



Agenda

Regular City Council Meeting

City Council Chambers, City Hall, 39 Main Street, Montpelier, VT 05602, & Zoom

<https://us06web.zoom.us/j/86342369393?pwd=VsVt8TUb1WqY4gUtDNp6oTFyUllOaW.1>

Meeting ID: 863 4236 9393 Password: 937371

Dial by your location: +13052241968,,86342369393#,,,,*937371# +13092053325,,86342369393#,,,,*937371#

Wednesday, July 8, 2026

6:30 P.M.

1. Call To Order By The Mayor
2. 2026-251. 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 five 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. 2026-252. Approve Agenda
4. 2026-253. Discussion on Rules of Procedure
5. 2026-254. General Business and Appearances
6. 2026-255. Consent Agenda
 - a. Payroll and Warrant Approval
 - b. Liquor & Tobacco Licenses
 - c. 201 State Street Quote Approval
 - d. Cab & Chassis Purchase
 - e. Sewer Siphon Lining Project
 - f. 2026 Series 3, Vermont Municipal Bond Bank Sale
7. 2026-256. City Manager's "Fresh Eyes Report"
8. 2026-257. Reappointment to the Historic Preservation Commission

9. 2026-258. CVRPC Future Land Use Map Report Out
10. 2026-259. Municipal Tax Rate FY27
11. 2026-260. ADA Update
12. 2026-261. HTF Criteria
13. 2026-262. City Manager Performance Evaluation
14. 2026-263. Homelessness Update
15. 2026-264. Other Business
16. 2026-265. City Council Reports
17. 2026-266. City Clerk's Report
18. 2026-267. City Manager's Report
19. 2026-268. Mayor's Report
20. Adjournment

7.8 Agenda Order

1. Call To Order By The Mayor	1	630
2. 2026-251. Meeting Logistics and Remote Introductions	2	631
3. 2026-252. Approve Agenda	2	633
4. 2026-253. Discussion on Rules of Procedure	25	635
5. 2026-254. General Business and Appearances	15	700
6. 2026-255. Consent Agenda	5	715
7. 2026-257. Reappointment to the Historic Preservation Commission	10	720
8. 2026-261. HTF Criteria	30	730
9. 2026-259. Municipal Tax Rate FY27	15	800
BREAK		815
10. 2026-256. City Manager's "Fresh Eyes Report"	45	830
11. 2026-263. Homelessness Update	20	915
12. 2026-258. CVRPC Future Land Use Map Report Out	15	935
13. 2026-260. ADA Update	5	950
14. 2026-262. City Manager Performance Evaluation	20	955
15. 2026-264. Other Business	-	1015
16. 2026-265. City Council Reports	15	1015
17. 2026-266. City Clerk's Report	3	1030
18. 2026-267. City Manager's Report	3	1033
19. 2026-268. Mayor's Report	3	1036
20. Adjournment	0	1036



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent __ Discussion X

SUBJECT: City Council Rules of Procedure

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Discuss updates to Rules of Procedure and Direct Staff to bring back a final version to adopt.

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: Per the City Charter and Vermont Open Meetings Law, the Council must adopt Rules of Procedure.

BACKGROUND INFORMATION:

The City Council Rules of Procedure provide details about the practices and norms Council wishes to articulate to themselves and to the public on how City Council meetings are scheduled, structured, and executed.

From November 2025 to June 10, 2026, the Council conducted a pilot policy to allow for public comment at two times during Council meetings: early in the agenda during General Business and Appearances and toward the end of the agenda during Other Business. On June 10, 2026, the Council decided to rescind the pilot and revert to accepting public comment on other items on the agenda. The Rules in place were those adopted at the March 10, 2026 Council Orientation meeting. These Rules did not specify when public comment would occur during the agenda, which items would be made open for public comment, or the length of time each member of the public would have to make comment. The Council has requested clarity around these elements.

Accordingly, staff is proposing a complete repeal of the current Rules, and any actions taken by Council to address these Rules or its components, and replace it with new Rules of Procedure. The current Rules have been amended overtime since 1963. They duplicate matters that are already spelled out in the City Charter and State law, and they do not articulate important norms that the Council desires to address.

The enclosed memo provides the legal context, current rules, samples for other municipalities, and questions for council discussion so staff may come back with an updated draft of the rules for adoption by council.



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent __ **Discussion** **X**

SUPPORTING DOCUMENTS:

Memo - Rules of Procedure_07082026

INTERESTED PARTIES: City Council, Staff, Community

CITY MANAGER'S APPROVAL:

Kelly McMichael Krug

Mayor Marc Gwinn

City Council Members:

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

Kelly McNicholas Kury
City Manager

Vacant
Assistant City Manager

MEMORANDUM

Date: July 8, 2026

From: Kelly McNicholas Kury, City Manager

Re: City Council Rules of Procedure

Purpose

This memo structures a conversation for the City Council on adopting updated City Council Rules of Procedure (hereinafter referred to as “Rules”). The Rules provide details about the practices and norms Council wishes to articulate to themselves and to the public on how City Council meetings are scheduled, structured, and executed.

Background

From November 2025 to June 10, 2026, the Council conducted a pilot policy to allow for public comment at two times during Council meetings: early in the agenda during General Business and Appearances and toward the end of the agenda during Other Business. On June 10, 2026, the Council decided to rescind the pilot and revert to accepting public comment on other items on the agenda. The Rules in place were those adopted at the March 10, 2026 Council Orientation meeting. These Rules did not specify when public comment would occur during the agenda, which items would be made open for public comment, or the length of time each member of the public would have to make comment. The Council has requested clarity around these elements.

Accordingly, staff is proposing a complete repeal of the current Rules, and any actions taken by Council to address these Rules or its components, and replace it with new Rules of Procedure. The current Rules have been amended overtime since 1963. They duplicate matters that are already spelled out in the City Charter and State law, and they do not articulate important norms that the Council desires to address.

Legal Context

The Montpelier City Charter and the statute on Vermont Open Meetings Law both ground the Rules. Any elements that are dictated in either document do not need to be repeated in the Rules. The purpose of the Rules is to provide additional detail that are not articulated in either of the above governance documents.

City Charter:

(802)-223-9502, Telephone 39 Main Street, Montpelier, Vt 05602

(802)-223-9519, Fax

www.montpelier-vt.org

Relevant language of the charter can be found here: [Subchapter 3: - City Council | Code of Ordinances | Montpelier, VT | Municode Library](#)

Specific citations of the charter are pasted below and will be referred to as council develops its Rules:

- **§ 307. - Council meetings**

The City Council shall hold meetings monthly on a regular schedule, and more often at the call of the Mayor. (Amended 2013, No. M-19 (Adj. Sess.), § 2, eff. May 20, 2014.)

- **§ 309. - Council agenda**

The City Manager shall prepare a written agenda for each meeting of the Council. The City Manager shall add to the agenda any items requested by a Council member or by written request of any other person. The agenda shall be posted in accordance with State law. (Amended 2013, No. M-19 (Adj. Sess.), § 2, eff. May 20, 2014.)

- **§ 310. - Council quorum**

A quorum of the City Council, consisting of a majority or four Council members, shall be necessary to conduct business; however, the transaction of business shall be in accordance with 1 V.S.A. § 172 as may be amended from time to time.

- **§ 312. - Council meetings generally public**

All meetings of the City Council shall be open to the public and conducted in accordance with the Vermont Open Meeting Law and rules of procedure adopted by the Council, except that a meeting may be closed to the public for deliberations of the Council when acting in a quasi-judicial capacity or In accordance with the executive session provision of the Vermont Open Meeting Law. (Amended 2013, No. M-19 (Adj. Sess.), § 2, eff. May 20, 2014.)

- **§ 402. - Powers and duties of Mayor**

(a)

...The Mayor shall preside at all City Council meetings with the powers of moderator and shall have a voice and vote in City Council meetings in accordance with Council rules and procedures.

Vermont Open Meetings Law:

All councilors and senior staff are encouraged to participate in this training: SOS OML training [Open Meetings | Secretary of State](#)

This link contains the full text of the statute:

legislature.vermont.gov/statutes/section/01/005/00312

Relevant sections include:

1 V.S.A. § 312 –

d(3) A meeting agenda shall contain sufficient details concerning the specific matters to be discussed by the public body. Whenever a public body includes an executive session as an item on a posted meeting agenda, the public body shall list the agenda item as “proposed executive session” and indicate the nature of the business of the executive session.

(4)(A) Any addition to or deletion from the agenda shall be made as the first act of business at the meeting.

(B) Any other adjustment to the agenda may be made at any time during the meeting

(h) At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson. This subsection shall not apply to quasi-judicial proceedings.

Current Rules of Procedure:

The current Rules are [linked here](#) for reference. They are in your Council Orientation packet beginning at page 29. I have also included the current Rules in this packet with comments added to show which items are duplicative in nature to the charter and statute.

Examples of other Rules of Procedure and Agendas:

[VLCT Model Rules of Procedure:](#)

[Barre City Rules of Procedure](#)

[Barre City Agenda](#)

[Calais Rules of Procedure](#)

[Calais Agenda](#)

[South Burlington Rules of Procedure](#)

[South Burlington Agenda](#)

Discussion for new Rules of Procedure:

The City Manager requests direction from the City Council in order to draft new Rules of Procedure.

Question: Does the City Council wish to follow the form of the VLCT Model Rules of Procedure that includes the following sections:

Purpose
Application

Organization

Agendas
Meetings
Motions and Voting
Public Participation
Order
Meeting Minutes

Question: Regarding Public Comment, where in the agenda does the City Council desire to place Public Comment, known as General Businesses and Appearances?

Currently this item is placed early on the agenda after the agenda is approved. This allows members of the public to say their peace early on without having to wait for council business. There has been a suggestion to consider moving this item to after the 8:30 scheduled break. The Council has great latitude under state law on when and for how long to take public comment.

Question: Does City Council want to allow public comment on any item on the agenda during General Business and Appearances? Some boards request members of the public to hold their comments on an agenda item until that item has been opened in the meeting. This Council's practice has been to allow comment on any item on the agenda or any topic during General Business and Appearances.

Question: Does City Council want to determine a total amount of time allowable for Public Comment/General Business and Appearances? Some municipalities state that 10 minutes will be given for public comment and divided among the number of people present. The advantage of this is that it helps move meetings along expeditiously and keeps agenda items at their assigned times. Ten minutes may not be enough time for Montpelier. This would be a departure from current practice which sometimes see public comment/general business and appearances last for 45 minutes.

Question: Does City Council want to give a specific amount of time for each member of the public to speak during public comment? Typical time limits are 2, 3, or 5 minutes.

Question: Does City Council want to assign specific agenda times for each item? Some of the sample agendas linked herein from other Vermont municipalities assign start and end times for each agenda item in order to move the meeting along efficiently.

Question: How does City Council want to order its agenda? There has been discussion about placing routine items like the consent agenda toward the end and putting public hearings toward the beginning. The Council has also had a practice of receiving presentations from outside agencies or partners at the beginning so as to allow them to complete their presentation early in the meeting.

Question: Does City Council want to take public comment on every single agenda item?

At the June 24 meeting, a motion was adopted to allow public comment on every single agenda item. This is the practice currently in place based on that vote. This means that things like the

consent agenda, commendations like resolutions honoring holidays or retirements, reports from the city clerk, city manager, mayor and council, will all be open for public comment.

Past practice allowed for public comment on items that could be characterized as council business. This would be for both discussion items and items for voting action. This practice was not codified in the Rules and relied on an understanding of informal norms agreed to in practice by Council.

It is the City Manager's recommendation that the Council narrow the type of items it will take public comment on. Minimally, public comment does not need to be taken on commendations, consent agenda, and routine reports. The City Manager further proposes that for the purposes of having efficient meetings, and with recognition that public meetings are conducted "in" the public, not "of" the public, that the City Council take public comment on items that are for their proposed action, and not those that are for discussion, draft policies, or internal direction to staff.

Accordingly, the City Manager proposes new subsets of agenda items: Public Hearings/Voting Action; Formal Consideration Items/Proposed for Voting Action; Informal Consideration items Proposed for Voting Action. The first two would include opportunity for public comment, the last would not.

Public Hearings are those that are required to take public comment such as ordinances, adoption of master plans, etc.

Formal Consideration Items are those that have a forward, public facing policy effect and would include such items such as rate setting, management plans of public facilities, policies around public services. These items would allow for public comment.

Informal Consideration Items are those that are administrative in nature or are in service to the Council's work. These items would include board appointments, consultant contracts, or administrative expenditures. These items would not allow for public comment but any member of the public could address them in General Business and Appearances.

Below is a proposed sample agenda from the City Manager to help clarify how items may be presented:

Call to Order
Commendations
Additions/Deletions to the Agenda
Public Comment/General Business and Appearances
Public Hearings/Voting Action
Formal Consideration Items/Proposed for Voting Action – (public comment taken)
Break
Informal Consideration Items/Proposed for Voting Action – (no public comment)
Discussion Items/No Action
Consent Agenda

Future Agenda Review

Other Business

- Councilors Reports
- City Clerk's Report
- City Manager's Report
- Mayor's Report

Enclosed in the packet is also an example of how recent items on City Council agendas would be treated under this updated agenda format. This will help clarify which types of items are recommended for public comment and which are not. For example, the

Question: Does Council want to give latitude to the Chair/Mayor to accept public comment on items not listed for public comment? Some boards give this discretion to the chair, some require a majority or two thirds vote to open these items for public comment.

Question: Does Council want to add a Future Agenda Review item to the agenda? Adding this would allow staff to present the proposed future agenda items and solicit feedback on which type of category the item would be placed on the agenda.

Conclusion

Staff is seeking clarity on these items in order to draft update Rules that would replace the current Rules in place and any prior votes related to implementation of the components of these Rules. Staff will take back Council feedback and bring back draft Rules of Procedure for adoption at the July 22 meeting. If longer or further discussion is warranted, the City Manager recommends holding a Special Meeting on this topic.

Agenda

Regular City Council Meeting

City Council Chambers, City Hall, 39 Main Street, Montpelier, VT 05602 & Zoom

<https://us06web.zoom.us/j/82399022198?pwd=ipxs8d8BdcNKIBH3VClbOOwkIehW2L>.

1

Dial by your location: +16469313860,,82399022198#,,,*009016#
+19292056099,,82399022198#,,,*009016#

Wednesday, June 24, 2026

6:30 P.M.

1. Call To Order By The Mayor

2. 2026-236. 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 five 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.
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- 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. Commendations

4. Additions/Deletions to the Agenda

5. Public Comment/General Business and Appearances

6. Public Hearings/Voting Action – (public comment required)

7. Consideration Items/Proposed for Voting Action

8. Discussion Items/No Action

9. Consent Agenda

10. Future Agenda Review

11. Other Business

Councilors Reports
City Clerk's Report
City Manager's Report
Mayor's Report

Example Agenda based on recent meeting topics:

Public Hearings/Voting Action – (public comment required)

River Hazard Amendment

Formal Consideration Items/Proposed for Voting Action – (public comment taken)

Berlin Street Road Closure

GMT/TVT Assumption of Lease

Community Fund Board Grants Approval

MAPLE/Local Emergency Management Plan Approval

Water/Sewer Rates

Informal Consideration Items/Proposed for Voting Action – (no public comment)

White and Burke Contract Amendment

CVRPC/TAC Appointment

River's Edge Master Plan – MOU, Contract, Expenditure Approval

City Manager's Performance Evaluation Form

Clerk's Records Digitizing Expenditure

Reappointment to the DRB

Discussion Items/No Action – no public comment

Homelessness Update

Montpelier Alive Update

FEAST Program Update

Summer Schedule Check-In

Consent Agenda

Future Agenda Review

Other Business

Councilors Reports

City Clerk's Report
City Manager's Report
Mayor's Report

SAMPLE

Montpelier, Vermont

CITY COUNCIL RULES OF PROCEDURE

Adopted April 10, 1963

(Amended March 9, 1977; May 28, 1980; May 11, 1983;

May 13, 1987; March 8, 1989; March 17, 1992;

March 9, 1994; March 27, 1996; March 11, 1998; March 10, 1999; March 8, 2000; March 28, 2001;

March 12, 2008; March 14, 2012)

 1. The Chair shall preserve order in the meetings and regulate its procedure by applying the rules

of order impartially to all members and the public. Absent objection, the Chair may determine

the order in which the City Council considers items on the agenda. Absent such unanimous

consent, the provisions of Rule 8(c) below shall control.

2. The Mayor will vote only to break a tie vote, to create a tie vote, to create a fourth vote, or for appointments and bond resolutions of necessity.

3. No one other than the Mayor may normally address the meeting unless called upon or recognized by the Chair. If members of the City Council or staff wish to speak, therefore, they

must first be recognized by the Chair.

4. Members of the audience must be recognized by the Chair as well, and are required to state

their name and address.

5. No vote is required unless a motion is involved.

6. Any discussion should be limited to the agenda item under consideration and not more

than one person should be speaking on the same item at one time.

7. Any items discussed in the agenda under the heading of general appearances should be limited to not more than 10 minutes per subject, unless extended by majority vote of the Council.

8. Definitions:

(a) Regular meetings shall mean the meetings provided by the Charter to be held on the second and fourth Wednesday of each month, and may be adjourned to a date and time certain.

(b) Special meetings shall mean all meetings of the City Council other than regular Meetings; notice thereof shall be given as provided by statute.

(c) Agenda shall mean a table of items of business for consideration at a Council . meeting. Upon motion duly seconded and adopted, agenda items may be added deleted or passed over at any time.

(d) Executive Session shall mean meetings as provided for in V.S.A., Title I, Section 313, Subsection (a), for the purpose of discussing contracts, labor relations, agreements with employees, arbitration, grievances, civil actions at law or prosecutions by the State where premature general public knowledge would clearly place the state, municipality, other public body or person involved at a substantial disadvantage; the negotiating or securing of real estate options; the appointment or employment or evaluation of a public officer or employee; a disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought; a clear and imminent peril to the public safety; discussion or consideration of records or documents excepted from the access to public records provisions of section 317(b) of this title, or any other purpose allowed by statute. Discussion or consideration of the excepted record or document shall not itself permit an extension of the Executive

Session to the general subject to which the record or document pertains. The substance of matters discussed in Executive Session shall not be disclosed by any participant, nor shall minutes of Executive Sessions be maintained.

9. The agenda shall be prepared by the City Manager and shall include such items of business

as the Mayor may wish to bring to the attention of the Council, and also such items as may be requested by any member of the City Council before 12:00 noon on a Friday preceding the regular Council meeting.

10. The agenda for the regular meetings shall be closed at 12:00 noon on Friday preceding the regular Council meeting and a copy of the same shall be hand-delivered to each Council member at his/her home address on such Friday.

11. Citizen's may request that items be placed on the Council's agenda by submitting written

requests. In the event that the nature or timing of the item is such that it must be discussed at the next regular Council meeting, the written request must be submitted to the City Manager by 4:30 PM on the Thursday preceding the next Council meeting.

With other requests, the Manager may determine the appropriate meeting date based on . criteria including, but not limited to, items already scheduled, continuity with other issues and required deadlines or time lines.

12. The agenda shall indicate the name of the official proposing the item and whether or not

such official anticipates voting action on it.

13. Each agenda may contain a section entitled Consent Agenda. Items listed on the Consent

Agenda may be voted upon collectively. Examples of such Consent Agenda items are the minutes, vendors' licenses, routine approvals and other non-controversial matters. If desired,

the request of a single Council Member will be sufficient cause to remove an item from the Consent Agenda and vote on it separately.

14. Items on the agenda not indicated for vote are not to be brought on for vote without the consent of two-thirds of the Council Members present at the meeting. Matters not on the agenda of a regular meeting may be brought on for discussion and vote by the unanimous consent of all Council Members present.

15. Special and emergency meetings may be called by the Mayor. The Mayor, or, in case of , his/her failure, the City Clerk, shall call special or emergency meetings on the request of three (3) members of the City Council.

16. Notice of special meetings, including a statement of the business proposed to be transacted,

shall be given to each member of the City Council at least twenty-four (24) hours in advance

of the time of the meeting. Notice of special meetings need not be in writing, but in event of failure of actual notice, written notice mailed or delivered to the home of the Council Members not otherwise contacted and posted at least twenty-four (24) hours in advance of the meeting shall be sufficient.

17. Special emergency meetings may be held without formal notice, providing not less than five (5) members of the Council voluntarily agree to assemble for that purpose, but such meeting shall be held only after all reasonable means have been used to notify any Council Member not present, with reasonable opportunity given to such Council Member to attend, and the minutes of such meeting shall state the means used to notify or attempt to notify such absent members that the meeting was to be held.

18. Application for Council permits shall be considered as agenda items.

19. The rules of procedure to be followed by the City Council shall be Robert's Rules of Order, most recent revision, when otherwise not specified in the Rules of Procedure and City Charter.

20. Nothing in these Rules of Procedure shall conflict or alter the Rules and Procedures granted by the Montpelier City Charter and/or State Law.

21. A parliamentarian shall be elected at the same time as the President and Vice President of the City Council.

Liquor:

Hyzer Industries (Three Penny): 1st and 3rd class liquor, Outside Consumption Permit

Caledonia Spirits: Outside Consumption Permit

Bear Naked Growler app for Outside Consumption Permit



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent X **Discussion**

SUBJECT: Approve Contractor Quotes 201 State St Elevation

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve quotes for excavation, jacking, and foundation work required to elevate a 2-family building located at 201 State St. to mitigate future flood risk and authorize City Manager to execute contracts.

Sample motion: "I move to approve the quotes as submitted, totaling \$202,225, to complete the specified work for elevating the building at 201 State Street."

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

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED:

Excavation: Gillespie Fuels and Propane - \$31,200

Jacking and Steel: Messier House Moving & Construction - \$73,050

Foundation: SD Ireland - \$97,975;

Total: \$202,225

SOURCE OF FUNDS: VEM Elevation Grant

LEGAL REQUIREMENTS: NA

BACKGROUND INFORMATION: These quotes are to elevate the 2nd of 3 properties that were flooded in July of 2023.

SUPPORTING DOCUMENTS:

1. Gillespie's quote for excavation
2. Messier Quotes for jacking and steel
3. S.D. Ireland Quote for the foundation

INTERESTED PARTIES: Council, Staff, Property Owners

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink that reads "Kelly McMichael-Kurz".



141 Wall Street
Northfield, VT 05663
Tel. 802-485-3766
Fax 802-485-3767

8 Salisbury Street
Randolph, VT 05060
Tel. 802-728-5537
Fax 802-728-8940

5197 Main Street
Waitsfield, VT 05673
Tel. 802-496-4328
Fax 329-2136

Quote

Jamie Duprey
201 State Street
Montpelier, VT 05602

June 9, 2026
June 22, 2026(Revised)

Email: alex.najduch@gmail.com

GILLESPIE FUELS & PROPANE, INC. will remove the old foundation and debris under the house. We will do installation of footing, drain and stone backfill after new foundation is installed. The old foundation material will be trucked offsite with any non-reusable fill. New footing drain will be connected to Montpelier City Storm Water System. No ledge removal will be included with this bid.
Job duration will be approximately 3 weeks.

MATERIAL:	\$ 10,800.00
MACHINE & OPERATOR:	\$ 16,200.00
EXCAVATOR W/ HAMMER:	+ 4,200.00
TOTAL:	\$ 31,200.00

Complete installation of the above to be installed by a certified technician and to comply with all state and local codes. The completed installation will have a 12 month guarantee on all parts and labor, plus manufacturer's warranty. All quotes are good for 15 days.

We propose hereby to furnish material in labor complete in accordance with above specifications. One half of installation is due up front, balance due upon completion.

Thank you,

Robert Korow
Service Manager

Customer Signature: _____ **Date** _____

CITY OF MONTPELIER, VERMONT

BID FORM

To the City Council of the City of Montpelier, Vermont:

The undersigned, having familiarized themselves with the existing site and building conditions at 201 State St., Montpelier VT which might affect the work and conditions as set forth in the Information for Bidders and Scope of Work.

_____ hereby proposes to furnish all supervision, technical personnel, labor, machinery, tools, appurtenances, equipment and services required to elevate the existing building located at 201 State St, Montpelier VT as noted and shown on referenced drawings.

Lump Sum Price of Project in figures: \$ 31,200.00

Lump Sum Price of Project in words: \$ Thirty one Thousand, Two Hundred Dollars

Specify Completion Date: _____

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Please print the following information:

Corporate Name of Bidder: Gillespie Fuels & Propane, Inc.

Business Address: 141 Wall Street Northfield, VT 05663
City/State Zip

Phone Number: 802-485-8033

Email: Rkorrow@Gillespiefuels.com

Printed Name of Authorized Agent: Robert Korrow

Signature of Authorized Agent: Robert Korrow

Date: 06/22/2026

I hereby acknowledge receipt of Addenda (list by date and number, if applicable):

CITY OF MONTPELIER, VERMONT

BID FORM

To the City Council of the City of Montpelier, Vermont:

The undersigned, having familiarized themselves with the existing site and building conditions at 201 State St., Montpelier VT which might affect the work and conditions as set forth in the Information for Bidders and Scope of Work.

Messier House Moving & Construction, Inc. hereby proposes to furnish all supervision, technical personnel, labor, machinery, tools, appurtenances, equipment and services required to elevate the existing building located at 201 State St, Montpelier VT as noted and shown on referenced drawings.

Lump Sum Price of Project in figures: \$65,000.00.

Lump Sum Price of Project in words: \$ Sixty-Five Thousand Dollars.

Specify Completion Date: TBD based on acceptance notification

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Please print the following information:

Corporate Name of Bidder: Messier House Moving & Construction, Inc / Norton Fabrication and Repair

Business Address: 1015 VT Rte 14 So, City/State East Montpelier, VT Zip 05651

Phone Number: (802) 476-4244

Email: movemvt@gmail.com

Printed Name of Authorized Agent: Norman or Carla Messier

Signature of Authorized Agent: Carla Messier

Date: 6/19/2026

I hereby acknowledge receipt of Addenda (list by date and number, if applicable):

_____	_____
_____	_____
_____	_____

Messier House Moving & Construction, Inc.

1015 Vermont Route 14 South

East Montpelier, Vermont 05651

Phone: (802) 476-4244 Fax: (802) 476-6355 email: movemvt@gmail.com

Jamie Duprey
Alex Najduch

Project: 201 State St Montpelier
Phone: 802-279-3854 / 708-623-5961
Email: alex.najduch@gmail.com

Proposal

MOVER will jack, support, and move, in a good and workman like manner, the approximately house at 201 State St, Montpelier, VT. **MOVER** shall place the necessary beams and equipment through, onto and under the **BUILDING** (back section will be lifted from the interior walls due to floor structure attached to the concrete walls); jack the **BUILDING** up and off the foundation, move the **BUILDING** sideways to a temporary location approximately 5 feet past the present location; temporarily support the **BUILDING** as a new foundation at the original location is constructed (by others); move the **BUILDING** back to the original location over the new foundation; lower and place the **BUILDING** onto the new foundation; remove equipment.

MOVER shall perform this work for: \$65,000.00 (Sixty-Five Thousand Dollars).

Payment terms: \$ 7,000.00 commitment to start date,
 \$ 20,000.00 equipment onsite and working,
 \$ 20,000.00 **BUILDING** on moved to temporary location,
 \$ 18,000.00 **BUILDING** on new foundation.

OWNER responsible for: providing **MOVER** with temporary bathroom facilities at the job sites; disconnecting all heating, plumbing, electrical, telephone, water, sewer and other similar utilities and to be responsible for all re-connections and masonry work. **OWNER** is responsible for the removal of any trees, tree limbs, shrubs, wires, power lines, and other objects, which must be removed or disconnected before the **BUILDING** is lifted or moved, or which may be in the way of the lifting or move. **OWNER** shall be responsible for any plowing or snow removal. **OWNER** shall obtain all necessary permits prior to **MOVER** arrival.

OWNER additional responsible for: removal of deck floor between the two entries, deck floor of the front porch, removal of the entire back deck area at back of house. **OWNER** responsible for removal of the following in the back apartment - kitchen concrete wall, removal of the wood floor where attaches to the concrete,, most likely removal of the kitchen cabinetry in this apartment. **OWNER** responsible for replacement of all items removed for the jacking, supporting and moving of the building.

The **MOVER** warrants that it maintains a \$1,000,000.00 policy of commercial and general liability insurance. **MOVER** also maintains a policy of worker's compensation insurance. **MOVER** carries a **MOVER'S INSURANCE POLICY** for the **BUILDING** worth up to the actual cash value of the **BUILDING** or \$500,000.00, whichever is less.

Dated this 18th day of June, 2026.

Proposal valid until July 6, 2026.

Norman L. Messier, President

CITY OF MONTPELIER, VERMONT

BID FORM

To the City Council of the City of Montpelier, Vermont:

The undersigned, having familiarized themselves with the existing site and building conditions at 201 State St., Montpelier VT which might affect the work and conditions as set forth in the Information for Bidders and Scope of Work.

Messier House Moving & Construction, Inc. hereby proposes to furnish all supervision, technical personnel, labor, machinery, tools, appurtenances, equipment and services required to elevate the existing building located at 201 State St, Montpelier VT as noted and shown on referenced drawings.

Lump Sum Price of Project in figures: \$8,050.00.

Lump Sum Price of Project in words: \$ Eight Thousand Fifty Dollars.

Specify Completion Date: TBD based on acceptance notification

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Please print the following information:

Corporate Name of Bidder: Messier House Moving & Construction, Inc / Norton Fabrication and Repair

Business Address: 1015 VT Rte 14 So, City/State East Montpelier, VT Zip 05651

Phone Number: (802) 476-4244

Email: movemvt@gmail.com

Printed Name of Authorized Agent: Norman or Carla Messier

Signature of Authorized Agent: Carla Messier

Date: 6/19/2016

I hereby acknowledge receipt of Addenda (list by date and number, if applicable):

ESTIMATE

Norton Fabrication and Repair
1385 Lincoln Gap Rd
Lincoln, VT 05443

nortonfabandrepair@gmail.com
+1 (802) 355-5660



Bill to
Messier House Movers

Estimate details

Estimate no.: 1009

Estimate date: 06/18/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Services	Prepping, priming, painting beams, columns	1	\$950.00	\$950.00
2.		Hours	Shop fabrication time	16	\$100.00	\$1,600.00
3.		Hours	On site time, installation, drive time	18	\$100.00	\$1,800.00
4.		Materials	I beam, columns, stiffeners, clips, top plates	1	\$3,700.00	\$3,700.00
Total						\$8,050.00

Accepted date

Accepted by

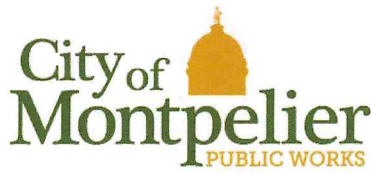


Flood Elevation 201 State St Montpelier Vermont 2026

Bid Documents

Thursday, June 18, 2026

Bid Opening: 10:00 am, Tuesday June 23rd, 2026



America's Small Town Capital

Office of the Facilities and Sustainability Coordinator, City Hall, 39 Main Street, Montpelier, VT 05602
Phone (802)229-8157 FAX (802)223-9524 email: clumbra@montpelier-vt.org

June 18, 2026

The City of Montpelier is requesting proposals to perform work shown on construction drawings issued by Stevens and Associates Architects dated 2/6/2026 including civil and structural construction drawings issued by DeWolfe Engineering dated 2/6/2025. It is intended that the following work scopes be included in RFP responses:

1. Jacking existing building and lowering onto new foundation
2. Demolition and disposal of existing foundation
3. Excavation for new foundation including ledge removal noted on drawings
4. Installation of new footings, concrete walls, piers and steel beams as shown on drawings.
5. Foundation coating and insulation
6. Backfill, grading and site work as shown on drawings
7. Installation of new basement slab
8. Carpentry, plumbing, heating and electrical contractors are expected to be retained under a separate RFP and contractors should plan to coordinate work with those trades

Contractors interested in responding to specific work scopes listed above should note on their proposal the work scope they are bidding.

Sealed bids will be received at the office of the Facilities and Sustainability coordinator, City Hall, 39 Main Street, Montpelier, VT 05602, until **10:00 am on Tuesday June 23rd 2026**, at which time and place all bids received will be opened and publicly read aloud. Each sealed bid must be emailed to Chris Lumbra at the below mentioned email with "**Flood Elevation 201 State St Montpelier Vermont 2026**" in the subject line.

The City of Montpelier reserves the right to reject any or all bids, or to waive any informality in the bidding per current policy.

Bids may be held by the City of Montpelier for a period not to exceed ten (10) days from the date of the bid opening for the purpose of reviewing the bids and investigating the qualifications of bidders, prior to awarding the Contract.

Chris Lumbra
clumbra@montpelier-vt.org
Facilities and Sustainability Coordinator

CITY OF MONTPELIER, VERMONT

INFORMATION FOR BIDDERS

Questions and Addenda

Any questions regarding this project must be sent via email to clumbra@montpelier-vt.org. No other form will be accepted. All questions must be submitted no later than two (2) days prior to the acceptance of bids.

Preparation of Bids

Each sealed bid must be clearly marked **"Flood Elevation 201 State Street Montpelier Vermont 2026"** and emailed to Chris Lumbra. No other form of delivery will be accepted.

Addenda

- a) Addenda will be emailed with return receipt requested or delivered to all who are known by the City to have received a complete set of Contract Documents.
- b) Copies of Addenda will be posted on the City's website and VT Bid registry.
- c) No Addenda will be issued later than two (2) days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids, or one which includes postponement of the date for receipt of Bids.
- d) Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and they shall acknowledge that receipt in their Bid.
- e) Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his Bid as submitted. All Addenda so issued shall become a part of the Contract Documents.
- f) If the revisions made by an Addendum require considerable change or reconsideration on the part of the Bidder, the date set for opening the Bids may be postponed, in which case the Addendum will include an announcement of the new date set for opening Bids.
- g) All addenda items will be sent via email to each contractor receiving this document. No Addenda will be issued no later than four (4) days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids, or one which includes postponement of the date for receipt of Bids.

Insurance

Before commencement of work, certificates testifying to coverage of Workers Compensation, Automobile Liability, Public Liability and Property Damage insurance will be provided by the Contractor. Contractor shall carry Workers Compensation Insurance in accordance with the laws of the State of Vermont. Automobile Liability Insurance will have limits not less than \$500,000 per person or \$1,000,000 per occurrence for bodily injury, \$500,000 per occurrence for property damage, or a combined single limit of \$1,500,000 per occurrence. Public Liability and Property Damage coverage will have limits not less than \$1,000,000. The City of Montpelier shall be listed as a certificate holder and shall be endorsed as an additional insured under such policies with the exceptions of Contractor's workers compensation policy.

Site Visit

Prior to opening of bids, it is assumed that each bidder will have inspected the site and become thoroughly familiar with the Contract documents, existing field conditions, and limitations. Failure of a bidder to review all documents pertinent to the Contract shall in no way relieve the bidder from the obligation with respect to his/her bid.

Award of Contract

All Bids received shall remain valid and may not be withdrawn by the Contractor for a period of sixty (60) days from the date that Bids are opened. The city shall issue a Notice of Award upon acceptance of a Bid and this Notice of Award shall be accompanied by the necessary agreement forms. The Contractor to whom the Contract is awarded will be required to execute the Agreement within ten (10) calendar days from the date when the Notice of Award is delivered to the Bidder. The City, within ten (10) days of receipt of the Agreement signed by the party to whom the Agreement was awarded, shall sign the Agreement and return to such party an executed duplicate of the Agreement.

CITY OF MONTPELIER, VERMONT

Should the City not execute the Agreement within such period, the Contractor may, by Written Notice, withdraw their signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by the City.

The Contract will be awarded to the lowest responsible and eligible bidder as determined by the City per current policy. The Contract will be awarded within fourteen (14) days after the bid opening. The City reserves the right to reject any or all bids, or to waive any informalities in any bid, in the interest of the City.

Notice to Proceed

The City of Montpelier intends to issue a Notice to Proceed within ten (10) days of the execution of the Agreement by the City. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the City and the Contractor.

If the Notice to Proceed has not been issued within the ten (10) day period or within the period mutually agreed upon, the Contractor may terminate the Agreement without further liability on the part of either party, and will not forfeit their Bid Bond.

Termination of Contract

The contract may be terminated by the City on a specified date upon written notice to the Contractor if the Contractor:

1. Fails to begin work within the specified time;
2. Fails to pursue the work in a manner to ensure proper completion;
3. Pursues the work in a manner to render the completed project unsuitable to the City;
4. Discontinues work on the project.

Payment will then be made only for that portion of the completed work rendered acceptable, minus a 15% administrative deduction, calculated from the total contract amount less any penalties.

The City Council reserves the right to accept or reject any or all bids, or to limit the amount of work to be done, due to budget limitations.

W-9

Before commencing work the contractor shall provide a W-9 to the City of Montpelier.

Miscellaneous

The Contractor will be responsible for any cleanup of the job site after the work has been completed.

SCOPE OF WORK

Description: Contractor shall furnish all the materials, tools and labor to complete the following work.

1. Jacking existing building and lowering on to new foundation - **Excluded**
2. Demolition and disposal of existing foundation - **Excluded**
3. Excavation for new foundation including ledge removal noted on drawings - **Excluded**
4. Installation of new footings, concrete walls, piers and steel beams as shown on drawings.
5. Foundation coating and insulation - **Excluded**
6. Backfill, grading and site work as shown on drawings - **Excluded**
7. Installation of new basement slab
8. Carpentry, plumbing, heating and electrical contractors are expected to be retained under a separate RFP and contractors should plan to coordinate work with those trades - **Excluded**

SEE S.D. Ireland's Quotation Attached

Basis for Payment

The basis for payment shall be per Lump Sum.

Contract Award: The City's intent is to award the contract to the lowest responsive reasonable bidder; however completion date may be considered when recommending award.

Commencement and Completion Dates

The Contractor shall specify the date at which work will be completed.

CITY OF MONTPELIER, VERMONT

BID FORM

To the City Council of the City of Montpelier, Vermont:

The undersigned, having familiarized themselves with the existing site and building conditions at 201 State St., Montpelier VT which might affect the work and conditions as set forth in the Information for Bidders and Scope of Work.

S.D. Ireland Concrete Corp. hereby proposes to furnish all supervision, technical personnel, labor, machinery, tools, appurtenances, equipment and services required to elevate the existing building located at 201 State St, Montpelier VT as noted and shown on referenced drawings.

Lump Sum Price of Project in figures: \$97,975.00.

Lump Sum Price of Project in words: \$ Ninety Seven Thousand Nine Hundred Seventy Five Dollars and Zero Cents.

Specify Completion Date: TBD.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Please print the following information:

Corporate Name of Bidder: S.D. Ireland Concrete Corporation

Business Address: 20 Redimix Drive Williston, VT 05495

Phone Number: 802-863-6222

Email: bmcsweeney@sdireland.com

Printed Name of Authorized Agent: Scott Ireland

Signature of Authorized Agent: 

Date: 6/18/2026

I hereby acknowledge receipt of Addenda (list by date and number, if applicable):

None

Quotation

Alex Najduch
201 State Street
Montpelier, VT

June 18, 2026

Re: Foundation Replacement

Foundation Scope Includes:

1. The price is based on drawing S1.0, S1.1, and S2.1 by DeWolfe Engineering & Associates dated 2/6/2026
2. Form and place continuous and isolated footings reinforced as shown.
3. Form and place walls and piers reinforced as shown on.
4. Set anchor bolts and grout plates (bolts and plates supplied by others)
5. Supply and place ½" galvanized anchor bolts.
6. Breaking off wall ties.
7. Form, place, and trowel finish interior slab on grade reinforced with fibers.
8. Saw cutting of slab to help prevent random cracking.
9. Supply and place 3000 PSI concrete at 28 days for footings and walls.
10. Supply and place 4000 PSI concrete at 28 days for interior slab on grade.
11. Supply and place uncoated reinforcing steel as shown on drawings.
12. Drilling 8" into ledge (2) #5 reinforcing steel 4' on center (only shown on Northwest wall detailed in section 3/S2.1).
13. Pumping of concrete as needed.

Price: \$ 97,975.00

Clarification:

1. Owner / Contractor to provide temporary facilities such as a bathroom.
2. Safe access to excavation by others.
3. Laydown area to be provided by others
4. Jacking of existing building by others.
5. Building to be raised a minimum of 4' over top of wall by others.
6. Concrete overrun in more than 5% to be paid by general contractor.
7. Traffic control (excluded).
8. All excavation to meet VOSHA standards and be approved by S.D. Ireland personnel.
9. Housekeeping pads (excluded)
10. Permits, bonds, or fees (excluded)
11. Working on ledge (excluded)
12. Windows and flood louvers (excluded)
13. Decorative concrete (excluded)
14. Concrete wall finish such as parging or rubbing (excluded)
15. Protection of concrete after concrete is finished (excluded)
16. Vapor barrier (excluded)

Concrete Construction Corporation

17. Insulation (excluded)
18. Slab prep / fine grading (excluded)
19. Sono-tubes and or precast columns (excluded)
20. Waterproofing of foundation walls (excluded)
21. Site work (excluded)
22. Site concrete (excluded)
23. Locating foundation regarding property lines, setbacks, or height restrictions (excluded)
24. Testing concrete (excluded)
25. Price is good for 30 days from date stated above.

If there are any questions or should additional information be required, please contact Bill McSweeney at (802) 863-6222. Thank you for the opportunity to bid your project.



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8th, 2026

Consent **X** **Discussion**

SUBJECT: Truck #21: F550

SUBMITTING DEPARTMENT: Department of Public Works (DPW)

RECOMMENDED ACTION: Approve purchasing agent for the City of Montpelier to execute purchase order for the cab and chassis of Truck #21 F550.

RELATED COUNCIL GOAL/PRIOR ACTION

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED: \$69,714.00

SOURCE OF FUNDS: FY27 CIP

LEGAL REQUIREMENTS: N/A

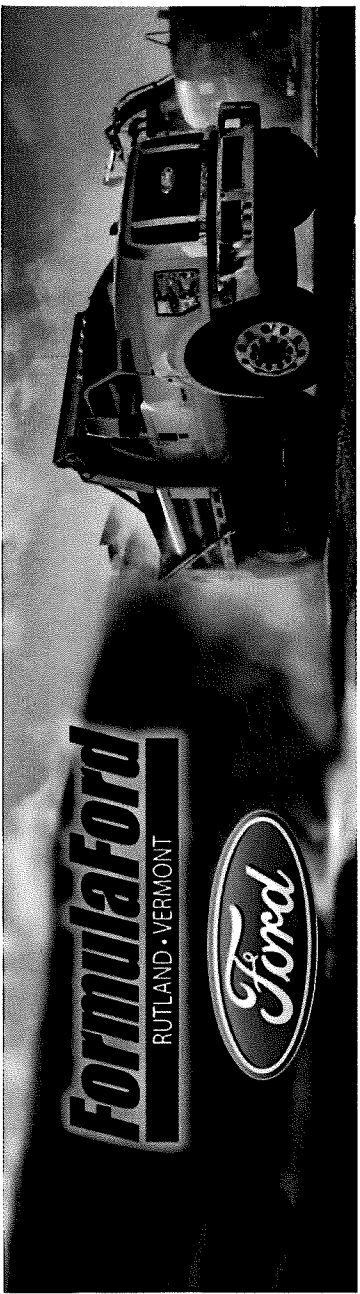
BACKGROUND INFORMATION: DPW advertised bids for a new 4x4 Ford F550 to replace the existing Ford F550 truck #21. Three quotes were received from Formula Ford of Rutland, and Formula Ford of Claremont, and Lamoille Valley Ford for the cab and chassis. Formula Ford of Rutland provided the lowest bid that matched our requirements.

SUPPORTING DOCUMENTS: Bid Tab / Proposed Sales Quote

INTERESTED PARTIES: DPW, Finance

CITY MANAGER'S APPROVAL:

Kelly McMichael-King



June 23, 2026

To: City of Montpelier

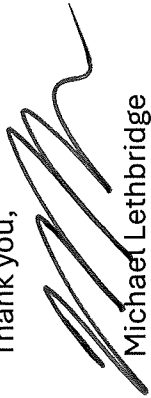
RE: 2027 Ford F550 Chassis

Please see below for our bid for 2027 Ford F550 as requested:

Formula Ford Quote:

- \$68,567
- Includes VT Reg/Title fees
- No charge delivery to Montpelier
- 12-16 weeks for delivery
- State of VT Fleet Contract

Thank you,



Michael Lethbridge

lefty@formulafordrutland.com

[Cell# \(802\)683-9901](tel:(802)683-9901)



Preview Order C06M - F5H 4x4 Reg Chas Cab DRW: Order Summary Time of Preview: 06/23/2026 12:43:57 Receipt: 6/16/2026

Dealership Name: Formula Ford Rutland

Sales Code : F11536

Dealer Rep.	Michael Lethbridge
Customer Name	MONTPELIER

Type	Fleet	Vehicle Line	Superduty	Order Code	C06M
Priority Code	H3	Model Year	2027	Price Level	715

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X4 CHASSIS CAB DRW/145	\$60120	50 STATE EMISSIONS	\$0
145 INCH WHEELBASE	\$0	SNOW PLOW PREP PACKAGE	\$350
TOTAL BASE VEHICLE	\$60120	SPARE TIRE AND WHEEL	\$350
GREEN GEM	\$660	TRAILER BRAKE CONTROLLER	\$300
VINYL 40/20/40 SEATS	\$0	HIGH CAPACITY TRAILER TOW PKG	\$580
MEDIUM DARK SLATE	\$0	JACK	\$0
PREFERRED EQUIPMENT PKG.660A	\$0	350 AMP ALTERNATOR	\$0
.XL TRIM	\$0	PRICE CONCESSION INDICATOR	\$0
.AIR CONDITIONING -- CFC FREE	\$0	REMARKS TRAILER	\$0
.AM/FM STEREO MP3/CLK	\$0	DUAL BATTERY	\$0
6.7L POWER STROKE V8 DIESEL	\$10995	CONN PKG:1 YR INCL W/FORD APP	\$0
10-SPEED AUTO TORQSHIFT	\$0	SECURITY PACKAGE: 1 YR INCL	\$0
225/70R19.5G BSW MAX TRAC TIRE	\$215	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
4.30 RATIO LIMITED SLIP AXLE	\$395	SPECIAL FLEET ACCOUNT CREDIT	\$0
PAYLOAD PLUS UPGRADE PACKAGE	\$1155	FUEL CHARGE	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
FRONT LICENSE PLATE BRACKET	\$0	PRICED DORA	\$0
PLATFORM RUNNING BOARDS	\$320	ADVERTISING ASSESSMENT	\$0
19550# GVWR PACKAGE	\$0	DESTINATION & DELIVERY	\$2795

TOTAL BASE AND OPTIONS
DISCOUNTS
TOTAL

~~MSRP~~
~~\$78235~~
~~N/A~~
~~\$78235~~

ORDERING FIN: QJ050 END USER FIN: QJ050 PO NUMBER: LEFTY

INCENTIVES

Acc. Code ID :10 Contract/Ref # :04-058V Bid Date :04/30/26State : VT

~~DISCOUNTS:~~
~~\$-2500.00~~

Handwritten note:
#68, see?

Customer Name:

Customer Email:

about:blank

CITY OF MONTPELIER, VERMONT
Department of Public Works

LATEST MODEL 19,500 GVW 4WD CAB AND CHASSIS

BIDDER MUST COMPLETE THE FOLLOWING:

Type (Model & Body Style)	<u>F-550 Chassis CAB</u>
Cab	<u>Regular</u>
CA Dimension	<u>145" wheelbase</u>
Front Axle	<u>mono beam front axle w/coil</u>
Front Springs	<u>spring suspension</u>
Engine	<u>6.7L PowerStroke V8 Diesel</u>
Transmission	<u>10 speed Auto</u>
Transfer Case	<u></u>
Rear Axle	<u>4:30 Ratio Limited Slip</u>
Rear Springs	<u>upgraded w/Payload Plus Pkg.</u>
Tires/Wheels	<u>225/70R 19.5G BSW MAX TRAC</u>
Color	<u>Green Gem</u>

Please **print** the following information:

Name of Vendor: Lamoille Valley Ford inc

Contact: Chandler Clemens

Email: Chandler@LVFord.com

Mailing Address: PO BOX 308

Hardwick VT 05843

Phone Number: 802 472 5967

Authorized signature of bidder: 
(Not valid unless signed)

CITY OF MONTPELIER, VERMONT
Department of Public Works

LATEST MODEL 19,500 GVW 4WD CAB AND CHASSIS

BID FORM

Net Price for (1) 19,500 GVW Cab & Chassis

\$ 78,450

~~Bid Price (with trade)~~

\$ _____

Bid Price (no trade)

\$ 70,500

Option: Extended warranty 60 Months/60,000 miles

\$ _____

Estimated date of delivery: September - December

Please **print** the following information:

Name of Vendor:

Lamoille Valley Ford Inc

Contact:

Chandler Clemons

Email:

Chandler@LVFORD.COM

Mailing Address:

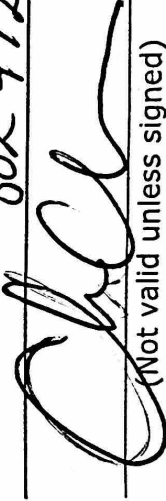
PO BOX 308

Phone Number:

Hardwick VT 05843

802 472 5967

Authorized signature of bidder:



(Not valid unless signed)



Preview Order 0615 - F5H 4x4 Reg Chas Cab DRW: Order Summary Time of Preview: 06/18/2026 12:04:17 Receipt: 6/15/2026

Dealership Name: Lamoille Valley Ford, Inc.

Sales Code : F11531

Dealer Rep.	Chandler Clemons
Customer Name	MONTPELIER

Type	Fleet	Vehicle Line	Superduty	Order Code	0615
Priority Code	H3	Model Year	2027	Price Level	715

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X4 CHASSIS CAB DRW/145	\$60120	PLATFORM RUNNING BOARDS	\$320
145 INCH WHEELBASE	\$0	19550# GVWR PACKAGE	\$0
GREEN GEM	\$660	50 STATE EMISSIONS	\$0
VINYL 40/20/40 SEATS	\$0	SNOW PLOW PREP PACKAGE	\$350
MEDIUM DARK SLATE	\$0	TRAILER BRAKE CONTROLLER	\$300
PREFERRED EQUIPMENT PKG.660A	\$0	HIGH CAPACITY TRAILER TOW PKG	\$580
.XL TRIM	\$0	410 AMP DUAL ALTERNATOR	\$215
.AIR CONDITIONING -- CFC FREE	\$0	DUAL BATTERY	\$0
.AM/FM STEREO MP3/CLK	\$0	CONN PKG:1 YR INCL W/FORD APP	\$0
6.7L POWER STROKE V8 DIESEL	\$10995	SECURITY PACKAGE: 1 YR INCL	\$0
10-SPEED AUTO TORQSHIFT	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
225/70R19.5G BSW MAX TRAC TIRE	\$215	FUEL CHARGE	\$0
4.30 RATIO LIMITED SLIP AXLE	\$395	NATIONAL FLEET INCENTIVE (56M)	\$0
RAPID HEAT SUPPLEMENTAL HEATER	\$350	NET INVOICE FLEET OPTION (B4A)	\$0
PAYLOAD PLUS UPGRADE PACKAGE	\$1155	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
FLEET ADVERTISING CREDIT	\$0	DESTINATION & DELIVERY	\$2795

TOTAL BASE AND OPTIONS
DISCOUNTS
TOTAL

MSRP
\$78450
NA
\$78450

ORDERING FIN: QJ050 END USER FIN: QJ050

** 10,500 doc
+ reg.*

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

*Thanks
Gail!*



City of Montpelier
Dept. of Public Works
783 Dog River Road
Montpelier, Vt. 05602

June 16, 2026

Re: 19,500 GVW 4wd Cab and Chassis

City Manager,

We are pleased to quote you on ordering a 2027 F-550 Cab/Chassis. Strict accordance to your specifications have been followed during the build of this truck. All Government Price Concessions have been used for your Municipal Pricing. In a continuing effort to become a better municipal provider, we would like to know the results of your bid opening. Please feel free to reach out to me with questions. As always....we want your business!

Thank you,


Michael J. Stewart
Commercial Sales
Ford of Claremont
155-157 Charlestown Rd.
Claremont, NH 03743



Preview Order 9999 - F5H 4x4 Reg Chas Cab DRW: Order Summary Time of Preview: 06/16/2026 12:02:20 Receipt: NA

Dealership Name: Ford of Claremont

Sales Code : F11566

Dealer Rep.	Michael Stewart	Type	Fleet	Vehicle Line	Superduty	Order Code	9999
Customer Name	Montpelier	Priority Code	H3	Model Year	2027	Price Level	715

DESCRIPTION

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X4 CHASSIS CAB DRW/145	\$60120	19550# GVWR PACKAGE	\$0
145 INCH WHEELBASE	\$0	50 STATE EMISSIONS	\$0
TOTAL BASE VEHICLE	\$60120	SNOW PLOW PREP PACKAGE	\$350
GREEN GEM	\$660	TRAILER BRAKE CONTROLLER	\$300
VINYL 40/20/40 SEATS	\$0	HIGH CAPACITY TRAILER TOW PKG	\$580
MEDIUM DARK SLATE	\$0	AUTO EMERGENCY BRAKE REMOVAL	\$0
PREFERRED EQUIPMENT PKG.660A	\$0	350 AMP ALTERNATOR	\$0
.XL TRIM	\$0	DUAL BATTERY	\$0
.AIR CONDITIONING -- CFC FREE	\$0	CONN PKG:1 YR INCL W/FORD APP	\$0
.AM/FM STEREO MP3/CLK	\$0	SECURITY PACKAGE: 1 YR INCL	\$0
6.7L POWER STROKE V8 DIESEL	\$10995	SPECIAL FLEET ACCOUNT CREDIT	\$0
10-SPEED AUTO TORQSHIFT	\$0	FUEL CHARGE	\$0
225/70R19.5G BSW MAX TRAC TIRE	\$215	PRICED DORA	\$0
4.30 RATIO LIMITED SLIP AXLE	\$395	ADVERTISING ASSESSMENT	\$0
PAYLOAD PLUS UPGRADE PACKAGE	\$1155	DESTINATION & DELIVERY	\$2795
PLATFORM RUNNING BOARDS	\$320		

TOTAL BASE AND OPTIONS

DISCOUNTS

TOTAL

MSRP
\$77885
NA
\$77885

YOUR PRICE
"TO ORDER" \$69,049.48
\$471.00 TITLE/DOC FEES
\$69,520.48 TOTAL

ORDERING FIN: QS046 END USER FIN: QS046

GREEN GEM PAINT COULD DELAY THE BUILD UP TO 6 WEEKS AS IT IS A "SPECIAL" FLEET COLOR. IF YOU WENT WITH A DARKER STANDARD COLOR THE TRUCK COULD BE SCHEDULED QUICKER AND WOULD BE \$660 LESS

Customer Signature

Date

CITY OF MONTPELIER, VERMONT
Department of Public Works

LATEST MODEL 19,500 GVW 4WD CAB AND CHASSIS

BID FORM

Net Price for (1) 19,500 GVW Cab & Chassis

\$ 69,520.48

Bid Price (with trade)

\$ N/A

Bid Price (no trade)

\$ 69,520.48

Option: Extended warranty 60 Months/60,000 miles

5yr/100,000 miles / 4,000 hours →
\$ 6,851.00

Estimated date of delivery: TBD

Please **print** the following information:

Name of Vendor:

FORD OF CLAREMONT

Contact:

MICHAEL STEWART

Email:

MIKE@FORDOFCLAREMONT.COM

Mailing Address:

155 CHARLESTOWN ROAD

CLAREMONT, NH 03743

Phone Number:

603-542-9800 W 802-353-8304 C

Authorized signature of bidder:


(Not valid unless signed)

CITY OF MONTPELIER, VERMONT
Department of Public Works

LATEST MODEL 19,500 GVW 4WD CAB AND CHASSIS

BIDDER MUST COMPLETE THE FOLLOWING:

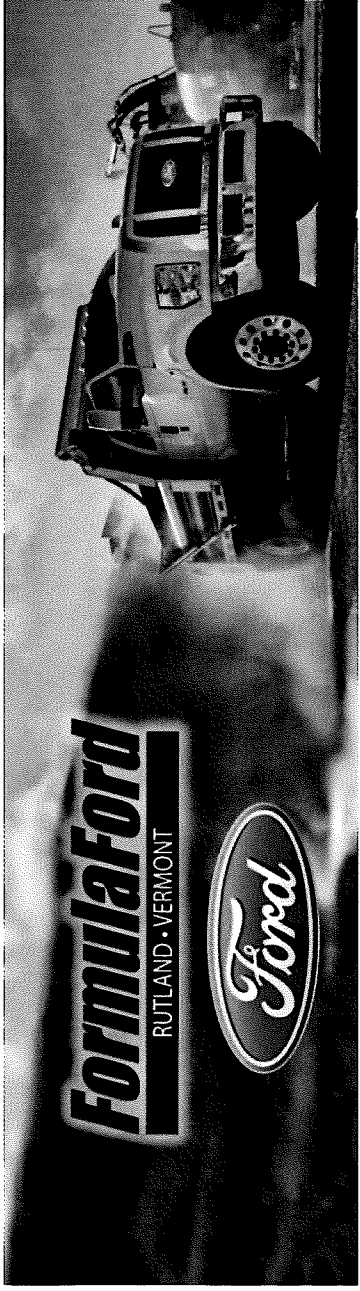
Type (Model & Body Style)	<u>F-550 CAB/CHASSIS</u>
Cab	<u>REGULAR</u>
CA Dimension	<u>60"</u>
Front Axle	<u>H.D. LOCKING HUBS ↑ 6000#</u>
Front Springs	<u>↑ 6000#</u>
Engine	<u>6.7 DIESEL</u>
Transmission	<u>10 SPEED TOROSHIFT</u>
Transfer Case	<u>2 SPEED H.D.</u>
Rear Axle	<u>↑ 14,000# 4:30 LIMITED SLIP</u>
Rear Springs	<u>↑ 14,000#</u>
Tires/Wheels	<u>(6) MAX TRACTION 19.5"</u>
Color	<u>GREEN GEM</u>

Please **print** the following information:

Name of Vendor:	<u>FORD OF CLAREMONT</u>
Contact:	<u>MICHAEL STEWART</u>
Email:	<u>MIKE@FORDOFCLAREMONT.COM</u>
Mailing Address:	<u>155 CHARLESTOWN RD.</u> <u>CLAREMONT, NH 03743</u>
Phone Number:	<u>603-542-9800 W / 802-353-8304 C</u>

Authorized signature of bidder: Michael Stewart

(Not valid unless signed)



June 16, 2026

To: City of Montpelier

RE: 2027 Ford F550 Chassis

Please see below for our bid for 2027 Ford F550 as requested:

Formula Ford Quote:

- \$69,714
- Includes VT Reg/Title fees
- No Charge delivery to Montpelier
- 12-16 weeks for delivery
- State of VT Fleet Contract

Thank you,


Michael Lethbridge

lefty@formulafordrutland.com

[Cell# \(802\)683-9901](tel:(802)683-9901)



undefined

Preview Order C06M - F5H 4x4 Reg Chas Cab DRW: Order Summary Time of Preview: 06/16/2026 11:19:02 Receipt: NA

Dealership Name: Formula Ford Rutland

Sales Code : F11536

Dealer Rep.	Michael Lethbridge	Type	Fleet	Vehicle Line	Superduty	Order Code	C06M
Customer Name	MONTPELIER	Priority Code	H3	Model Year	2027	Price Level	715

DESCRIPTION

F550 4X4 CHASSIS CAB DRW/145

DESCRIPTION

50 STATE EMISSIONS

145 INCH WHEELBASE

SNOW PLOW PREP PACKAGE

TOTAL BASE VEHICLE

SPARE TIRE AND WHEEL

GREEN GEM

TRAILER BRAKE CONTROLLER

VINYL 40/20/40 SEATS

HIGH CAPACITY TRAILER TOW PKG

MEDIUM DARK SLATE

JACK

PREFERRED EQUIPMENT PKG.660A

410 AMP DUAL ALTERNATOR

.XL TRIM

PRICE CONCESSION INDICATOR

.AIR CONDITIONING -- CFC FREE

REMARKS TRAILER

.AM/FM STEREO MP3/CLK

DUAL BATTERY

6.7L POWER STROKE V8 DIESEL

REAR VIEW CAMERA & PREP KIT

10-SPEED AUTO TORQSHIFT

CONN PKG:1 YR INCL W/FORD APP

225/70R19.5G BSW MAX TRAC TIRE

SECURITY PACKAGE: 1 YR INCL

4.30 RATIO LIMITED SLIP AXLE

SPECIAL DEALER ACCOUNT ADJUSTM

RAPID HEAT SUPPLEMENTAL HEATER

SPECIAL FLEET ACCOUNT CREDIT

PAYLOAD PLUS UPGRADE PACKAGE

FUEL CHARGE

FORD FLEET SPECIAL ADJUSTMENT

NET INVOICE FLEET OPTION (B4A)

FRONT LICENSE PLATE BRACKET

PRICED DORA

PLATFORM RUNNING BOARDS

ADVERTISING ASSESSMENT

19550# GVWR PACKAGE

DESTINATION & DELIVERY

ENGINE BLOCK HEATER

Customer Name:

Customer Email:

Customer Address:

Customer Phone:

Customer Signature

Date

CITY OF MONTPELIER, VERMONT
Department of Public Works

LATEST MODEL 19,500 GVW 4WD CAB AND CHASSIS

BID FORM

Net Price for (1) 19,500 GVW Cab & Chassis

\$ 69,499

Bid Price (with trade)

\$ N/A

Bid Price (no trade)

\$ 69,714

Option: Extended warranty 60 Months/60,000 miles

\$ 1,905

Estimated date of delivery: Sept-Oct 2026

Please **print** the following information:

Name of Vendor:

Formula Ford

Contact:

Michael Lefthoridge

Email:

lefty@formulafordvermont.com

Mailing Address:

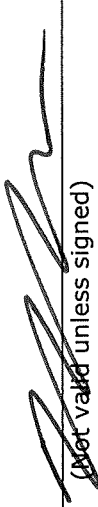
4318 Middle Rd

Rutland, VT 05701

Phone Number:

(802) 683-9901

Authorized signature of bidder:


(Not valid unless signed)

CITY OF MONTPELIER, VERMONT
Department of Public Works

LATEST MODEL 19,500 GVW 4WD CAB AND CHASSIS

BIDDER MUST COMPLETE THE FOLLOWING:

Type (Model & Body Style)	<u>Ford F550</u>
Cab	<u>Reg Cab</u>
CA Dimension	<u>60" CA</u>
Front Axle	<u>Monibeam Axle / 7500 lb</u>
Front Springs	<u>Coil Springs</u>
Engine	<u>6.7L Diesel</u>
Transmission	<u>10 Speed w/ PTO Provisions</u>
Transfer Case	<u>2 Speed H.O.</u>
Rear Axle	<u>4:30 Limited Slip.</u>
Rear Springs	<u>15,000 lb</u>
Tires/Wheels	<u>A/T 17.5 w/ Spare</u>
Color	<u>Green Gem</u>

Please **print** the following information:

Name of Vendor:	<u>Formula Ford</u>
Contact:	<u>Michael Cethbridge</u>
Email:	<u>16849@formulafordrutland.com</u>
Mailing Address:	<u>4318 Middle Rd</u> <u>Rutland, VT 05701</u>
Phone Number:	<u>(802) 683-9901</u>
Authorized signature of bidder:	<u></u> (Not valid unless signed)

Re: City of Montpelier truck bid

From Mike Stewart <mike@fordofclaremont.com>

Date Tue 6/23/2026 3:58 PM

To Zach Blodgett <zblodgett@montpelier-vt.org>

Zach,

Here is the cost of the extra items

Rear Camera prep \$468.00

Rapid heat \$319.00

Block heater \$228.00

410 Amp alternator \$195.00

The only option I think is critical would be the 410 amp dual alternator. If your truck is stored in the garage at night, you don't necessarily need the block heater and Rapid Heat. If you are putting a Municipal Body on the truck, HP Fairfield and Viking supply the rear camera as part of their build. A 2027 model chassis would probably be a September build, so you would see it late Sept. to mid- October. Let me know your thoughts

Michael J. Stewart
Sales Consultant

Ford Of Claremont
155-157 Charlestown Road
Claremont, NH. 03743
603-542-9800 W
802-353-8304 C

From: Zach Blodgett <zblodgett@montpelier-vt.org>

Sent: Tuesday, June 23, 2026 12:29 PM

To: Mike Stewart <mike@fordofclaremont.com>

Cc: Zack Reed <zreed@montpelier-vt.org>; Eric Chase <EChase@montpelier-vt.org>

Subject: Re: City of Montpelier truck bid

You don't often get email from zblodgett@montpelier-vt.org. [Learn why this is important](#)

Hi Michael,

For apple-to-apple comparison could you please let us know how these items might impact the price you provided on the quote? Your bid didn't have all the same items, and we want to be sure that we are comparing similar quotes.

Also, could you please provide an estimated delivery date?

DESCRIPTION	
F550 4X4 CHASSIS CAB DRW/145	
145 INCH WHEELBASE	50 STATE EMISSIONS
TOTAL BASE VEHICLE	SNOW PLOW PREP PACKAGE
GREEN GEM	SPARE TIRE AND WHEEL
VINYL 40/20/40 SEATS	TRAILER BRAKE CONTROLLER
MEDIUM DARK SLATE	HIGH CAPACITY TRAILER TOW PKG
PREFERRED EQUIPMENT PKG.660A	JACK
.XL TRIM	410 AMP DUAL ALTERNATOR
.AIR CONDITIONING -- CFC FREE	PRICE CONCESSION INDICATOR
.AM/FM STEREO MP3/CLK	REMARKS TRAILER
6.7L POWER STROKE V8 DIESEL	DUAL BATTERY
10-SPEED AUTO TORQSHIFT	REAR VIEW CAMERA & PREP KIT
225/70R19.5G 85W MAX TRAC TIRE	CONN PKG:1 YR INCL W/FORD APP
4.30 RATIO LIMITED SLIP AXLE	SECURITY PACKAGE: 1 YR INCL
RAPID HEAT SUPPLEMENTAL HEATER	SPECIAL DEALER ACCOUNT ADJUSTM
PAYLOAD PLUS UPGRADE PACKAGE	SPECIAL FLEET ACCOUNT CREDIT
FORD FLEET SPECIAL ADJUSTMENT	FUEL CHARGE
FRONT LICENSE PLATE BRACKET	NET INVOICE FLEET OPTION (B4A)
PLATFORM RUNNING BOARDS	PRICED DORA
19550# GVWR PACKAGE	ADVERTISING ASSESSMENT
ENGINE BLOCK HEATER	DESTINATION & DELIVERY

Zach Blodgett
Deputy Director - DPW
 City of Montpelier
 783 Dog River Rd., Montpelier, VT 05602
 (cell) 802-279-5825
 zblodgett@montpelier-vt.org



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From: Eric Chase <EChase@montpelier-vt.org>
Sent: Monday, June 15, 2026 1:28 PM
To: mike@fordofclaremont.com <mike@fordofclaremont.com>
Cc: Zach Blodgett <zblodgett@montpelier-vt.org>; Zack Reed <zreed@montpelier-vt.org>
Subject: City of Montpelier truck bid



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8th, 2026

Consent X Discussion

SUBJECT: FY27 Sewer Siphon Lining Project

SUBMITTING DEPARTMENT: Department of Public Works (DPW)

RECOMMENDED ACTION: Authorize City Manager or purchasing agent to execute the construction contract, agreement, and/or purchase order for the cured in place lining of the two sewer siphon lines.

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

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED: \$235,570.00

SOURCE OF FUNDS: FY27 Sewer Fund Operating

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The City maintains two double barrel sewer siphons, one crossing under the North Branch and one crossing under the Main Branch of the Winooski River. As a condition to operate, the 1272 order (page 7, section III) requires the City to line the two siphons to increase flow and reduce CSO overflow events. The Department of Public Works solicited prices directly from 3 contractors to clean and line both barrels of each siphon. Of the three proposals submitted, the least expensive vendor has been unresponsive to numerous requests to revise the quote for concerns and omissions raised by DPW staff. DPW recommends accepting the next lowest proposal from Vortex services for \$235,570.00. Quotes received are as follows:

Trenchless Today	\$184,730.00 – Non responsive to scope revision requests
Vortex Services	\$235,570.00
Insituform	\$260,905.00

SUPPORTING DOCUMENTS:

1. 1272 ORDER-Discharge Permit No. 3-1207.
2. VT - Montpelier - Siphon Clean (pig) & UV CIPP Line.pdf (Vortex Services Quote)

INTERESTED PARTIES: DPW, Finance

CITY MANAGER'S APPROVAL:

A handwritten signature in cursive script that reads "Kelly McMichael".

**STATE OF VERMONT
AGENCY OF NATURAL RESOURCES
DEPARTMENT OF ENVIRONMENTAL
CONSERVATION
1 NATIONAL LIFE DRIVE, DAVIS 3
MONTPELIER, VT 05620-3522**

1272 ORDER-Discharge Permit No. 3-1207

IN THE MATTER OF:

City of Montpelier, Permit No. 3-1207
City Hall
39 Main Street
Montpelier, Vermont 05602

In accordance with the provisions of 10 V.S.A. § 1272 and the Combined Sewer Overflow Rule (Environmental Protection Rule, Chapter 34), the Secretary (Secretary) of the Vermont Agency of Natural Resources (Agency) makes the following findings of fact. The definitions in the Combined Sewer Overflow Rule shall apply to this Order.

FINDINGS OF FACT

- (1) The City of Montpelier (Montpelier) owns and operates the Montpelier Wastewater Treatment Facility (WWTF), which collects and treats both sewage and stormwater.
- (2) The WWTF is authorized to discharge treated and disinfected wastewater into the Winooski River under the terms and conditions of Discharge Permit No. 3-1207.
- (3) Discharge Permit No. 3-1207 lists the following combined sewer overflow (CSO) outfalls within the collection system: CSO 001, CSO 003, CSO 007, CSO 008, CSO 009, and CSO 023. During certain storm events, these CSO outfalls discharge untreated sewage to the Winooski River and North Branch River. Such discharges adversely affect the quality of waters of the State and create public health concerns.
- (4) The discharges from these CSO outfalls violate 10 V.S.A. Chapter 47, the Vermont Water Quality Standards (VWQS), and Discharge Permit No. 3-1207.
- (5) In 1992 Montpelier had sixteen CSO outfalls. The outfalls included: CSO 001, CSO 002, CSO 003, CSO 005, CSO 006, CSO 007, CSO 008, CSO 009, CSO 010, CSO 013, CSO 017, CSO 021, CSO 022, CSO 023, CSO 024, CSO 025.
- (6) A preliminary engineering assessment, conducted for Montpelier by Dufresne- Henry, Inc. and submitted to the Agency on December 31, 1992, determined the optimum

alternative for elimination of the combined sewer overflow discharges to be separation of the stormwater and sanitary collection systems.

- (7) An amendment to the preliminary engineering assessment was submitted to the Agency on December 15, 1993 and identified a two-phased separation of the stormwater and sanitary collection systems as the most feasible method of eliminating the combined sewer overflow discharges.
- (8) Montpelier completed Phase I of the combined sewer overflow elimination project in 1998.
- (9) Montpelier completed Phase II of the combined sewer overflow elimination project in August 2004.
- (10) During the summer and fall of 2004 and the spring of 2005, Montpelier conducted an "Effectiveness Study" to verify if the combined sewer overflow elimination project had resulted in compliance with the Vermont Combined Sewer Overflow Policy, June 1990 (CSO Policy).
- (11) The Effectiveness Study indicated that CSO 002, CSO 017, and CSO 024 were no longer active and could be eliminated.
- (12) The Effectiveness Study also indicated that the combined sewer overflow elimination project had not resulted in compliance with the CSO Policy.
- (13) The Effectiveness Study indicated that CSO 001, CSO 003, CSO 007, CSO 008, and CSO 023 were still actively discharging during certain storm events.
- (14) Further investigations into the possible causes of these overflow events revealed that the 36" trunk sewer line from the siphon structure located in CSO 023 near the Bailey Avenue bridge to the WWTF was partially filled with accumulated sand and sediment deposits. Also, the section of the trunk line from the Bailey Avenue bridge to the "North Branch" river crossing had substantial amounts of accumulated sand and sediment deposits. This accumulated material restricted the flow in the sewer line and created or contributed to overflow events occurring at CSO 001, CSO 003, CSO 007, CSO 008, and CSO 023.
- (15) Montpelier conducted a phased cleaning of the trunk sewer line. Montpelier cleaned the section from the Bailey Avenue bridge to the Montpelier WWTF in the summer of 2005 and the section from the Bailey Avenue bridge to the "North Branch" river crossing during the summer of 2006. In addition, Montpelier physically eliminated CSOs 002, 017, and 024.
- (16) During the summer of 2006 Montpelier also discovered an old stone box culvert

which was conveying a significant volume of groundwater and runoff from a pond into the sewer collection system in the subcatchment for CSO 009. Montpelier eliminated the old stone box culvert on November 9, 2006.

- (17) Based upon limited monitoring after the completion of the trunk line cleaning and elimination of the old stone box culvert from the collection system, it was presumed that CSO 009 and CSO 013 could be physically eliminated from the collection system. Additionally, the storm drain outfall of CSO 001 from the overflow structure to the river was full of sediment and needed cleaning to prevent the backup of stormwater into the sanitary sewer collection system.
- (18) The Effectiveness Study also noted that in order to protect the sewer siphons and pump stations in the collection system and private property in Montpelier, the overflow structures for CSOs 001, 003, 007, 008, and 023 would need to be maintained.
- (19) On January 8, 2008, the Agency issued 1272 Order No. 3-1207A-2 to Montpelier which required elimination of CSO 009 and CSO 013 and the cleaning of the storm drain outfall of CSO 001 by December 31, 2008.
- (20) On February 1, 2008, Discharge Permit No. 3-1207 and 1272 Order 3-1207A-2 were appealed to the Environmental Court, Docket No. 22-2-08 Vtec.
- (21) On June 26, 2008, Montpelier informed the Agency that CSO 013 had been physically plugged and the discharge eliminated. However, due to the potential to cause a sewage backup in adjacent buildings, CSO 009 could not be blocked without additional abatement work. In addition, due to a collapse of the storm drain outfall at CSO 001, extensive excavation work was necessary to repair the outfall.
- (22) On July 22, 2008, the Environmental Court dismissed the appeal of 1272 Order 3-1207A-2, however, the appeal of Discharge Permit No. 3-1207 remained in effect.
- (23) On November 8, 2011, the Environmental Court remanded the pending NPDES permit application back to the Agency.
- (24) On May 16, 2012, at the request of the Agency, Montpelier provided an update of the status of the CSO abatement project to the Agency. While Discharge Permit No. 3-1207 was in litigation, Montpelier had:
 1. Repaired the collapsed outfall line at CSO 001;
 2. Raised the height of the overflow weirs at CSO 001 and CSO 008 approximately 3";
 3. Completed combined sewer separation work on Richardson Street, Graham Terrace, Main Street, Lower State Street, Arsenal Drive, and McKinley Street;
 4. Routinely cleaned siphon lines and problematic areas of the collection

system; and

5. Monitored CSO 001, 003, 007, 008, 009, and 023 for overflow frequency during April through October.

- (25) On December 31, 2013, Montpelier submitted a Combined Sewer Overflow Abatement Effectiveness Study. The Effectiveness Study recommended the separation of Towne Street and Sunset Avenue from the combined sewer system (CSS); the installation of ultrasonic flow monitoring devices on active CSO structures; and conducting an assessment of CSO weir elevations to determine if CSO weirs could be raised further to prevent overflow events.
- (26) On October 7, 2015, an analysis of Montpelier's CSO weir elevations were completed. In December of 2015, CSO 003 weir height was raised approximately 2 feet, CSO 008 weir height was raised approximately 1.93 feet, and CSO 009 weir height was raised approximately 1.43 feet.
- (27) On July 1, 2016, an analysis of Montpelier's CSO siphon overflow weir elevations was completed. In April of 2017, CSO 023 weir height was raised approximately 6 inches.
- (28) During the summer of 2016, Montpelier completed separation projects on Towne Street, Sunset Avenue, Hillhead Street, and Cedar Street.
- (29) On October 19, 2016, a Preliminary Engineering Report was completed for the separation of the East State Street sewer from the intersection of Hubbard Street to the intersection of Main Street.
- (30) September 29, 2017: The Agency issued a 1272 order requiring the City to:
 - (a) Comply with the Nine Minimum Controls:
 - (i) Proper operation and regular maintenance programs for collection systems and CSO outfalls;
 - (ii) Maximum use of the collection system for storage without endangering public health or property, or causing solids deposition problems;
 - (iii) Review and modification of pretreatment requirements to assure that CSO impacts are minimized;
 - (iv) Maximization of flow to the treatment plant for treatment consistent with an evaluation of alternative treatment options;
 - (v) Prohibition of CSOs during dry weather;
 - (vi) Control of solid and floatable materials in CSOs;
 - (vii) Establishment of pollution prevention programs to minimize contaminants in CSOs;
 - (viii) Public notification to ensure that the public receives adequate notification of CSOs and CSO impacts, which shall, at a minimum, comply with § 34-404 of the

Combined Sewer Overflow Rule (Environmental Protection Rule, Chapter 34);
and

(ix) Monitoring to effectively characterize CSO impacts and the efficacy of CSO controls.

- (b) Prepare a Long-Term Control Plan (LTCP) for Combined Sewer Overflows and submit it to the Secretary within 18 months of the Order date. The LTCP shall, at a minimum, include:
 - (i) An alternatives analysis that shall evaluate the costs and performance of multiple CSO control alternatives
 - (ii) A detailed list of the selected CSO control projects necessary to bring the CSOs into compliance with the VWQS and a timeline for implementing the projects.
 - (iii) A strategy to ensure that new sources of stormwater and wastewater to the CSS do not increase the volume, frequency, or duration of CSO events through implementation of control measures.
 - (iv) Measures to address and prevent any documented, recurrent instances of sewage backups or discharges of raw sewage onto the ground surface.
 - (v) A financing plan to design and implement the CSO control projects identified
 - (vi) A proposed schedule to bring the municipality's CSOs into compliance with the Vermont Water Quality Standards.

- (31) February 2019: The City submitted an annual CSO report for 2018 in accordance with NPDES Permit 3-1207.
- (32) February 28, 2019: The City held a public meeting to discuss the CSO LTCP.
- (33) March 2019: The City submitted a draft CSO LTCP to the Secretary. The submittal of the draft CSO LTCP is considered to satisfy the time deadline described in (30)(b) above. The Secretary's review of the draft CSO LTCP and exchange of revision comments followed.
- (34) January 2020: The City submitted an annual CSO report for 2019 in accordance with NPDES Permit 3-1207.
- (35) January 2021: The City submitted an annual CSO report for 2020 in accordance with NPDES Permit 3-1207.
- (36) June 2021: The City submitted the final draft of the CSO LTCP. That document contains a schedule of projects the City will undertake to address the occurrence of CSO events. The projects and schedules are summarized on page 63 of the CSO LTCP and are included in the order below.
- (37) April 2022: The City provided an update on the progress of several projects identified in the CSO LTCP. Smoke testing was performed in conjunction with the Clarendon Ave. reconstruction project and surrounding neighborhood. Four catch

basins were found to be connected to the sanitary sewer system, one at the intersection of Baily Ave. and Sunnyside Terrace (separated by DPW in 2021), another in the driveway of 18 Clarendon Ave (separated under the reconstruction contract in 2020), the third at 18 Redstone (separated under the reconstruction contract in 2020) and the fourth at 3 Dwinell (not yet separated because it is outside the public ROW and drainage at the property is a concern). These removals are part of Alternative 9 in the CSO LTCP. Additional smoke testing was performed on State St. in 2021, near the intersection of Governor Davis Ave. This testing indicated that the parking lot drainage behind 89 State St. is connected to the sewer system. The City has hired Dufresne Group to perform final design of the State Street sewer main (sag) replacement and separation of this parking lot from the sanitary sewer system.

- (38) June 2022: Due to a combination of factors, including the COVID-19 pandemic, the closure of the City's consultant, Green Mountain Engineering, the large influx of ARPA and other funding sources, and low State staffing levels, the reviews of the State Street Sag Project have been delayed and the project cannot be constructed on the schedule proposed in the CSO LTCP. The City has also proposed delaying the completion of the Hydraulic Study until after the completion of this project and the East State Street Separation Project. Each of these projects is expected to have a significant impact on the performance of the model and it is reasonable to delay this task in order to avoid calibrating a model for hydraulic conditions that will no longer exist. These concerns were communicated from Montpelier to the Secretary via April 2022 email, and Montpelier provided revised dates for the State Street Sag Project in the reply to the June 3, 2022 Compliance Evaluation Inspection for the Montpelier WWTF.
- (39) Without the implementation of the requirements set forth in this Order, it can reasonably be expected that the overflows from Montpelier's remaining CSO outfalls to the Winooski and North Branch Rivers will continue to create or cause a discharge of untreated sewage to waters of the State in violation of 10 V.S.A. Chapter 47, the VWQS, and Discharge Permit No. 3-1207.
- (40) This 1272 Order replaces the 1272 Order issued by the Agency to the City of Montpelier on September 29, 2017.

ORDER

Based on the foregoing findings of fact, the Secretary issues the following Order, under 10 V.S.A. § 1272 and the Combined Sewer Overflow Rule (Environmental Protection Rule, Chapter 34), to ensure all remaining CSOs in Montpelier are brought into compliance with the applicable requirements of state and federal law, including the VWQS.

- (I) Activities to be performed prior to January 31, 2024:

- (1) Install rain gauges and CSO level monitoring equipment as shown in CSO LTCP Appendix Attachment 2.7 – Rain Gauge and Monitoring Locations.
- (2) Clean and slipline the siphon under the Winooski River (Alternative #4).
- (3) Reconstruct the mainline pipe on State Street in the vicinity of the sag as shown in CSO LTCP Appendix Attachment 4.5 (Sewer Sag Alternative #14).
- (4) Configure CSO level monitoring equipment to provide an estimate of CSO flows and use those values when reporting CSO events.

A written summary of these activities shall be provided to the Agency as part of the annual report on CSO activities. This report shall be due on the date described in the current NPDES permit.

(II) Activities to be performed prior to January 31, 2025:

- (1) Complete the hydraulic analysis and modelling of the CSO system as described on page 68 of the CSO LTCP.

A written summary of these activities shall be provided to the Agency as part of the annual report on CSO activities. This report shall be due on the date described in the current NPDES permit.

(III) Activities to be performed prior to January 31, 2026:

- (1) Clean and slipline the siphon under the North Branch of the Winooski River (Alternative #22).

A written summary of these activities shall be provided to the Agency as part of the annual report on CSO activities. This report shall be due on the date described in the current NPDES permit.

(IV) Activities to be performed prior to January 31, 2027:

- (1) Submit a revised Combined Sewer Overflow Long Term Control Plan. This LTCP shall conform to the requirements of the Vermont CSO Rule and this order and shall contain an evaluation of the effectiveness of activities conducted under this order in eliminating impacts to water quality in the Winooski River from combined sewer overflows.

(V) General Conditions

- a. The plans and information required by this Order shall be submitted in electronic format to ANR.WSMDWastewater@vermont.gov.

- b. The Secretary reserves the right to amend this Order at any time as necessary to protect water quality and to comply with state and federal law.
- c. The State of Vermont and the Secretary reserve continuing jurisdiction to ensure future compliance with all statutes, rules, and regulations applicable to the facts and violations set forth above.
- d. Nothing in this Order shall be construed as having relieved, modified, or in any manner affected the municipality's on-going obligation to comply with all other federal, state, or local statutes nor does it relieve the municipality of the obligation to obtain all necessary federal, state, and local permits.
- e. This Order does not grant any exclusive rights or privileges, which would impair any rights possessed by riparian or littoral owners of the State of Vermont. It does not grant any right, title, or easement to or over any land, nor does it authorize any damage to private property or invasion of private rights or the violation of federal, state, or local laws or regulations.
- f. The Secretary, in issuing this Order, accepts no legal responsibility for any damage, direct or indirect of whatever nature and by whoever suffered, arising out of the activities described.
- g. This Order is not a resolution of any enforcement action that may be pending, contemplated, or initiated in this matter.
- h. The municipality shall allow access to Agency representatives, upon the presentation of proper credentials, to inspect the subject site and sample any discharge or receiving waters as necessary to assess compliance with this Order and applicable state laws related to water quality.
- i. Pursuant to 10 V.S.A. Chapter 220, any appeal of this Order must be filed with the clerk of the Environmental Division of the Superior Court within 30 days of the date of this Order. For further information, see the Vermont Rules for Environmental Court Proceedings, available online at www.vermontjudiciary.org. The address of the Environmental Court is Vermont Superior Court, Environmental Division, 32 Cherry Street, 2nd Floor, Suite 303, Burlington, VT 05401 (Tel# (802)951-1740). The filing of an appeal does not stay this Order. The Notice of Appeal must specify the parties taking the appeal and the statutory provisions under which each party claims party status; must state the act or decision appealed from; must name the Environmental Division; and must be signed by the appellant or their attorney. In addition, the appeal must give the address or location and description of the property, project, or facility which the appeal is concerned and the name of the applicant or any permit involved in the appeal. The appellant must also serve a

copy of the Notice of Appeal in accordance with Rule 5(b)(4)(B) of the Vermont Rules for Environmental Court Proceedings.

- j. This Order shall be effective upon the date of signing and shall remain in effect until such time as the activities governed under this Order are completed or until such time as the Agency rescinds this Order or issues a subsequent Order, whichever occurs first.

Dated this 15th day of February, 2023

Julia S. Moore, Secretary
Agency of Natural Resources

By: _____
Peter LaFlamme, Director
Watershed Management Division



To:	City Of Montpelier VT	Contact:	Eric Ladd
Address:	783 Dog River Road Montpelier, VT	Phone:	
		Email:	eladd@montpelier-vt.org
Project Name:	VT - Montpelier - Siphon Clean (pig) & Line	Bid Number:	2622628
Project Location:	Winooski River, Montpelier, VT	Bid Date:	4/16/2026

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Mobilization					
1	Mobilization Clean & CCTV Siphon	1.00	LS	\$6,550.00	\$6,550.00
2	Mobilization Lining Crew	1.00	LS	\$7,500.00	\$7,500.00
Total Price for above Mobilization Items:					\$14,050.00
North Branch Siphon					
3	North Branch R. Clean & CCTV Siphon - Est Duration Only	6.00	DY	\$5,950.00	\$35,700.00
4	North Branch R. Line Siphon 10"	100.00	LF	\$197.00	\$19,700.00
5	North Branch R. Line Siphon 16"	100.00	LF	\$246.00	\$24,600.00
Total Price for above North Branch Siphon Items:					\$80,000.00
Winooski Siphon					
6	Winooski R. Clean & CCTV Siphon Siphon - Est Duration Only	6.00	DY	\$5,950.00	\$35,700.00
7	Winooski R. Line Siphon 14"	260.00	LF	\$178.00	\$46,280.00
8	Winooski R. Line Siphon 20"	260.00	LF	\$229.00	\$59,540.00
Total Price for above Winooski Siphon Items:					\$141,520.00

Notes:

- Proposal includes standard signs and cones. Any additional maintenance of traffic (MOT) i.e. Police detail and/or flaggers will be invoiced separately at cost plus 10%.
- Owner will provide access to hydrant for cleaning water. We have not included the cost of any fee for water use in this proposal. For pigging, if a hydrant isn't available we will require a water truck at \$2k
- Owner will provide a local disposal site for any debris that is generated from the cleaning process. No fees are included
- Owner will provide access to manholes/structures.
- This proposal does not include any permitting or fees associated with it.
- Our Bid Proposal is valid for 30 days from the bid date.
- Site Restoration will be performed by Others.
- We will provide a post cctv video to show the final CIPP product. One light jetter pass will be included before running the camera down the final CIPP liner.
- Standard wages are included. There are no Prevailing wages and or Union Wage Rates included in this bid proposal.
- Our bid proposal as submitted reflects the current material pricing established on or before the bid date listed within our proposal. In the event of unforeseen price increases of our raw materials, Vortex reserves the right to adjust our unit rate or overall bid proposal accordingly to account for such price increases.
- Payment terms: Net 30 days. Interest will be added to balances outstanding after 30 days
- We have not included any sales tax in this proposal.
- This is a unit price (day rate) proposal which includes 8h onsite. We will bill actual days spent and hours in excess of 8 will be prorated and added to invoice.
- Our pricing assumes that bypass can be achieved simply by redirecting flow to the siphon opposite the one that we are working on (other barrel)
- Pipe condition is unknown. Contractor shall not be held liable for failure or damage to pipelines that may already be structurally compromised, severely corroded, or fragile.

- Pipeline cleaning and pigging activities involve inherent risks. Contractor shall not be liable for damage caused by pigging if such work was performed in accordance with industry standards and the agreed-upon Scope of Work, even if the pipe is damaged by the tool, unless caused by gross negligence.
- Mechanical or robotic removal of debris: This proposal does not include the removal of material or debris from the system that cannot be removed by the means and methods described in the proposal, if the need to remove Phone: (207) 897-3348 |521 Federal Road, Livermore, ME 04253| Fax: (207) 897-3627

using mechanical means such as rods and/or cables or by robotic methods such as a robotic cutter Vortex Services shall be entitled to additional compensation.

- Hazardous materials encountered: If hazardous materials are encountered it shall not be the responsibility of Vortex Services to remove and/or dispose of those materials. A hazardous material is any item or chemical which, when being transported or moved in commerce, is a risk to public safety or the environment, and is regulated as such under its Pipeline and Hazardous Materials Safety Administration regulations (49 CFR 100-199) or a material that may pose a risk to Vortex Services employees beyond what would be reasonably expected with sanitary sewer and/or storm water flows.
- **Condition of Property:** The parties acknowledge that the nature of the Work to be performed hereunder at the Property is such that the force main and other characteristics and conditions of the site and Property cannot be fully assessed by Contractor until the Services identified in Schedule A have commenced. As such, the parties acknowledge that the condition of the Property including the force main may necessitate modifying Schedule A and executing applicable Purchase Orders. Neither party, at this time, can satisfy itself as to coordination of such schedules and as to the existing condition of all parts of the Property and its location, including, without limitation, access to the Site, availability, location, and condition of the force main all necessary utilities, climatic conditions, surface and subsurface conditions, potential exposure to hazardous or toxic wastes and substances, gases and other hazardous conditions and the condition of all improvements in or on the Property. Once the actual condition of the Property or of any of the other items described above is determined and necessary modifications to Schedule A and/or Purchase Orders are mutually agreed upon, the Contractor/ Owner shall be solely responsible for completing the Work.
- **Differing conditions**
 1. **Broken pipe or appurtenance-** Will require Owner to repair, if pipe section is subsurface than excavation may be required to make repairs; compensation shall be paid by the Owner at no additional expense to Vortex Services.
 2. **Obstructed pipe-** Will require Owner to initiate change in conditions order and may require excavation to provide a relief of obstruction, All attempts will be made to clean through however; compensation shall be paid by the Owner at no additional expense to Vortex Services.
 3. **Pipe repairs made of unknown materials-** All attempts will be made to clean through repairs, if stoppage of cleaning is caused by repairs the Owner may need to excavate and repairs will be manually removed and cleaning will continue, and shall be paid by the Owner at no additional expense to Vortex Services.
 4. **Unknown changes in pipe direction-** All attempts will be made to clean through repairs, if stoppage of cleaning is caused by repairs the Owner may need to excavate and repairs will be manually removed and cleaning will continue, and shall be paid by the Owner at no additional expense to Vortex Services.
 5. **Unknown changes in inside diameter (I.D.)-** All attempts will be made to clean through repairs, if stoppage of cleaning is caused by repairs the Owner may need to excavate and repairs will be manually removed and cleaning will continue, and shall be paid by the Owner at no additional expense to Vortex Services.
 6. **Flows at the pumping station higher than anticipated by the owner** - If flows at the wastewater pumping station are higher than anticipated a modification to the pumping or work plan may be required and shall be paid by the Owner at no additional expense to Vortex Services.
- **Delays** caused by circumstances outside of the control of the Vortex Services shall be compensated fully by a standby rate that is defined in the contract terms and conditions. Items outside of the control of the Vortex Services include but are not limited to.
 - 1) Delays caused by "others"
 - 2) Delays caused by wet weather events
 - 3) Differing site conditions
 - 4) Scope variance or inaccurate "as build" system drawings

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

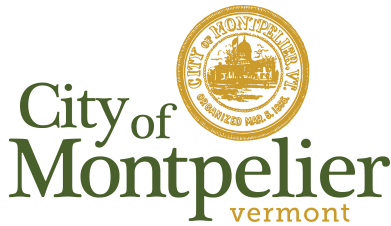
Vortex Services LLC

Authorized Signature: _____

Estimator: Patrick Holland

(207) 530-0937

patrick.holland@vortexcompanies.com



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent **X** **Discussion**

SUBJECT: 2026 Series 3, Vermont Municipal Bond Bank Sale

SUBMITTING DEPARTMENT: Finance Department

RECOMMENDED ACTION: Adopt/Authorize 2026 Series 3 Resolution and Certificate

Sample Motion:

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

1. Housing
2. Infrastructure
3. Economic Development

LEGAL REQUIREMENTS: The resolution needs to be adopted by City Council in advance of bond closing.

BACKGROUND INFORMATION: The FY2027 \$8,000,000 bond for water/sewer infrastructure and one pump station, approved by voters in March of 2026, is set for closing in early August 2026. Exact date to follow.

SUPPORTING DOCUMENTS:

1. Bond documents for informational purposes and Mayor's signature. These are in process and will be emailed to Council Tuesday July 7th for review.
2. Signed Bond Pool Commitment Letter for informational purposes.

INTERESTED PARTIES: City Council, voters & City staff

CITY MANAGER'S APPROVAL:

Kelly McMichael Key



MEMORANDUM

To: Heather Graves, Finance Director
From: Michael Gaughan, Executive Director
Date: June 26, 2026
Re: Summer 2026 Loan – Commitment Memo

The Vermont Bond Bank's Board of Directors (the "Board") met on June 25, 2026 to consider the City of Montpelier's loan request.

The loan request was approved with the following terms:

Project	Sewer Pump Station and Water / Sewer Infrastructure
Loan Amount	\$8,000,000
Estimated Date of Closing	August 6, 2026
Bond Proceeds	Loan proceeds will be deposited with the Disbursement Agent at closing and available through requisition with the Disbursement Agent
Interest Rate	Tax-exempt interest rates for the loan will be set at pricing in late July 2026.
Interest Payment Dates	Semi-annual payments on May 1 and November 1, commencing November 1, 2026
Principal Payment Dates	Annual payment due November 1 until loan is paid in full, commencing November 1, 2026
Loan Security	General Obligation pledge
Loan Covenants	As specified in Loan Agreement
Documentation	Documentation provided by local bond counsel
Loan Amortization Schedule(s)	See Exhibit A for level principal schedule

Please update this memo if there are changes to the loan amount, loan term length, principal repayment start date, schedule type, etc. Acceptance of these changes will not be unreasonably withheld, although the Bond Bank reserves the right to reject changes.



Commitment Acceptance: To accept this commitment memo, please sign and return a copy by Friday, July 3, 2026.

Please do not hesitate to contact Ken or me if you have any questions or need additional information.

VERMONT BOND BANK

By: 

Michael Gaughan
Executive Director

EXAMINED, APPROVED AND ACCEPTED:

City of Montpelier



By: KELLY MCNICHOLAS KURY

Title: CITY MANAGER

Date: JULY 1, 2026



Exhibit A

Schedule will be updated upon pricing in July to incorporate interest.

Borrower	Montpelier City
Loan #	834
Loan Amount	\$8,000,000
Schedule Type	Level Principal
Term	20
Principal Deferral	0
Adjusted Term	20
11/1/2026	\$400,000
5/1/2027	\$0
11/1/2027	\$400,000
5/1/2028	\$0
11/1/2028	\$400,000
5/1/2029	\$0
11/1/2029	\$400,000
5/1/2030	\$0
11/1/2030	\$400,000
5/1/2031	\$0
11/1/2031	\$400,000
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5/1/2041	\$0
11/1/2041	\$400,000
5/1/2042	\$0
11/1/2042	\$400,000
5/1/2043	\$0
11/1/2043	\$400,000
5/1/2044	\$0
11/1/2044	\$400,000
5/1/2045	\$0
11/1/2045	\$400,000
5/1/2046	\$0
11/1/2046	\$0



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent __ **Discussion** X

SUBJECT: Fresh Eyes Report

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: None

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

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

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION:

The City Manager will deliver a presentation on her state of the city drawing on her early assessment in the first few months of her service. Called a "Fresh Eyes Report" this will discuss the city's services, departments, alignment with City Council goals, leadership intentions, and initial workplans.

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: City Council, Staff, Community

CITY MANAGER'S APPROVAL:

Kelly McMichael Kuz



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent __ **Discussion** X

SUBJECT: Reappointment to the Historic Preservation Commission.

SUBMITTING DEPARTMENT: CMO

RECOMMENDED ACTION: Review the application to consider reappointing Bryan Jones to the Historic Preservation Commission.

Sample motion: "I move to reappointment Bryan Jones to the Historic Preservation Commission"

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: [MHPC Rules of Procedure.](#)

BACKGROUND INFORMATION:

- Bjonesarchitecture@gmail.com

Currently serving on a City committee?: Yes, the HPC.

Why interested?: "Montpelier holds within it many historic resources, both designated, and for future consideration, and it is an honor and privilege to volunteer alongside our distinguished Historic Preservation members to strengthen our city through preservation."

Skills?: "As an architect who has worked with historic preservations commissions, I am familiar with The Secretary of the Interior's Standards for the Treatment of Historic Properties as well as other review standards and aspects of historic preservation."

INTERESTED PARTIES: City Council, Committee Members

CITY MANAGER'S APPROVAL:

Kelly McMichael-King



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent ☐ Discussion ☒

SUBJECT: Report out by staff on the CVRPC Future Land Use (FLU) map

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: None. Discussion item.

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

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED: \$0.

SOURCE OF FUNDS: n/a

LEGAL REQUIREMENTS: 24 VSA §§4348, 4348a(12)

BACKGROUND INFORMATION: The Central Vermont Regional Planning Commission (CVRPC) submitted its preliminary Future Land Use (FLU) Map to the Land Use Review Board (LURB) on June 25, 2026, for initial review and approval. This begins an iterative approval process between the LURB and CVRPC that will continue over the next six months. The LURB will review the draft FLU along with other proposed updates to the Regional Plan and will provide comments for the RPC to incorporate into the final plan, expected to be adopted this fall. Once the CVRPC Board approves the final plan, it will return to the LURB for final approval in early 2027.

At this stage, the City of Montpelier can review the draft FLU map and submit recommendations for the LURB to consider. While anyone from the public may provide input, the Planning Commission will compile the City's formal recommendations for submission. The City Council or any committee may share comments with the Planning Commission if they wish. The Planning Commission will meet on July 13 and July 27. The LURB is not expected to begin its review of the CVRPC FLU until August.

The FLU is important because it determines which areas may qualify for Tier 1a or Tier 1b state designation. These designations either fully exempt a property or project from Act 250 (Tier 1a) or provide partial exemptions (Tier 1b).

Your packet includes the FLU map submitted by CVRPC and Montpelier's Future Land Use Areas map from the Montpelier City Plan 2025. Staff anticipates that the Planning Commission may request that additional areas be designated as Planned Growth Areas.

SUPPORTING DOCUMENTS:

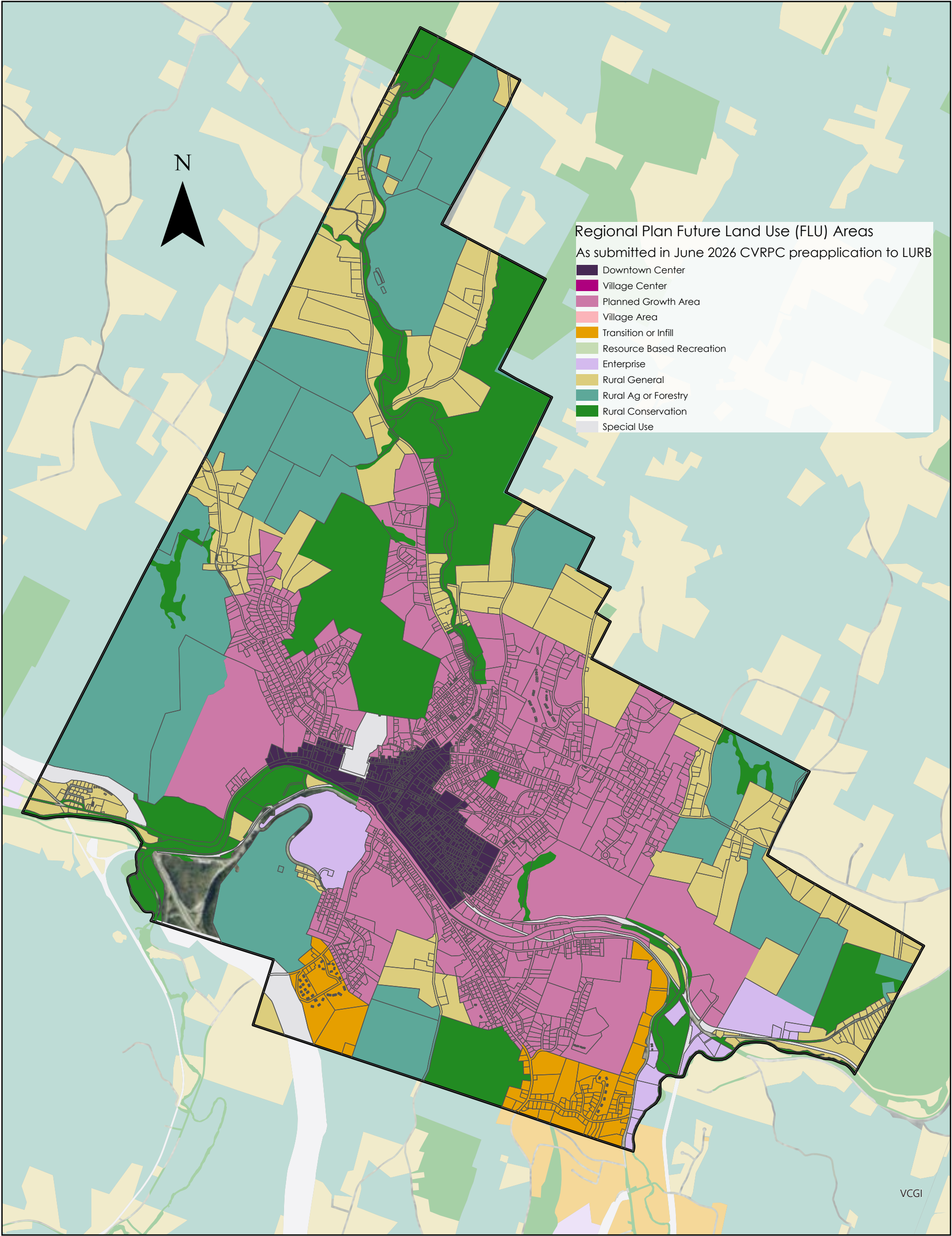
1. Draft CVRPC FLU map for Montpelier submitted June 25, 2026
2. Approved City of Montpelier Future Land Use Areas map from Montpelier City Plan 2025

INTERESTED PARTIES: Planning Commission, Housing Committee.

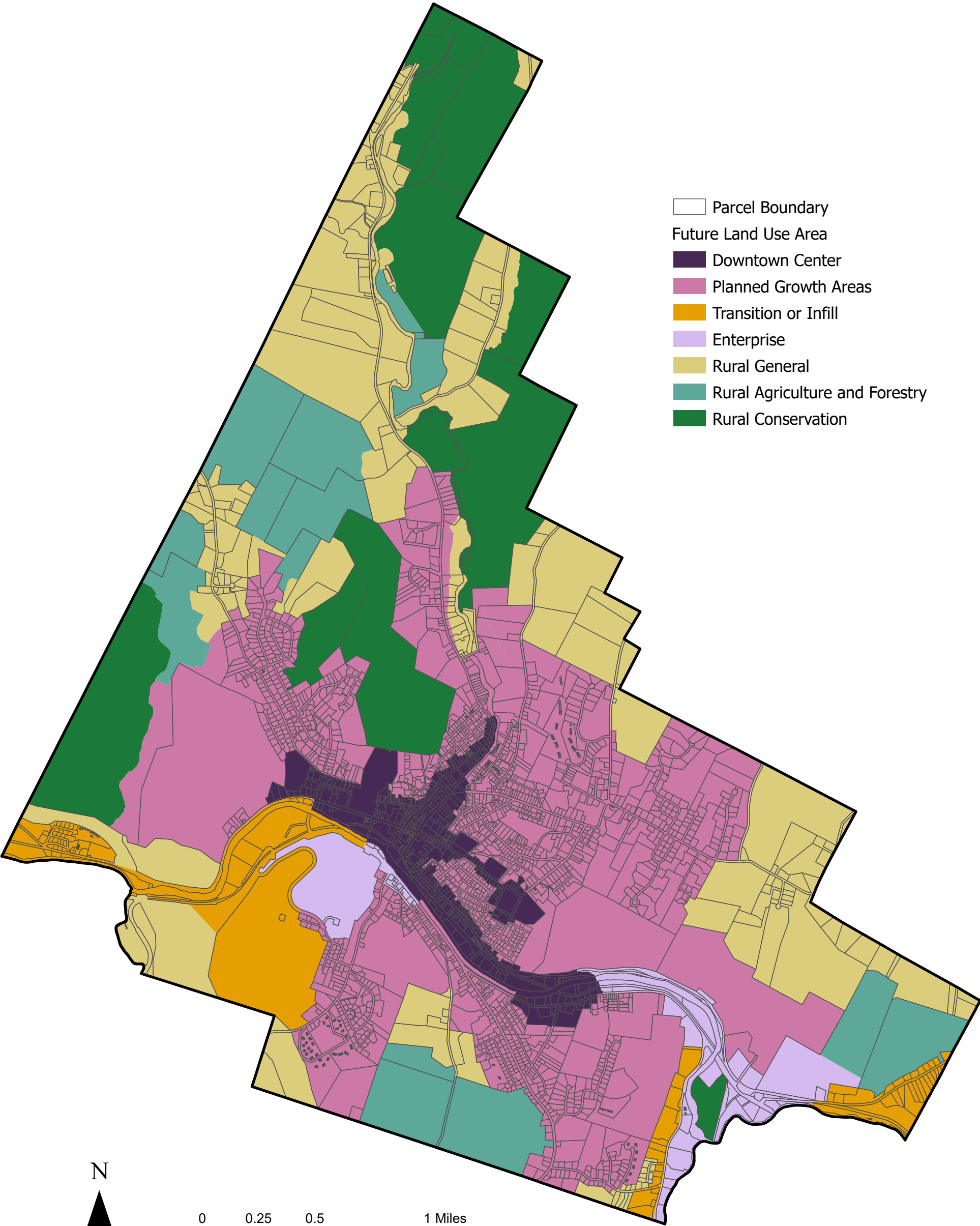
CITY MANAGER'S APPROVAL:

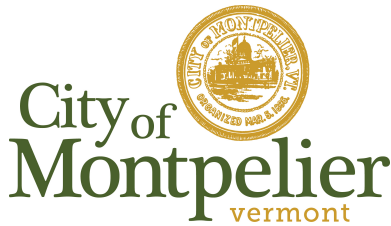
Kelly McMichael Krug

Montpelier Future Land Use (FLU) Areas
2026 Regional Plan Update Preapplication



City of Montpelier Future Land Use Areas (FLUA)





CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent ☐ Discussion ☒ *Time Sensitive*

SUBJECT: Set the Municipal Tax Rates for FY27

SUBMITTING DEPARTMENT: Finance Department

RECOMMENDED ACTION: Approve the Fiscal Year 2027 Municipal Tax Rate of \$1.0522 and the Water/Sewer Benefit Charge of \$.02 and the Sewer Separation (CSO) Charge of \$.07.

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

1. Housing
2. Infrastructure
3. Economic Development

LEGAL REQUIREMENTS: Council sets the tax rate based on voter approved budget.

BACKGROUND INFORMATION: The FY27 municipal tax rate is derived from the voter approved budget for FY27 divided by the Grand List value of all properties. Tax rates for FY27 are based on property values as of April 1, 2026. The municipal tax rate is approximately .3% lower than projected during budget deliberations due to an increase in the Grand List. The Water/Sewer benefit and Sewer CSO separation rates remain unchanged at \$.02 and \$.07 respectively.

Municipal Rate: \$1.0522 up \$.0734 cents (7.5%)

Education Rates: Homestead \$1.2385 down \$.0224 cents (1.8%)
Non-homestead \$1.3437 up \$.0103 cents (0.8%)

Total Tax Rates: Homestead Tax Rate \$2.381 up \$.0510 cents (2.2%)
Non-homestead Tax Rate \$2.486 up \$.0837 cents (3.5%)

Time Sensitive: Tax bills must be mailed by July 15th, or 30 days prior to the first installment due date of August 15th. The remaining three installments are due on the 15th of November, February and May.

SUPPORTING DOCUMENTS:

1. Recommended FY27 Tax Rate worksheet with comparison to prior year.

INTERESTED PARTIES: City Council, residents and property owners.

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink that reads "Kelly McMichael".

CITY of MONTPELIER
TAX RATE COMPARISON

	2025 Grand List 13,193,443			2026 Grand List 13,251,505		
	Homestead 6,245,130	Nonhomestead 6,607,524		Homestead 6,357,387	Nonhomestead 6,557,543	
MUNICIPAL	FY26 TAX REVENUE	FY26 TAX RATE	% Change	FY27 TAX REVENUE	FY27 TAX RATE	% Change
City-General Fund	\$12,196,725.97	\$ 0.9245	3.1%	\$13,206,136.06	\$ 0.9966	7.8%
City-Outside Agencies	\$625,655.00	\$ 0.0474	33.2%	\$645,929.00	\$ 0.0487	2.8%
TOTAL MUNICIPAL	\$12,822,380.97	\$ 0.9719	4.2%	\$13,852,065.06	\$ 1.0453	7.6%
Washington County Tax	\$81,500.00	\$ 0.0062	2.1%	\$81,500.00	\$ 0.0062	-0.4%
Local Agreement Tax (Veterans Exemption)	\$9,254.00	\$ 0.0007		\$9,541.23	\$ 0.0007	
Grand Total Municipal/County/Veterans	\$12,913,134.97	\$ 0.9788	4.2%	\$13,943,106.29	\$ 1.0522	7.5%
SCHOOL (Rates set by State)						
Homestead Education Tax	\$7,874,483.91	\$ 1.2609	-2.1%	\$7,873,623.63	\$ 1.2385	-1.8%
Nonhomestead Education Tax	\$8,810,472.57	\$ 1.3334	-4.0%	\$8,811,370.69	\$ 1.3437	0.8%
Total Education Taxes	\$16,684,956.48			\$16,684,994.32		
Downtown Improvement District (DID)	\$61,807.02	\$ 0.0515	0.0%	\$61,807.02	\$ 0.0515	0.0%
Total Tax Revenue before Benefit Charges	\$29,650,644.47			\$30,680,366.40		
Water/Sewer Benefit Charge	\$298,948.48	\$ 0.0200	0.0%	\$301,540.67	\$ 0.0200	0.0%
CSO Benefit Charge	\$1,046,319.68	\$ 0.0700	0.0%	\$1,055,392.35	\$ 0.0700	0.0%
Total Benefit Charges	1,345,268.16	\$ 0.0900	0.0%	1,356,933.02	\$ 0.0900	0.0%
Grand Total Tax Revenue	\$ 30,995,912.631			\$ 32,037,299.417		
Homestead Tax Rate	Residential	\$ 2.330	0.5%	Residential	\$ 2.381	2.2%
Nonhomestead Tax Rate	Non-Residential	\$ 2.402	-0.6%	Non-Residential	\$ 2.486	3.5%
Nonhomestead Tax Rate with DID		\$ 2.4537	-0.6%		\$ 2.5374	3.4%



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent __ Discussion _X_

SUBJECT: ADA & Accessibility Update

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: None

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

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

EXPENDITURE REQUIRED: None for this presentation.

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS:

- Americans with Disabilities Act
 - [WCAG 2.1 Level AA](#)
 - [State & Local Governments](#)

BACKGROUND INFORMATION:

In addition to the information presented below, the City Plan 2025 includes goals relative to ADA improvements in the following chapters: Transportation, TR.2 Continue the Capital Improvement Program (CIP); Community Services – Parks, PA.5 PA.5: Create a Management Plan for each of Montpelier's Parks; Community Services – Recreation, RC.6: Develop a Barre Street Recreation Facility Plan.

ADA Update from Sustainability & Facilities Coordinator / ADA Coordinator Chris Lumbra:

Public-Facing City Buildings: With the elevator now repaired, City Hall returns to being “functionally accessible” as noted in the ADA Transition Plan. Additional ADA improvements, such as increased door width and restroom accessibility, are captured in the codes and standards portion of the post 7/23 flood FEMA rebuild, and will be performed as that work is completed.

The Montpelier Police Department, Montpelier Senior Activity Center, and the Country Club Road buildings are substantially ADA compliant with accessible routes of travel, compliant restrooms, and vertical access where applicable.

The first floor of the Montpelier Fire Department building is functionally accessible.

The Barre St. Recreation Center is not ADA compliant as it lacks accessible routes of travel, compliant restrooms, and vertical access. It is intended, and in fact will be required, that this building will be brought into compliance once its final disposition is determined and renovations are performed toward that end.

ADA Update from Director of Public Works Kurt Motyka:

Sidewalk & Capital Improvement Plan (CIP) Funding Update: The general approach from a CIP funding perspective is to bring sidewalks into compliance in conjunction with street paving projects. This year, approximately \$170,000 is dedicated to sidewalk improvements. This includes installing detectable warning surfaces and replacing curbing and non-compliant sidewalk. Bringing sidewalk ramps into compliance with ADA regulations when performing major street improvement projects is legally required. A summary of the street paving projects and associated sidewalk improvements planned for this summer is listed below. The one additional project not noted is the Barre St. bike path, which is replacing an existing sidewalk. DPW also performs in-house spot repairs for small areas, as was recently done on Mountainview St.

The scale of sidewalk improvements has been linked to the amount of funding allocated to paving/CIP, which has increased in recent years. Some of the sidewalk improvements we have completed include School St., “the Meadow,” and Towne Hill Road.

A sidewalk and curb ramp assessment was completed by a consultant, BETA Group, in February, 2025, utilizing Lidar data. The study identified the condition of sidewalks throughout the City as Good, Fair, or Poor, but it does not provide sufficient detail to identify non-compliant sidewalk sections. The report does identify issues with sidewalk ramps and is attached for reference.

CIP- Paving and Sidewalks



Status: Ready for Construction

Description: Street Paving and Sidewalks

Contractor: ECI, DPW, Curbing and Sidewalk Subs

Schedule: July 2026 – October 2026

Contract Value: \$1,097,000 + \$171,000

Connected Project: Elm Street and Walker Terrace

Mill and Fill Streets -

Center Street
Charles Street
Edwards Street
Elm Street
Foster Street
Kemp Street
Sabin Street
Summit Street
Tracy Street
Woodrow

Sidewalks Improvements

Center Street– Granite Curb
Charles Street– Asphalt Curb and SW
Edwards Street- Asphalt Curb and SW
Elm Street – Granite Curb and Conc. SW
Foster Street- Asphalt Curb
Kemp Street – Granite Curb
Sabin Street – Granite Curb and Conc. SW
Summit Street – Granite Curb
Tracy Street – Granite Curb
Woodrow Ave - None



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent __ Discussion _X_

ADA Update from Planning & Community Development Director Mike Miller:

City-Owned Buildings and Property & Public Buildings: Regarding city-owned buildings and property (including streets) we have our self-evaluation and transition plan, linked in the “Supporting Documents” section. Regarding public buildings (apartments, restaurants, stores, businesses, etc.), we enforce the 2010 ADA standards through our building permit process. As they make improvements, they need to bring non-compliant buildings into compliance.

ADA Update from Parks and Trees Director Alec Ellsworth:

The Parks Department continues work this summer to finalize the privy at Hubbard Park which will provide a public-use stall that will be fully ADA-compliant. This along with the new shelter, available ADA parking, and the universally accessible tower trail completed in 2023 will form an accessible zone allowing more people to enjoy Hubbard Park.

SUPPORTING DOCUMENTS:

1. [ADA Self-Evaluation & Transition Plan](#)
2. Memo on Web Content Accessibility Guidelines (WCAG) 2.1 (attached)
3. Sidewalk and Curb Ramp Assessment (2025) (attached)
4. [City Plan 2025](#)

INTERESTED PARTIES: City Council, Staff, Community

CITY MANAGER’S APPROVAL:

A handwritten signature in black ink that reads "Kelly McMichael Kutz". The signature is written in a cursive, flowing style.

City of Montpelier, Vermont



Sidewalk & Curb Ramp Assessment

DRAFT REPORT

Date: February 7, 2025
Date of Inspections: Fall 2024

Montpelier, Vermont

Sidewalk Condition Summary By Material

Material	Length (Miles)	
Asphalt	9.23	
	Fair	3.76
	Good	3.24
	Poor	2.23
Concrete	16.33	
	Fair	10.61
	Good	4.65
	Poor	1.07
Other	0.10	
	Fair	
	Good	0.04
	Poor	0.06
Total:		25.65

Montpelier, Vermont

Sidewalk Segment Description by Street

Total Mileage: 25.65

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
BAILEY AVE							Total: 0.47	
BAILEY AVE-01	Even	Concrete	Fair	5	No		0.03	169
BAILEY AVE-02	Even	Concrete	Good	5	No		0.07	393
BAILEY AVE-02	Even	Concrete	Good	5	No		0.03	156
BAILEY AVE-01	Odd	Concrete	Fair	5	No		0.03	162
BAILEY AVE-02	Odd	Concrete	Good	5	No		0.02	100
BAILEY AVE-02	Odd	Concrete	Good	5	No		0.07	384
BAILEY AVE-03	Odd	Asphalt	Fair	5	Yes	4	0.07	347
BAILEY AVE-04	Odd	Asphalt	Fair	5	Yes	3	0.04	216
BAILEY AVE-05	Odd	Asphalt	Fair	5	Yes	4	0.10	540
BALDWIN ST							Total: 0.28	
BALDWIN ST-01	Even	Concrete	Good	4	No		0.04	230
BALDWIN ST-02	Even	Asphalt	Fair	5	No		0.10	513
BALDWIN ST-01	Odd	Concrete	Good	5	No			
BALDWIN ST-01	Odd	Concrete	Good	8	No		0.03	166
BALDWIN ST-02	Odd	Asphalt	Fair	5	No		0.10	550
BARRE ST							Total: 1.53	
BARRE ST-01	Even	Concrete	Fair	6.5	No		0.07	391
BARRE ST-02	Even	Concrete	Fair	5	No		0.02	119
BARRE ST-03	Even	Concrete	Fair	5	No		0.07	364
BARRE ST-04	Even	Concrete	Fair	5	No		0.02	88
BARRE ST-05	Even	Concrete	Good	5	No		0.10	531
BARRE ST-05	Even	Concrete	Good	5	No		0.04	196
BARRE ST-05	Even	Concrete	Fair	4	No		0.07	358
BARRE ST-06	Even	Concrete	Good	4.5	No		0.06	310
BARRE ST-09	Even	Asphalt	Good	8	Yes	7	0.17	906

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
BARRE ST-09	Even	Asphalt	Good	8.5	Yes	8	0.11	592
BARRE ST-01	Odd	Concrete	Fair	5	No		0.08	421
BARRE ST-02	Odd	Concrete	Fair	5	No		0.03	150
BARRE ST-03	Odd	Concrete	Fair	5	No		0.07	390
BARRE ST-04	Odd	Concrete	Fair	5	No		0.02	125
BARRE ST-05	Odd	Concrete	Fair	5	No		0.10	515
BARRE ST-05	Odd	Concrete	Fair	5	No		0.07	349
BARRE ST-05	Odd	Concrete	Fair	5	No		0.02	87
BARRE ST-05	Odd	Asphalt	Poor	6	No		0.04	213
BARRE ST-06	Odd	Concrete	Fair	5	No		0.06	312
BARRE ST-07	Odd	Concrete	Good	5	No		0.05	254
BARRE ST-08	Odd	Asphalt	Good	10	Yes	7	0.26	1,390
BERLIN ST							Total: 1.27	
BERLIN ST-06	Even	Concrete	Good	5	No		0.13	667
BERLIN ST-07	Even	Concrete	Good	5	No		0.09	467
BERLIN ST-08	Even	Concrete	Good	5	No		0.08	427
BERLIN ST-09	Even	Concrete	Fair	5	No		0.12	608
BERLIN ST-10	Even	Concrete	Fair	5	No		0.11	557
BERLIN ST-11	Even	Concrete	Fair	4	No		0.12	624
BERLIN ST-01	Odd	Concrete	Fair	4	No		0.05	272
BERLIN ST-02	Odd	Concrete	Fair	4	No		0.09	472
BERLIN ST-02	Odd	Concrete	Good	4	No			
BERLIN ST-02	Odd	Concrete	Fair	4	No		0.17	905
BERLIN ST-03	Odd	Concrete	Fair	4	No		0.17	913
BERLIN ST-04	Odd	Concrete	Fair	5	No		0.04	209
BERLIN ST-05	Odd	Concrete	Fair	5	No		0.11	577
BIKE PATH							Total: 1.80	
BIKE PATH		Asphalt	Good	10	Yes	11	0.20	1,031
BIKE PATH		Other	Good	9.5	No		0.04	195

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
BIKE PATH		Asphalt	Good	10	No		1.00	5,304
BIKE PATH		Asphalt	Fair	13	No		0.06	330
BIKE PATH		Asphalt	Good	11	Yes	3	0.05	263
BIKE PATH		Asphalt	Good	11	No		0.02	95
BIKE PATH		Concrete	Good	12.5	No		0.03	138
BIKE PATH		Asphalt	Good	10.5	No		0.32	1,665
BIKE PATH		Asphalt	Good	10.5	No		0.09	457
BIKE PATH	Even	Asphalt	Good	11	No			
CEDAR ST							Total: 0.06	
CEDAR ST	Even	Concrete	Fair	5	No		0.06	304
CENTER ST							Total: 0.08	
CENTER ST	Odd	Concrete	Good	4	Yes	3	0.08	432
CHARLES ST							Total: 0.13	
CHARLES ST-01	Odd	Asphalt	Poor	5	No		0.04	222
CHARLES ST-02	Odd	Asphalt	Poor	5	No		0.08	439
CLARENDON AVE							Total: 0.21	
CLARENDON AVE-03	Odd	Asphalt	Fair	5	No		0.08	408
CLARENDON AVE-04	Odd	Asphalt	Fair	5	No		0.04	218
CLARENDON AVE-04	Odd	Asphalt	Fair	5	No		0.09	479
COLLEGE ST							Total: 0.88	
COLLEGE ST-01	Even	Concrete	Fair	5	No		0.05	248
COLLEGE ST-02	Even	Concrete	Fair	5	No		0.05	289
COLLEGE ST-03	Even	Concrete	Fair	5	No		0.02	98
COLLEGE ST-04	Even	Concrete	Fair	5	No		0.02	132
COLLEGE ST-05	Even	Concrete	Fair	5	No		0.02	107
COLLEGE ST-06	Even	Concrete	Fair	5	Yes	4	0.10	524
COLLEGE ST-07	Even	Concrete	Good	5	Yes	3	0.12	659
COLLEGE ST-08	Even	Concrete	Good	5	Yes	4	0.11	597
COLLEGE ST-04	Odd	Concrete	Fair	4.5	No		0.03	135

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
COLLEGE ST-05	Odd	Concrete	Fair	5	No		0.12	620
COLLEGE ST-06	Odd	Concrete	Good	5	Yes	3	0.08	406
COLLEGE ST-07	Odd	Concrete	Fair	5	Yes	3	0.01	33
COLLEGE ST-08	Odd	Concrete	Fair	5	Yes	3	0.12	652
COLLEGE ST-09	Odd	Concrete	Poor	4	Yes	4	0.03	147
COURT ST							Total: 0.33	
COURT ST-01	Even	Concrete	Fair	4.5	No		0.02	123
COURT ST-02	Even	Concrete	Fair	4	No		0.09	473
COURT ST-03	Even	Concrete	Fair	4	No		0.05	263
COURT ST-01	Odd	Concrete	Fair	5	No		0.03	142
COURT ST-02	Odd	Concrete	Fair	4	No		0.07	371
COURT ST-02	Odd	Concrete	Fair	6.5	No		0.01	79
COURT ST-03	Odd	Concrete	Fair	4	No		0.05	289
CROSS ST							Total: 0.09	
CROSS ST-01	Odd	Asphalt	Poor	4	No		0.02	124
CROSS ST-02	Odd	Asphalt	Poor	4	No		0.07	363
DERBY DR							Total: 0.10	
DERBY DR-01	Odd	Asphalt	Fair	4.5	No		0.04	201
DERBY DR-02	Odd	Asphalt	Poor	5	No		0.06	321
E MONTPELIER RD							Total: 0.27	
E MONTPELIER RD-04	Even	Asphalt	Fair	5	Yes	5	0.02	82
E MONTPELIER RD-02	Odd	Asphalt	Good	10	Yes	10	0.07	382
E MONTPELIER RD-02	Odd	Asphalt	Good	10	Yes	10	0.15	778
E MONTPELIER RD-04	Odd	Asphalt	Good	5	Yes	5	0.03	157
E STATE ST							Total: 0.74	
E STATE ST-01	Even	Concrete	Fair	7.5	Yes	2	0.05	242
E STATE ST-02	Even	Concrete	Fair	7.5	Yes	2	0.02	120
E STATE ST-03	Even	Concrete	Fair	5	No		0.05	283
E STATE ST-04	Even	Concrete	Good	5	No		0.10	516

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
E STATE ST-05	Even	Concrete	Good	5	No		0.10	514
E STATE ST-01	Odd	Concrete	Fair	10.5	No		0.02	120
E STATE ST-01	Odd	Concrete	Fair	10	No		0.02	114
E STATE ST-02	Odd	Concrete	Poor	10	No		0.02	94
E STATE ST-03	Odd	Concrete	Fair	5	No		0.05	274
E STATE ST-04	Odd	Concrete	Fair	5	No		0.07	355
E STATE ST-05	Odd	Concrete	Fair	4.5	No		0.03	136
E STATE ST-05	Odd	Concrete	Fair	5	No		0.10	504
E STATE ST-06	Odd	Concrete	Fair	4.5	No		0.03	171
E STATE ST-07	Odd	Concrete	Good	5	No		0.08	447
EDWARDS ST							Total: 0.05	
EDWARDS ST	Even	Asphalt	Fair	4	Yes	2	0.05	268
ELM ST							Total: 2.05	
ELM ST-01	Even	Concrete	Fair	5	No		0.04	233
ELM ST-02	Even	Concrete	Fair	5	No		0.06	343
ELM ST-03	Even	Concrete	Poor	4	No		0.20	1,054
ELM ST-04	Even	Concrete	Fair	5	No		0.11	567
ELM ST-05	Even	Concrete	Fair	5	No		0.07	393
ELM ST-06	Even	Asphalt	Fair	5	No		0.14	733
ELM ST-07	Even	Concrete	Fair	5	No		0.05	264
ELM ST-01	Odd	Concrete	Fair	5	No		0.04	216
ELM ST-02	Odd	Concrete	Fair	5	No		0.06	302
ELM ST-03	Odd	Concrete	Poor	4	No		0.20	1,050
ELM ST-04	Odd	Concrete	Fair	5	No		0.11	565
ELM ST-05	Odd	Concrete	Fair	5.5	No		0.08	411
ELM ST-06	Odd	Asphalt	Poor	4.5	No		0.03	145
ELM ST-08	Odd	Concrete	Fair	5	No		0.22	1,186
ELM ST-09	Odd	Asphalt	Fair	5	No		0.25	1,333
ELM ST-10	Odd	Asphalt	Poor	5	No		0.13	709

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
ELM ST-11	Odd	Concrete	Good	5	No		0.05	286
ELM ST-12	Odd	Concrete	Good	5	No		0.17	872
ELM ST-13	Odd	Concrete	Good	5	No		0.03	179
EMMONS ST							Total: 0.05	
EMMONS ST	Odd	Asphalt	Fair	5	No		0.05	289
FIRST AVE							Total: 0.41	
FIRST AVE-01	Even	Asphalt	Poor	4.5	No		0.10	509
FIRST AVE-02	Even	Asphalt	Poor	5	No		0.09	486
FIRST AVE-01	Odd	Asphalt	Good	4.5	No		0.10	514
FIRST AVE-02	Odd	Asphalt	Fair	5	No		0.08	445
FIRST AVE-03	Odd	Asphalt	Good	4	No		0.04	232
FOSTER ST							Total: 0.15	
FOSTER ST-01	Even	Asphalt	Poor	4	No		0.07	378
FOSTER ST-03	Even	Concrete	Fair	4.5	No		0.04	214
FOSTER ST-04	Even	Concrete	Fair	4.5	No		0.04	187
FRANKLIN ST							Total: 0.12	
FRANKLIN ST-01	Odd	Asphalt	Fair	5	No		0.08	438
FRANKLIN ST-02	Odd	Asphalt	Fair	5	No		0.03	181
FULLER ST							Total: 0.04	
FULLER ST	Odd	Asphalt	Fair	4.5	No		0.04	235
GOV DAVIS AVE							Total: 0.07	
GOV DAVIS AVE	Even	Concrete	Good	5	No		0.07	359
GOVERNOR AIKEN AVE							Total: 0.04	
GOVERNOR AIKEN AVE	Even	Concrete	Fair	5	No		0.03	171
GOVERNOR AIKEN AVE	Even	Concrete	Fair	5	No		0.01	32
GRANITE ST							Total: 0.10	
GRANITE ST-01	Odd	Concrete	Good	5	No		0.08	405
GRANITE ST-01	Odd	Other	Fair	7.5	No			
GRANITE ST-02	Odd	Concrete	Good	5	No		0.01	45

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
GRANITE ST-03	Odd	Concrete	Good	5	No		0.01	77
GREENWOOD TER							Total: 0.01	
GREENWOOD TER	Odd	Asphalt	Poor	3.5	No		0.01	60
HARRISON AVE							Total: 0.15	
HARRISON AVE	Even	Asphalt	Fair	5	No		0.15	811
HARRY SHER							Total: 0.02	
HARRY SHERIDAN AVE		Concrete	Good	5	No		0.02	115
HEATON ST							Total: 0.08	
HEATON ST	Even	Asphalt	Fair	5	No		0.08	433
HEBERT RD							Total: 0.07	
HEBERT RD-01	Even	Asphalt	Fair	6	No		0.07	383
HIGH SCHOOL DR							Total: 0.08	
HIGH SCHOOL DR	Even	Concrete	Fair	5	No		0.04	208
HIGH SCHOOL DR	Odd	Concrete	Fair	5	No		0.04	199
HUBBARD ST							Total: 0.39	
HUBBARD ST-01	Even	Concrete	Good	5	No		0.07	395
HUBBARD ST-02	Even	Concrete	Fair	5	No		0.06	302
HUBBARD ST-03	Even	Concrete	Good	4.5	No		0.04	204
HUBBARD ST-04	Even	Concrete	Fair	5	No		0.02	83
HUBBARD ST-05	Even	Concrete	Fair	5	No		0.07	365
HUBBARD ST-01	Odd	Asphalt	Poor	4	Yes	2	0.04	212
HUBBARD ST-05	Odd	Concrete	Fair	4	No		0.03	170
HUBBARD ST-06	Odd	Concrete	Fair	4	No		0.07	353
INDEPENDENCE GREEN							Total: 0.13	
INDEPENDENCE GRN	Even	Asphalt	Poor	4.5	Yes	7	0.13	709
JAY ST							Total: 0.06	
JAY ST	Even	Asphalt	Poor	4.5	No		0.06	327
KEMP AVE							Total: 0.09	
KEMP AVE-01	Even	Concrete	Fair	4	No		0.04	206

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
KEMP AVE-02	Even	Concrete	Poor	4	No		0.02	84
KEMP AVE-02	Odd	Concrete	Fair	4	No		0.03	183
KENT ST							Total: 0.14	
KENT ST	Odd	Asphalt	Poor	4.5	No		0.14	765
LANGDON ST							Total: 0.13	
LANGDON ST	Even	Concrete	Good	7	No			
LANGDON ST	Even	Concrete	Poor	7.5	No		0.07	349
LANGDON ST	Even	Concrete	Good	5	No			
LANGDON ST	Even	Concrete	Good	8	No			
LANGDON ST	Odd	Concrete	Good	5.5	No			
LANGDON ST	Odd	Concrete	Fair	7.5	No		0.07	348
LIBERTY ST							Total: 0.87	
LIBERTY ST-01	Even	Concrete	Good	5	No		0.05	280
LIBERTY ST-02	Even	Concrete	Good	5	No		0.06	318
LIBERTY ST-03	Even	Concrete	Fair	5	No		0.08	418
LIBERTY ST-04	Even	Concrete	Good	5	No		0.03	162
LIBERTY ST-05	Even	Concrete	Fair	5	No		0.06	303
LIBERTY ST-06	Even	Concrete	Fair	4.5	No		0.06	317
LIBERTY ST-07	Even	Concrete	Fair	5	No		0.05	282
LIBERTY ST-08	Even	Asphalt	Fair	5	No		0.14	727
LIBERTY ST-01	Odd	Concrete	Good	5	No		0.05	285
LIBERTY ST-02	Odd	Concrete	Good	5	No		0.06	298
LIBERTY ST-03	Odd	Concrete	Fair	4.5	No		0.08	413
LIBERTY ST-04	Odd	Concrete	Fair	4.5	No		0.03	141
LIBERTY ST-05	Odd	Concrete	Fair	4.5	Yes	3	0.06	313
LIBERTY ST-06	Odd	Concrete	Fair	4.5	Yes	4	0.06	323
LOOMIS ST							Total: 0.57	
LOOMIS ST-01	Even	Concrete	Fair	5	No		0.03	148
LOOMIS ST-02	Even	Concrete	Fair	4.5	Yes	2	0.11	557

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
LOOMIS ST-03	Even	Concrete	Fair	5	Yes	2	0.07	395
LOOMIS ST-04	Even	Concrete	Fair	5	No		0.04	235
LOOMIS ST-05	Even	Concrete	Poor	5.5	No		0.03	166
LOOMIS ST-01	Odd	Concrete	Good	5	No		0.03	164
LOOMIS ST-02	Odd	Concrete	Poor	5	Yes	2	0.10	520
LOOMIS ST-03	Odd	Concrete	Fair	5	Yes	2	0.08	411
LOOMIS ST-04	Odd	Concrete	Poor	4.5	Yes	2	0.05	243
LOOMIS ST-05	Odd	Concrete	Fair	5	No		0.03	185
MAIN ST							Total: 1.85	
MAIN ST-01	Even	Concrete	Good	5.5	No		0.03	182
MAIN ST-01	Even	Concrete	Good	5	No		0.04	204
MAIN ST-02	Even	Concrete	Good	5	No		0.00	21
MAIN ST-03	Even	Concrete	Good	12.5	No		0.04	229
MAIN ST-04	Even	Concrete	Good	12.5	No		0.03	149
MAIN ST-05	Even	Concrete	Good	17.5	No		0.03	183
MAIN ST-06	Even	Concrete	Fair	12	No		0.02	96
MAIN ST-07	Even	Concrete	Fair	15.5	No		0.02	84
MAIN ST-08	Even	Concrete	Fair	16	No		0.03	177
MAIN ST-09	Even	Concrete	Good	6	Yes	6	0.11	578
MAIN ST-10	Even	Concrete	Fair	5	No		0.05	247
MAIN ST-10	Even	Concrete	Fair	6	Yes	4	0.06	340
MAIN ST-11	Even	Concrete	Fair	5	No		0.03	172
MAIN ST-12	Even	Concrete	Fair	5	No		0.05	263
MAIN ST-13	Even	Concrete	Fair	5	No		0.03	145
MAIN ST-14	Even	Concrete	Fair	5	No		0.10	537
MAIN ST-15	Even	Asphalt	Poor	3	Yes	3	0.08	439
MAIN ST-15	Even	Asphalt	Poor	3.5	No			
MAIN ST-18	Even	Asphalt	Fair	5	No		0.05	261

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
MAIN ST-19	Even	Asphalt	Fair	4.5	No		0.07	384
MAIN ST-19	Even	Asphalt	Fair	5	No		0.04	235
MAIN ST-01	Odd	Concrete	Good	5	No		0.04	233
MAIN ST-02	Odd	Concrete	Fair	4	No		0.02	92
MAIN ST-03	Odd	Concrete	Good	11	No		0.04	217
MAIN ST-04	Odd	Concrete	Good	10.5	No		0.02	131
MAIN ST-05	Odd	Concrete	Fair	9	No		0.05	238
MAIN ST-06	Odd	Concrete	Fair	10.5	No		0.02	86
MAIN ST-07	Odd	Concrete	Fair	11.5	No		0.02	86
MAIN ST-08	Odd	Concrete	Fair	11	No		0.03	184
MAIN ST-09	Odd	Concrete	Fair	9	No			
MAIN ST-09	Odd	Concrete	Fair	6	Yes	4		
MAIN ST-10	Odd	Concrete	Fair	5	No			
MAIN ST-10	Odd	Concrete	Fair	6	Yes	3	0.09	501
MAIN ST-10	Odd	Concrete	Fair	5	Yes			
MAIN ST-11	Odd	Concrete	Fair	5	No		0.03	143
MAIN ST-12	Odd	Concrete	Good	5	No		0.05	290
MAIN ST-13	Odd	Concrete	Good	5	No		0.03	151
MAIN ST-14	Odd	Concrete	Good	5	No		0.08	429
MAIN ST-15	Odd	Concrete	Fair	5	No		0.13	686
MAIN ST-16	Odd	Concrete	Fair	5	No		0.14	760
MAIN ST-17	Odd	Concrete	Fair	4.5	No		0.05	246
MAIN ST-18	Odd	Concrete	Fair	4.5	No		0.04	199
MAIN ST-19	Odd	Asphalt	Poor	4.5	No		0.03	170
MEMORIAL DR							Total: 0.58	
MEMORIAL DR-01	Odd	Concrete	Fair	5	No		0.16	829
MEMORIAL DR-02	Odd	Concrete	Fair	5	No		0.25	1,303
MEMORIAL DR-03	Odd	Concrete	Fair	5	No		0.17	910
MONSIGNOR CROSBY AVE							Total: 0.08	

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
MONSIGNOR CROSBY AVE	Odd	Asphalt	Fair	5	No		0.08	406
MOUNTAINVIEW ST							Total: 0.15	
MOUNTAINVIEW ST-02	Odd	Asphalt	Good	5	No		0.09	454
MOUNTAINVIEW ST-03	Odd	Asphalt	Fair	5	No		0.06	340
N FRANKLIN ST							Total: 0.06	
N FRANKLIN ST-01	Odd	Asphalt	Fair	5	No		0.06	330
NATIONAL LIFE DR							Total: 0.11	
NATIONAL LIFE DR-01	Even	Other	Poor	7	Yes	11	0.06	310
NATIONAL LIFE DR-02	Odd	Asphalt	Fair	5	No		0.03	154
NATIONAL LIFE DR-02	Odd	Concrete	Good	5	Yes	5	0.02	119
NELSON ST							Total: 0.06	
NELSON ST	Even	Concrete	Fair	4	No		0.05	280
NELSON ST	Odd	Asphalt	Good	4.5	No		0.01	54
NORTH ST							Total: 0.21	
NORTH ST-01	Even	Asphalt	Fair	5.5	No		0.06	315
NORTH ST-02	Even	Asphalt	Fair	5	No		0.02	105
NORTH ST-03	Even	Asphalt	Good	5.5	No		0.06	308
NORTH ST-04	Even	Asphalt	Poor	3.5	No		0.07	360
NORTHFIELD ST							Total: 0.84	
NORTHFIELD ST-01	Even	Concrete	Good	5	No		0.05	245
NORTHFIELD ST-02	Even	Concrete	Good	5	No		0.11	565
NORTHFIELD ST-02	Even	Concrete	Good	5	No		0.15	809
NORTHFIELD ST-03	Even	Concrete	Good	5	No		0.02	98
NORTHFIELD ST-04	Even	Asphalt	Good	5	Yes	5	0.13	674
NORTHFIELD ST-05	Even	Asphalt	Good	5	No		0.07	347
NORTHFIELD ST-06	Even	Asphalt	Good	5	No		0.11	578
NORTHFIELD ST-01	Odd	Concrete	Good	5	No		0.06	306
NORTHFIELD ST-02	Odd	Concrete	Good	5	No		0.15	797
PARK AVE							Total: 0.18	

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
PARK AVE	Even	Concrete	Fair	5	No		0.09	466
PARK AVE	Even	Concrete	Poor	5	No		0.05	257
PARK AVE	Even	Asphalt	Good	5	No		0.04	238
PEARL ST							Total: 0.35	
PEARL ST-01	Even	Concrete	Fair	5	No		0.08	406
PEARL ST-02	Even	Concrete	Fair	5	No		0.10	542
PEARL ST-01	Odd	Concrete	Fair	5	No		0.07	393
PEARL ST-02	Odd	Concrete	Fair	5.5	No		0.10	524
PHELPS ST							Total: 0.09	
PHELPS ST-01	Odd	Asphalt	Fair	5	No		0.02	118
PHELPS ST-02	Odd	Asphalt	Fair	5	No		0.04	217
PHELPS ST-03	Odd	Asphalt	Poor	5	No		0.03	155
PIONEER ST							Total: 0.17	
PIONEER ST-01	Even	Concrete	Good	5	No		0.03	147
PIONEER ST-02	Even	Concrete	Good	5	No		0.06	307
PIONEER ST-02	Odd	Concrete	Good	5	No		0.09	470
PROSPECT ST							Total: 0.06	
PROSPECT ST-01	Even	Concrete	Good	6.5	No		0.02	125
PROSPECT ST-01	Even	Concrete	Poor	7	No		0.01	60
PROSPECT ST-02	Even	Asphalt	Poor	4.5	No		0.03	158
RIDGE ST							Total: 0.29	
RIDGE ST-01	Even	Concrete	Fair	5	No		0.05	275
RIDGE ST-02	Even	Concrete	Fair	4.5	No		0.01	50
RIDGE ST-03	Even	Concrete	Poor	4.5	No		0.08	417
RIDGE ST-04	Even	Concrete	Poor	4	No		0.02	97
RIDGE ST-07	Even	Concrete	Good	5	Yes	7	0.07	379
RIDGE ST-01	Odd	Concrete	Fair	5	No		0.01	57
RIDGE ST-06	Odd	Concrete	Fair	4	No		0.05	247
RIDGE ST-07	Odd	Asphalt	Poor	5	No			

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
RIVER ST							Total: 1.21	
RIVER ST-08	Even	Asphalt	Good	8	Yes	3	0.02	123
RIVER ST-09	Even	Asphalt	Fair	6.5	Yes	7	0.03	157
RIVER ST-01	Odd	Concrete	Fair	4	No		0.02	79
RIVER ST-02	Odd	Concrete	Fair	4	No		0.23	1,206
RIVER ST-03	Odd	Concrete	Fair	4	No		0.03	170
RIVER ST-03	Odd	Concrete	Fair	4	No		0.01	65
RIVER ST-03	Odd	Concrete	Fair	4	No		0.02	86
RIVER ST-03	Odd	Concrete	Fair	4	No		0.12	621
RIVER ST-04	Odd	Concrete	Fair	4	No		0.14	748
RIVER ST-05	Odd	Concrete	Fair	4	No		0.05	263
RIVER ST-06	Odd	Asphalt	Fair	4	No		0.02	119
RIVER ST-07	Odd	Asphalt	Fair	4	No		0.04	206
RIVER ST-08	Odd	Asphalt	Fair	5	No		0.36	1,907
RIVER ST-08	Odd	Asphalt	Fair	5	No		0.06	328
RIVER ST-08	Odd	Asphalt	Good	8	Yes	14	0.02	125
RIVER ST-08	Odd	Asphalt	Fair	5	No		0.02	88
RIVER ST-09	Odd	Asphalt	Good	7.5	Yes	5	0.02	102
SABIN ST							Total: 0.13	
SABIN ST-01	Even	Concrete	Poor	4	No		0.04	224
SABIN ST-02	Even	Concrete	Fair	4	No		0.08	444
SAINT PAUL ST							Total: 0.30	
SAINT PAUL ST-01	Even	Asphalt	Poor	5	No		0.08	438
SAINT PAUL ST-02	Even	Asphalt	Fair	5	No		0.03	183
SAINT PAUL ST-03	Even	Asphalt	Fair	5	No		0.03	154
SAINT PAUL ST-01	Odd	Asphalt	Poor	5	No		0.08	442
SAINT PAUL ST-02	Odd	Asphalt	Poor	5	No		0.04	207
SAINT PAUL ST-03	Odd	Asphalt	Poor	5	No		0.03	168
SCHOOL ST							Total: 0.38	

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
SCHOOL ST-01	Even	Concrete	Good	6	No		0.05	276
SCHOOL ST-01	Even	Concrete	Good	4.5	No			
SCHOOL ST-01	Even	Concrete	Good	6.5	No			
SCHOOL ST-02	Even	Concrete	Good	5	No		0.09	496
SCHOOL ST-03	Even	Concrete	Fair	5	No		0.02	94
SCHOOL ST-04	Even	Concrete	Fair	5	No		0.02	96
SCHOOL ST-01	Odd	Concrete	Good	6.5	No		0.05	272
SCHOOL ST-02	Odd	Concrete	Fair	5	No		0.10	511
SCHOOL ST-03	Odd	Concrete	Good	5	No		0.02	104
SCHOOL ST-04	Odd	Concrete	Fair	5	No		0.03	148
SIBLEY AVE							Total: 0.15	
SIBLEY AVE-01	Even	Asphalt	Poor	4.5	No		0.06	318
SIBLEY AVE-02	Even	Asphalt	Fair	5	No		0.09	493
SPRING ST							Total: 0.25	
SPRING ST-01	Even	Concrete	Fair	5	No		0.02	106
SPRING ST-02	Even	Concrete	Poor	5	No		0.04	194
SPRING ST-03	Even	Concrete	Fair	4.5	No		0.07	361
SPRING ST-01	Odd	Concrete	Good	5	No		0.03	145
SPRING ST-02	Odd	Concrete	Fair	5	No		0.04	213
SPRING ST-03	Odd	Concrete	Fair	4.5	No		0.06	309
STATE ST							Total: 1.40	
STATE ST-01	Even	Concrete	Fair	11	No		0.08	446
STATE ST-02	Even	Concrete	Fair	10.5	No		0.11	561
STATE ST-03	Even	Concrete	Good	8	Yes	4	0.13	670
STATE ST-04	Even	Concrete	Fair	5	Yes	6	0.14	753
STATE ST-05	Even	Concrete	Fair	4	No		0.04	228
STATE ST-05	Even	Concrete	Poor	3.5	No		0.01	53
STATE ST-01	Odd	Concrete	Fair	11.5	No		0.08	417
STATE ST-02	Odd	Concrete	Fair	9.5	No		0.10	553

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
STATE ST-03	Odd	Concrete	Good	8	Yes	5	0.12	647
STATE ST-04	Odd	Concrete	Fair	8	No		0.05	253
STATE ST-04	Odd	Concrete	Fair	5	Yes	3	0.10	509
STATE ST-05	Odd	Concrete	Fair	4	No		0.44	2,324
SUMMER ST							Total: 0.49	
SUMMER ST-01	Even	Concrete	Fair	5	No		0.10	516
SUMMER ST-02	Even	Concrete	Good	4.5	No		0.07	393
SUMMER ST-03	Even	Concrete	Fair	5	No		0.08	417
SUMMER ST-01	Odd	Concrete	Fair	5	No		0.06	325
SUMMER ST-02	Odd	Concrete	Good	5	No		0.07	392
SUMMER ST-03	Odd	Concrete	Fair	5	No		0.10	536
TAYLOR ST							Total: 0.18	
TAYLOR ST	Even	Concrete	Good	5	No		0.03	184
TAYLOR ST	Even	Concrete	Good	5	No		0.03	169
TAYLOR ST	Odd	Concrete	Good	5	No		0.04	208
TAYLOR ST	Odd	Concrete	Good	7.5	No		0.04	213
TAYLOR ST	Odd	Concrete	Good	5	No		0.03	171
TERRACE ST							Total: 0.53	
TERRACE ST-04	Odd	Asphalt	Fair	5	No		0.20	1,051
TERRACE ST-05	Odd	Asphalt	Poor	5	No		0.08	414
TERRACE ST-07	Odd	Asphalt	Poor	4.5	No		0.25	1,338
TOWNE HILL RD							Total: 0.40	
TOWNE HILL RD-04	Even	Asphalt	Fair	5	No		0.14	733
TOWNE HILL RD-01	Odd	Asphalt	Poor	4.5	No		0.05	282
TOWNE HILL RD-02	Odd	Asphalt	Poor	4	No		0.02	95
TOWNE HILL RD-03	Odd	Asphalt	Poor	4	No		0.05	247
TOWNE HILL RD-05	Odd	Asphalt	Fair	5	No		0.04	224
TOWNE HILL RD-06	Odd	Asphalt	Good	5	No		0.03	134
TOWNE HILL RD-07	Odd	Asphalt	Fair	5.5	No		0.07	391

BETA Group, Inc.

Street Name	Sidewalk				Grass Strip		Miles	Feet
	Location	Material	Condition	Width	Exists	Width		
TRACY ST							Total: 0.04	
TRACY ST	Even	Asphalt	Poor	5	No		0.04	237
TREMONT ST							Total: 0.06	
TREMONT ST-01	Odd	Asphalt	Poor	5	No		0.03	163
TREMONT ST-02	Odd	Asphalt	Poor	4.5	No		0.03	151
VINE ST							Total: 0.24	
VINE ST-01	Even	Concrete	Fair	5	No		0.04	236
VINE ST-02	Even	Concrete	Fair	5	No		0.08	400
VINE ST-01	Odd	Concrete	Fair	5.5	No		0.04	237
VINE ST-02	Odd	Concrete	Good	5	No		0.08	403
WEST ST							Total: 0.19	
WEST ST-01	Even	Concrete	Fair	5	No		0.06	302
WEST ST-02	Even	Concrete	Fair	5	No		0.04	219
WEST ST-01	Odd	Concrete	Fair	5	No		0.06	305
WEST ST-02	Odd	Concrete	Fair	5	No		0.04	195
WINTER ST							Total: 0.25	
WINTER ST-01	Even	Concrete	Poor	5	No		0.08	404
WINTER ST-02	Even	Concrete	Fair	5	No		0.05	279
WINTER ST-01	Odd	Concrete	Fair	5	No		0.08	408
WINTER ST-02	Odd	Concrete	Fair	5	No		0.04	214
WOODROW AVE							Total: 0.24	
WOODROW AVE-01	Odd	Asphalt	Fair	5	No		0.15	781
WOODROW AVE-02	Odd	Asphalt	Good	5	No		0.04	212
WOODROW AVE-03	Odd	Concrete	Poor	4	Yes		0.05	251
WOODROW AVE-03	Odd	Concrete	Good	5	No			

Montpelier, Vermont

Curb Ramp Backlog and Condition Summary By Material

Material		Count
Totals		492
Asphalt		93
	Poor	49
	Good	2
	Fair	42
Concrete		399
	Poor	37
	Good	75
	Fair	287
Totals		13
Potential		13
		13
Total:		505

Montpelier, Vermont

Ramp Totals By Street With Inspection Data

	Material	Condition	DWP	Crosswalk	Obstruction
BAILEY AVE			12 Ramps		
At BAILEY AVE			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At BALDWIN ST			2 Ramps		
	Asphalt	Poor	No	No	Catch Basin
	Asphalt	Poor	No	No	Man Hole
At CLARENDON AVE			1 Ramps		
	Asphalt	Poor	No	No	
At HIGH SCHOOL DR			4 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
At TERRACE ST			3 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Poor	No	Yes	
	Asphalt	Poor	No	No	
BALDWIN ST			3 Ramps		
At HOPKINS ST			3 Ramps		
	Asphalt	Fair	No	No	
	Concrete	Fair	No	No	Patch
	Concrete	Fair	Yes	No	
BARRE ST			28 Ramps		
At BARRE ST			4 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Good	Yes	Yes	
	Concrete	Poor	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At CHARLES ST			5 Ramps		
	Concrete	Fair	Yes	No	Gate
	Concrete	Fair	Yes	Yes	Catch Basin
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
At DOWNING ST			2 Ramps		

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
At GRANITE ST	2 Ramps				
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	No	Curbing
At HUBBARD ST	3 Ramps				
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Man Hole
	Concrete	Fair	Yes	Yes	
At MONSIGNOR CROSBY AVE	2 Ramps				
	Concrete	Fair	No	No	
	Concrete	Poor	No	No	Curbing
At NELSON ST	2 Ramps				
	Concrete	Fair	Yes	No	Catch Basin
	Concrete	Fair	Yes	No	Catch Basin
At OLD COUNTRY CLUB RD	2 Ramps				
	Concrete	Good	Yes	No	
	Concrete	Fair	No	No	
At PUTNAM ST	4 Ramps				
	Concrete	Fair	Yes	No	Cracking
	Concrete	Good	Yes	No	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Vegetation
At SIBLEY AVE	2 Ramps				
	Concrete	Fair	Yes	Yes	Catch Basin
	Concrete	Fair	Yes	Yes	Curbing
BERLIN ST	28 Ramps				
At BLODGETT AVE	2 Ramps				
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
At CEDAR HILL LN	3 Ramps				
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	No	No	Curbing
	Concrete	Fair	Yes	Yes	
At HEBERT RD	1 Ramps				
	Concrete	Fair	Yes	No	Curbing
At HILL ST	2 Ramps				
	Concrete	Good	Yes	Yes	
	Concrete	Good	Yes	Yes	

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
At NORTHFIELD ST			5 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Good	Yes	Yes	Curbing
	Concrete	Good	Yes	Yes	Curbing
At PARKING LOT			2 Ramps		
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	No	
At PHELPS ST			2 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Fair	Yes	Yes	
At RIVER ST			4 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Good	Yes	Yes	
At SCHOOL AVE			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
At VALERIE AVE			2 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
At WHEELLOCK ST			2 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
At WILSON ST			1 Ramps		
	Concrete	Fair	Yes	Yes	
BIKE PATH			6 Ramps		
At BARRE ST			2 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
At BIKE PATH			2 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
At E MONTPELIER RD			2 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
CHARLES ST			1 Ramps		

	Material	Condition	DWP	Crosswalk	Obstruction
At FOSTER ST			1 Ramps		
	Asphalt	Poor	No	No	Gate
CLARENDON AVE			5 Ramps		
At DWINELL ST			2 Ramps		
	Asphalt	Fair	No	No	
	Asphalt	Fair	No	No	
At HUBBARD PARK DR			1 Ramps		
	Asphalt	Fair	No	No	
At REDSTONE AVE			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Poor	No	No	
COLLEGE ST			32 Ramps		
At COLLEGE ST			2 Ramps		
	Concrete	Fair	No	No	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
At E STATE ST			4 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At FOSTER ST			3 Ramps		
	Concrete	Fair	Yes	Yes	Vegetation
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	No	
At HINCKLEY ST			3 Ramps		
	Concrete	Fair	Yes	No	Catch Basin
	Concrete	Fair	Yes	Yes	Vegetation
	Concrete	Fair	Yes	Yes	Vegetation
At KEMP AVE			1 Ramps		
	Concrete	Fair	Yes	No	
At LIBERTY ST			4 Ramps		
	Concrete	Fair	Yes	Yes	Vegetation
	Concrete	Fair	Yes	Yes	
	Concrete	Poor	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At MARVIN ST			4 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	No	Curbing

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	No	
At RIDGE ST	5 Ramps				
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At SUMMIT ST	2 Ramps				
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	No	
At WOODROW AVE	4 Ramps				
	Concrete	Fair	Yes	Yes	
	Concrete	Poor	Yes	Yes	Catch Basin
	Asphalt	Poor	No	Yes	Catch Basin
	Concrete	Fair	Yes	Yes	Catch Basin
COURT ST			10 Ramps		
At GOV DAVIS AVE	4 Ramps				
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	No	Curbing
	Concrete	Fair	No	Yes	Curbing
At GREENWOOD TER	2 Ramps				
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
At HILLSIDE AVE	2 Ramps				
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
At WITT PL	2 Ramps				
	Concrete	Poor	No	No	
	Concrete	Poor	No	No	
CROSS ST			1 Ramps		
At N FRANKLIN ST	1 Ramps				
	Asphalt	Poor	No	No	Catch Basin
DERBY DR			2 Ramps		
At MEADOW LN	2 Ramps				
	Asphalt	Poor	No	No	
	Asphalt	Poor	No	No	
E MONTPELIER RD			10 Ramps		

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
At COUNTRY CLUB RD			2 Ramps		
	Asphalt	Good	Yes	Yes	
	Asphalt	Good	Yes	Yes	
At E MONTPELIER RD			2 Ramps		
	Asphalt	Fair	Yes	No	
	Asphalt	Fair	Yes	No	
At RIVER ST			6 Ramps		
	Asphalt	Fair	Yes	Yes	
	Asphalt	Poor	No	Yes	
	Asphalt	Fair	Yes	Yes	
	Asphalt	Fair	Yes	Yes	Curbing
	Asphalt	Poor	Yes	Yes	
	Asphalt	Fair	Yes	Yes	
E STATE ST			12 Ramps		
At CEDAR ST			2 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
At E STATE ST			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
At HARRY SHERIDAN AVE			4 Ramps		
	Concrete	Poor	Yes	Yes	Curbing
	Concrete	Poor	No	Yes	Curbing
	Concrete	Fair	Yes	No	Curbing
	Concrete	Fair	Yes	No	
At MILES CT			2 Ramps		
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
At WEST ST			2 Ramps		
	Concrete	Fair	No	Yes	Curbing
	Concrete	Fair	No	Yes	
ELM ST			35 Ramps		
At BALLFIELD DR			2 Ramps		
	Concrete	Poor	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At COURT ST			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At CUMMINGS ST			2 Ramps		

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	No	Curbing
At ELM ST	2 Ramps				
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	Yes	
At LANGDON ST	3 Ramps				
	Concrete	Fair	No	Yes	
	Concrete	Poor	Yes	Yes	Curbing
	Concrete	Poor	Yes	Yes	Catch Basin
At N PARK DR	2 Ramps				
	Asphalt	Fair	No	Yes	
	Concrete	Poor	Yes	No	
At PEARL ST	3 Ramps				
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Catch Basin
At POOLSIDE DR	2 Ramps				
	Concrete	Good	Yes	Yes	
	Concrete	Good	Yes	Yes	Man Hole
At SCHOOL ST	2 Ramps				
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
At SPRING ST	6 Ramps				
	Concrete	Poor	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At SUMMER ST	2 Ramps				
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At VINE ST	5 Ramps				
	Concrete	Fair	Yes	Yes	Catch Basin
	Concrete	Fair	Yes	Yes	Catch Basin
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Catch Basin
	Concrete	Fair	Yes	Yes	
At WINTER ST	2 Ramps				

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	Yes	Catch Basin
	Concrete	Fair	Yes	Yes	Catch Basin
FIRST AVE			4 Ramps		
At TRACY ST			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Fair	No	No	
At TREMONT ST			2 Ramps		
	Asphalt	Fair	No	No	
	Asphalt	Poor	No	No	
FOSTER ST			2 Ramps		
At CENTER ST			2 Ramps		
	Concrete	Poor	No	No	Curbing
	Concrete	Poor	No	No	Catch Basin
FRANKLIN ST			3 Ramps		
At CROSS ST			1 Ramps		
	Asphalt	Poor	No	No	
At PECK PL			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Fair	No	No	
GALLISON HILL RD			1 Ramps		
At PARKING LOT			1 Ramps		
	Concrete	Good	Yes	No	
GOV DAVIS AVE			2 Ramps		
At GOV DAVIS AVE			2 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
GOVERNOR AIKEN AVE			1 Ramps		
At GOVERNOR AIKEN AVE			1 Ramps		
	Concrete	Poor	No	No	
GRANITE ST			8 Ramps		
At GRANITE SHED LN			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Good	Yes	Yes	
At GRANITE ST			4 Ramps		
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	No	Curbing
	Concrete	Fair	Yes	No	Curbing
At STONE CUTTERS WAY			2 Ramps		

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
HARRISON AVE			1 Ramps		
At WHITTIER ST			1 Ramps		
	Asphalt	Poor	No	No	Vegetation
HARRY SHERIDAN AVE			1 Ramps		
At PARKING LOT			1 Ramps		
	Concrete	Fair	No	No	Curbing
HEBERT RD			1 Ramps		
At JUDSON DR			1 Ramps		
	Asphalt	Fair	No	No	
HIGH SCHOOL DR			2 Ramps		
At HIGH SCHOOL DR			2 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
HUBBARD ST			10 Ramps		
At E STATE ST			3 Ramps		
	Concrete	Poor	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At FIRST AVE			3 Ramps		
	Concrete	Fair	Yes	Yes	
	Asphalt	Fair	No	Yes	
	Asphalt	Poor	No	No	
At PARK AVE			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
At WILDER ST			2 Ramps		
	Concrete	Fair	Yes	No	
	Concrete	Poor	Yes	No	Curbing
KEMP AVE			1 Ramps		
At CENTER ST			1 Ramps		
	Concrete	Poor	No	No	Curbing
LIBERTY ST			13 Ramps		
At BINGHAM ST			1 Ramps		
	Concrete	Fair	Yes	No	Vegetation
At FULLER ST			2 Ramps		
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	No	

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
At GRAHAM TER			2 Ramps		
	Concrete	Fair	Yes	No	Utility Pole
	Concrete	Fair	Yes	No	
At HEATON ST			2 Ramps		
	Concrete	Fair	Yes	No	
	Asphalt	Poor	No	No	Utility Pole
At HUBBARD ST			3 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Poor	Yes	Yes	Catch Basin
	Concrete	Poor	Yes	Yes	Curbing
At SAINT PAUL ST			3 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
LOOMIS ST			11 Ramps		
At HARRISON AVE			2 Ramps		
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
At JAY ST			2 Ramps		
	Concrete	Poor	No	No	Curbing
	Concrete	Fair	No	No	Curbing
At LIBERTY ST			4 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
At PARK AVE			3 Ramps		
	Concrete	Poor	Yes	Yes	Catch Basin
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
MAIN ST			76 Ramps		
At BARRE ST			6 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Good	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Good	Yes	Yes	Curbing
	Concrete	Good	Yes	Yes	Curbing
	Concrete	Good	Yes	No	
At BLANCHARD CT			4 Ramps		

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	No	No	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	No	No	
At BROWN ST			2 Ramps		
	Concrete	Fair	No	No	Curbing
	Concrete	Poor	No	No	Curbing
At COLLEGE ST			4 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	No	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Good	Yes	No	Curbing
At E STATE ST			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At EMMONS ST			2 Ramps		
	Concrete	Fair	Yes	No	Curbing
	Concrete	Fair	Yes	No	Vegetation
At FRANKLIN ST			4 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At JAY ST			4 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At LANGDON ST			4 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At LIBERTY ST			2 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At LOOMIS ST			3 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	Yes	Curbing
At MAIN ST	5 Ramps				
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	No	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
At MERRILL TER	1 Ramps				
	Concrete	Fair	No	No	
At NORTH ST	2 Ramps				
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At PARKING LOT	5 Ramps				
	Asphalt	Poor	No	No	
	Asphalt	Poor	No	No	
	Concrete	Fair	Yes	No	Man Hole
	Concrete	Fair	Yes	No	
	Concrete	Poor	Yes	No	
At PITKIN CT	4 Ramps				
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
At SCHOOL ST	4 Ramps				
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
At SPRING ST	7 Ramps				
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Poor	Yes	Yes	
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At STATE ST	4 Ramps				
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At STONE CUTTERS WAY			2 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At TOWNE HILL RD			2 Ramps		
	Asphalt	Poor	No	Yes	
	Asphalt	Poor	No	No	
At WHITTIER ST			3 Ramps		
	Concrete	Fair	No	Yes	
	Concrete	Good	No	No	
	Concrete	Fair	No	No	
MECHANIC ST			1 Ramps		
At N FRANKLIN ST			1 Ramps		
	Asphalt	Poor	No	No	
MEMORIAL DR			15 Ramps		
At BAILEY AVE			6 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	Yes	Curbing
	Concrete	Good	Yes	Yes	Curbing
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
At DRIVEWAY			5 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At GREEN MOUNTAIN DR			1 Ramps		
	Concrete	Fair	No	No	
At MEMORIAL DR			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At MOUNTAINVIEW ST			1 Ramps		
	Concrete	Fair	Yes	Yes	
At PARKING LOT			Ramps		
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	No	

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	No	
	Concrete	Fair	Yes	No	
MOUNTAINVIEW ST			2 Ramps		
At MEADOW LN			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Poor	No	No	
NORTH ST			4 Ramps		
At CROSS ST			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Poor	No	No	
At MECHANIC ST			2 Ramps		
	Asphalt	Fair	No	No	
	Asphalt	Poor	No	No	Catch Basin
NORTHFIELD ST			12 Ramps		
At COLONIAL DR			4 Ramps		
	Concrete	Fair	Yes	Yes	Cracking
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	Yes	
	Concrete	Good	Yes	No	
At DERBY DR			2 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
At FREEDOM DR			1 Ramps		
	Concrete	Fair	Yes	No	
At INDEPENDENCE GRN			2 Ramps		
	Concrete	Fair	Yes	No	Cracking
	Concrete	Fair	Yes	No	
At NORTHFIELD ST			2 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At PROSPECT ST			1 Ramps		
	Concrete	Good	No	No	
OLD COUNTRY CLUB RD			2 Ramps		
At BIKE PATH			2 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
PARK AVE			2 Ramps		
At PARK AVE			2 Ramps		
	Concrete	Fair	Yes	Yes	

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	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	Yes	
PEARL ST			2 Ramps		
At VINE ST			2 Ramps		
	Concrete	Fair	No	No	Man Hole
	Concrete	Fair	No	No	
PHELPS ST			4 Ramps		
At PLEASANTVIEW ST			2 Ramps		
	Asphalt	Fair	No	No	
	Asphalt	Fair	No	No	
At ROBERTS ST			2 Ramps		
	Asphalt	Fair	Yes	No	
	Asphalt	Fair	Yes	No	Vegetation
PIONEER ST			3 Ramps		
At PIONEER CTR			3 Ramps		
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
	Concrete	Fair	No	No	
PROSPECT ST			4 Ramps		
At SCHOOL AVE			4 Ramps		
	Asphalt	Poor	No	No	
	Concrete	Poor	No	No	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
RIDGE ST			6 Ramps		
At CHARLES ST			1 Ramps		
	Asphalt	Poor	No	No	Vegetation
At KENT ST			4 Ramps		
	Concrete	Fair	Yes	No	
	Concrete	Poor	No	No	
	Concrete	Poor	No	No	Curbing
	Concrete	Poor	Yes	No	Curbing
At TREMONT ST			1 Ramps		
	Asphalt	Fair	No	No	Vegetation
RIVER ST			27 Ramps		
At BERLIN ST APPRCH			2 Ramps		
	Concrete	Good	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
At BLACKWELL ST			2 Ramps		
	Concrete	Good	Yes	Yes	

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Good	Yes	Yes	
At E MONTPELIER RD			4 Ramps		
	Asphalt	Fair	Yes	Yes	Curbing
	Asphalt	Fair	Yes	Yes	
	Asphalt	Fair	Yes	Yes	Vegetation
	Asphalt	Fair	Yes	Yes	
At PARKING LOT			2 Ramps		
	Asphalt	Fair	Yes	Yes	
	Asphalt	Fair	No	Yes	
At PHELPS ST			2 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
At PIONEER ST			2 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At RIVER ST			7 Ramps		
	Asphalt	Fair	Yes	Yes	
	Asphalt	Fair	Yes	Yes	
	Asphalt	Fair	Yes	Yes	
	Asphalt	Fair	Yes	Yes	
	Asphalt	Fair	Yes	No	
	Asphalt	Fair	Yes	No	
	Asphalt	Fair	Yes	No	
At SCRIBNER ST			2 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Good	Yes	Yes	
At TAPLIN ST			2 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At WHEELOCK ST			2 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Good	Yes	Yes	
SABIN ST			2 Ramps		
At FOSTER ST			2 Ramps		
	Concrete	Fair	No	No	Vegetation
	Concrete	Poor	No	No	Curbing
SAINT PAUL ST			4 Ramps		
At BAIRD ST			2 Ramps		
	Asphalt	Fair	No	No	

	Material	Condition	DWP	Crosswalk	Obstruction
	Asphalt	Poor	No	No	
At BROWN ST			2 Ramps		
	Asphalt	Poor	No	No	Vegetation
	Asphalt	Poor	No	No	Patch
SCHOOL ST			5 Ramps		
At CEDAR ST			3 Ramps		
	Concrete	Poor	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At SAINT PAUL ST			2 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Poor	No	Yes	Catch Basin
SIBLEY AVE			2 Ramps		
At COLLEGE ST			2 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Asphalt	Fair	No	Yes	
SPRING ST			8 Ramps		
At HOLMES CT			2 Ramps		
	Concrete	Fair	Yes	No	Vegetation
	Concrete	Poor	Yes	No	
At PARKING LOT			2 Ramps		
	Concrete	Poor	Yes	No	
	Concrete	Fair	No	No	
At SPRING ST			4 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
STATE ST			25 Ramps		
At BAILEY AVE			8 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
At ELM ST			6 Ramps		

BETA Group, Inc.

	Material	Condition	DWP	Crosswalk	Obstruction
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
At GOVERNOR AIKEN AVE			3 Ramps		
	Concrete	Fair	Yes	Yes	
	Concrete	Poor	No	No	Patch
	Concrete	Fair	Yes	Yes	Curbing
At STATE ST			4 Ramps		
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	No	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
At TAYLOR ST			4 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	Curbing
	Concrete	Fair	Yes	Yes	
	Concrete	Good	Yes	Yes	
SUMMER ST			8 Ramps		
At VINE ST			4 Ramps		
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
At WINTER ST			4 Ramps		
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
SUMMIT ST			1 Ramps		

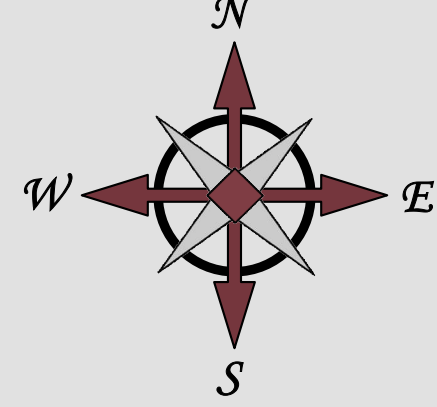
	Material	Condition	DWP	Crosswalk	Obstruction
At EDWARDS ST			1 Ramps		
	Asphalt	Fair	No	No	
TAYLOR ST			7 Ramps		
At TAYLOR ST			7 Ramps		
	Concrete	Good	Yes	Yes	
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
	Concrete	Good	Yes	No	
	Concrete	Fair	Yes	No	Curbing
	Concrete	Good	Yes	Yes	
TERRACE ST			5 Ramps		
At DAIRY LN			1 Ramps		
	Asphalt	Poor	No	Yes	
At JORDAN ST			2 Ramps		
	Asphalt	Poor	Yes	No	
	Asphalt	Poor	Yes	No	
At REDSTONE AVE			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Poor	Yes	No	
TOWNE HILL RD			9 Ramps		
At COOLIDGE ST			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Poor	No	No	
At DOVER RD			1 Ramps		
	Asphalt	Poor	No	Yes	
At GRANDVIEW TER			2 Ramps		
	Concrete	Fair	Yes	No	
	Asphalt	Fair	No	No	
At GREENOCK AVE			1 Ramps		
	Concrete	Poor	Yes	No	
At LEAP FROG HOLW			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Poor	No	No	
At WOODCREST RD			1 Ramps		
	Concrete	Fair	Yes	Yes	Vegetation
TOWNE ST			1 Ramps		
At GRANDVIEW TER			1 Ramps		
	Asphalt	Poor	No	No	

	Material	Condition	DWP	Crosswalk	Obstruction
TREMONT ST			2 Ramps		
At GUERNSEY AVE			2 Ramps		
	Asphalt	Poor	No	No	
	Asphalt	Fair	No	No	
WEST ST			3 Ramps		
At FIRST AVE			3 Ramps		
	Concrete	Fair	Yes	Yes	Vegetation
	Concrete	Fair	Yes	Yes	
	Concrete	Fair	Yes	Yes	
WINTER ST			2 Ramps		
At PEARL ST			2 Ramps		
	Concrete	Fair	No	No	
	Concrete	Fair	No	No	
WOODROW AVE			2 Ramps		
At EMMONS ST			2 Ramps		
	Asphalt	Fair	No	Yes	
	Asphalt	Fair	No	Yes	
At WOODROW AVE			Ramps		
	Concrete	Fair	Yes	No	

City of Montpelier, Vermont

Pavement Management Program

Sidewalk Inventory - By Condition



Legend

Sidewalk Condition

- Good
- Fair
- Poor

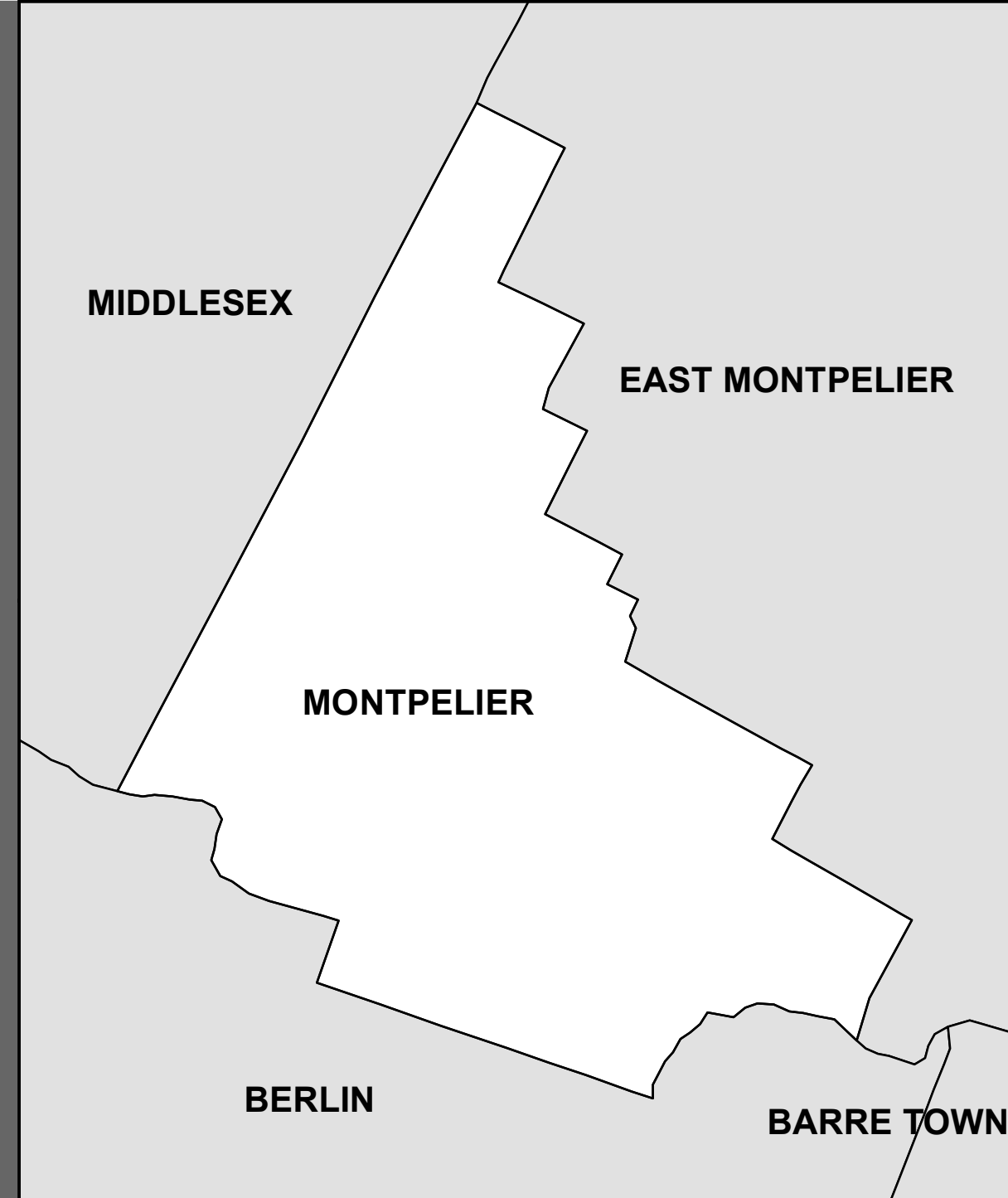
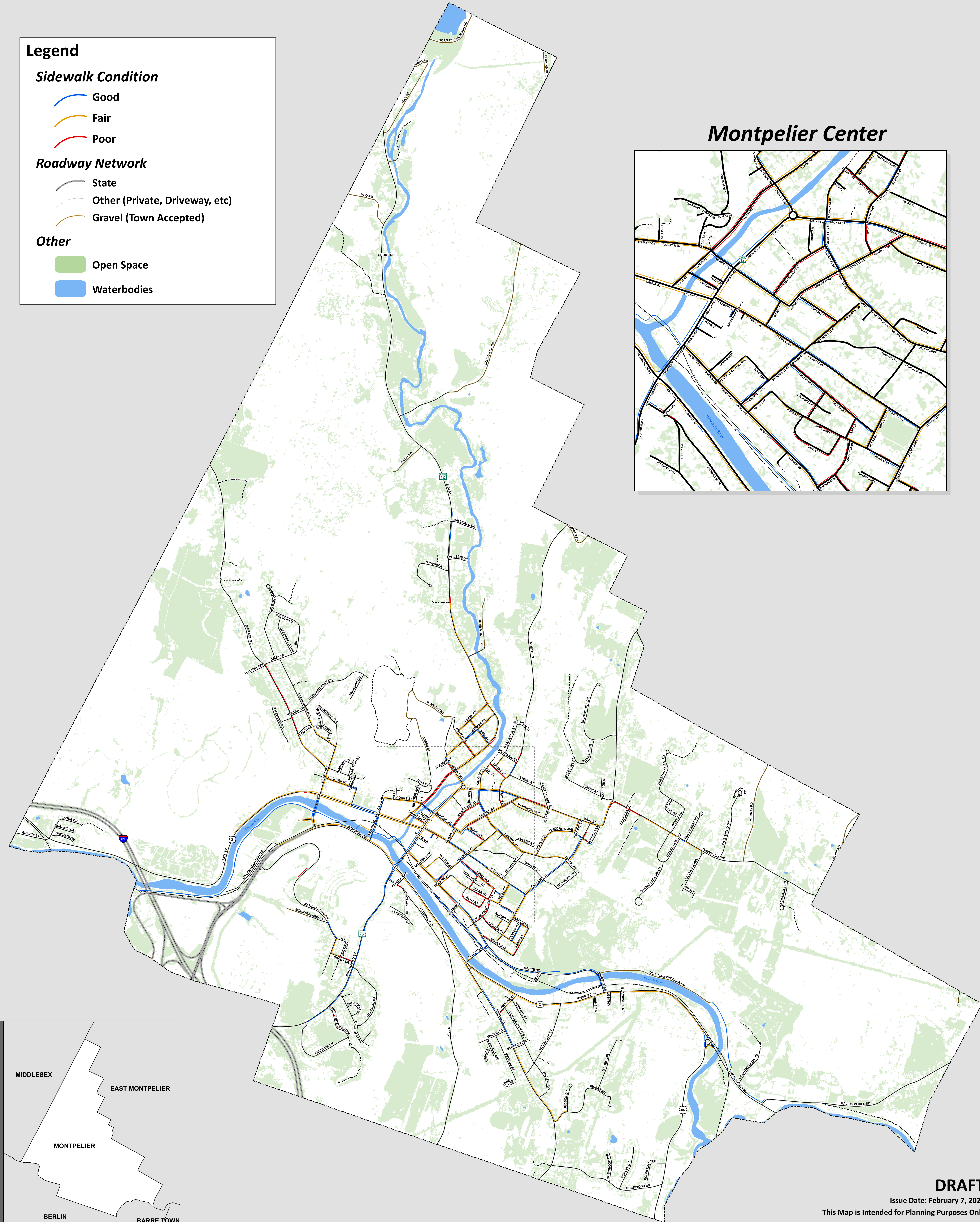
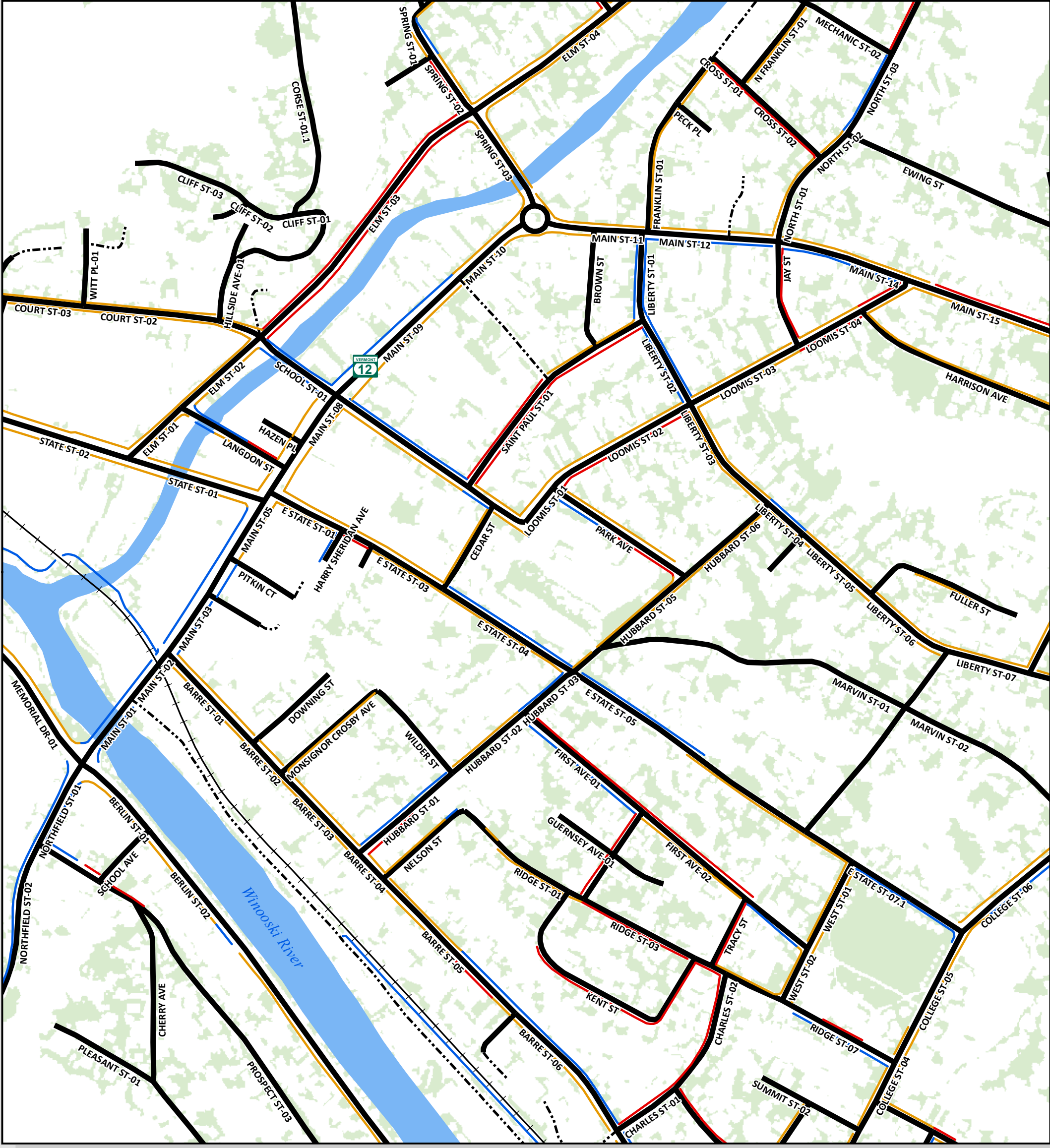
Roadway Network

- State
- Other (Private, Driveway, etc)
- Gravel (Town Accepted)

Other

- Open Space
- Waterbodies

Montpelier Center



DRAFT
Issue Date: February 7, 2025
This Map is Intended for Planning Purposes Only

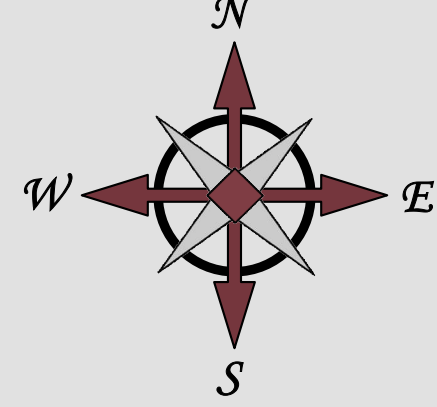
0 0.25 0.5 Miles



City of Montpelier, Vermont

Pavement Management Program

Curb Ramp Inventory - By Condition



Legend

Curb Ramp Condition

- Good
- Fair
- Poor
- Potential

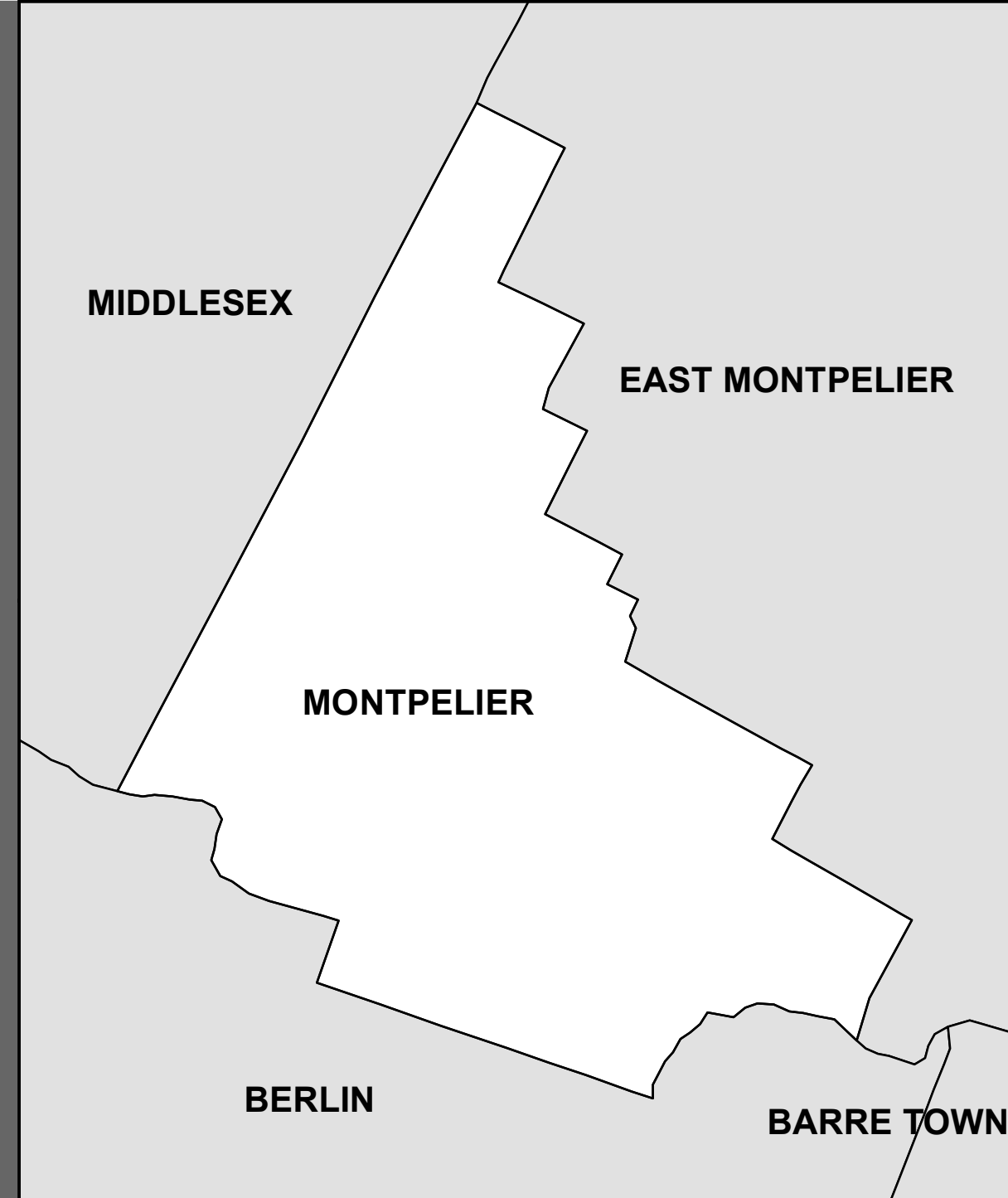
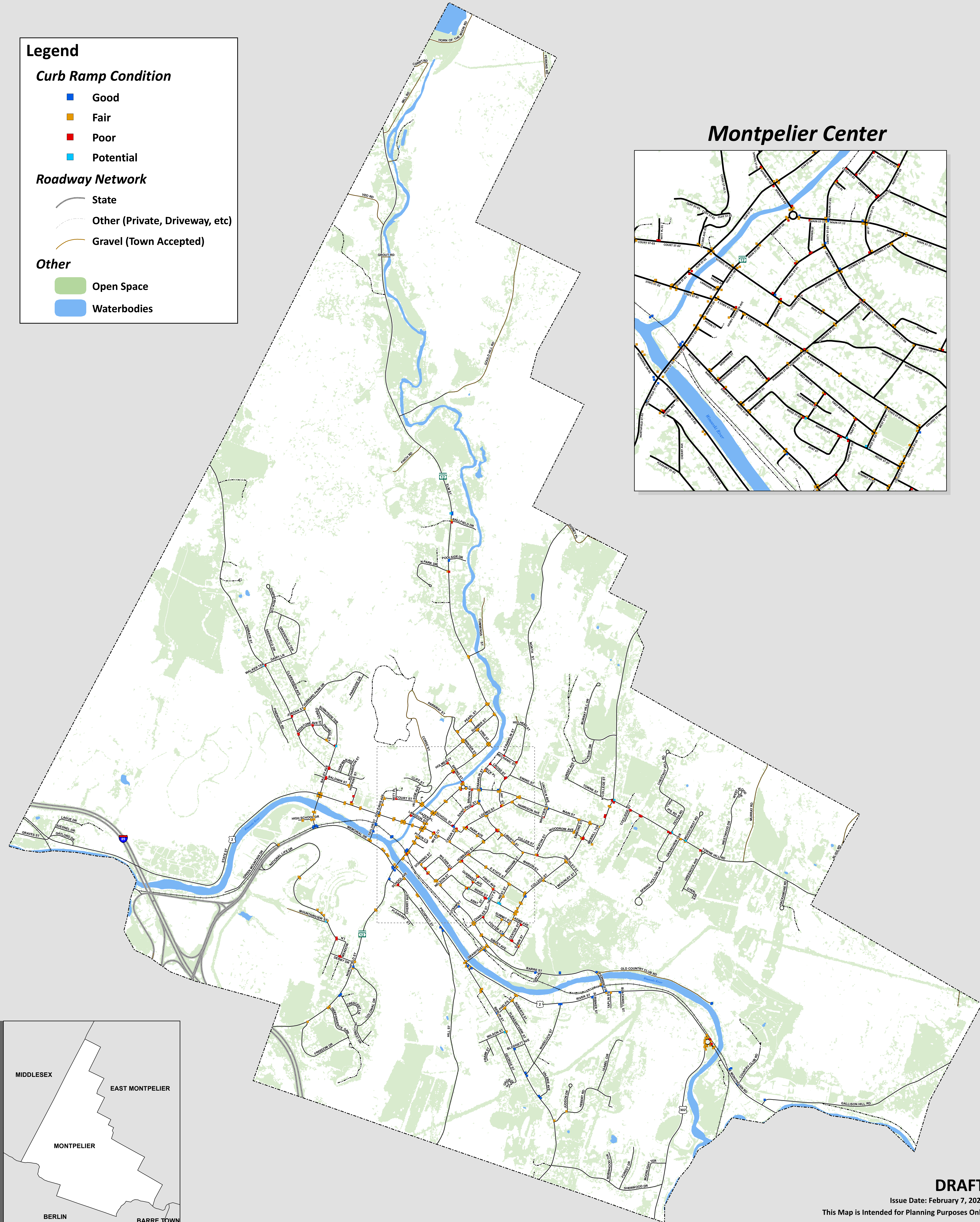
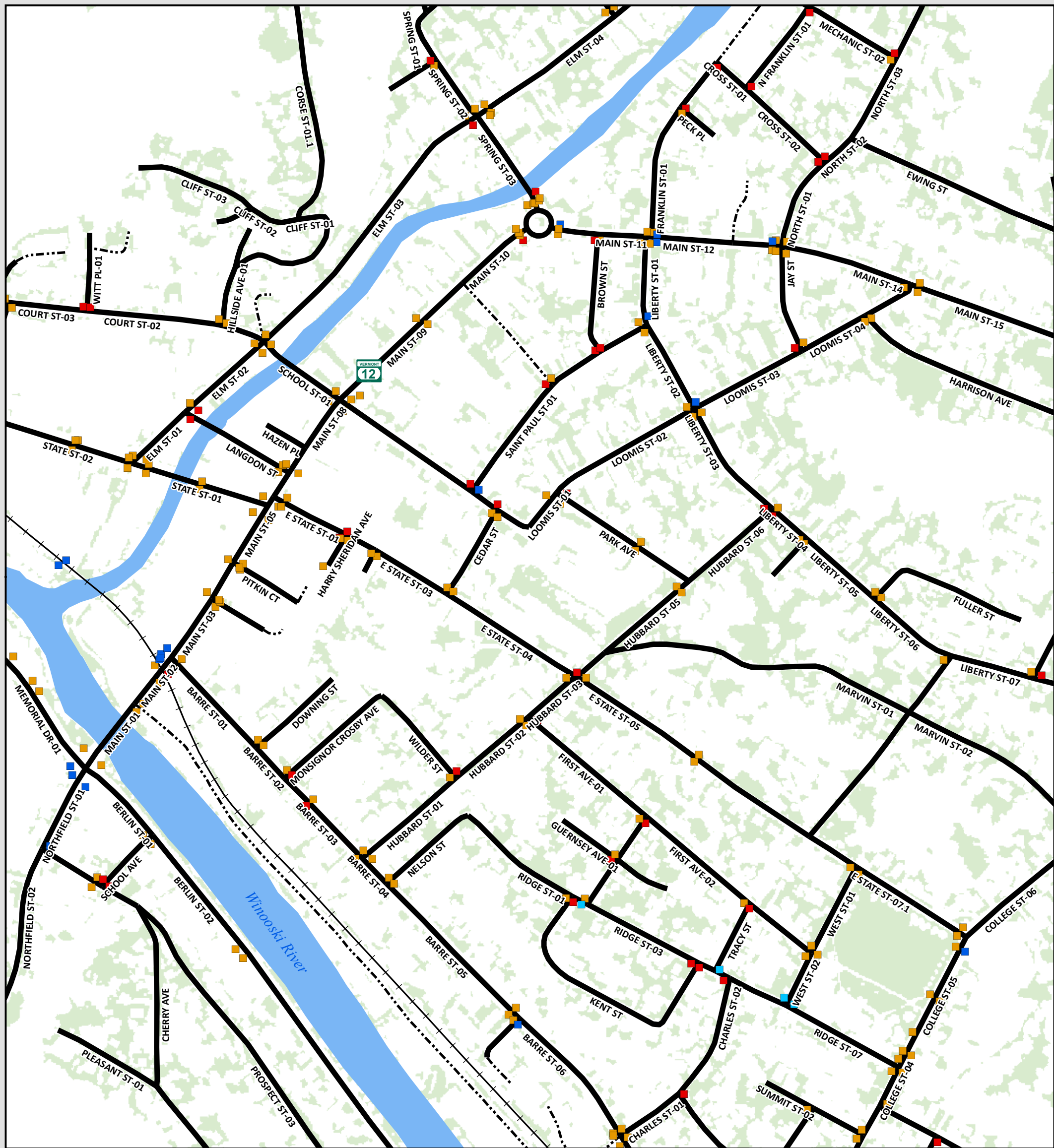
Roadway Network

- State
- Other (Private, Driveway, etc)
- Gravel (Town Accepted)

Other

- Open Space
- Waterbodies

Montpelier Center



Mayor Marc Gwinn

City Council Members:

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

Kelly McNicholas Kury
City Manager

Evelyn Prim
Communications Coordinator

MEMORANDUM

July 1, 2026

Evelyn Prim, Communications Coordinator

eprim@montpelier-vt.org

Re: Preparing for WCAG 2.1

Recent updates to Title II of the Americans with Disabilities Act (ADA) require all public entities to comply with updated Web Content Accessibility Guidelines (WCAG) 2.1, Level AA. Public entities with populations under 50,000 have until April 24, 2028, to comply with these new standards. Staff training on the new requirements and software upgrades to remediate existing issues are essential to ensuring that all City communications remain accessible to all. Over the next year, I will schedule training sessions for all staff who administer City web content. This memo outlines key resources and initiatives that I will be implementing for this process.

Overview of WCAG 2.1, Level AA

Beginning April 24, 2027, all state and local governments must ensure their web content complies with the updated Web Content Accessibility Guidelines (WCAG) 2.2, Level AA, ensuring everyone has equal access to web content. These improved accessibility requirements will help the City provide more effective communication to all persons regardless of their abilities. The WCAG 2.1 has 13 guidelines which are organized under [4 principles: perceivable, operable, understandable, and robust](#). For each guideline, there are testable *success criteria*. The success criteria are at [three levels: A, AA, and AAA](#).

The success criteria are what determine “conformance” to WCAG. That is, to meet WCAG, the content needs to meet the success criteria. Details are in the [Conformance section of WCAG](#). A summary of the WCAG 2 guidelines can be viewed here: [WCAG 2 at a Glance](#).

SUCCESS CRITERIA

- Perceivable
 - Provides text alternatives for non-text content.

- Includes captions and alternatives for multimedia content.
- Can be presented in different ways, including assistive technologies, without losing meaning.
- Improves visibility and audibility of content for easier access.
- Operable
 - All functionality is accessible via keyboard.
 - Provides sufficient time for users to read and use content.
 - Avoids content that may trigger seizures or physical reactions.
 - Facilitates easy navigation and content discovery.
- Understandable
 - Ensures that text is readable and comprehensible.
 - Presents content in a consistent and predictable manner.
 - Helps users avoid and correct errors.
- Robust
 - Maximizes compatibility with current and future assistive tools.

Workplan

What Municipalities Should Do Now (guidance from the [Vermont League of Cities & Towns](#))

Adapted from the Vermont League of Cities & Towns (VLCT) guidance, this workplan outlines key initiatives and strategies to ensure all city communications and staff are prepared to comply with updated ADA requirements for web accessibility.

Initiative #1: Create policies on how you will make sure that your web content and mobile apps are accessible.

Strategy: The 2027 Strategic Communications Plan will outline how all City communications will meet WCAG 2.1 requirements. The Communications Coordinator, in collaboration with City department leaders and the Crisis Communications Response Team (CCRT), will update this plan in the late fall of 2026.

Timeline for Implementation: Complete by the end of November 2026.

Initiative #2: Create processes for people to make accessibility requests and to report accessibility issues.

Strategy: The City of Pittsburgh, PA, uses an ADA Issue Reporting Form on its website to intake and triage web accessibility issues. This feature can be easily replicated with Microsoft Forms so that reports can be submitted directly to the City's ADA Coordinator and Communications Coordinator. Paper versions of the form can also be made available in all city offices and affiliated spaces for individuals who prefer a low-tech option to submit accessibility concerns.

Timeline for Implementation: Complete by the end of December 2026.

Initiative #3: Train your staff and elected and appointed officials to produce documents that are compliant with the standard.

Strategy: The National Association of Government Communicators has recently hosted a webinar, [Preparing Government Communications for the New ADA Requirements](#). Staff will be instructed to watch this webinar and practice the techniques to ensure they are comfortable implementing them. I will also conduct one-on-one training days with key employees who regularly perform public communication activities to ensure they have been adequately trained in ADA-compliance strategies.

Timeline for Implementation: Send webinar to employees by July 1, 2026; Schedule training days between July and September 2026.

Initiative #4: Ask your website or app vendor whether your current product met a WACG standard/guideline when it was new, and if so, what standard/guideline.

Strategy: The current municipal website will require remediation to comply with the WCAG 2.1 requirements. Based on extensive discussion with our Account Manager at CivicPlus, I recommend that the City implement the following software adaptations in conjunction with the 2027 website redesign:

- **DocAccess**
 - DocAccess represents the most efficient and cost-effective path to meeting our web content accessibility obligations. DocAccess automatically converts all of the City's existing and future PDF documents into fully WCAG 2.1 AA-compliant, searchable HTML format using OCR technology, advanced image processing, and AI-trained models. This means every public-facing document the City publishes — budgets, agendas, legal notices, RFPs, and more — will instantly be compliant with the updated regulations. DocAccess empowers residents to translate documents into over 150 languages, ask questions directly of a document, and even connect to a live visual interpreter, dramatically improving public access to City information. Setup requires only a single line of code added to the City's website header and takes less than five minutes. At just pennies per page, DocAccess eliminates the need for costly manual PDF remediation and ensures that every future document published by the City is automatically brought into compliance
 - Renewable annual cost: \$4,608
 - One-time implementation fee: \$1,500
- **AudioEye**
 - AudioEye helps support the ongoing accessibility of the City website itself. The CivicPlus website provides the foundation for an accessible public-facing website, but accessibility is not a one-time project. As staff continue adding pages, links, images, documents, alerts, and other content over time, new accessibility issues can be introduced. AudioEye provides an additional layer of ongoing monitoring, scanning, reporting, automated remediation where possible, and provides human intervention when required to help identify and address accessibility barriers as the website changes. It also supports alignment with WCAG 2.2 AA accessibility standards, which helps Montpelier stay ahead of evolving accessibility

expectations while continuing to maintain the website with limited staff capacity. It also includes public-facing accessibility tools that allow residents to adjust their website experience based on their individual needs, such as visual display adjustments through the accessibility toolbar.

- Renewable annual cost: \$3,200
- One-time implementation fee: \$500

Total one-time costs for both: \$9,808

Total annual cost after year-1: \$7,808.

Timeline for Implementation: December 2026 – July 2027. I am currently meeting monthly with our Account Manager at CivicPlus to ensure a thoughtful and strategic redesign that meets all new ADA requirements, as well as addressing known website user interface issues to improve user experience and ease of access.

Initiative #5: Add the technical standard to your Request for Proposal requirements for new websites and mobile apps.

Strategy: The requirement to comply with WCAG 2.1 is already a provision within our contract with CivicPlus; thus, no action is needed for our current platform.

Timeline for Implementation: N/A

Initiative #6: Ask residents who have disabilities about challenges they have with your website or mobile apps.

Strategy: Understanding user experience is critical to ensuring our communication is accessible and effective. The website redesign presents an opportunity to poll the public on their experiences with the City’s website to address common issues. During the initial stages of the redesign, we will solicit feedback from the community on their experiences with the City’s website and incorporate their contributions into the redesign. This may take the form of a survey or other community engagement activity to glean common areas of frustration and ideas for improvement.

Timeline for Implementation: December 2026 – July 2027.

Initiative #7: Assess your current website’s compliance with the new DOJ standard.

Strategy: See #4 above.

Timeline for Implementation: See #4 above.

Appendix A

Proposed Workplan Checklist

<i>Task</i>	<i>Due Date</i>	<i>Cost</i>
<i>Add ADA requirement compliance to Strategic Communications Plan and Crisis Communications Plan</i>	October 2026	\$0
<i>Create and implement ADA Issue Reporting Form</i>	December 2026	\$0
<i>Circulate ADA-training webinar to staff</i>	July 1, 2026	\$0
<i>Schedule one-on-one training opportunities with staff</i>	September 2026	\$0
<i>DocAccess</i>	December 2026 pending budget approval	Renewable annual cost: \$4,608 One-time implementation fee: \$1,500
<i>AudioEye</i>	December 2026 pending budget approval	Renewable annual cost: \$3,200 One-time implementation fee: \$500
<i>Community engagement survey for accessibility & user experience</i>	On-going	\$0
<i>Accessibility Assessment</i>	On-going	\$0
Total one-time costs for both:		\$9,808
Total annual cost after year-1:		\$7,808



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent **Discussion** X

SUBJECT: City of Montpelier Housing Trust Fund

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: Approve Housing Trust Fund Policies and Procedures Document

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

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED: N/A -Policy Approval; Individual Loans and Grants will be approved separately.

SOURCE OF FUNDS: Housing Trust Fund

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The City of Montpelier's Housing Trust Fund (HTF) balance is \$97,624.87. The City's FY27 budget includes a \$100,000 supplement to the HTF. The Housing Committee has reviewed the Housing Trust Fund Policy and is recommending a revision that will include a new section, 104: Montpelier Limited Grants and Loans. This program will provide grants (up to \$10,000) or 0% interest loans (up to \$50,000) for the construction of housing within Montpelier. The City's staff supports this amendment to the policy.

SUPPORTING DOCUMENTS:

1. Housing Trust Fund Policy and Procedures (Revised)
2. Housing Committee Cover Memo

INTERESTED PARTIES: N/A

CITY MANAGER'S APPROVAL:

Kelly McMichael Key

Guidelines for Montpelier Housing Trust Fund

Updated and Approved by City Council on _____

Table of Contents

Sec. 100: Program Description	2
1. Background and Sources of Funding	2
2. Purpose	2
3. Amounts Available for Grants and Loans.....	2
Sec. 101: Affordable Housing Project Grants	3
1. Eligibility Criteria	3
2. Priorities for Awarding Grants	4
3. Application and Review Process	5
4. Grant Agreement and Reporting	6
Sec. 102: Montpelier Accessory Dwelling Unit Loans	7
1. Eligibility Criteria	7
2. Priorities for Awarding Loans	7
3. Application and Review Process	8
4. Loan Agreement and Reporting	8
Sec. 103: Montpelier Shared Equity Down Payment Assistance Grants	9
1. Eligibility Criteria	9
2. Priorities for Awarding Grants	10
3. Application and Review Process	10
4. Grant Agreement and Reporting.....	10
Sec. 104: Montpelier Limited Grants and Loans.....	11
1. Eligibility Criteria.....	11
2. Priorities for Awarding Grants and Loans	11
3. Application and Review Process.....	12
4. Grant and Loan Agreement and Reporting.....	13
Sec. 105: Roles and Responsibilities	13
1. Roles and Responsibilities of Housing Committee	14
2. Roles and Responsibilities of City Council.....	14
3. Roles and Responsibilities of City Manager	14
4. Roles and Responsibilities of Planning Department	16

Sec. 100: Program Description

1. Background and Sources of Funding

The Montpelier Housing Trust Fund (the Fund) is a revolving fund that was established in accordance with Article 14 approved by the voters of the City of Montpelier, Vermont on March 1, 2005. It dedicated “one cent for housing” and a special revenue account was created by the City Council. Rather than allocate one cent for housing based on Montpelier’s grand list, the City of Montpelier has since shifted to providing an annual allocation which is not tied to or directly informed by the grand list. Loan repayments from first time home-buyer loans previously issued from the Fund shall be deposited into the Fund. Additional revenue to the Fund includes bequests, donations, grants, gifts from public and private sources, and any other revenues dedicated to the Fund by City Council or voters.

The Montpelier Housing Committee (the Housing Committee) recommends that the City Council allocate at least \$250,000 to the Fund each fiscal year.

2. Purpose

The purpose of the Fund is to construct and rehabilitate affordable housing units in Montpelier for ownership or rental, to make housing units more affordable to develop and buy, and to serve the housing needs of the City of Montpelier as laid out in the City Plan. As such the Fund is segmented into four initiatives:

- Affordable Housing Project Grants;
- Montpelier Accessory Dwelling Unit Loans;
- Montpelier Shared Equity Down Payment Assistance Grants; and
- Montpelier Limited Grants and Loans.

3. Amounts Available for Grants and Loans

\$150,000 shall be reserved in the Fund each fiscal year and made available to provide one or more Affordable Housing Project Grants of \$25,000 to \$150,000 per project. Any funds remaining after this reservation may be used in that fiscal year for 0% interest Montpelier Accessory Dwelling Unit Loans of \$50,000 per eligible applicant, Montpelier Shared Equity Down Payment Assistance Grants of \$20,000 to \$80,000 per housing unit, Montpelier Limited Grants and Loans of up to \$10,000 per grant per parcel and up to \$50,000 per 0% interest loan per project, and additional Affordable Housing Project Grants.

The City Council may vote annually whether to:

1. increase the amount reserved annually for Affordable Housing Project Grants; and
2. increase or decrease the award amounts for Affordable Housing Project Grants, Montpelier Accessory Dwelling Unit Loans, Montpelier Shared Equity Down Payment Assistance Grants and Montpelier Limited Grants and Loans.

Sec. 101: Affordable Housing Project Grants

1. Eligibility Criteria

Applicants for Affordable Housing Project Grants must meet the following criteria to be eligible for a grant.

- a) Applicant is a public housing authority or a non-profit housing development organization with tax exempt status under the Internal Revenue Code.
- b) Applicant has the personnel, the resource capacity, and a reasonable plan to obtain additional funding to successfully implement the proposed project.
- c) Applicant proposes a project involving the construction of new and/or rehabilitation of existing housing units in Montpelier that are affordable housing units for ownership or rental. A housing unit is an “affordable housing unit” as the term is used in these Guidelines if either:
 - i) The unit meets all of the following criteria to be an affordable housing unit for
 - (i) ownership:
 - (2) Housing Cost: The total annual cost of the housing unit, at the date of purchase, including mortgage payment, principal, interest, taxes, insurance (PITI), and condominium association fees will not be more than 30% of the household annual gross income for a household earning 80% of the county or state (whichever is higher) median income, as set forth in regulations or instructions issued by the United States Department of Housing and Urban Development (HUD), using the same assumptions in this calculation as those used by the Vermont Housing Finance Agency (VHFA) in their calculation of maximum purchase price affordability thresholds by income and household size as updated from time to time.
 - (3) Income of Purchaser: The housing unit can only be purchased by households whose gross annual household income at the date of purchase does not exceed 120% of the county median income adjusted for household size, as set forth in regulations or instructions issued by HUD.
 - (4) Affordability Covenant: The housing unit will be subject to a housing affordability subsidy covenant that preserves the affordability for at least 15 years.
 - ii) Or the unit meets all of the following criteria to be an affordable housing unit for rental:
 - (1) Housing Costs: The total monthly cost of the housing unit, including rent plus utilities (i.e., heat, electricity, gas, water/sewer, and trash/recycling removal), at the lease start date and on an ongoing basis, will not be more than 30% of the household annual gross income for a household earning 80% of the county or state (whichever is higher) median income, as set forth in regulations or instructions issued by HUD, using the same assumptions in this calculation as those used by VHFA in their calculation of maximum rent affordability thresholds by income and household size as updated from time to time.
 - (2) Income of Renter: The housing unit can only be rented by occupants whose gross annual household income at the lease start date does not exceed 100% of the county median

income adjusted for household size, as set forth in regulations or instructions issued by HUD.

- (3) Affordability Covenant: The unit will be subject to a housing affordability subsidy covenant that preserves the affordability for at least 15 years.
- d) Affordable housing units comprise at least 20% of the proposed project and at least 20% of the applicant's overall existing and proposed development on the parcel.
 - e) Applicant has completed a technical review of the proposed project with staff in the City of Montpelier Planning and Community Development Department (the Planning Department), Department of Public Works, Fire and Ambulance Department, and Public Safety. City staff have identified no major concerns regarding the project's feasibility.
 - f) Applicant is in "good standing" with respect to, or in full compliance with a plan to pay, any and all local, state, or federal taxes in any jurisdiction.

Note: At least annually, and sometimes more frequently, VHFA updates their calculation of "maximum rent and purchase price affordability thresholds by income and household size" in a table published on their website. The calculations for purchase price identify the maximum purchase price based on household incomes as a percentage of HUD-calculated median incomes and number of bedrooms using assumptions for household size as well as assumptions for down payment amounts, mortgage rates, property insurance, and homeowner's insurance standardized across the state. The calculations for rent identify the maximum rent based on household incomes as a percentage of HUD-calculated median incomes and number of bedrooms using assumptions for household size.

2. Priorities for Awarding Grants

Note: The priorities are not listed in order of preference.

In awarding Affordable Housing Project Grants, priority shall be given to applications that meet one or more of the following:

- a) Affordable housing units comprise a greater percentage of the project compared to competing applications.
- b) Project results in a net gain of more affordable housing units compared to competing applications.
- c) Project proposes affordable housing units for sale or rent for which the total housing cost will not be more than 30% of the household annual gross income for a household earning less than 80% of the county or state (whichever is higher) median income (for example, a project may propose some or all affordable housing units to be priced based on a household earning 60% of the median income).
- d) Project proposes affordable housing units to be sold or rented to households with a gross annual household income, at the date of purchase or the lease start date, of not more than 80% of the county or state (whichever is higher) median income adjusted for household size.
- e) Project proposes to adopt a housing affordability subsidy covenant that preserves the affordability of housing units for longer periods of time, including to perpetuity, compared to competing applications.

- f) Applicant can leverage additional funding sources if they are able to demonstrate financial support from the City of Montpelier.
- g) Project includes more above-code energy-efficiency and sustainability measures compared to competing applications. Such measures may include, but are not limited to, partial or full compliance with Residential Building Energy Standard (RBES) Stretch Code, Efficiency Vermont Certified High-Performance standards, Zero Energy Ready Home certification, Passive House certification, or Living Building Challenge certification.

3. Application and Review Process

- a) Notice of Available Funding and Request for Proposals: Notice of available funding and request for proposals shall be published on July 1 each year with a deadline of August 15.
- b) Application: Applications shall be submitted using a designated application form and shall include the following, at a minimum:
 - i) a detailed description of the proposed project and amount of funds sought from the Fund;
 - ii) a detailed project budget;
 - iii) a description of how much funding has been secured and when the applicant expects to have the project fully funded;
 - iv) the estimated start and completion dates of the project;
 - v) a demonstration of how each eligibility criterion is met;
 - vi) a demonstration of how the applicant falls within one or more of the priorities for funding, if any; and
 - vii) the identification of performance targets for the project's completion that are specific, measurable, attainable, relevant, and time-based, including at least one addressing eligibility criteria b and c in Sec. 101.1.b-c.
- c) Application Deadline and Timeline for Review:
 - i) Applications shall be accepted annually after the request for proposals is issued and by the deadline of August 15 or other deadline established therein.
 - ii) Within 14 calendar days of receipt of an application, the application shall be reviewed by the Planning Department for completeness and to determine eligibility.
 - (1) An application is not considered complete unless all of the information requested on the application form has been provided. Incomplete applications or applications found to be ineligible will be returned and applicants will be given 14 calendar days to resubmit a complete and eligible application.
 - (2) Applications determined to be complete and eligible shall be provided to the Housing Committee.
 - iii) The Housing Committee and Planning Department shall each independently review the applications and communicate their recommendations on all complete, eligible applications to each other and, if a conflict between the recommendations exists, discuss with the intention of providing a unanimous recommendation.
 - iv) No later than 60 calendar days after the original application deadline, the Housing Committee and Planning Department shall each make a recommendation to the City

Council whether, in response to each complete and eligible application, based on where the application falls in the priorities, to:

- (1) conditionally approve the application (i.e., commit funds for a grant but stipulate conditions which must be met by the applicant prior to awarding the grant);
 - (2) approve the application (i.e., award a grant); or
 - (3) deny the application (i.e., not award a grant).
- v) As soon as possible but no later than 30 calendar days after receipt of the recommendation from the Housing Committee and Planning Department, City Council shall decide whether to award a grant in response to each complete application based on the recommendations.
- vi) At the discretion of the Housing Committee, if funds reserved for Affordable Housing Project Grants remain available after City Council reaches its decisions pursuant to Sec. 101.3.c.v, or if no applications are received, then a second funding cycle may be initiated.

4. Grant Agreement and Reporting

- a) Grant Agreement: Grants shall be secured by a Grant Agreement between the grantee and the City of Montpelier incorporating, at a minimum, the following:
- i) the amount of the grant awarded;
 - ii) a detailed description of the project, including the total number of affordable housing units and market rate housing units to be developed plus the following information for each unit: type (i.e., rental or ownership), style (i.e., studio/efficiency, 1 bedroom, 2 bedroom, etc.), location, the length of affordability term (if applicable), and the household income affordability level (i.e., 100% of county median income, 80% of county median income, etc.) (if applicable);
 - iii) estimated project start date;
 - iv) estimated project completion date;
 - v) specific performance measures for the project;
 - vi) all other conditions necessary to ensure compliance with these Guidelines, including claw back provisions for repayment should the project not be completed as approved;
 - vii) the reporting requirements identified in Sec. 101.4.b and deadlines for such reporting; and
 - viii) a requirement to adopt the housing affordability subsidy covenant identified in Sec. 101.4.c.
- b) Reporting Requirements: Annually, by the deadlines identified in the Grant Agreement and until project completion, the grantee shall provide the Housing Committee and Planning Department an overall status update on the project, a detailed description of progress on each performance measure, and a current estimated project completion date. Within 60 days of the project receiving all necessary Certificates of Occupancy, the grantee shall provide a close-out report to the Housing Committee and Planning Department which shall include, at a minimum, the following:
- i) the final project budget; and
 - ii) actual project completion date.

- c) Housing Subsidy Covenant: Upon completion of the project, each affordable housing unit shall be subject to a housing subsidy covenant, adopted pursuant to 27 V.S.A. 610, between the property owner and the City of Montpelier that is recorded in the Montpelier land records and that maintains the status of each applicable housing unit as an affordable housing unit for the applicable duration proposed in the grantee's application and identified in the Grant Agreement. However, if an equivalent housing subsidy covenant requiring affordability for the same or longer applicable duration with another grantor or lender providing funds for the project is adopted, this requirement is waived and no additional covenant is necessary for the applicable affordable housing units with the City of Montpelier.

Sec. 102 Montpelier Accessory Dwelling Unit Loans

1. Eligibility Criteria

Applicants for 0% Montpelier Accessory Dwelling Unit Loans must meet the eligibility criteria established through the state-funded Vermont Housing Improvement Program (VHIP) 2.0, as amended from time to time, or a substantially equivalent successor program if the original program is discontinued, for a VHIP 2.0 10-year loan, or substantially equivalent successor offering, for the creation of accessory dwelling units (ADUs). Applicants must also meet the following criteria:

- a) Applicant owns real property in Montpelier at the time of application.
- b) Applicant agrees to abide by all of the same requirements and conditions established by VHIP 2.0, as amended from time to time, or a substantially equivalent successor program, for receiving 10-year loans, or substantially equivalent offering in a successor program, including but not limited to ceilings on the amount of rent and utilities to be charged for the ADU for a specified period of time.
- c) Applicant agrees to encumber the property with a lien in favor of the City of Montpelier for repayment of the loan upon sale of the subject property.
- d) Applicant agrees to encumber the property with a housing subsidy covenant ensuring rental of the ADU at or below the identified ceiling on the amount of rent and utilities for a specified period of time.
- e) Applicant is not eligible to receive a VHIP 2.0 10-year loan, or substantially equivalent successor offering, solely because VHIP 2.0 funding is no longer available for the region encompassing Montpelier for the current funding period.

2. Priorities for Awarding Loans

Note: The priorities are not listed in order of preference.

If one or more applications for the Montpelier Accessory Dwelling Unit Loans are received at or around the same time, priority shall be given to applications that meet one or more of the following:

- a) Applicant's gross annual household income at the time of application does not exceed 100% of the county median income adjusted for household size, as set forth in regulations or instructions issued by HUD.

- b) Applicant agrees to rent the ADU at or below HUD Fair Market Rents for Washington County for longer than competing applications.
- c) Applicant agrees to rent the ADU to individuals and families whose gross annual household income at the lease start date does not exceed 80% of the county median income adjusted for household size, as set forth in regulations or instructions issued by HUD.

3. Application and Review Process

Downstreet Housing and Community Development (Downstreet), the non-profit housing development organization that serves the Montpelier residents, shall administer the Montpelier Accessory Dwelling Unit Loans, provided Downstreet agrees to:

- a) administer the program in compliance with these Guidelines, including the eligibility criteria and priorities established herein;
- b) screen applicants using the same materials and process utilized for applicants for VHIP 2.0 funding for the creation of ADUs, as amended from time to time, or a substantially equivalent successor program;
- c) publicize the availability of the grants within Montpelier with the goal of ensuring widespread awareness, including but not limited to, by coordinating with City staff, using social media, maintaining a designated page on the organization's website, using e-mail list-serves or newsletters, providing physical postings at public locations such as grocery stores, and providing periodic postings on Front Porch Form and via Montpelier Alive or their successors;
- d) coordinate with the City staff on execution of a loan agreement and housing subsidy covenant between loan recipients and the City of Montpelier;
- e) undertake the same monitoring and implementation steps as with recipients of VHIP 2.0 funding or a substantially equivalent successor program;
- f) maintain copies of all loan agreements and other documents related to Montpelier Accessory Dwelling Unit Loans, including correspondence with loan recipients;
- g) keep City staff informed of any potential issues of non-compliance by loan recipients;
- h) certify that they will not take the availability of Accessory Dwelling Units Loans into account when determining whether to award a Montpelier resident a state-funded grant for the creation or rehabilitation of an ADU; and
- i) comply with the reporting requirements identified in Sec. 102.4. and respond to any other information requests from the Housing Committee or Planning Department about administration of the Accessory Dwelling Units Loans.

Before the City of Montpelier provides funds to Downstreet to administer the Accessory Dwelling Units Loans, the City of Montpelier shall execute a Contract with Downstreet that incorporates these agreed upon conditions and any other conditions necessary for administration of the program or compliance with other laws.

4. Loan Agreement and Reporting

- a) **Loan Agreement:** Loans shall be secured by a Loan Agreement between the recipient and the City of Montpelier which is substantially similar to the agreement(s) required to receive VHIP 2.0 funding, or funding under a substantially equivalent successor program with the following modifications:
 - i) establishes the loan terms as a 0% interest loan repayable to the City of Montpelier upon sale of the subject property,
 - ii) encumbers the subject property with a lien in favor of the City of Montpelier for such repayment,
 - iii) requires a housing subsidy covenant to be made with the City of Montpelier,
 - iv) replaces references to the state agency providing VHIP 2.0 funding, or a substantially equivalent successor program, with references to the City of Montpelier, and
 - v) includes any other necessary conditions identified by the City of Montpelier to address non-compliance by the recipient with the agreement or meet any state or federal legal requirements.
- b) **Housing Subsidy Covenant:** Upon completion of the ADU, the ADU shall be subject to a housing subsidy covenant, adopted pursuant to 27 V.S.A. 610, between the property owner and the City of Montpelier that is recorded in the City of Montpelier land records and establishes limits on the amount of rent and utilities to be charged for the ADU for the applicable duration identified in the recipient's application.
- c) **Reporting Requirements:** Annually, by the deadlines identified in its Contract with the City of Montpelier, Downstreet shall provide the Housing Committee and Planning Department a report which includes, at a minimum, the number of loans issued in the past year and for each loan issued during any year for a project that will begin, is ongoing, or was completed in the past year: the name of the recipient, the amount of the loan, the address of the ADU, the length of affordability term for the ADU, the agreed limits on the amount of rent and utilities charged during the affordability term, the style of the unit (i.e., studio/efficiency, 1 bedroom, 2 bedroom, etc.), the type of structure the ADU is a part of (i.e., condo, single family home, duplex, garage unit, stand alone, etc.), and the current estimated project completion date or actual project completion date and status.

Sec. 103 Montpelier Shared Equity Down Payment Assistance Grants

1. Eligibility Criteria

Applicants for Montpelier Shared Equity Down Payment Assistance Grants must meet the eligibility criteria established for the regional Shared Equity Down Payment Assistance program currently administered by Downstreet, as well as the following criteria:

- a) Applicant lives, works, or attends school within a 25 mile radius of Montpelier;
- b) Applicant uses the grant to purchase a home in Montpelier; and
- c) Applicant is not eligible for the regional Shared Equity Down Payment Assistance Grant program currently administered by Downstreet solely because such funding is no longer available for the region encompassing Montpelier for the current funding time period.

2. Priorities for Awarding Grants

Note: The priorities are not listed in order of preference.

If one or more applications for the Montpelier Shared Equity Down Payment Assistance Grants are received at or around the same time, priority shall be given to applications that meet one or more of the following:

- a) Applicant has a lower gross annual household income at the time of application than competing applicants.
- b) Applicant lives, works, or attends school in Montpelier.
- c) Applicant works for the City of Montpelier or the Montpelier Roxbury Public School District or its successor.
- d) Applicant is at risk of losing their current housing in Montpelier due to natural disaster, domestic violence, or discrimination.

3. Application and Review Process

Downstreet shall administer the Montpelier Shared Equity Down Payment Assistance Grants, provided it agrees to:

- a) administer the program in compliance with these Guidelines, including the eligibility criteria and priorities established herein;
- b) screen applicants using the same materials, process, and timeline utilized for applicants to the regional Shared Equity Down Payment Assistance program;
- c) publicize the availability of the grants within Montpelier with the goal of ensuring widespread awareness, including but not limited to by coordination with City staff, use of social media, a designated page on the organization's website, e-mail list-serves or newsletters, physical postings at public locations such as grocery stores, and periodic postings on Front Porch Form and via Montpelier Alive or their successors;
- d) certify that they will not take the availability of the Montpelier Shared Equity Down Payment Assistance Grants into account when determining whether to award a Montpelier resident a grant via the state-funded regional Shared Equity Down Payment Assistance Program; and
- e) comply with the reporting requirements identified in Sec. 103.4 and respond to any other information requests from the Housing Committee or Planning Department about administration of the Montpelier Shared Equity Down Payment Assistance Grants. Before the City of Montpelier provides grant funds to Downstreet to administer the Montpelier Shared Equity Down Payment Assistance Grants, the City of Montpelier shall execute a Contract with Downstreet that incorporates these agreed upon conditions and any other conditions necessary for administration of the program or compliance with other laws.

4. Grant Agreement and Reporting

- a) Grant Agreement: Grants shall be secured by a Grant Agreement between the grantee and Downstreet. Downstreet shall use the same Grant Agreement, and any other related contracts

and agreements, as it requires for recipients of grants from the regional Shared Equity Down Payment Assistance program.

- b) Reporting Requirements: Annually, by the deadlines identified in its Contract with the City of Montpelier, Downstreet shall provide the Housing Committee and Planning Department a report which includes, at a minimum, the following:
- c) The number of eligible applicants for grants as of a consistent date each year identified in the Contract.
- d) The number of grants issued in the past year and for each grant: the family size and composition of the grantee (e.g., 2 adults and 2 children), the address of the unit, the amount of the grant, the sales price of the unit and a breakdown of the amount subsidized, the purchase date, the style of the unit (i.e., studio/efficiency, 1 bedroom, 2 bedroom, etc.), the type of structure (i.e., condo, single family home, duplex, etc.), and whether the application fell within one or more of the priorities identified in Sec. 103.2 and, if so, whether the priority factored into the decision to issue the grant to the applicant.

Sec. 104: Montpelier Limited Grants and Loans

1. Eligibility Criteria

Applicants for Montpelier Limited Grants and Loans must meet the following criteria:

- a) Applicant owns real property in Montpelier at the time of application.
- b) If the Applicant is requesting a 0% interest loan, Applicant agrees to encumber the property with a lien in favor of the City of Montpelier for repayment of the loan upon sale of the subject property.
- c) Applicant must demonstrate capability and intention of completing the project for which the loan and grant is being applied
- d) Applicant must not be disqualified from receiving grants or loans from the City of Montpelier

2. Priorities for Funding

Note: The priorities are not listed in order of preference.

In awarding Montpelier Limited Grants and Loans, priority shall be given to applications that meet one or more of the following:

- a) Project adds more units to Montpelier's housing stock compared to competing applications.
- b) Project meets more needs identified in Montpelier's Housing Needs Assessment compared to competing applications.
- c) Project has an affordability component to the project, or an income-based need on the part of the applicant, the details of which should be provided with the application.
- d) Applicant can leverage additional funding sources if they are able to demonstrate financial support from the City of Montpelier.

- e) Project includes more above-code energy-efficiency and sustainability measures compared to competing applications. Such measures may include, but are not limited to, partial or full compliance with Residential Building Energy Standard (RBES) Stretch Code, Efficiency Vermont Certified High-Performance standards, Zero Energy Ready Home certification, Passive House certification, or Living Building Challenge certification.
- f) Project is located within Montpelier's Growth Center Boundary.
- g) Project will result in a new primary residence for the Applicant.

3. Application and Review

Limited Grants and Loans shall not be made available on the initial round of Grant Availability but shall be made available in subsequent cycles as initiated by the Housing Committee.

- a) Notice of Available Funding and Request for Proposals: Notice of available funding and request for proposals shall be published within one week of initiation by the Housing Committee.
- b) Application: Applications shall be submitted using a designated application form and shall include the following, at a minimum:
 - i) a detailed description of the proposed project and amount of funds sought from the Fund, and of which category;
 - ii) a detailed project budget;
 - iii) a description of how much funding has been secured and when the applicant expects to have the project fully funded;
 - iv) the estimated start and completion dates of the project;
 - v) a demonstration of how each eligibility criterion is met; and
 - vi) a demonstration of how the applicant falls within one or more of the priorities for funding, if any.
- c) Application Deadline and Timeline for Review:
 - i) Applications shall be accepted after the request for proposals is issued and by the deadline of 90 days from the request for proposal issue date, or other deadline established therein.
 - ii) Within 14 calendar days of receipt of an application, the application shall be reviewed by the Planning Department for completeness and to determine eligibility.
- d) An application is not considered complete unless all of the information requested on the application form has been provided. Incomplete applications or applications found to be ineligible will be returned and applicants will be given 14 calendar days to resubmit a complete and eligible application.
- e) Applications determined to be complete and eligible shall be provided to the Housing Committee.
 - i) The Housing Committee and Planning Department shall each independently review the applications and communicate their recommendations on all complete, eligible applications to each other and, if a conflict between the recommendations exists, discuss with the intention of providing a unanimous recommendation.

- ii) No later than 60 calendar days after the original application deadline, the Housing Committee and Planning Department shall each make a recommendation to the City Council whether, in response to each complete and eligible application, based on where the application falls in the priorities, to:
 - f) conditionally approve the application (i.e., commit funds for a grant but stipulate conditions which must be met by the applicant prior to awarding the grant);
 - g) approve the application (i.e., award a grant); or
 - h) deny the application (i.e., not award a grant).
 - i) As soon as possible but no later than 30 calendar days after receipt of the recommendation from the Housing Committee and Planning Department, City Council shall decide whether to award a grant in response to each complete application based on the recommendations.
 - ii) At the discretion of the Housing Committee, if funds reserved for Affordable Housing Project Grants remain available after City Council reaches its decisions pursuant to Sec. 104.3.c.v, or if no applications are received, then a further funding cycle may be initiated.

4. Grant Agreement and Reporting

- a) Grant Agreement: Limited Grants and Loans shall be secured by a Grant Agreement between the grantee and the City of Montpelier incorporating, at a minimum, the following:
 - i) the amount of the grant awarded;
 - ii) a detailed description of the project
 - iii) estimated project start date;
 - iv) estimated project completion date;
 - v) the reporting requirements identified in Sec. 104.4.b and deadlines for such reporting;
- b) Limited 0% interest Loan Agreements shall also incorporate the following
 - i) establishes the loan terms as a 0% interest loan repayable to the City of Montpelier upon sale of the subject property,
 - ii) encumbers the subject property with a lien in favor of the City of Montpelier for such repayment,
- c) Reporting Requirements: Annually, by the deadlines identified in the Grant Agreement and until project completion, the grantee shall provide the Housing Committee and Planning Department an overall status update on the project, a detailed description of progress on each performance measure, and a current estimated project completion date. This requirement may be waived by mutual agreement between the City of Montpelier and the recipient, or upon repayment of the grant or loan amount.
- d) Within 60 days of the project receiving all necessary Certificates of Occupancy, the grantee shall provide a close-out report to the Housing Committee and Planning Department which shall include, at a minimum, the following:
 - i) the final project budget; and
 - ii) actual project completion date.

Sec. 105: Sec. 105 Roles and Responsibilities

1. Roles and Responsibilities of Housing Committee

The Housing Committee shall:

- a) review applications for Affordable Housing Project Grants as indicated in Sec. 101.3;
- b) make recommendations to City Council regarding which Affordable Housing Project Grants applications to fund as indicated in Sec. 101.3;
- c) receive and review reports from the City of Montpelier as indicated in Sec. 105.3 concerning all uses of the Fund and report to City Council by mid-December on the operation and activity of the Fund;
- d) receive and as necessary, review reports from recipients of Affordable Housing Project Grants as indicated in Sec. 101.4;
- e) receive and, as necessary, review reports from Downstreet concerning the Montpelier Accessory Dwelling Unit Loans as indicated in Sec. 102.4;
- f) receive and, as necessary, review reports from Downstreet concerning the Montpelier Shared Equity Down Payment Assistance Grants as indicated in Sec. 103.4; and
- g) develop and amend from time-to-time these Guidelines and the overall use of the Fund, making recommendations, as necessary, to the City Council regarding changes to these Guidelines.
- h) Initiate secondary funding cycles as indicated in Sec. 101.3 and 104.

2. Roles and Responsibilities of City Council

City Council shall:

- a) allocate funds annually to the Fund as indicated in Sec. 100.3.; and
- b) award Affordable Housing Project Grants from the Fund as indicated in Sec. 101.3.
- c) award Limited Grants and Loans as indicated in Sec. 104.3

3. Roles and Responsibilities of City Manager

The City Manager or their designee shall serve as the manager of the Fund and shall assign City departments and staff to complete the tasks listed below:

- a) maintain accurate and current accounting and business records for the Fund;
- b) report by the last day of November each year to the Housing Committee on operation and activity of the Fund, including at least the following:
 - i) For Affordable Housing Project Grants, the number of grants issued in the past year and for each grant: the name of the grantee; the amount of the grant; how many affordable housing units were created for rental along with the length of their affordability term, the household income affordability level (i.e., 100% of county median income, 80% of county median income, etc.), and the style of the units (i.e., studio/efficiency, 1 bedroom, 2 bedroom, etc.); how many affordable housing units were created for ownership along with the length of their affordability term, the household income affordability level (i.e., 100% of county median income, 80% of county median income, etc.), and the style of the units; how many market rate housing units were created for rental and the style of the units; how many market rate units were created for ownership and the style of the units; the project start date;

whether the project is ongoing or complete; and the estimated or actual project completion date.

- ii) For Montpelier Accessory Dwelling Unit Loans, the number of loans issued in the past year and for each loan issued during any year for a project that will begin, is ongoing, or was completed in the past year: the amount of the loan, the address of the ADU, the length of affordability term for the ADU, the agreed limits on the amount of rent and utilities charged during the affordability term, the style of the unit (i.e., studio/efficiency, 1 bedroom, 2 bedroom, etc.), the type of structure the ADU is a part of (i.e., condo, single family home, duplex, garage unit, stand alone, etc.), and the current estimated project completion date or actual project completion date and status.
 - iii) For Montpelier Shared Equity Down Payment Assistance Grants, the number of grants issued in the past year and for each grant: the family size and composition of the grantee (e.g., 2 adults and 2 children), the address of the unit, the amount of the grant, the sales price of the unit and a breakdown of the amount subsidized, the purchase date, the style of the unit (i.e., studio/efficiency, 1 bedroom, 2 bedroom, etc.), the type of structure (i.e., condo, single family home, duplex, etc.), and whether the application fell within one or more of the priorities identified in Sec. 103.2 and, if so, whether the priority factored into the decision to issue the grant to the applicant.
 - iv) For Limited Grants and Loans, the number of grants issued in the past year and for each grant: the name of the grantee; the amount of the grant; how many affordable housing units were created for rental along with the length of their affordability term, the household income affordability level (i.e., 100% of county median income, 80% of county median income, etc.), and the style of the units (i.e., studio/efficiency, 1 bedroom, 2 bedroom, etc.); how many affordable housing units were created for ownership along with the length of their affordability term, the household income affordability level (i.e., 100% of county median income, 80% of county median income, etc.), and the style of the units; how many market rate housing units were created for rental and the style of the units; how many market rate units were created for ownership and the style of the units; the project start date; whether the project is ongoing or complete; and the estimated or actual project completion date.
 - v) An accounting of the Fund for the year including the starting balance of the Fund; the amount allocated by City Council for the fiscal year; any loan repayments, donations to the Fund, interest accrued, or other inputs to the Fund; all withdrawals from the Fund with descriptions of use; and the end balance of the Fund.
- c) develop and maintain application materials for Affordable Housing Project Grants that align with these Guidelines;
 - d) publicize the availability of Montpelier Accessory Dwelling Unit Loans and Montpelier Shared Equity Down Payment Assistance Grants on Montpelier's website and other means of communication such as with water/sewer and property tax mailings;
 - e) maintain a website page or pages, for the benefit of prospective applicants and the public, that includes the reports and information identified in Sec. 104.3. b-d;

- f) develop the Contract identified in Sec. 102.3 between Downstreet and the City of Montpelier and monitor compliance with the Contract;
- g) develop the Contract identified in Sec. 103.3 between Downstreet and the City of Montpelier and monitor compliance with the Contract;
- h) collect loan repayments from previously issued first time home-buyer loans.

4. Roles and Responsibilities of Planning Department

The Planning Department shall:

- a) assist prospective applicants in completing applications for Affordable Housing Project Grants;
- b) review applications for Affordable Housing Project Grants as indicated in Sec. 101;
- c) make recommendations to City Council regarding which Affordable Housing Project Grants applications to fund as indicated in Sec. 101.3;
- d) develop the Grant Agreement for recipients of Affordable Housing Project Grants identified in Sec. 101.4;
- e) receive and review reports from recipients of Affordable Housing Project Grants as indicated in Sec. 101.4;
- f) otherwise monitor compliance with Grant Agreements for Affordable Housing Project Grant;
- g) develop the Loan Agreement for recipients of Montpelier Accessory Dwelling Unit Loans;
- h) receive and review reports from Downstreet concerning the Montpelier Accessory Dwelling Unit Loans as indicated in Sec. 102.4;
- i) monitor compliance with Loan Agreements for Montpelier Accessory Dwelling Unit Loans with the assistance of Downstreet;
- j) receive and review any documents required to be provided to the City of Montpelier from recipients pursuant to Loan Agreements for Montpelier Accessory Dwelling Unit Loans;
- k) receive and review reports from Downstreet concerning the Montpelier Shared Equity Down Payment Assistance Grants as indicated in Sec. 103.4;
- l) complete all other responsibilities delegated by the City Manager for management of the Fund; and
- m) maintain all records necessary to satisfy the above responsibilities.

To: City Council
From: Housing Committee
Date: July 1, 2026
RE: Housing Trust Fund Guidelines Revision

In June 2024, the City Council adopted new Housing Trust Fund Guidelines. Those Guidelines are set to be activated today – July 1, 2026. As the City begins active implementation, the Housing Committee has a few suggested changes for Council to consider. We propose these changes after soliciting input from City staff.

Council's 2024 guidelines established three spending avenues for the Fund:

- Accessory Dwelling Unit
- Shared Equity Down Payment Assistance Grants
- Affordable Housing Project Grants

The current Affordable Housing Project Grants are restricted to “a public housing authority or a non-profit housing development organization with tax exempt status under the Internal Revenue Code.” The landscape for these entities has shifted drastically since 2024. Federal funding cuts have challenged the public housing authorities that would be eligible to apply for the Fund and threatened funding streams that make affordable housing developments possible. Costs of materials, finance, labor, and shifting regulatory burdens, have also made housing developments more difficult.

Given those facts, Housing Committee members are concerned that the current Guidelines will not yield Fund applicants in 2026. We propose a fourth funding option that adds flexibility and could increase applicants, while making housing more affordable for Montpelier residents and prospective residents.

The proposal, depicted with tracked changes in the attached document, is to create the Montpelier Limited Grants and Loans fund. Specifically, this fund focuses on projects responding to the City's most recent Housing Needs Assessment or otherwise further the goals of the Housing Trust Fund Guidelines and offers:

- 0% interest loans of up to \$50,000
- Grants of up to \$10,000

The process to apply for these loans and grants would largely follow the process for the other funding avenues laid out in the Guidelines, however this fund will not be available for the initial round of proposals, but only after that round is completed, in a subsequent round of funding.

This would allow for the Fund to support promising projects in years when there are no affordable housing projects in the works. It would also not inhibit the Funds ability to conserve its balance for several years to fund more or larger projects in the future.



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent ☐ Discussion ☒

SUBJECT: City Manager Performance Evaluation Plan – Approval of Form and Schedule

SUBMITTING DEPARTMENT: Councilor Gil

RECOMMENDED ACTION: Approve Performance Management Evaluation Form

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:

Attached is the proposed **City Manager Performance Evaluation Plan** for Council consideration. Since the Council's initial discussion, the document has been refined to create a more comprehensive, transparent, and measurable framework for evaluating the City Manager's performance over the coming year.

The revised plan establishes a structured evaluation process that aligns performance expectations with the Council's adopted strategic priorities while incorporating best practices for executive performance management. The framework includes SMART goals, measurable performance indicators, defined evaluation timelines, quarterly check-ins, a formal mid-year review, and an annual evaluation process.

Key Updates

Major revisions to the draft include:

- Expanded implementation guidance and annual update process.
- Clearer evaluation timelines and milestones.
- Refined SMART goals and measurable performance metrics.
- Recommended weighting of performance categories to better reflect organizational priorities and executive responsibilities.
- Ongoing performance expectations related to leadership, governance, financial stewardship, ethics, community engagement, and policy implementation.
- Improved documentation, accountability, and reporting expectations.

This framework is intended to serve as a living document that can be reviewed and updated annually as Council priorities, organizational needs, and community goals evolve.

Requested Action

Staff and Council are requested to:

1. Approve the City Manager Performance Evaluation Plan.
2. Establish the annual performance review calendar by scheduling:
 - the first quarterly performance check-in; and
 - the City Manager's annual performance evaluation meeting.

Establishing these dates in advance will provide clarity, promote regular communication between the Council and the City Manager, and ensure the evaluation process remains proactive rather than reactive.

SUPPORTING DOCUMENTS:

Performance Evaluation_v1.1_City Council Review_redline

City_Manager_Performance_Review_Form

City Council Review Form

INTERESTED PARTIES: City Council, City Manager, Community

CITY MANAGER'S APPROVAL:

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

City of Montpelier City Manager Performance Evaluation Plan

(Year 1)

Employee:.....Kelly McNicholas Kury (City Manager)

Evaluation Period:.....February 2026 – February 2027

Adopted by City Council:.....May 27, 2026

Commented [KM1]: July 8

*Prepared for the City Council of Montpelier, Vermont
to establish a transparent, measurable, and strategic
performance evaluation process for the City Manager.*

Introduction & Guiding Principles

The purpose of this evaluation framework is to create a clear, fair, and measurable process for evaluating the performance of the City Manager. This document aligns the City Manager's responsibilities with the strategic priorities of the City of Montpelier and establishes accountability, organizational transparency, and continuous improvement practices.

This framework is intended to:

- Establish SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goals.
- Align annual objectives with the City Council's adopted priorities and City Plan.
- Provide regular opportunities for feedback and communication.
- Support professional development and organizational effectiveness.
- Ensure measurable outcomes are documented and reviewed annually.
- This evaluation process reflects leading practices from the International City/County Management Association (ICMA) and the Vermont League of Cities and Towns (VLCT).

Implementation & Annual Update Instructions

This document is intended to serve as a living performance management tool for both the City Council and the City Manager.

Implementation Process

1. Review and Adopt:
City Council reviews and formally adopts the evaluation framework.
2. Collaboratively Finalize SMART Goals:
The City Manager and Council refine goals, timelines, and measurable outcomes.
3. Establish Baselines:
Departments identify current performance baselines and available data sources.
4. Quarterly Check-Ins:
Informal discussions are held to review progress, barriers, and emerging priorities. This shall include the City Council and may require executive session.
5. Mid-Year Review:
Conduct a formal mid-year review to assess progress and adjust goals if necessary. This shall include the City Council and may require executive session.
6. Annual Evaluation:
Complete the formal annual performance review and establish subsequent year priorities. This shall include the City Council and may require executive session.

Annual Update Process

This framework should be reviewed and updated annually to ensure alignment with changing community needs, strategic priorities, budget realities, and organizational capacity.

- Recommended annual review process:
- Review prior year performance outcomes and lessons learned.
- Evaluate which goals were completed, in progress, or deferred.
- Update performance metrics to ensure they remain measurable and achievable.
- Incorporate new Council priorities, flood recovery needs, infrastructure projects, and economic development goals.
- Review weighting categories to ensure alignment with current priorities.
- Revise timelines, [KPIs Performance Metrics](#), and reporting expectations as needed.
- Formally adopt the updated evaluation plan annually during the City Manager review cycle.

Document Control & Versioning

Version:.....1.0 – Initial Draft Framework
Prepared:May 2026
[Adopted:.....July 2026](#)
Next Scheduled ReviewFebruary 2027

Future revisions should include:

- Date of revision
- Summary of changes
- Council approval date
- Updated strategic priorities or metrics

City of Montpelier City Manager Performance Evaluation Plan

(Year 1)

Employee:Kelly McNicholas Kury (City Manager)
Evaluation Period:.....February 2026 – February 2027 and September 2027
Adopted by City Council:May 27, 2026

I. Purpose

This evaluation framework establishes clear, measurable expectations for the City Manager and provides a structured process for assessing performance aligned with the City of Montpelier's strategic priorities:

- Housing
- Climate Resilience & Infrastructure
- Flood Recovery
- Economic Development
- Organizational Excellence & Governance

This process reflects best practices from the International City/County Management Association and the Vermont League of Cities and Towns.

II. Evaluation Structure

A. Evaluation Timeline

- **3 Months:** Orientation & Goal Confirmation (informal review) (May 2026)
- **6 Months:** Mid-Year Performance Review (August 2026)
- **9 Months:** Progress Check-In (November 2026)
- **12 Months:** Formal Annual Evaluation/February 2027 (Merit Increase)

B. Evaluation Methods

- City Council assessment (primary)
- City Manager self-assessment
- Optional staff or stakeholder input (as determined by Council)

III. Performance Rating Scale

Rating	Description
5 – Exceptional	Performance consistently exceeds expectations with significant impact
4 – Exceeds Expectations	Frequently exceeds established goals
3 – Meets Expectations	Successfully achieves established goals
2 – Needs Improvement	Partially meets expectations
1 – Unsatisfactory	Does not meet expectations

IV. Year 1 ~~SMART Goals & Performance Metrics~~Strategic Outcomes

1. Housing (Priority Weight: 102%)

Goal 1.1 (0-12 Months):

Increase the number of homes in Montpelier by a minimum of 75 units per year.

Performance Metrics:

- Assess how CHIP funding can be best used for housing-related projects
- 4-5 partnerships formed with developers and non-profits to build new homes

Goal 1.2 (0-12 Months):

Maintain a mix of housing types, sizes, occupancies, and costs.

Performance Metrics:

- 0-1 zoning amendments annually

Goal 1.3 (0-12 Months):

Increase support for homeowners, developers and nonprofit partners in the creation of housing that would not otherwise be provided by the private market

Performance Metrics:

- 0-2 new housing projects initiated with government or nonprofit partnership

2. Infrastructure & Climate Resilience (Weight: 10%)

Goal 2.1 (0-12 Months):

Meet Steady State Paving Plan

Performance Metrics:

- 64% of road paving projects completed on time (annual improvement on PCI)
- 2 miles paved annually

Goal 2.2 (6-12 Months):

Meet Steady State Plan - Waterlines.

Performance Metrics:

- ~~2750 miles~~ 2750 feet of waterlines replaced or repaired

Commented [AG2]: What is the correct number?

Goal 2.3 (0-12 Months):

Storage and Treatment Plant Maintenance

Performance Metrics:

- <12 ~~boil water notices~~ Water Main Breaks (year over year reduction)

3. Flood Recovery (Weight: ~~10~~2%)

Goal 3.1 (0-12 Months):

Stabilize and secure funding for flood recovery efforts.

Performance Metrics:

- ≥70% of eligible FEMA/state funding applied for
- Develop timeline and launch project for City Hall rebuild

Goal 3.2 (0-12 Months):

Achieve major recovery milestones.

Performance Metrics:

- 100% of funding raised for Home Farm Way and Pioneer Dam Removal

Goal 3.2 (0-12 Months):

Strengthen emergency preparedness

Performance Metrics:

- Coordinate tabletop exercises with staff and partners at VEM

4. Economic Development (Weight: 108%)

Goal 4.1 (0-12 Months):

Business Retention and Expansion

Performance Metrics:

- 0-1 businesses retained/expanded
- Revenue allocation structure system for growth in Local Options Tax
- Economic development strategy drafted

Goal 4.2 (0-12 Months):

Implement economic development initiatives.

Performance Metrics:

- Reduction in downtown vacancy rate
- Launch of ≥ 1 new economic initiative

5. Organizational Leadership & Governance (Weight: 108%)

Goal 5.1 (0-12 Months):

Establish strong governance and performance systems.

Performance Metrics:

- Regular council communications established
- Staff leadership positions filled and onboarded
- Department KPIs Performance Metrics defined (100%)
 - all departments in City of Montpellier, aligned to City Plan

Goal 5.2 (0-12 Months):

Demonstrate high-performing leadership and organizational effectiveness.

Performance Metrics:

- Modernize systems for internal and external service delivery
- Balanced budget aligned with strategic priorities

V. Ongoing Performance Expectations

In addition to strategic goals, the City Manager will be evaluated on:

A. Leadership & Ethics (Weight: ~~40~~30%)

- Integrity, transparency, and accountability
- Professional conduct and public trust

B. Council Relations (Weight: ~~10~~5%)

- Clear communication and responsiveness
- Alignment with Council priorities
- “No surprises” governance approach

C. Financial Stewardship (Weight: ~~40~~25%)

- Budget accuracy and fiscal sustainability
- Effective use of public resources

D. Community Engagement (Weight: ~~40~~15%)

- Accessibility and responsiveness to residents
- Stakeholder collaboration

E. Policy Facilitation and Implementation (Weight: ~~15~~40%)

- Presentation of thoroughly researched policy options
- Accurate and efficient implementation of Council policy decisions

VI. Reporting & Accountability

- Quarterly progress reports
- Annual “State of the City” presentation

VII. Evaluation Process

1. City Manager submits self-assessment
2. Council members complete individual evaluations
3. Council convenes to discuss and finalize ratings
4. Final evaluation document issued with:
 - a. Overall rating
 - b. Summary of strengths
 - c. Areas for improvement
 - d. Goals for next evaluation period

VIII. Signatures

Mayor / Council Chair: _____ Date: _____

City Manager: _____ Date: _____

City Manager Self-Assessment

Employee: _____ Review Period: _____

Rating Scale

Rating	Description
5	Exceptional
4	Exceeds Expectations
3	Meets Expectations
2	Needs Improvement
1	Unsatisfactory

Performance Areas

Criteria	Rating (1-5)	Evidence/Comments	Suggested Actions
Housing			
Infrastructure & Climate Resilience			
Flood Recovery			
Economic Development			
Organizational Leadership & Governance			
Leadership & Ethics			
Council Relations			
Financial Stewardship			
Community Engagement			
Policy Facilitation & Implementation			

SMART Goal Progress

For each adopted SMART goal, summarize accomplishments, metrics achieved, barriers, and next steps.

Overall Reflection

Greatest accomplishments:

Challenges encountered:

Professional development needs:

Goals for next year:

Individual City Council Evaluation

Council Member: _____ Date: _____

Rating Scale

Rating	Description
5	Exceptional
4	Exceeds Expectations
3	Meets Expectations
2	Needs Improvement
1	Unsatisfactory

Rate Each Performance Area

Criteria	Rating (1-5)	Evidence/Comments	Suggested Actions
Housing			
Infrastructure & Climate Resilience			
Flood Recovery			
Economic Development			
Organizational Leadership & Governance			
Leadership & Ethics			
Council Relations			
Financial Stewardship			
Community Engagement			

Policy Facilitation & Implementation			
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Narrative Feedback

Key strengths:

Areas for improvement:

Recommendations for next review period:

Overall Performance Rating (1-5):



CITY COUNCIL Agenda Item Cover Sheet

Date: July 8, 2026

Consent __ **Discussion** _X_

SUBJECT: Homelessness Update

SUBMITTING DEPARTMENT: City Manager/City Council

RECOMMENDED ACTION: Discuss draft MOU for a designated encampment; provide direction to staff on priority of expenditures.

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:

At the April 29 Special City Council meeting on homelessness, the following priority actions were identified:

- General updates/current issues
- Picnic table locations for day use
- Updates on the encampment policy language
- Feasibility of City Hall shelter space for extended use
- Consistent coordination of partners
- Collaboration with End Homelessness Vermont on mobile health unit
- Assessment of designated overnight camping locations

Staff will provide a status update on the following items:

- Feasibility of City Hall shelter space for extended use
- Assessment of designated overnight camping locations

INTERESTED PARTIES: City Council, City Staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink that reads "Kelly McMichael-King".

Mayor Marc Gwinn

City Council Members:

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

Kelly McNicholas Kury
City Manager

Vacant
Assistant City Manager

MEMORANDUM

Date: July 8, 2026

From: Kelly McNicholas Kury, City Manager

- **Re:** Update on Actionable Plan on Homelessness – Assessment of designated overnight camping locations

Purpose

This memo provides an update to the Council on action items identified during the April 29, 2026 Special Meeting. In particular, this memo focuses on council's possible interest in designating a location for a managed encampment. It additionally responds to conversations with Reverend Beth Ann Maier and others about how they envision managing a camp.

Review a Draft MOU between the City and a Service Provider on Camp Management:

Enclosed is a draft MOU that would be enacted between the City and a service provider for the management of an outdoor encampment. It specifies requirements of both parties. This draft was circulated to the Homelessness Committee after their July 2nd meeting and comments have been received on the draft.

Possible Site Identification

Staff proposes two possible locations for an encampment should Council desire to designate one. The Dog River Fields and the Finch Road Yard Waste Facility (stump dump).

Concerns with Dog River Fields are predominately related to the ability to site sanitation facilities given its proximity to the flood plain. Concerns with the Finch Road facility are related to its proximity from town. Use of this site would require a service provider to coordinate transportation to and from or delivery of supplies as needed by occupants.

Staff does not recommend consideration of Home Farm Way for a number of reasons including the presence of conservation easements and a history of deliberate negotiations with adjoining neighbors that included assurances of what the future use would entail. The easements preclude any residential activity or appurtenant facilities erected on the property.

Peace Park is further not recommended due to conflicts with public use in close proximity and limitations on the number of tents that could be accommodated.

In all cases, the City will need to obtain a zoning permit to establish a campground per our municipal code requirements.

Anticipated Expenditures

Staff sought estimates on the cost of providing sanitation services to any site. The cost for a monthly rental of a two stall bathroom trailer with handwashing stations is \$2700 plus an additional \$300 for servicing. A potable water source would need to be provided either through a water tank or garden hose. Electricity would need to be provided for hot water generation. We are still waiting for estimates on shower facilities.

The City would additionally absorb additional costs via DPW staff time for collection of trash and site preparation.

Background Information Attached to Memo:

- [Draft Encampment MOU.docx](#)
- Current code language on campgrounds: [PART 3. - DEVELOPMENT STANDARDS | Code of Ordinances | Campground](#)
- [Homelessness Implementation Plan](#) – City Plan, Chapter 12, Community Services

MEMORANDUM OF UNDERSTANDING

Operation of Encampments on City Property in the City of Montpelier

This Memorandum of Understanding ("MOU") is entered into by and between:

City of Montpelier ("City")

and

SELECTED SERVICE PROVIDER, a Vermont nonprofit corporation.

I. Purpose

This MOU authorizes the temporary use of designated outdoor spaces owned and controlled by the City of Montpelier for operation of a temporary low barrier emergency encampment during warm weather months. This authorization is emergency in nature and intended solely to address immediate encampment needs for those experiencing homelessness.

Available City of Montpelier properties include Dog River Fields and the Stump Dump.

II. Term and Nature of Use

Effective Dates: July 15, 2026 until November 1, 2026, unless terminated earlier.

Activation Authority:

- Use of these spaces is temporary, emergency-only, and subject to City operational needs.
- This MOU does not create a lease, tenancy, or guarantee of future use. The use of City of Montpelier property shall not be conducted so as to establish any such tenancy or other dwelling rights.

III. Terms of Operation

- Encampment operation is available from July 15, 2026 – November 1, 2026.
- The encampment must receive a zoning permit from the city. (See [Unified Development Standards](#), Chapter 310, Section 3108 & 3109.)
- A maximum of 5 tents or 10 people may camp at any one location.
- The City of Montpelier reserves the right to suspend or terminate any encampment with immediate notice to the Provider.

IV. Encampment Rules and Conduct

General Policies:

- SERVICE PROVIDER shall establish and enforce written encampment rules prior to the Effective Date.
- Individuals shall not remain in the encampment outside authorized dates.
- Individuals who violate encampment rules may have encampment use privileges revoked.
- Unsafe or illegal conduct shall be addressed immediately, with coordination with emergency services as necessary. Any such individuals committing illegal or unsafe conduct shall be identified to the City.
- The City reserves the right to trespass individuals for any reason supported by law.

Preference for City Residents

- The encampments are being offered as an option of housing of last resort for City of Montpelier residents. Accordingly, preference is given to those who can demonstrate a connection to residency within the City of Montpelier over the last 24 months. This demonstration will be part of the screening process administered by the SERVICE PROVIDERS

Trash Policy:

- Campers must daily clean up their immediate vicinity and the common areas and place trash in designated receptacles.

Open Fires Policy:

- Open fires are prohibited.
- Charcoal and gas grills are prohibited.
- Fire extinguishers will be provided by the City and must be in near proximity of tents.

Weapons Policy:

- The City's properties used for encampments are weapon free zones and prohibits the presence of firearms and weapons.

Smoking Policy:

- SERVICE PROVIDER may designate a specific outdoor smoking area which shall be kept clean and free of cigarette waste. All cigarettes must be thoroughly extinguished.

Pet Policy:

- Pets are not allowed in the encampment. Service Animals are allowed as provided by law. Failure to cleanup pet waste is grounds for removal from the encampment.

Policy on Children:

- The need to house children requires an elevated emergency response that these encampments are not equipped to address. Unhoused families with children must be referred by the SERVICE PROVIDER to Department of Families and Children, the Family Center, or an appropriate service provider specializing in the needs of families and children. Therefore, children are prohibited at these designated encampments on City property.

Personal Belongings:

- The City and the Service Provider or its volunteers do not assume responsibility for personal belongings. Campers are advised to lock valuables or keep them on their person.
- The Service Provider should identify minimum spacing between tents that works for the site and incorporate those into the camp rules.

V. Roles and Responsibilities

Service Provider Responsibilities:

- Provide 24-hour point of contact for emergency encampment operations; this person should serve as the ‘Resident Manager’ as required under [city code for campgrounds](#).
- Oversee encampment operations and staffing.
- Administer application and site assignments of campers; this must be done in concert with the City and Montpelier Police so conditions of release that have been issued for any applicant can be honored.
- Establish and enforce Rules of the Campground. Quiet hours should be identified within these rules.
- Execute onsite check-ins twice daily from 6am – 10pm.
- Provide overnight supervision from 10am – 6am.
- Supply cleaning products and maintain a clean encampment. Health and sanitation violations as determined by the City Health Inspector will be grounds for closure.
- Provider must facilitate participation by all volunteers in Mental Health First Aid training.
- Provider must sign off on evacuation procedures and train volunteers in their execution.

City Responsibilities:

- Provide access to designated spaces.
- Obtain any necessary zoning approvals.
- Prepare sites in advance of use to include mowing, debris removal, and leveling.
- Prepare lease agreement or Memorandum of Understanding.
- Provide sanitation stations including handwashing and showers, as well as their regular servicing.
- Provide trash disposal.
- Provide fire extinguishers.
- Create evacuation plan for each site and present to provider.

VI. Volunteers

Volunteer Supervision:

- All encampment staff must be trained and supervised by the Service Provider.
- Encampment staff shall work in teams of at least two (2) persons during all overnight operations.
- The Resident Manager shall be available by telephone throughout encampment operations to provide guidance and support.
- Encampment staff are not employees or agents of the City.

VII. Safety, Liability, and Insurance

- The encampment is not a medical or behavioral health facility. The City does not provide such services.
- The Service Provider is responsible for participant safety and conduct.

Insurance:

- The Service Provider shall maintain liability insurance and provide a certificate of insurance to the City naming the City as an additional insured, which shall be in place during the entirety of the Effective Dates. Should insurance not be in place at any point for any reason during the Effective Dates, the Service Provider shall immediately inform the City and this MOU shall terminate.

Mutual Indemnification:

- The Service Provider shall indemnify and hold harmless the City, its officers, trustees, agents, employees, and volunteers from any and all claims for bodily injury or property damage arising from encampment operations, including its employees, agents, representatives, volunteers, guests, and others present because of the Service Provider's activity in operating the encampment including any property of

the City except for claims arising from the City's sole negligence or willful misconduct.

- The City shall indemnify and hold harmless the Service Provider, its officers, employees, and volunteers from claims arising from the City's sole negligence or willful misconduct related to the condition or maintenance of the facility.

VIII. City Authority; Suspension or Termination

- The City retains full control of City property at all times.
- The City may suspend or terminate encampment operations immediately if safety, security, or operational concerns arise.
- Either party may terminate this MOU upon forty-eight (48) hours notice, unless immediate termination is required.

IX. Entire Agreement

This MOU constitutes the entire agreement between the parties and may be amended only in writing signed by each party. No presumption against the drafter shall apply. If one section of this MOU is held invalid it shall not invalidate the remaining portions.

SIGNATURES

City of Montpelier

By: _____

Title: _City Manager_____

Date: ____, 2026_____

Service Provider

By: ____

Title: _____Executive Director_____

Date: _____,2026_____