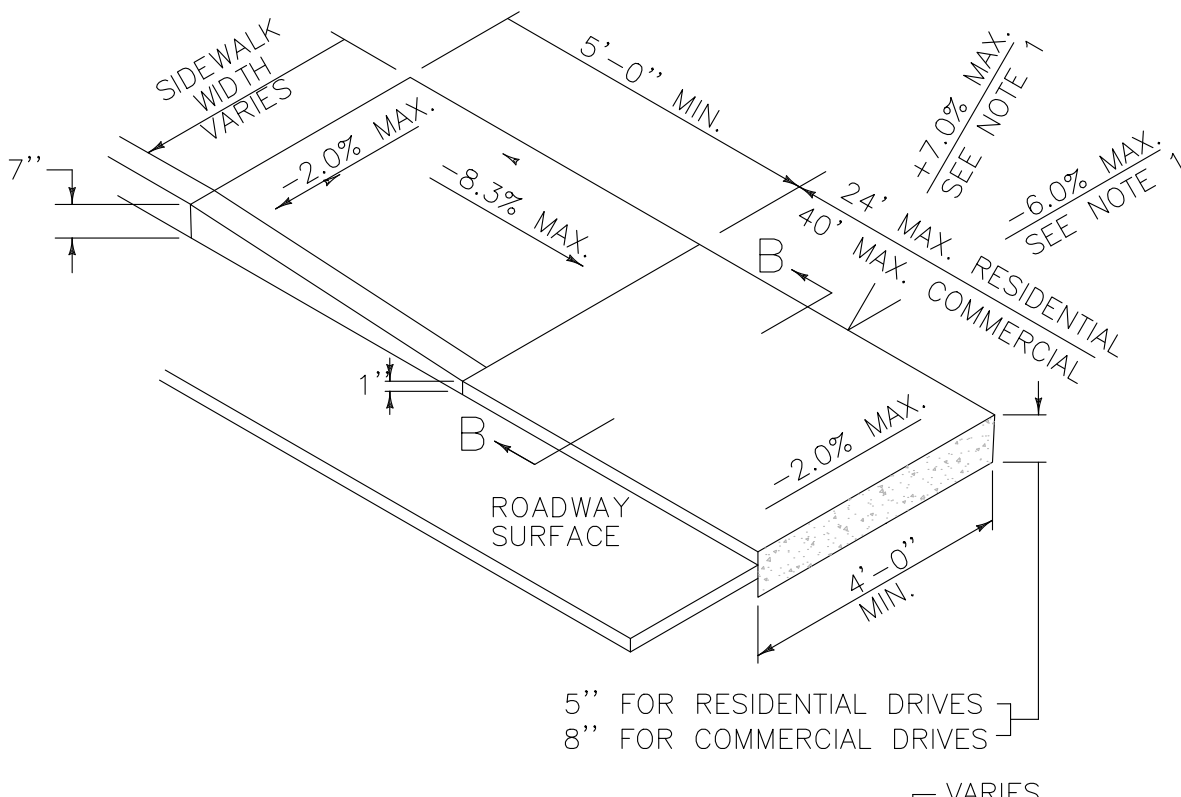
#### NOTES:

1. ALL CURBING AND SIDEWALK REPLACEMENT WORK SHALL BE PERFORMED PRIOR TO ANY ROAD PAVING.
2. REPLACEMENT CURB (IF REQUIRED) AND SIDEWALK SECTIONS SHALL MATCH THE TYPE, HEIGHT, AND WIDTH OF ADJACENT EXISTING SIDEWALK AND CURBING.
3. EXISTING GRANITE CURBING SECTIONS SHALL BE REINSTALLED IF UNDAMAGED DURING CONSTRUCTION. IF EXISTING CURBING IS DAMAGED DURING CONSTRUCTION, THE CONTRACTOR SHALL REPLACE THE SECTION OF CURBING AT NO ADDITIONAL COST TO THE OWNER.
4. RESTORE ALL DISTURBED GRASS AREAS TO CLASS A RESTORATION.
5. CLEAN SURFACES AND TACK COAT EDGES OF EXISTING PAVEMENT PRIOR TO PLACING NEW PAVEMENT.
6. IN ALL AREAS WHERE NEW CONCRETE SIDEWALK ABUTS EXISTING CONCRETE SIDEWALK, THE NEW SIDEWALK SHALL BE PINNED TO THE EXISTING SIDEWALK. REFER TO "JOINT DETAIL A" ON THIS SHEET.
7. DRIVEWAY PAVEMENT RESTORATION (3" THICK) SHALL BE DONE IN 2 LIFTS OF 1.5" TYPE III WEARING COURSE.
8. DRIVEWAY PAVEMENT RESTORATION SHALL MATCH EXISTING DRIVEWAY EDGES, SLOPE, AND GRADE. DRIVEWAY PAVEMENT RESTORATION SHALL EXTEND 3 FEET FROM THE BACK EDGE OF THE SIDEWALK, OR AS NEEDED TO ASSURE A SMOOTH TRANSITION.



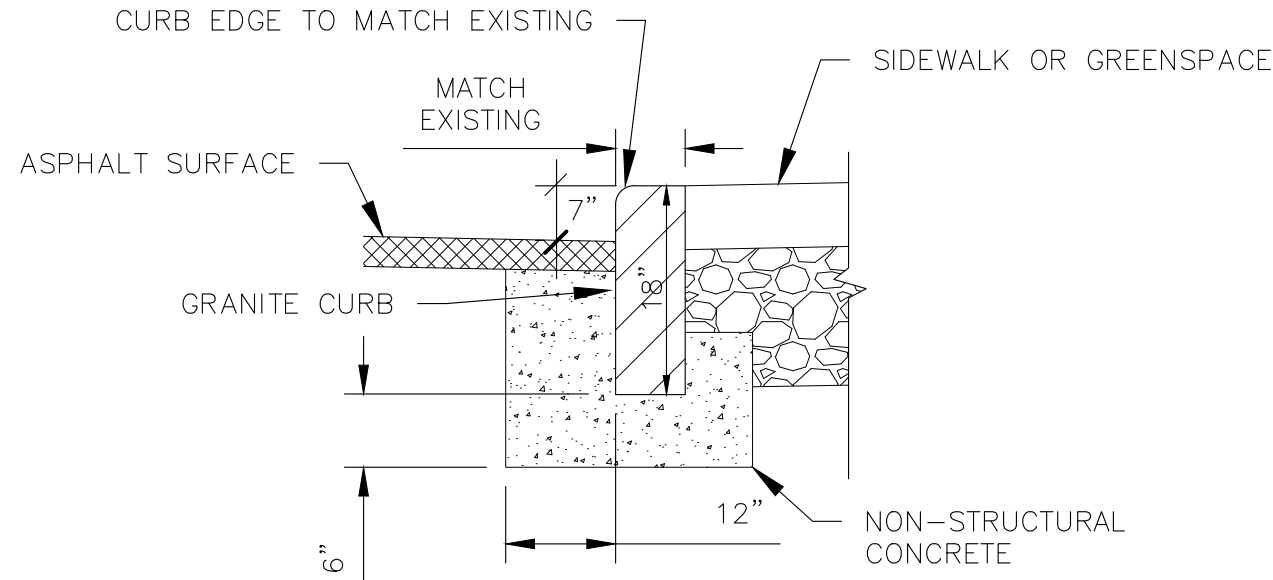
### JOINT DETAIL A

NOT TO SCALE



### PARALLEL CROSSING WITH LANDING

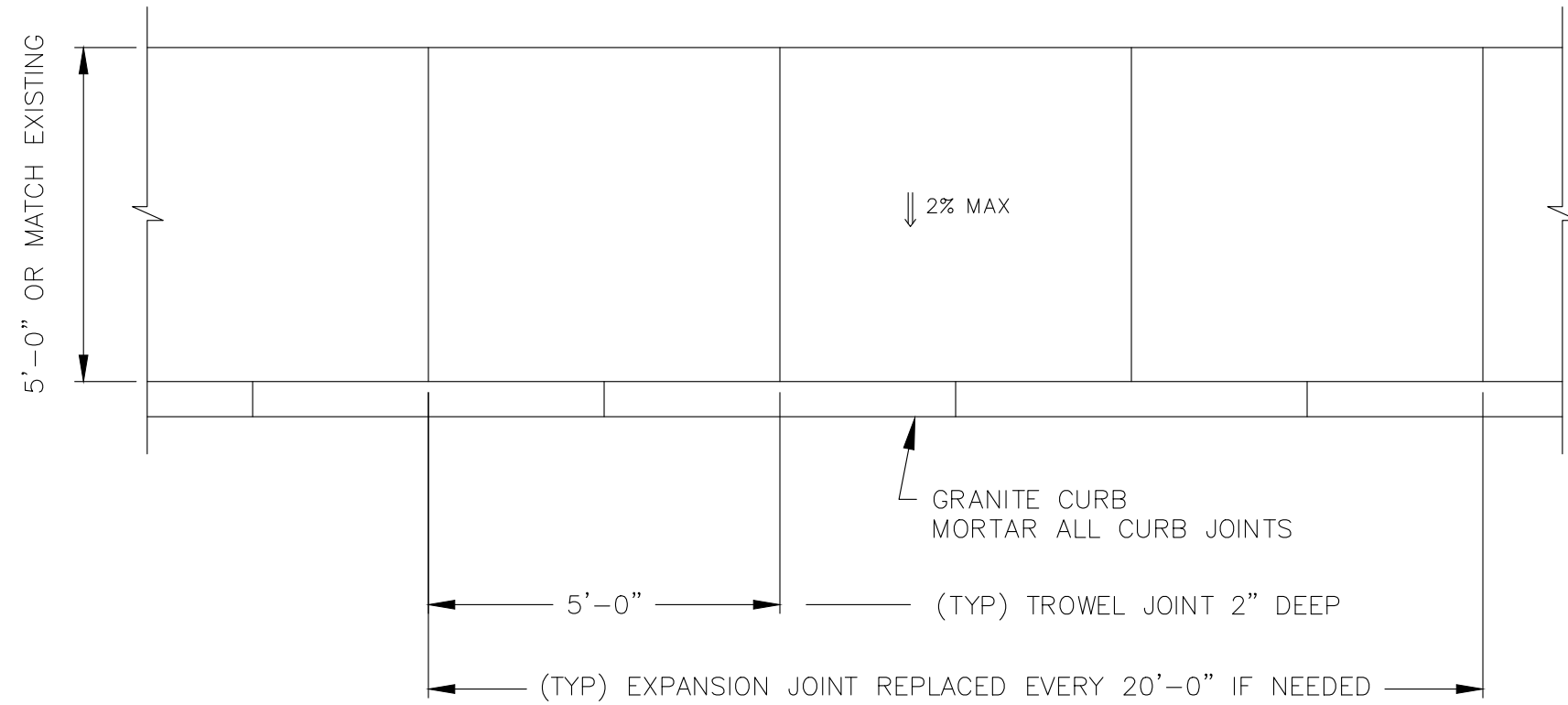
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### GRANITE CURB DETAIL

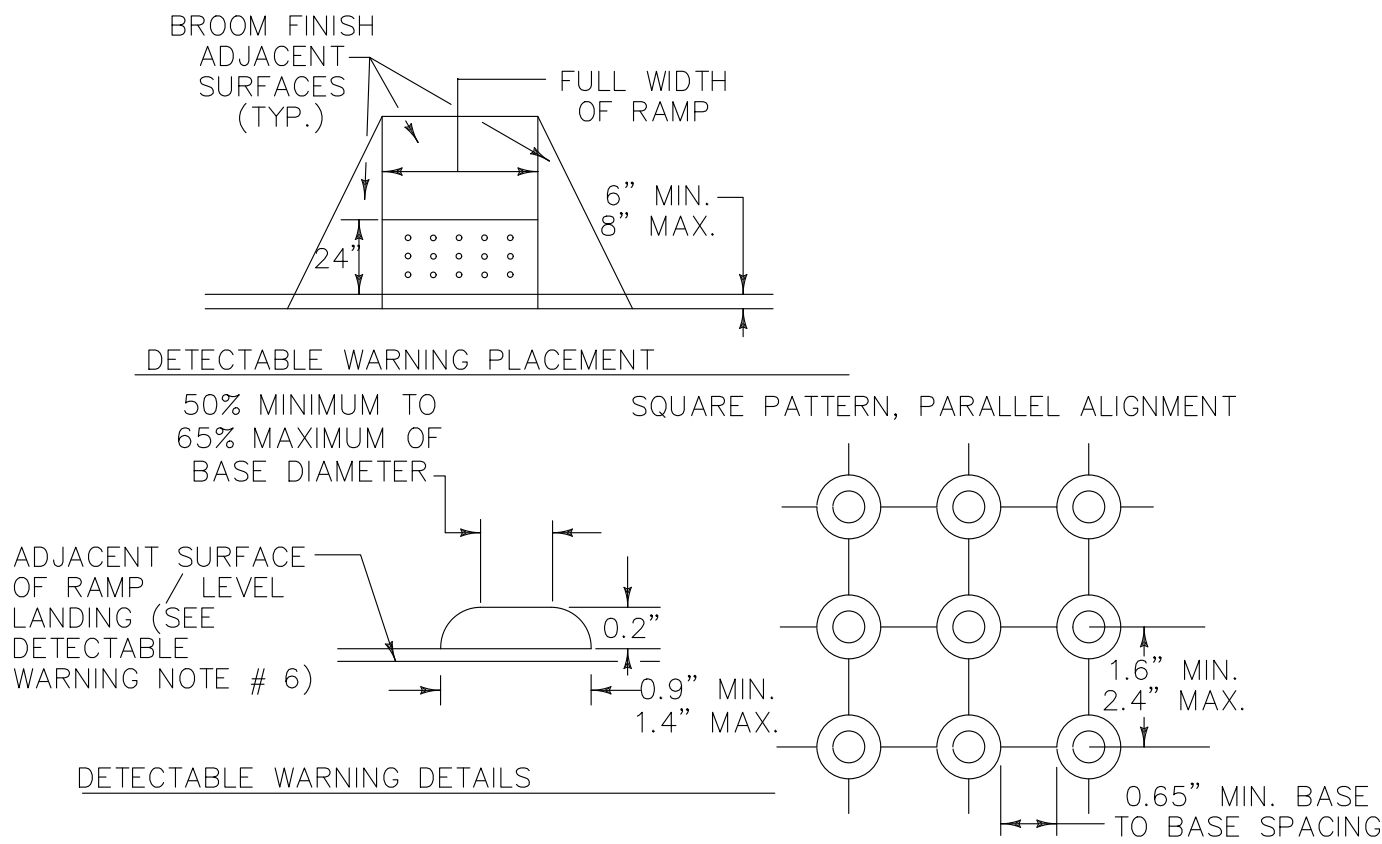
NOT TO SCALE

1. THIS DETAIL SHALL BE USED IF EXISTING CURB SECTIONS ARE DAMAGED DURING CONSTRUCTION AND NEW CURBING SECTIONS ARE REQUIRED. TWO SECTIONS OF FINE CRUSHED GRAVEL ARE ACCEPTABLE FOR INITIAL CURB INSTALLATION AND LEVELING PRIOR TO THE FLOWABLE FILL PROVIDED THE TWO SECTIONS OF GRAVEL DO NOT EXCEED 10% OF THE CURB LENGTH.
- 2.



### TYPICAL CONCRETE WALK PLAN DETAIL

NOT TO SCALE



#### DETECTABLE WARNING NOTES:

1. IF WARNING PLATES ARE DAMAGED DURING CONSTRUCTION, NEW PLATES SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THIS DETAIL. EXISTING PLATES MAY BE REUSED ONLY WITH APPROVAL OF THE OWNER OR ENGINEER.
2. CONCRETE ADJACENT TO ALL DETECTABLE WARNINGS SHALL HAVE A BROOM FINISH.
3. THE COLOR OF THE DETECTABLE WARNING SHALL PROVIDE A VISUAL CONTRAST TO THE SURROUNDING SURFACE AND SHALL BE SELECTED BY THE OWNER.
4. WHERE FEASIBLE, TRUNCATED DOMES SHALL BE ALIGNED ON A SQUARE GRID IN THE PREDOMINANT DIRECTION OF PEDESTRIAN TRAVEL.
5. WHERE A RAMP OR LEVEL LANDING MEETS A CURB RADIUS, ALIGN THE EDGE OF THE DETECTABLE WARNING AREA PARALLEL TO THE CURB TO THE MAXIMUM EXTENT FEASIBLE.
6. FOR SURFACE APPLIED TRUNCATED DOME PRODUCTS, A MAXIMUM 0.25" VERTICAL CHANGE IN ELEVATION IS ALLOWED. FOR CHANGES IN ELEVATION BETWEEN 0.25" AND 0.50", A BEVEL WITH A MAXIMUM 1:2 SLOPE IS REQUIRED. CHANGES IN ELEVATION GREATER THAN 0.50" MUST BE TREATED AS A RAMP-8.3% MAXIMUM SLOPE.

### DETECTABLE WARNING DETAIL

NOT TO SCALE



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CONSULTING ENGINEERS  
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Springfield, Vermont 05156  
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|-----------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| DATE      | COMMENTS | BY                                                                                                                                                                  |  |
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BERLIN STREET  
SEWER REPLACEMENT

TYPICAL SIDEWALK DETAILS

MONTPELIER, VERMONT

|              |                |
|--------------|----------------|
| Project #    | 3125012        |
| Project Mgr. | C.W.FLOWER     |
| Design by    | A.M.GURNEY     |
| Drawn by     | A.M. GURNEY    |
| Reviewed by  | R.N.GOODWIN    |
| Approved by  | C.W.FLOWER     |
| Date         | APRIL 23, 2026 |
| Scale        | AS SHOWN       |

**BID**  
**DOCUMENTS**  
DO NOT REVISE

**C5**

SHEET 6 OF 6



Project Name: Berlin Street Sewer Replacement  
Bid Opening Date: 5/8/26 @ 10:00 AM  
Engineer of Record: Dufresne Group

|          |                                           |                    |       | Contractor #1 |                | Contractor #2 |                | Contractor #1 |                |
|----------|-------------------------------------------|--------------------|-------|---------------|----------------|---------------|----------------|---------------|----------------|
|          |                                           |                    |       | Cutting Edge  |                | Dirt Tech     |                | J.A. McDonald |                |
| Item No. | Item Description                          | Estimated Quantity | Units | Unit Price    | Estimated Cost | Unit Price    | Estimated Cost | Unit Price    | Estimated Cost |
| 1        | 8-Inch SDR35 PVC Sewer Main               | 1285               | LF    | \$ 185.00     | \$ 237,725.00  | \$ 130.00     | \$ 167,050.00  | \$ 130.00     | \$ 167,050.00  |
| 2        | 8-Inch C900 PVC Sewer Main                | 80                 | LF    | \$ 195.00     | \$ 15,600.00   | \$ 210.00     | \$ 16,800.00   | \$ 141.00     | \$ 11,280.00   |
| 3        | Precast Concrete Manhole                  | 60                 | VT    | \$ 1,200.00   | \$ 72,000.00   | \$ 510.00     | \$ 30,600.00   | \$ 770.00     | \$ 46,200.00   |
| 4A       | 6" SDR35 PVC Sewer Service                | 850                | LF    | \$ 165.00     | \$ 140,250.00  | \$ 140.00     | \$ 119,000.00  | \$ 165.00     | \$ 140,250.00  |
| 4B       | 8"x6" Sewer Service Wye                   | 28                 | EA    | \$ 525.00     | \$ 14,700.00   | \$ 185.00     | \$ 5,180.00    | \$ 205.00     | \$ 5,740.00    |
| 4C       | 6" Sewer Service Cleanout                 | 28                 | EA    | \$ 480.00     | \$ 13,440.00   | \$ 345.00     | \$ 9,660.00    | \$ 735.00     | \$ 20,580.00   |
| 5        | Permanent Trench Pavement                 | 1800               | SY    | \$ 54.00      | \$ 97,200.00   | \$ 25.00      | \$ 45,000.00   | \$ 78.00      | \$ 140,400.00  |
| 6        | Temporary Trench Pavement                 | 1800               | SY    | \$ 50.00      | \$ 90,000.00   | \$ 45.00      | \$ 81,000.00   | \$ 62.00      | \$ 111,600.00  |
| 7        | Remove and Reset Granute Curb             | 190                | LF    | \$ 68.00      | \$ 12,920.00   | \$ 80.00      | \$ 15,200.00   | \$ 98.00      | \$ 18,620.00   |
| 8        | Remove and Replace Concrete Sidewalk      | 70                 | SY    | \$ 185.00     | \$ 12,950.00   | \$ 370.00     | \$ 25,900.00   | \$ 180.00     | \$ 12,600.00   |
| 9        | Legde Removal                             | 10                 | CY    | \$ 500.00     | \$ 5,000.00    | \$ 275.00     | \$ 2,750.00    | \$ 375.00     | \$ 3,750.00    |
| 10       | Boulder Removal                           | 10                 | CY    | \$ 500.00     | \$ 5,000.00    | \$ 115.00     | \$ 1,150.00    | \$ 300.00     | \$ 3,000.00    |
| 11       | Common Fill                               | 10                 | CY    | \$ 42.00      | \$ 420.00      | \$ 25.00      | \$ 250.00      | \$ 50.00      | \$ 500.00      |
| 12       | Excavation Below Grade with Gravel Refill | 10                 | CY    | \$ 165.00     | \$ 1,650.00    | \$ 55.00      | \$ 550.00      | \$ 50.00      | \$ 500.00      |
| 13       | Exploratory Excavation                    | 300                | CY    | \$ 78.00      | \$ 23,400.00   | \$ 30.00      | \$ 9,000.00    | \$ 50.00      | \$ 15,000.00   |
| 14       | 4-Inch Thick Rigit Board Insulation       | 160                | SF    | \$ 7.50       | \$ 1,200.00    | \$ 15.00      | \$ 2,400.00    | \$ 10.00      | \$ 1,600.00    |
| 15       | Miscellaneous Work and Cleanup            | 1                  | LS    | \$ 55,000.00  | \$ 55,000.00   | \$ 307,930.00 | \$ 307,930.00  | \$ 256,000.00 | \$ 256,000.00  |
| Total    |                                           |                    |       |               | \$ 798,455.00  |               | \$ 839,420.00  |               | \$ 954,670.00  |



## CITY COUNCIL Agenda Item Cover Sheet

Date: May 13<sup>th</sup>, 2026

Consent    Discussion   X  

**SUBJECT:** 2026 Transportation Alternatives/Municipal Highway Stormwater Program Grant

**SUBMITTING DEPARTMENT:** Department of Public Works

**RECOMMENDED ACTION:** Authorize City Manager or Purchasing Agent to sign the Project Commitment Form and Grant Agreement (when available)

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development

**EXPENDITURE REQUIRED:** \$1,103,703.60

**SOURCE OF FUNDS:** Federal Funds and CIP

**LEGAL REQUIREMENTS:** N/A

**BACKGROUND INFORMATION:** In winter 2024, the Department of Public Works began design work for stormwater improvements on Blackwell, Scribner, and Taplin Streets. At that time, no plan existed for upgrading the downstream infrastructure; however, the underlying stormwater infrastructure on the above mentioned streets needed to be improved prior to repaving. Blackwell Street stormwater and paving was completed in 2025.

This grant will allow DPW to hire an engineer to evaluate the hydraulic capacity of the stormwater system along River Street and to complete construction of the downstream upgrades. Because DPW previously budgeted for the Taplin Street replacement, those funds can serve as the required local match. The Taplin Street stormwater replacement and repaving project will be deferred until engineering design for the full stormwater system upgrade is complete.

This grant will improve the resilience of the Pioneer Street drainage basin by appropriately sizing the local stormwater network and developing a long-term replacement plan. The project includes modern stormwater treatment features such as deep-sump structures and a Vortech separator to remove sediment. Additional construction funding may be needed in future CIP years.

Once the Project Commitment Form is signed, the project is expected to take approximately 2–3 years to complete.

**SUPPORTING DOCUMENTS:**

1. Application Materials
2. Grant Award Letter
3. Project Commitment Form



**INTERESTED PARTIES:** Taplin St. Residents, Finance, DPW

**CITY MANAGER'S APPROVAL:**

*Kelly McMichael-King*



**VTrans Transportation Alternatives (TAP)  
and  
Municipal Highway and Stormwater Mitigation Program Grant (MHSMP)  
Combined Application**

Thoroughly read the TAP and MHSMP application guidebooks before you begin your application. It includes important program information and step-by-step instructions. Pay particular attention to the application process requirements. Please e-mail the completed application to:  
[aot.hwymunlclactive@vermont.gov](mailto:aot.hwymunlclactive@vermont.gov) and cc: [ross.gouin@vermont.gov](mailto:ross.gouin@vermont.gov) and [scott.robertson@vermont.gov](mailto:scott.robertson@vermont.gov).

Pioneer Street Outfall Upgrade  
(Project Name/Title)

802-279-5825  
(Phone)

Zach Blodgett  
(Municipality contact person responsible  
for the management of this project)

zblodgett@montpelier-vt.org  
(e-mail address)

Montpelier  
(Town)

\$ 882,962.88  
Amount of **Federal Funds requested** (no more  
than 80% of the project cost estimate).

05641  
(Zip Code)

\$220,740.72  
Amount of Local Match. Example:  
Federal Award = \$600,000 (80% of total)  
Local Match = \$150,000 (20% of total)  
Total Project Cost = \$750,000 (100% of the tot

783 Dog River Road  
(Mailing Address)

County: Washington

Town/Village/City: Montpelier

Specific location, street, or road: Route 2 (River Street)

Regional Planning Commission: Central Vermont Regional Planning Commission

If a linear project, what is the length in feet? 1058

Is the project on or intersecting to a State maintained highway? Yes ☐ No ☒

- *Note: If yes, be sure to include documentation that you have notified the VTrans District Transportation Administrator of the intent to apply for TA funding and have provided them with a brief (one paragraph) description of the proposed project.*

Project type being applied for: ☐ Scoping ☒ Design/Construction



The municipality understands that a typical construction project utilizing TAP or MHSMP Program funds will take roughly three years (min.) in the Design and ROW phases prior to going to construction (as pointed out in the TAP and MHSMP Application Guides)? Yes ☒ No ☐

Does this project have a previously completed scoping or feasibility study? Yes ☐ No ☒

**Note:**

Attach a map(s) of the project area and clearly show the limits of the project as well as surrounding benefits from the proposed improvement. If the project is within or adjacent to a designated downtown, village or growth center, clearly indicate the relationship of the proposed project to the boundary of the designated area. Color photos of the area are also recommended.

**Fiscal Information:**

Accounting System Automated ☐ Manual ☐ Combination ☒

SAM Unique Identifier # KU4GYM715EL8

Fiscal Year End Month June

**Property Ownership:**

If the proposed project is on private property that will need to be acquired by the Municipality through purchase, easement, or eminent domain (includes temporary construction rights) in accordance with the "Uniform Act", then the municipality is committed to exercising its right of **eminent domain** to acquire the rights to construct the project if necessary. Yes ☒ No ☐

**Funding:**

Does this project already have existing funding? If so, please describe. Yes ☒ No ☐

Upgrades have already begun on Blackwell and Taplin and are indicated with the Capital Improvement Plan.

Please note that existing projects will not be considered for additional funding without a current NEPA clearance and ROW clearance. Please provide date of clearances below:  
ROW clearances are not anticipated to be needed. Lines are to be installed within the existing foot print.

Will you accept an award less than you applied for? Yes ☒ No ☐

- If yes, please indicate whether local funds will be used to make up the shortfall, or if the project scope will be reduced. If the project scope is to be reduced, describe what part of the project (please be specific) you would accept partial funding for.  
Project scope may be reduced including removal of the optional stormwater treatment.  
Additional funds could also be raised in future funding years.

**A support letter from the governing body of the applicant municipality or organization** and an acknowledgement and source of the local match and commitment to future maintenance responsibility for construction projects is required (must be dated within 1 year of the application). Is a letter of support attached?

Yes ☒ No ☐

**Regional Planning Commission Letter of Support:**

In order to apply, the project must have a letter of support from the regional planning commission. Is a letter of support attached?

Yes ☒ No ☐

**Please note that applications for additional project funding will not be considered if they do not have a current NEPA clearance and Right of Way Clearance.**

**PLEASE NOTE:** If this application is for salt or sand shed funding, the applicant must read and understand the **Municipal Assistance Section Salt Shed Application Guide**. All of the following scoring questions below must thoroughly convey an understanding of the salt and sand guidance provided.

**Application Scoring Criteria:**

- 1. Please give a brief description of the project (be sure to indicate the primary facility type being applied for and be concise). (10 points max.)**

This project will upgrade the downstream infrastructure the conveys stormwater from Blackwell and Taplin Street. It will significantly improve hydraulic efficiency by eliminating bends. There is a possibility to include stormwater treatment/pretreatment practices as part of the project.

- 2. What is the feasibility of this project? Feasibility (or Scoping) study applications will not be scored on this criterion. Also, please describe the extent of project development to date. (10 points max.)**

In the winter of 2024 DPW began designing improvement for Blackwell, Scriber, and Taplin. At that time there was no plan on how the downstream infrastructure would be upgraded. DPW has provided a draft concept of how we envision the downstream infrastructure could be upgraded. An engineering design to confirm pipe sizes based on the overall contributing drainage areas will be needed. Draft hydrocad documents would be provided to the engineer if awarded.

- 3. Does this project address a need identified in a local or regional planning document? If so, please describe. (5 points max.)**

Portions of this project were first identified as part of the Stormwater Master Plan that was developed by Stone Environmental in 2018. Regional Planning has also provided a letter of support for this project.

4. Does this project:

- A. Benefit a State Designated Center per the link below (i.e., downtowns, villages, or neighborhood growth centers recognized by the Vermont Department of Economic, Housing and Community Development?

**Not applicable for Environmental Mitigation Categories** (5 points max.)

<http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>

This project is within the designated center. See attachment

- B. Benefit mobility for disadvantaged populations to include elderly, disabled, minorities, and low-income residents. Please describe this impact (if applicable) in detail. Supporting documentation, including recent data must be included.

**Not applicable for Environmental Mitigation Categories** (10 points max.)

[Click here to enter text.](#)

5. Provide a project cost estimate below (project costs below include both federal dollars and local dollars). Projects will be scored based on whether the cost appears realistic for the size and scope of the project. For scoping studies, use PE and Local Project Management lines only.

**Note:** If you are applying for additional funds for an existing project, show the amount being requested for this grant in the PE, ROW, Construction, Construction Engineering, and Municipal Project Management rows below. Also, be clear regarding total project cost and other funding amounts and sources in the additional funding comments box below.

**(10 points max.)**

|                                                                                                     |                        |
|-----------------------------------------------------------------------------------------------------|------------------------|
| Preliminary Engineering (PE)<br>(Engineering, Surveying, Permitting)                                | \$ <u>89,238</u>       |
| Right-of-way / Acquisition (ROW)<br>(appraisals, land acquisition and legal fees)                   | \$ <u>15,000</u>       |
| Construction<br>(construction costs with reasonable contingency)                                    | \$ <u>892,380</u>      |
| Construction Engineering<br>(cost to provide inspection during construction)                        | \$ <u>107,085.60</u>   |
| Municipal Project Management Costs<br>(minimum of 10% of total PE, ROW and Construction<br>Phases). | \$ <u>21,132.36</u>    |
| <b>Total Project Cost</b>                                                                           | \$ <u>1,103,703.60</u> |

**Addition Funding Comments: (ex. Total and additional funding for existing projects)**

FY26 - The City budgeted \$75,000 to begin the upgrade process. This money was used to upgrade Blackwell Street. Project is Complete.

FY27 - \$82,500 has been proposed as part of our Capital Improvement Plan to upgrade the infrastructure along Taplin Street.

FY28 - \$90,000 is anticipated as part of our Capital Improvement Plan to upgrade the infrastructure along Scribner Street.

6. Select the eligibility category below (A, B, C or D) that best fits your project and answer the corresponding questions for that category (choose only one category). 10 bonus points will be awarded to projects that are primarily Bicycle or Pedestrian facilities.

☐ **A. Bicycle and Pedestrian Facilities (includes Safe Routes for Non-Drivers and Conversion of abandoned railroad corridors.**

- (i) Will the project contribute to a system of pedestrian and/or bicycle facilities?

**(10 points max.)**

[Click here to enter text.](#)

- (ii) Will the project provide access to likely generators of pedestrian and/or bicyclist activity? **(10 points max.)**

[Click here to enter text.](#)

- (iii) Will the project address a known, documented safety concern? **(10 points max.)**

[Click here to enter text.](#)

☐ **B. Community Improvement Activities:**

- i. Explain how the project improves the economic wellbeing of the community and/or provide a benefit to state tourism? **(10 points max.)**

[Click here to enter text.](#)

- ii. Describe the anticipated impact to the public; degree of visibility, public exposure and/or public use. **(10 points max.)**

[Click here to enter text.](#)

- iii. Answer only one of the following based on the type of project:

- a) Construction of turnouts, overlooks, and viewing areas as related to scenic or historic sites.  
*To what extent will the project provide a view of a highly unique and scenic area?*

- b) **(10 points max.)**

[Click here to enter text.](#)

- c) Preservation or rehabilitation of historic transportation facilities. *Describe the historic significance of the historic transportation facility and the importance of the facility to the state.* **(10 points max.)**

[Click here to enter text.](#)

- d) Archeological planning and research related to impacts from a transportation project. *Describe the associated transportation project and benefit of the proposed activities.* **(10 points max.)**

[Click here to enter text.](#)

- e) Vegetation management in transportation rights of way to improve roadway safety, prevent invasive species, and provide erosion control. *Describe the extent of the current problem and the impact on the site and surrounding area.* **(10 points max.)**

[Click here to enter text.](#)

☐ C. Environmental Mitigation Activity Related to Stormwater and Highways  
(Including Salt and Sand Sheds)

- i. Please describe how this application provides environmental mitigation relating to stormwater and highways. **(10 points max.)**

The project will replace aging and undersized drainage piping at the intersection of Pioneer Street and River Street. The upgraded system will improve stormwater conveyance, reducing roadway flooding, ponding, and erosion. By eliminating leaks and incorporating modern drainage features such as sump manholes and sediment traps, the project will prevent pollutants, sediment, and roadway runoff from entering nearby water resources. These improvements will protect water quality, support aquatic habitat, and increase the resilience of the transportation network to heavier storm events.

- ii. What information or data is provided to substantiate the current stormwater problem and associated environmental impacts? **(10 points max.)**

The drainage system serving the intersection of Pioneer Street and River Street conveys runoff from a large contributing drainage area of approximately 50 acres, extending from the Pioneer Street bridge nearly to Hebert Road with an elevation change of about 315 vertical feet. The drainage area includes roughly 960 linear feet of River Street between Lot 171 and Lot 205. The system discharges through a single 18-inch outfall to the Winooski River, located just west of the Pioneer Street bridge.

Most of the collection piping along River Street is only 12 inches in diameter, which is insufficient for the large drainage area it serves. Taplin Street has been previously identified in the 2016 Stormwater Master Plan as a problem area, further indicating the broader stormwater challenges within this drainage basin. During moderate to heavy rainfall, the River Street system becomes overwhelmed, leading to roadway ponding, overland flow, and erosion along shoulders and driveways. Numerous complaints and field reports document these recurring flooding issues and sediment transport into the Winooski River, contributing to water quality degradation and habitat disturbance.

- iii. What substantiating data or information is provided to show that the proposed application is an effective and maintainable solution to the problem? **(10 points max.)**

The proposed project will replace the aging and undersized 12-inch drainage system on River Street with a modern, properly sized conveyance network designed to handle runoff from the approximately 50-acre drainage area. Hydraulic analysis confirms that the existing system is a significant bottleneck, particularly now that the upstream Blackwell Street system has been upgraded to 18 inches and Taplin Street is scheduled for reconstruction with 24-inch drainage piping in 2026. The new River Street system will be upsized accordingly to restore full conveyance capacity and prevent roadway flooding.

The design will incorporate sump manholes and sediment traps to capture debris and pollutants before discharge to the Winooski River, improving water quality and simplifying long-term maintenance. By keeping stormwater within the closed drainage system and reducing overland flow, the project will greatly lessen erosion along road shoulders and adjacent properties. This will reduce the time and resources currently spent on erosion repair



and allow public works staff to focus more on proactive system maintenance. The new infrastructure will use durable, corrosion-resistant materials and provides accessible structures for inspection and cleaning, ensuring effective and sustainable operation well into the future.

Overall, the project directly supports TAP/MM program goals by mitigating environmental impacts from roadway runoff, improving public safety, and strengthening the community's resilience to more intense storm events.

☐ **D. Environmental Mitigation Activity Related to Wildlife**

- i. Please describe how this application will reduce vehicle-caused wildlife mortality or will restore and maintain connectivity among terrestrial or aquatic habitats. **(10 points max.)**  
[Click here to enter text.](#)
- ii. What information or data is provided to substantiate the current problem and associated environmental impacts? **(10 points max.)**  
[Click here to enter text.](#)
- iii. What substantiating data or information is provided to show that the proposed application is an effective and manageable solution to the problem? **(10 points max.)**  
[Click here to enter text.](#)









18" Outfall

Purple is 36-48 inch  
Pink is 30 inch  
Red is 24 inch  
Blue is 18 inch  
Black is cut & cap



| Item Num.          | Description                                             | Cost                  |
|--------------------|---------------------------------------------------------|-----------------------|
| 1                  | 156' of 36-48" Pipe @ 500/Ft                            | \$78,000.00           |
| 2                  | 253' of 30" Pipe @ 450/Ft                               | \$113,850.00          |
| 3                  | 292' of 24" Pipe @ 425/Ft                               | \$124,100.00          |
| 4                  | 357' of 18" Pipe @ 400/Ft                               | \$142,800.00          |
| 5                  | 50' Steel Sleeve for rail crossing @ 1000/Ft            | \$50,000.00           |
| 6                  | Rail Flaggers                                           | \$10,000.00           |
| 7                  | 12 Catch Basins @ 7500 ea.                              | \$90,000.00           |
| 8                  | Pavement                                                | \$50,000.00           |
| 9                  | Restoration                                             | \$25,000.00           |
| <b>Total 1-9</b>   | <b>Construction Subtotal Before Mob and Cont</b>        | <b>\$683,750.00</b>   |
| 10                 | Mobilization 10%                                        | \$68,375.00           |
| 11                 | Contingency Construction 12%                            | \$90,255.00           |
| <b>Total 1-11</b>  | <b>Construction Total with Contingency</b>              | <b>\$842,380.00</b>   |
| 12                 | Optional Stormwater Treatment at Car Wash               | \$50,000.00           |
| <b>Total 1-12</b>  | <b>Construction Totalwith Cotingency and Stormwater</b> | <b>\$892,380.00</b>   |
| 13                 | Engineering @ 10%                                       | \$89,238.00           |
| 14                 | ROW / Acquisition / Permitting                          | \$15,000.00           |
| 15                 | Inspection Services @ 12%                               | \$107,085.60          |
| 16                 | Municipal Project Management Costs                      | \$21,132.36           |
| <b>Total 13-16</b> | <b>Total Softcosts</b>                                  | <b>\$211,323.60</b>   |
| Items 1-12         | Construction Related Costs                              | \$892,380.00          |
| Items 13-16        | Engineering/ROW/Construction Inspection                 | \$211,323.60          |
|                    | <b>Total Project Cost</b>                               | <b>\$1,103,703.60</b> |
|                    | Local Match                                             | \$220,740.72          |
|                    | Total after match                                       | \$882,962.88          |



America's Small Town Capital

**Letter of Support – Pioneer Street Storm Upgrades**

The City of Montpelier fully supports the planned downstream stormwater infrastructure upgrade project located downstream of Blackwell Street, Taplin Street, and Route 2, known as the “3 Pioneer Storm Upgrades.”

This system has had long-standing capacity limitations and flood vulnerability, dating back at least to the 2011 storm events. More recently, high intensity storms in 2023 and 2024 have again exceeded the capacity of this area, resulting in roadway flooding and operational impacts. The City has already constructed improvements on the Blackwell Street segment, and additional upstream work is scheduled for 2026.

This proposed downstream upgrade is the remaining system bottleneck. Completing this segment is necessary for the overall stormwater system to function as intended. This area is also identified within the City's Stormwater Master Plan as Site WR-07.

Route 2 is a Class 1 Highway maintained by the City. When this drainage system is overwhelmed, stormwater and debris accumulate within the roadway travel lanes, creating hazard conditions for the traveling public. Resolving this deficiency will directly improve safety, system reliability, and community resiliency.

The City of Montpelier strongly supports this Municipal Highway and Stormwater Mitigation Grant application. Grant funding will allow the City to accelerate this essential improvement, correct a long-standing infrastructure vulnerability, and reduce future flood risk to residents, transportation users, and public assets.

Thank you for your consideration.

Sincerely,

City of Montpelier Staff

Kelly Murphy, Acting City Manager

Zach Blodgett, PE Deputy Director of Public Works

Michael Miller, Planning and Zoning Director



November 3, 2025

Mayor Jack McCullough  
Montpelier City Council  
39 Main Street  
Montpelier, Vermont 05602

RE: Stormwater upgrades-Municipal Highway and Stormwater Mitigation Program

Dear Mayor McCullough,

Contained herein is an assessment of regional compatibility of the proposed City of Montpelier's stormwater system network upgrades. This project utilizes best management practices and upgrades to allow for more capacity within this system. This project supports many of the goals and strategies identified in the Central Vermont Regional Plan, effective July 9, 2024.

Based on the information provided, this stormwater-focused funding application is compatible with the Central Vermont Regional Plan, and directly supports the following goals and policies:

Land Use

- To manage the quality and quantity of storm water runoff in order to avoid property damage and negative impacts on surface and groundwater.

Emergency Management

- To build disaster resistant communities in Central Vermont through sound emergency planning and management.
- Increasing economic resilience through mitigation of and adaptation to flooding and extreme weather events.

CVRPC reserves the right to make further comments on the project and reassess its compatibility with the regional plan as the project advances or proceeds through the State permitting processes.

Sincerely

  
Christian Meyer

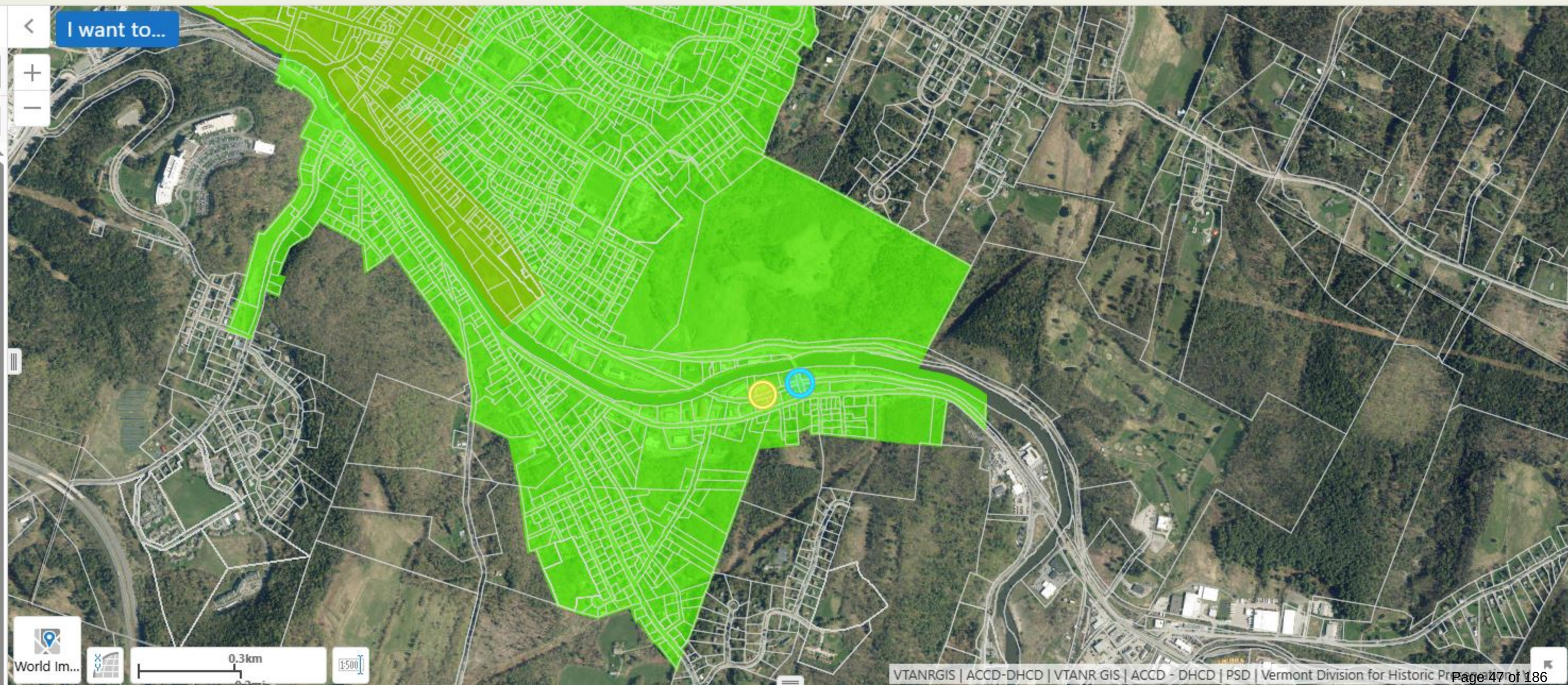


Layers

Planning Resources

Filter Layers... Filter

- ☒ Designations, Town Plans & Bylaws
  - ☒ Downtown District
  - Boundary
    - ☐ Downtown Planning Buffer (0.5 mile)
    - ☒ Village Center Boundary
    - ☐ Village Center Planning Buffer (0.25 mile)
    - ☐ New Town Center Boundary
    - ☐ New Town Center Planning Buffer (0.25 mile)
    - ☒ Growth Center Boundary
    - ☐ Neighborhood Development Area
- ☐ Town Plan & Bylaws
- ☐ Community Development
- ☐ Natural Resources and Physical Features











August 15, 2016

To: Mike Miller  
Tom McArdle

From: Julie Moore, P.E.

# MEMO

Stone Project No. 15-097

Subject: Montpelier Stormwater Master Planning – FINAL Implementation Matrix

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Stone completed a field screening that identified 53 stormwater management opportunities in the City of Montpelier during the fall of 2015 and spring of 2016. As part of the field screening, Stone recorded observations about each site which form a “score” for each relative to the following criteria:

- **Existing environmental concerns** – score will be assigned based on the type(s) of problems present, with 1 point added for each of the following concerns presented by the site’s current condition: water quality concerns; infrastructure vulnerability; localized drainage issues/flooding; streambank or in-stream erosion; and overbank flooding. Although sites are generally anticipated to receive between 1 and 3 points, the maximum score a site can receive is 5.
- **Environmental priority** – relative environmental impact on nearest receiving water (e.g., proximity, location) and how “active” the problem area was during the site visit, with 1 being the smallest impact and 5 being the greatest impact.
- **Constructability** – relative ease with which a project could be implemented, including whether the recommended practice(s) could be constructed on City-owned land or with a willing landowner-partner, existing access to the site, and the amount of additional assessment and engineering design work that would be required to move the project to implementation. The maximum score a site can receive is 3, indicating a project that should move quickly and easily to implementation.
- **Ease of operation** – including the amount and frequency of maintenance likely to be required and whether maintenance activities will be straightforward to complete. The maximum score a site can receive is 3, indicating a project with infrequent maintenance needs that are easily completed.

In addition, 1 extra point was awarded to projects identified in the three neighborhoods / subwatersheds the City identified as having the most potential for additional development (e.g., Sabin’s pasture, Crestview, and Stonewall Meadows). The type of ownership of each project location, whether the project is located in an area currently connected to the combined sewer system, and an initial indication of project cost are also presented in the matrix; these measures are not included currently in the score tabulated for each potential project.

| Site ID | Site Name                                 | Need                                                                                                                                                               | Proposed Approach                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Websoil Survey<br>Mapped HSG | Existing Environmental<br>Concerns<br>(scale 1-5) | Environmental Priority<br>(scale 1-5) | Constructability<br>(scale 1-3) | Ease of Operation<br>(scale 1-3) | Area of Anticipated<br>Growth<br>(yes = 1; no = 0) | Implementation Score | Project Type | CSO Area?<br>(Y or N) | Estimated<br>Implementation Cost |
|---------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------|---------------------------------------|---------------------------------|----------------------------------|----------------------------------------------------|----------------------|--------------|-----------------------|----------------------------------|
| WR-01   | DOL Parking Lot                           | Edge of parking lot is not properly stabilized, and concentrated flow along the edge is causing modest erosion                                                     | Level shoulder to ensure sheetflow from parking lot; establish robust vegetation                                                                                                                                                                                                                                                                                                                                                                                                              | C                            | 2                                                 | 1                                     | 3                               | 3                                | 0                                                  | 9                    | B            | N                     | L                                |
| WR-02   | GMP Parking Lot                           | Stormwater from the parking lot is directed into a V-shaped swale with evidence of erosion                                                                         | Bioswale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | C                            | 3                                                 | 2                                     | 2                               | 2                                | 0                                                  | 9                    | A            | N                     | L                                |
| WR-03   | Green Mountain Dr.                        | Retrofit opportunity                                                                                                                                               | Existing catch basins on Green Mountain Dr could be capped and runoff redirected into existing green space.                                                                                                                                                                                                                                                                                                                                                                                   | C                            | 1                                                 | 1                                     | 2                               | 2                                | 0                                                  | 6                    | A            | N                     | L                                |
| WR-04   | National Life Dr & Memorial Dr/Route 2    | Existing culvert that conveys some stormwater runoff from swale along National Life Drive down to Memorial Dr is failing and stormwater is flowing around the pipe | Subsurface gravel wetland                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | C                            | 3                                                 | 3                                     | 2                               | 2                                | 0                                                  | 10                   | D            | N                     | MH                               |
| WR-05   | 30 National Life Dr                       | Retrofit opportunity                                                                                                                                               | “Daylight” stormwater runoff currently conveyed through closed pipe system to existing grassed channel to the southeast of 30 National Life Dr. Swale would likely need to be improved with check dams added.                                                                                                                                                                                                                                                                                 | C                            | 2                                                 | 2                                     | 2                               | 2                                | 0                                                  | 8                    | D            | N                     | M                                |
| WR-06   | Northfield St/Route 12                    | Retrofit opportunity                                                                                                                                               | The City has indicated planned full-depth reconstruction of Northfield St between Memorial Dr and Freedom Dr will take place in 2017. As part of this project, a stormwater swale could be installed along the western side of Northfield St. adjacent to the curbed lawn island in front of the Econo Lodge motel building. Also along the western side of Northfield St, a stormwater swale could be installed in front of the four houses immediately to the south of the Lutheran Church. | C                            | 2                                                 | 2                                     | 2                               | 2                                | 0                                                  | 8                    | D            | N                     | M                                |
| WR-07   | Taplin St                                 | Management of stormwater runoff along this steep, narrow street is challenging                                                                                     | Stabilization measures have been installed at the top (south) end of the street and the situation appears relatively stable.                                                                                                                                                                                                                                                                                                                                                                  | D                            | 2                                                 | 1                                     | 1                               | 2                                | 0                                                  | 6                    | C            | N                     | M                                |
| WR-08a  | Old Country Club Rd                       | Significant erosion evident in roadside ditch                                                                                                                      | Reshape existing drainage; stabilize sideslopes with stone or vegetation, as appropriate. Recent maintenance efforts by Vermont Rail should improve uphill drainage into roadside ditches.                                                                                                                                                                                                                                                                                                    | B                            | 3                                                 | 2                                     | 2                               | 2                                | 0                                                  | 9                    | C            | N                     | M                                |
| WR-08b  | Old Country Club Rd                       | Culvert at the east end of old Country Club Rd was severely damaged during the May 2011 flood event and has not been removed or repaired                           | Culvert should be removed or replaced; if culvert is removed, reshape and stabilize sideslopes.                                                                                                                                                                                                                                                                                                                                                                                               | B                            | 4                                                 | 5                                     | 2                               | 3                                | 0                                                  | 14                   | C            | N                     | H                                |
| WR-09   | 122 Gallison Hill Rd                      | N/A                                                                                                                                                                | Permitted facility (3146-9010)                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |                                                   |                                       |                                 |                                  |                                                    |                      |              |                       |                                  |
| WR-10   | 2 Main St/Show's                          | Dumpsters and bagged garbage stored on edge of parking lot immediately adjacent to the river.                                                                      | Alternative locations for garbage storage should be evaluated; site constraints may make relocating materials challenging.                                                                                                                                                                                                                                                                                                                                                                    | fill                         | 2                                                 | 2                                     | 1                               | 3                                | 0                                                  | 8                    | A            | N                     | L                                |
| WR-11   | Gov. Davis Ave Parking Lot                | Retrofit opportunity                                                                                                                                               | Install porous pavement when lot is resurfaced.                                                                                                                                                                                                                                                                                                                                                                                                                                               | fill                         | 1                                                 | 1                                     | 2                               | 1                                | 0                                                  | 5                    | B            | Y                     | H                                |
| WR-12   | Wheelock Road                             | Retrofit opportunity                                                                                                                                               | Existing swale provides conveyance without much treatment; add appropriately spaced check dams                                                                                                                                                                                                                                                                                                                                                                                                | D                            | 2                                                 | 1                                     | 3                               | 2                                | 1                                                  | 11                   | C            | N                     | L                                |
| WR-13   | Casella Waste Systems, East Montpelier Rd | N/A                                                                                                                                                                | Permitted facility (4790-9003)                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |                                                   |                                       |                                 |                                  |                                                    |                      |              |                       |                                  |
| WR-14   | Dunpatrick Circle                         | Retrofit opportunity                                                                                                                                               | Subsurface gravel wetland in the cul-de-sac green space                                                                                                                                                                                                                                                                                                                                                                                                                                       | C                            | 2                                                 | 1                                     | 2                               | 2                                | 1                                                  | 8                    | C            | N                     | M                                |
| WR-15a  | Bailey Ave                                | Significant stormwater runoff along the west-side shoulder of Bailey Ave accesses and erodes off-street parking areas                                              | Build small berm along parking lot entrance to prevent stormwater runoff from entering                                                                                                                                                                                                                                                                                                                                                                                                        | fill                         | 3                                                 | 3                                     | 3                               | 1                                | 0                                                  | 10                   | C            | Y                     | L                                |
| WR-15b  | Bailey Ave                                | Significant stormwater runoff along the east-side shoulder of Bailey Ave                                                                                           | Bioretention, possibly underdrained, in existing green space along the east-side of Bailey Ave between the sidewalk and the street.                                                                                                                                                                                                                                                                                                                                                           | fill                         | 3                                                 | 3                                     | 2                               | 2                                | 0                                                  | 10                   | D            | Y                     | MH                               |
| WR-16   | Montpelier High School                    | Significant sediment mobilization from “overflow parking” area in front of the school                                                                              | Renovate informal parking area with geogrid                                                                                                                                                                                                                                                                                                                                                                                                                                                   | C                            | 3                                                 | 3                                     | 2                               | 3                                | 0                                                  | 11                   | C            | N                     | M                                |



| Site ID | Site Name                                | Need                                                                                                                                                                                                                        | Proposed Approach                                                                                                                                                                                                                  | Websoil Survey<br>Mapped HSG | Existing Environmental<br>Concerns<br>(scale 1-5) | Environmental Priority<br>(scale 1-5) | Constructability<br>(scale 1-3) | Ease of Operation<br>(scale 1-3) | Area of Anticipated<br>Growth<br>(yes = 1; no = 0) | Implementation Score | Project Type | CSO Area?<br>(Y or N) | Estimated<br>Implementation Cost |
|---------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------|---------------------------------------|---------------------------------|----------------------------------|----------------------------------------------------|----------------------|--------------|-----------------------|----------------------------------|
| WR-17   | 1 Bailey Ave/VSECU                       | Retrofit opportunity                                                                                                                                                                                                        | Bioretention, possibly underdrained, in existing green space between the edge of the parking lot and the bike path                                                                                                                 | C                            | 2                                                 | 2                                     | 2                               | 2                                | 0                                                  | 8                    | A            | N                     | M                                |
| WR-18   | Hackamore Rd                             | Erosion along road shoulder                                                                                                                                                                                                 | Replace gravel shoulder with grass channel to convey flow; rock-line drainage ditch where Hackamore Dr comes into Towne Hill Rd.                                                                                                   | C                            | 3                                                 | 2                                     | 2                               | 3                                | 1                                                  | 11                   | C            | N                     | L                                |
| WR-19   | VT NEA and Leahy Press Parking Lots      | Retrofit opportunity                                                                                                                                                                                                        | Swales along back edge of these existing lots could be reshaped and improved to better manage stormwater. In particular, efforts to reduce the volume of runoff from the VT NEA parking onto Wheelock St could have address WR-12. | D                            | 2                                                 | 1                                     | 3                               | 2                                | 1                                                  | 11                   | A            | N                     | M                                |
| WR-20   | State Office Parking Lots                | Retrofit opportunity                                                                                                                                                                                                        | Bioretention, possibly underdrained, in existing green space behind 116 State St                                                                                                                                                   | fill                         | 1                                                 | 2                                     | 2                               | 2                                | 0                                                  | 7                    | B            | N                     | M                                |
| WR-21   | State Street                             | Retrofit opportunity                                                                                                                                                                                                        | Bioretention, possibly underdrained, in existing green space along the south-side of State St between the sidewalk and the street.                                                                                                 | fill                         | 2                                                 | 2                                     | 2                               | 2                                | 0                                                  | 8                    | C            | Y                     | M                                |
| WR-22   | A Quilter's Garden, Barre-Montpelier Rd  | Culvert conveying hillside runoff between 338 and 342 River St to Stevens Branch has failed and there is significant erosion                                                                                                | Remove culvert to daylight drainage and create suitable drainage feature, such as step-pool conveyance                                                                                                                             | C                            | 3                                                 | 4                                     | 2                               | 2                                | 1                                                  | 12                   | A            | N                     | MH                               |
| SB-01   | Crossway Saab / Cody Chevrolet           | Undersized culvert on Crossway Saab property captures intermittent stream and conveys under Route 302 through the Cody Chevrolet property to Stevens Branch. Significant sediment deposits at observed at culvert outlet. . | Complete detailed evaluation of hillside drainage; replace or remove outright undersized culvert adjacent to Crossway Saab                                                                                                         | fill                         | 4                                                 | 5                                     | 2                               | 2                                | 2                                                  | 14                   | D            | N                     | H                                |
| SB-02   | Moonlight Terrace                        | Erosion and sediment transport along road shoulder                                                                                                                                                                          | Reshape and rock line existing drainage swale; add appropriately spaced check dams                                                                                                                                                 | fill                         | 2                                                 | 3                                     | 3                               | 2                                | 1                                                  | 11                   | C            | N                     | L                                |
| NB-01   | Parking Lots west of Main Street         | Existing overbank drainage from parking lot is causing streambank erosion and compromising integrity of edge of parking lot                                                                                                 | Bioretention, possibly underdrained, in existing green space / parking islands.                                                                                                                                                    | fill                         | 3                                                 | 3                                     | 2                               | 2                                | 0                                                  | 10                   | C            | N                     | M                                |
| NB-02   | Union Elementary School                  | Existing stormwater system is poorly sited given current use of the school's outdoor areas; several catch basins are buried, ones that are visible show significant sediment accumulation                                   | Planned improvements to the school's outdoor areas present opportunity for stormwater renovation; numerous opportunities for GSI retrofits on both upper and lower playgrounds                                                     | B                            | 3                                                 | 3                                     | 2                               | 2                                | 0                                                  | 10                   | C            | N                     | H                                |
| NB-03a  | Marvin & Bingham Sts                     | Retrofit opportunity                                                                                                                                                                                                        | Install bioretention treatment area at the southeast corner of intersection to capture road runoff                                                                                                                                 | B                            | 1                                                 | 1                                     | 2                               | 2                                | 0                                                  | 6                    | C            | N                     | M                                |
| NB-03b  | Marvin Street                            | Erosion along road shoulder                                                                                                                                                                                                 | Reshape and rock line existing drainage swale; add appropriately spaced check dams; consider making street one-way in order to provide sufficient room for swale                                                                   | B                            | 2                                                 | 2                                     | 1                               | 2                                | 0                                                  | 7                    | C            | N                     | L                                |
| NB-04   | College & Marvin Sts                     | Retrofit opportunity                                                                                                                                                                                                        | "Green Street" retrofit could take advantage of the fact that there are no curbs separating the road edge from the adjoining green space to manage road runoff                                                                     | C/D                          | 1                                                 | 1                                     | 3                               | 2                                | 0                                                  | 7                    | C            | N                     | M                                |
| NB-05   | College St & Woodrow Ave                 | Retrofit opportunity                                                                                                                                                                                                        | "Green Street" retrofit could take advantage of the fact that there are no curbs separating the road edge from the adjoining green space to manage road runoff                                                                     | C/D                          | 2                                                 | 1                                     | 3                               | 2                                | 0                                                  | 8                    | C            | N                     | M                                |
| NB-06   | Heaton Woods                             | Retrofit opportunity                                                                                                                                                                                                        | Bioretention or other treatment could be installed at the intersection of access drive and Heaton St.                                                                                                                              | C/D                          | 1                                                 | 1                                     | 2                               | 2                                | 0                                                  | 6                    | C            | N                     | M                                |
| NB-07   | Washington County Mental Health Services | Retrofit opportunity                                                                                                                                                                                                        | Bioretention or other treatment could be installed in the green space between the building and Heaton St.                                                                                                                          | C/D                          | 1                                                 | 1                                     | 2                               | 2                                | 0                                                  | 6                    | A            | N                     | M                                |
| NB-08   | Emmons St                                | Retrofit opportunity                                                                                                                                                                                                        | Limiting parking to the west-side of Emmons St would for "Green Street" retrofit                                                                                                                                                   | C/D                          | 1                                                 | 1                                     | 2                               | 2                                | 0                                                  | 6                    | A            | N                     | M                                |

| Site ID | Site Name                | Need                                                                                                                                                                                                              | Proposed Approach                                                                                                                                                                                                                                    | Websoil Survey<br>Mapped HSG | Existing Environmental<br>Concerns<br>(scale 1-5) | Environmental Priority<br>(scale 1-5) | Constructability<br>(scale 1-3) | Ease of Operation<br>(scale 1-3) | Area of Anticipated<br>Growth<br>(yes = 1; no = 0) | Implementation Score | Project Type | CSO Area?<br>(Y or N) | Estimated<br>Implementation Cost |
|---------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------|---------------------------------------|---------------------------------|----------------------------------|----------------------------------------------------|----------------------|--------------|-----------------------|----------------------------------|
| NB-09   | Hubbard Park road system | There are approximately 2 miles of gravel road in the park and there is active erosion along many of them.                                                                                                        | Develop a comprehensive inventory of road related erosion problems in Hubbard Park, including a capital budget plan to correct these problems over a specific period of time.                                                                        | C                            | 3                                                 | 4                                     | 3                               | 2                                | 0                                                  | 13                   | C            | Y                     | M                                |
| NB-10   | Gould Hill Rd            | Erosion and sediment transport along road shoulder                                                                                                                                                                | Reshape and rock line existing drainage swale; add appropriately spaced check dams                                                                                                                                                                   | B/C                          | 3                                                 | 3                                     | 2                               | 2                                | 1                                                  | 11                   | C            | N                     | L                                |
| NB-11   | Trillium Hill Rd         | Private road is poorly crowned with insufficient ditching, causing water to run down the road surface                                                                                                             | Roadway should be graded so water does not remain on the road surface (2-4% crown); may be an opportunity to construct bioretention or other treatment at the north-west corner of the intersection with Route 2.                                    | D                            | 3                                                 | 3                                     | 2                               | 2                                | 1                                                  | 11                   | A            | N                     | MH                               |
| NB-12   | Hubbard Park “frog pond” | Significant sediment has been allowed to accumulate in the pond the existing outlet structure is in a state of disrepair.                                                                                         | The pond should be renovated to increase residence time; the outlet structure should be redesigned and emergency spillway improved                                                                                                                   | C/D                          | 3                                                 | 3                                     | 2                               | 2                                | 0                                                  | 10                   | C            | Y                     | M                                |
| NB-13   | Summer Street            | Retrofit opportunity                                                                                                                                                                                              | A bump-out was added in front of the pocket park at 12 Summer St to slow traffic in this area; the bump-out would be recessed to serve as stormwater infiltration area                                                                               | fill                         | 1                                                 | 1                                     | 3                               | 2                                | 0                                                  | 7                    | C            | Y                     | L                                |
| NB-14   | Finch St/Stump Dump      | Creep of material storage piles has resulted in oversteepened side slopes, allowing materials to erode into adjacent watercourses                                                                                 | Create clear edge definition and/or barriers around material storage areas to prevent material loss; improve drainage along Finch Rd.                                                                                                                | A                            | 3                                                 | 4                                     | 3                               | 2                                | 0                                                  | 12                   | C            | N                     | L                                |
| NB-15   | 58 E State St            | Catch basins in parking lot appear to be connected to the combined sewer system                                                                                                                                   | Area is mapped as having soils reasonably well-suited for infiltration; install bioretention in existing green space between building/parking lot and East State St                                                                                  | B                            | 1                                                 | 1                                     | 2                               | 2                                | 0                                                  | 6                    | A            | Y                     | M                                |
| NB-16   | Harrison Ave             | Retrofit opportunity                                                                                                                                                                                              | The City has indicated planned water main replacement and road paving in 2018. As part of this construction stormwater could be redirected to an existing swale that surrounds small recreational field and the swale improved to enhance treatment. | B                            | 2                                                 | 1                                     | 3                               | 2                                | 0                                                  | 8                    | C            | N                     | M                                |
| NB-17   | 60 State St Parking Lot  | Retrofit opportunity                                                                                                                                                                                              | Utilize existing green space/islands for bioretention treatment                                                                                                                                                                                      | fill                         | 2                                                 | 2                                     | 2                               | 2                                | 0                                                  | 8                    | B            | N                     | M                                |
| BB-01   | Arsenal Dr               | Road runoff is turned out over a steep section of hillside, in an area where lawn is also being composted                                                                                                         | “Green Street” retrofit could take advantage of the fact that there are no curbs separating the road edge from the adjoining green space to manage road runoff                                                                                       | C/D                          | 2                                                 | 2                                     | 2                               | 2                                | 1                                                  | 9                    | D            | N                     | L                                |
| BB-02   | 8 McKinley St            | Small pond constructed to managed runoff; erosion visible below the pond                                                                                                                                          | The pond should be renovated to increase residence time and spillway improved; step-pool conveyance would be well suited for conveying flows down the slope below the pond                                                                           | C/D                          | 3                                                 | 4                                     | 1                               | 1                                | 1                                                  | 10                   | A            | N                     | MH                               |
| BB-03   | Hinkley St               | Retrofit opportunity                                                                                                                                                                                              | “Green Street” retrofit could take advantage of the fact that there are no curbs separating the road edge from the adjoining green space to manage road runoff                                                                                       | C/D                          | 1                                                 | 1                                     | 3                               | 2                                | 1                                                  | 8                    | C            | N                     | L                                |
| BB-04   | Towne Hill Rd & Main St  | Erosion evident in roadside drainage                                                                                                                                                                              | Reshape and rock line existing drainage swale; add appropriately spaced check dams                                                                                                                                                                   | C                            | 3                                                 | 3                                     | 2                               | 2                                | 1                                                  | 11                   | C            | N                     | M                                |
| BB-05   | Easy St                  | Significant erosion of both the road surface and in the adjacent roadside drainage                                                                                                                                | Roadway should be graded so water does not remain on the road surface (2-4% crown); reshape and rock line existing drainage swale; add appropriately spaced check dams                                                                               | D                            | 3                                                 | 3                                     | 2                               | 2                                | 1                                                  | 11                   | A            | N                     | M                                |
| BB-07a  | Grandview Terr           | Grandview Terr was put on a “road diet” when it was repaved in 2015 and the overall width reduced ~4 ft; erosion is occurring along the gravel road shoulders installed in areas formerly treatment with pavement | At a minimum, topsoil should be added to road shoulders in an effort to establish robust vegetation; mailboxes will need to be relocated to the pavement edge. A design detail should be developed for road shoulders on newly-narrowed streets      | C                            | 3                                                 | 3                                     | 2                               | 3                                | 1                                                  | 12                   | C            | N                     | M                                |
| BB-07b  | Grandview Terr           | Ditch that conveys runoff from Grandview Terr to Blanchard Brook is actively eroding                                                                                                                              | Reshape existing drainage swale and establish robust vegetation; install appropriate energy dissipation measures at Grandview Terr cross-culvert outlet                                                                                              | C                            | 2                                                 | 2                                     | 1                               | 2                                | 1                                                  | 8                    | D            | N                     | M                                |

| Site ID | Site Name                  | Need                                                                                                             | Proposed Approach                                                                                                                               | Websoil Survey<br>Mapped HSG | Existing Environmental<br>Concerns<br>(scale 1-5) | Environmental Priority<br>(scale 1-5) | Constructability<br>(scale 1-3) | Ease of Operation<br>(scale 1-3) | Area of Anticipated<br>Growth<br>(yes = 1; no = 0) | Implementation Score | Project Type | CSO Area?<br>(Y or N) | Estimated<br>Implementation Cost |
|---------|----------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------|---------------------------------------|---------------------------------|----------------------------------|----------------------------------------------------|----------------------|--------------|-----------------------|----------------------------------|
| BB-08   | 28 Spring Hollow Rd        | Drainage was recently maintained, but not stabilized; ditch banks are over-steepened and ditch has V-shape       | Reshape existing drainage swale and establish robust vegetation                                                                                 | C                            | 2                                                 | 3                                     | 1                               | 2                                | 1                                                  | 9                    | A            | N                     | L                                |
| BB-09a  | Woodcrest Rd               | Retrofit opportunity                                                                                             | Replace existing drainage swale with bioswale; establish robust vegetation                                                                      | C                            | 1                                                 | 1                                     | 3                               | 2                                | 1                                                  | 8                    | C            | N                     | M                                |
| BB-09b  | Woodcrest & Towne Hill Rds | Retrofit opportunity                                                                                             | Install bioretention treatment area at the north-east corner of intersection to capture road runoff                                             | C                            | 1                                                 | 1                                     | 2                               | 2                                | 1                                                  | 7                    | C            | N                     | M                                |
| BB-10   | 438 Towne Hill Rd          | Erosion evident in roadside drainage                                                                             | Reshape existing drainage swale and establish robust vegetation                                                                                 | C                            | 2                                                 | 2                                     | 2                               | 2                                | 1                                                  | 9                    | D            | N                     | L                                |
| BB-11   | Dover & Phillips Rds       | Sediment transport evident in roadside drainage along Dover Rd to the north of the intersection with Phillips Rd | Replace existing drainage swale with bioswale; establish robust vegetation                                                                      | C                            | 2                                                 | 2                                     | 2                               | 2                                | 1                                                  | 9                    | D            | N                     | M                                |
| BB-12   | Chestnut Hill Rd           | The old concrete culvert to the east of 60 Chestnut Hill Rd appears to be undersized                             | Ultimately, the culvert should be replaced; in the interim a splash pad beneath the outfall would reduce localized erosion                      | D                            | 2                                                 | 2                                     | 3                               | 2                                | 0                                                  | 9                    | D            | N                     | L/MH                             |
| BB-13   | Phillips Rd                | Retrofit opportunity                                                                                             | Removing the curb along the east side of the street, below 135 Phillips Rd, would allow for a swale to be installed to manage stormwater runoff | D                            | 2                                                 | 1                                     | 3                               | 2                                | 0                                                  | 8                    | C            | N                     | M                                |

**Project Type “key”:**  
**A** Private property  
**B** State property or right-of-way  
**C** Public property (town-owned land or right-of-way)  
**D** Hybrid; part public land, part private land

**Estimated Implementation Cost “key”:**  
**L** less than \$20,000  
**M** \$20-\$50,000  
**MH** \$50-\$100,000  
**H** more than \$100,000





**State of Vermont**  
**Highway Division**  
**Municipal Assistance Section**  
 Barre City Place  
 219 North Main St.  
 Barre, VT 05641  
 vtrans.vermont.gov

[phone] 802-828-2667  
 [fax] 802-828-3522  
 [ttd] 800-253-0191

***Agency of Transportation***

March 13, 2026

Zach Blodgett, Deputy Director Public Works  
 City of Montpelier  
 783 Dog River Road  
 Montpelier, VT 05641

**RE: SFY 2026 Transportation Alternatives Program (TAP) and Municipal Highway and Stormwater Mitigation Program (MHSMP) Grant Application**

Dear Mr. Blodgett,

Thank you for your recent application for funding to the SFY 2026 Transportation Alternatives (TAP) and Municipal Highway and Stormwater Mitigation Program Grant (MHSMP) combined grant opportunity. The grant selection committee voted to award your project **\$882,962.88** in federal funds, which will require **\$220,740.72** in matching funds.

In accordance with the requirements of the program, your award is capped, and the amount indicated above will be considered the maximum limiting amount (MLA) of federal funds available to the project, so it will be important that the project budget be monitored closely. Project details will be articulated in a grant agreement with the Agency of Transportation (VTrans). We expect that the project will be advanced expeditiously and have outlined some of those expectations on the attached Project Commitments Form (PCF). Please review the form, sign it, and return it as soon as possible, but within one month of receipt. Conversely, please notify us as soon as possible if you are not interested in moving forward. Once the form is received, we will begin working on your Grant Agreement. Reimbursable work cannot begin until after the Grant Agreement is fully executed.

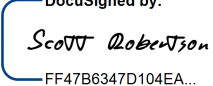
After receipt of the attached PCF, a VTrans staff member from the Municipal Assistance Section – Local Projects Section will be assigned to your project and an initial project meeting will be scheduled. At this meeting, there will be discussion regarding the project development process, typical project schedule and next steps.

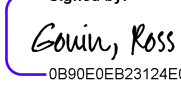
As you know, this is a reimbursement program and not a direct grant. The offering of this conditional award should not be construed as approval of all work, methods, terms, or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with VTrans, including all applicable VTrans, State, and Federal program requirements.



If you have any questions, do not hesitate to contact Scott Robertson, TAP Coordinator at 802-793-2395 or Ross Gouin, MHSMP Coordinator at 802-595-2381. We look forward to working with you and your community towards the successful implementation of your project.

Sincerely,

DocuSigned by:  
  
FF47B6347D104EA...  
3/26/2026  
Scott Robertson, PE – TAP Coordinator  
VTrans - Municipal Assistance Section

Signed by:  
  
0B90E0EB23124E0...  
3/26/2026  
Ross Gouin, MHSMP Coordinator  
VTrans - Municipal Assistance Section

**Cc:** RPC  
VTrans – DTA  
VTrans – Policy, Planning & Research  
Project File

**Vermont Agency of Transportation  
Municipal Assistance Bureau  
Grant Recipient  
Project Commitments Form (PCF)**

Grant Recipient (*Grantee*): \_\_\_\_\_

Project Name \_\_\_\_\_

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: \_\_\_\_\_

By signing at the bottom of this document, the *Grantee* agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for design services must be advertised within one month of the selection of the Municipal Project Manager (MPM).
4. The *Grantee* shall obtain a detailed proposed schedule from the design consultant, which indicates the time duration for key steps which advance the project to contract plans and bid documents within 1 month of the design contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

\_\_\_\_\_  
Authorized municipal official (Name and Signature)

\_\_\_\_\_  
Date



**CITY COUNCIL Agenda Item Cover Sheet**

**Date:** May 13, 2026

**Consent** \_\_ **Discussion** **X**

**SUBJECT:** Resolution Recognizing National Police Week

**SUBMITTING DEPARTMENT:** City Manager/City Council

**RECOMMENDED ACTION:** Review the draft resolution recognizing National Police Week 2026 and honoring the contributions of Montpelier Police Department officers and employees.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

**EXPENDITURE REQUIRED:** N/A

**SOURCE OF FUNDS:** N/A

**LEGAL REQUIREMENTS:** N/A

**BACKGROUND INFORMATION:** National Police Week 2026 is celebrated during the week of May 10-16, 2026. Learn more about National Police Week at [NATIONAL POLICE WEEK 2026 - National Law Enforcement Officers Memorial Fund](#).

**SUPPORTING DOCUMENTS:**

1. Draft Resolution – to be distributed at the meeting

**INTERESTED PARTIES:** City Council, City Staff, Community Members

**CITY MANAGER'S APPROVAL:**

*Kelly McMichael King*



Mayor Marc Gwinn

**City Council Members:**

Adrienne Gil  
Cary Brown  
Pelín Kohn  
Jim Sheridan  
Sal Alfano  
Ben Doyle

Kelly McNicholas Kury  
City Manager

Evelyn Prim  
Communications Coordinator

## **Resolution Recognizing** **National Public Works Week 2026**

**WHEREAS**, National Public Works Week, observed May 17–23, 2026, marks the 66th annual celebration of the professionals who plan, build, operate, and sustain the infrastructure that makes community life possible; and

**WHEREAS**, the 36 men and women of Montpelier's Department of Public Works show up when everyone else stays home — plowing snow before dawn, clearing drains ahead of a summer downpour, responding to water main breaks in frozen ground, keeping this city running through every season and every emergency; and

**WHEREAS**, much of Montpelier's underground infrastructure is more than a century old, and maintaining it while replacing it — keeping the water flowing today while engineering the system that will make emergencies less frequent tomorrow — is like flying the plane while rebuilding the engine; and

**WHEREAS**, DPW collects water from Berlin Pond, filtered and treated for every tap in the city and every fire hydrant on its streets, and returns treated wastewater to the Winooski River — a full cycle of water stewardship that protects public health; and

**WHEREAS**, above ground, DPW maintains the streets — filling potholes, repaving roads, and managing the retaining walls that hold them in place — as well as the sidewalks and bike paths, the bridges, the storm drains that keep intersections passable, the crosswalks and stop signs and traffic signals that keep people safe, the street lights that illuminate the city at night, and the benches and flower barrels they bring out each spring to welcome people downtown; and

**WHEREAS**, DPW also shows up for the moments that make Montpelier special — bringing the barricades, cones, and signage that make possible every parade, block party, street closure, farmers market, demonstration, and Fourth of July celebration, turning public infrastructure into public space whenever the community asks; and

**WHEREAS**, Vermont law requires municipalities to plan for all users and all forms of mobility, and the Montpelier Complete Streets Committee works alongside DPW and the City Council to ensure that vision is reflected in every project, every priority, and every repair; and

**WHEREAS**, the Committee advocates for street design that serves every way people move through this city — on foot, by bike, by scooter, by wheelchair or walker, pushing a stroller or riding one — and that is safe and welcoming for those who are less nimble, less able, or simply choose not to drive; and

**WHEREAS**, the Barre Street shared-use path — now moving to construction after years of planning and advocacy — will finally connect the eastern and western segments of the Siboinébi Path, and is one measure of what this city can accomplish when engineers and advocates build toward the same goal;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Montpelier, Vermont hereby designates the week of May 17–23, 2026 as National Public Works Week, and expresses its deep appreciation to the staff of the Department of Public Works for their skill, their dedication, and their willingness to be there when the city needs them — and recognizes the Montpelier Complete Streets Committee for its work in shaping a city that is more accessible, more welcoming, and more navigable for everyone who lives here, works here, or finds their way here.

Signed on this 13<sup>th</sup> day of May 2026:

---

Marc Gwinn, Mayor



**CITY COUNCIL Agenda Item Cover Sheet**

**Date:** May 13, 2026

**Consent** \_\_ **Discussion** **X**

**SUBJECT:** Resolution Recognizing National Public Works Week

**SUBMITTING DEPARTMENT:** City Manager/City Council

**RECOMMENDED ACTION:** Review the draft resolution recognizing National Public Works Week 2026 and honoring the contributions of City Public Works employees.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

**EXPENDITURE REQUIRED:** N/A

**SOURCE OF FUNDS:** N/A

**LEGAL REQUIREMENTS:** N/A

**BACKGROUND INFORMATION:** National Public Works Week 2026 is celebrated during the week of May 17<sup>th</sup>. Learn more about NPWW on the American Public Works Association website at <https://www.apwa.org/events/national-public-works-week-npww/>

**SUPPORTING DOCUMENTS:**

1. Draft Resolution

**INTERESTED PARTIES:** City Council, City Staff, Community Members

**CITY MANAGER'S APPROVAL:**

*Kelly McMichael Kury*

Mayor Marc Gwinn

Kelly McNicholas Kury  
City Manager

**City Council Members:**

Adrienne Gil  
Cary Brown  
Pelin Kohn  
Jim Sheridan  
Sal Alfano  
Ben Doyle

Evelyn Prim  
Communications Coordinator

## **Resolution Recognizing**

## **National Public Works Week 2026**

**Whereas**, National Public Works Week is celebrated during the third full week of May; and

**Whereas**, the Department of Public Works (DPW) is the city's largest department, with 36 skilled staff members who keep Montpelier's infrastructure running and maintain the services residents rely on every day; and

**Whereas**, Montpelier DPW employees maintain 56 miles of paved streets, about 25 miles of sidewalks, and 6.7 miles of shared-use paths, and 17 bridges, guardrails, in addition to retaining walls, stormwater infrastructure, street lights, traffic signals, pavement markings, wayfinding signs, trash and recycling containers, and the benches and flower barrels that enhance downtown, protect public health, contribute to Montpelier's high quality of life, and the well-being of our greater community; and

**Whereas**, the public works professionals within the seven divisions of Streets, Water & Sewer, Water Treatment, Wastewater Treatment, Equipment & Fleet Operations, District Heat, and Engineering & Administration, who are engineers, operators, and employees at all levels, are responsible for rebuilding, improving, and protecting our community's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

**Whereas**, it is in the public interest for the citizens, civic leaders, and children in the City of Montpelier to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and people to perform these vital public services; and

**Whereas**, the year 2026 marks the 66<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association; and

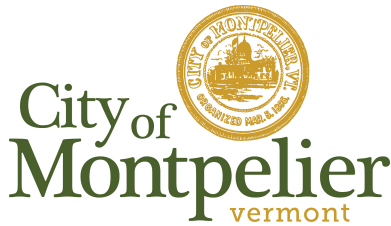
**Whereas**, the contributions of administrative professionals are frequently performed behind the scenes, yet their diligence and expertise are indispensable to every City initiative, project, and service; and

**NOW, THEREFORE, BE IT RESOLVED** that we, the City Council of Montpelier, Vermont, do hereby designate the week of May 17–23, 2026, as National Public Works Week, and urge all citizens to join us in celebrating our public works professionals, engineers, managers, and employees, and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

Signed on this 13<sup>th</sup> day of May 2026:

---

Marc Gwinn, Mayor



## CITY COUNCIL Agenda Item Cover Sheet

Date: May 13, 2026

Consent ☐ Discussion ☒

**SUBJECT:** Second hearing on proposed amendments to the River Hazard Area Regulations [Public Hearing].

**SUBMITTING DEPARTMENT:** Planning & Community Development

**RECOMMENDED ACTION:** If no changes are made: Motion to approve the amendment to the River Hazard Area Regulations as presented. If changes are made, see “legal requirements” below.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development

**EXPENDITURE REQUIRED:** None.

**SOURCE OF FUNDS:** N/A.

**LEGAL REQUIREMENTS:** Changes to regulations are adopted per 24 V.S.A. 4442 and City Charter. Council may vote to make amendments to the draft but if a change is made then the Council shall set a date for another hearing and send the draft to the Planning Commission to amend the required report.

**BACKGROUND INFORMATION:** On April 17, 2024 the City Council made interim amendments to the River Hazard Area regulations to address non-conforming commercial properties that were being converted into non-conforming residential properties in our flood hazard area. Those interim changes expired in April, so we needed to warn a hearing to permanently adopt those changes.

As we were readopting the regulations, staff proposed a few changes to clean up some sections that had been unclear including “substantial damage and improvement” especially as they apply to historic properties. We updated some statutory references as state law has changed in a few ways and made some minor changes for consistency. These changes were submitted to the Planning Commission who held a public hearing before forwarding them to you for consideration. We are available to walk through each change if desired.

Nick Gauthier also worked to make new maps to better present the River Hazard Areas. He also worked to create a new viewer online which can be found here: <https://www.montpelier-vt.org/1606/Interactive-Maps> . The River hazard area view can be found by clicking the link on the left column.

**SUPPORTING DOCUMENTS:**

1. Strike-through of the proposed changes to the River Hazard Area Regulations.
2. Talking points for the public hearing
3. New Flood Hazard Area Map (reprojection of the same data)
4. New River Corridor Area Map (reprojection of the same data)

**INTERESTED PARTIES:** Planning Commission



**CITY MANAGER'S APPROVAL:**

*Kelly McMichael Ruiz*



# **CITY OF MONTPELIER**

## **RIVER HAZARD AREA REGULATIONS**

**Adopted January 3, 2018  
Amended February 28, 2024  
Interim amendment April 17, 2024**

Department of Planning & Community Development  
City of Montpelier  
39 Main Street  
Montpelier, VT 05602

802-223-9506



### RIVER HAZARD AREA REGULATIONS SEPARATED FROM ZONING

| ADOPTED / AMENDMENTS      | EFFECTIVE        |
|---------------------------|------------------|
| <u>TBD</u>                | <u>TBD</u>       |
| April 17, 2024 (interim)  | April 17, 2024   |
| February 28, 2024         | March 21, 2024   |
| April 13, 2022            | May 5, 2022      |
| January 8, 2020 (interim) | January 8, 2020  |
| January 3, 2018           | January 24, 2018 |

### HISTORY OF THE FLOOD HAZARD AREA REGULATIONS IMBEDDED IN ZONING

| ADOPTED AMENDMENTS<br>RELATED TO FHA | EFFECTIVE<br>DATE  |
|--------------------------------------|--------------------|
| January 26, 2011                     | January 26, 2011   |
| May 14, 2008                         | May 14, 2008       |
| June 14, 2006                        | June 14, 2006      |
| August 21, 2002                      | September 11, 2002 |
| October 26, 1994                     | November 16, 1994  |
| January 25, 1989                     | February 15, 1989  |
| April 24, 1985                       | May 15, 1985       |
| September 26, 1984                   | October 17, 1984   |
| November 23, 1983                    | December 14, 1983  |
| January 27, 1982                     | February 10, 1982  |
| January 27, 1975                     | March 4, 1975      |
| <b>ADOPTED</b>                       | <b>EFFECTIVE</b>   |
| October 24, 1973                     | October 31, 1973   |

### HISTORY OF MAP AMENDMENTS

#### AMENDED

, 2026 Updates TBD  
 April 13, 2022 (River Corridor permanent amendment)  
 January 8, 2020 (River Corridor interim amendment)  
 January 3, 2018 (Add River Corridor)  
 March 19, 2013 (FHA only)

#### ORIGINAL FLOOD HAZARD AREA MAPS

February 17, 1982

PREPARED BY:  
 City of Montpelier Planning Commission  
 City of Montpelier Conservation Commission  
 and



|                                                                                  |                    |
|----------------------------------------------------------------------------------|--------------------|
| §711 Accessory structure .....                                                   | 40                 |
| §712 Alteration of a watercourse .....                                           | 42                 |
| §713 Fuel tanks .....                                                            | 42                 |
| §714 Manufactured (mobile) homes.....                                            | 42                 |
| §715 Manufactured (mobile) home parks .....                                      | 43                 |
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| §719 Subdivisions .....                                                          | 44                 |
| §720 Critical Facilities.....                                                    | 45                 |
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| <b>Part 8. Flood Hazard Area &amp; River Corridor Standards .....</b>            | <b>46</b>          |
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| §811 River Corridor.....                                                         | 50                 |
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| <b>Chapter 900 Letters of map amendment and revision .....</b>                   | <b>51</b>          |
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| §903 LOMR-F and CLOMR-F .....                                                    | 52                 |
| §904 LOMR and CLOMR .....                                                        | 53                 |
| <b>Part 10. Definitions.....</b>                                                 | <b>54</b>          |
| <b>Chapter 1000 Interpretation of definitions.....</b>                           | <b>54</b>          |
| §1001 Interpretation of definitions.....                                         | 54                 |

NOTE: Throughout these regulations are references to enabling language in statute. They appear as [§4404] at the end of a provision. Anyone interested in viewing the enabling rules can examine them at referenced section of Title 24 of the Vermont Statutes Annotated.

## **PART 1. GENERAL PROVISIONS**

### **Chapter 100. Legal Framework**

#### **Section 101 Where does the City get authority to adopt these regulations?**

101.A These River Hazard Area regulations are established as authorized in Title 24 of the Vermont Statutes Annotated (hereinafter abbreviated V.S.A.) §4402(9).

101.B These regulations have been enacted in accordance with the provisions of §4424(2) of the Vermont Municipal and Regional Planning and Development Act (24 V.S.A. Chapter 117 hereinafter referred to as "the Act") and the Charter of the City of Montpelier.

#### **Section 102 Why is the City adopting these regulations?**

102.A The City is adopting these regulations for the following reasons:

- (1) To detail the simplest possible procedures that will allow the City to develop in a manner that is consistent with the general policies outlined in the [Montpelier City Plan 2025](#)~~Master Plan Montpelier, Vermont~~;
- (2) To minimize and prevent loss of life and property, the disruption of commerce, the impairment of the tax base, and the extraordinary public expenditures and demands on public services that result from flooding and erosion hazards;
- (3) To ensure the design and construction of development in the River Hazard Areas are accomplished in a manner that minimizes or eliminates the potential for flood and loss or damage to life and property in a Flood Hazard Area or that minimizes the potential for fluvial erosion and loss or damage to life and property in a River Corridor;
- (4) To manage all Flood Hazard Areas designated pursuant to 10 V.S.A. §753;
- (5) To make the City of Montpelier as well as its residents and property owners eligible for federal flood insurance, federal disaster recovery funds, and hazard mitigation funds as may be available.
- (6) To further the purposes of the Act described under 24 V.S.A. §4302 and to be in accordance with the policies set forth therein. [§4401]

#### **Section 103 What do these regulations include?**

103.A These regulations include:

- (1) This text;
- (2) The most recent Flood Insurance Rate Maps, (hereinafter referred to as the FIRM

maps) as published by the Federal Emergency Management Agency (hereinafter FEMA) that pertain to the City of Montpelier and any corresponding FEMA Flood Insurance Studies; and

- (3) The City of Montpelier River Corridors Map adopted [January 3, 2018](#), ~~in conjunction with this text~~ [and any amendments thereto](#).

**Section 104 How do these regulations effect other regulations, permits, and covenants?**

104.A These regulations shall not repeal, abrogate, or impair any other land use controls including but not limited to statutes, regulations, rules, ordinances, permits, easements, deed restrictions, and covenants.

104.B The provisions of these regulations, however, shall be minimum requirements and shall therefore take precedence over any concurrent and less restrictive controls. [§4413(c)]

**Section 105 Does the issuance of an approval under these regulations remove the need to get other permits?**

105.A The issuance of a permit under these regulations does not relieve the applicant from the obligation to obtain any other local permits or necessary approvals by local, state, or federal law.

**Section 106 Do decisions made under these regulations apply to the property or the owner of the property?**

106.A All permits and decisions in these regulations are made with respect to property location and these permits and decisions run with the property.

106.B Enforcement of violations of these regulations is applied to the owner of the property where the violation occurs and said violations will run with the property.

**Section 107 Are violations of these regulations a criminal or a civil offense?**

107.A Violations of these regulations shall be considered a civil offense for the purposes of enforcement through the Judicial Bureau.

**Section 108 What if a Court rules that a portion of these regulations is unconstitutional?**

108.A The provisions of these regulations are severable, therefore, if a court of competent jurisdiction holds any provision or the application thereof to any person or circumstance unconstitutional or invalid, the remainder of these regulations shall not be affected.

**Section 109 Is the City or its municipal officials liable in the event of damage?**

109.A These regulations do not imply that land outside of the areas covered by these regulations

**Section 335 If a variance is approved for a flood hazard requirement, are there any conditions that are applied?**

335.A In addition to any other conditions the DRB may attach through the procedures established in Section 309.C, every permit issued with any variance of flood hazard requirements shall state:

"This development is not in conformance with the Flood Hazard Area regulations established by the City of Montpelier to protect the health, safety and welfare of the occupants and/or property. This development will be maintained at the risk of the owner. The issuance of this variance to develop in the Flood Hazard Area will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and ~~may~~ increases risks to life and property in the event of a flood."

**Chapter 340. Appeals of Development Review Board Decisions**

**Section 341 Who can appeal a decision of the Development Review Board?**

341.A An interested person who has participated in the local regulatory proceeding under these regulations may appeal a decision of the DRB to the Environmental Court. [§4471]

- (1) Participation in a local regulatory proceeding shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.
- (2) Appeals to Environmental Court must be taken in accordance with the provisions of Vermont Rules of Civil Procedure (V.R.C.P.) 76a and Vermont Rules of Appellate Procedures (V.R.A.P.) 3 and 4.

**Section 342 Is there a deadline for filing an appeal to the Environmental Court?**

342.A Any appeal must be filed within thirty (30) days following the date of the signed DRB decision. [V.R.A.P. 4]

**Section 343 What is required in a notice of appeal?**

343.A A notice of appeal shall be in writing and include [§4471]:

- (1) The name of the party appealing.
- (2) What board made the decision being appealed (e.g. the DRB).
- (3) The nature of the decision under appeal (e.g. variance request or appeal of Administrative Officer decision).



- (1) The Administrative Officer is under no obligation to enter into any agreement; informal resolutions are not required under statute and are provided by the City of Montpelier as an amicable means of resolving violations.
- (2) At a minimum, any agreement shall:
  - a. Be in writing and be signed by both the violator and administrator.
  - b. Must establish a timeline for curing the violation.
  - c. Give written authorization that will allow the Administrative Officer to inspect the premises upon completion (or by the agreed upon date of completion) to ensure compliance.
- (3) The Administrative Officer is prohibited from making any agreement allowing a violation to continue even if the violation is minimal, inadvertent, and/or the violator agrees to pay a fine [§4448(a)].
- (4) Acceptable reasons for providing time to cure a violation may include winter weather (e.g. landscaping may not be possible until spring).

#### **Section 410 What if a property owner fails to fix a violation?**

- 410.A Where a property owner fails to remedy the situation within the 7-day period or the timetable agreed to under an informal resolution, the Administrative Officer, in the name of the City of Montpelier, shall bring appropriate action to enforce the provisions of these regulations [§4451].
- 410.B Each day that a violation is continued after the initial seven (7) day notice shall constitute a separate offense.
- 410.C Enforcement may be by any means allowed under §4454 including, but not limited to:
- (1) The Administrative Officer may issue a Municipal Complaint and pursue enforcement before the Judicial Bureau in accordance with the provisions of 24 V.S.A. §1974a and §1977 with penalties as prescribed below:
    - a. First offence. A first offence of these regulations shall be punishable by a fine of \$100. The waiver fee shall be \$75.
    - b. Subsequent offences. Any subsequent offences of the same provision of the regulations within a 12 month period shall be punishable by a fine of \$200. The waiver fee shall be \$150.
  - (2) The Administrative Officer may notify the City Attorney of the violation who will take action in Environmental Court or Superior Court, as appropriate, with penalties as prescribed below:
    - a. Any person who violates these regulations shall be fined not more than the amount prescribed under the Act [§4451(a)] which at the time of the development of these regulations is ~~\$100~~ \$200 per day.
  - (3) After all legal means to remedy the violation have been exhausted and the structure is still in violation, FEMA is authorized to deny flood insurance to the property

from road rights-of-way, property lines, and surface waters, and any waiver from the state, shall be made to the Administrative Officer prior to construction, as required under the AAPs. [§4413(d)]

- (5) Forestry including:
  - a. Accepted management practices for silviculture (forestry) as defined by the Commissioner of Forests, Parks, and Recreation. [§4413(d)]
- (6) Power generation and transmission facilities that are regulated under 30 V.S.A. §248 by the Vermont Public Service Board.
- (7) Wireless telecommunications facilities that are regulated under 30 V.S.A. §248a by the Vermont Public Service Board.
- (8) Hunting, fishing, and trapping as specified under 24 V.S.A. §2295 on private or public land. This does not include facilities supporting such activities, such as firing ranges or rod and gun clubs.

### **Section 503 What information is required in an application for a River Hazard Area Development permit?**

503.A The applicant shall apply for a permit on a form provided by the Administrative Officer and shall submit the application with ~~any~~-all required fees (see Chapter 220).

503.B The applicant has the burden to provide sufficient information with the application to demonstrate compliance with these regulations.

503.C In general, permit applications in the River Hazard Area should include the following:

- (1) A sketch map showing the distance of all features of the proposed development from the nearest flooding water body and from the nearest boundary of the River Hazard Area District or Sub-district.
- (2) All existing and proposed grade elevations where grades are proposed to be altered.
- (3) Within the Flood Hazard Area, the elevation, in relation to mean sea level, of the lowest floor, including the basement, of any new or substantially improved structures.
- (4) When applicable, the elevation to which any new or substantially improved structures will be flood proofed.
- (5) When applicable, either a determination by the State of Vermont Floodplain Coordinator or certification from a licensed professional engineer that the flood proofed structure meets the flood proofing criteria of these regulations.

503.D The Administrative Officer may require applicants to submit a Vermont Agency of Natural Resources Project Review Sheet to assure that no other state or federal permits are required

of the Administrative Officer is thirty (30) days from the decision of the DRB or fifteen (15) days from the issuance of the River Hazard Area Development permit, whichever date is latest.

514.C No permit shall take effect until the time for appeal has passed.

514.D In the event an appeal is filed, the permit shall not take effect until the DRB has heard the appeal and decided that the permit should be issued, whereupon it shall take effect after final adjudication of said appeal [§4449(a)(3)].

### **Section 515 Can the Administrative Officer decision be appealed?**

515.A Appeals of decisions of the Administrative Officer are handled by the process outlined in Chapter 300.

### **Section 516 How long is a River Hazard Area Development permit valid for?**

516.A A River Hazard Area Development permit is valid for at least two years. ~~—therefore d~~Development must commence within two years of ~~be completed within two years from~~ the effective date of the River Hazard Area Development~~zoning~~ permit. The permit and associated approvals expire two years from the date the development commenced, unless:

- (1) prior to the ~~zoning~~ permit's expiration, the applicant requests and receives an extension from the Administrative Officer of not more than twelve months.

516.B A permit in which the deadline for commencement or development has lapsed without extension or completion shall be deemed expired and not valid.

516.C Once development is complete and a Certificate of River Hazard Compliance issued, a permit shall not expire and will run with the property (see Section 106).

### **Section 517 What happens to a project that has a permit that is deemed expired?**

517.A Where a permit has been deemed expired, an applicant is required to apply for a new permit if development is to be commenced or, in the case of incomplete projects, continued.

517.B In the case of partially completed projects, the Administrative Officer shall determine if the project, as developed, complies with the requirements of the permits.

- (1) An incomplete project, for example, may have had a foundation poured at or above the DFE and then only partly completed construction of the structure. That project may not violate the conditions of the original River Hazard Area Development Permit but the structure could not be used until the project is completed.
- (2) If appropriate, the Administrative Officer may find the incomplete development in violation of these regulations and an enforcement action may be taken.
  - a. For example, a shed partially built in the Flood Hazard Area which was proposed to be tied down with straps was not completed and

scaling distances on the River Corridor map, as appropriate.

- 611.B When the Administrative Officer cannot definitely determine the location of a district or sub-district boundary line by the above rule, the Administrative Officer shall determine the boundary line in question based upon surveys provided by the applicant and/or other evidence including input from the State Department of Environmental Conservation.

### **Section 612 What if a building is only partly in the River Corridor?**

- 612.A When determining whether an existing or proposed structure is in or out of a River Corridor, the entire structure including all additions shall be considered to be within the River Corridor if any portion of the structure is within the River Corridor.
- 612.B Where one structure is attached to another through a covered breezeway or similar connection, it is a separate structure and not an addition.

## **Chapter 620 Non-conforming Structure Determination**

### **Section 621 What are non-conforming structures?**

- 621.A Any legal structure or part thereof, which is not conforming to the provisions of these regulations concerning any structural requirements (including such things as lowest floor elevation) shall be deemed a non-conforming structure. [§4412(7)]

### **Section 622 How do non-conforming structures come into existence?**

- 622.A Non-conforming structures exist as a result of construction prior to adoption of regulations (i.e. pre-FIRM structures), construction under an earlier set of less restrictive regulations, construction under some exemption from these regulations (e.g. farm structures), or through a variance issued at any time.

### **Section 623 How are structures that are considered non-conforming with regards to the Flood Hazard Area requirements handled?**

- 623.A Any non-conforming structure within the Flood Hazard Area is allowed to exist indefinitely, but shall be subject to the following provisions:
- (1) A non-conforming structure that is proposed to be substantially improved must have the entire structure brought into compliance with these regulations (see Chapter 630 on substantial improvements).
  - (2) A non-conforming structure that has been demolished, destroyed, or substantially damaged which is proposed for redeveloped must be redeveloped in accordance with these regulations [§4424(2)] (see Chapter 630 regarding substantial damage).
  - (3) A non-conforming structure shall not be moved without being brought into compliance with these regulations.



- (4) Nothing in this section shall be deemed to prevent normal maintenance and repair of a non-conforming structure provided that such action does not qualify as a substantial improvement or substantial damage of the structure and that such action does not increase the degree of non-conformance.
- (5) All additions to non-conforming structures shall be developed in accordance with these regulations (see Chapter 630 regarding substantial improvements).
- (6) Where an individual mobile home lot in an existing mobile home park is vacated, the lot shall not be considered discontinued or abandoned even if either the lot or park is non-conforming. Replacement mobile homes shall be regulated per Sections 714 and 715 of these regulations.
- (7) Where an application proposes non-substantial improvements or involve non-substantial damage, the development shall meet the requirements in Section 638.
- (8) Other non-conformities (e.g. storage of materials) shall not be increased in area except by bringing the entire non-conformity into conformance with the regulations.
  - a. Where such non-conformity is abandoned (as defined by the City of Montpelier ~~Zoning~~ Unified Development Regulations) the use shall not be resumed.
  - b. Where such non-conformity exists as an accessory to a primary use (e.g. exterior storage of materials to a retail store), the elimination of the non-conformity can be required as a condition of approval for an expansion or alteration of the primary use.
- (9) The conversion of non-conforming, non-residential space to residential space is prohibited unless that residential space and all attendant utilities are in conformity with the same requirements as new and substantially improved residential structures in Section 804.A(1).

## **Section 624 How are structures that are considered non-conforming with respect to the River Corridor handled?**

624.A Any non-conforming structure within the River Corridor is allowed to exist indefinitely, but shall be subject to the following provisions:

- (1) Additions to nonconforming structures are permitted provided all additions are, when combined, less than 500 square feet larger than the footprint of the structure at the time of the adoption of these regulations and does not increase the degree of non-conformance.
- (2) A non-conforming structure that suffers substantial damage shall not be repaired or replaced except in conformance with these regulations (see Chapter 630 for information regarding substantial damage).
- (3) A non-conforming structure shall not be moved without being brought into

compliance with these regulations.

- a. Where a structure in the River Corridor cannot be moved out of the River Corridor because land is not available or reasonably developable, the applicant may request a waiver to allow placement of the building in the location that would represent the minimum waiver necessary to afford relief and located such that the structure will not alter the essential character of the neighborhood.
- (4) Nothing in this section shall be deemed to prevent normal maintenance and repair of a non-conforming structure provided that such action does not qualify as repair of a substantially damaged structure and that such action does not increase the degree of non-conformance.
  - (5) Other non-conformities (e.g. storage of materials) shall not be increased in area except by bringing the entire non-conformity into conformance with the regulations.
    - a. Where such non-conformity is abandoned (as defined by the City of Montpelier ~~Zoning Regulations~~[Unified Development Regulations](#)) the use shall not be resumed.
    - b. Where such non-conformity exists as an accessory to a primary use (e.g. exterior storage of materials to a retail store), the elimination of the non-conformity can be required as a condition of approval for an expansion or alteration of the primary use.

## **Chapter 630 Substantial Improvement/Damage Determinations**

### **Section 631 What does substantial improvements mean?**

631.A Substantial improvement means any repair, reconstruction, or improvement of a nonconforming structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction.

631.B This term includes structures which have incurred "repetitive loss" or "substantial damage", regardless of the amount of actual work performed.

[631.C There are caveats for some circumstances and specific types of structures. See Chapter 710 for details.](#)

### **Section 632 What does substantial damage mean?**

632.A Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

### **Section 633 How is substantial improvement/damage calculated?**

633.A The following shall apply when calculating substantial improvements:

- (1) Unless stricter rules are described in this section, FEMA NFIP guidance such as the *NFIP Substantial Improvement/ Substantial Damage- Desk Reference* (P-758) shall be used to guide calculation of market value of structure and costs.
- (2) Where one building is attached to another through a covered breezeway or similar connection, the two buildings are considered separate and substantial improvement/damage calculations shall be made for each structure independently.
- (3) All open River Hazard Area Development Permits shall be counted cumulatively with new applications to determine if a substantial improvement of a structure has occurred.
- (4) In general the City of Montpelier shall use the assessed value of the structure, adjusted by the City's Current Level of Assessment, as the default value of the structure.
  - a. The value of the land should not be included in the valuation of the structure.

#### **Section 634 Are there improvements that don't count towards 'substantial improvement'?**

634.A The term 'substantial improvement' does not include the following:

- ~~(1) — The cost of improvements of a structure to correct existing violations of state and local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.~~
- ~~(2) — Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.~~
  - ~~a. — The Administrative Officer may require from the applicant a Section 106 report, prepared by a qualified professional, to demonstrate compliance with this provision.~~
  - ~~b. — This exemption does not apply to additions (i.e. expansions of building footprint) to historic structures which must be built in compliance with these regulations.~~

#### **Section 635 What happens if a project will substantially improve a structure?**

635.A Where an application proposes to make a substantial improvement to an existing structure, ~~that~~ the entire structure shall be brought into conformance with these regulations.

- (1) For example, a structure with the lowest floor below DFE may be required to elevate the structure.
- (2) Where one structure is attached to another through a covered breezeway or similar connection, it is a separate structure and not an addition. Therefore, substantial improvement of a structure would require the elevation of the structure and all additions but not separate structures.

### **Section 636 What happens in the case of an addition to a non-conforming structure?**

636.A Where an applicant proposes to add a lateral addition to an existing structure, the addition must be compliant with the requirements of these regulations. The non-substantial improvement exemption applies to existing structures on their existing footprints.

- (1) For example, a non-substantial addition to an existing building must still be elevated to DFE even though the existing building will not be required to be elevated.

### **Section 637 What happens if the project will involves a structure that is substantially damaged?**

637.A Where a substantially damaged structure is proposed for redevelopment, that [entire](#) structure shall be brought into conformance with these regulations.

- (1) For example a building with the lowest floor below DFE which has been substantially damaged may be required to elevate the building during reconstruction.

### **Section 638 Are there rules to be met if the structure is not substantially improved/damaged?**

638.A Where a proposal is determined to be a non-substantial improvement/damage, only the improvement will be reviewed for conformance with these regulations.

- (1) For example, if replacement of electrical panels, HVAC, or fuel systems are found to be non-substantial improvements, those improvements would still need to be compliant with those provisions in Part 8.
- (2) The applicant may seek a waiver to this provision [from the Development Review Board](#) under Chapter 320 of these regulations. Applicants for a waiver must meet the following:
  - a. The applicant shall demonstrate just cause for not meeting the requirement (e.g. cost is unduly burdensome or technically not feasible).
  - b. The applicant shall demonstrate that the proposal will not leave in place serious health and safety risks (e.g. leaving an electrical panel in a basement subject to flooding) and that any remaining risks are mitigated (e.g. electrical outlets to sump pumps are elevated as high as possible and GFI protected).
  - c. The applicant shall demonstrate that the risk of property damage is minimized (e.g. a furnace below DFE may not be a safety risk but should be elevated to the greatest extent possible to minimize risk of damage).

## **Chapter 640 Base Flood Elevation & Design Flood Elevation Determination**



## **PART 7. SPECIFIC USE & STRUCTURE PROVISIONS**

### **Chapter 700 General Uses & Structures Review Criteria**

#### **Section 701 How are uses generally regulated?**

- 701.A These regulations do not usually differentiate between specific uses (e.g. single family dwelling, retail, or light industrial) but these regulations do differentiate between non-residential structures and residential structures.
- 701.B There are certain uses or activities that are exceptions to the above generalization based on state or federal law. These specific uses are described below in Chapter 710.
- 701.C See the City of Montpelier ~~Zoning Regulations~~ [Unified Development Regulations for "residential" uses listed in the Use Table and for specifics on](#) ~~regarding~~ abandoned uses, non-conforming uses, accessory apartments, child care facilities, residential care and group homes, home occupations, public facilities, and other ~~specifics where such details~~ [is](#) not provided within these regulations.

### **Chapter 710 Specific Uses & Structures Review Criteria**

#### **Section 711 Accessory Structures**

- 711.A Accessory structures are included under the general definition of structure and are therefore subject to all river hazard area regulations pertaining to structures.
- (1) Accessory structures within the Flood Hazard Area district shall meet the requirements in Sections 711.B and 711.C.
  - (2) Accessory structures within the River Corridor district shall meet the requirements in Sections 711.D ~~and 711.E~~.
- 711.B An accessory structure within the Flood Hazard Area may be wet-proofed (Section 804.A(3)) rather than elevated or dry-proofed when the structure:
- (1) Represents a minimal investment;
  - (2) Meets the requirements below in 711.C; and
  - (3) Complies with all other applicable regulations in this regulation.
- 711.C Accessory structures in the Flood Hazard Area must meet the following requirements:
- (1) Accessory structures shall not be used for human habitation and the building shall only be used for parking and/or storage;

719.D An evacuation plan for any existing subdivisions indicating alternate vehicular access and escape routes shall be filed with the State Civil Defense Office. (See §1910.3(b)(8) of the Federal Register)

719.E All subdivision proposals shall:

- (1) be consistent with the need to minimize flood damage within flood-prone areas;
- (2) have all public and private utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
- (3) adequately drain the site to reduce exposure to flood hazards.
  - a. Applicants shall submit a site plan that accounts for local drainage from and onto adjoining properties and that protects the buildings (or proposed building sites) from local drainage flows (see FEMA 511 Reducing Damage from Localized Flooding - Chapter 4).

## **Section 720 Critical Facilities**

720.A Per Subsection 121.C, critical facilities shall be regulated in both the flood hazard area and the area of '0.2% annual chance flood'.

720.B New and substantially improved critical facilities shall be elevated a minimum of two feet above the '0.2% annual chance flood' elevation.

- a. As an alternative, new and substantially improved critical facilities may be dry floodproofed, including all attendant utilities, to an elevation that is a minimum of two feet above the '0.2% annual chance flood' elevation.

720.C For the purposes of critical facilities, the Design Flood Elevation referenced in these regulations shall be equivalent to the '0.2% annual chance flood' plus two feet.

## **Section 721 Historic Structures**

721.A Historic Structures are exempt from the requirements of §635 (substantial improvements) and §637 (redevelopment following substantial damages), provided that the alterations to the historic structure will not preclude the structure's continued designation as a historic structure.

- (1) The applicant shall demonstrate the continued designation by providing one of the following to the Administrative Officer:
  - a. A Section 106 report, prepared by a qualified professional; or
  - b. A letter from the Vermont State Historic Preservation Office.
- (2) Per § 636, this §721.A exemption does not apply to additions (i.e. expansions of building footprint) to historic structures which must be built in compliance with these regulations.

721.B Alterations to historic structures—including those made following a finding of substantial

damage—must at least meet the requirements of §638.

- (1) Requirement. Development within Zone A shall meet the requirements of development within the Zone AE- Floodway Sub-District (Section 803) unless and until the applicant provides a hydrologic and hydraulic analyses to delineate the Zone A into Floodway and Floodway Fringe sub-districts.
  - a. The demonstration must be supported by technical data that conforms to standard hydraulic engineering principles and certified by a professional engineer.
  - b. Once delineated into Floodway and Floodway fringe sub-districts, those provisions shall apply.

### **Section 803 Zone AE-Floodway Sub-District Regulations**

803.A Requirement. Development within the Floodway is prohibited except as outlined below.

803.B Requirement. Development within the Floodway sub-district shall not be approved unless the applicant provides a hydrologic and hydraulic analysis, performed by a registered engineer in accordance with standard engineering practices, certifying that the proposed development:

- (1) Will not result in any increase in flood levels (0.00 feet) during the occurrence of the base flood; and
- (2) Will not increase any risk to surrounding properties, facilities, or structures from erosion or flooding, [including but not limited to increased velocities of flood waters](#).

803.C Requirement. The [Administrative Officer may grant an exemption to the](#) hydrologic and hydraulic analysis in Section 803.B ~~may be waived by the Administrative Officer~~ under the following conditions:

- (1) Where the proposed development does not increase the exterior dimensions (i.e. footprint) of an existing structure, development may be approved without a hydrologic and hydraulic analysis.
- (2) ~~Where Utilities-utilities are~~may be placed underground ~~and the hydrologic and hydraulic analyses may be waived by the Administrative Officer, where provided the application includes a certification from~~ a registered professional engineering ~~certifies~~ that there will be no change in grade and the utilities will be adequately protected from erosion and scour.
- (3) [This exemption option does not apply to a change of use that results in the conversion of a non-residential to residential structure with no physical changes to the building or site.](#)

803.D Requirement. Where development has met the requirements in Section 803.B or Section 803.C to allow development in the Floodway, the development is also required to meet the regulations in Section 804.

803.E Requirement. Landfilling, parking recreational vehicles (See Section 718), junkyards, and



storage areas or facilities for floatable materials, chemicals, explosives, flammable liquids, or other hazardous or toxic materials are strictly prohibited within the Floodway.

## **Section 804 Zone AE-Floodway Fringe Sub-District Regulations**

804.A Requirement. Development within the Floodway Fringe is regulated based on the classification of use- either residential or non-residential:

- (1) Residential structures. All development of residential structures including manufactured homes shall meet the following:
  - a. The lowest floor, including basement, of all new and substantially improved structures shall be elevated at or above the DFE. This can be achieved in one of three ways:
    - i. Elevated on fill. This is typical for slab construction or where structures are to be placed at grade and tied down. This is not an appropriate technique for primary structures due to the risk of scour and erosion undermining the structure.
    - ii. Elevated on piles, posts, piers or columns. This technique is typically used in areas with high velocity.
    - iii. Elevated on walls or a crawlspace. The third technique is to build on solid walls (i.e. slab on stem wall foundation or elevate building over crawlspace).
  - b. Unless stricter rules are described in this section, FEMA NFIP guidance such as the NFIP Flood Plain Management Requirements- Desk Reference and FEMA 54- Elevated Residential Structures shall be used to guide design and construction considerations.
- (2) Non-Residential structures. All development of non-residential structures shall meet one of the following:
  - a. Elevation. Non-residential structures shall be elevated as required above (Section 8.04.A(1)). This is the preferred alternative for all structures.
  - b. Dry-proofing. Non-residential structures, together with their attendant utilities and sanitary facilities, which are proposed to be dry-proofed shall be designed to be watertight below the DFE with walls substantially impermeable and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
    - i. A permit for a structure proposed to be dry-proofed shall not be issued until a registered engineer or architect has certified that the design and proposed methods of construction are in accordance with accepted standards of practice for meeting the provisions of this subsection.
    - ii. While dry-proofing is not the preferred alternative, it is many times the most appropriate solution for non-conforming non-residential buildings.

- c. Unless stricter rules are described in this section, FEMA NFIP guidance such as the NFIP Flood Plain Management Requirements- Desk Reference and FEMA 102- Floodproofing Non-Residential Structures shall be used to guide design and construction considerations.
- (3) Fully enclosed areas below lowest floor. All development which has fully enclosed areas that are below base flood elevation may be permitted provided:
  - a. These areas are solely used for parking vehicles, storage, or structure access.
  - b. These areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must be certified by a registered engineer or architect and include the following minimum criteria:
    - i. A minimum of 2 openings having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding shall be provided.
    - ii. The bottom of all openings shall be no higher than 1 foot above grade.
    - iii. Openings may be equipped with screens, louvers, valves, or other coverings provided that they permit the automatic entry and exit of floodwaters.
- (4) Storage of materials and equipment. Storage of materials shall meet the following:
  - a. Junkyards are strictly prohibited from the Floodway Fringe.
  - b. Other than fuel tanks (see Section 713), storage of floatable, hazardous, or toxic materials is prohibited from the Floodway Fringe.
  - c. Equipment stored in the Floodway Fringe should be limited to low damage items that will not suffer flood damage or equipment that can be conveniently moved. Floatable items shall be contained within a structure or fenced area to prevent escape.

## **Chapter 810 River Corridor Regulations**

### **Section 811 River Corridor District**

811.A Requirement. Development within the River Corridor is prohibited unless expressly allowed elsewhere in these regulations or as outlined below:

- (1) At grade accessory structures such as patios, parking lots, driveways, and sidewalks may be permitted.
- (2) Accessory structures may be permitted provided the structures meet the requirements of Section 711.D.
- (3) Fences may be permitted provided the fence is no closer than 25 feet to the top of bank.

- (13) Building means a structure, not readily moveable, consisting of a roof supported by columns or walls intended for the shelter or enclosure of persons, animals, or personal property including any storage tanks.
- (14) City means the City of Montpelier.
- (15) Critical facility means a structure or other improvement that, because of its function, size, service area, or uniqueness, has the potential to cause serious bodily harm, extensive property damage, or disruption of vital socioeconomic activity if it is destroyed or damaged or if its functionality is impaired. Critical facilities include health and safety facilities, utilities, government facilities, and hazardous materials facilities. For the purposes of these regulations, structures that are classified as Category III and IV buildings by the Vermont Fire and Building Safety Code are considered critical facilities.
- (16) Demolished means the intentional deconstruction of a structure.
- (17) Design Flood Elevation (DFE) is the regulatory flood elevation adopted by the community that is the base flood elevation, at a minimum, and may include any additional freeboard as adopted by the community. (See section 644).
- (18) Destroyed means the unintentional loss of a structure.
- (19) Development means any human-made change to improved or unimproved real estate including but not limited to:
- Construction, reconstruction, relocation, and placement of buildings and other structures;
  - Mining, dredging, filling, grading, paving, excavation and drilling operations;
  - The outdoor storage of equipment or materials;
  - Any change in use from residential to non-residential (or vice versa) of any structure or land or part thereof;
  - The division of a parcel containing lands within the Flood Hazard Area into two or more parcels including boundary line adjustments.
- (20) DFE is the abbreviation for Design Flood Elevation. (See section 644).
- (21) DRB is abbreviation for the City of Montpelier Development Review Board.
- (22) Farming ~~has the same meaning as in~~ means ~~(10 V.S.A. §6001(22))~~:
- ~~the cultivation or other use of land for growing food, fiber, Christmas trees, maple sap, or horticultural or orchard crops; or~~
  - ~~the raising, feeding, or management of livestock, poultry, fish, or bees; or~~
  - ~~the operation of a greenhouse; or~~
  - ~~the production of maple syrup; or~~
  - ~~the on-site storage, preparation and sale of agricultural products or~~

- ~~wastes produced on the farm; or~~  
f. ~~the on-site production of fuel or power from agricultural products or~~  
~~wastes produced on the farm; or~~  
g. ~~the raising, feeding, or management, of four or more equines owned~~  
~~or boarded by the farmer, including training, showing, and providing~~  
~~instruction and lessons in riding, training, and the management of~~  
~~equines.~~
- (23) Farm structure has the same meaning as in 24 V.S.A. § 4413(d), provided the structure also meets one or more of the minimum threshold criteria of the Vermont Agency of Agriculture, Food and Markets Required Agricultural Practices Rule.~~is a building for housing livestock, raising horticultural or agronomic plants, or carrying out other practices associated with farming but excluding a dwelling for human habitation [§4413(d)].~~
- (24) FBFM is abbreviation for Flood Boundary and Floodway Map.
- (25) FEMA is abbreviation for Federal Emergency Management Agency.
- (26) Fill means any placed material that changes the natural grade or increases the elevation of a structure on a site.
- (27) FIRM is abbreviation for Flood Insurance Rate Map.
- (28) Flood means (a) a general and temporary condition of partial or complete inundation of normally dry land from: the overflow of inland or tidal waters; the unusual and rapid accumulation or runoff of surface waters from any source; and mudslides which are proximately caused by flooding and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current. (b) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by the waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm or by an unanticipated force of nature, such as a flash flood or abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding.
- (29) Flood Boundary and Floodway Map (FBFM) means an official map of a community, issued by the Administrator, where the boundaries of the flood, and mudslide (i.e. mudflow) - related erosion areas having special hazards have been designated as Zones A, M, and/or E.
- (30) Flood Hazard Area is the land in the flood plain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Area Map. After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, AI-30, AE or A99. The term "flood hazard area" is synonymous in meaning with the terms "area of special flood hazard" and "special flood hazard"

- (38) Interested Person means anyone meeting the definition of the term as set forth in the Act [§4465(b)]. ~~The definition includes the following:~~
- ~~a. — A person owning title or property, or a municipality or solid waste management district empowered to condemn it or an interest in it, affected by law who alleges that such regulation imposes on such property unreasonable or inappropriate restrictions of present or potential use under the particular circumstances of the case.~~
  - ~~b. — The municipality in which the plan or a regulation of which is at issue in an appeal brought under this chapter or any municipality which adjoins such municipality.~~
  - ~~c. — A person owning or occupying property in the immediate neighborhood of a property that is the subject of any decision or act taken under the regulation, who can demonstrate a physical or environmental impact on the person's interest under the criteria reviewed, and who alleges that the decision or act, if confirmed, will not be in accord with the policies, purposes, or terms of the plan or regulation of the municipality.~~
  - ~~d. — Any ten (10) persons who may be any combination of voters or real property owners within a municipality listed in subdivision (b) above who, by signed petition to the DRB, the regulations of which is at issue in any appeal brought under the Act, allege that the relief requested by a person under the Act, if granted will not be in accordance with the policies, purposes or terms of the plan or regulation of that municipality. This petition to the DRB must designate one person to serve as the representative of the petitioners regarding all matters related to the appeal.~~
  - ~~e. — Any department and administrative subdivision of the state owning property or any interest therein within a municipality listed in subdivision (b) of this subsection, and the agency of commerce and community development.~~
- (39) Lowest Floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicle, building access, or storage in an area other than a basement area is not considered a structure's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Section 60.3 of the Federal Register.
- (40) Manufactured home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For flood plain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.
- (41) Manufactured home park means a parcel of land containing two or more manufactured homes for use as residences.
- (42) Minor internal improvement is any development within an existing structure which



- (53) Structure means an assembly of materials for occupancy or use, including but not limited to, a walled and roofed building, a gas or liquid storage tank (either above or below the ground), other buildings, manufactured home, billboard, sign, wall, or fence.
- (54) Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred (See Chapter 630).
- (55) Substantial improvement means any repair, reconstruction, or improvement of a nonconforming structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction, [inclusive of structures that have been substantially damaged, except as specifically exempted in these regulations](#) (See Chapter 630).
- (56) Violation means the failure of any development to be fully compliant with these regulations including any failure to provide documentation of a required elevation certificate, certificate of compliance, or any other certificate or other evidence of compliance required under these regulations.
- (57) V.S.A. is abbreviation for Vermont Statutes Annotated.

## **Section 1002Additional Definitions**

1002.A As a result of NFIP requirements, these regulations must define certain words or phrases which do not appear in these regulations. These words or phrases are listed below with their definitions.

- (1) Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of roads, and either final site grading or the pouring of concrete pads) is completed before October 31, 1973.
- (2) Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of roads, and either final site grading or pouring of concrete pads).
- (3) New manufactured home park or subdivision means a manufactured home park or subdivision for the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of roads, and either final grading or the pouring of concrete pads) is completed on or after the effective date of the floodplain management regulations adopted by the community.

## **Presentation Notes: River Hazard Area Regulation Amendments**

### **City Council Public Hearing – First Reading**

April 22, 2026

#### **How We Got Here**

- City made Interim Amendments to the River Hazard Area Regulations on April 17, 2024, to close a loophole in Section 623 that allowed non-conforming commercial space (below DFE) to be converted to non-conforming residential space without elevating the lowest floor.
- Interim amendments can be adopted with minimal public process. 24 V.S.A. § 4415.
- City has until April 17, 2026, to “finally” adopt the interim changes via the full public hearing process under 24 V.S.A. § 4442, unless extended for a single, one-year period. Otherwise amendments expire. 24 V.S.A. § 4415.
- Full process includes: (1) at least one PC public hearing, with reporting duties – 24 V.S.A. § 4441; and (2) at least one public hearing by the City Council. 24 V.S.A. § 4442.

#### **Proposed Amendments**

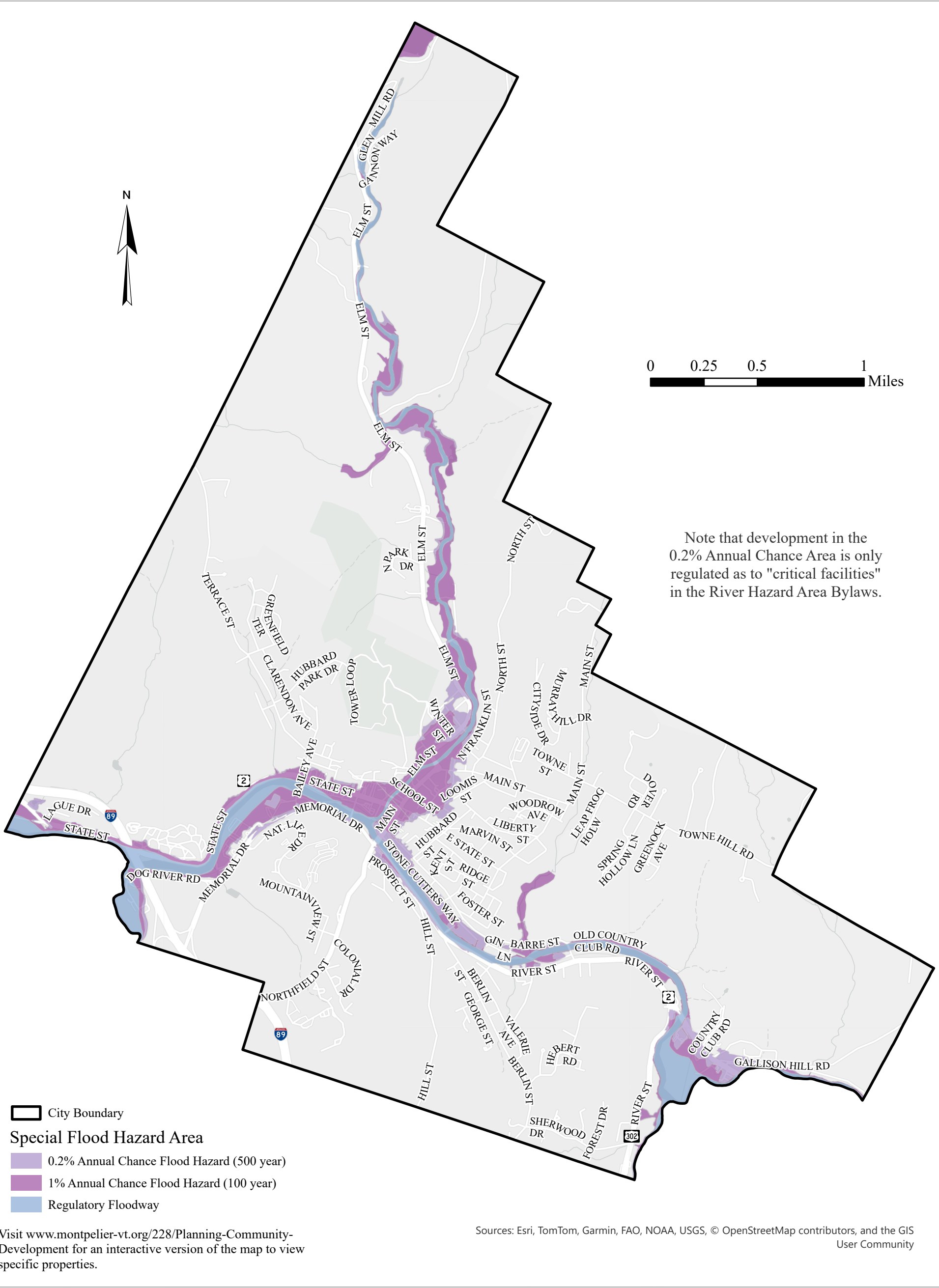
1. Permanent adoption of the Section 623 amendments that closed the first-floor conversion loophole, and related changes for consistency and clarity.
  - Clarifying language at § 803.C
  - Keeps residents safer
  - Applies only to residential uses. Hotels, motels, shelters can all still be within the below DFE spaces.
2. Amendments in Chapter 630 and the definitions in Section 1001 to clarify the distinction between substantial damage and substantial improvement,
  - The distinction between the two terms has regulatory and financial implications for the City and property owners. Clarity is important for consistent administration of the requirements, by City, State, and Federal personnel.
3. New Section 721 on historic preservation exemption from a substantial improvement determination.
  - Moved prior language from § 634, and clarified

**Presentation Notes: River Hazard Area Regulation Amendments**  
**City Council Public Hearing – First Reading**  
April 22, 2026

4. Revise terms used, statutory references, or other specifics for consistency with changes to Federal and Vermont Laws, and City bylaws, ordinances, and other documents.
  - Revised § 516 for consistency with zoning permit expiration
  - Penalty fees increased to match State statute in § 410
  - Clarification on H&H requirement for floodway development in § 803
  - Definitions revised to reference State definitions, e.g., farming and farm structure, interested person, etc.
  
5. Additional minor changes for internal consistency and clarity
  - E.g., references to the Unified Development Regulations, the Montpelier City Plan, and internal cross-references.

# Montpelier, VT

## Special Flood Hazard Area



# Montpelier, VT

## Regulated River Corridor



Visit [www.montpelier-vt.org/228/Planning-Community-Development](http://www.montpelier-vt.org/228/Planning-Community-Development) for an interactive version of the map to view specific properties.

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

This map is for planning purposes only. The data is only as accurate as the source and may contain errors or emissions.

March 2025 draft for proposed amendments to Montpelier's River Hazard Area Bylaws  
Prepared by the City of Montpelier  
Planning and Community Development Department



**Data Sources:** State of Vermont and City of Montpelier (River Corridor as adopted in 2022 RHA Regulations)  
**Projected Coordinate System:** NAD83 StatePlane Vermont FIPS 4400 (meters)





**CITY COUNCIL Agenda Item Cover Sheet**

**Date:** May 13, 2026

**Consent** \_ **Discussion** \_X\_

**SUBJECT:** Committee Reappointments to the Development Review Board

**SUBMITTING DEPARTMENT:** CMO/Planning

**RECOMMENDED ACTION:** Review the applications to consider reappointing Kevin O'Connell and Bryan Jones to the Development Review Board.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development

**EXPENDITURE REQUIRED:** N/A

**SOURCE OF FUNDS:** N/A

**LEGAL REQUIREMENTS:** N/A

**BACKGROUND INFORMATION:**

1. Kevin O'Connell's application. Email: [kevindoconnell@yahoo.com](mailto:kevindoconnell@yahoo.com)
2. Bryan Jones application. Email: [Bjonesarchitecture@gmail.com](mailto:Bjonesarchitecture@gmail.com)

**INTERESTED PARTIES:** City Council, Board Members, City Staff

**CITY MANAGER'S APPROVAL:**

*Kelly McMichael-King*

Date: May 13, 2026

**Committee Application:** Bryan Jones

**BACKGROUND INFORMATION:** Currently a member of the Development Review Board

**Why interested?:** “I am committed to my new role as a member and look forward to serving more regularly in-person now that our twins are in school (and sleeping much more regularly ;-)) Serving the city to review applications with fellow board members is a natural and timely exercise in civic engagement as a professional planner. I enjoy learning from the perspectives of others and have become fully integrated into the typical review process and ethics training, together providing a sound scaffolding to support the city's mission and goals weigh-in on development applications in hearings and aiding the public's understanding of the scope and effect of the zoning regulations.”

**Skills?:** “I have served on the Development Review Board as an alternate for ~2 years and a member for the past year. The experience gained during this time has prepared me well for future volunteer service. I am a registered architect in Vermont, Pennsylvania, and New Jersey, and am constantly studying zoning code through the preparation of applications in various cities, towns, and townships in each state.”

**Additional Comments:** “The recent revisions to the zoning code seem promising, and I am looking forward to assisting the next administration during this exciting time.”

**CITY MANAGER’S APPROVAL:**

*Kelly McMichael-Kurz*

April 20, 2026

To: Meredith

From: Kain O'Connell

Hi Meredith. Attached is my application for reappointment to the DRB. I am available to the council for discussion regarding my appointment either in person or by text or phone.

Thanks for all the work you do on behalf of the board and Montpelier in general.

Regards,

Kain O'Connell



## City of Montpelier Committee Application

### About the Application Process

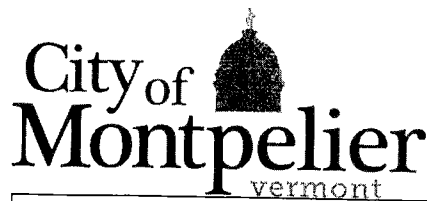
Thank you for your interest in serving on a City board, committee, or commission!

Please use this form to express your interest in serving on a particular board/committee or commission. Applicants are encouraged to reach out to committee chairs and committee members to learn more about the committee responsibilities and commitment. Contacts should be available on each committee page. The Montpelier City Council is committed to seeking diversity on all boards, committees, and commissions, including but not limited to geographic, racial, gender, cultural, age, and socioeconomic diversity. Montpelier residency for applicants is preferred but not required.

Your application will be forwarded to the City Council for their review and approval. You will be notified when your application has been placed on the City Council's agenda for review. Attendance is not required, but you are welcome to attend either in person or virtually to introduce yourself and speak on behalf of your appointment.

### Applicationvelop

|                                                                                                                            |                                                                        |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Name:                                                                                                                      | Kevin D. O'Connell                                                     |
| Email:                                                                                                                     | <a href="mailto:kevindoconnell@yahoo.com">kevindoconnell@yahoo.com</a> |
| Mailing Address:                                                                                                           | [REDACTED]                                                             |
| City, State, ZIP:                                                                                                          | Montpelier, Vermont 05602                                              |
| Phone:                                                                                                                     | [REDACTED]                                                             |
| Occupation:                                                                                                                | Budget Analyst, retired                                                |
| Name of Committee/Board/Commission Applying:                                                                               | Development Review Board (DRB)                                         |
| Are you currently serving or have you served on any City board or committee? If so, please list and give approximate dates | Yes<br>DRB, Zoning Board of Adjustment<br>1986 to present              |



City of Montpelier Committee Application

|                                                                                                             |                                                                            |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Why are you interested in serving on this board/committee?                                                  | I would like to continue for another term                                  |
| What talents, skills, education/credentials and experiences would you bring to this board/committee?        | Over three decades of active involvement -                                 |
| What community and professional activities have you been involved with that relate to this board/committee? | My professional training and involvement creates an institutional resource |
|                                                                                                             |                                                                            |

Signature: Zeni A. Conell

Date: 20 April, 2026





## CITY COUNCIL Agenda Item Cover Sheet

Date: May 13, 2026

Consent ☐ Discussion ☒

**SUBJECT:** Annual Adoption of the Local Emergency Management Plan

**SUBMITTING DEPARTMENT:** Fire Department, City Manager

**RECOMMENDED ACTION:** Approve the annual adoption of the local emergency management plan, also known as the Montpelier Action Plan for Local Emergency (MAPLE). Suggested language, *"I move to approve the 2026 Montpelier Action Plan for Local Emergency."*

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

**EXPENDITURE REQUIRED:** N/A

**SOURCE OF FUNDS:** N/A

**LEGAL REQUIREMENTS:** 20 V.S.A § 6 – Vermont Emergency Management requires municipalities to annually update and submit a Local Emergency Management Plan (LEMP). This plan lists point of contact for our city leadership team; identifies locations of emergency shelters, and assigns areas of responsibility depending on the type of event that occurs.

### BACKGROUND INFORMATION:

The MAPLE will serve as the City's [LEMP](#). As stated in 20 V.S.A § 6 and State Emergency Management Plan, the LEMP must be annually reviewed, updated, and adopted between Town Meeting Day (the first Tuesday in March) and June 1<sup>st</sup>. A current LEMP is also required for the City to receive federal preparedness funds and an increased state reimbursement through the [Emergency Relief and Assistance Fund](#) (ERAF).

A publicly warned meeting of the Montpelier City Council must be held to formally adopt the MAPLE with a majority vote. Once the MAPLE has been approved, the City Manager and City Council Chair must sign the Municipal Adoption Form attesting that the LEMP meets the Vermont NIMS requirements and current LEMP Implementation Guidance. The certifying individual (i.e. City Manager) must possess, at a minimum, Incident Command System (ICS) 402: NIMS Overview for Senior Officials or ICS-100: Introduction to the ICS training certification. The City will then send a copy of the MAPLE and the signed resolution to the Central Vermont Regional Planning Commission (CVRPC) for review and approval before final submission to VEM.

Only minor edits were made to the plan from 2025 – 2026 that consisted mainly of updating contact information and images.

**SUPPORTING DOCUMENTS:** MAPLE plan

**INTERESTED PARTIES:** City Council, City Manager, Public Safety, DPW, Community members, State of Vermont, Foundation for a Resilient Montpelier

**CITY MANAGER'S APPROVAL:**

A handwritten signature in cursive script, reading "Kelly McMichael Kuz".

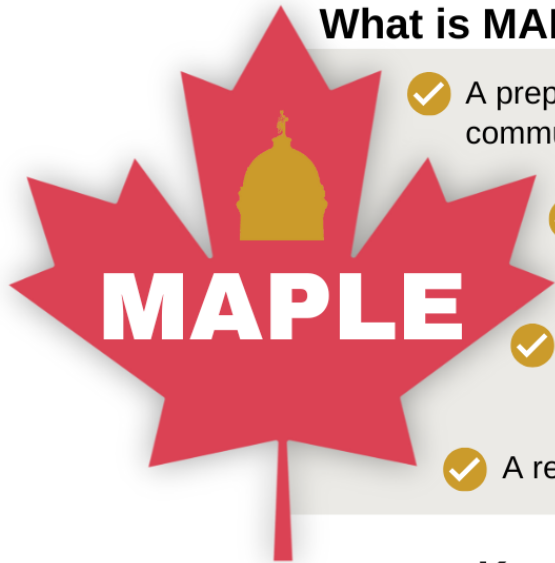


**MONTPELIER  
ACTION  
PLAN FOR  
LOCAL  
EMERGENCY**

# How to Use this Plan



## What is MAPLE?



- ✓ A preparedness tool that provides a high-level overview of the community's preparedness, response, and recovery activities.
- ✓ Provides the community with maximum flexibility and scalability to prepare for and respond to a variety of disasters.
- ✓ Does not outline the full recovery process, but rather focuses on short-term recovery activities immediately following response.
- ✓ A reference guide for community members to utilize during response.

## Key Stakeholders of MAPLE = Our Community

A **community** refers to the whole community, inclusive of city government, partners, businesses, and residents.



### CITY

Refers to the Montpelier City Government.



### PARTNERS

Refers to community organizations, nonprofits, and other entities that assist businesses and residents in disaster response and recovery.



### BUSINESSES

A location where people can purchase goods or services in Montpelier.



### RESIDENTS

Individuals and families that reside within Montpelier city limits.

## Plan Navigation



## Applicable Sections

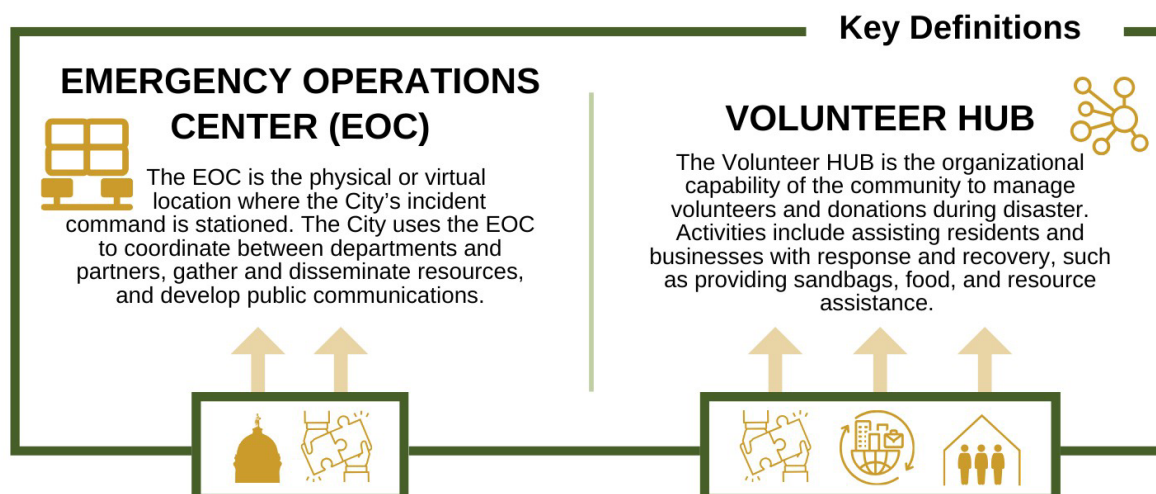
- Municipal Adoption Form
- Record of Changes
- Approval and Implementation
- Introduction
- Operational Framework
- Roles & Responsibilities
- Financial Management
- Shelters
- Communications
- Partners and Resources
- Continuous Improvement
- Flood Annex
- City Operational Checklist
- NIMS Typed Resources
- Contact Information

- Introduction
- Operational Framework
- Roles & Responsibilities
- Shelters
- Communications
- Partners and Resources
- Community Preparedness
- Flood Annex
- City Operational Checklist

- Introduction
- Roles & Responsibilities
- Shelters
- Communications
- Partners and Resources
- Community Preparedness
- Flood Annex
- Business Operational Checklist

- Introduction
- Roles & Responsibilities
- Shelters
- Communications
- Partners and Resources
- Community Preparedness
- Flood Annex
- Resident Operational Checklist





## Plan Timeline

This plan is designed to be applicable during blue sky periods (when there are no disasters) and extends to cover the initial stages of disaster recovery, known as short-term recovery. As indicated in Figure 1, preparedness is viewed as an ongoing activity, while response is focused on the initial onset of a disaster. Short-term recovery is considered to encompass the period of days to weeks following the disaster before entering the intermediate and long-term recovery phases of a disaster. MAPLE encompasses preparedness or blue-sky conditions through short-term recovery, as defined below.

- **Blue-Sky:** Refers to times outside of response and short-term recovery; this allows for uninhibited preparedness and mitigation activities, allowing the community to plan and prepare for the next disaster.
- **Preparedness:** An ongoing activity that includes planning, training, exercises, and educational activities intended to increase the ability of the community to respond to and recover from disaster.
- **Response:** Occurs during and immediately preceding a disaster. Life safety is prioritized over normal day-to-day functions of the community. During the response stage, MAPLE will be activated by the City.
- **Short-Term Recovery:** Refers to the period after response. Short-Term Recovery can last from days to weeks. Critical activities that take place during this phase include damage assessments, coordination of resources to impacted community members, and re-establishing critical services.



Figure 1: Disaster Timeline



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# Local Emergency Management Plan Municipal Adoption Form



The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

☐ Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

|                            |                                                                                |
|----------------------------|--------------------------------------------------------------------------------|
| Municipality               | Montpelier                                                                     |
| LEMP Adoption Date         | 5/13/2026                                                                      |
| NIMS Adoption Date         | January 23, 2015                                                               |
| EMD Name                   | Kelly McNicholas Kury                                                          |
| Position                   | City Manager                                                                   |
| Primary Phone              | 802-223-9503                                                                   |
| Alternate Phone            | 802-261-1522                                                                   |
| Email                      | <a href="mailto:kkury@montpelier-vt.org">kkury@montpelier-vt.org</a>           |
| Public contact information |                                                                                |
| POC 2 Name                 | Eric Nordenson                                                                 |
| Position                   | Police Chief                                                                   |
| Primary Phone              | 802-223-3445                                                                   |
| Alternate Phone            |                                                                                |
| Email                      | <a href="mailto:enordenson@montpelier-vt.org">enordenson@montpelier-vt.org</a> |
| POC 3 Name                 | Derek Libby                                                                    |
| Position                   | Fire Chief                                                                     |
| Primary Phone              | 802-229-4913                                                                   |
| Alternate Phone            | 802-223-3445                                                                   |
| Email                      | <a href="mailto:dlibby@montpelier-vt.org">dlibby@montpelier-vt.org</a>         |

| REMC Representatives              |                                                                        |
|-----------------------------------|------------------------------------------------------------------------|
| REMC Emergency Services Appointee | Derek R. Libby                                                         |
| Email                             | <a href="mailto:dlibby@montpelier-vt.org">dlibby@montpelier-vt.org</a> |
| EMD REMC Representative           | Kelly McNicholas Kury                                                  |
| Email                             | <a href="mailto:kkury@montpelier-vt.org">kkury@montpelier-vt.org</a>   |

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\* \_\_\_\_\_ Printed Name: \_\_\_\_\_

Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training.

I hereby attest that the municipality has adopted NIMS and the LEMP at a warned public meeting, as stated above:

Signed\* \_\_\_\_\_ Printed Name: \_\_\_\_\_

Attesting individual must be a selectboard member, town manager, council member, city manager, mayor.

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

**MONTPELIER ACTION PLAN FOR LOCAL EMERGENCY**





## Required Elements

Check boxes below indicate the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

| Municipal Adoption       |                                                                                                                                                                                          |        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <input type="checkbox"/> | Municipal Adoption Form                                                                                                                                                                  |        |
|                          | Completed Municipal Adoption Form                                                                                                                                                        | 5      |
|                          | Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.                       | 6      |
| LEMP Required Elements   |                                                                                                                                                                                          |        |
| <input type="checkbox"/> | Emergency Management Planners                                                                                                                                                            |        |
|                          | List of people who wrote or maintain the LEMP. Must include EMD.                                                                                                                         | 7-8    |
| <input type="checkbox"/> | Municipal Emergency Operations Center (EOC)                                                                                                                                              |        |
|                          | EOC activation authority (minimum 1)                                                                                                                                                     | 12     |
|                          | EOC staff positions and corresponding duties (minimum 1)                                                                                                                                 | 13 -15 |
|                          | Potential EOC staff members (minimum 1)                                                                                                                                                  | 13-15  |
|                          | Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment                                                                   | 21     |
| <input type="checkbox"/> | Resources                                                                                                                                                                                |        |
|                          | Emergency purchasing agent and spending limits                                                                                                                                           | 31     |
|                          | List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)                                                        | 61     |
|                          | National Incident Management System (NIMS) Typed Resource List (if applicable)                                                                                                           | 63     |
| <input type="checkbox"/> | Public Information and Warning                                                                                                                                                           |        |
|                          | Local VT-Alert managers (if applicable)                                                                                                                                                  | 34-35  |
|                          | Local website or social media information (if applicable)                                                                                                                                | 35-37  |
|                          | List of local media outlets (if applicable)                                                                                                                                              | 34-35  |
|                          | Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)                                                                                                                  | 35     |
|                          | Note that the public can call Vermont 2-1-1 for resources.                                                                                                                               | 36     |
| <input type="checkbox"/> | Organizations and communities requiring additional coordination                                                                                                                          |        |
|                          | List of organizations or communities and contact method                                                                                                                                  | 39-41  |
| <input type="checkbox"/> | Shelters                                                                                                                                                                                 |        |
|                          | Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)                                 | 30, 31 |
| <input type="checkbox"/> | Contact Information                                                                                                                                                                      |        |
|                          | Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs                                          | 64-65  |
|                          | Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel. | 38     |

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>





# Approval and Implementation

## Project Background

The City of Montpelier collaborated with the Montpelier Commission for Recovery and Resilience (MCRR) and AC Disaster Consulting, LLC. (ACDC) to develop this MAPLE in the aftermath of catastrophic flooding July 10-11, 2023. The MCRR hired ACDC, an emergency management consulting firm, to develop an enhanced LEMP that integrates a whole community approach. The Project Team collaborated with critical stakeholders in Montpelier to gather input and expert knowledge related to the City's available resources, preparedness, and response activities. Community partners, businesses, and residents played a crucial role by sharing their perspectives and experiences. ACDC compiled these perspectives to draft the MAPLE. The City and MCRR supervised and assisted with the development of this plan while simultaneously raising awareness of disaster readiness among the community. Thank you to everyone who supported this crucial project.



## Plan Developers

The following sections identify the City of Montpelier's emergency management team and MCRR members who contributed to the development of this plan.

### CITY OF MONTPELIER EMERGENCY MANAGEMENT TEAM

|   | Name           | Title                                          |
|---|----------------|------------------------------------------------|
| 1 | William Fraser | City Manager and Emergency Management Director |
| 2 | Kelly Murphy   | Assistant City Manager                         |
| 3 | Evelyn Prim    | Communications Coordinator                     |
| 4 | Eric Nordenson | Police Chief                                   |
| 5 | Derek Libby    | Fire Chief                                     |
| 6 | Kurt Motyka    | Public Works Director                          |
| 7 | Alec Ellsworth | Director of Parks and Trees                    |

### MONTPELIER COMMISSION FOR RECOVERY AND RESILIENCE

|   | Name             | Title                               |
|---|------------------|-------------------------------------|
| 1 | Jon Copans       | Executive Director, MCRR            |
| 2 | Marc Gwinn       | CFP® Professional, Edward Jones     |
| 3 | Aly Richards     | Executive Director, Let's Grow Kids |
| 4 | Richarda Ericson | Riverine and Conservation Expert    |







## COMMUNITY PARTNERS

|    | Name                   | Title                                                           |
|----|------------------------|-----------------------------------------------------------------|
| 1  | Katie Trautz           | Montpelier Alive                                                |
| 2  | Marek Zajac            | AmeriCorps Member, City of Montpelier                           |
| 3  | Suzanne Legare Belcher | Montpelier Disaster Recovery Network - Long-Term Recovery Group |
| 4  | Peter Walke            | Executive Director, Efficiency Vermont                          |
| 5  | Beth Sightler          | Washington County Mental Health                                 |
| 6  | Gary Gordon            | Washington County Mental Health                                 |
| 7  | Heather Slaten         | Washington County Mental Health                                 |
| 8  | Favor Ellis            | Elevate Youth Services                                          |
| 9  | Jaime Bedard           | Just Basics                                                     |
| 10 | Ken Russell            | Another Way                                                     |
| 11 | Rick D'Angelis         | Good Samaritan Haven                                            |
| 12 | Dan Grober             | Executive Director, Kellogg-Hubbard Library                     |
| 13 | Carolyn Picazio        | Kellogg-Hubbard Library                                         |
| 14 | Sid Pollock            | Vermont Emergency Management Regional Coordinator               |

## MAPLE Adoption Process

The MAPLE will serve as the City's [LEMP](#). As stated in 20 V.S.A § 6 and State Emergency Management Plan, the LEMP must be annually reviewed, updated, and adopted between Town Meeting Day (the first Tuesday in March) and June 1<sup>st</sup>. A current LEMP is also required for the City to receive federal preparedness funds and an increased state reimbursement through the [Emergency Relief and Assistance Fund](#) (ERAF).

A publicly warned meeting of the Montpelier City Council must be held to formally adopt the MAPLE with a majority vote. Once the MAPLE has been approved, the City Manager and City Council Chair must sign the Municipal Adoption Form attesting that the LEMP meets the Vermont NIMS requirements and current LEMP Implementation Guidance. The certifying individual (i.e. City Manager) must possess, at a minimum, Incident Command System (ICS) 402: NIMS Overview for Senior Officials or ICS-100: Introduction to the ICS training certification. The City will then make the final submission to VEM.



# Introduction

The MAPLE is an adaptable, multi-hazard document outlining the City and community's intended preparedness, response, and short-term recovery to emergencies caused by natural and human-caused threats. The purpose of MAPLE is to provide a foundational framework for the whole community to implement a coordinated, scalable, and organized response to disaster.

## Whole Community Planning

### Whole Community Approach

Emergency management is a shared responsibility and needs to involve everyone. Outside of the City of Montpelier government, residents, businesses, faith-based and community organizations, and nonprofit groups must work together to prepare, respond, and recover from disaster.

The Whole Community Approach attempts to engage all stakeholders in the community when creating preparedness documents to increase awareness and understanding of the hazards that Montpelier may face. Montpelier strives to capture this engagement by including public, private, and nonprofit organizations. This inclusion allows preparedness engagement on all community levels,

increasing preparations and self-sufficiency throughout Montpelier's neighborhoods.

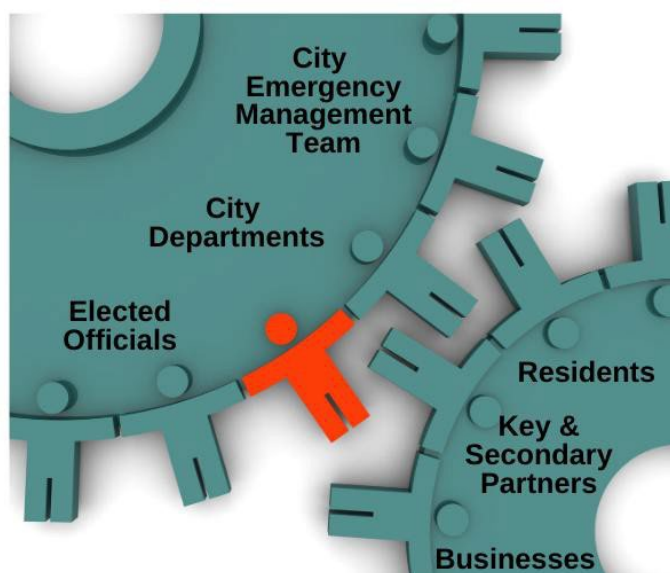


Figure 2 illustrates how Montpelier weaves standard emergency management principles into the fabric of the entire community to achieve organizational resilience. Every member of the community is a vital thread in this intricate tapestry. Just as each thread must be interwoven for the fabric to hold strong, everyone must work together; otherwise, the structure will unravel.

*Figure 2: Relationship of the Whole Community to Achieve Organizational Resiliency*

## Purpose

The primary purpose of MAPLE is to outline the City's all-hazard approach to emergency operations to protect its residents' safety, health, and welfare throughout all emergency management mission areas. The City aims to manage emergencies in the most orderly, efficient, competent, and productive way possible. To help achieve this goal, the City will use the principles of the National Incident Management System (NIMS), including the Incident Command System (ICS) and the National Response Framework (NRF).



## Scope and Objectives

MAPLE focuses on operations for both small- and large-scale disasters, not routine emergencies. It guides the whole community by outlining duties and obligations for effective disaster response. MAPLE is always in implementation, allowing for selective activation based on situational requirements, and ensures tailored coordination for each situation.

This plan has been developed to provide guidance for Montpelier based upon the following objectives:

- Describe Montpelier's whole community approach to emergency management.
- Establish the City's policy and procedures for emergency response.
- Assign tasks and responsibilities.
- Provide all community members with an understanding of preparedness, response, and short-term recovery activities to improve resiliency.
- Provide a framework for performing emergency functions before, during, and after disaster.

## Situation

Montpelier is exposed to many natural and human-caused hazards that have the potential to disrupt the community, cause damage, and create casualties. Montpelier lies within Washington County and is the capital of the State of Vermont with a population of 8,030.<sup>1</sup> The City's downtown sits on the main and secondary branch of the Winooski River and has proximity to Interstate 89. Due to its location along the Winooski River, much of the downtown lies within the floodplain. The situational landscape puts Montpelier at high risk for natural hazards such as flash and inundation flooding, winter storms (i.e., snow, ice, cold), ice jams, extreme heat, and severe storms (i.e., hurricane, tropical storms, high winds, heavy rain).<sup>2</sup>



As indicated previously in this plan, the City and MCRR collaborated to develop a more comprehensive operational plan in response to the catastrophic flooding experienced on July 10-11, 2023. The State of Vermont experienced extreme flash flooding and river flooding (inundation) that resulted in extensive damage to homes, businesses, and infrastructure. Montpelier was heavily impacted with inundation flooding in its downtown and flash flooding in its more rural neighborhoods. Many businesses and several homes were devastated as a result of the flooding with the path to recovery being long and arduous for many. Some businesses were unable to re-open and some residents were unable to return to their homes.

Climate change predictions for Vermont consist of warming temperatures, shorter winters, and an increase of intense storm events. These predictions will continue to stress the city's infrastructure

<sup>1</sup> 2022 American Community Survey 5-Year Estimates

<sup>2</sup> 2023 City of Montpelier Hazard Mitigation Plan



and social systems as the frequency and intensity of weather events increase. The environmental and economic consequences of hazards can be significant, particularly to our vulnerable populations (i.e., elderly, young, disabled, unhoused, etc.). Montpelier's residents are likely to face challenges in accessing the resources necessary to adequately prepare for these events and recover physically, mentally, and economically after disaster. However, Montpelier is committed to achieving and fostering a whole community disaster management approach that is fully inclusive of at-risk populations, including individuals with disabilities and those with access and functional needs. Integrating community- and faith-based organizations, service providers, government programs, and at-risk populations into the planning process has developed and leveraged meaningful partnerships to enable the city to create, support, and sustain an inclusive disaster management system.





# Operational Framework

This section describes the City's operational framework, which defines the processes to activate this plan, structure of the City's EOC to include positions, duties, and locations, as well as the framework for the Volunteer HUB to support volunteer and donations management.

## Monitoring and Activation

Monitoring is an ongoing preparedness activity that collects and analyzes information to guide decision making. Information may be collected from a variety of sources, such as through the mainstream media and social media sites, weather prediction offices and sources, local and/or state government, first responder agencies, partners, businesses, and residents. The City's Emergency Management Team (EMT) is ultimately responsible for monitoring activities to determine if this plan should be activated. The community should monitor all official City messages and weather reports to determine if preparedness and/or response actions need to be taken. Position and role-specific procedures related to monitoring and activation are included as annexes to this plan and will be implemented upon plan activation.

### EMERGENCY OPERATIONS CENTER ACTIVATION

Sections of MAPLE that apply directly to the City's operational framework can be activated by any member of the EMT, including City Manager, Assistant City Manager, Fire Chief, Police Chief, and Public Works Director. MAPLE can be activated prior to, during, and after a disaster. MAPLE may be activated in whole or in part, depending on the incident. For example, a disaster with widespread impacts across the community will require the full activation of this plan. For special events or monitoring activities (e.g., potential for ice dam), the EOC may be activated in a limited capacity until the threat level has increased.

### VOLUNTEER HUB ACTIVATION

When activating the EOC, the need to activate the Volunteer HUB should be considered. The Volunteer HUB can be activated by the EMD or their designee in coordination with the Department of Parks and Trees and Montpelier Alive. The Volunteer HUB can be activated prior to, during, and after a disaster as necessary. If a disaster event is predicted to occur, the Volunteer HUB should be partially activated to assist the community with preparedness activities, such as distributing sandbags. Unpredictable, or sudden, disaster incidents may occur.

### INCIDENT LEVELS

Incident levels assist the community by recognizing the degree of mobilization of a particular situation. Emergencies and planned events will not always fit neatly into incident levels, and any incident has the potential to intensify or expand to a high level.

#### Level 1

A Level 1 incident is a minor and localized incident that is quickly resolved within existing community resources or limited outside help. A Level 1 incident has little or no impact on the whole community. Level 1 incidents typically do not require the activation of MAPLE, EOC, or Volunteer HUB. However, planned events within the city may require the activation of the EOC. Examples of Level 1 incidents include







|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | planned events, small fires, limited-duration power failures, routine weather events, and standard fire and police response.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Level 2 | A Level 2 incident is a significant event or threat that requires response by more than one department/response agency due to special or unusual characteristics or is beyond the scope of available local resources. Level 2 incidents may require partial implementation of this EOP, EOC, and Volunteer HUB. Examples of Level 2 incidents include large or multiple structure fires, structural collapse, extended power or utility outage, significant weather events, or an external emergency that may affect response agencies or operations. |
| Level 3 | A Level 3 incident is a significant disaster or imminent threat involving the coordinated response of the community to save lives and protect property. Significant disasters may cause a wide range of impacts, such as those requiring the evacuation and sheltering of residents. MAPLE, EOC, and Volunteer HUB will be activated. Examples of Level 3 incidents include major flooding, extended power outages caused by extreme heat or winter weather, and hazard material spills.                                                              |

## DEACTIVATION

Each incident will be evaluated to determine the need for continued operation of the EOC and/or Volunteer HUB after the emergency response phase of the incident has been completed. The EMD or their designee makes this decision.

During the short-term recovery phase for a major disaster, it may be desirable to continue to operate the EOC and Volunteer HUB during the day with limited staffing to facilitate the dissemination of information and resources.

Once the decision has been made to limit hours/staff or close the EOC and/or Volunteer HUB, the notification must be disseminated to the same agencies that were notified when they were activated. If necessary, the EOC and/or Volunteer HUB may be re-opened or re-initiated at any time.

## EOC Positions and Duties

### EOC ROLES AND RESPONSIBILITIES

This section defines the roles and responsibilities of the EOC structure, including the identification of lead and support / secondary staff to fill these functions. Several functions with the EOC structure are led and supported by similar individuals and organizations.

| Position            | Duties                                                                                                                                                                                   | Potential Staff / Partners                                                                                           |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>EOC Director</b> | Supervises and directs all EOC activities, coordinates municipal support and response, assigns duties, and acts as a liaison with VEM and/or Federal Emergency Management Agency (FEMA). | <b>Lead:</b> EMD<br><b>Support / Secondary Staff:</b> City Manager, Assistant City Manager, Police Chief, Fire Chief |





| Position                                         | Duties                                                                                                                                                                                                                                                                  | Potential Staff / Partners                                                                                                                                                                                                                                         |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Public Information Officer</b>                | Responsible for communicating information about an incident to the public, media, and other agencies and ensuring that messaging is consistent throughout all support positions. Typically, this role is public facing and may require on camera interviews with media. | <b>Lead:</b> City Manager<br><b>Support / Secondary Staff:</b> Communication Crisis Response Team and as designated by the City Manager, Montpelier Alive, Kellogg-Hubbard Library                                                                                 |
| <b>Planning Section</b>                          | Collects situation and resource status information, evaluates it, and processes the information to maintain situational awareness of the disaster.                                                                                                                      | <b>Lead:</b> Crisis Communications Response Team<br><b>Support / Secondary Staff:</b> Planning Director, Recreation Director, MSAC Director, Volunteer HUB                                                                                                         |
| <b>Logistics Section</b>                         | Supports EOC operations by providing facilities, communications infrastructure, supplies, equipment, and food/water.                                                                                                                                                    | <b>Lead:</b> Facilities and Sustainability Coordinator<br><b>Support / Secondary Staff:</b> City IT contractor, Burlington Communications, City Department assistants                                                                                              |
| <b>Finance Section</b>                           | Manages all financial aspects of an incident, including documenting and tracking expenditures.                                                                                                                                                                          | <b>Lead:</b> Finance Department<br><b>Support / Secondary Staff:</b> City Manager, Assistant City Manager                                                                                                                                                          |
| <b>Operations Section</b>                        | Manages the ESFs, including the coordination of resources and collection of status reports to maintain situational awareness. Information and requests are provided to the EOC Director.                                                                                | <b>Lead:</b> Fire and/or Police Chief<br><b>Support / Secondary Staff:</b> Deputy Fire Chief, Deputy Police Chief, City Manager, Assistant City Manager                                                                                                            |
| <b>ESF #1: Administration and Communications</b> | Ensures day-to-day functions of the City are operating, approves emergency expenditures, tracks documents and finances, and crafts public alerts and messages. This position includes the Public Information Officer (PIO).                                             | <b>Lead:</b> City Manager<br><b>Support / Secondary Staff:</b> Assistant City Manager, Finance Director, Communications Coordinator, members of the Communication Crisis Response Team                                                                             |
| <b>ESF #2: Infrastructure</b>                    | Oversees the city's infrastructure and coordinates the emergency repairs of critical infrastructure (i.e., roads, water/wastewater). Coordinates with utility providers to report damage and repairs. Regularly communicates with dam owners                            | <b>Lead:</b> Public Works Director<br><b>Support / Secondary Staff:</b> Those with oversight of District Heat, Water Resource Recovery, Water & Sewer, Water Treatment, electric utility, communications infrastructure (i.e., internet, cell, radio), dam owners. |





| Position                            | Duties                                                                                                                                                                                                                                                                                                                                                                  | Potential Staff / Partners                                                                                                                                                                                                                                                                |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | and Vermont Dam Safety to monitor potential dam emergencies.                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                           |
| <b>ESF #3: Economic Development</b> | Disseminates official communications to businesses, coordinates resources, collects damage information from impacted businesses.                                                                                                                                                                                                                                        | <b>Lead:</b> Planning Director<br><b>Support / Secondary Staff:</b> Montpelier Alive, businesses, non-profit organizations, Montpelier Economic Development Specialist                                                                                                                    |
| <b>ESF #4: Community Resources</b>  | Monitors and oversees the condition of City owned parks, disseminating messages on condition and closures as needed. Additionally oversees Montpelier's historical and cultural assets.                                                                                                                                                                                 | <b>Leads:</b> Parks and Trees Director, Recreation Director, MSAC Director, Montpelier Historical Society, Kellogg-Hubbard Library<br><b>Support / Secondary Staff:</b> Conservation districts, Vermont Agency of Natural Resource, Vermont Historical Society, Wood Art Gallery, VACDaRN |
| <b>ESF #5: Emergency Assistance</b> | Coordinates resources to impacted families and individuals, oversees volunteer and donations management, activates local shelters and coordinates with the American Red Cross. Coordinates with vulnerable population organizations to link requests for assistance and resources. CCRT generates messaging and the Volunteer Hub and others distribute that messaging. | <b>Lead:</b> Volunteer HUB, CCRT, Long-Term Recovery Group<br><b>Support / Secondary Staff:</b> vulnerable population organizations, American Red Cross, housing authorities.                                                                                                             |
| <b>ESF #6: Public Safety</b>        | Develops and coordinates tactical operations to protect life and property.                                                                                                                                                                                                                                                                                              | <b>Leads:</b> Fire and Police Chiefs<br><b>Support / Secondary Staff:</b> Fire and Police Chiefs, Search and Rescue, other first responder personnel                                                                                                                                      |

### EMERGENCY SUPPORT FUNCTION CROSSWALK

The National Response Framework (NRF) is the nation's guide to respond to all types of disasters and emergencies. It builds upon the scalable, flexible, and adaptable concepts identified in NIMS to align key roles and responsibilities. The City organizes its response structure to align with this national guidance through Emergency Support Functions (ESFs), defined as groups that provide support to critical community functions throughout the lifetime of disaster. Under the NRF, there are fifteen ESFs designed to organize and support these critical functions.<sup>3</sup> In an effort to align the City's operational framework with state and federal frameworks, ESFs have been combined into six

<sup>3</sup> [National Response Framework | FEMA.gov](https://www.fema.gov/national-response-framework)





categories in alignment with the current response capabilities of City departments and partners as detailed below.

| Federal ESFs                                                                   | Federal ESF Definition                                                                                                                                                                                                                                                                                                                                                                                                 | City ESFs                                 |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| ESF #1: Transportation                                                         | Management of transportation systems and infrastructure.                                                                                                                                                                                                                                                                                                                                                               | ESF #2: Infrastructure                    |
| ESF #2: Communications                                                         | Restoration of communications infrastructure, coordinates communications support to response efforts, facilitates the delivery of information, and assists in the stabilization and re-establishment of systems and applications during incidents.                                                                                                                                                                     | ESF #1: Administration and Communications |
| ESF #3: Public Works and Engineering                                           | Assessment of pre- and post-incident assessment of public works and infrastructure, providing technical assistance to include engineering expertise and construction management as well as emergency repair of damaged public infrastructure.                                                                                                                                                                          | ESF #2: Infrastructure                    |
| ESF #4: Firefighting                                                           | The detection and suppression of wildland, rural, and urban fires resulting from, or occurring with, an all-hazard incident.                                                                                                                                                                                                                                                                                           | ESF #6: Public Safety                     |
| ESF #5: Information and Planning                                               | Collects, analyzes, processes, and disseminates information about a potential or actual incident, and conducts deliberate and crisis action planning activities to facilitate the overall activities in helping the whole community.                                                                                                                                                                                   | ESF #1: Administration and Communications |
| ESF #6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services | Provides life-sustaining resources, essential services, and statutory programs when the needs of disaster survivors exceed local, state, and federal government capabilities.                                                                                                                                                                                                                                          | ESF #5: Emergency Assistance              |
| ESF #7: Logistics                                                              | Integrates whole community logistics incident planning and support for timely and efficient delivery of supplies, equipment, services, and facilities. It also facilitates comprehensive logistics planning, technical assistance, training, education, exercise, incident response, and sustainment that leverage the capability and resources of local partners in support of both responders and disaster survivors | ESF #1: Administration and Communications |
| ESF #8: Public Health and Medical Services                                     | Supplements local, state, and federal resources in response to a disaster that may lead to public health, medical, behavioral, or human service emergency.                                                                                                                                                                                                                                                             | ESF #5: Emergency Assistance              |





| Federal ESFs                                      | Federal ESF Definition                                                                                                                      | City ESFs                                 |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| ESF #9: Search and Rescue                         | Deployment of Search and Rescue resources to provide lifesaving assistance to the community.                                                | ESF #6: Public Safety                     |
| ESF #10: Oil and Hazardous Materials Response     | Provides support in response to an actual or potential discharge and/or release of oil or hazardous materials.                              | ESF #6: Public Safety                     |
| ESF #11: Agriculture and Natural Resources Annex  | Organizes and provides support to protect the community's agricultural, natural, and cultural resources during disasters.                   | ESF #4: Community Resources               |
| ESF #12: Energy                                   | Coordinates and supports energy systems and their providers on damages, including the dissemination of outage information to the community. | ESF #2: Infrastructure                    |
| ESF #13: Public Safety and Security               | Aids law enforcement when a disaster exceeds the current capabilities of police to protect the community.                                   | ESF #6: Public Safety                     |
| ESF #14: Cross-Sector Business and Infrastructure | Coordinates and supports businesses, City partners, and critical infrastructure to stabilize community lifelines.                           | ESF #3: Economic Development              |
| ESF #15: External Affairs                         | Provides accurate, coordinated, timely, and accessible information to the whole community.                                                  | ESF #1: Administration and Communications |

## EOC STRUCTURE

During emergency operations and upon activation of the EOC, EOC staff will assemble and exercise direction and control, as outlined below.





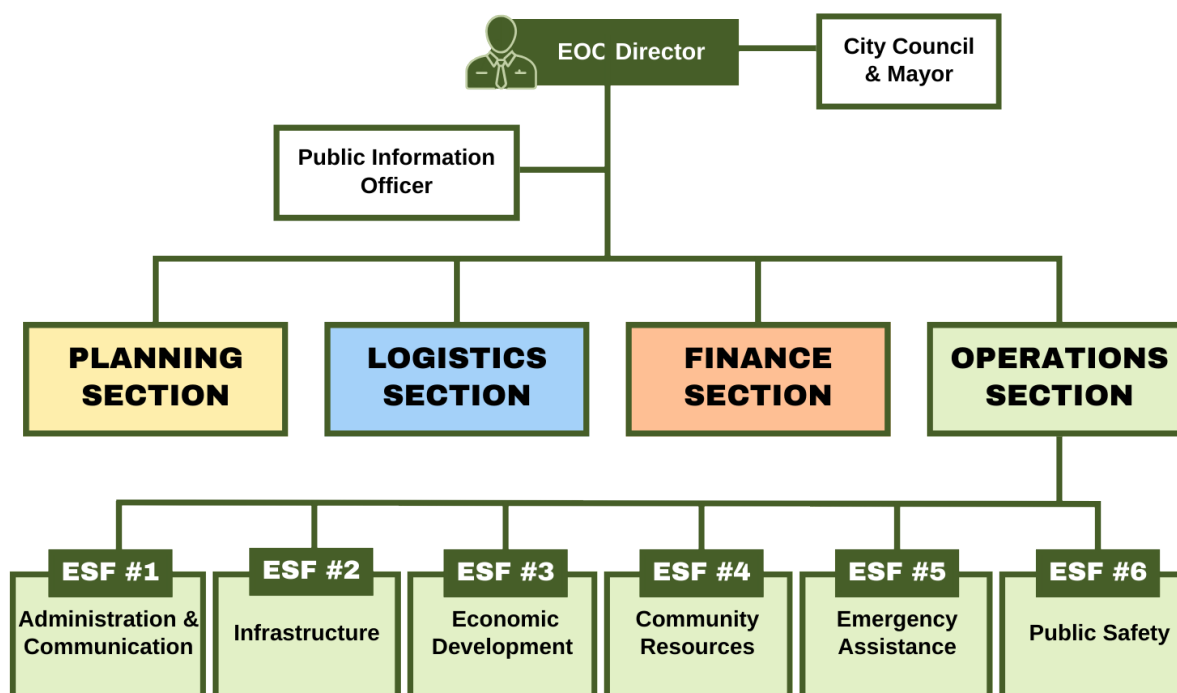


Figure 3: Emergency Operations Center Organizational Chart

## Volunteer and Donations Management

This section describes how the Volunteer HUB, in coordination with the City and its partners, will assist the community prepare for, respond to, and recover from disaster. This will be achieved through a comprehensive volunteer and donations management program. Specifically, this section will cover the following:

- Coordinating disaster activities of solicited and unsolicited volunteers;
- Coordinating and/or guiding the management and/or list of solicited and unsolicited donations (physical and monetary); and
- Registration, tracking, and/or reporting of volunteer hours and donations received.

The City has faced numerous disasters that required the coordination of volunteers and donations to support response and recovery activities and will continue to face future disasters. When planning for the coordination and management of volunteers and donations, the following should be considered:

- In large-scale emergencies, volunteers and donations are most valuable when they are well integrated into a coordinated response. An un-coordinated response can result in a surge of spontaneous/unaffiliated volunteers and/or unsolicited donations may jam distribution channels, overwhelm City government and Volunteer HUB, and hamper response operations.



- Despite good intentions, spontaneous/unaffiliated volunteers and unsolicited donations during a disaster are often underutilized and can be problematic for established response agencies.
- The lack of an organized system to manage physical donations (i.e., receiving, sorting, prioritizing, and distributing) has the potential to reduce the effectiveness of response operations.
- Careful planning reduces problems associated with spontaneous, unaffiliated volunteers.
- The timely release of information to the public regarding needs and collection points is essential to the management of donated goods and services.
- Coordinating the efforts of multiple volunteer agencies is necessary to avoid duplication of effort and redundancy in the provision of services. Central Vermont Medical Center, Community Emergency Response Teams (CERT's), and the Medical Reserve Corps are all potential resources for workforce beyond Emergency Medical Services.
- Reducing the potential for unethical management of monetary donations will be important in a disaster.
- To maximize utility and minimize loss, hard resources such as generators, sump pumps, dehumidifiers and other equipment must be tracked

## ROLES & RESPONSIBILITIES

This section identifies critical roles and responsibilities for the Volunteer HUB during each phase of emergency management to inform what activities might be performed before, during, and after an emergency to support volunteers and donations management. This list is not exhaustive and should be utilized as a starting point for volunteer and donations management processes.

- **Preparedness**
  - Coordinate the regular review and maintenance of this section of MAPLE.
  - Maintain the operational capacity of the HUB to support volunteers and donations activities.
  - Coordinate with the City Finance Department to ensure finance tracking processes are in place.
  - Facilitate, in coordination with City and community partners, the recruitment, training, and equipping of a cadre of disaster relief volunteers.
  - Maintain an inventory of available volunteer and material resources to support response and recovery activities.
  - Establish a custom or off-the-shelf software system for tracking volunteers and matching them with needed services
- **Response**
  - Coordinate and provide situational updates to the EOC to foster a common operating picture.
  - Coordinate the establishment of a Volunteer HUB reception center to facilitate the receipt, registering, and referral of volunteers and donations.
  - Coordinate with City partners and other community organizations to identify unmet needs and assign volunteers and donations to address those needs.
  - Utilize agreed-upon software to track and inventory the use of volunteers and donations.





- Coordinate with the Crisis Communications Response Team (CCRT) to communicate information to the public about how to volunteer and/or donate.
- Ensure volunteers have the appropriate Personal Protective Equipment (PPE).
- Document all human needs information (i.e., requests for assistance) for potential FEMA reimbursement.
- **Short-Term Recovery**
  - Coordinate with City partners and other community organizations to identify unmet needs and assign volunteers and donations to address those needs.
  - Track and inventory the use of volunteers and donations.
  - Coordinate with the CCRT to communicate available recovery resources to the public.
  - Participate in all after-action activities and implement corrective actions as appropriate.
  - Distribute perishable donations through existing charitable networks, and inventory and store nonperishable donations.
  - Demobilize the Volunteer HUB at the direction of the EMD.

## EOC Locations

The City of Montpelier has physical EOC locations. A tertiary EOC location is available with the Town of Berlin if the first two are compromised or damaged. Conversely, the City of Barre will move their EOC operations to the Montpelier EOC if their EOC locations are compromised or damaged.

### PRIMARY EOC

|  |  |                                                                                                                                                                                                                                                                                                                                                          |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p><b>EOC #1</b></p> <p><b>Location:</b> Montpelier Police Department<br/>1 Pitkin Ct, Montpelier, VT 05602</p> <p><b>Phone Number:</b> 802-223-3445</p> <p><b>Contact:</b> Police Chief Eric Nordenson</p> <p><b>Available Assets:</b> WiFi, electrical plugs,</p> <p><b>Other Considerations:</b> [placeholder etc., must buzz into MPD building]]</p> |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|





# Roles & Responsibilities

City personnel and their partners have varying day-to-day operations and will continue to do so during emergency operations. This section assigns responsibilities specific to a disaster, emergency, or general activation of MAPLE to specific departments and organizations. City personnel and partner organizations may have various roles and responsibilities throughout an emergency's duration. Therefore, the emergency management command structure must be established to support response and recovery efforts that also maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain a depth of qualified staff within the command structure and response community.

Some City departments have emergency functions that are like their regular duties, like the Montpelier Police and Fire Departments. These departments are responsible for developing and maintaining their procedures for conducting these functions during a disaster.

## Emergency Management Program Structure

This section defines the roles and responsibilities of the City EMT, Primary Partners, Secondary Partners, Residents, and Businesses.

### CITY EMERGENCY MANAGEMENT TEAM

The City does not have an office or division of emergency management services separate from its existing departments. For this plan, the structure will be referred to as the City EMT). The City Manager is the appointed EMD unless otherwise delegated. The EMT is responsible for the activities conducted within its jurisdiction and includes elected, appointed, and assigned executives with emergency management-related responsibilities. The roles and responsibilities of the EMT are described throughout this plan to clarify the community's emergency management structure further.

The EMD may delegate the authority to lead response and recovery actions to other City staff. On a day-to-day basis, this authority is delegated to the Fire, Police, and Public Works Departments for incidents over which those departments would be the lead agencies. All departments have the power to establish control of such an incident through an on-scene ICS. Operational control of the scene shall remain with the lead agency as Incident Commander.

The table below details the members of the EMT.

|   | Title                                          |
|---|------------------------------------------------|
| 1 | City Manager and Emergency Management Director |
| 2 | Assistant City Manager                         |
| 3 | Communications Coordinator                     |
| 4 | Police Chief                                   |
| 5 | Fire Chief                                     |
| 6 | Public Works Director                          |





|   | Title                       |
|---|-----------------------------|
| 7 | Director of Parks and Trees |

Key general responsibilities of members of the EMT include:

- Establishing strong working relationships with local leaders and core community partners;
- Leading and encouraging the whole community to focus on preparedness by participating in planning, training, and exercises;
- Ensuring that local emergency plans consider the needs of:
  - The jurisdiction, including persons, property, and structures;
  - Community-led organizations and businesses;
  - Disability, Access, and Functional Needs (DAFN) populations, including unaccompanied children, unhoused, and those with service animals; and
  - Individuals with household pets.
- Encouraging residents to participate in volunteer organizations and training courses.

*EMD*

The City Manager serves as the EMD for the City, who is ultimately responsible for working with the EMT to ensure that unified objectives regarding the City's emergency plans and activities and coordinates all components of the EMT, including assessing the availability and readiness of local resources required during an incident and identifying and correcting any shortfalls.

The following tasks are the responsibility of the EMD:

- Ensuring the planning and general preparedness activities of the government and maintenance of this plan as well as relevant procedures.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.
- Preparing and maintaining executive team and emergency management contact list.
- Ensuring the operational capability of the EOC.
- Activating the EOC.
- Keeping the governing body apprised of the City's preparedness status and anticipated needs.
- Cultivating relationships with the whole community to meet identified emergency preparedness gaps.
- Coordinating and facilitating regular training and exercise to maintain proficiency in response operations.

*City Manager (EMD) and Assistant City Manager*

The City Manager and Assistant City Manager are responsible for continuity of government, overall direction of City emergency operations, and serves as the Public Information Officer (PIO) unless otherwise assigned.

The following tasks are the responsibility of the City Manager and Assistant City Manager:

- Ensuring that all City departments develop, maintain, and exercise their respective services.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.







- Declaring a state of emergency and acting as the EOC Manager.
- Implementing the policies and decisions of the governing body.
- Ensuring that plans are in place to protect and preserve city records.
- Serving as staff advisor to the City Council for emergency matters.
- Serving as day-to-day liaison between the City and EMT.
- Maintaining liaison with organized emergency volunteer groups, partners, and other organizations.
- Work with Department Directors to provide for the general preparedness of City employees and ensure employees know what their roles and responsibilities are during disaster.
- Coordinating with the State of Vermont executive, judicial, and legislative branches points of contacts.

### *First Responder Departments*

The Montpelier Fire and Police Departments are ultimately responsible for maintaining public safety and responding to daily emergencies. The Fire Chief and Police Chief are members of the EMT. The City's first responders assess the availability and readiness of local resources required during an incident, subsequently identifying and correcting any shortfalls.

The following tasks are the responsibility of the First Responder Departments:

- Ensuring first responder personnel are trained to the maximum extent possible.
- Maintaining situational awareness within the EOC and on-site operations.
- Coordinating with mutual aid and state-level response entities (e.g., Search and Rescue) to address threats to life and property.
- Monitoring threats to EOC and Volunteer HUB locations, moving operations to a safer location when needed.

### *Public Works*

The City's Public Works department provides essential services to sustain critical infrastructure, such as roads, district heating, building maintenance, water, and sewer. The Public Works Director is a member of the EMT. During emergencies, Public Works is ultimately responsible for monitoring and repairing the City's critical infrastructure. Additionally, Public Works closely coordinates with First Responder Departments to close and clear roadways and manage traffic.

The following tasks are the responsibility of Public Works:

- Coordinating with the CCRT to relay status information on the City's critical infrastructure, such as boil-water notices and road closures.
- Supporting First Responder Departments with road closures, debris clearing, and traffic management.
- Monitoring the status of critical infrastructure during disasters.
- Conducting emergency repairs to critical infrastructure, as feasible.
- Documenting and tracking emergency response expenditures to include personnel hours, equipment hours, and purchased supplies.
- Assisting with damage assessments of critical infrastructure.





### *Crisis Communications Response Team (CCRT)*

The CCRT, led by the Communication Coordinator, is responsible for crafting and disseminating information to the public related to ongoing response and recovery operations. More detailed information on the CCRT and emergency communication processes is located within the **Communications** section.

The following tasks are the responsibility of the CCRT:

- Ensuring timely and succinct emergency response and recovery information is disseminated to the public through official City channels during blue-sky times, preceding and during emergencies that affect the City.
- Coordinating with City partners on sector-specific messaging.
- Managing media requests.
- Monitoring communication channels for misinformation, and subsequently addressing misinformation when needed.

### *Volunteer HUB*

The Volunteer HUB is responsible for all volunteer and donations management during disasters. During emergencies, this responsibility includes recruiting and organizing volunteers, inventorying and managing donations, and aiding residents and businesses. More detailed information is located within the **Volunteer and Donations Management** section.

## **CITY PERSONNEL AND ELECTED OFFICIALS**

Outside of the EMT, other City Personnel and Elected Officials will bear responsibilities during times of disaster. At minimum this includes the City Council and Mayor, Finance Department, and Department Directors.

### *City Council and Mayor*

The City Council and Mayor have the ultimate responsibility for policy, budget, and political direction for the City government. During emergencies, this responsibility includes encouraging community involvement and assistance, issuing policy statements as needed to support response and recovery actions and activities, and coordinating with the City Manager to ensure continuity of government.

The following tasks are the responsibility of the City Council and Mayor:

- Adopting MAPLE and other emergency management-related resolutions.
- Acting as a liaison to the community during disaster consistent with official City communications.
- Acting on emergency funding needs.
- Attending PIO briefings.
- Disseminating information to the public on available resources and assistance that is consistent with official City communications.
- Responding to media requests in alignment with official city communications.

### *Finance Department*

The Finance Department serves as the financial and documentation arm for the City, overseeing the day-to-day management of the City's finances and grant financial activities. During emergencies,





this responsibility includes documenting all incurred disaster-related costs and damages for potential FEMA reimbursement.

The following tasks are the responsibility of the Finance Department:

- Supporting Department Directors with the timely and efficient documentation of disaster-related costs.
- Tracking and accumulating all disaster-related costs.
- Reporting all disaster-related costs to the City Manager.
- Adhering to FEMA cost tracking requirements for potential reimbursement.
- Coordinating with the Volunteer HUB to ensure consistent tracking of volunteers and donations.

### *Department Heads*

Individual City departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, most City departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public. Organizationally, they are a component that provides support and communication for responders.

The following tasks are the responsibility of all Department Directors:

- Working with the EMD to establish and enhance emergency preparedness and response activities, such as:
  - Supporting EOC operations through staffing during operations and training to ensure that the City is providing for the safety and protection of the residents it serves.
  - Establishing, in writing, an ongoing line of succession and/or delegation of authority for each department; this document, known as the Continuity of Operations Plan (COOP), must be made known to department employees, and a copy should be filed with the EMT.
  - Developing alert and notification procedures for department personnel.
  - Developing operating guidelines to implement assigned duties specified by this plan.
  - Tracking incident-related costs incurred in coordination with the EOC Finance Section and submitting expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.
  - Notifying the EOC of resource availability and resource requests.
  - Identifying essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other City departments.
  - Assigning personnel to the EOC, as charged by this plan.
  - Developing and implementing procedures for protecting vital records, materials, and facilities.
  - Promoting family preparedness among employees.
  - Ensuring that staff complete the required training (NIMS and ICS training).





## KEY PARTNERS

To enhance the City's emergency management program, Key Partners are essential for the community's ability to bounce back from disaster. Montpelier Alive and the City's Long-Term Recovery Group (LTRG) are listed as Key Partners.

### *Montpelier Alive*

Montpelier Alive is a local nonprofit organization that works to sustain and build upon Montpelier's downtown community through the support of special events and activities and promotion of businesses. During disaster, Montpelier Alive is a Key Partner that works closely with the Volunteer HUB to disseminate volunteers and donations to businesses in need. Subsequently, Montpelier Alive works with businesses during blue sky conditions to prepare for and recover from disaster.

The following tasks are the responsibility of Montpelier Alive:

- Working with City businesses to implement preparedness and mitigation activities to reduce future risk.
- Coordinating with the CCRT to disseminate information and resources specific to businesses and the general public through Montpelier Alive communication channels.
- Assessing and addressing unmet needs of City businesses.
- Recruiting and maintaining volunteers.
- Facilitating fundraising campaigns post-disaster to assist the whole community with recovery.
- Linking available resources for impacted City businesses.
- Facilitating community forums on a regular basis to understand the community's concerns and challenges with response and recovery.
- Additional responsibilities related to the Volunteer HUB are in the ***Volunteer and Donations Management*** section.

### *Montpelier Disaster Recovery Network (Long Term Recovery Group)*

The Montpelier Disaster Recovery Network was created after the July 2023 floods to serve as a Long Term Recovery Group (LTRG) to assist residents recovering from the impacts of floods and other emergencies. The LTRG is an essential key partner to assist residents recovering from a variety of disasters by providing resources, technical assistance, financial support, and volunteer labor.

The following tasks are the responsibility of Montpelier Disaster Recovery Network:

- Disseminating information on available recovery resources to residents pre- and post-disaster.
- Coordinating with the CCRT to disseminate information and resources specific to impacted residents.
- Assessing and assisting residents with unmet needs.
- Coordinating with the EMT to provide information on residents with unmet needs to maintain situational awareness.
- Coordinating with Key Partners, the City, and Secondary Partners to assist with individual and family recovery.
- Identifying resources (physical or monetary) and connecting them with residents in need.





- Supporting the operations of the Volunteer HUB. Additional responsibilities related to the Volunteer HUB are in the ***Volunteer and Donations Management*** section.

## SECONDARY PARTNERS

Montpelier has a plethora of Secondary Partners in the form of community, non-profit, vulnerable population support, schools, and faith-based organizations that assist the community with response and recovery activities. These Secondary Partners support the identification and disbursement of resources, such as housing, food, substance use, volunteers, and donations. These essential services enhance the capabilities of the City to assist the whole community by providing specialized knowledge and expertise to address specific challenges. A list of partners that fall under this category can be accessed in the following section: Secondary Partners.

Key general responsibilities of Secondary Partners include:

- Coordinating with the EOC to provide situational awareness and to receive requests for assistance.
- Coordinating with the CCRT to disseminate information related to available resources and assistance.
- Acting as a liaison between residents and businesses with City officials.
- Coordinating with the Volunteer HUB to reduce redundant activities related to volunteers and donations.
- Assisting vulnerable populations, such as obtaining translation services for non-English speakers, handing out meals, and arranging for emergency housing.
- Supporting the maintenance of MAPLE during blue sky conditions.
- Participating in planning activities to improve future response efforts. This includes the development/update of plans, participating in tabletop exercises, and after-action reporting.

### *Montpelier Commission for Recovery and Resilience (MCRR)*

The MCRR can serve in a community preparedness role to improve future response and recovery efforts. The MCRR works with the whole community to understand the current state of the City's response processes and subsequently identifies improvement items to improve these processes. Insights are captured through community forums, ad-hoc discussions, meetings, and surveys. Additionally, the MCRR assists with coordination efforts between the City, its partners, residents, and businesses.

The following tasks are the responsibility of the MCRR:

- Maintaining the [Montpelier Strong](#) website as a resource for the community to obtain information on available resources and events.
- Facilitating the coordination between the City and partners to fill gaps related to resources and assistance during response.
- Facilitating community forums on a regular basis to understand the community's concerns and challenges with response and recovery.
- Participating in planning activities to improve future response efforts. This includes the development/update of plans, participating in tabletop exercises, and after-action reporting.

## COMMUNITY MEMBERS







The implementation of MAPLE is the responsibility of the **whole community**, including the residents and businesses that call Montpelier their home. For MAPLE to be successful, residents and businesses should take all steps possible to prepare for, respond to, and recover from disaster. The following sections detail the responsibilities of residents and businesses.

### *Montpelier Businesses*

Because flooding in Montpelier tends to be concentrated in downtown, prior major disasters (i.e., July 2023 flooding) have disproportionately impacted Montpelier businesses. For many of these businesses, the path to recovery was long and in some cases businesses were unable to re-open. Therefore, in coordination with Montpelier Alive, businesses that lie within City limits should prepare, to the greatest extent possible, for future disaster.

The following tasks are the responsibility of businesses:

- Coordinating with the City and Montpelier Alive to understand the risk of future disaster and to understand how the community responds to and recovers from disaster.
- Establishing policies related to emergency response to ensure the business can quickly recover and reopen.
- Signing-up for [VT-Alert](#) to receive real-time communications from the City and State.
- Becoming familiar with City requirements to reopen after disaster.
- Reporting business damage to Montpelier Alive for tracking purposes.
- Additional responsibilities and suggested action items are in **Operational Checklists - Businesses**.

### *Montpelier Residents*

During times of disaster, residents can be subjected to threats to life and property. As evidenced by previous disasters, residents can be displaced from their homes or face home damages that are costly, making it difficult to recover and remain within the community. Therefore, residents should prepare, to the greatest extent possible, for future disasters .

The following tasks are the responsibility of residents:

- Reviewing MAPLE to become familiar with the community's response process.
- Understanding the risks they may face where they live to prepare for potential disaster.
- Reviewing their rental or homeowners' insurance to ensure potential future damages are covered. If feasible, obtain rental or homeowners' insurance if they don't have it.
- Sign-up for [VT-Alert](#) to receive real-time communications from the City and State.
- Participate in emergency management planning activities hosted by the MCRR and/or LTRG.
- Additional responsibilities and suggested action items are in **Operational Checklists - Residents**





# City Financial Management

During an emergency, the City will find it necessary to redirect its funds to respond to the incident effectively. Acting as the EMD, the City Manager or their designee has the authority to approve emergency expenditures. To ensure a timely response, there is no threshold for emergency expenditures. The City Council gives the City Manager and/or his designee the authority to award contracts and make purchases for the purpose of addressing the public emergency without complying with the bid process.

When the City EOC is activated, the City's Finance Department will staff the Administration, Communications, and External Affairs Section to manage and track financial matters. Expenditure reports and other documents related to the incident will be submitted to the finance section to spot any budget gaps.

All disasters should be well documented, and expenses tracked in anticipation of a potential disaster declaration. An approved disaster declaration opens up a reimbursement process under the FEMA Public Assistance (PA) program and/or the Federal Highway Administration. Additionally, well-tracked documentation of disaster-related damages may assist the City with grant applications, such as those available through FEMA. Below is a summary of best practices for documentation and finance tracking during disaster.

- Timesheets of all paid City staff that performed response duties.
- Vehicles or equipment utilized, as well as how many hours they were used and their specific purpose.
- Photos and geolocation or map of all public infrastructure damage.
- For emergency infrastructure repair, receipts or proof of materials utilized and their cost.
- Receipts of emergency purchases (e.g., cones, reflective vests, sandbags, etc.).
- Costs related to the activation of the Volunteer HUB, including supplies purchased and utilized.
- Volunteer and goods donations
- Costs related to opening local shelters.

All disaster declarations are requested by VEM. The latest financial management requirements are available through [VEM's FEMA PA Program](#).





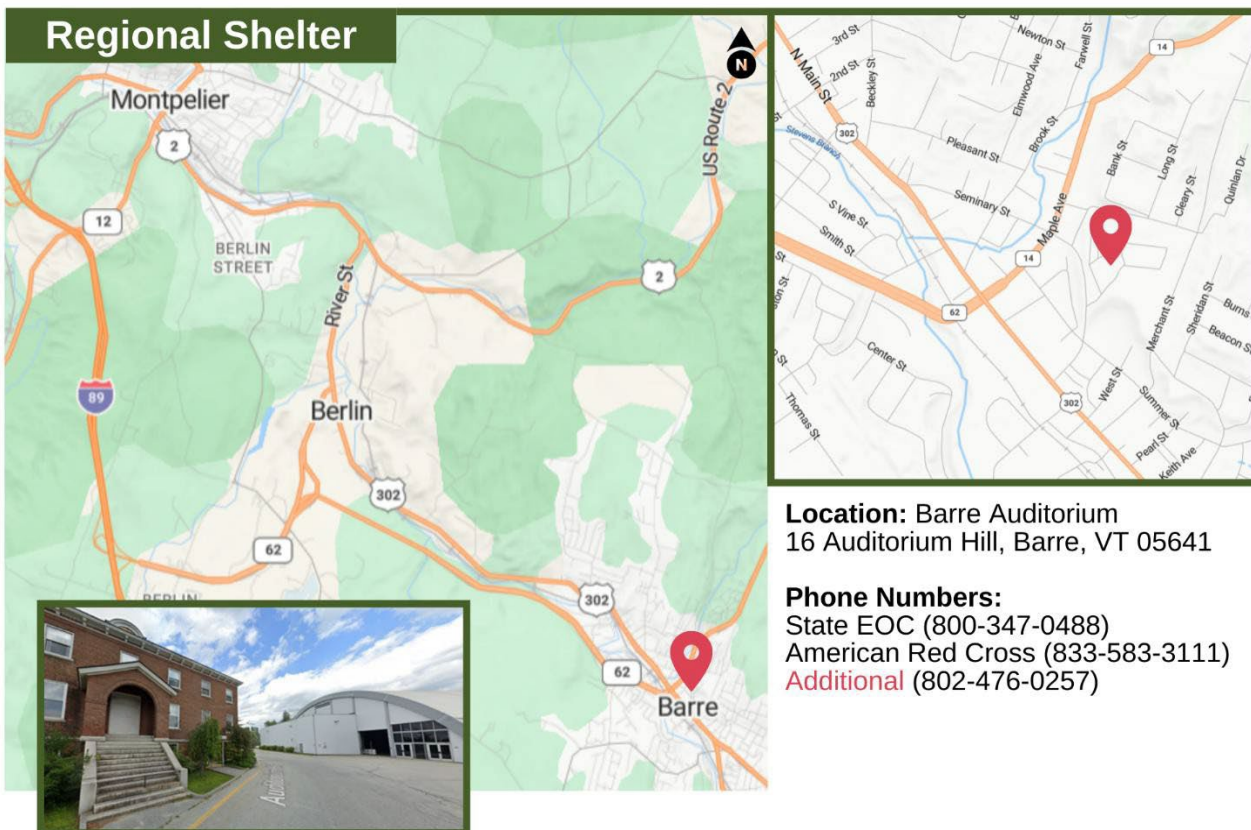
## Shelters

There are two types of shelters available to the community. The American Red Cross Regional Shelter is a fully staffed and operated overnight shelter that is opened during major disasters, such as the July 2023 flooding. The identified local shelters do not have overnight capacity but are rather utilized as warming and cooling centers. These centers may be opened at the direction of the EMT as necessary.

### Regional and Local Shelter Locations

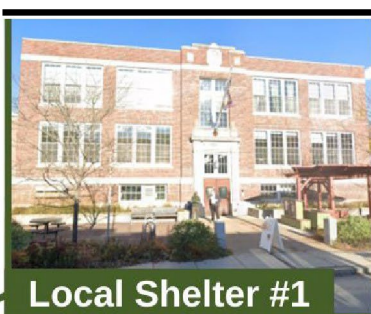
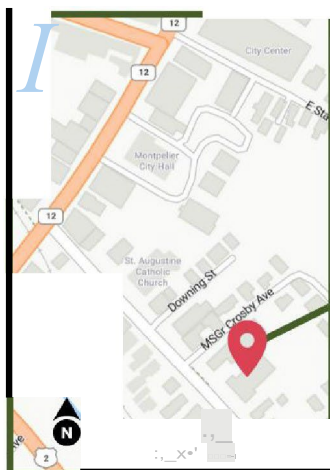
The American Red Cross, when activated by VEM, will open and operate a regional shelter in select locations through the State of Vermont. Community members will be directed to go to the Barre Auditorium for sheltering needs. It is important to note that the Barre Auditorium may not be accessible by all residents.

#### REGIONAL SHELTER





## LOCAL SHELTER



**Location:** Montpelier Senior Center  
58 Barre Street, Montpelier, VT 05602

**Phone Number:** 802-223-2518

**Contact:** Amie Pitton, Shelter Manager

**Shelter Staff Requirements:** ????????

**Services:** Warming and Cooling

**Additional Notes:**

- Capacity: 40
- Generator? Yes
- Pets Allowed? Yes





# Communications

The ability of responders from different departments and disciplines to work together depends significantly on their ability to communicate with each other. Plain language (<https://www.plainlanguage.gov/guidelines/>) is essential to first responders and public safety and will be used by all City personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, and City staff, as well as personnel from neighboring jurisdictions, the County, or the State, to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity.

## Communications Crisis Response Team (CCRT)

The CCRT is the official communications function of the City and is comprised of City personnel from each major department. During a significant emergency, the CCRT will internally coordinate and manage public information by producing accurate, timely reports and tracking what is publicly reported to minimize confusion and help ensure a positive public response.

### ACTIVATION

The CCRT will be activated when the EOC is activated, or at the direction of the EMD.

### CCRT MEMBERS

The following City personnel are members of the Montpelier CCRT.

| Name & Title                                         | Department                      | Contact Info |
|------------------------------------------------------|---------------------------------|--------------|
| Evelyn Prim,<br>Communications Coordinator           | City Manager's Office           |              |
| Jasmine Benson,<br>Project Assistant                 | Montpelier Public Works         |              |
| Michael Philbrick,<br>Community Resource Office, PIO | Montpelier Police Department    |              |
| Jake Larrabee,<br>LT Fire Fighter/ AEMT              | Montpelier Fire Department      |              |
| Carrie McCool,<br>Dispatch Supervisor                | Montpelier Police Department    |              |
| Sara McMillon,<br>Deputy City Clerk                  | Clerk's Office                  |              |
| Alec Ellsworth                                       | Parks & Trees;<br>Volunteer HUB |              |

## Internal City Communications

Situational awareness and intelligence gathering is critical to maintain a common operating picture among response agencies, providing the basis for emergency communications. Situational awareness is the ongoing process of collecting, analyzing, and sharing information across agencies,







intergovernmental levels, and the private sector. Intelligence gathering is the collection of security and operational information, such as a collection of severe weather forecasts from the National Weather Service (NWS). Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

Warnings, emergency information, notifications, and/or disaster reports received by City personnel will be relayed to their respective department representative of the CCRT or EOC. The CCRT will then review all incoming information to determine if public information should be released. City response personnel will communicate and receive notification using traditional communications technology such as landline and cellular telephones, internet/email, and radio throughout response activities if these resources are available. Additionally, the CCRT may utilize the L-CCRT listserv to disseminate information amongst the team.

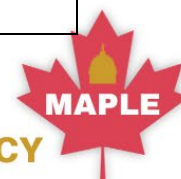
Coordination with Key and Secondary Partners on disaster-related communications is critical to ensuring the whole community is notified of risks, status of critical infrastructure, and available resources. The CCRT should continuously coordinate with all partners to receive and send out information to the public and media.

All gathered information will be saved in a centralized, digital location so all City response personnel may access it.

#### VT-ALERT NOTIFICATION THRESHOLDS

The City may utilize VT-Alert for a variety of disaster- and non-disaster-related messaging to the community. The table below illustrates the various messaging thresholds to disseminate information to the community.

| Determining Event                               | Format and Information                                                           | Scope             | Follow-Up? Yes/No |
|-------------------------------------------------|----------------------------------------------------------------------------------|-------------------|-------------------|
| <b>Department of Public Works</b>               |                                                                                  |                   |                   |
| Road Closure                                    |                                                                                  | City-Wide         | Yes               |
| Water Main Break                                |                                                                                  | Specific Location | Yes               |
| Boil Water Notice                               |                                                                                  | Specific Location | Yes               |
| Other                                           |                                                                                  |                   |                   |
| <b>Dispatch / Montpelier Police Department</b>  |                                                                                  |                   |                   |
| Road Closure / Traffic Accident / Expected Work | Coordinate with DPW                                                              | City-Wide         | Yes               |
| Water Main Break                                | Confirm with DPW                                                                 | Specific Location | Yes               |
| Boil Water Notice                               | Confirm with DPW                                                                 | Specific Location | Yes               |
| Structure Fire                                  | All-encompassing: Road closures, emergency planning, EMD crews, mutual aid, etc. | City-Wide         |                   |
| Major Training                                  | A heavy amount of law enforcement presence in the area, tactical training        | City-Wide         | No                |





| Determining Event                                 | Format and Information                                                                                                                                | Scope     | Follow-Up? Yes/No |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
| <b>School Emergency Incident / Critical Event</b> | Shooting, critical threat, lockdown, etc.                                                                                                             | City-Wide | Yes               |
| <b>Protests / Large Crowds</b>                    | Traffic impacts, parking, public safety, transportation detours, etc.                                                                                 | City-Wide | No                |
| <b>Holiday Events</b>                             | Fall Festival, Festival, Corporate Cup, Point-to-Point, Muddy Onion, July 3rd parade and festivities, All Species Day Parade, Montpelier Alive events | City-Wide | No                |
| <b>Severe Weather Events</b>                      | Power outages, major storms, evacuations, flooding, snowstorms, heating/cooling shelters, etc.                                                        | City-Wide | No                |

## External Public Communications

The CCRT will first work internally to gather, verify, coordinate, and disseminate accurate, accessible, and timely information. The CCRT will work closely with the City Manager or Assistant City Manager to draft external public communication messages. When appropriate, pre-scripted messages will be developed during non-emergency times to allow for better research and vetting. The process will include recommendations on the most appropriate venue (e.g., VT-Alert) to post public information. Approval of all public communications must be made by the City Manager or Assistant City Manager.

### CITY COMMUNICATIONS CHANNELS

Clear, accurate, and consistent information must be disseminated to the public during an emergency for the public to take appropriate protective actions. The CCRT will share information with the public through a variety of communication channels.

The **City's website will serve as the central hub of all official City communications**. At the onset of activation, the CCRT will establish a banner on the front page of the City website so visitors can easily access information.

**The following channels will be utilized in order of priority**, beginning with VT-Alert, if applicable.

| Communication Channel | Primary / Secondary City Administrator                   | Link / Location                                                               |
|-----------------------|----------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>VT-Alert</b>       | 1. Jasmine Benson<br>2. Carrie McCool<br>3. Evelyn Primm | <a href="https://vem.vermont.gov/vtalert">https://vem.vermont.gov/vtalert</a> |





| Communication Channel                           | Primary / Secondary City Administrator                                                                      | Link / Location                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City of Montpelier Website</b>               | 1. Evelyn Prim                                                                                              | <a href="http://www.montpelier-vt.org/">http://www.montpelier-vt.org/</a>                                                                                                                                                                                                                                                                                                                           |
| <b>Press Releases</b>                           | 1. Evelyn Prim                                                                                              | L-Press listserv                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Facebook – City of Montpelier, VT</b>        | 1. Evelyn Prim                                                                                              | <a href="https://www.facebook.com/MontpelierVT/">https://www.facebook.com/MontpelierVT/</a>                                                                                                                                                                                                                                                                                                         |
| <b>Facebook – Montpelier Police Department</b>  | 1. Mike Philbrick<br>2. Carrie McCool                                                                       | <a href="https://www.facebook.com/MontpelierPoliceVermont">https://www.facebook.com/MontpelierPoliceVermont</a>                                                                                                                                                                                                                                                                                     |
| <b>Facebook – Community Services Department</b> | 1.                                                                                                          | <ul style="list-style-type: none"> <li>• <a href="https://www.facebook.com/MontpelierRec">https://www.facebook.com/MontpelierRec</a></li> <li>• <a href="https://www.facebook.com/montpeliersenioractivitycenter">https://www.facebook.com/montpeliersenioractivitycenter</a></li> <li>• <a href="https://www.facebook.com/MontpelierParks">https://www.facebook.com/MontpelierParks</a></li> </ul> |
| <b>Facebook – DPW</b>                           | 1. Jasmine Benson                                                                                           | <a href="https://www.facebook.com/profile.php?id=100067412941482">https://www.facebook.com/profile.php?id=100067412941482</a>                                                                                                                                                                                                                                                                       |
| <b>TV News &amp; Radio</b>                      | 1. Evelyn Prim                                                                                              | L-Press listserv<br>WDEV: 802-244-1777<br>WCAX: 802-652-6397<br>Times Argus: 802-479-0191<br>Bridge: 802-223-5112                                                                                                                                                                                                                                                                                   |
| <b>Physical Public Posting Locations</b>        | 1. Jasmine Benson<br>2. Evelyn Prim                                                                         | City Hall, 39 Main St.<br>Montpelier Senior Activity Center, 58 Barre St.<br>Kellogg-Hubbard Library, 135 Main St.                                                                                                                                                                                                                                                                                  |
| <b>Front Porch Forum</b>                        | 1. Michael Philbrick<br>2. Evelyn Prim                                                                      | <a href="https://frontporchforum.com/areas/448/current-issue">https://frontporchforum.com/areas/448/current-issue</a>                                                                                                                                                                                                                                                                               |
| <b>YouTube</b>                                  | 1. Evelyn Prim                                                                                              | <a href="https://youtube.com/@cityofmontpelierVT802">https://youtube.com/@cityofmontpelierVT802</a>                                                                                                                                                                                                                                                                                                 |
| <b>Volunteer HUB</b>                            | 1. Alec Ellsworth (Parks & Trees)<br>2. Katie Trautz (Montpelier Alive)<br>3. Suzanne Legare Belcher (LTRG) |                                                                                                                                                                                                                                                                                                                                                                                                     |

### OTHER COMMUNICATIONS CHANNELS

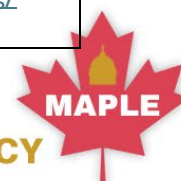
In addition to the official communications channels utilized by the City, key partners and other organizations may craft and disseminate their own communications, or re-post official City communications. All communications should be relayed to the CCRT to become a part of the official





record, as well as to verify information and address inconsistencies. The table below illustrates other channels where the community may find information.

| Communication Channel                    | Description                                                                                                                                                                                                                                                                            | Link / Location                                                                                                                                                                                           |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Montpelier Alive</b>                  | Montpelier Alive disseminates all official communications to Montpelier businesses, locals, tourists, and visitors; often adding business-specific considerations.                                                                                                                     | Email<br>Facebook<br>Website                                                                                                                                                                              |
| <b>Kellogg-Hubbard Library</b>           | Kellogg-Hubbard Library has an extensive email list that can disseminate all official communications to residents within the library service area.                                                                                                                                     | Phone: 802-223-3338<br><br>Hours: Monday – Friday 10 a.m. – 5:30 p.m., Saturday 10 a.m. – 2 p.m., Sunday closed.<br><br>Website:<br><a href="https://kellogghubbard.org/">https://kellogghubbard.org/</a> |
| <b>Montpelier Roxbury Public Schools</b> | The Montpelier Roxbury Public School District can disseminate all official emergency information to personnel, students, and parents/guardians.                                                                                                                                        |                                                                                                                                                                                                           |
| <b>Vermont Emergency Management</b>      | Coordinates the state's preparedness, response, recovery, and mitigation programs.                                                                                                                                                                                                     | <a href="https://vem.vermont.gov/">https://vem.vermont.gov/</a>                                                                                                                                           |
| <b>VT-Alert</b>                          | VT-ALERT is used by the state and local responders to notify the public of emergency situations. Those include, but are not limited to, evacuation information; chemical spills; shelter-in-place alerts; severe weather advisories; boil water advisories, and roadway interruptions. | <a href="https://vem.vermont.gov/vtalert">https://vem.vermont.gov/vtalert</a>                                                                                                                             |
| <b>VT 2-1-1</b>                          | Managed by United Ways of Vermont, 2-1-1 is a free resource for the whole community to seek information, resources, and to report damages.                                                                                                                                             | <a href="https://vermont211.org/">https://vermont211.org/</a><br><br>Call 2-1-1                                                                                                                           |
| <b>New England 5-1-1</b>                 | A free web service that provides frequently updated information on                                                                                                                                                                                                                     | <a href="https://newengland511.org/">https://newengland511.org/</a>                                                                                                                                       |





| Communication Channel | Description                                            | Link / Location |
|-----------------------|--------------------------------------------------------|-----------------|
|                       | road closures, construction, and other traffic events. |                 |







# Partners and Resources

This section describes the current contracts and other local resources the City may access during emergencies, how to request resources from the State, a list of vulnerable population facilities, and a list of Secondary Partners. Secondary Partners are organizations that can support residents and businesses during emergencies, including those that provide support services to vulnerable populations. While Secondary Partners are no less important than Key Partners, they do not serve an active role within the City's emergency management structure, but rather as a partner and resource to access if necessary.

## Contracts & Other Local Resources

Montpelier has current contracts and mutual aid agreements, as well as additional local resources, to utilize during times of disaster. The full list of contracts and other local resources is located in **MAPLE Supporting Information** appendix. These contracts and local resources are only to be contacted by official City EOC personnel, at the direction of the City Manager.

## State Resources

VEM is the state's emergency management agency that provides support to communities during all phases of emergency management. During a disaster, VEM will activate the State Emergency Operations Center (SEOC) to obtain information on damages, as well as linking resources to affected areas. To reach the SEOC, at any time, contact the Watch Officer.

It is important to note that only representatives of the City's EOC should contact the SEOC.

### State Emergency Operations Center - Watch Officer



800-347-0488

The SEOC can provide a variety of state support functions to the City that may or may not be at cost to Montpelier. When requesting resources, the EOC should clarify what resources are available at cost or not cost.

- State support that is usually at no cost to the municipality:
  - Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
  - Vermont Urban Search and Rescue (USAR, VT-TF1)
  - Vermont State Police and Special Teams
  - Community Emergency Response Teams (CERTs)
  - Swift water rescue teams
  - American Red Cross Regional Shelter Support
  - State government agency expertise / services
  - Federal response agency expertise





- State support the municipality will normally eventually have to pay for:
  - Supplies and equipment (including sandbags)
  - Contractors for debris removal
  - VTrans Equipment and Personnel
  - Vermont National Guard Support

## Organizations and Communities Requiring Additional Coordination

Groups of people who are at a higher risk of due to physical, psychological, or social health, experience disaster differently from the rest of the population. These populations include the unhoused, young, elderly, and those with Access and Functional Needs (AFN).

There are several support organizations in Washington County that can provide assistance to these populations during disasters. The City has identified several organizations and facilities that serve populations who may be at an increased risk, depending on the emergency. During EOC and/or Volunteer HUB activation, these support organizations and facilities should be coordinated with to assess needs for assistance. The full list of support organizations and facilities are included in the **MAPLE Supporting Information** appendix.

## Secondary Partners

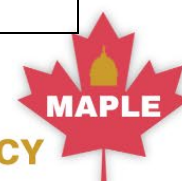
In addition to the organizations and facilities that serve vulnerable populations listed above, there are additional service organizations within the City and the greater region that can provide individual and family support services. These support services are an essential partner to the City by providing services outside the scope of the City. The table below lists Secondary Partners that may provide assistance to residents and businesses.

| Organization / Agency Name                       | Description of Services                                                                                                                                                                                                                | Contact Information                                                                                                                          |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Washington County Mental Health Services (WCMHS) | Provides assistance to individuals and families dealing with developmental and intellectual disabilities, mental health, and substance use. During disaster, WCMHS can assist with sheltering, housing, and access to other resources. | Phone: 802-229-0591<br>Hours: 24/7 Assistance<br>Website: <a href="https://www.wcmhs.org/">https://www.wcmhs.org/</a>                        |
| Another Way, Inc.                                | Helps people with mental health challenges, including peer support, community, information, resources and advocacy.                                                                                                                    | Phone: 802-229-0920<br>Hours: 8 a.m. – 6 p.m. everyday<br>Website: <a href="https://www.anotherwayvt.org/">https://www.anotherwayvt.org/</a> |
| Good Samaritan Haven                             | A nonprofit that provides emergency assistance to people experiencing homelessness.                                                                                                                                                    | Phone: 802-479-2294<br>Hours: 7 a.m. – 3 p.m. Monday - Friday                                                                                |





| Organization / Agency Name                                      | Description of Services                                                                                                                                                                                                                                                                                          | Contact Information                                                                                                                                                                               |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                 |                                                                                                                                                                                                                                                                                                                  | Website:<br><a href="https://www.goodsamaritanhaven.org/">https://www.goodsamaritanhaven.org/</a>                                                                                                 |
| Elevate Youth Services                                          | A non-profit that assists youth to achieve fulfilling, healthy lives and advocates for the well-being of all youth. Services include counseling and emergency sheltering, substance use prevention and treatment, housing support, and transitional housing.                                                     | Phone: 802-229-9151<br>Hours: 24/7 Assistance for emergencies<br>Website:<br><a href="https://www.elevateyouthvt.org/">https://www.elevateyouthvt.org/</a>                                        |
| Just Basics, Inc.                                               | Support people experiencing food and resource insecurity in Montpelier. Current operators of the Montpelier Food Pantry and Community Resource Center.                                                                                                                                                           | Phone: 802-917-8164<br>Hours: n/a<br>Website:<br><a href="https://www.justbasicsvt.org/">https://www.justbasicsvt.org/</a>                                                                        |
| Rainbow Bridge                                                  | A Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex, Asexual and Two Spirits (LGBTQIA2S+) community center that provides flood relief resources and information.                                                                                                                                        | Phone: 802-622-0692<br>Hours:<br>Website:<br><a href="https://rainbowbridgevt.org/">https://rainbowbridgevt.org/</a>                                                                              |
| Vermont Disaster Animal Response Team – Central Vermont Chapter | Provides vital resources and advice to pet owners, animal-related businesses and non-profits, local communities, and state agencies to address animal needs during emergencies.                                                                                                                                  | Phone: 802-505-7677<br>Hours:<br>Website:<br><a href="https://vermontdart.org/vdart-teams/cvdart/">https://vermontdart.org/vdart-teams/cvdart/</a>                                                |
| Kellogg-Hubbard Library                                         | The Kellogg-Hubbard Library is a free, non-profit public library that serves the City of Montpelier and the Towns of Berlin, Calais, East Montpelier, Middlesex and Worcester. The library has a collection of emergency preparedness information available for residents and acts as a cooling/warming shelter. | Phone: 802-223-3338<br>Hours: Monday – Friday 10 a.m. – 5:30 p.m., Saturday 10 a.m. – 2 p.m., Sunday closed.<br>Website:<br><a href="https://kellogghubbard.org/">https://kellogghubbard.org/</a> |
| Vermont Arts & Culture Disaster and Resilience Network          | VACDaRN is a partnership of the Vermont Arts Council and the Vermont State Archives and Records Administration. Coordination through this network enables artists as well as                                                                                                                                     | Phone: 802-622-4092<br>Hours:<br>Website: <a href="https://vacdarn.org/">https://vacdarn.org/</a>                                                                                                 |





| Organization / Agency Name | Description of Services                                                                                                                                                                                                                    | Contact Information |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                            | arts and heritage organizations to work together to share expertise and resources, mobilize response for mutual assistance during emergencies, and engage collectively with first responders and government emergency management agencies. |                     |





# Community Preparedness

Preparedness is not just a City function, but a function of the **whole community**. It will take all members of the community to properly prepare for disasters of any kind; whether it is flooding, extreme winter weather, heat waves, or extended power outages. Many preparedness actions are little to no cost and are achievable by all members of the community.

Montpelier residents should implement a three-step process to ensure individuals, families, and businesses are prepared to the greatest extent possible.



## Know Your Risk

Knowing your risk is the first step to preparedness. What threats and hazards impact your home or business? Your place of work? Your children's school? Understanding what can impact you and/or family makes for a prepared community. There are several free, online resources available to use that can help you identify what threats and hazards may impact you.

- [Montpelier Local Hazard Mitigation Plan \(LHMP\)](#) – This plan provides an in-depth description of all the natural hazards, and some human-caused hazards, that may impact the community. Each description measures risk by accounting for previous disasters, climate change projections, the characteristics of the hazard, and who/what is vulnerable to each hazard. This plan provides a snapshot of the entire City and not specific locations.
- [VT-Alert](#) – Signing up for VT-Alert messages can help inform you of weather alerts, road closures, and direct communications from the City. Users are able to filter the frequency of alerts, and what types of alerts they would like to receive.
- Community Members – Residents who have lived through disasters in Montpelier are a great resource to understanding how hazards have impacted neighborhoods in the past. Getting to know your neighbors can be just as informative as online sources.

## Make a Plan

Now that you understand your risk, making a plan that is specific to you and your family or business is essential to improving your readiness before disaster strikes. FEMA, through [Ready.gov](#), provides templates for individuals, families, and businesses that highlight specific needs, such as medical needs and considerations for pets.

- [Family Emergency Plan](#)
- [Older Adults](#)







- [People with Disabilities](#)
- [Children](#)
- [Ready Business](#)
- [Pet Emergency Plan](#)

Family plans are to be also pertinent to families with first responder personnel. Some emergencies may not allow first responder personnel to go home, so developing plans to ensure the families of first responders are safe during times of disaster creates an ease of mind required to perform first responder duties. Once your plans are established, practice them with family members, neighbors, and employees to ensure that everyone is on the same page when it comes to responding to emergencies. This can include practicing evacuation routes in case of a building fire or understanding where to shelter if your home floods.

An additional tactic that the community can implement is the creation of ‘go-bags.’ ‘Go-bags’ are a cumulation of basic supplies that can help you and/or your family in the event of evacuation or stay at home orders. The American Red Cross [published a list of basic supplies](#) to pack and store, including recommended items if you have pets, children, or in a household with persons with access and functional needs.

## Take Action

Now that you understand your risk and have prepared a plan, taking action during emergencies can mean different things to different people. It can be as simple as keeping your important documents in a waterproof container, understanding your insurance coverage, and creating a ‘go-bag’ in the event of evacuation.

However, ensuring that your life and the lives of your family and friends takes precedence. Throughout an emergency, the City will issue guidance to the community on steps to take to protect life and property. Adhering to this guidance can ensure you safely remain in place or evacuate. For example, if a road is closed due to flooding, don’t drive through floodwater as you don’t know the condition of the road underneath the water. Not adhering to road closures has resulted in unnecessary death in Vermont in the past.





# Continuous Improvement

The development and maintenance of MAPLE is the responsibility of the EMD, in coordination with the EMT. The EMD is responsible for assigning different sections of MAPLE to city departments and partners based on their roles and capabilities. Each department and partner are accountable for developing and maintaining the annexes and appendices related to their assigned areas of MAPLE.

**The implementation of MAPLE is the responsibility of the whole community.**

## Plan Maintenance

At a minimum, MAPLE will be formally reviewed and re-adopted annually to comply with State requirements. The EMT will coordinate this review. It will include participation by members from each department and partner organization assigned to specific sections of this plan. Recommended changes should be forwarded to the EMD.

## After-Action Reporting and Improvement Planning

To document and track lessons learned from the activation of MAPLE, the EMD will conduct a review, or “hot wash,” with the City and its partners after each activation. Additionally, it is highly recommended that the EMD seek input from residents and businesses to identify processes for improvement. Following the collection of input from stakeholders involved in response operations, the EMD, in conjunction with the EMT, will coordinate the development of an After-Action Report (AAR). The AAR will describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. Some disasters may require a multi-faceted approach and should incorporate all activated City personnel and partners. For example, the City may wish to conduct an internal AAR that reflects the actions taken by the City and an additional AAR process that involves partners.

## Training and Exercise Program

### TRAINING

To assist with training and preparing essential response staff and supporting them to incorporate ICS/NIMS concepts in all facets of an emergency, each City department and key partner is responsible for ensuring that critical staff is identified and trained at a level that enables the effective execution of MAPLE. The table below provides a series of recommended trainings for each type of response role. The majority of these trainings are available as an online, self-paced course on the FEMA Emergency Management Institute website. Training courses listed with an asterisk indicate trainings that must be completed in-person. VEM provides a list of scheduled trainings on their Learning Management System (LMS).<sup>4</sup> Training requests may also be made to VEM through their Regional Coordinator.

While it’s not necessary for residents and businesses to possess an innate knowledge of ICS/NIMS concepts, having an informed community on emergency management concepts and best practices

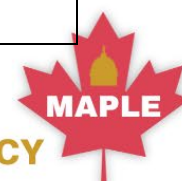
<sup>4</sup> Registration into the State’s LMS takes 2 – 3 business days.





will enhance preparedness. Additional links to preparedness, response, and recovery resources have been included in the **Community Preparedness** section of this plan.

| Training Course                                                                    | Description                                                                                                                                                                                                                                                                                                                       | Applicable Personnel / Organization                       |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <a href="#">IS-100: Introduction to the Incident Command System</a>                | An introductory and foundational course to the Incident Command System (ICS). Participants will learn the history, features and principles, and organizational structure of ICS. Participants will also learn the relationship between ICS and NIMS.                                                                              | All                                                       |
| <a href="#">IS-200: Basic Incident Command System for Initial Response</a>         | Participants will learn the context for ICS within initial response, particularly for those who are likely to assume a supervisory position within ICS.                                                                                                                                                                           | All                                                       |
| <a href="#">IS-244b: Developing and Managing Volunteers</a>                        | This course will provide participants with the ability to prepare for and manage volunteers before, during, and after a severe emergency or major disaster.                                                                                                                                                                       | Volunteer HUB, Montpelier Alive, Long-Term Recovery Group |
| ICS-402: National Incident Management System Overview for Senior Officials*        | The purpose of this in-person course is to familiarize Senior Officials (i.e., executives, elected and appointed officials, city/county managers, agency administrators, etc.) with their role in supporting incident management within NIMS.                                                                                     | City Manager, Assistant City Manager, City Council, Mayor |
| <a href="#">IS-700: An Introduction to the National Incident Management System</a> | Participants will be provided with an overview of NIMS, which defines the approach to guiding the whole community to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents.                                                                                                  | All                                                       |
| <a href="#">IS-800: National Response Framework, An Introduction</a>               | The goal of this course is to provide guidance on the National Response Framework for the whole community, especially those who are responsible for response capabilities.                                                                                                                                                        | All                                                       |
| G-191: Incident Command System-Emergency Operations Center Interface*              | This in-person course will review ICS and EOC responsibilities and functions, depending heavily on exercises and group discussions to formulate the interface.                                                                                                                                                                    | All City EOC personnel, partners, Volunteer HUB           |
| <a href="#">Vermont Emergency Management Director Certification</a>                | In an effort to provide local emergency management organizations with the basic knowledge to effectively manage local disasters, the state emergency management program has developed an Emergency Management Certification Program. This program is designed for individuals that may work within the local emergency management | EMD                                                       |





| Training Course | Description                                                           | Applicable Personnel / Organization |
|-----------------|-----------------------------------------------------------------------|-------------------------------------|
|                 | organization and includes 60-75 hours of blended learning curriculum. |                                     |

## EXERCISES

The City should conduct exercises throughout the year to evaluate MAPLE. The City will coordinate with agencies, organizations (nonprofit, for-profit, and volunteer), neighboring jurisdictions, and State and federal governments to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises. As appropriate, the City will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. The EMT will work with other City departments and partners to identify and implement corrective actions and mitigation measures based on exercises.

## COMMUNITY OUTREACH & PREPAREDNESS EDUCATION

The City will coordinate with partners to educate the public about threats, disasters, and what to do when an emergency occurs. The City will coordinate with community partners to develop and maintains an active community preparedness program and recognizes that individual preparedness and education are vital components of the City's overall readiness.

Information about the City's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the City's website.





# Flood Annex

## Introduction

The City of Montpelier is vulnerable to a variety of flood emergencies (flash and inundation flooding) that can cause significant damage and hardship. This annex outlines the tasks, responsibilities, and resources required to respond effectively to a flooding incident to help minimize damage to citizens and property.

### PURPOSE

This annex aims to provide guidance and procedures for coordinating and managing the Community's response to flood incidents that may affect its residents, businesses, and environment. The annex also identifies the roles and responsibilities of the primary and support agencies involved in such incidents. It outlines the implementation of the MAPLE and, possibly, the activation of the EOC and/or Volunteer HUB for the City of Montpelier during a flood incident.

### SCOPE

The scope of this annex covers the roles and responsibilities of the City of Montpelier and its partners in preparing for, responding to, and recovering from flood events that may affect the city. This annex applies to both flash and inundation flooding that may pose a threat to public safety, health, and infrastructure, or property.

## Hazard Description

Flooding in Vermont is listed as the number one recurring hazard in the State Hazard Mitigation Plan (SHMP). In the Montpelier LHMP, fluvial erosion and inundation flooding is listed as the highest risk hazard. Climate change projections point to an increase of the frequency and intensity of storms that cause flooding. This trend places Montpelier at an increased risk due to the downtown's position along two branches of the Winooski River. Due to its proximity to the Winooski River, the City is at risk from multiple flood-risk types, as detailed in the table below.

|                                    |                                                                                                                                                                                                                                                                 |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Flash Flooding</b>              | A rapid rise of water in low-lying areas as a result of heavy rain or snowmelt.                                                                                                                                                                                 |
| <b>Fluvial Erosion</b>             | The detachment of material from the riverbed and sides when the flow of energy exceeds the resistance of the material.                                                                                                                                          |
| <b>River (inundation) Flooding</b> | Occurs when the Winooski River experiences a rise in water, typically from heavy rain or snowmelt, and overfills its banks.                                                                                                                                     |
| <b>Ice Jam Flooding</b>            | When ice accumulates in a river or stream, reducing the capacity to carry water flows. Ice Jams typically result in inundation flooding.                                                                                                                        |
| <b>Dam Failure and Releases</b>    | Montpelier is downstream of several reservoir dams. In the event of a dam failure or extended release (usually due to excess water from storms or snowmelt), structures along the river and its tributaries are at risk due to higher-than-normal water levels. |







Montpelier experiences a wide variation in precipitation due to seasonal changes. According to the LHMP, areas of most concern for flooding include those along the North and Main Branch of the Winooski River, Blanchard Brook, and Dog River. The majority of Montpelier's mapped floodplain development is commercial, retail, and institutional.

The National Weather Service issues watches, warnings, and advisories when flooding is predicted for an area, defined as<sup>5</sup>:

- **Flash Flood Warning:** Rapid and extreme flow of high water into a normally dry area, or a rapid water level rise in a stream or creek above a predetermined flood level, beginning within a short time-frame from the onset of heavy rain. A dam or levee failure, or water released from an ice jam is also considered
- **Flood Warning:** Expected overflow or inundation by water which causes or will cause damage and/or a threat to life.
- **River Flood Warning:** Water level at a River Forecast point along a main stem river (such as the Winooski or Ausable) is expected to reach or exceed flood stage.
- **Flood Advisory:** Expected inundation by water of some low lying and poor drainage areas, resulting in a nuisance to the public but not a threat to life and property.

Historically, Montpelier has experienced numerous flooding events that have impacted structures (both residential and commercial), roads, and water/wastewater systems. The most recent flood incident that caused extensive damage was the July 10, 2023 flooding. Montpelier experienced the highest rain in a day ever recorded (5.28 inches) and the second highest water level of the Winooski River (21.35 ft or 6.35ft above flood stage).<sup>6</sup> This resulted in flash and inundation flooding throughout the City, where the downtown was particularly hard hit with river inundation flooding that impacted businesses and residents.



Due to historical occurrences and climate change projections, the probability of future

<sup>5</sup> Watch/Warning/Advisory Threshold Reference. National Weather Service. [https://www.weather.gov/btv/www\\_reference#:~:text=is%20also%20considered.-,Flood%20WarningExpandCollapse,or%20a%20threat%20to%20life.](https://www.weather.gov/btv/www_reference#:~:text=is%20also%20considered.-,Flood%20WarningExpandCollapse,or%20a%20threat%20to%20life.)

<sup>6</sup> Banacos, Peter. August 5, 2023. The Great Vermont Flood of 10-11 July 2023: Preliminary Meteorological Summary. National Weather Service. <https://www.weather.gov/btv/The-Great-Vermont-Flood-of-10-11-July-2023-Preliminary-Meteorological-Summary.>





flood events impacting Montpelier is highly likely, defined as over 75 percent probability in any given year.<sup>7</sup>

Flooding in Montpelier, particularly the July 2023 floods, highlights the vulnerability of the community. Residents are vulnerable to a variety of threats from flooding, including life safety from drowning, contact with hazardous materials, and potential electrocution. Mold can become prevalent in structures after a flood, which increases risks to public health. Critical facilities and infrastructure are also vulnerable to flooding. The July 2023 floods damaged both the Montpelier Police and Fire Department buildings, City Hall, and impacted the water and wastewater systems. Additionally, the recent floods heavily impacted the local economy as several businesses were damaged, in which some never reopened.

## Planning Assumptions

Certain assumptions can be made for city flood risk and hazards. These assumptions lay the foundation for this Annex and MAPLE associated with conducting emergency management operations in preparation for, response to, and recovery from major flood emergencies.

- Flood conditions that may impact the City of Montpelier include flash flooding, inundation/riverine flooding, and flooding resulting from ice jams and dam failure/releases.
- Major flood emergencies may pose serious threats to public health, property, the environment, and the local economy.
- The City of Montpelier is responsible for the coordination of emergency actions and will commit all available resources to save lives, property, and the environment.
- Major flood emergencies may generate widespread public and media interest.
- All parties tasked under this annex will develop and maintain internal operation plans and implement checklists consistent with MAPLE and its appendices.
- This Annex was developed using a whole community approach.

## Operational Framework

This section provides the operational framework for City and partner coordination to ensure a standardized approach is followed in the event of a potential flooding event. Action items for residents and businesses are also included. Each phase, from preparedness (pre-disaster) through short-term recovery (post-disaster) includes a high-level overview of suggested action items. The next iteration of MAPLE should include more specific activities in each phase.

### PREPAREDNESS (PRE-DISASTER)

The EMT will stay abreast of weather watches and warnings from the NWS office in Burlington, VT. When a weather watch or warning has the potential to cause flooding in Montpelier, the EMT may activate this Annex. The following preparedness actions should be taken in the event of a flood watch or warning.

<sup>7</sup> Montpelier Local Hazard Mitigation Plan.

<https://documentcloud.adobe.com/spodintegration/index.html?locale=en-us>



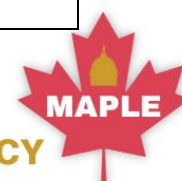


| Alert Level           | Actions                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsibility                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Flood Advisory</b> | <ul style="list-style-type: none"> <li>● Ensure adequate personnel and equipment is ready to respond.</li> <li>● Check low lying and drainage areas to clear debris.</li> </ul>                                                                                                                                                                                                                                                 | City EMT, Personnel, and Elected Officials; Key Partners, Secondary Partners |
|                       | <ul style="list-style-type: none"> <li>● Prepare go-bags and plan potential evacuation routes.</li> <li>● Prepare to move inventory to higher levels to reduce business loss.</li> </ul>                                                                                                                                                                                                                                        | Residents and Businesses                                                     |
| <b>Flood Watch</b>    | <ul style="list-style-type: none"> <li>● Ensure adequate personnel and equipment is ready to respond.</li> <li>● Check low lying and drainage areas to clear debris.</li> <li>● Monitor weather reports and inform the community of the potential flood risk.</li> <li>● Ensure response personnel and equipment is ready to respond.</li> <li>● Activate the Volunteer HUB to distribute sandbags to the community.</li> </ul> | City EMT, Personnel, and Elected Officials; Key Partners, Secondary Partners |
|                       | <ul style="list-style-type: none"> <li>● Prepare go-bags and plan potential evacuation routes.</li> <li>● Prepare to move inventory to higher levels to reduce business loss.</li> </ul>                                                                                                                                                                                                                                        | Residents and Businesses                                                     |
| <b>Flood Warning</b>  | <ul style="list-style-type: none"> <li>● Ensure adequate personnel and equipment are ready to respond.</li> <li>● Check low lying and drainage areas to clear debris.</li> <li>● Active the EOC and Volunteer HUB, notify partners of this action.</li> <li>● Closely monitor weather reports and guidance from VEM.</li> <li>● Communicate risk information to the community.</li> </ul>                                       | City EMT, Personnel, and Elected Officials; Key Partners, Secondary Partners |
|                       | <ul style="list-style-type: none"> <li>● Prepare go-bags and plan potential evacuation routes.</li> <li>● Move inventory and other critical items to higher levels to reduce business loss.</li> </ul>                                                                                                                                                                                                                          | Residents and Businesses                                                     |

### RESPONSE (DURING DISASTER)

The following response actions should be taken in the event of a flood emergency.

| Responsibility  | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City EMT</b> | <ul style="list-style-type: none"> <li>● Coordinate with Elected Officials regarding the request of additional resources.</li> <li>● Closely monitor weather reports from the NWS, guidance from VEM, and the current status of the City.</li> <li>● Craft and disseminate information through official communication channels regarding road closures, evacuation, stay-in-place, and updated flood risk predictions.</li> <li>● If desired, request a Declaration of State of Emergency through Vermont Emergency Management by calling the SEOC at 800-347-0488.</li> <li>● Report City damages to VEM and the CVRPC Local Liaison.</li> </ul> |



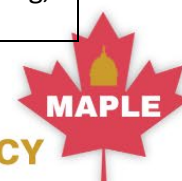


| Responsibility                              | Actions                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | <ul style="list-style-type: none"> <li>● First Responder Departments will provide emergency response assistance, including evacuations and road closures.</li> <li>● Coordinate and prioritize the deployment of resources.</li> </ul>                                                                                                  |
| <b>City Personnel and Elected Officials</b> | <ul style="list-style-type: none"> <li>● Coordinate with and adhere to guidance from the EOC to ensure the safe continuation of regular government services.</li> <li>● Authorize response actions and emergency funding as needed.</li> <li>● Track and document all City expenditures for potential FEMA PA reimbursement.</li> </ul> |
| <b>Key Partners</b>                         | <ul style="list-style-type: none"> <li>● Support the Volunteer HUB, if activated.</li> <li>● Monitor the needs and request for assistance from businesses.</li> <li>● Coordinate with the EOC to address requests for assistance.</li> </ul>                                                                                            |
| <b>Secondary Partners</b>                   | <ul style="list-style-type: none"> <li>● Coordinate with the EOC and Volunteer HUB to address requests for assistance.</li> <li>● Assist residents with transportation and sheltering in the event of evacuation.</li> <li>● Report needs for assistance, when feasible, to the EOC.</li> </ul>                                         |

### SHORT-TERM RECOVERY (POST-DISASTER)

The following actions should be taken immediately following the deactivation of response activities and/or when it is safe to do so after flood waters recede.

| Responsibility                              | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City EMT</b>                             | <ul style="list-style-type: none"> <li>● Request a declaration or termination of a State of Emergency by contacting the SEOC at 800-347-0488.</li> <li>● Continue to provide emergency response activities, such as road closures and search and rescue.</li> <li>● Support the Volunteer HUB by relaying requests for volunteers and donations to HUB personnel.</li> <li>● Communicate information on available resources to the community.</li> <li>● Speak with the media, as reasonable, about the current status of the City.</li> <li>● Continue to document and track financial expenditures from disaster response.</li> <li>● Perform building inspections and make substantial damage assessments prior to volunteers entering buildings. If buildings are red-tagged, no entry due to hazards.</li> <li>● Ensure volunteers have appropriate PPE .</li> <li>● Plan for the demobilization of the EOC.</li> </ul> |
| <b>City Personnel and Elected Officials</b> | <ul style="list-style-type: none"> <li>● Coordinate with the City EMT on recovery actions, as needed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Key Partners</b>                         | <ul style="list-style-type: none"> <li>● Support the Volunteer HUB.</li> <li>● Communicate with City businesses to understand impacts and needs for assistance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Secondary Partners</b>                   | <ul style="list-style-type: none"> <li>● Support residents by providing essential services, such as sheltering, housing, mental health counseling, links to resources, etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |





| Responsibility           | Actions                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <ul style="list-style-type: none"> <li>• Coordinate with the City to assist with needs for assistant.</li> </ul>                                                                                                                                                                                                                                                                                 |
| <b>Community Members</b> | <ul style="list-style-type: none"> <li>• Document all home damage, such as taking pictures, for potential financial assistance. This is applicable both to renters and homeowners. Report all home damage to 2-1-1.</li> <li>• Document all business losses, including inventory and business closure duration.</li> <li>• Adhere to guidance from the City, including road closures.</li> </ul> |

## Roles and Responsibilities

In addition to the preparedness, response, and short-term recovery actions listed above, this section details the roles and responsibilities of the whole community in response to a flood emergency. These roles and responsibilities are in addition to the roles and responsibilities within the main **MAPLE Roles & Responsibilities** section.

### CITY EMERGENCY MANAGEMENT TEAM

- **City Manager (EMD) and Assistant City Manager**
  - Coordinate and facilitate conference calls with relevant personnel and partners to discuss operations.
  - Participate in conference calls held by VEM and/or the NWS.
  - Advise City Elected Officials on the nature and scope of the emergency.
  - Maintain communication with VEM and CVRPC.
- **First Responder Departments**
  - Establish traffic control points to restrict non-resident traffic into flooded areas.
  - If needed and as capacity allows, assist with the evacuation of residents.
  - Provide search and rescue support in flooded areas.
  - Request mutual aid, including swift water rescue teams, as needed.
  - Pre-stage emergency services to ensure timely response to areas that may be blocked by flooding.
  - Coordinate with Public Works on road closures, flooded areas, and critical infrastructure.
- **CCRT**
  - Collect and interpret weather reports and messages to inform the EOC and Volunteer HUB.
  - Disseminate weather information to the community, advising on potential evacuations or stay-in-place orders.
  - Update the EOC Manager on all alerts and information received regarding the flood emergency.
  - Develop situation summaries for the public and media.
  - Manage media requests.
- **Volunteer HUB**
  - Stage a physical Volunteer HUB location in coordination with the EMT to ensure the safety of personnel and the community.

### CITY PERSONNEL AND ELECTED OFFICIALS

- **City Council and Mayor**







- Coordinate with the EOC to assist with resource requests and emergency expenditures.
- **Finance Department**
  - Document and track all response expenditures, including staff time, equipment hours, and the purchase of supplies.
  - Coordinate with relevant Department Directors to document and track flood damage estimates and emergency repairs for potential FEMA reimbursement.
- **Department Directors**
  - Document and track individual department expenditures, including damage estimates and emergency repairs, personnel time, equipment hours, and the purchase of supplies.
  - Assess the ability to continue providing regular government services, reporting to the City Manager's Office.

## KEY PARTNERS

- **Montpelier Alive**
  - Support the Volunteer HUB and associated assistance provided to businesses.
  - Work with businesses to assist with damage assessments.
  - Report preliminary business damage estimates to the EMT.
  - Coordinate with the CCRT to disseminate flood information and resources to businesses.
- **Long-Term Recovery Group**
  - Assist residents and businesses with damage assessments, linking them to appropriate financial resources.
  - Coordinate with the Volunteer HUB to understand current requests for assistance.

## SECONDARY PARTNERS

- **Montpelier Commission for Resilience and Recovery**
  - Provide information on preparedness resources to the community, including templated emergency plans and tips to create a 'go-bag.'
  - Coordinate with City personnel, partners, and the Volunteer HUB to enhance preparedness and recovery capabilities.
- **Vulnerable Population Organizations**
  - If a flood is predicted, reach out to the EMT to understand City preparedness efforts.
  - Coordinate with the Volunteer HUB to assist with resident requests for assistance.
  - Coordinate with the CCRT to assist with the dissemination of flood information and resources.

## COMMUNITY MEMBERS

- **Montpelier Businesses**
  - To the greatest extent possible, move inventory and other critical business assets above predicted flood levels.
  - Monitor guidance and orders from the City to make informed decisions on business closures.





- Assess and document all flood damage, including inventory loss, for potential grant funding and/or reimbursements.
- Coordinate with the City and Montpelier Alive on reopening processes.
- **Montpelier Residents**
  - Review current insurance policies to ensure flood damage is covered. If there is no insurance, explore options to obtain homeowners or renters insurance.
  - Develop an Individual/Family Emergency Plan, including potential evacuation routes and pet considerations.
  - To the greatest extent possible, move critical household items above predicted flood levels.
  - If affected, contact the Volunteer HUB or any of the community support organizations for assistance.
  - If unaffected, connect with the Volunteer HUB to volunteer or donate resources.





# Appendices

## Acronyms

| Acronym    | Definition                                                                          |
|------------|-------------------------------------------------------------------------------------|
| AAR        | After-Action Report                                                                 |
| ACDC       | AC Disaster Consulting, LLC.                                                        |
| AFN        | Access and Functional Needs                                                         |
| CCRT       | Crisis Communications Response Team                                                 |
| CERT       | Community Emergency Response Team                                                   |
| COOP       | Continuity of Operations Plan                                                       |
| CVRPC      | Central Vermont Regional Planning Commission                                        |
| EMD        | Emergency Management Director                                                       |
| EMT        | Emergency Management Team                                                           |
| EOC        | Emergency Operations Center                                                         |
| ERAF       | Emergency Relief and Assistance Fund                                                |
| FEMA       | Federal Emergency Management Agency                                                 |
| HAZMAT     | Hazardous Material                                                                  |
| HSEEP      | Homeland Security Exercise and Evaluation Program                                   |
| ICS        | Incident Command System                                                             |
| LEMP       | Local Emergency Management Plan                                                     |
| LGBTQIA2S+ | Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex, Asexual and Two Spirits |
| LHMP       | Local Hazard Mitigation Plan                                                        |
| LMS        | Learning Management System                                                          |
| LTRG       | Long-Term Recovery Group                                                            |
| MAPLE      | Montpelier Action Plan for Local Emergency                                          |
| MCRR       | Montpelier Commission for Recovery and Resilience                                   |
| NIMS       | National Incident Management System                                                 |
| NRF        | National Response Framework                                                         |
| NWS        | National Weather Service                                                            |
| PA         | Public Assistance                                                                   |
| PPE        | Personal Protective Equipment                                                       |
| PIO        | Public Information Officer                                                          |
| POC        | Point of Contact                                                                    |
| RPC        | Regional Planning Commission                                                        |
| SEOC       | State Emergency Operations Center                                                   |
| SHMP       | State Hazard Mitigation Plan                                                        |
| USAR       | Urban Search and Rescue                                                             |
| VDM        | Vermont Emergency Management                                                        |
| VHMRT      | Vermont Hazardous Material Response Team                                            |
| WCMHS      | Washington County Mental Health Services                                            |





## Operational Checklists

Please see the following pages for operational checklists for city government, residents, and businesses. These can be printed off and used before (pre-disaster), during (response), and after (short-term recovery) emergencies.

- City Operational Checklist
- Business Operational Checklist
- Resident Operational Checklist





## PRE-DISASTER (PREPAREDNESS)

- ☐ Receive notification of potential disaster.
- ☐ Meet with Emergency Management Team to discuss disaster preparations.
  - ☐ Activate the Emergency Operations Center.
  - ☐ Activate the Volunteer HUB.
- ☐ Discuss changes in government services and operations with Department Directors.
- ☐ Notify the whole community of the impending disaster, including information on available resources (e.g., sandbags) through official communication channels.

## DURING DISASTER (RESPONSE)

- ☐ Activate the EOC and/or Volunteer HUB, if not already done so.
- ☐ Maintain situational awareness.
- ☐ Establish communication with VEM and CVRPC.
- ☐ Prepare for 24-hour operations, if necessary, to include staffing, food/water, and facility operation.
- ☐ Communicate with key and secondary partners to assess requests for assistance.
- ☐ Submit resource requests to VEM.
- ☐ Document all decisions and actions made.
- ☐ Track and document financial expenditures, including personnel, equipment, and supplies.
- ☐ Disseminate regular updates on the situation to the whole community through official communication channels.
- ☐ Coordinate with the local shelters and the American Red Cross for sheltering needs.

## POST-DISASTER (SHORT-TERM RECOVERY)

- ☐ Coordinate with local, state, and Federal agencies in damage assessment and cost of recovery activities.
- ☐ Inform the public of disaster recovery activities via official communication channels.
- ☐ Facilitate the restoration of normal government services and operations.
- ☐ Coordinate with Volunteer HUB to ensure impacted individuals, families, and/or businesses are receiving support and resources.
- ☐ Initiate deactivation of EOC and/or Volunteer HUB, as needed, and notify all City personnel and VEM.
- ☐ Debrief response personnel, prepare incident report, and update plan based on lessons learned.
- ☐ Conduct an after-action meeting to evaluate the overall effectiveness of the community's response and recovery actions.







## PRE-DISASTER (PREPAREDNESS)

- ☐ Understand what threats may impact your business.
- ☐ Review your insurance policy to ensure that damages caused by identified threats are covered.
- ☐ Take photos of all assets for your records.
- ☐ Make a Plan!
- ☐ Sign-up for VT Alert ([www.vtalert.gov](http://www.vtalert.gov)) to receive real-time communications from the City.
- ☐ Connect with Montpelier Alive to understand how they can help your business during and after disaster.
- ☐ For impending disaster, move all critical paperwork, equipment, and/or inventory out of hazardous areas.

## DURING DISASTER (RESPONSE)

- ☐ Determine if your business needs to close during the disaster. Inform employees of this decision.
- ☐ Move all critical paperwork, equipment, and/or inventory out of hazardous areas.
- ☐ Monitor the City website, social media, and VT Alert for up-to-date information on the disaster.
- ☐ Monitor the Montpelier Alive website and social media sites for specific business-related information.

## POST-DISASTER (SHORT-TERM RECOVERY)

- ☐ Assess any damages by taking photos and documenting lost equipment and/or inventory, as well as structural damages.
- ☐ Contact your insurance company.
- ☐ If renting your business space, contact your landlord.
- ☐ Contact Montpelier Alive to report damages and to seek further assistance.
- ☐ Contact the Volunteer HUB to request volunteers and/or supplies.
- ☐ Coordinate with the City to determine what permits/inspections are required to reopen.
- ☐ Ensure employees are using personal protective equipment, as necessary.

## PRE-DISASTER (PREPAREDNESS)

- ☐ Understand what threats may impact your home and workplace.
- ☐ Review your renters/homeowner's insurance policy to ensure damages from potential disaster are covered.
- ☐ Take photos of all assets for your records.
- ☐ Sign-up for VT Alert ([www.vtalert.gov](http://www.vtalert.gov)) to receive real-time information from the City.
- ☐ Make a Plan!
- ☐ Create a 'go-bag' in case of evacuation or stay at home orders.
- ☐ Place all important documents in a waterproof container and store in a familiar place.
- ☐ Before the disaster hits, stock up on needed medications and medical equipment (e.g., oxygen tanks).
- ☐ Charge all electronic devices.

## DURING DISASTER (RESPONSE)

- ☐ Monitor official communications from the City on the website, social media, and VT Alert.
- ☐ Monitor the local news to receive updated information on weather and status of the disaster.
- ☐ Prepare your go-bag in case of evacuation.
- ☐ Adhere to all evacuation or stay at home orders.
- ☐ Check on friends, family, and neighbors to see if they need help.
- ☐ Call 9-1-1 for emergency assistance.

## POST-DISASTER (SHORT-TERM RECOVERY)

- ☐ Monitor official communications from the City on the website, social media, and VT Alert.
- ☐ Check the Volunteer HUB website for opportunities to volunteer, or to seek assistance.
- ☐ Adhere to road closures.
- ☐ If your home was damaged, take photos of all damage for insurance and potential FEMA assistance.
- ☐ Notify your landlord, as needed, of sustained damages.
- ☐ Contact your renters/homeowner's insurance company.
- ☐ Report home damages to 2-1-1 or the Volunteer HUB.
- ☐ Use personal protective equipment, as needed.



## MAPLE Supporting Information

### RECORD OF CHANGES

| Revision            | Description                                                                           | Date      |
|---------------------|---------------------------------------------------------------------------------------|-----------|
| EMD CONTACT         | UPDATED TO REFLECT NEW CONTACT                                                        | 5/13/2026 |
| REMC REPRESENTATIVE | UPDATED TO REFLECT NEW CONTACT                                                        | 5/13/2026 |
| FORMATTING          | CORRECTIONS TO HEADERS, NONSUBSTANTIVE                                                | 5/13/2026 |
| TABLE OF CONTENTS   | UPDATED TO REMOVE SECTION ON VULNERABLE POPULATION; IS INCLUDED IN SECONDARY PARTNERS | 5/13/2026 |
|                     |                                                                                       |           |
|                     |                                                                                       |           |

### RECORD OF DISTRIBUTION

| Departments / Partners<br>Receiving Copies of the<br>MAPLE | Position Title(s)                                                | Date of<br>Delivery | No. of Copies E<br>= Electronic<br>H = Hard Copy |
|------------------------------------------------------------|------------------------------------------------------------------|---------------------|--------------------------------------------------|
| City Manager's Office                                      | City Manager, Assistant City Manager, Communications Coordinator |                     |                                                  |
| Fire & Ambulance Department                                | Fire Chief, Deputy Fire Chief                                    |                     |                                                  |
| Police Department                                          | Police Chief, Deputy Police Chief                                |                     |                                                  |
| Public Works                                               | Director of Public Works                                         |                     |                                                  |
| Finance Department                                         | Finance Director                                                 |                     |                                                  |
| Parks & Trees                                              | Parks Director & Tree Warden                                     |                     |                                                  |
| Building Inspector / Health Officer                        | Building Inspector                                               |                     |                                                  |
| City Clerk                                                 | City Clerk                                                       |                     |                                                  |
| City Council & Mayor                                       | Council Members, Mayor                                           |                     |                                                  |
| Montpelier Alive                                           | Executive Director                                               |                     |                                                  |
| Long-Term Recovery Group                                   | Executive Director                                               |                     |                                                  |
| Kellogg-Hubbard Library                                    | Executive Director                                               |                     |                                                  |
| Montpelier Housing Authority                               | Executive Director                                               |                     |                                                  |
| Downstreet                                                 | Executive Director                                               |                     |                                                  |
| Elevate Youth Services                                     | Executive Director                                               |                     |                                                  |
| Central Vermont Medical Center                             | President & Chief Operating Officer                              |                     |                                                  |
| Washington County Mental Health                            | Executive Director                                               |                     |                                                  |
| Good Samaritan                                             | Executive Director                                               |                     |                                                  |
| Another Way                                                | Executive Director                                               |                     |                                                  |





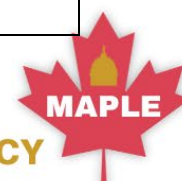
| Departments / Partners<br>Receiving Copies of the<br>MAPLE | Position Title(s)                                                                                    | Date of<br>Delivery | No. of Copies E<br>= Electronic<br>H = Hard Copy |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------|
| State of Vermont Buildings<br>and General Services         | Director of Safety & Security                                                                        |                     |                                                  |
| Central Vermont Regional<br>Planning Commission            | Emergency Management Planner                                                                         |                     |                                                  |
| Vermont Emergency<br>Management                            | Central Vermont Regional<br>Coordinator                                                              |                     |                                                  |
| Recreation Department                                      | Director of Recreation                                                                               |                     |                                                  |
| Surrounding Communities                                    | Emergency Management<br>Directors of East Montpelier,<br>Barre, Berlin, Middlesex, and<br>Plainfield |                     |                                                  |

### CONTRACTS & OTHER LOCAL RESOURCES

| Contract / Resource Name                            | Description                            | Contact Information |
|-----------------------------------------------------|----------------------------------------|---------------------|
| <b>Businesses with Standing Municipal Contracts</b> |                                        |                     |
| None                                                |                                        |                     |
|                                                     |                                        |                     |
|                                                     |                                        |                     |
| <b>Other Local Resources</b>                        |                                        |                     |
| Local Contractors                                   |                                        |                     |
| Aubuchon Hardware                                   | Tools, hardware, and other<br>supplies |                     |
| RK Miles Lumber                                     | Lumber                                 |                     |
| O'Reilly Auto Parts                                 |                                        |                     |
| Shaws Super Market                                  | Food and water                         |                     |
|                                                     |                                        |                     |
|                                                     |                                        |                     |
| <b>Mutual Aid Agreements</b>                        |                                        |                     |
| City of Barre                                       |                                        |                     |
| Capital Fire Mutual Aid Assoc.                      |                                        |                     |
|                                                     |                                        |                     |

### ORGANIZATIONS AND COMMUNITIES REQUIRING ADDITIONAL COORDINATION

| Organization / Facility Name | Population Served | Contact Information |
|------------------------------|-------------------|---------------------|
| Union Elementary School      | Young             |                     |
| Main Street Middle School    | Young             |                     |
| Montpelier High School       | Young             |                     |
| Heaton Woods Nursing Home    | Elderly           |                     |
| Gary Home                    | Elderly           |                     |
| Westview Meadows             | Low Income        |                     |
| Pioneer Apartments           | Low Income        |                     |





| Organization / Facility Name             | Population Served | Contact Information |
|------------------------------------------|-------------------|---------------------|
| Lane Shop Apartments                     | Low Income        |                     |
| Senior Center                            | Elderly           |                     |
| Multiple Day Care Centers                | Young             |                     |
| Lower State St. area                     |                   |                     |
| 60 State St. Parking Lot                 |                   |                     |
| Municipal Bridges                        |                   |                     |
| Waste Water Treatment Plant              |                   |                     |
| Water Treatment Plant                    |                   |                     |
| State Heat Plant Behind 120 State Street |                   |                     |
| Cummings Street apartments               |                   |                     |







## NIMS Typed Resources

Description: As required by the State of Vermont, the City's NIMS Typed Resources will be included as an appendix.

| National Incident Management System (NIMS) typed resources* (if applicable) |   |     |     |     |       |                                                       |   |    |     |     |       |
|-----------------------------------------------------------------------------|---|-----|-----|-----|-------|-------------------------------------------------------|---|----|-----|-----|-------|
| Type                                                                        | I | II  | III | IV  | Other | Type                                                  | I | II | III | IV  | Other |
| Critical Incident Stress Management Team                                    |   | N/A | N/A | N/A |       | Water Pumps, Drinking Water Supply - untreated source |   |    |     |     |       |
| Mobile Communications Center                                                |   |     |     |     |       | Water Pump, Water Distribution                        |   |    |     |     |       |
| Mobile Communications Unit (Law/Fire)                                       |   |     | N/A | N/A |       | Water Pump, Wastewater                                |   |    |     | 1   |       |
| Water Pumps, De-Watering                                                    |   |     | 1   | 2   |       | Water Valve Maintenance Truck                         |   |    |     | N/A |       |

\*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

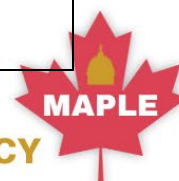
\*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>





## City Personnel

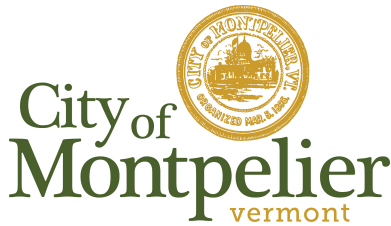
| Title                                   | Department         | Section(s)     | Page(s)            | Name                                 |
|-----------------------------------------|--------------------|----------------|--------------------|--------------------------------------|
| City Manager                            | City Manager       | EOC, EMT       | 13 - 15, 22-23     | Kelly McNicholas Kury                |
| Assistant City Manager                  | City Manager       | EOC, EMT       | 13 - 15, 22-23     | Vacant                               |
| Fire Chief                              | Fire               | EOC, EMT       | 13 - 15, 22-23     | Derek Libby                          |
| Police Chief                            | Police Department  | EOC, EMT       | 13 - 15, 22-23     | Eric Nordenson                       |
| Planning Director                       | Planning           | EOC            | 13 - 15            | Michael Miller                       |
| Recreation and Senior Services Director | Community Services | EOC            | 13 - 15            | Arne McMullen                        |
| MSAC Director                           | Community Services | EOC            | 13 - 15            | Amy Pitton                           |
| Facilities Coordinator                  | City Manager       | EOC            | 13 - 15            | Chris Lumbra                         |
| City IT Contractor                      | N/A                | EOC            | 13 - 15            | Simple Route (3 <sup>rd</sup> party) |
| Finance Dept. Director                  | Finance            | EOC            | 13 - 15            | Sarah LaCroix                        |
| Deputy Fire Chief                       | Fire               | EOC            | 13 - 15            | James Quinn                          |
| Deputy Police Chief                     | Police             | EOC            | 13 - 15            | Kevin Moulton                        |
| Communications Coordinator              | City Manager       | EOC, EMT, CCRT | 13 - 15, 22-23, 34 | Evelyn Primm                         |
| Public Works Director                   | Public Works       | EOC, EMT       | 13 - 15, 22-23     | Kurt Motyka                          |
| Economic Development Specialist         | Planning           | EOC            | 13 - 15            | Josh Jerome                          |
| Parks and Trees Director                | Community Services | EOC, EMT, CCRT | 13 - 15, 22-23, 34 | Alec Ellsworth                       |
| Project Assistant                       | Public Works       | CCRT           | 34                 | Jasmine Benson                       |





|                            |            |      |    |                   |
|----------------------------|------------|------|----|-------------------|
| Community Resource Officer | Police     | CCRT | 34 | Michael Philbrick |
| LT Fire Fighter/AEMT       | Fire       | CCRT | 34 | Jake Larrabee     |
| Dispatch Supervisor        | Police     | CCRT | 34 | Carrie McCool     |
| Deputy City Clerk          | City Clerk | CCRT | 34 | Sara McMillon     |





## CITY COUNCIL Agenda Item Cover Sheet

Date: May 13, 2026

Consent    Discussion   X  

**SUBJECT:** Adopt water and sewer rates for fiscal year ending June 30, 2027.

**SUBMITTING DEPARTMENT:** Finance Department

**RECOMMENDED ACTION:** Approve Water & Sewer Budgets and Utility Rates for FY2027 and execute the Resolution effective July 1, 2026.

The budgets amounts for FY27 are \$3,978,753.11 for Water fund and \$5,801,736.58 for Sewer fund.

The annual fixed charges for water and sewer users will be \$306.00. Water usage rates will be \$11.75 per one thousand gallons for the first 50,000 gallons per quarter, \$12.60 per thousand gallons for usage between 50,000 and 250,000 gallons used per quarter and \$19.50 per thousand gallons for usage over 250,000 gallons per quarter. The sewer usage rate will be \$13.25 per one thousand gallons used.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development

**EXPENDITURE REQUIRED:** N/A

**SOURCE OF FUNDS:** N/A

**LEGAL REQUIREMENTS:** City Council adopts rates as deemed necessary in the best interest of the City.

**BACKGROUND INFORMATION:** The proposed increase in rates of 4.3% are consistent with the Water Sewer Master Plan (Consumer Price Index (CPI) + 1%) and the budgets approved by City Council.

**SUPPORTING DOCUMENTS:**

1. Water/Sewer Rate Resolution
2. Water/Sewer Budget IVEE

**INTERESTED PARTIES:** City Council, Voters, City Staff

**CITY MANAGER'S APPROVAL:**

A handwritten signature in black ink that reads "Kelly McMichael".



**CITY COUNCIL Agenda Item Cover Sheet**

**Date: May 13<sup>th</sup>, 2026**

**Consent    Discussion   X**

**SUBJECT:** Infrastructure Update Presentation

**SUBMITTING DEPARTMENT:** Department of Public Works

**RECOMMENDED ACTION:** None

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. **Infrastructure**
3. Economic Development

**EXPENDITURE REQUIRED:** N/A

**SOURCE OF FUNDS:** N/A

**LEGAL REQUIREMENTS:** N/A

**BACKGROUND INFORMATION:** As the City enters the 2026 construction season, the Department of Public Works (DPW) is providing an overview of major infrastructure projects that are currently scheduled or anticipated to occur in the next 1-2 years. The presentation will include a summary of projects in the construction queue and as well as anticipated timelines. In addition, we have prepared an anticipated monthly cash flow projection sheet to support the Finance Department in planning for project and equipment related expenditures.

**SUPPORTING DOCUMENTS:**

1. Anticipated Cash Flow
2. Infrastructure PowerPoint Presentation (to be presented at meeting)

**INTERESTED PARTIES:** Dept. Public Works, Residents

**CITY MANAGER'S APPROVAL:**

*Kelly McMichael-King*



| Project                   | Cost             | Estimated Start | Duration (days) | Daily Amount | 2026          |                 |                 |                 |                 |                 |               |               |
|---------------------------|------------------|-----------------|-----------------|--------------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|---------------|
|                           |                  |                 |                 |              | May-26        | Jun-26          | Jul-26          | Aug-26          | Sep-26          | Oct-26          | Nov-26        | Dec-26        |
| Berlin Sewer              | \$ 900,000.00    | Jun-26          | 90              | \$ 10,000.00 |               | \$ 300,000.00   | \$ 300,000.00   | \$ 300,000.00   |                 |                 |               |               |
| Lower State Street        | \$ 3,500,000.00  | Aug-26          | 90              | \$ 38,888.89 |               |                 |                 | \$ 1,166,666.67 | \$ 1,166,666.67 | \$ 1,166,666.67 |               |               |
| Siphon Lining             | \$ 300,000.00    | Jul-26          | 30              | \$ 10,000.00 |               |                 | \$ 300,000.00   |                 |                 |                 |               |               |
| Elm Street Water          | \$ 300,000.00    | Jun-26          | 60              | \$ 5,000.00  | \$ 233,333.33 | \$ 233,333.33   |                 |                 |                 |                 |               |               |
| Pump Station #1           | \$ 1,200,000.00  | Jul-26          | 90              | \$ 13,333.33 |               |                 |                 | \$ 400,000.00   | \$ 400,000.00   | \$ 400,000.00   |               |               |
| East State Street         | \$ 8,000,000.00  | Jul-26          | 480             | \$ 16,666.67 |               |                 | \$ 591,666.67   | \$ 591,666.67   | \$ 591,666.67   | \$ 591,666.67   | \$ 591,666.67 | \$ 591,666.67 |
| Wastewater Plant -Design  | \$ 1,883,880.00  | May-26          | 270             | \$ 6,977.33  | \$ 50,000.00  | \$ 50,000.00    | \$ 50,000.00    | \$ 50,000.00    | \$ 50,000.00    | \$ 50,000.00    | \$ 50,000.00  | \$ 50,000.00  |
| Wastewater Plant          | \$ 16,400,000.00 | Feb-27          | 270             | \$ 60,740.74 |               |                 |                 |                 |                 |                 |               |               |
| DPW Equipment Barn Heat   | \$ 250,000.00    | Sep-26          | 60              | \$ 4,166.67  |               |                 |                 | \$ 125,000.00   | \$ 125,000.00   |                 |               |               |
| Barre / Main Intersection | \$ 550,000.00    | Jul-27          | 120             | \$ 4,583.33  |               |                 |                 |                 |                 |                 |               |               |
| Marvin Street Slope       | \$ 350,000.00    | Jul-26          | 45              | \$ 7,777.78  |               |                 | \$ 233,333.33   | \$ 116,666.67   |                 |                 |               |               |
| Granite Street            | \$ 150,000.00    | Jul-26          | 30              | \$ 5,000.00  |               |                 | \$ 150,000.00   |                 |                 |                 |               |               |
| Barre Street Recreation   | \$ 350,000.00    | May-26          | 45              | \$ 7,777.78  | \$ 233,333.33 | \$ 116,666.67   |                 |                 |                 |                 |               |               |
| Municipal Highway         | \$ 1,000,000.00  | Jul-26          | 720             | \$ 1,388.89  |               |                 | \$ 120,000.00   | \$ 120,000.00   | \$ 120,000.00   | \$ 120,000.00   | \$ 120,000.00 | \$ 120,000.00 |
| Country Club Road         | \$ 8,000,000.00  | May-26          | 480             | \$ 16,666.67 |               |                 |                 |                 |                 |                 |               |               |
| Northfield Headwall       | \$ 20,000.00     | May-26          | 10              | \$ 2,000.00  | \$ 20,000.00  |                 |                 |                 |                 |                 |               |               |
| 217 North Street          | \$ 225,000.00    | Jul-26          | 30              | \$ 7,500.00  |               |                 | \$ 225,000.00   |                 |                 |                 |               |               |
| 557 North Steet           | \$ 175,000.00    | Jun-26          | 20              | \$ 8,750.00  | \$ 175,000.00 |                 |                 |                 |                 |                 |               |               |
| 36-48 Deerifield Drive    | \$ 60,000.00     | Jun-26          | 15              | \$ 4,000.00  | \$ 60,000.00  |                 |                 |                 |                 |                 |               |               |
| Dog River Ballfield       | \$ 250,000.00    | Aug-26          | 45              | \$ 5,555.56  |               |                 |                 | \$ 166,666.67   |                 |                 |               |               |
| City Hall Rebuild         | \$ 14,200,000.00 | Jun-26          | 720             | \$ 19,722.22 |               |                 |                 |                 |                 |                 |               |               |
| Taplin St                 | \$ 80,000.00     | Aug-26          | 45              | \$ 1,777.78  |               |                 |                 | \$ 53,333.33    | \$ 26,666.67    |                 |               |               |
| River Stabilization       | \$ 50,000.00     | Jul-26          | 30              | \$ 1,666.67  |               |                 | \$ 50,000.00    |                 |                 |                 |               |               |
| Stump Dump                | \$ 50,000.00     | Sep-26          | 30              | \$ 1,666.67  |               |                 |                 |                 | \$ 50,000.00    |                 |               |               |
| CIP Paving Program        | \$ 1,200,000.00  | Jul-26          | 90              | \$ 13,333.33 |               |                 | \$ 166,666.67   | \$ 166,666.67   | \$ 166,666.67   |                 |               |               |
|                           | \$ 59,443,880.00 |                 |                 |              | \$ 70,000.00  | \$ 1,051,666.67 | \$ 2,536,666.67 | \$ 3,131,666.67 | \$ 2,696,666.67 | \$ 2,453,333.33 | \$ 761,666.67 | \$ 761,666.67 |

Total W/S FY 27

Marvin Bond

\$ 18,050,000.00

\$161,700

Marvin FEMA

\$293,000

| Equipment         | Amount        | Purchase Date | Payment Date |
|-------------------|---------------|---------------|--------------|
| Truck #4          | \$ 180,000.00 | Jun-26        | 26-Dec       |
| Sidewalk Plow #15 | \$ 190,000.00 | Jun-26        | 26-Nov       |
| F550              | \$ 90,000.00  | Jun-26        | 26-Oct       |
| Police Cruise     | \$ 50,000.00  | May-26        | Jul-26       |
| Police Truck      | \$ 55,000.00  | May-26        | Aug-26       |
| W/S - #43         | \$ 68,000.00  | Jun-26        | Sep-26       |
| W/S - #27         | \$ 150,000.00 | Jun-26        | Sep-26       |

|  |                              |
|--|------------------------------|
|  | 2026 Water/sewer Bond (\$8M) |
|  | 2025 Bond                    |
|  | 2022 Bond                    |
|  | Grant Funded                 |
|  | FEMA Funded                  |
|  | Local Funds                  |



**CITY COUNCIL Agenda Item Cover Sheet**

**Date:** May 13, 2026

**Consent** \_\_ **Discussion** X

**SUBJECT:** Update on City Manager's Onboarding, Orientation, and Performance Management plan

**SUBMITTING DEPARTMENT:** Councilors Gil and Kohn, Mayor Gwinn

**RECOMMENDED ACTION:** Discuss the progress on developing an onboarding, orientation and performance management plan for the City Manager.

**RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):**

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

**EXPENDITURE REQUIRED:** N/A

**SOURCE OF FUNDS:** N/A

**LEGAL REQUIREMENTS:** The contract between the City Council and the City Manager requires an annual performance management plan to be developed collaboratively and executed.

**BACKGROUND INFORMATION:**

Councilors will present an update on their progress working with the City Manager to develop these programs and plan.

**INTERESTED PARTIES:** City Council, City Manager, Community

**CITY MANAGER'S APPROVAL:**

*Kelly McMichael Kuz*

# City of Montpelier City Manager

Wednesday May 11, 2026

## Updates:

- On-Boarding
- Orientation
- Performance Evaluation

## Presented by:

- Councilors: Adrienne Gil, Pelin Kohn
- Mayor Marc Gwinn
- City Manager Kelly Kury

# Purpose of Today's Update

We are presenting today to:

- **Share progress** of the subcommittee sprint (launched April 10, 2026)
- Provide an update on **draft performance evaluation framework**
- Share **next steps and timeline** to Council presentation (May 27)
- Request a **“gut check”** on direction and structure before finalization

**Goal:** Ensure alignment before final Council review

# What We Are Building

## **The subcommittee is developing a unified framework for:**

- Orientation & onboarding expectations
- Performance evaluation structure for City Manager
- Clear metrics aligned with City priorities

## **Consistent check-in and feedback cadence**

This is designed to improve:

- Clarity of expectations
- Transparency of evaluation process
- Alignment with strategic priorities



# Work Completed (Sprint Summary)

**Sprint Start: April 10, 2026**  
**Meetings Held: 5 working sessions**

## **Work to date includes:**

- On Boarding and Orientation Program
- Performance Evaluation:
  - Defined evaluation structure and cadence
  - Aligned on priority areas for performance measurement
  - Drafted evaluation timeline and checkpoints
  - Began framing measurable expectations tied to City priorities

# Work Completed (Sprint Summary)

**Sprint Start: April 10, 2026**  
**Meetings Held: 5 working sessions**

## **Focus areas aligned to Strategic and City Plan:**

- Housing
- Climate Resilience & Infrastructure
- Flood Recovery
- Economic Development
- Organizational Excellence & Governance

# Onboarding and Orientation Program

**\*\*The deadline is  
August, 2026\*\***

## Orientation:

- Read Foundational documents of the City: City Charter, City Plan, City Council Strategic Goals
- Create list of institutional partners with council and department heads and conduct meetings
- Acquaint with budget, risks, and forecasting
- Develop 3-6-12 month performance goals

# On Boarding

## Onboarding:

- Establish regular communication cadence with City Council members
- Identify Delegation of Authority: emergency management, acting manager, purchasing policy
- Review Departmental Operations: key responsibilities, budget, vacancies, workplans, critical projects
- Meet with each department head and staff
- Tour facilities and assets

# Learning Plan

## Learning Plan:

- Identify ongoing coach & schedule regular coaching sessions
- Register for ICMA, VTCMA, VT Women in Government, attend conferences
- Execute required trainings for Open Meeting Law, Public Records Law, ICS



# Draft Evaluation Framework (Overview)

**Employee:** Kelly McNicholas Kury (City Manager)

**Evaluation Period:** February 2026 – February 2027  
(and transition into Sept 2027 cycle)

## **Structure includes:**

- Orientation & Goal Confirmation (3 months)
- Mid-Year Review (6 months)
- Progress Check-In (9 months)
- Annual Evaluation (12 months)

# Evaluation Timeline

**3 Months (May 2026):** Orientation & Goal Confirmation  
*Informal review and alignment on expectations*

**6 Months (Aug 2026):** Mid-Year Performance Review  
*Structured feedback and progress assessment*

**9 Months (Nov 2026):** Progress Check-In  
*Course correction and refinement*

**12 Months (Feb 2027):** Formal Annual Evaluation  
*Includes merit consideration*

# Performance Evaluation Structure

*Council Considerations*

The evaluation framework is organized around five strategic priority areas:

- Housing
- Infrastructure & Climate Resilience
- Flood Recovery
- Economic Development
- Organizational Excellence & Governance

# Performance Evaluation Structure

*Council Considerations*

## **Key Structural Elements**

### **1. Weighted Categories**

- Each priority area carries a defined weight in the overall evaluation
- Ensures alignment with Council strategic priorities

### **2. Dual Time Horizon Goals**

- 0–6 month goals  
(early implementation / setup / foundational progress)
- 6–12 month goals  
(execution, outcomes, measurable impact)

### **3. Performance Metrics**

- Defined for each category
- Designed to be observable, trackable, and aligned to outcomes

# Rating Scale

## Council Evaluation Framework

| Rating                          | Description                                                           |
|---------------------------------|-----------------------------------------------------------------------|
| <b>5 – Exceptional</b>          | Performance consistently exceeds expectations with significant impact |
| <b>4 – Exceeds Expectations</b> | Frequently exceeds established goals                                  |
| <b>3 – Meets Expectations</b>   | Successfully achieves established goals                               |
| <b>2 – Needs Improvement</b>    | Partially meets expectations                                          |
| <b>1 – Unsatisfactory</b>       | Does not meet expectations                                            |

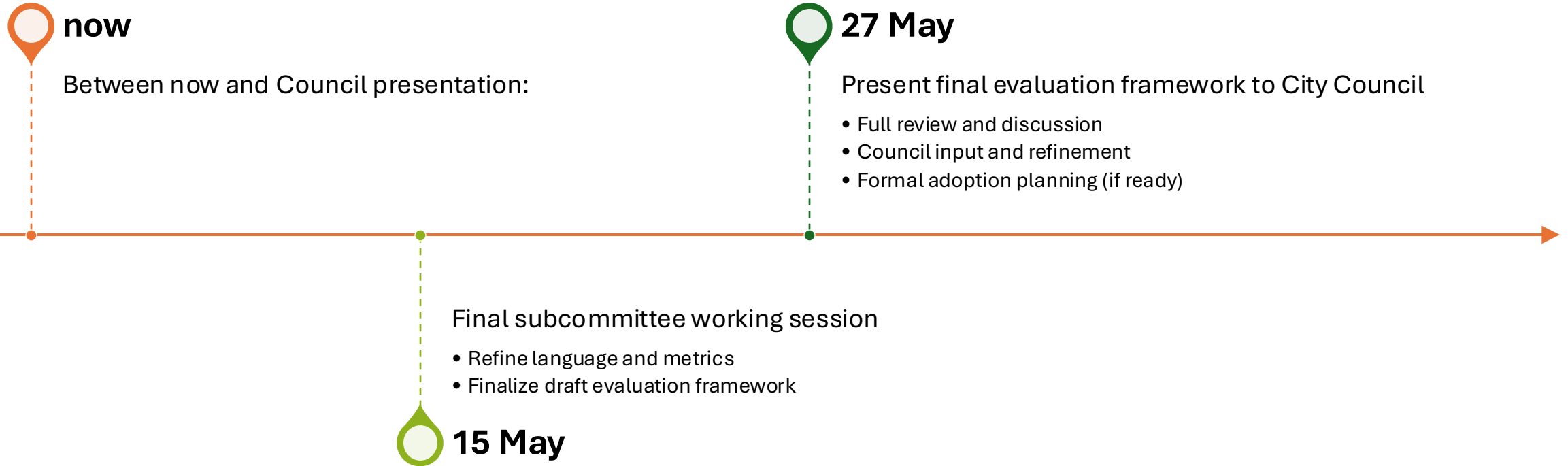
# Why This Structure Works

## **This approach:**

- Provides **consistent feedback** loops (not just annual review)
- Aligns performance with strategic priorities
- Creates early **course correction** opportunities
- Reflects ICMA and VLCT **best practices**
- Supports **transparency** and accountability



# What's Next



# Council “Gut Check” Questions

We are seeking early feedback on:

- Does the structure feel **clear and usable**?
- Are the evaluation checkpoints **appropriately timed**?
- Does the framework reflect **Council priorities**?
- Is **anything missing** or overcomplicated?
- Are we aligned on **expectations** for the City Manager role?

## Closing

This work is intended to:

- Strengthen clarity between Council and City Manager
- Improve accountability and communication
- Support long-term organizational effectiveness

We appreciate your feedback to ensure we are moving in the right direction.