



Agenda

City Council Meeting

City Council Chambers, City Hall
Wednesday, July 10, 2019
6:30 P.M.

1. Call To Order By The Mayor
2. 19-205. Review and approve agenda
3. 19-206. General business and appearances
4. 19-207. Consideration of the Consent Agenda
 - a. Montpelier Senior Activity Center FEAST contract
 - b. FY20 Public Work Garage and WRRF cleaning services contract
 - c. FY20 paving contract
 - d. Elm Street sidewalk contract
 - e. Set tax rate
 - f. Approve truck chassis replacement
 - g. Approve invitation to Real Estate agents
 - h. Payroll and bills
5. 19-208. Appointment to the Conservation Commission
6. 19-209. French Block Public Hearing
7. 19-210. Loitering
8. 19-211. Americans with Disabilities Act (ADA) Plan adoption
9. 19-212. 5 Home Farm Way Mitigation Plan

10. 19-213. Ordinance Amendments, 2nd reading: Chapter 5. Fire Department
11. 19-214. Ordinance Amendments, 1st reading: Chapter 7. Health & Sanitation
12. 19-215. Other business
13. 19-216. Council reports
14. 19-217. City Clerk's report
15. 19-218. City Manager's report
16. Adjournment



CITY COUNCIL Agenda Item #19-207(a)

Date: July 10, 2019

Consent X **Discussion** ____

SUBJECT: FEAST Senior Meals Contract with Good Taste Catering for FY20 FEAST Congregate and Home Delivered Meals

SUBMITTING DEPARTMENT: Senior Activity Center (division of Community Services Dept)

RECOMMENDED ACTION: Approve Contract

RELATED COUNCIL GOAL/PRIOR ACTION: Responsive & Responsible Government; Public Health and Safety

EXPENDITURE REQUIRED: \$96,280 budgeted in FY20 "Senior Center Meal Program Purchase" Account 38.3801.56.00.5

SOURCE OF FUNDS: CVCOA (Central Vermont Council on Aging) Older Americans Act funds, Corry Fund Revenue, MSAC Fundraising (all budgeted for FY20), substantially increased Berlin Town Appropriation approved at Town Meeting March 2019, FEAST donations from meal recipients.

LEGAL REQUIREMENTS: State Department of Health Kitchen Inspection and Restaurant License, ServeSafe certification, GTC Liability Coverage naming City and MSAC as insured

BACKGROUND INFORMATION: MSAC recently completed hosting the FEAST senior nutrition program's sixth successful year at 58 Barre Street. GTC has been involved as a contractor all six years. Central Vermont Council on Aging (CVCOA) has always and will continue to support FEAST with Older Americans Act funding (federal senior nutrition money). This year's contract has few changes compared with the FY19 contract. A summary of major changes is as follows: FEAST per meal increase of \$0.23, (4%), changes to the itemization in monthly invoicing, and removal of private catering fees from within this contract. MSAC will continue to receive revenue from GTC for office and storage use as well as kitchen rental fees when GTC does any private catering, and a new rental contract for that is in the works to be executed separately from the meal production contract.

SUPPORTING DOCUMENTS: Copy of proposed contract

INTERESTED PARTIES: MSAC Advisory Council, CVCOA, Good Taste Catering

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", is written over a horizontal line.

FY20 FEAST Senior Nutrition Program Contract

between

Good Taste Catering LLC (GTC)
and

City of Montpelier
Montpelier Senior Activity Center (MSAC)

For the period from July 1, 2019 – June 30, 2020

Purpose of Agreement

Good Taste Catering LLC (GTC) and Montpelier Senior Activity Center (MSAC) enter into this contract to provide meal service for the senior meal program, FEAST. FEAST is a three-part meal service program operating out of the Montpelier Senior Activity Center; FEAST at Home (Meals on Wheels, or home-delivered meals), FEAST Together (the congregate, or on-site meals) and FEAST To Go (the community fundraiser meal).

GTC is an independent contractor. MSAC is a division of the Community Services Department of the City of Montpelier. This Contract shall not be construed as an employment agreement.

Period of Performance

The term of this agreement is for twelve months, commencing **July 1, 2019** and continuing through **JUNE 30, 2020**.

Location

The facility used by MSAC and GTC for FEAST operations is the two kitchen rooms and other spaces (office/storage closets/community dining room) located at 58 Barre Street and owned by the City of Montpelier. The City will be named as additional insured on GTC insurance.

Meal Cost

Compensation agreement will be the following:

Cost Total for FEAST at Home and FEAST Together (per meal price for home delivered & congregate meals ordered) = **\$6.05** per meal for a minimum of **16,000** and up to **18,000** meals. GTC is not required to provide more than **18,000** meals during the contract term but may do so by express written consent of both parties. In the event that more than **18,000** meals are provided, GTC will discount the per-meal rate at a mutually-agreed upon amount to be determined.

Cost for meals delivered to VCIL recipients: \$6.05

Cost for meals for FEAST Together recipients under age 60: \$6.05

Catered meals for MSAC Fundraising in the Community: per meal price of meals related to the FEAST menu but not subject to strict dietary guidelines, when served the same day, shall be \$8.41.

When opportunities arise, MSAC and GTC will utilize the details of GTC's "Optional Bidding" on page 2 of GTC's proposal dated May 2, 2017, which shall be updated for this contract term. GTC's bid addresses options for brown bag lunches for youth and adults as well as catering of simple luncheons and 3 course meals. Separate contracts will be enacted to pursue such opportunities.

GTC shall submit, prior to the 5th day of each calendar month, one statement of the previous month's meal totals that includes total counts-- based on tracked data from the FEAST Program Manager-- for FEAST at Home, FEAST Together and VCIL meals, to the Director of MSAC via email at jclar@montpelier-vt.org as well as to the FEAST Program Manager and the Administrative Assistant. The statement shall itemize the total number of meals produced, by the month, using a breakdown of which types of meals were served, as described above. MSAC shall make payments to the GTC within two weeks of receipt of the statement.

Compensation

GTC shall be compensated for FEAST at Home & FEAST Together meals based upon what is ordered at the per meal cost of the meals set forth in the "Meal Cost" section of this contract. FEAST at Home and FEAST Together are based on the number of meals sold at the per meal cost of the meals set forth in the "Meal Cost" section of this contract. GTC shall be compensated for optional catered meal opportunities at special events as agreed upon by MSAC and GTC in writing by separate contract.

Note: At times when extra FEAST meals are required on the day of the order, GTC will make a responsible effort to meet increased needs and will be compensated at the same per meal bid price.

GTC shall submit by the 5th of each month a statement of the previous month's FEAST meal totals to MSAC via email. MSAC shall make payment to the GTC within two weeks of receipt of the invoice.

Provision of Meals

GTC shall furnish all food and labor necessary to prepare and serve FEAST Together (congregate meals) at the Montpelier Senior Activity Center, 58 Barre Street, Montpelier. GTC shall also furnish all food, and labor necessary to prepare and serve home delivered meals. GTC will send all home delivered meals, hot & frozen, in suitable containers from the Montpelier Senior Activity Center. FEAST at Home (the home delivered meals) shall be packaged

individually, with seal tight covers for transportation, in an insulated carrying case (provided by MSAC).

The number of meals to be prepared each day is determined by the number of registered home delivered clients and the number of congregate meal reservations for that week. The actual meal count will be accessible online (remotely or at MSAC) to GTC by 7:00 a.m the day prior, Monday-Friday.

FEAST at Home and FEAST Together meals must meet Older Americans Act standards for nutritional quality and quantity and meet 1/3 recommended daily allowance (DRI of vitamins and minerals). See Nutritional Standards.

Nutritional Standards

The Vermont Older Americans Act mandates that each meal served must provide at least 1/3 of the RDA for older adults and comply with the Dietary Guidelines for Americans. The Meal Plan Guide below is designed to help satisfy these requirements. Meals shall meet the following minimum nutrition requirements.*

Meal Plan Guide

Food Group	Serving Size	Options
Meat/Meat Alternate	2-3 oz. cooked weight	Lean meat, fish, poultry. May use meat alternates such as: eggs, legumes, cheese, tofu
Fruits and Vegetables combined for total of 1 ½ servings daily	½ cup, 100% fruit juice, ¼ cup dried fruits ½ cup vegetables, 1 cup fresh leafy greens, 6 oz. vegetable juice, ½ cup tomato sauce	Fruits -- fresh, frozen, canned or dried Vegetables – fresh, frozen, raw or canned vegetables, 100% vegetable juice, potatoes always count as a vegetable.
Grains and whole grains (combined total of 2 servings – 50% must be whole grain)	1 oz slice ½ cup cooked	Whole grain bread, muffins, biscuits, rolls, quick breads Rice, pasta and other whole grains
Milk/Milk products	8 ounces	Preferably low fat or skim
Fat	1 tsp oil, margarine or butter	Optional
Dessert	½ cup or 1 serving optional	Nutritious desserts: such as, fruit, pudding, cobbler, crisp and fruit pies. Pumpkin pie, muffin or carrot cake provides Vitamin A. Baked goods containing one serving of whole grain can count toward the whole grain requirement. Limit cakes, pies & cookies to 2 days for every 5 days of service.

- A total of 1½ servings fruit and/or vegetables must be served each day in any combination;
- A maximum of one high sodium food may be served each week;
- A good source of Vitamin A must be served at least every other day (for 5 day-a-week program). Sites serving 2 days or less must have Vitamin A at each meal;
- One Vitamin C rich food daily.

*For a full description of meal planning and food safety, see Vermont Older Americans Act Nutrition Program Orange Manual.

Local Foods

GTC will work with MSAC, local farmers, community organizations, food suppliers and others to implement fresh and/or locally produced food. Menus are developed considering the availability and seasonality of locally grown fresh vegetables and fruits. Fresh foods will be used in all meals produced. For each meal GTC will identify (in the following month, by the 10th of the month) foods as being fresh, locally grown fresh, frozen, locally grown frozen or canned. When food is fresh, it need not be labeled. In other cases, the following abbreviations are to be used: LG for locally grown; FZ for frozen; LGFZ for locally grown frozen; DR for dry goods and CN for canned. Commercially canned vegetables are a last choice and their use should be kept to a minimum.

GTC will work with volunteers of community partners & MSAC to utilize and process foods being rescued and fresh foods being donated. GTC will assist with processing of seasonal items as they become available.

Menus

Menus will be prepared and submitted online to MSAC by the 10th of the previous month. Menus should be planned to take advantage of fresh seasonal foods. The menus are to be prepared by GTC and must be approved by MSAC. Central Vermont Council on Aging will also review menus monthly for nutrient content and compliance with DRI's. Dietary options such as vegetarian and diabetic meals should be considered throughout the menu with regularity as determined in consultation with the MSAC Director.

Monitoring

An authorized representative of MSAC shall have the right to inspect food preparation at any time during the term of the contract. GTC will be provided with "The Vermont Senior Nutrition Program Management Handbook."

Health Standards

GTC shall conform to all health and sanitation requirements of State of Vermont http://www.healthvermont.gov/sites/default/files/documents/2016/12/REG_food-service-establishments.pdf. GTC shall provide a current ServSafe certificate by the effective date of this contract, and all GTC employees should be Servsafe tested within six months of employment.

Cleaning

Cleaning and general upkeep of the kitchen spaces and equipment will be the responsibility of GTC. Kitchen volunteers and Vermont Associates for Training and Development trainees may be used when possible and under the supervision of GTC. Kitchen volunteers will be instructed to communicate directly with GTC to determine best use of volunteers' time for kitchen maintenance. A "deep clean" schedule, approved by the GTC and MSAC, will be required from GTC at time of contract acceptance or approval. Every effort will be made to maximize using

volunteers for kitchen and dining areas will with ultimate responsibility for all kitchen spaces resting with GTC. If inspections do not meet state requirements, it is the responsibility of GTC to work with the staff of MSAC and the City of Montpelier to ensure that citation(s) are addressed and compliance is resumed.

Other Facility and Supplies Responsibilities

GTC shall:

- Provide durable kitchen equipment as detailed in GTC Equipment list updated for July 1, 2018, to be updated in August 2019.
- Provide training guidance checklists and follow up for Community and MSAC use of the kitchen to ensure food safety, cleanliness, and cost-effective and functional GTC operations.

MSAC shall:

- Provide a licensed, modern, commercial kitchen facility and management, routine maintenance, and repairs of kitchen equipment.
- Provide to GTC back office space with desk, Wi-fi internet access, phone, voicemail, IT support, and access to computer for vendor communication and other FEAST/senior nutrition program business, and communication for private catering and VTFoodTV (non-FEAST business). Office space and computer must be made available to MSAC if occasionally needed for other MSAC operations.
- Provide to GTC, by option, at sole MSAC discretion and for a fee, space for equipment and food storage for items not related to FEAST operations, which must be removed upon request if MSAC needs to reclaim such space.
- Provide space for volunteer training, copier for printing / photocopying / faxing / scanning, and basic office supplies (excluding home-delivered meal labels) as needed for administration of FEAST / senior nutrition program operations. Color copying will be available at a rate of \$.10 per sheet reimbursement.
- Provide separately contracted kitchen linen / laundry service of cloths and aprons in the event volunteers are not available to provide such services.
- Provide durable and non-durable kitchen equipment, and necessary service or replacement, as determined by MSAC Director, for items detailed in MSAC Equipment list dated July 1st 2018, to be updated August 2019.
- Provide all fixed utilities expenses for FEAST / senior nutrition program operations, including propane, water, electricity, trash-removal, compost pick-up, and heat.
- Provide material support for FEAST production including but not limited to: first aid kit, paper towels, gloves, hairnets, limited plastic aprons, kitchen cleaning supplies (dish detergent, floor cleaner, mops and brooms, etc.)
- Provide GTC exclusive use of kitchen that includes “approval rights” for other community users when requested by MSAC.
- Provide GTC first right of refusal for any events that require catered food service hosted at the MSAC.
- Provide access to the kitchen and support kitchen for GTC staff outside hours of 6:00 am-3:00 pm Monday through Friday, with advance notification to MSAC staff to avoid facility scheduling conflicts, for food production and VTFoodTV Project.

Delivery Details

Meals shall be prepared for FEAST at Home and FEAST Together meals on a pre-arranged schedule. Extra frozen meals will be required for some holidays and for backup meals for scheduled vacations and emergencies.

All attempts should be made to keep meals within food safety temperatures at a minimum 165 degrees F for hot meals and a maximum 41 degrees F for cold meals.

Deliveries shall be accompanied by driver instructions, accessible online. All meals will include labeling, and contents. The labeling system will be provided at the MSAC site.

Confidentiality Policy

GTC shall conform to the Confidentiality Policy described below.

- **Assuring Privacy of Participants:** Information about participants, including their status or family situation, must not be discussed except as is necessary to provide and evaluate services.
Through our paid and volunteer positions, we may observe a situation, or have access to information that is private. We must always be sensitive to what information is shared, with whom, and for what purpose. Generally, information gained through the intake process or through access to a person's home is confidential. This information must not be shared without the knowledge and consent of that individual. Participant contributions also are confidential and no attempt should be made to determine the amount of the contribution.
- **Referral:** If you believe a participant may need more help or might benefit from an additional program, ask the client's permission before making a referral. In an emergency, or in dealing with a person who may not hear or understand, state what you are doing or that you are going for help.
- **Exception:** Consent is not required in situations in which you are a mandated reporter of abuse, there is exploitation or neglect, or if you have a duty to warn.
- **Social Networks or Neighboring:** Information of a social nature, social announcements (*"Betty Smith called Ella to say she will not be returning from her daughter's in time for next Tuesday's pot luck"*), or information which is public and shared for social reasons, (*"Betty Smith is in Central Hospital and we are circulating a card for her now."*) may be shared.

Wages, Salaries, Oversight and Reporting of Staff Schedules

GTC will pay GTC employees not less than the prevailing rates for food service employees as established by the Secretary of the U.S. Department of Labor. GTC will provide the Director of MSAC with monthly schedules of FEAST kitchen and front of house staffing including "manager on duty" assignments. GTC will report on any changes in kitchen staffing—including volunteers-- and GTC employees. GTC will have primary oversight and training of FEAST volunteers and Vermont Associate Training and Development trainees to produce FEAST meals.

MSAC will provide a part-time staff FEAST Program Manager (City employee) to recruit and schedule FEAST volunteers, manage non-food production aspects of volunteer work, and manage

MSAC reporting and database requirements for the FEAST program, along with other duties as assigned to support the FEAST program. MSAC will also provide administrative support as a host site for on-going Vermont Associates Training and Development staff and supervision as needed for non-FEAST duties.

Equal Employment Opportunity

GTC will not discriminate against any volunteer, trainee, employee or applicant for employment or unpaid work in the FEAST program because of their race, color, religion, sex, national origin, sexual orientation or gender identity.

Other Legal Compliance

Both parties agree to follow all state and federal employment laws and comply with all requirements of restorative justice and rehabilitative community service.

No individual with a background of abuse or exploitation of a vulnerable person (child or adult) will be allowed to work in the FEAST program in a role that gives such a person contact with vulnerable populations. GTC is responsible for doing VT Criminal Information Center background checks of GTC employees (\$30.00 each) and reporting them to MSAC Director. MSAC is responsible for doing background checks for volunteers and trainees not employed by GTC.

Other Contractual Responsibilities – Consumer Support and Promotion

GTC and MSAC will share consumer support, promotion and strategic planning for FEAST meal services.

A. GTC will:

- Work with MSAC to create a quarterly evaluation system that includes client satisfaction surveys and contractual review.
- Utilize the CVCOA Registered Dietician as a resource for addressing special diets.
- Provide contracted food service for MSAC upon request for promotion, outreach and fundraising, and participate in strategic planning for meals program.
- Provide exposure for MSAC through ORCA Media, public and private events at MSAC, and GTC printed and digital materials, etc.
- Keep MSAC Director informed of development of catering business.

B. MSAC will:

- Work with GTC to provide opportunities for nutrition education of seniors.
- Work to provide primary oversight of evaluations, communications, promotion and fundraising for FEAST.
- Provide exposure for GTC to senior and public audiences at MSAC and in MSAC printed and digital materials, etc.
- Provide first right of refusal to GTC for any cooking classes or food service training programs hosted by MSAC

Subcontract

This contract shall not be subcontracted, in whole or part, without the express written consent of MSAC.

Assignment

This contract shall not be assigned, in whole or part, without the express written consent of MSAC.

Amendments

Amendments to this contract may be made during the life of the contract if mutually agreed upon by both parties.

Insurance

Before a contract is executed, GTC shall submit to MSAC evidence showing the following insurance is in force and will cover all operations under the contract:

- Workers' Compensation, in accordance with State Workers' Compensation Law.
- Comprehensive General Bodily Injury and Property Damage Liability Insurance in the Combined Single Limit of at least \$1,000,000 including, but limited to, Personal Injury Liability, Blanket Contractual Liability, Broad Form Property Damage Liability and Products Liability.

These policies shall contain a covenant by the company issuing the policies that the policies shall not be cancelled or terminated by the issuing company unless a thirty (30) day written notice of expiration or cancellation first be given to MSAC, and the policies must name MSAC & City of Montpelier as "additional insured". Certificates of the policies shall be forwarded to MSAC & City of Montpelier.

Private Catering by GTC

GTC will have access to the MSAC facility for private catering meal production and the potential to produce senior meals for other sites. When engaging in private catering work or other use of the MSAC facility not related to FEAST / senior nutrition program, GTC will pay fees to MSAC to support fixed facility/utility costs. These fees will be determined in a separate rental contract outside this contract and are subject to change based on magnitude of impact and understanding of cost for operating the 58 Barre Street kitchen facility.

When engaging in private catering work, GTC will not utilize the labor of FEAST volunteers or Vermont Associates for Training and Development program trainees unless they become legal employees of GTC. Food donated to the FEAST program by individuals, businesses and other community organizations will not be used in private catering meal production – for such purposes, GTC will purchase all food at GTC's expense.

Consulting Services

MSAC may contract with GTC to consult on matters such as: kitchen equipment and small wares purchases, community access to the kitchen, development of kitchen management / Standard

Operating Procedures, etc. Fees for such consulting work will not exceed \$750 per year unless otherwise agreed to in writing, and work will be billed only when written estimates for cost of such consulting are provided in advance.

Termination

Either party may terminate this contract by giving ninety (90) days notice in writing to the other party of its intention to terminate the contract.

Holidays, Vacations, Weather Closures and Program Interruptions

The following are City of Montpelier designated holidays observed by MSAC during the FY20 contract period:

Independence Day: Thursday, July 4, 2019 (Frozen meal for July 3, 2019)
 Labor Day: Monday, September 2, 2019
 Indigenous People's Day: Monday, October 14, 2019
 Veteran's Day Observed: Monday, November 11, 2019
 Thanksgiving Day & Day after Thanksgiving: Thursday-Friday, November 28-29, 2019
 Christmas Day: Wednesday, December 25, 2019
 New Year's Day: Wednesday, January 1, 2020
 Martin Luther King Jr. Day: Monday, January 20, 2020
 Presidents Day: Monday, February 17, 2020
 Memorial Day: Monday, May 25, 2020

MSAC will also close during the entire holiday period from Tuesday, December 24, 2019 – Wednesday, January 1, 2020, and additional deep cleaning of the kitchen shall occur during this time. The MSAC office will be closed on these days, and no FEAST Together meals will be served. However, on these holidays, there will be no interruption in FEAST at Home-- the home delivered meal program. Frozen meals will be provided prior to the observed holiday(s).

When the Montpelier Public Schools close due to inclement weather, MSAC also will be closed. No FEAST meals will be hosted or delivered on those days, and emergency back-up frozen meals should be provided in winter to FEAST at Home recipients in advance and following such events.

In Spring 2020, MSAC will use the dining area (Community Room) for its annual Rummage Sale set-up and event, and no FEAST Together meals will be served the one week involved (dates still to be determined, but likely in 1st week of April). FEAST at Home will have no interruption during the week.

GTC may schedule vacation time of up to four weeks at will as long as it does not interfere with the home delivered meal service and determination of congregate meal service status is mutually agreed upon in advance between GTC and MSAC Director. Appropriate notice will be given to MSAC by GTC. July 29-August 9, 2020 has been tentatively scheduled.

Effective Date and Signature

The provisions of this Contract will be effective as of the date both parties have executed it and will continue and remain in full force and effect until June 30, 2020. The Contract may not be modified in whole or in part by the parties except by mutual agreement in writing and duly executed by both parties. Both parties agree to meet prior to the expiration date of this Contract to discuss any contract for a future term.

Future Contract

Approaching successful completion of this contract, consideration will be given by April 1, 2020 to GTC for a new, multi-year contract for FY21 and beyond. This provision is not a guarantee of a future contract.

**All Notices to MSAC
shall be addressed to:
Montpelier Senior Activity Center ATTN: Director
58 Barre St., Montpelier, VT 05602**

**All Notices to Good Taste Catering LLC
shall be addressed to:
16 Monsignor Crosby Ave., Montpelier, VT 05602**

In witness whereof, the parties have caused this contract to be signed by their daily authorized representatives.

For Montpelier Senior Activity Center - Director

Date

For City of Montpelier – City Manager

Date

For Good Taste Catering LLC

Date



CITY COUNCIL Agenda Item #19-207(b)

Date: July 10, 2019

Consent X Discussion

SUBJECT: FY2020 Cleaning Services at the Public Works Garage and Water Resource Recovery Facility

SUBMITTING DEPARTMENT: Department of Public Works

RECOMMENDED ACTION: Authorize City Manager to approve contract between City and Lloyd Franks.

RELATED COUNCIL GOAL/PRIOR ACTION: Sustainable Infrastructure

EXPENDITURE REQUIRED: \$14,640.00

SOURCE OF FUNDS: FY2020 Budget (\$10,526.65 from General Fund \$4113.35 from Sewer Fund).

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: On June 25, 2019 one bid was received for Cleaning Services at Public Works Buildings for the Fiscal Year 2020. The bid was submitted by Lloyd Franks of Plainfield, who has been satisfactorily providing this service since 2014. The bid price of \$14,640 includes all daily and weekly work at 783 Dog River Road and 949 Dog River Road, plus annual window washing and floor stripping and waxing at both locations. This bid was \$2,140 over budget, it is split between General Fund & Sewer Fund.

SUPPORTING DOCUMENTS: Bid attached.

INTERESTED PARTIES: Department of Public Works

CITY MANAGER'S APPROVAL:

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City of Montpelier
Cleaning Services at Public Works Buildings
783 Dog River Road & 949 Dog River Road
July 1, 2019 - June 30, 2020

BID FORM

Item #1 - Performing all daily and weekly responsibilities:

Price per Month = \$ 1,100.00 x 12 = \$ 13,200.00

Item #2 - Stripping and waxing floors:

Price per Event = \$ _____
1 DPW \$620.00
x 2 WWTP \$820.00
\$1440.00

Item #3 - Washing windows:

Price per Event = \$ 500 x 2 = \$ 0

Item #4 - Shampoo conference room carpet:

Price per Event = \$ N/A x 2 = \$ 0

TOTAL BID PRICE:

\$ 14640.00

Please print the following information:

Bidder Name: Lloyd Frank

Contact: Lloyd Frank

Mailing Address: 2062 Holt Road
Plainfield VT 05667

Phone Number: (802) 454-0189 (802) 279-0939

Email: Flyfrank 49@yahoo.com

Authorized signature
of bidder: [Signature]
(not valid unless signed)



CITY COUNCIL Agenda Item #19-207(c)

Date: July 10, 2019

Consent X **Discussion** ____

SUBJECT: Recommendation of contract award for FY20 Bituminous Concrete Paving

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Award of the construction contract for FY20 Bituminous Concrete Paving to J. Hutchins. This bidder meets the requirements as recommended by the Director. Designate City Manager as duly authorized agent.

STRATEGIC OUTCOME/PRIOR ACTION: Sustainable Infrastructure

EXPENDITURE REQUIRED: \$415,108.20

SOURCE OF FUNDS: CIP – FY20

LEGAL REQUIREMENTS: Contract Agreement

BACKGROUND INFORMATION: The Department of Public Works solicited competitive bids for asphalt paving and all associated work including curb and pavement markings. Sealed bids will be publicly opened at 10:00 a.m. on Wednesday, June 26th, 2019. DPW has conducted an analysis of received bid and attached it as supporting documents. DPW recommends awarding the contract to J. Hutchins.

SUPPORTING DOCUMENTS: Bid Tabulation

INTERESTED PARTIES: Department of Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



Project: FY20 Paving
 Bid Date: 6/26/2019
 Time: 10:00AM

Revised Base Bid Form

Item Number	Description	Total	Unit	Pike		J Hutchins		ECI	
		Estimated Quantity		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
210.1	Cold Planning Bituminous Pavement	10200	SY	\$ 5.75	\$ 58,650.00	\$ 3.25	\$ 33,150.00	\$ 4.00	\$ 40,800.00
310.2	Reclaim	12337	SY	\$ 3.05	\$ 37,627.85	\$ 3.00	\$ 37,011.00	\$ 4.00	\$ 49,348.00
404.65	Emulsified Asphalt	214	CWT	\$ 10.00	\$ 2,140.00	\$ 40.00	\$ 8,560.00	\$ 1.00	\$ 214.00
406.25	Bituminous Concrete Pavement	3225	TON	\$ 93.50	\$ 301,537.50	\$ 85.50	\$ 275,737.50	\$ 97.85	\$ 315,566.25
406.25H	Bituminous Concrete Pavement (Handwork)	100	TON	\$ 275.00	\$ 27,500.00	\$ 195.00	\$ 19,500.00	\$ 255.00	\$ 25,500.00
406.5	Price Adjustment, Asphalt Cement N.A.B.I.	-	LS		-		-	-	-
464.21	4" White Lines	2950	LF	\$ 0.55	\$ 1,622.50	\$ 0.75	\$ 2,212.50	\$ 0.60	\$ 1,770.00
604.04.mod	Adjustment of Catchbasins and Manholes	3	EA	\$ 1,625.00	\$ 4,875.00	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00	\$ 6,000.00
616.4	Remove and Reset Curb	100	LF	\$ 65.00	\$ 6,500.00	\$ 27.50	\$ 2,750.00	\$ 88.00	\$ 8,800.00
646.2	4" Double Yellow line	777	LF	\$ 1.10	\$ 854.70	\$ 1.35	\$ 1,048.95	\$ 1.25	\$ 971.25
646.26	Stop Bar	24	LF	\$ 4.00	\$ 96.00	\$ 10.50	\$ 252.00	\$ 10.00	\$ 240.00
646.31	Durable Cross Walk	216	LF	\$ 63.80	\$ 13,780.80	\$ 20.00	\$ 4,320.00	\$ 35.00	\$ 7,560.00
900.1	5" Concrete Sidewalk for ADA Ramp	53	SY	\$ 260.00	\$ 13,780.00	\$ 225.00	\$ 11,925.00	\$ 325.00	\$ 17,225.00
616.305	Bituminous Asphalt Curb	100	LF	\$ 50.00	\$ 5,000.00	\$ 12.00	\$ 1,200.00	\$ 30.00	\$ 3,000.00
900.635	Calcium Chloride	3085	Gal	\$ 1.75	\$ 5,398.75	\$ 2.25	\$ 6,941.25	\$ 4.00	\$ 12,340.00
901	Night Work	1	LS	\$ 38,686.10	\$ 38,686.10	\$ 7,500.00	\$ 7,500.00	\$ 28,500.00	\$ 28,500.00
Total Base Bid Amount					\$ 518,049.20		\$ 415,108.20		\$ 517,834.50
BID BOND				YES		YES		YES	
Addenda				YES		YES		YES	



CITY COUNCIL Agenda Item #19-207(d)

Date: July 10, 2019

Consent X Discussion ____

SUBJECT: Recommendation of contract award for Elm Street Sidewalk Extension.

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve award of the Elm Street Sidewalk Extension contract to DuBois Construction in the base bid amount of \$144,523.00 and grant authorization for the City Manager to serve as the duly authorized agent.

STRATEGIC OUTCOME/PRIOR ACTION: Thoughtfully Planned Built Environment

EXPENDITURE REQUIRED: \$28,904.60 (20% of base bid amount)

SOURCE OF FUNDS: CIP

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: DPW staff solicited bids for extending the existing sidewalk on Elm Street from its current terminus at the City Pool to #659 Elm Street. One bid was received and opened. The bid was submitted by DuBois Construction in the amount of \$144,523.00 which was found to be responsive and in compliance with the bid requirements. The total base bid amount is 5.5% lower than the engineers estimate for the project.

The majority of the cost for this project is being paid for with a Transportation Alternatives Grant through VTrans. The City is responsible for 20% of the total cost. VTrans has reviewed the bid and has recommended that the contract be awarded to the sole bidder (see attached).

A detailed schedule for the work will be developed once there is a signed contract. However the City has been in contact with the Vermont Mountaineers and the Recreation Department regarding coordination between their schedules and construction of the sidewalk. As a result of these conversations several scheduling constraints have been written into the contract documents to the help reduce the impacts to activities at the recreation field and pool while construction is taking place.

SUPPORTING DOCUMENTS: VTrans Recommendation for Award

INTERESTED PARTIES: Public Works, Recreation Department

CITY MANAGER'S APPROVAL: 

June 26, 2019

Ref: 57979.00

Mr. Corey Line
Project Management Director
Montpelier Department of Public Works
39 Main Street
Montpelier, VT 05602



Re: Montpelier TAP TA 14(7)
Elm Street Sidewalk
Recommendation of Award

Dear Mr. Line:

The Bid Opening for the referenced project was held at the Montpelier City Office on June 26, 2019 at 10:00 a.m. The Engineer's Estimate for the Base Bid was \$152,892.42. Only one bid was received. The bid was received from DuBois Construction, Inc. in the amount of \$144,523.00, which is 5.5 percent below the final Engineer's Estimate. Although only one bid was received, FHWA guidance on assessing competition states that competition may be considered adequate if the bid is below the Engineer's Estimate.

VHB has conducted an analysis of the low bid to determine if a recommendation can be made to the City of Montpelier to accept the bid. For the purposes of this bid analysis, only the construction items that were overbid by \$1,445.23 or more in cost between the extended engineer's estimate and the extended low bid were individually analyzed. This amount represents 1.0 percent of the engineer's estimate. Our evaluation is as follows:

Item Number: 618.11
Item Name: Portland Cement Concrete Sidewalk, 8 Inch
Estimated Quantity: 30 SY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$83.02	\$2,490.64	\$150.00	\$4,500.00	+\$2,009.36

Explanation: The low bid unit price is higher than the estimated unit price for this construction item by 180 percent. The listed quantity of 30 SY has been checked and found to have contained a significant rounding error. The actual quantity is 18 SY, which will result in a lower net cost to the City. The relatively high unit cost is probably due to the fact that construction of the sidewalk must be completed in two phases in order to maintain traffic through the driveway where the sidewalk is being constructed. Because this item is well defined, and confined to just one driveway, there is no chance for a significant cost increase for this item. There is no advantage to the Contractor or disadvantage to the City of Montpelier. Recommend acceptance of low bid unit price.

Engineers | Scientists | Planners | Designers

40 IDX Drive, Building 100
Suite 200
South Burlington, Vermont 05403
P 802.497.6100
F 802.495.5130

Mr. Corey Line
Ref: 57979.00
Page 2 of 2
June 26, 2019



Item Number: 641.10
Item Name: Traffic Control
Estimated Quantity: 1 LS

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$5,000.00	\$5,000.00	\$13,200.00	\$13,200.00	+\$8,200.00

Explanation: The low bid unit price is higher than the estimated unit price for this construction item by 264 percent. The listed quantity of 1 LS has been verified. Because this is a Lump Sum item, there can be no cost increase for this item. There is no advantage to the Contractor or disadvantage to the City of Montpelier. Recommend acceptance of low bid unit price.

Final Recommendation:

We noted that DuBois' bid form contained one minor error on the line item for Durable Crosswalk Marking, Polyurea; however, the error was not carried forward and the Total Base Bid shown was correct. They included the required Non-Collusion Affidavit, EEO Certification, and Worker Classification Compliance Document with their bid. No Addenda were issued, so there was no need to acknowledge receipt of any.

A total of three items in DuBois' bid were underbid by \$1,445.23 or more in cost between the extended engineer's estimate and the extended low bid, including Portland Cement Concrete Sidewalk (5 Inch), Mobilization/Demobilization, and Silt Fence (Type I). VHB sees no disadvantage to the City of Montpelier regarding these lower-than-expected costs.

A review of the extended estimate/low bid of the items that had a difference of more than 1.0 percent of the Low Bid Contract Price, and the unit price assessment, did not provide any evidence that the low bid or a low bid unit price would provide an advantage to the Contractor or disadvantage to the City of Montpelier. The quantities have been back checked and verified. Therefore, we recommend that the low bid be accepted. A copy of our Bid Tabulation is attached to this letter.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Evan P. Detrick".

Evan Detrick, P.E.
Project Manager
edetrick@vhb.com

Approved:

E-SIGNED by Jon Kaplan
on 2019-06-27 14:22:08 GMT

Jon Kaplan, P.E.
VTrans Bicycle and Pedestrian Program Manager

cc: Ross Gouin, VTrans Project Supervisor (ross.gouin@vermont.gov)

BID TABULATION



1% of Bid (threshold) = \$1,445.23
 Items over this threshold
 Items under this threshold

Project: TAP TA 147 - Elm Street Sidewalk
 Location: Montpelier, VT
 Sheet: 1 of 1
 Calculated by: DJJ
 Date: 6/26/19
 Checked by: PPD
 Date: 6/26/19
 Title: Bid Tabulation

VTrans Item #	Item	Unit	Quantity	Estimated Unit Cost	Estimate Cost	DuBois Unit Cost	DuBois Estimate Cost	Difference	% Difference
201.10	Clearing and Grubbing, Including Individual Trees and Stumps	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
203.15	Common Excavation	CY	290	\$ 22.73	\$ 6,593.04	\$ 22.00	\$ 6,380.00	\$ (213.04)	96.77%
203.28	Excavation of Surfaces and Pavements	CY	3	\$ 54.10	\$ 162.30	\$ 22.00	\$ 66.00	\$ (96.30)	40.66%
203.30	Earth Borrow	CY	15	\$ 30.05	\$ 450.75	\$ 3.00	\$ 45.00	\$ (405.75)	16.64%
210.10	Course Milling, Bituminous Pavement	SY	18	\$ 49.48	\$ 890.64	\$ 50.00	\$ 900.00	\$ 9.36	101.03%
301.35	Slipbase of Dense Graded Crushed Stone	CY	185	\$ 52.77	\$ 9,761.82	\$ 57.00	\$ 10,545.00	\$ 783.18	108.00%
404.65	Emulsified Asphalt	CWT	0.25	\$ 23.85	\$ 5.96	\$ 100.00	\$ 25.00	\$ 19.04	419.25%
604.42	Changing Elevations of Sewer Manholes	EA	2	\$ 653.85	\$ 1,307.69	\$ 600.00	\$ 1,200.00	\$ (107.69)	91.76%
613.10	Stone Fill, Type I	CY	25	\$ 78.05	\$ 1,951.14	\$ 40.00	\$ 1,000.00	\$ (951.14)	51.23%
616.28	Cast-In-Place Concrete Curb, Type B	LF	180	\$ 76.26	\$ 13,726.80	\$ 25.00	\$ 4,500.00	\$ (9,226.80)	95.21%
616.41	Removal of Existing Curb	LF	160	\$ 11.53	\$ 1,845.58	\$ 15.00	\$ 2,400.00	\$ 554.42	130.04%
618.10	Portland Cement Concrete Sidewalk, 5 INCH	SY	225	\$ 64.95	\$ 14,712.75	\$ 58.00	\$ 13,060.00	\$ (1,652.75)	89.39%
618.11	Portland Cement Concrete Sidewalk, 8 INCH	SY	30	\$ 83.02	\$ 2,490.64	\$ 150.00	\$ 4,500.00	\$ 2,009.36	180.68%
618.30	Detectable Warning Surface	SF	60	\$ 44.22	\$ 2,653.10	\$ 45.00	\$ 2,700.00	\$ 46.90	101.77%
621.75	Remove and Reset Guardrail	LF	15	\$ 6.51	\$ 97.65	\$ 30.00	\$ 450.00	\$ 352.35	460.83%
621.80	Remove and Disposal of Guardrail	LF	275	\$ 2.66	\$ 730.60	\$ 4.00	\$ 1,100.00	\$ 369.40	150.56%
630.15	Hangers	HR	650	\$ 32.21	\$ 20,936.32	\$ 30.00	\$ 19,500.00	\$ (1,436.32)	93.13%
635.11	Mobilization/Demobilization	LS	1	\$ 13,899.31	\$ 13,899.31	\$ 10,000.00	\$ 10,000.00	\$ (3,899.31)	71.95%
641.10	Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 13,200.00	\$ 13,200.00	\$ 8,200.00	264.00%
646.48	Durable 24 Inch Stop Bar, Polystyrene	LF	30	\$ 10.78	\$ 323.46	\$ 10.00	\$ 300.00	\$ (6.46)	97.33%
646.49	Durable Letter or Symbol, Polystyrene	EA	8	\$ 139.50	\$ 1,116.00	\$ 85.00	\$ 680.00	\$ (436.00)	60.76%
646.50	Durable Crosswalk Marking, Polystyrene	LF	130	\$ 15.20	\$ 1,976.26	\$ 16.00	\$ 2,080.00	\$ 1,037.74	105.25%
646.85	Removal of Existing Pavement Markings	SF	240	\$ 6.24	\$ 1,497.62	\$ 0.60	\$ 144.00	\$ (1,353.62)	9.42%
651.15	Seed	LB	20	\$ 11.84	\$ 236.78	\$ 20.00	\$ 400.00	\$ 163.22	168.93%
651.18	Fertilizer	LB	110	\$ 5.76	\$ 633.60	\$ 6.00	\$ 660.00	\$ 26.40	104.08%
651.20	Agricultural Limestone	TON	1	\$ 799.05	\$ 799.05	\$ 500.00	\$ 500.00	\$ (299.05)	62.57%
651.35	Topsoil	CY	60	\$ 66.65	\$ 3,999.00	\$ 45.00	\$ 2,700.00	\$ (1,299.00)	67.51%
651.40	Grubbing Material	SY	80	\$ 18.55	\$ 1,484.00	\$ 8.00	\$ 640.00	\$ (844.00)	43.14%
653.10	Hay Mulch	TON	1	\$ 883.60	\$ 883.60	\$ 500.00	\$ 500.00	\$ (383.60)	56.59%
653.21	Roller Erosion Control Product, Type II	SY	260	\$ 6.88	\$ 1,788.80	\$ 3.50	\$ 910.00	\$ (878.80)	50.84%
653.40	Water Protection Device, Type I	EA	1	\$ 183.75	\$ 183.75	\$ 275.00	\$ 275.00	\$ 91.25	149.66%
653.475	Silt Fence, Type I	LF	420	\$ 6.88	\$ 2,889.60	\$ 2.50	\$ 1,050.00	\$ (1,839.60)	36.37%
653.55	Project Demarcation Fence	LF	1400	\$ 1.22	\$ 1,708.00	\$ 1.00	\$ 1,400.00	\$ (308.00)	82.10%
656.30	Deciduous Trees	EA	3	\$ 473.45	\$ 1,420.35	\$ 300.00	\$ 900.00	\$ (520.35)	63.36%
656.65	andscape Watering	MOAL	1	\$ 431.55	\$ 431.55	\$ 50.00	\$ 50.00	\$ (381.55)	11.59%
656.80	andscape Backfill, Truck Measurement	CY	10	\$ 34.35	\$ 343.50	\$ 60.00	\$ 600.00	\$ 256.50	174.67%
675.341	Square Tube Sign Post and Anchor	LF	120	\$ 13.96	\$ 1,675.20	\$ 9.00	\$ 1,080.00	\$ (595.20)	64.47%
675.50	Removing Signs	EA	25	\$ 12.43	\$ 310.69	\$ 5.00	\$ 125.00	\$ (185.69)	40.23%
675.60	Re-setting Signs	EA	25	\$ 20.54	\$ 513.40	\$ 30.00	\$ 750.00	\$ 236.60	146.08%
676.12	Removal of Existing Deflector and Post	EA	3	\$ 2.74	\$ 8.22	\$ 2.00	\$ 6.00	\$ (2.78)	72.84%
676.15	Remove and Replace Deflector	EA	3	\$ 5.84	\$ 17.52	\$ 12.00	\$ 36.00	\$ 18.48	205.48%
900.680	Special Provision (Bituminous Concrete Pavement, Small Quantity)	TON	14	\$ 20.00	\$ 280.00	\$ 22.50	\$ 315.00	\$ 35.00	102.27%
Engineer's Total:				\$ 152,892.42			\$ 144,523.00	\$ (8,369.42)	

BID FORM
Elm Street Sidewalk Project
Montpelier TAP TA14(7)

Proposal of DUBOIS CONSTRUCTION
(hereinafter called Bidder), organized and existing under the laws of the State of
VERMONT doing business as
A CORPORATION
(a corporation, a partnership, of an individual)

To the City of Montpelier, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

It is essential that all forms that require signature as part of the final Bid Submission be signed or the Bid itself will be invalid:

- Contractors EEO Certification Form CA-109 – Appendix A
- Debarment & Non-Collusion Affidavit CA-91 – Appendix B
- Worker Classification Compliance Requirement (Prime Contractor) – Appendix C

The undersigned bidder proposed and agrees, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

The undersigned bidder, by submission of this bid, certifies that the total base bid does not exceed their total Maximum Dollar Capacity Rating (MDCR) as determined by the Vermont Agency of Transportation on an annual basis.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is October 11, 2019.

Montpelier TAP TA14(7)
Bid Form

June 2019

Bidder acknowledges receipt of the following Addenda:

None

Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Unqualified bids will not be accepted.

Item #	Item Description	Unit	Unit Cost	Quantity	Cost
201.10	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	LS	\$5000	1	\$5000-
	Unit Price in Words: five thousand dollars				
203.15	COMMON EXCAVATION	CY	\$22-	290	\$6,380-
	Unit Price in Words: twenty-two dollars				
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	CY	\$22-	3	\$66-
	Unit Price in Words: twenty-two dollars				
203.30	EARTH BORROW	CY	\$5-	15	\$75-
	Unit Price in Words: five dollars				
210.10	COARSE-MILLING, BITUMINOUS PAVEMENT	SY	\$50-	18	\$900-
	Unit Price in Words: fifty dollars				
301.35	SUBBASE OF DENSE GRADED CRUSHED STONE	CY	\$57-	185	\$10,545-
	Unit Price in Words: fifty-seven dollars				
404.65	EMULSIFIED ASPHALT	CWT	\$100-	0.25	\$25-
	Unit Price in Words: one hundred dollars				
604.42	CHANGING ELEVATION OF SEWER MANHOLES	EACH	\$600-	2	\$1,200-
	Unit Price in Words: six hundred dollars				
613.10	STONE FILL, TYPE I	CY	\$40-	25	\$1,000-
	Unit Price in Words: forty dollars				
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	LF	\$25-	180	\$4,500-
	Unit Price in Words: twenty-five dollars				
616.41	REMOVAL OF EXISTING CURB	LF	\$15-	160	\$2,400-
	Unit Price in Words: fifteen dollars				
618.10	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SY	\$58-	725	\$42,050-
	Unit Price in Words: fifty-eight dollars				
618.11	PORTLAND CEMENT CONCRETE SIDEWALK, 8 INCH	SY	\$150-	30	\$4,500-
	Unit Price in Words: one hundred fifty dollars				
618.30	DETECTABLE WARNING SURFACE	SF	\$45-	60	\$2,700-
	Unit Price in Words: forty-five dollars				
621.75	REMOVE AND RESET GUARDRAIL	LF	\$30	15	\$450-
	Unit Price in Words: thirty dollars				

Montpelier TAP TA14(7)
Bid Form

June 2019

Item #	Item Description	Unit	Unit Cost	Quantity	Cost
621.80	REMOVAL AND DISPOSAL OF GUARDRAIL	LF	\$4-	275	\$1,100 -
	Unit Price in Words: <i>four dollar</i>				
630.15	FLAGGERS	HR	\$30-	650	\$19,500 -
	Unit Price in Words: <i>thirty dollar</i>				
635.11	MOBILIZATION/DEMobilIZATION	LS	\$10,000	1	\$10,000 -
	Unit Price in Words: <i>ten thousand dollar</i>				
641.10	TRAFFIC CONTROL	LS	\$3,200	1	\$3,200
	Unit Price in Words: <i>three thousand two hundred dollar</i>				
646.484	DURABLE 24 INCH STOP BAR, POLYUREA	LF	\$10 -	30	\$300
	Unit Price in Words: <i>ten dollar</i>				
646.494	DURABLE LETTER OR SYMBOL, POLYUREA	EACH	\$85 -	8	\$680 -
	Unit Price in Words: <i>eighty five dollar</i>				
646.504	DURABLE CROSSWALK MARKING, POLYUREA	LF	\$16 -	130	\$2,030 -
	Unit Price in Words: <i>sixteen dollar</i>				
646.85	REMOVAL OF EXISTING PAVEMENT MARKINGS	SF	\$0.60	240	\$144 -
	Unit Price in Words: <i>sixty cents</i>				
651.15	SEED	LB	\$20-	20	\$400 -
	Unit Price in Words: <i>twenty dollar</i>				
651.18	FERTILIZER	LB	\$6 -	110	\$660 -
	Unit Price in Words: <i>six dollar</i>				
651.20	AGRICULTURAL LIMESTONE	TON	\$500	1	\$500 -
	Unit Price in Words: <i>five hundred dollar</i>				
651.35	TOPSOIL	CY	\$45-	60	\$2,700 -
	Unit Price in Words: <i>forty five dollar</i>				
651.40	GRUBBING MATERIAL	SY	\$8-	80	\$640 -
	Unit Price in Words: <i>eight dollar</i>				
653.10	HAY MULCH	TON	\$500-	1	\$500 -
	Unit Price in Words: <i>five hundred dollar</i>				
653.21	ROLLED EROSION CONTROL PRODUCT, TYPE II	SY	\$3.50	260	\$910 -
	Unit Price in Words: <i>three dollars and fifty cent</i>				
653.40	INLET PROTECTION DEVICE, TYPE I	EACH	\$275	1	\$275 -
	Unit Price in Words: <i>two hundred seventy five dollar</i>				
653.475	SILT FENCE, TYPE I	LF	\$2.50	420	\$1,050 -
	Unit Price in Words: <i>two dollars and fifty cent</i>				
653.55	PROJECT DEMARCATION FENCE	LF	\$1.00	1400	\$1,400 -
	Unit Price in Words: <i>one dollar</i>				
656.30	DECIDUOUS TREES (ADIRONDACK FLOWERING CRABAPPLE)	EACH	\$300	3	\$900 -
	Unit Price in Words: <i>three hundred dollar</i>				
656.65	LANDSCAPE WATERING	MGAL	\$50	1	\$50 -
	Unit Price in Words: <i>fifty dollar</i>				

Montpelier TAP TA14(7)
Bid Form

June 2019

Item #	Item Description	Unit	Unit Cost	Quantity	Cost
656.80	LANDSCAPE BACKFILL, TRUCK MEASUREMENT	CY	\$60	10	\$600 -
	Unit Price in Words: <i>Six hundred dollars</i>				
675.341	SQUARE TUBE SIGN POST AND ANCHOR	LF	\$9 -	120	\$1,080 -
	Unit Price in Words: <i>nine dollars</i>				
675.50	REMOVING SIGNS	EACH	\$5 -	25	\$125 -
	Unit Price in Words: <i>five dollars</i>				
675.60	RESETTING SIGNS	EACH	\$30 -	25	\$750 -
	Unit Price in Words: <i>thirty dollars</i>				
676.12	REMOVAL OF EXISTING DELINEATOR AND POST	EACH	\$2 -	1	\$2 -
	Unit Price in Words: <i>two dollars</i>				
676.15	REMOVE AND REPLACE DELINEATOR	EACH	\$12 -	3	\$36 -
	Unit Price in Words: <i>twelve dollars</i>				
900.680	SPECIAL PROVISION (BITUMINOUS CONCRETE PAVEMENT, SMALL QUANTITY)	TON	\$225	14	\$3,150 -
	Unit Price in Words: <i>two hundred twenty five dollars</i>				

Total Base Bid \$ 144,523 -

Total Base Bid Written one hundred forty four thousand five hundred twenty three dollars and no cents

The lowest responsive and responsible bidder will be determined by the **Total Base Bid.**

Montpelier TAP TA14(7)
Bid Form

June 2019

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work as specified within the Contract Documents.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

D & B Construction

Contractor

Jeff Newton

By

PRESIDENT

Title

46 THREE MILE BRIDGE ROAD

Business Address

MIDDLESEX

VT.

City

State

6/26/19

Date

ATTEST Erin A. Smith

LS = lump sum

EA = each

SY = square yard

SF = square feet

CWT = hundredweight

GAL = gallon

HR = hour

LU = lump unit

CY = cubic yard

LF = linear foot

TON = ton

MGAL = thousand gallons

LB = pound

From: Winter, Jon
To: Rae Washburn III; Nick Richardson
Subject: VTrans Prequalification - corrected meeting date
Date: Thursday, May 30, 2019 2:47:17 PM

Please let this represent the Prequalification status of **DUBOIS CONSTRUCTION, INC.** with the Vermont Agency of Transportation for the period from the meeting indicated, expiring as indicated:

Meeting #22 of 2019 – May 29, 2019

CONTRACTOR	EXPIRATION	PROJECT LIMIT	CATEGORIES	MAXIMUM DOLLAR CAPACITY RATING	
DUBOIS CONSTRUCTION, INC. – MIDDLESEX VT	05/01/20	CONTRACT/ CONTRACT	BIKE/PEDESTRIAN PATH, BUILDING DEMOLITION, CURB & SIDEWALK, DRAINAGE, PARK & RIDE LOT, RAIL/HIGHWAY CROSSING, ROAD & HIGHWAY, ROADWAY SAFETY	\$	11,700,000

Jon Winter
Vermont Agency of Transportation
Contract Administration - Construction Contracting
219 North Main Street – Suite 105
Barre VT 05641

Ph: 802/622-1267
Fx 802/828-5545
jon.winter@vermont.gov

APPENDIX A

STATE OF VERMONT
AGENCY OF TRANSPORTATION

November, 1985
CA-109

CONTRACTOR'S EEO CERTIFICATION FORM

Certification with regard to the Performance of Previous Contracts of Subcontracts subject to the Equal Opportunity Clause and the filing of Required Reports.

The bidder X, proposed subcontractor _____, hereby certifies that he/she has X, has not _____, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246 as amended, and that he/she has X, has not _____, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

DUBOIS CONSTRUCTION INC. _____
Company By Title
President

NOTE: The above certification is required by the Equal Employment Opportunity regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally only contracts or subcontracts of \$10,000 or under are exempt.) Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7 (b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration, or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

APPENDIX B

CA-91

STATE OF VERMONT
AGENCY OF TRANSPORTATION
DEBARMENT AND NON-COLLUSION AFFIDAVIT

I, JEFF NEWTON, representing
(Official Authorized to Sign Contracts)

DUBOIS CONSTRUCTION INC. of MIDDLESEX, VT
(Individual, Partnership or Corporation) (City or State)

being duly sworn, depose and certify under the penalties of perjury under the laws of the State of Vermont and the United States that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid for the Vermont project:

ELM ST. SIDEWALK PROJECT

(Project Name)

MONTPELIER TAP TA 14(7)
(Project Number)

project located on RT 12
(Route or Highway)

bids opened at MONTPELIER
(Town or City)

Vermont on 6/26, 2019
(Date)

I further depose and certify under the penalties of perjury under the laws of the State of Vermont and the United States that except as noted below said individual, partnership or corporation or any person associated therewith in any capacity is not currently, and has not been within the past three (3) years, suspended, debarred, voluntarily excluded or determined ineligible by any Federal or State Agency; does not have a proposed suspension, debarment, voluntary exclusion or ineligibility determination pending; and has not been indicted, convicted, or had a civil judgement rendered against (it, him, her, them) by a court having jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Exceptions: X No _____ Yes. (If yes complete back of this form.)

Sworn to before me this

26 day of June, 2019

Erin L. Scott
(Notary Public)

(My commission expires 11/31/21)

DUBOIS CONSTRUCTION L.S.
(Name of Individual/Partnership or Corporation)

Jeff Newton L.S.
(Signature of Official Authorized to Sign Contracts)

JEFFREY D. NEWTON L.S.
(Name of Individual Signing Affidavit)

PRESIDENT L.S.
(Title of Individual Signing Affidavit)

APPENDIX C

RFP/PROJECT NAME & NUMBER:

DATE:

MONTPELIER
TAP TA 14(7)
6/26/19

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT

Self Reporting Form 1 of 2

This form must be completed in its entirety and submitted as part of the response for the proposal to be considered valid.

The Vermont Agency of Transportation, in accordance with Section 32 of Act 54 (2009), as amended by Section 17 of Act 142 (2010) and further amended by Section 6 of Act 50 (2011), and for total projects costs exceeding \$250,000.00, requires bidders comply with the following provisions and requirements.

Bidder is required to self report the following information relating to past violations, convictions, suspensions, and any other information related to past performance and likely compliance with proper coding and classification of employees. The Agency of Transportation is requiring information on any incidents that occurred in the previous 12 months. Attach additional pages as necessary. If not applicable, so state.

Summary of Detailed Information	Date of Notification	Outcome
None		

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT: Bidder hereby certifies that the company/individual is in compliance with the requirements as detailed in Section 32 of Act 54(2009), as amended by Section 17 of Act 142 (2010) and further amended by Section 6 of Act 50 (2011).

Date:

6/26/19

Name of Company:

DUBOIS CONSTRUCTION INC

Contact Name:

RAE WASHBURN III

Address:

46 THREE MILE BRIDGE RD.

Title:

PM

MIDDLESEX, VT. 05602

Phone Number:

223-5280

E-mail:

rae@duboisconstructionvt.com

Fax Number:

223-0940

By:

Jeff Newton

Name:

JEFF NEWTON

(Type or Print)

Signature (Request/Report Not Valid Unless Signed) *

*Form must be signed by individual authorized to sign on the bidder's behalf.

DO NOT WRITE IN THIS SPACE - AGENCY USE ONLY

VDOL CHECKED RE: ACT 54 2009, AND AMENDMENTS ☐

A310TM – 2010 Bid Bond

CONTRACTOR:

(Name, legal status and address)

Dubois Construction, Inc.
46 Three Mile Bridge Road
Middlesex, VT 05602

SURETY:

Berkley Insurance Company

475 Steamboat Road
Greenwich, CT 06830

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

City of Montpelier
39 Main Street
Montpelier, VT 05602

BOND AMOUNT: \$ ----- Five Percent of Bid -----

PROJECT:

(Name, location or address, and Project number, if any)

Elm Street Sidewalk Project - Montpelier TAP TA14(7)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 25th day of June 2019


(Witness)


(Witness)

Dubois Construction, Inc.

(Principal)

(Title)

Berkley Insurance Company

(Surety)

(Title)

S. Francine Beede
Attorney-In-Fact

POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
 WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: **Jonathon P. Shea, Steven M. Shea, S. Francine Beede or Susanne J. Megrath of Paige & Campbell, Inc. of Burre, Vermont** its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **Twenty Five Million and 00/100 U.S. Dollars (U.S.\$25,000,000.00)**, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety Group, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 10 day of May, 2013.

Attest:

(Seal)

By

Ira S. Lederman
 Senior Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafter
 Senior Vice President

WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 10 day of May, 2013, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Senior Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

Kathleen Corey
 Notary Public, State of Connecticut
 KATHLEEN COREY
 NOTARY PUBLIC
 CONNECTICUT
 MY COMMISSION EXPIRES OCTOBER 31, 2017

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 25th day of June, 2019.

(Seal)

Andrew M. Tuma

WARNING - Any unauthorized reproduction or alteration of this document is prohibited. This power of attorney is void unless seals are readable and the certification seal at the bottom is embossed. The background imprint, warning and verification instructions (on reverse) must be in blue ink.



Bid Opening Checklist
TAP TA 14(7)
Elm Street Sidewalk
Bid Opening Meeting

Meeting Date/Time: Wednesday, June 26, 2019 10:00 a.m.
Meeting Location: Montpelier City Hall

Contractor	Completed and Signed Bid	Bid Bond	Appendices Included*	Bid Amount
DuBois Constr.	✓	✓	✓	\$144,523.00

* Note – No Addenda were issued during the bid period; therefore, no Acknowledgement was required.

Montpelier TAP TA 14(7)

BID OPENING INSTRUCTIONS

1. Receive sealed bids, note time of receipt, and stack in order of receipt.
2. Open only one bid at a time, read the base bid amount aloud, and return entire package to envelope.
3. Announce that a post bid review and analysis will be performed by the municipality's design engineer and, once complete, the bidders will be notified by email of the low bidder and provided a copy of the bid tabulation.
4. Thank all for attendance.

POST BID REVIEW CHECKLIST

(To be submitted with the bid analysis)

Name of Bidder: DuBois Construction

Bid Amount: \$144,523.00

- ☒ Completed and signed Bid Form
- ☒ Completed Schedule of Prices with no zero (0) unit prices
- ☒ Bid Bond or certified check for 5% of Bid Amount
- ☒ Signed Debarment and Non-Collusion Affidavit (CA91)
- ☒ Signed EEO Certification (CA109)
- ☒ Workers Compliance Self Reporting Form
- ☒ VTrans pre-qualified contractor
- N/A Acknowledged the receipt of all Addenda



CITY COUNCIL Agenda Item #19-207(e)

Date: July 10, 2019

Consent X Discussion Time Sensitive X

SUBJECT: Set the Municipal Tax Rates for FY20

SUBMITTING DEPARTMENT: Finance Department

RECOMMENDED ACTION: Approve setting the Fiscal Year 2020 Municipal Tax Rate of \$1.129 and setting the Water/Sewer Benefit Charge of \$.02 and the Sewer Separation Charge of \$.07

RELATED COUNCIL GOAL/PRIOR ACTION: Responsive and Responsible Government

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

BACKGROUND INFORMATION: For FY20 the State of Vermont has changed the statutory language from residential and non-residential property to homestead and non-homestead property. In addition, the municipal taxes and education taxes will be presented in separate boxes on the FY20 property tax bills. This will allow taxpayers to easily identify the portion of the tax bill attributable to education taxes vs. municipal taxes.

Municipal Rate: \$1.129 up 4.4 cents (4%)

Education rates: Homestead \$1.6455 up 4.4 cents (2.77%)
Non-homestead \$1.7776 up 6.6 cents (3.86%)

Total Tax Rates: Homestead Tax Rate: \$2.8645 up 8.8 cents (3.2%)
Non-homestead Tax Rate: \$2.9966 up 11 cents (3.86%)

Time Sensitive: Tax bills must be mailed out 30 days prior to the first installment due date of August 15th.

SUPPORTING DOCUMENTS: Recommended FY20 Tax Rate worksheet with comparison to previous year. A copy of "How to understand a property tax bill" guide produced by the Vermont Department of Taxes.

INTERESTED PARTIES: City Council, residents and property owners

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", is written over a horizontal line.

Proposed Tax Rate FY20

Consideration of Setting the Fiscal Year 2020 Municipal Tax Rate of \$1.129

Consideration of Setting the Water and Sewer Benefit Charge of \$.02 and the Sewer Separation Charge of \$.07 (same as previous year)

The Fiscal Year 2020 Downtown Improvement District Tax Rate of \$0.0515 was approved through Article 12 at the City Meeting vote March 5, 2019.

Municipal Grand List:	Real Estate	\$	8,426,860	
	Personal Property	\$	345,031	
	Exemptions - Veterans and Stabilization	\$	(69,973)	
	TOTAL	\$	8,701,918	Budgeted Grand List \$ 8,722,643
	Voter Approved Municipal Spending	\$	9,824,649	
	<u>Education TAX RATES</u>			
	Homestead	\$	1.6455	
	Non-homestead	\$	1.7776	

HOMESTEAD	FY19 RATE	FY20 RATE	NON-HOMESTEAD	FY19 RATE	FY20 RATE
City, Cemetery, Agencies, Senior Ctr, Rec	\$1.0757	\$1.1194	City, Cemetery, Agencies, Senior Ctr, Rec	\$1.0757	\$1.1194
Washington County Tax	\$0.0085	\$0.0087	Washington County Tax	\$0.0085	\$0.0087
Local Tax Agreements - Veterans Exemption	\$0.00102	\$0.00093	Local Tax Agreements - Veterans Exemption	\$0.00102	\$0.00093
Subtotal Municipal Rate	\$1.0852	\$1.1290	Subtotal Municipal Rate	\$1.0852	\$1.1290
Water & Sewer Benefit Charge	\$0.0200	\$0.0200	Water & Sewer Benefit Charge	\$0.0200	\$0.0200
Sewer Separation Charge	\$0.0700	\$0.0700	Sewer Separation Charge	\$0.0700	\$0.0700
Total Municipal Rate	\$1.1752	\$1.2190	Total Municipal Rate	\$1.1752	\$1.2190
School	\$1.6012	\$1.6455	School	\$1.7116	\$1.7776
TOTAL TAX RATE	\$2.7764	\$2.8645	TOTAL TAX RATE	\$2.8868	\$2.9966

NOTE:
*Overall, the Grand List is up .26% which is less than the 0.5% projected increase.
*The Municipal Tax Rate is up 4.38 cents (3.88%). This includes funding for Kellogg-Hubbard Library.
*Homestead Education Rates are up 4.4 cents (2.77%) and non-homestead rates are up 6.6 cents (3.86%)
*This is the sixth year of the Downtown Improvement District Tax - voters approved the rate of \$.0515 (same as prior year)
Total Tax Rates are up:

Homestead	\$0.0881	3.17%
Non-homestead	\$0.1098	3.80%

How to Understand a Property Tax Bill

This guide illustrates a typical Vermont property tax bill. The format varies from town to town, so your bill may not look exactly like this sample. The Vermont Department of Taxes uses data and terms common to all property tax bills. The intent of this guide is to show where requested information may be found.

Section 1

PAYABLE TO: **TOWN OF ANYTOWN**
MAIL TO: 55 MAIN ST
 ANYTOWN VT 05555
 (555) 555 5555

TAX BILL

D This is the only bill you will receive. Please forward to new owner if property has sold.

PARCEL ID	BILL DATE	TAX YEAR
00105-6789	04/23/2019	2019

A Taxes unpaid after due date are subject to 1% interest for the first 3 months and 1.5% per month thereafter. 8% penalty added on any Unpaid taxes after final due date.

B Location:
Description:

C OWNER SMITH ROBERT AND MARY
 123 MAYBERRY LANE
 ANYTOWN VT 05555

E HOUSESITE TAX INFORMATION

SPAN # 003-252-12345	SCL CODE: 252
TOTAL PARCEL ACRES	10.17
HOUSESITE VALUE	464,200
HOUSESITE EDUCATION TAX	4,642.00
HOUSESITE MUNICIPAL TAX	1,861.44
HOUSESITE TOTAL TAX	6,503.44
FOR INCOME TAX PURPOSES	

- A** A town may use "Account Number" or "Parcel ID" to identify the billing account.
- B** Property description, if shown
- C** Current owner's mailing address or owner by deed. Ownership should be current as of April 1. If not, notify the municipality.
- D** Notice to forward the tax bill to the new owner(s) if the property is transferred after bill is received
- E** The Housesite Tax Information box contents are used to calculate any state payments that are adjusted for income. The information is reportable on certain state tax forms, e.g. the IN-111 Income Tax Return, HS-122 Homestead Declaration, HI-144 Property Tax Adjustment, and LC-142 Landlord Certificate. Information commonly required by the Department of Taxes are the 11-digit SPAN and the three-digit School Code.

About the Education Tax

There are two education tax rates: "homestead" and "nonhomestead." Bills may show one or both rates. If you filed a Homestead Declaration (HS-122) this year and have no business or rental use, your bill will show only the homestead education rate. If you filed the HS-122 and you have business and/or rental use, your bill should show both the homestead and nonhomestead rates based on the relative percentage of homestead and business or rental use.

If the property is not your primary residence, you cannot declare it as your homestead. Your bill will show only the nonhomestead rate.



DEPARTMENT OF TAXES

Section 2

A ASSESSED VALUE		HOMESTEAD ← B → NONHOMESTEAD	
REAL	474,300	474,300	Assessed nonhomestead value, if any, appears here.
TOTAL TAXABLE VALUE	474,300	474,300	
GRAND LIST VALUES	4,743.00	4,743.00	
MUNICIPAL TAXES		D EDUCATION TAXES	
RATE NAME	TAX RATE x GRAND LIST = TAXES	RATE NAME	TAX RATE x GRAND LIST = TAXES
MUNICIPAL C	0.4000 x4,743.00= 1897.18	Homestead Ed	1.0000 x4,743.00= 4743.00
LOCAL AGMT VETERANS	0.0010 x4,743.00= 4.74		
SAMPLE		TOTAL EDUCATION TAX 4743.00	
		EDUCATION STATE PAYMENT 400.00	
		EDUCATION NET TAX DUE 4343.00	
		MUNICIPAL + Ed TAX SUMMARY	
		E TOTAL TAX 6644.92	
G TOTAL MUNICIPAL TAX 1901.92		F TOTAL ST PAYMENT 500.00	
MUNICIPAL STATE PAYMENT 100.00		TOTAL NET TAX DUE 6144.92	
MUNICIPAL NET TAX DUE 1801.92		Due Dates and Payments	
		H 08/15/2019 1536.23	11/15/2019 1536.23
			02/15/2020 1536.23
			05/15/2020 1536.23

- A** Total property value, as determined by local assessing officials
- B** Homestead and nonhomestead assessed values are portions of the full assessed value. If you filed an HS-122 and you have business and/or rental use, your assessment will be split. Your business and/or rental use will show as nonhomestead.
- C** Local tax rates, voted on at town meeting at controlled locally, and exemptions. If you are entitled to a partial tax exemption of any kind, this deduction will appear here. See **Notes on Exemptions**, below.
- D** Education tax information: homestead and/or nonhomestead tax rates for the statewide education property tax
- E** Your total combined state and local property taxes, before any adjustments
- F** The State payment is the Property Tax Adjustment. It reduces the amount of tax owed.
- G** Your total municipal (local) property tax liability
- H** Installment due dates and payment stubs (not shown) vary from town to town. Towns send out tax bills only once a year, but may have annual, semi-annual, or quarterly payment due dates.

Notes on Exemptions

Contract exemptions are for special circumstances where a municipality reduces the value on a portion of property being used for a public purpose, or where other exemptions exist by state law. Some municipalities also have community-specific stabilization agreements.

The Veterans Property Exemption is available if you meet the criteria, by applying to the Vermont Office of Veterans Affairs. For information, see tax.vermont.gov/property-owners/understanding-property-taxes/property-tax-exemptions.

The Land Use Exemption is also known as Current Use. Information about Vermont's Current Use Program is at tax.vermont.gov/current-use.





CITY COUNCIL Agenda Item #19-207(f)

Date: July 10, 2019

Consent X Discussion

SUBJECT: Approval of replacement Chassis for Truck # 1

SUBMITTING DEPARTMENT: Department of Public Works

RECOMMENDED ACTION: Award chassis replacement for Truck # 1 to Ford of Claremont.

STRATEGIC OUTCOME/PRIOR ACTION: Sustainable Infrastructure

EXPENDITURE REQUIRED: \$24,917.70

SOURCE OF FUNDS: FY20 Equipment Plan (CIP)

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Bid specs were sent to seven dealers for the replacement Chassis for Truck #1 (Ford F-550) with only one response. On June 25, 2019 DPW opened the single bid submitted by Ford of Claremont in the amount of \$24,917.70. The amount identified in the FY 2020 budget for this purchase is \$59,000, leaving \$34,082.30 for the purchase of the body and plow to be bid at a later date.

SUPPORTING DOCUMENTS: N/A

INTERESTED PARTIES: Department of Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the City Manager's Approval line.

#1 19,500 GVW Cab & Chassis (FY2020)
Purchase109400.83.01.5

closed
10:15 hr

clearmont
Fond

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 \$ 47,417.70
Less Trade allowance for 2015 Ford Dump w/plow \$ 22,500.00
Bid Price (with trade) \$ 24,917.70
Bid Price (no trade) \$ 47,417.70
Option: Extended warranty 60 Months/⁷⁵60,000 miles \$ 3,275.00
Premium Care (100,000 ded)
Estimated date of delivery: Sept 2019

Please **print** the following information:

Name of Vendor: Ford of Claremont
Contact: Lee Porter
Email: LPorter6motors@aol.com
Mailing Address: 155-157 Charles Town Rd
Claremont, VT, 03743
Phone Number: 603-542-9600

Authorized signature of bidder: Lee Porter 6/19/2019
(not valid unless signed)



CITY COUNCIL Agenda Item #19-207(g)

Date: July 10, 2019

Consent X Discussion ____

SUBJECT: Energy Efficiency Ordinance Input

SUBMITTING DEPARTMENT: Mayor

RECOMMENDED ACTION: Approve invitation seeking real estate professionals' input on energy efficiency ordinance

RELATED COUNCIL GOAL/PRIOR ACTION: Environmental Stewardship (reduce carbon footprint); Responsive and Responsible Government (continue public engagement efforts)

EXPENDITURE REQUIRED: \$100 or less

SOURCE OF FUNDS: Council Funds

LEGAL REQUIREMENTS: Legal requirements as outlined by ordinance

BACKGROUND INFORMATION: Montpelier voters passed a charter amendment regarding energy efficiency in buildings and energy disclosures. Subsequently, the legislature authorized Montpelier to regulate disclosure of a building's energy use at the time of listing for sale. The Council and Mayor are seeking public input in crafting the ordinance, particularly from landlords who are directly impacted by the change. The Council is inviting real estate professionals to a meeting at City Hall on Friday, July 26th at 8:30 a.m. to outline the ordinance proposal and objective, and hear their thoughts and suggestions.

SUPPORTING DOCUMENTS: Draft invitation for approval

INTERESTED PARTIES: MEAC, Mayor, Council

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman".



America's Small Town Capital

Mayor Anne Watson

William Fraser
City Manager

City Council Members:

Dona Bate
Ashley Hill
Lauren Hierl
Conor Casey
Glen Coburn Hutcheson
Jack McCullough

Sue Allen
Assistant City Manager

July 11, 2019

Dear Montpelier Real Estate Brokers and Agents,

You may recall that back in March, Montpelier voters passed a charter amendment regarding energy efficiency in buildings and energy disclosures. Subsequently, the legislature authorized Montpelier to regulate disclosure of a building's energy use at the time of listing for sale.

We, the Montpelier City Council and Mayor, would like to get your input prior to the start of crafting an ordinance regarding home energy disclosure for Montpelier. Our goal in creating an ordinance is to provide an apples-to-apples comparison for buyers regarding energy information and to leverage voluntary energy improvement work through the disclosure of information. It's both a matter of consumer protection as well as a low-cost way for the city to encourage energy improvements.

We would like to invite you to a breakfast at 8:30am on Friday, July 26th at City Hall. At this breakfast we will discuss extant policies around the country, we'll have an update on the work that's been done in Vermont up until this point, and we'll want to hear from you about your thoughts on how best to craft an ordinance.

We would love to see you there! Please pass this along to other real estate agents that you know work with homes in Montpelier.

Gratefully,

Anne Watson
Mayor of Montpelier, on behalf of the City Council



SUBJECT: Appointment to the Montpelier Conservation Commission

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Review application from Phyllis Rubenstein and consider appointment to a regular or alternate position on the Conservation Commission

STRATEGIC OUTCOME/INITIATIVE: Environmental Stewardship

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: *It is anticipated that this discussion will be conducted in Executive Session in accordance with Title I, VSA §313, Executive Sessions (a)(3) The appointment or employment or evaluation of a public officer or employee.*

BACKGROUND INFORMATION: The Conservation Commission's duties are to carry out the goal of the City Master Plan to "preserve, enhance, and maintain the natural; the integration of built and natural settings; the special areas; and the high level of environmental quality which make Montpelier unique" and to advise the Planning Commission, Development Review Board, and City Council concerning the protection of natural features and environmental quality.

The commission's two alternate seats are vacant, and there is one vacant regular seat. Staff advertised for all seats. **We received an application from Phyllis Rubenstein.**

Members	Term	Expiration
VACANT, Alternate	1-year	02/15/2019
VACANT, Alternate	1-year	02/15/2019
VACANT	2-year	06/15/2019
Roy Schiff	3-year	02/12/2020
Page Guertin	3-year	02/12/2020
Stephen Syz	4-year	06/15/2020
Charles Hohn	3-year	06/25/2021
Brenna Toman	4-year	02/15/2022
Katie Michels	4-year	02/15/2022
Michael Lazorchak	4-year	02/15/2022
Jamie Bates	4-year	02/15/2022

SUPPORTING DOCUMENTS: Application

INTERESTED PARTIES: City Council; Conservation Commission

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]", written over the "CITY MANAGER'S APPROVAL:" text.

From: noreply@civicplus.com
Sent: Friday, June 21, 2019 10:23 AM
To: Jamie Granfield
Subject: Online Form Submittal: City of Montpelier Boards & Commissions Application

City of Montpelier Boards & Commissions Application

APPLICATION FORM MONTPELIER CITY BOARDS AND COMMITTEES

Please use this form to express your interest in serving on a particular board/committee or commission. For information on our boards and committees, please visit <https://www.montpelier-vt.org/committeevacancies>. The Montpelier City Council makes appointments to board/committees at their regular meetings as vacancies occur. Completed applications are public documents and are subject to the Vermont Public Records Act.

The Montpelier City Council is committed to seeking diversity on all boards, committees and commissions, including but not limited to geographic, racial, gender, cultural, age, socio economic diversity. Montpelier residency for applicants is preferred but not required.

Name	Phyllis Rubenstein
------	--------------------

Email Address	
---------------	--

Address	
---------	--

City	Montpelier
------	------------

State	VT
-------	----

Zip Code	05602
----------	-------

Phone Number	
--------------	--

Occupation	lawyer
------------	--------

Are you 18 years of age or older?	Yes
-----------------------------------	-----

Are you a registered voter in the City of Montpelier?	Yes
---	-----

Are you a resident of the City of Montpelier?	Yes
---	-----

How long have you been a resident of the City of Montpelier?	almost 31 years
--	-----------------

Are you related to any elected City Councilor (including by marriage)?	No
Do you have any pending litigation against the City?	No
Name of City Board or Committee: (If applying for more than one board/committee, please list order of preference)	Conservation Commission
Are you currently serving or have you served on any City board or committee? If so, please list and give approximate dates.	No.

Please answer each question in as much detail as possible.

Education/Credentials:	I have no formal training to be on the Conservation Commission. However, I have a life long interest in nature and conservation. I am a member of the North Branch Nature Center (and other nature organizations) and am currently enrolled in the Vermont Master Naturalist program.
Professional activities that relate to this board/committee:	As a lawyer, I have continuing legal education training in mediation and collaborative law.
Community activities that relate to this board/committee:	I am a student in the Vermont Master Naturalist Program co-sponsored by the North Branch Nature Center and will be part of a team re-surveying sites where the Friends of the Winooski planted trees along the Winooski River. I volunteered to re-survey ash trees for the Tree Board. I take workshops and participate in activities sponsored by NBNC. I have served on the boards of various community and professional organizations, including Studio Place Arts, the Washington County Bar Association, Vermont Bar Association Section of Collaborative Law, and Vermont Bar Association Family Law Committee. I have also taught continuing legal education courses for the Vermont Bar Association and the National Business Institute.
Why are you interested in serving on this board/committee?	I would like to be part of the effort to identify and conserve natural areas in Montpelier and educate the public about conservation matters.

What talents or experience would you bring to the board/committee?	I have a lay citizen's knowledge of the natural sciences and a keen interest in learning more. I have excellent communication skills. I have been successfully self-employed for 29 years in Central Vermont.
Any other comments or information you wish to provide to the Mayor and City Councilors?	I look forward to serving on the committee.
Are you involved in any personal, professional or business pursuit that would affect your ability to make fair and impartial recommendations as a member of a City advisory board or committee?	No
ACKNOWLEDGMENT	I have read and accept the terms of board/committee appointment.
By e-signing this application, I certify that there are no misrepresentations, omissions or falsifications on this application.	Phyllis E. Rubenstein

6/21/2019

Submitted on:

Thank you for your interest in serving the City of Montpelier as a volunteer board or committee member. Your willingness to serve is greatly appreciated.

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CITY COUNCIL Agenda Item #19-209

Date: July 10, 2019

Consent Discussion X

SUBJECT: Final Public Hearing for French Block Grant #07110-IG-2015-Montpelier City-00023

SUBMITTING DEPARTMENT: Department of Planning and Community Development

RECOMMENDED ACTION: Open Public Hearing, Receive Comments from Public

RELATED COUNCIL GOAL/PRIOR ACTION: More Housing

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: Vermont Community Development Program

LEGAL REQUIREMENTS: The Public Hearing is required to close out grant

BACKGROUND INFORMATION: The French Block project (Grant #07110-IG-2015-Montpelier City-00023) received \$500,000 from the State of Vermont for a grant under the Vermont Community Development Program. The purpose of this Public Hearing is to obtain the views of citizens on the community development, to furnish information concerning the range of community development activities that have been undertaken under this program, and to give affected citizens the opportunity to examine a statement of the use of these funds. The VCDP Funds received have been used to accomplish the following activities:

The French Block Housing Project located at 32-42 Main Street, Montpelier, VT involved the acquisition and rehabilitation of the second and third floors above Aubuchon Hardware and created a total of eighteen (18) apartments – 16 one bedroom and 2 efficiency units. Fourteen of the apartments are affordable, serving low to moderate income households and four units are market rate. The redevelopment also included the addition of a common laundry area, lobby, stair tower and elevator, as well as the installation of new electrical, mechanical, and fire protection systems.

Information on this project may be obtained from and viewed during the hours of 8:00 a.m. to 5:00 p.m. at Housing Vermont, 100 Bank Street, Fourth Floor in Burlington, Vermont. Should you require any special accommodations, please contact Sue Cobb at 802-863-8424 to ensure appropriate accommodations are made. For the hearing impaired, please call (TTY) 800-253-0191.

SUPPORTING DOCUMENTS: N/A

INTERESTED PARTIES: City Council, Housing Vermont, Downstreet Housing and Community Development

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



CITY COUNCIL Agenda Item #19-210

Date: July 10, 2019

Consent ☐ Discussion ☒

SUBJECT: Loitering on State/Main

SUBMITTING DEPARTMENT: City Manager on behalf of David Kelley

RECOMMENDED ACTION: Hear concerns from David Kelley

STRATEGIC OUTCOME/PRIOR ACTION: Responsive & Responsible Government; Inclusive, Equitable and Engaged Community

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: On July 1st, David Kelley stopped by the City Manager's office to request that a discussion about loitering in front of his building on the corner of State and Main Street be added to the upcoming agenda. Mr. Kelley's tenants have expressed concern to him about folks sitting in front of his building causing noise and the smell of smoke to enter their leased space.

SUPPORTING DOCUMENTS: N/A

INTERESTED PARTIES: David Kelley, tenants of 2-6 State Street, Montpelier Police Department

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



CITY COUNCIL Agenda Item #19-211

Date: July 10, 2019

Consent ___ Discussion X

SUBJECT: Adoption of Americans with Disabilities Act (ADA) Compliance Transition Plan

SUBMITTING DEPARTMENT: DPW & Planning & Community Development for the ADA Advisory Committee

RECOMMENDED ACTION: Adopt ADA Compliance Transition Plan

STRATEGIC OUTCOME/PRIOR ACTION: Inclusive, Equitable and Welcoming Community

EXPENDITURE REQUIRED: To be determined / initial funding set at \$10,000 / year

SOURCE OF FUNDS: CIP Facilities

LEGAL REQUIREMENTS: Americans with Disabilities Act of 1990 (ADA) – US DOJ implementing regulations 28 C.F.R Part 35. The ADA applies to the City because it is a “public entity” as defined by title II. 42 U.S.C. § 12131(1).

BACKGROUND INFORMATION: The goal of public entities covered under Title II of the Act is to achieve compliance for equal opportunity and program accessibility for its citizens and visitors. To accomplish the goal and comply with the legal requirements, self-evaluations must be conducted to identify all barriers to equal access whether physical or programmatic. The evaluation results are outlined in a Transition Plan with barrier descriptions, the action necessary to remove barriers impeding or preventing equal access and the implementation plan for when the barrier will be removed, the cost and the responsible person and/or department. A Transition Plan is a living document requiring periodic update to ensure the plan is being followed and no new barriers to equal access are created. A recommendation to adopt the plan will follow a public comment and review period.

The draft plan was prepared by the Institute for Human Centered Design (IHCD) under contract authorized last May. Staff from IHCD conducted the evaluations over the last several months visiting all of our facilities including parks & buildings and planned for the opportunity to attend the City’s July 3rd festivities as an evaluation exercise.

IHCD, with a primary office in Boston, has been home to the New England ADA Center since 1996. The VT Center for Independent Living located here in town is their Vermont Affiliate. From their qualification and experience statement, they are “...an international education and design non-profit organization committed to advancing the role of design in expanding opportunity and enhancing experience for people of all ages, abilities, and cultures through excellence in design.” We are very pleased we selected the team from IHCD to help us to meet our objective of becoming a barrier free

municipality in every sense from programmatic to the built environment.

SUPPORTING DOCUMENTS: [Draft: "City of Montpelier Americans with Disabilities Act \(ADA\) Self-Evaluation and Transition Plan"](#) and schedule.

INTERESTED PARTIES: Montpelier citizens, residents & visitors including persons with disabilities, Municipal departments & staff.

CITY MANAGER'S APPROVAL:



City of Montpelier: Priority for ADA Transition Plan

- Priorities:
- Priority 1: Program Access*
 - Priority 2: Safety or Navigational Issue
 - Priority 3: Additional Access*
 - Priority 4: Enhanced Usability

*Note:
Some toilet rooms issues compromise Program Access.
Some toilet rooms with less central issues (e.g., partially accessible toilet rooms), fall under Additional Access.

FM: Facilities Manager
TBD: to be determined - subject to evaluation & design
DPW: Dept of Public Works (Director)
CS: Community Services
ADAC: ADA Coordinator

****IHCD Cost Estimation Notes:**

- Cost of design is not included.
- Does not include costs when note indicates future work.
- Labor cannot be estimated for all remedies.
- There is no cost noted when it's presumed to be a maintenance issue.
- Cost based on a national average. Cost is not based on prevailing wage.
- There is no cost noted when it's presumed to be a maintenance issue.

Estimates are intended as a guide to budgeting access modifications and are not intended to be absolutely comprehensive or definitive.

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	City Hall	A. Exterior Access Route	F. Surface openings > 1/2"	Front by Fire Station	Ext.		Priority 1	Program Access	Repair surface so that openings are 1/2" max.	1	\$103	Sept, 2019	Oct, 2019	DPW
2	City Hall	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	Route to Accessible Entrance	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%).(Cost estimate for adding concrete to concrete pathway cross slope for 6'.)	1	\$90	TBD		DPW
3	City Hall	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	Route to Accessible Entrance	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%). (Cost estimate for adding concrete to concrete pathway cross slope for 15'.)	1	\$225	TBD		DPW
4	City Hall	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces G. Access aisle not provided P. Sign < 60" above finished grade	Blanchard Parking Lot	Ext.		Priority 1	Program Access	Provide a marked access aisle that is at least 60" wide. Locate sign with the bottom of the sign 60" above the ground.	1	\$150	Aug, 2020	Oct, 2020	DPW
5	City Hall	C. Off-Street Parking Lot or Garage	N. Sign obstructed by tree branches.	Blanchard Parking Lot	Ext.		Priority 1	Program Access	Trim tree branches to make accessible parking sign more visible.	1	\$0	Aug, 2019	Aug, 2019	DPW
6	City Hall	C. Off-Street Parking Lot or Garage	P. Sign < 60" above finished grade	Blanchard Parking Lot	Ext.		Priority 1	Program Access	Locate sign with the bottom of the sign 60" above the ground.	1	\$0	Sept, 2019	Oct, 2019	DPW
7	City Hall	A. Means of Egress	B. Tactile exit sign not provided	1R Accessible Entrance	1R		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
8	City Hall	A. Means of Egress	B. Tactile exit sign not provided	Emergency Exit Door by Elevator	2		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
9	City Hall	A. Means of Egress	B. Tactile exit sign not provided	Lost Nation Theater to Hallway	2		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	2	\$232	Aug, 2019	Dec, 2019	FM
10	City Hall	B. Interior Access Route	E. Level changes > 1/4"	City Council Chambers and Cooling Room	1		Priority 3	Additional Access	Alter change in level to be 1/4" high max.	1	\$1,000	July, 2020	Dec, 2020	FM
11	City Hall	C. Doors, Doorways, & Gates	A. Clear width at door < 32"	City Clerk-Treas	1		Priority 3	Additional Access	Widen the door so that there is 32" min. clear width.	1	\$1,683	July, 2020	Dec, 2020	FM
12	City Hall	C. Doors, Doorways, & Gates	A. Clear width at door < 32"	To Public Research Room	1		Priority 3	Additional Access	Widen the door so that there is 32" min. clear width.	1	\$1,683	July, 2020	Dec, 2020	FM
13	City Hall	C. Doors, Doorways, & Gates	A. Clear width at door < 32" L. Hardware not operable with a closed fist	Finance Office	1		Priority 3	Additional Access	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	5	\$9,625	July, 2022	Dec, 2022	FM

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
14	City Hall	C. Doors, Doorways, & Gates	C. Maneuvering clearance(s) not provided	Men's Toilet Room	1		Priority 3	Additional Access	Remove the obstruction./Provide an automatic door opener.	1	\$1,530	July, 2022	Dec, 2022	FM
15	City Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Assistant City Manager Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2020	Dec, 2020	FM
16	City Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Assistant City Manager Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2020	Dec, 2020	FM
17	City Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Public Works Dept. Office	B		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2020	Dec, 2020	FM
18	City Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Finance Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2020	Dec, 2020	FM
19	City Hall	D. Ramps	F. Handrails do not extend 12" past bottom of ramp J. Handrails not continuous where required	Back Accessible Entrance Ramp	Ext.		Priority 3	Additional Access	Alter handrails to extend horizontally above the landing for 12" min. beyond bottom of the ramp run. Provide continuous handrails for the length of ramp runs.	1	\$327	TBD		FM: Evaluate
20	City Hall	D. Ramps	J. Handrails not continuous where required	Back Accessible Entrance Ramp	Ext.		Priority 3	Additional Access	Provide continuous handrails for the length of ramp runs.	1	\$370	TBD		FM: Evaluate
21	City Hall	E. Stairways	B. Handrail height < 34" or > 38" D. Handrails do not extend 12" from stairs	Floor 2 to 1	2		Priority 3	Additional Access	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing.	4	\$1,600	July, 2021	Dec, 2021	FM
22	City Hall	E. Stairways	B. Handrail height < 34" or > 38" D. Handrails do not extend 12" from stairs	Second Flight of Stairs to Main Level	2		Priority 3	Additional Access	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing.	6	\$3,600	July, 2021	Dec, 2021	FM
23	City Hall	E. Stairways	C. Handrail not provided on both sides	Main Lobby	1		Priority 3	Additional Access	Provide handrail on one side.	2	\$444	July, 2021	Dec, 2021	FM
24	City Hall	E. Stairways	C. Handrail not provided on both sides	Stair to Stage	2		Priority 3	Additional Access	Provide handrail on one side.	1	\$132	July, 2021	Dec, 2021	FM
25	City Hall	E. Stairways	C. Handrail not provided on both sides F. Handrails not continuous where required	Stairs by Publishing Corks	B		Priority 3	Additional Access	Provide handrail on one side. Provide continuous handrails.	1	\$330	July, 2021	Dec, 2021	FM
26	City Hall	G. Elevator	C. Visible and audible hall signals not provided K. Elevator doors remain fully open < 3 seconds	Elevator	1		Priority 1	Program Access	Add audible signals. Adjust closer on elevator door so that doors remain open for at least 3 seconds.	1	\$1,772	July, 2020	Dec, 2021	FM
27	City Hall	H. Signage	B. Raised characters not provided D. Braille not provided	City Manager Assessor	1		Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille.	1	\$116	Aug, 2019	Dec, 2019	FM
28	City Hall	H. Signage	B. Raised characters not provided D. Braille not provided G. Sign not located on the latch side of the door	City Clerk-Treasurer	1		Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	\$116	Aug, 2019	Dec, 2019	FM
29	City Hall	H. Signage	D. Braille not provided G. Sign not located on the latch side of the door	Assistant City Manager Office	1		Priority 2	Navigational Issue	Provide braille. Locate sign at permanent rooms alongside the door on the latch side.	1	\$116	Aug, 2019	Dec, 2019	FM
30	City Hall	H. Signage	G. Sign not located on the latch side of the door	Men's Toilet Room	1		Priority 2	Navigational Issue	Locate sign at permanent rooms alongside the door on the latch side.	1	\$0	Aug, 2019	Dec, 2019	FM
31	City Hall	H. Signage	G. Sign not located on the latch side of the door	Women's Toilet Room	1		Priority 2	Navigational Issue	Locate sign at permanent rooms alongside the door on the latch side.	1	\$0	Aug, 2019	Dec, 2019	FM
32	City Hall	J. Service Counter	B. Counter > 36" high	City Manager Assessor	1		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finish floor.	1	\$440	July, 2022	Dec, 2022	FM
33	City Hall	J. Service Counter	B. Counter > 36" high	Finance Office	1		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finish floor.	1	\$440	July, 2022	Dec, 2022	FM
34	City Hall	K. Operable Parts	A. Changing table blocks accessible route	Men's Toilet Room	1		Priority 3	Additional Access	Relocate changing table because it obstructs interior access route.	1	\$353	TBD		FM
35	City Hall	M. Dining or Work Surfaces	C. Knee or toe clearance not provided D. Top of dining/work surface < 28" or > 34"	City Manager Assessor	1		Priority 1	Program Access	Provide at least 1 work surface with 27" min. knee and toe clearance and the top of the work surface between 28"- 34" above the floor.	1	\$350	July, 2020	Dec, 2020	FM
36	City Hall	A. Overall Access	H. Audible and visible alarms not provided	Women's and Men's Toilet	1		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	2	\$692	July, 2020	Dec, 2020	FM
37	City Hall	B. Lavatory	E. Plumbing underneath is exposed	Left Single-User Toilet Room	B		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	July, 2020	Dec, 2020	FM
38	City Hall	B. Lavatory	E. Plumbing underneath is exposed	Right Single-User Toilet Room	B		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	July, 2020	Dec, 2020	FM
39	City Hall	B. Lavatory	E. Plumbing underneath is exposed	Women's Toilet Room	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	July, 2020	Dec, 2020	FM
40	City Hall	C. Single-User Toilet	B. Flush control not on open side	Right Single-User Toilet Room	B		Priority 3	Additional Access	Relocate the flush control to the open side.	1	\$187	July, 2022	Dec, 2022	FM
41	City Hall	C. Single-User Toilet	O. Hook located > 48" high	Left Single-User Toilet Room	B		Priority 3	Additional Access	Locate hook no higher than 48" above the finish floor.	1	\$75	July, 2022	Dec, 2022	FM

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
42	City Hall	C. Single-User Toilet	O. Hook located > 48" high	Right Single-User Toilet Room	B		Priority 3	Additional Access	Locate hook no higher than 48" above the finish floor.	1	\$75	July, 2022	Dec, 2022	FM
43	City Hall	D. Toilet Compartment	G. Grab bars not provided M. Flush control not on open side P. Clearance at toilet < 60" clear width	Men's Toilet Room	1		Priority 3	Additional Access	Provide grab bar on the rear wall of the water closet. Provide the flush control on the open side of the toilet (transfer side). Provide a wheelchair accessible compartment that is 60" wide min.	1	\$3,503	G. July 2020 M. July 2022 P. July 2022	G: Dec, 2020 Dec, 2022	M&P: FM
44	City Hall	D. Toilet Compartment	M. Flush control not on open side	Women's Toilet Room	1		Priority 3	Additional Access	Provide the flush control on the open side of the toilet (transfer side).	1	\$187	July, 2022	Dec, 2022	FM
45	City Hall	F. Dispensers	D. Dispenser acts as a protruding object	Men's Toilet Room	1		Priority 3	Additional Access	Relocate dispenser out of the circulation path.	1	\$353	July, 2022	Dec, 2022	FM
46	City Hall	F. Dispensers	D. Dispenser acts as a protruding object	Women's Toilet Room	1		Priority 3	Additional Access	Relocate dispenser out of the circulation path.	1	\$353	July, 2022	Dec, 2022	FM
47	City Hall	A. Drinking Fountains	H. No drinking fountain provided for standing users	Water Fountain	1		Priority 1	Program Access	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	\$2,014	July, 2022	Dec, 2022	FM
48	City Hall	E. Fire Alarms	A. No visible fire alarm provided within room	Left Single-User Toilet Room	B		Priority 3	Additional Access	When fire system is updated, ensure that a visible fire alarm is installed in each room.	1	\$346	July, 2022	Dec, 2022	FM
49	City Hall	E. Fire Alarms	A. No visible fire alarm provided within room	Right Single-User Toilet Room	B		Priority 3	Additional Access	When fire system is updated, ensure that a visible fire alarm is installed in each room.	1	\$346	July, 2022	Dec, 2022	FM

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	DPW Offices and Garage	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	DPW Office and Garage Parking	Ext.		Priority 3	Additional Access	Provide a van accessible space with 132" wide min. with an access aisle 60" wide min. and a sign with the International Symbol of Accessibility and the words "Van-Accessible" positioned 60" min. above the ground.	1	\$925	July, 2020	Dec, 2020	DPW
3	DPW Offices and Garage	E. Entrance	M. Mat not securely attached	DPW Offices Main Entrance	Ext.		Priority 1	Program Access	Install an ADA-compliant walk-off mat.	1	\$324	July, 2020	Dec, 2020	DPW
4	DPW Offices and Garage	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	DPW Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2022	Dec, 2022	DPW
5	DPW Offices and Garage	E. Stairways	O. Stair has open risers	Near DPW Office	1		Priority 3	Additional Access	Ensure stairs have closed risers. (Cost to fill 16 open metal risers.)	1	\$1,312	N/A		
6	DPW Offices and Garage	H. Signage	D. Braille not provided	Single-User Toilet Room DPW Office	1		Priority 2	Navigational Issue	Provide braille.	1	\$116	July, 2022	Dec, 2022	DPW
7	DPW Offices and Garage	S. Picnic Tables	C. At least 5% accessible spaces not provided	DPW Office	Ext.		Priority 1	Program Access	Ensure that at least 5% (minimum one) of dining surfaces are accessible. (Based on the cost for one accessible picnic table.)	1	\$700	July, 2022	Dec, 2022	DPW
8	DPW Offices and Garage	T. Benches	A. No accessible route to 20% of benches	DPW Office	Ext.		Priority 1	Program Access	Relocate 20% of benches (at least one) to on an accessible route.	1	\$0	When Needed		DPW
9	DPW Offices and Garage	A. Overall Access	A. Not on an accessible route	Men's Toilet Room DPW Office	1		Priority 1	Program Access	Provide a directional sign indicating the location of the nearest accessible toilet or bathing room.	1	\$116	July, 2022	Dec, 2022	DPW
10	DPW Offices and Garage	A. Overall Access	B. Turning space not provided	Single-User Toilet Room DPW Office	1		Priority 1	Program Access	Add an accessible single-user toilet room.	1	\$12,302	Re-evaluate need & alternatives		ADAC
11	DPW Offices and Garage	B. Lavatory	A. Clear floor space not provided at lavatory	Single-User Toilet Room DPW Office	1		Priority 1	Program Access	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach.	1	\$843	Re-evaluate need & alternatives		ADAC
12	DPW Offices and Garage	A. Drinking Fountains	J. No drinking fountain provided for seated users	Outside Stock Room DPW Office	1		Priority 1	Program Access	Provide an additional drinking fountain for seated users or install a Hi-Low drinking fountain.	1	\$2,108	Re-evaluate need & alternatives		ADAC
13	DPW Offices and Garage	DPW Meeting Room	Not on an accessible route.	Conference Room DPW Office	2		Priority 1	Program Access	Relocate meetings to an accessible location upon request.	1	\$0	when Needed		ADAC

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Fire Department	A. Exterior Access Route	F. Surface openings > 1/2"	Main Entrance	Ext.		Priority 1	Program Access	Repair so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	2	\$206	Sept, 2019	Oct, 2019	DPW
2	Fire Department	Best Practice	Accessible parking not provided near the accessible entrance.	Parking Lot	Ext.		Priority 4	Enhanced Usability	Consider providing a van accessible space with marked access aisle and sign including the International Symbol of Accessibility and words 'Van Accessible' positioned 60" min. above the ground located on the closest accessible route from the parking area to the accessible entrance at the Fire Station.	1	\$0	Re-evaluate need & alternatives	TBD	ADAC
3	Fire Department	A. Means of Egress	B. Tactile exit sign not provided	By Reception	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
4	Fire Department	A. Means of Egress	B. Tactile exit sign not provided	Stairs	2		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
5	Fire Department	B. Interior Access Route	E. Level changes > 1/4"	Gym/CPR Classes	2		Priority 1	Program Access	Relocate class to alternate location in kitchen where entrance is accessible or from the second floor to an alternate accessible location as needed.	1	\$0	Re-evaluate need & alternatives		ADAC
6	Fire Department	E. Stairways	C. Handrail not provided on both sides F. Handrails not continuous where required		2		Priority 3	Additional Access	Provide handrail on one side. Provide continuous handrails.	1	\$660	July, 2021	Dec, 2021	FM
7	Fire Department	H. Signage	A. Not provided B. Raised characters not provided D. Braille not provided G. Sign not located on the latch side of the door L. Directional sign to access. toilet not provided	Women's Toilet Room	2		Priority 2	Navigational Issue	Locate signage alongside the door on the latch side. Provide text with raised characters duplicated in braille. Provide a sign indicating the location of the nearest accessible toilet room.	1	\$116	July, 2021	Dec, 2021	FM
8	Fire Department	H. Signage	B. Raised characters not provided D. Braille not provided G. Sign not located on the latch side of the door L. Directional sign to access. toilet not provided	Men's Toilet Room	2		Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side. Provide a sign indicating the location of the nearest accessible toilet room.	1	\$116	July, 2021	Dec, 2021	FM
9	Fire Department	B. Lavatory	E. Plumbing underneath is exposed	Reception Toilet Room	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory in all three toilet rooms (first and second floor).	3	\$138	July, 2021	Dec, 2021	FM

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Montpelier Police	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces F. Running or cross slope at space > 1:50 (2.00%) M. Running or cross slope at access aisle > 1:50 (2.00%) O. Sign does not have the designation "Van Accessible"	Parking	Ext.		Priority 1	Program Access	Re-stripe to provide a van accessible parking space and access aisle. Include sign with the phrase "Van Accessible" positioned 60" min. above the ground. Clear branches from existing sign with the International Symbol of Accessibility, reduce running and cross slope at space and access aisle to be no steeper than 1:50 (2.00%) in all directions.	1	\$438	A. TBD B. TBD C. TBD F. TBD M. TBD O. TBD All Work to be coordinated with future parking lot resurfacing project	TBD	DPW
2	Montpelier Police	A. Means of Egress	B. Tactile exit sign not provided	Across From Elevator Restricted Area	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	2	\$232	Aug, 2019	Dec, 2019	FM
3	Montpelier Police	A. Means of Egress	B. Tactile exit sign not provided	Lobby	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
4	Montpelier Police	B. Interior Access Route	B. Obstructed by protruding objects	Outside Restricted Area	1		Priority 3	Additional Access	Provide a cane detectable barrier.	1	\$153	July, 2020	Dec, 2020	FM
5	Montpelier Police	H. Signage	K. International Symbol of Acc. not compliant	Parking	Ext.		Priority 2	Navigational Issue	International Symbol of Accessibility sign obstructed by tree branches. Trim branches to make sign visible.	1	\$100	Aug, 2019	Dec, 2019	FM
6	Montpelier Police	J. Service Counter	B. Counter > 36" high	Lobby	1		Priority 3	Additional Access	Provide a counter that is 36" max. above the finish floor.	1	\$440	July, 2022	Dec, 2022	FM
7	Montpelier Police	R. Detention Facilities	A. < 3% of holding cells have mobility features	Holding Cell	1		Priority 3	Additional Access	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the open side (transfer side). Mount grab bars 33" min. and 36" max. above the floor.	1	\$898	Re-evaluate need & alternatives - possible suicide risk. Discuss with Chief		FM
8	Montpelier Police	T. Benches	A. No accessible route to 20% of benches	Main Entrance	Ext.		Priority 3	Additional Access	Relocate 20% of benches (at least 1) on an accessible route.	1	\$0	re-evaluate need & alternatives	Dec, 2020	FM
9	Montpelier Police	A. Overall Access	H. Audible and visible alarms not provided	Toilet Room	1		Priority 3	Additional Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	\$346	July, 2020	Dec, 2020	FM
10	Montpelier Police	C. Single-User Toilet	B. Flush control not on open side	Toilet Room	1		Priority 3	Additional Access	Relocate the flush control to the open side.	1	\$187	TBD - replace or modify all toilets in bulk	Dec, 2022	FM

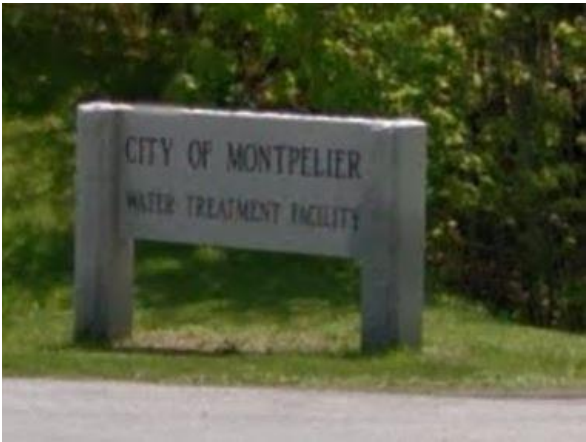
Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Montpelier Senior Activity Center	A. Exterior Access Route	F. Surface openings > 1/2"	Barre Street	Ext.		Priority 1	Program Access	Patch opening in concrete. (Cost for a concrete patch.)	1	\$309	Sept, 2019	Oct, 2019	Senior Housing (Director MHA)
2	Montpelier Senior Activity Center	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces O. Sign does not have the designation "Van Accessible"	Parking East Side of Building	Ext.		Priority 1	Program Access	Add the designation "Van Accessible" to the sign located at the van accessible space positioned 60" min. above the ground.	1	\$250	Sept, 2019	Nov, 2019	Senior Housing (Director MHA)
3	Montpelier Senior Activity Center	A. Means of Egress	B. Tactile exit sign not provided	Barre Street Entrance	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at this and four other egress doors (one egress door is on the second floor.) Mount signs between 48"-60" above finish floor located on the latch side of the door.	5	\$580	Sept, 2019	Dec, 2019	Senior Housing (Director MHA)
4	Montpelier Senior Activity Center	B. Interior Access Route	A. Route < 36" wide	Dining Area	1		Priority 3	Additional Access	Ensure that a clear width of 36" min. is maintained at the accessible route between the dining table and the kitchen.	1	\$0	Sept, 2019	Dec, 2019	Senior Center Director
5	Montpelier Senior Activity Center	B. Interior Access Route	B. Obstructed by protruding objects	Resource Room	1		Priority 3	Additional Access	Provide a cane detectible barrier.	1	\$153	Sept, 2019	Dec, 2019	Senior Center Director
6	Montpelier Senior Activity Center	C. Doors, Doorways, & Gates	C. Maneuvering clearance(s) not provided	Men's and Women's Multi-User Toilet Rooms	1		Priority 3	Additional Access	Remove lockers across from men's and women's multi-user toilet room doors to maintain 42" min. maneuvering space.	2	\$1,836	July, 2021	Dec, 2021	Senior Center Director
7	Montpelier Senior Activity Center	C. Doors, Doorways, & Gates	M. Door requires > 5 lbs. of force to open	Men's Multi-User Toilet Room	1		Priority 3	Additional Access	Adjust closer so door does not require more than 5 pounds of force to open.	1	\$0	Nov, 2019,	Mar, 2020	Senior Center Director
8	Montpelier Senior Activity Center	D. Ramps	D. Handrails < 34" or > 38" above ramp surface.	Inside Barre Street Entrance	1		Priority 3	Additional Access	Alter so the handrails are 34"- 38" high above the finish floor.	1	\$0	Dec, 2019	Apr, 2020	Senior Housing (Director MHA)
9	Montpelier Senior Activity Center	G. Elevator	D. Hoistway signs not on both jambs	Elevator	1		Priority 1	Program Access	Provide hoistway signs on both sides of elevator jambs.	2	\$96	Oct, 2019	Dec, 2019	Senior Housing (Director MHA)
10	Montpelier Senior Activity Center	T. Benches	B. 20% of benches have clear space < 36" x 48"	Near East Entrance	1		Priority 1	Program Access	Ensure that 20% of benches (and at least one) have a clear floor space of 36" wide min. by 48" deep min.	1	\$0	Oct, 2019	Mar, 2020	Senior Center Director
11	Montpelier Senior Activity Center	B. Lavatory	E. Plumbing underneath is exposed Door has malfunctioning self closing hinge.	Single-User Toilet Room	2		Priority 1	Program Access	Insulate or otherwise configure pipes to prevent contact at lavatory. Repair self closing hinge.	1	\$46	Nov, 2019,	Mar, 2020	Senior Center Director
12	Montpelier Senior Activity Center	D. Toilet Compartment	D. Door has malfunctioning self-closing hinge	Men's Multi-User Toilet Room	1		Priority 3	Additional Access	Repair self closing hinge.	1	\$0	Nov, 2019,	March, 2020	Senior Center Director

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Recreational Center	B. Curb Ramp	E. Transition from curb ramp to street not flush	Front of Building Barre Street Crosswalk	Ext.		Priority 3	Additional Access	Ensure transition from curb ramp to street is flush or free of changes in level.	1	\$85	ADA Advisory Committee Note: All issues & barriers identified for the Recreation Center facility located on Barre Street are being evaluated under a comprehensive review initiative. This facility will either be renovated or entirely rebuilt. The City Manager's office is working with a project consultant to prepare a feasibility report and will provide an itemized description with cost estimates for each option or alternative. The current project schedule includes a presentation to City Council in October, 2019 when deliberations about the available options and alternatives and costs will begin. Final budgetary decisions (with funding sources identified) is expected to be concluded in January, 2020. If voter bond authority will be pursued, the vote will take place in March, 2020. Earliest construction start date is May, 2020.		
2	Recreational Center	B. Curb Ramp	O. Does not prevent accumulation of water	Barre St. by Senior Activity Center	Ext.		Priority 3	Additional Access	Repair curb ramp to prevent accumulation of water.	1	\$103			
3	Recreational Center	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces J. Access aisle < 60" wide at car/van space O. Sign does not have the designation "Van Accessible"	Stone Cutters Way Public Parking	Ext.		Priority 1	Program Access	Provide a van-accessible parking space and access aisle. Add the designation "Van Accessible" to the sign located at the van accessible space positioned 60" min. above the ground. (Re-stripe plus cost of Van-Accessible sign.)	1	\$400			
4	Recreational Center	E. Entrance	G. Maneuvering clearance is not provided	Main Entrance at Barre Street	Ext.		Priority 1	Program Access	Ensure landing at door is 60 inches (1525 mm) long minimum.	1	\$206			
5	Recreational Center	A. Means of Egress	Emergency egress not on an accessible route. B. Tactile exit sign not provided	Gymnasium Exit South Side	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116			
6	Recreational Center	B. Interior Access Route	H. Accessible route not provided	Exterior Building Access and Interior Vertical Access	Ext.		Priority 1	Program Access	Provide an accessible route into the building and between the basement and two upper floors. (Cost for a new exterior elevator shaft with at grade entrance providing access to all three floors of the building.)	1	\$123,643			
7	Recreational Center	B. Interior Access Route	H. Accessible route not provided	Gymnasium Stage	1		Priority 1	Program Access	Provide an accessible route to the stage. (Cost for an interior lift.)	1	\$10,830			
8	Recreational Center	C. Doors, Doorways, & Gates	A. Clear width at door < 32"	Single-User Toilet Room	2		Priority 1	Program Access	Widen the door so that there is 32" min. clear width. See ID number 20 which includes cost to widen door as part of providing an accessible single-user toilet room.	1	\$0			
9	Recreational Center	C. Doors, Doorways, & Gates	D. Maneuvering clearance not provided at recess > 8" L. Hardware not operable with a closed fist	Arnie's Office	2		Priority 1	Program Access	Install an automatic door opener. Provide hardware that can be operable with one hand and does not require tight grasping, pinching or twisting of the wrist. (Cost based on an automatic door opener and accessible door hardware.)	1	\$1,772	D. L.		
10	Recreational Center	C. Doors, Doorways, & Gates	D. Maneuvering clearance not provided at recess > 8" L. Hardware not operable with a closed fist	Eric's Office	1		Priority 1	Program Access	Install an automatic door opener. Provide hardware that can be operable with one hand and does not require tight grasping, pinching or twisting of the wrist. (Cost based on an automatic door opener and accessible door hardware.)	1	\$1,772	D. L.		
11	Recreational Center	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	To Shooting Range	B		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242			
12	Recreational Center	E. Stairways	B. Handrail height < 34" or > 38" D. Handrails do not extend 12" from stairs	Staircase Floors 1-2	2		Priority 3	Additional Access	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	6	\$996			
13	Recreational Center	E. Stairways	C. Handrail not provided on both sides	Main Entrance at Barre Street	Ext.		Priority 3	Additional Access	Provide handrail on one side.	1	\$555			
14	Recreational Center	E. Stairways	P. Handrails not provided C. Handrail not provided on both sides	Main Entrance at Barre Street	1		Priority 3	Additional Access	Provide handrails on both sides.	8	\$296			
15	Recreational Center	J. Service Counter	B. Counter > 36" high	Main Office	1		Priority 3	Additional Access	Provide a counter that is 36" max. above the finish floor.	1	\$440			
16	Recreational Center	K. Operable Parts	A. Element not on an accessible route	Toy Closet	1		Priority 3	Additional Access	Ensure toys in closet are located on an accessible route.	1	\$0			
17	Recreational Center	K. Operable Parts	D. Side reach > 54"	Game Room	1		Priority 3	Additional Access	Relocate so at least 5% of the 21 hooks are 48" max. above finish floor.	3	\$384			

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
18	Recreational Center	K. Operable Parts	D. Side reach > 54"	Shooting Range	B		Priority 3	Additional Access	Relocate target line crank and target holder so that controls are 48" max. above finish floor. Provide a circular turning space 60" min. diameter with slopes not steeper than 1:50 in all directions at the shooting bay.	1	\$128	ADA Advisory Committee Note: All issues & barriers identified for the Recreation Center facility located on Barre Street are being evaluated under a comprehensive review initiative. This facility will either be renovated or entirely rebuilt. The City Manager's office is working with a project consultant to prepare a feasibility report and will provide an itemized description with cost estimates for each option or alternative. The current project schedule includes a presentation to City Council in October, 2019 when deliberations about the available options and alternatives and costs will begin. Final budgetary decisions (with funding sources identified) is expected to be concluded in January, 2020. If voter bond authority will be pursued, the vote will take place in March, 2020. Earliest construction start date is May, 2020.		
19	Recreational Center	A. Overall Access	A. Not on an accessible route B. Turning space not provided	Toilet Room	2		Priority 1	Program Access	Add an accessible single-user toilet room.	1	\$12,302			
20	Recreational Center	A. Overall Access	E. Sign to accessible toilet not provided	Locker Room	B		Priority 1	Program Access	Provide a directional sign indicating the location of the nearest accessible toilet or bathing room. (Assuming an accessible toilet room and shower is installed on the second floor and an elevator is installed to provide vertical access.)	1	\$116			
21	Recreational Center	A. Overall Access	H. Audible and visible alarms not provided	Multi-User Toilet Room	B		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	\$346			
22	Recreational Center	A. Overall Access	H. Audible and visible alarms not provided	Toilet Room	2		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	\$346			
23	Recreational Center	B. Lavatory	F. Mirror above lavatory w/reflective surface > 40" B. Toe or knee clearances not provided A. Clear floor space not provided at lavatory	Toilet Room	2		Priority 1	Program Access	Provide knee and toe clearance positioned for a forward approach. Lower mirror so that the bottom surface is at 40" max. above finish floor. (Refer to ID 20 which includes cost of an accessible lavatory and mirror.)	1	\$0			
24	Recreational Center	E. Urinal	B. Clear floor space not provided at urinal	Multi-User Toilet Room	B		Priority 1	Program Access	Provide a urinal with 30" min. by 48" min. clear floor space positioned for a forward approach with the rim no higher than 17" above the finish floor.	1	\$1,774			
25	Recreational Center	G. Shower Compartment	A. Shower not on an accessible route B. Clear space at transfer shower > 48" x 36" D. Size of shower compartment not compliant F. Grab bars < 33" > 36" high H. Seat not provided (transfer compartment) U. Accessible shower not provided	Shower	2		Priority 1	Program Access	Provide at least one accessible shower. (Cost based on a new transfer shower.)	1	\$3,036	A. B. D. F. H. U.		
26	Recreational Center	G. Shower Compartment	S. Transfer type shower threshold > 1/2" U. Accessible shower not provided A. Shower not on an accessible route	Locker Room	B		Priority 1	Program Access	Provide sign to accessible shower. (Assuming an accessible toilet room and shower is installed on the second floor and an elevator is installed to provide vertical access.)	1	\$116			
27	Recreational Center	A. Drinking Fountains	A. Fountain not on accessible route B. Clear floor space not provided J. No drinking fountain provided for seated users L. Knee or toe clearance not provided	Main Entryway	1		Priority 1	Program Access	Provide a Hi-Lo drinking fountain. Provide a 30" by 48" clear floor space positioned for a forward approach.	1	\$2,108			
28	Recreational Center			Shooting Range	B		Priority 4	Enhanced Usability	Recommend providing a shooting bay with a counter and opening height that could be used by a seated shooter.	1	\$0			
29	Recreational Center			Gymnasium Exit South Side	1		Priority 4	Enhanced Usability	Recommend reducing force required to set egress door in motion to 30 lbs. max.	1	\$0			

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Wastewater Treatment	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Parking	Ext.		Priority 1	Program Access	Provide a van accessible parking space 132" wide min. with an access aisle 60" wide min. with a sign that includes the International Symbol of Accessibility and the words "Van-Accessible" positioned 60" max. above the ground.	1	\$925	A.		
2	Wastewater	E. Entrance	B. Entrance not on an accessible route	Main Entrance	1		Priority 1	Program Access	Provide an incline lift.	1	\$10,830	B.		
3	Wastewater Treatment	E. Entrance	O. Threshold > 1/2" high B. Entrance not on an accessible route	Dewatering Building	Ext.		Priority 1	Program Access	Provide 5'x5' landing at the door and a 36" wide accessible route that is 1/2" high max. and that has a running slope of 1:20 (5.00% max. from the ground to the landing). (Cost based on 5'x5' concrete landing at the door and a 36" wide four foot long cement path from the ground to the landing.)	1	\$377	C.		
4	Wastewater Treatment	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Main Entrance	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242			
5	Wastewater Treatment	E. Stairways	C. Handrail not provided on both sides	Main Entrance	1		Priority 3	Additional Access	Provide handrail on one side. (Cost based on one metal handrail at \$37 per foot.)	7	\$259			
6	Wastewater	A. Overall Access	C. Accessible plumbing fixtures or stalls not provided	Toilet Room	1		Priority 1	Program Access	Add an accessible single-user toilet room.	1	\$12,302			
7	Wastewater Treatment	B. Lavatory	E. Plumbing underneath is exposed	Toilet Room	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46			
7	Wastewater Treatment	B. Lavatory	F. Mirror above lavatory w/reflective surface > 40" G. Dispensers not within reach range D. Dispenser acts as a protruding object	Toilet Room	1		Priority 3	Additional Access	Lower mirror so that the bottom surface is at 40" max. above finish floor. Relocate dispenser to 42" max. above the floor. Relocate dispenser out of the circulation path.	1	\$481	F. G. D.		

Water Treatment Facility



City of Montpelier

July 2019



Institute for Human Centered Design

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Water Treatment Facility

Background

Year built: 2000

The Water Treatment Facility is located at 1480 Paine Turnpike North in Berlin, Vermont. Amenities include parking and two multi-user toilet rooms (each with an accessible compartment). The accessible entrance is on the south side of the building near the van accessible parking space.

Key Accessibility Issues

Parking

Accessibility issues include lack of a sign with the words 'Van Accessible' at the van accessible parking space, an existing identification sign mounted lower than the minimum height allowed, and a cross slope in the van accessible parking space that is greater than the maximum allowed.

Toilet Rooms

Accessibility issues in both toilet rooms include mirrors mounted higher than the maximum height allowed, the rear grab bar in the accessible compartment mounted less than 24" from the toilet centerline, malfunctioning self closing hinges, and coat hooks mounted higher than the maximum height allowed. Also, the flush control in one of the accessible compartments is not on the open or transfer side.

Additional Accessibility Issues

- Lack of a railing on one side, lack of railing extensions and lack of a cane-detectable barrier at the staircase to the catwalk.
- Lack of a drinking fountain for a standing user.

Note: IHCD team was informed that there is a ground-level display depicting the water processing system for educational purposes generally and to inform individuals who either can't or do not wish to climb the staircase to the catwalk.

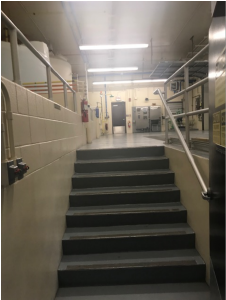
Order of Magnitude Cost Estimates

- Provide compliant accessible toilet rooms: \$1,299
- Provide a drinking fountain for a standing user: \$2,014
- Miscellaneous corrective actions (accessible parking, staircase railings, etc.): \$1,489

Total: \$4,802

Note: Institute for Human Centered Design (IHCD) staff did not survey this location. However, detailed information including photos and measurements were provided to IHCD by the City of Montpelier's ADA Coordinator and an accessibility expert from the Vermont Center for Independent Living (VCIL). VCIL is affiliated with the New England Americans with Disabilities Act Center.

City of Montpelier
Water Treatment Facility

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		A. Total # of parking C. Total # of designated van accessible spaces O. Sign does not have the designation "Van Accessible" P. Sign < 60" above finished grade	4 1 - -	Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground.	1	250	\$250
2		Ext.		Off-Street Parking Lot or Garage			F. Running or cross slope at space > 1:50 (2.00%)	5%	Reduce running or cross slope to be no steeper than 1:50 (2.00%). (Cost based on asphalt to reduce cross slope at accessible parking space)	1	288	\$288
Access to Goods and Services												
Interior Access Route												
3	Staircase	1		Interior Access Route	N/A		B. Obstructed by protruding objects	-	Provide a cane detectable barrier. (Cost based on a a 6'x4' pipe rail under stair to create a cane detectable barrier.)	1	480	\$480
Stairways												
4	Staircase	1		Stairways	Interior		D. Handrails do not extend 12" from stairs P. Handrails not provided	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Provide handrail on one side. (Cost based on one wall mounted metal railing extending 12" min. above the first riser nosing and on 12" railing extension)	1	471	\$471

City of Montpelier
Water Treatment Facility

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Signage												
5	Accessible Compartment	1		Signage	Designation		G. Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. When signs are relocated, be sure to mount signs so that the baseline of the lowest tactile character is 48" min. above finish floor and the baseline of the highest tactile character is 60" max. above finish floor.	2	Labor	\$0
Toilet & Bathing Rooms												
Lavatory												
6	Both Toilet Rooms	1		Lavatory	N/A		F. Mirror above lavatory w/reflective surface > 40"	45"	Lower mirror so that the bottom surface is at 40" max. above finish floor. (Lower one mirror in each toilet room at the accessible lavatory.)	2	128	\$256
Toilet Compartment												
7		1		Toilet Compartment			D. Door has malfunctioning self-closing hinge L. Rear grab bar < 24" from toilet centerline N. Non-compliant toilet paper dispenser R. Coat hook > 48"	- 6" - 52"	Repair hinge. Relocate rear grab bar to extend 24" from the centerline of the toilet. Relocate toilet paper so that it is 15" min high, located under the grab bar, and between 7" and 9" from the front of the toilet. Lower coat hook so that it is no higher than 48". (Cost based on relocating toilet paper dispensers and lowering coat hooks)	2	428	\$856
8	Accessible Compartment	1		Toilet Compartment			M. Flush control not on open side	-	Provide the flush control on the open side of the toilet (transfer side).	1	187	\$187
Additional Access												

City of Montpelier
Water Treatment Facility

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Drinking Fountains												
9	Hallway	1		Drinking Fountains	Low		H. No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a hi-lo drinking fountain. (Cost based on adding a drinking fountain for a standing user.)	1	2014	\$2014

City of Montpelier: Priority for ADA Transition Plan

Priorities:
Priority 1: Program Access*
Priority 2: Safety or Navigational Issue
Priority 3: Additional Access*
Priority 4: Enhanced Usability

*Note:
Some toilet rooms issues compromise Program Access.
Some toilet rooms with less central issues (e.g., partially accessible toilet rooms), fall under Additional Access.

FM: Facilities Manager
TBD: to be determined - subject to evaluation & design
DPW: Dept of Public Works (Director)
CS: Community Services
ADAC: ADA Coordinator

****IHCD Cost Estimation Notes:**

- Cost of design is not included.
- Does not include costs when note indicates future work.
- Labor cannot be estimated for all remedies.
- There is no cost noted when it's presumed to be a maintenance issue.
- Cost based on a national average. Cost is not based on prevailing wage.
- There is no cost noted when it's presumed to be a maintenance issue.

Estimates are intended as a guide to budgeting access modifications and are not intended to be absolutely comprehensive or definitive.

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Hubbard Park	A. Exterior Access Route	A. Not provided from all site arrival points	Observation Tower	Ext.		Priority 1	Program Access	Ensure an accessible route is provided from all points of arrival (parking).	1	\$390	July, 2020	Nov, 2020	CS
2	Hubbard Park	A. Exterior Access Route	A. Not provided from all site arrival points N. Running slope > 1:20 (5.00%)	Old Shelter Pavilion Soccer and Softball Field	Ext.		Priority 1	Program Access	Accessible route is technically infeasible. Consider providing a soccer field at an accessible location.	1	\$0	N/A		CS
3	Hubbard Park	A. Exterior Access Route	F. Surface openings > 1/2"	Path to New Shelter Pavilion	Ext.		Priority 1	Program Access	Replace or reposition so that openings are 1/2" max.	1	\$0	July, 2020	Nov, 2020	CS
4	Hubbard Park	A. Exterior Access Route	J. Level changes > 1/4"	New Shelter Pavilion	Ext.		Priority 1	Program Access	Alter change in level to be 1/4" high max.	1	\$103	July, 2020	Nov, 2020	CS
5	Hubbard Park	A. Exterior Access Route	K. Surface not stable, firm, and slip-resistant O. Accessible route not provided	Fitness Station 15	Ext.		Priority 1	Program Access	Accessible route to all workout stations is technically infeasible. Recommend providing representative set of workout stations in an alternate accessible location. Note: Cost dependent upon final design.	1	\$0	TBD		CS
6	Hubbard Park	A. Exterior Access Route	O. Accessible route not provided	New Shelter Pavilion Trailhead Outhouse	Ext.		Priority 1	Program Access	Ensure an accessible route is provided to the outhouse. Reduce running slope to 10% max. for ten feet and 8.33% max. for 30 feet.	1	\$300	July, 2020	Nov, 2020	CS
7	Hubbard Park	E. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Dog Run	Ext.		Priority 1	Program Access	Provide a van accessible space with marked access aisle and sign that includes the International Symbol of Accessibility and the words "Van Accessible" positioned 60" min. above the ground. Note: See provided drawing of one design option for designating accessible spaces in unpaved parking lots.	1	\$925	July, 2020	Nov, 2020	CS
8	Hubbard Park	E. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	New Shelter Pavilion Parking	Ext.		Priority 1	Program Access	Provide a van accessible space with marked access aisle and sign that includes the International Symbol of Accessibility and the words "Van Accessible" positioned 60" min. above the ground. Note: See provided drawing of one design option for designating accessible spaces in unpaved parking lots.	1	\$925	July, 2020	Nov, 2020	CS
9	Hubbard Park	E. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Observation Tower Parking	Ext.		Priority 1	Program Access	Provide a van accessible space with marked access aisle and sign that includes the International Symbol of Accessibility and the words "Van Accessible" positioned 60" min. above the ground. Note: See provided drawing of one design option for designating accessible spaces in unpaved parking lots.	1	\$925	July, 2020	Nov, 2020	CS
10	Hubbard Park	E. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Old Shelter Pavilion	Ext.		Priority 1	Program Access	Provide a van accessible space with marked access aisle and sign that includes the International Symbol of Accessibility and the words "Van Accessible" positioned 60" min. above the ground. Note: See provided drawing of one design option for designating accessible spaces in unpaved parking lots.	1	\$925	July, 2020	Nov, 2020	CS
11	Hubbard Park	E. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Parking Between Winter Street and Old Pavilion Shelter	Ext.		Priority 1	Program Access	Provide a van accessible space with marked access aisle and sign that includes the International Symbol of Accessibility and the words "Van Accessible" positioned 60" min. above the ground. Note: See provided drawing of one design option for designating accessible spaces in unpaved parking lots.	1	\$925	July, 2020	Nov, 2020	CS

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
12	Hubbard Park	E. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Seven Fireplaces Entrance Parking	Ext.		Priority 1	Program Access	Provide a van accessible space with marked access aisle and sign that includes the International Symbol of Accessibility and the words "Van Accessible" positioned 60" min. above the ground. Note: See provided drawing of one design option for designating accessible spaces in unpaved parking lots.	1	\$925	July, 2020	Nov, 2020	CS
13	Hubbard Park	E. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Seven Fireplaces Parking	Ext.		Priority 1	Program Access	Provide a van accessible space with marked access aisle and sign that includes the International Symbol of Accessibility and the words "Van Accessible" positioned 60" min. above the ground. Note: See provided drawing of one design option for designating accessible spaces in unpaved parking lots.	1	\$925	July, 2020	Nov, 2020	CS
14	Hubbard Park	E. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Winter Street Parking	Ext.		Priority 1	Program Access	Provide a van accessible space with marked access aisle and sign that includes the International Symbol of Accessibility and the words "Van Accessible" positioned 60" min. above the ground. Note: See provided drawing of one design option for designating accessible spaces in unpaved parking lots.	1	\$925	July, 2020	Nov, 2020	CS
15	Hubbard Park	Program Access		Observation Tower	Ext.		Priority 1	Program Access	Program access - recommend creating display on an accessible route with photos of the interior of the tower and photos of views from the tower. Also recommend placing the images and descriptions on the park web site in an accessible format.	1	\$0	July, 2021	Nov, 2021	CS
16	Hubbard Park	E. Signage	A. Not provided	Old Shelter Pavilion	Ext.		Priority 2	Navigational Issue	Provide directional sign indicating accessible route to the the backside accessible pavilion entrance.	1	\$116	July, 2021	Nov, 2021	CS
17	Hubbard Park	G. Operable Parts	D. Side reach > 54"	Dog Run	Ext.		Priority 3	Additional Access	Relocate so that dispenser opening is between 15" - 48" above the ground.	1	\$128	July, 2021	Nov, 2021	CS
18	Hubbard Park	J. Picnic Tables	A. Number of seating spaces at picnic tables B. Number of accessible seating spaces H. Picnic table not on an accessible route	Near Old Shelter Pavilion Soccer and Softball Field	Ext.		Priority 1	Program Access	Accessible route to pavilion beyond soccer field is technically infeasible. Direct visitors to other accessible pavilions with accessible picnic tables in park.	1	\$0	July, 2020	Nov, 2020	CS
19	Hubbard Park	J. Picnic Tables	B. Number of accessible seating spaces	Observation Tower	Ext.		Priority 1	Program Access	Provide at least one accessible picnic table with top between 28"- 34" above the ground and 27" clear height underneath, 30 inches wide min., and 19 inches min. deep.	1	\$700	July, 2021	Nov, 2021	CS
20	Hubbard Park	J. Picnic Tables	H. Picnic table not on an accessible route B. Number of accessible seating spaces	Seven Fireplaces	Ext.		Priority 1	Program Access	Locate picnic table on an accessible route. Provide at least one accessible picnic table with top between 28"- 34" above the ground and 27" clear height underneath, 30 inches wide min., and 19 inches min. deep.	1	\$850	July, 2020	Nov, 2020	CS
21	Hubbard Park	K. Grills	A. Not on a accessible route	Near New Shelter Pavilion	Ext.		Priority 1	Program Access	Ensure grills are located on an accessible route.	1	\$30	July, 2021	Nov, 2021	CS
22	Hubbard Park	K. Grills	A. Not on a accessible route	Near Old Shelter Pavilion	Ext.		Priority 1	Program Access	Ensure grill/fireplace is located on an accessible route.	1	\$150	July, 2021	Nov, 2021	CS
23	Hubbard Park	K. Grills	A. Not on a accessible route	Seven Fireplaces	Ext.		Priority 1	Program Access	Ensure grill/fireplace is located on an accessible route.	1	\$300	July, 2020	Nov, 2020	CS
24	Hubbard Park	K. Grills	A. Not on a accessible route	Seven Fireplaces	Ext.		Priority 1	Program Access	Ensure grills are located on an accessible route.	1	\$300	July, 2020	Nov, 2020	CS

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
25	Hubbard Park	L. Benches	A. No accessible route to 20% of benches	Observation Tower	Ext.		Priority 1	Program Access	Provide a park bench located on an accessible route.	1	\$650	July, 2021	Nov, 2021	CS
26	Hubbard Park	A. Drinking Fountains	A. Fountain not on accessible route E. Spout < 38" or > 43" (standing users) J. No drinking fountain provided for seated users	Water Fountain	Ext.		Priority 1	Program Access	Provide an accessible Hi-Lo drinking fountain.	1	\$2,018	July, 2022	July, 2022	CS
27	Hubbard Park	A. Drinking Fountains	H. No drinking fountain provided for standing users	Old Shelter Pavilion	Ext.		Priority 1	Program Access	Provide an accessible Hi-Lo drinking fountain.	1	\$2,018	July, 2022	July, 2022	CS
28	Hubbard Park	Signage		Near Fitness Station 15	Ext.		Priority 4	Enhanced Usability	Consider identifying trail name and/or destination on sign.	1	\$0	July, 2022	July, 2022	CS
29	Hubbard Park	Toilet Rooms	A. Not on an accessible route B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	New Shelter Pavilion Trailhead Outhouse	Ext.		Priority 4	Enhanced Usability	Recommend providing an accessible toilet room. Ensure clear floor space of 56" min. x 60" min. at the toilet. Provide a side grab bar 42" long min., located 12" max. from the rear wall, and a rear grab bar 36" long min., extending 24" min. from the centerline of the toilet on the transfer side. Ensure door is at least 32" wide with a ½" max. threshold. Note: Cost dependent upon final design.	1	\$0	July, 2020	Nov, 2020	CS
30	Hubbard Park	Toilet Rooms	A. Not on an accessible route B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	Near Observation Tower	Ext.		Priority 4	Enhanced Usability	Recommend providing an accessible toilet room. Ensure clear floor space of 56" min. x 60" min. at the toilet. Provide a side grab bar 42" long min., located 12" max. from the rear wall, and a rear grab bar 36" long min., extending 24" min. from the centerline of the toilet on the transfer side. Ensure door is at least 32" wide with a ½" max. threshold. Note: Cost dependent upon final design.	1	\$0	July, 2021	Nov, 2021	CS
31	Hubbard Park	Toilet Rooms	A. Not on an accessible route B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	Old Shelter Pavilion	Ext.		Priority 4	Enhanced Usability	Recommend providing an accessible toilet room. Ensure clear floor space of 56" min. x 60" min. at the toilet. Provide a side grab bar 42" long min., located 12" max. from the rear wall, and a rear grab bar 36" long min., extending 24" min. from the centerline of the toilet on the transfer side. Ensure door is at least 32" wide with a ½" max. threshold. Note: Cost dependent upon final design.	1	\$0	July, 2021	Nov, 2021	CS
32	Hubbard Park	Toilet Rooms	A. Not on an accessible route B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	Old Shelter Pavilion	Ext.		Priority 4	Enhanced Usability	Recommend providing an accessible toilet room. Ensure clear floor space of 56" min. x 60" min. at the toilet. Provide a side grab bar 42" long min., located 12" max. from the rear wall, and a rear grab bar 36" long min., extending 24" min. from the centerline of the toilet on the transfer side. Ensure door is at least 32" wide with a ½" max. threshold. Note: Cost dependent upon final design.	1	\$0	July, 2020	Nov, 2020	CS
33	Hubbard Park	Toilet Rooms	A. Not on an accessible route B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	Seven Fireplaces	Ext.		Priority 4	Enhanced Usability	Recommend providing an accessible toilet room. Ensure clear floor space of 56" min. x 60" min. at the toilet. Provide a side grab bar 42" long min., located 12" max. from the rear wall, and a rear grab bar 36" long min., extending 24" min. from the centerline of the toilet on the transfer side. Ensure door is at least 32" wide with a ½" max. threshold. Note: Cost dependent upon final design.	1	\$0	July, 2020	Nov, 2020	CS
34	Hubbard Park			New Shelter Pavilion Trailhead	Ext.		Priority 4	Enhanced Usability	Recommend providing wood railings with railing extensions on both sides.	1	\$0	July, 2021	Nov, 2021	CS
35	Hubbard Park			Observation Tower	1		Priority 4	Enhanced Usability	Recommend providing wood railings with railing extensions on both sides.	2	\$0	July, 2021	Nov, 2021	CS
36	Hubbard Park			Old Shelter Pavilion	Ext.		Priority 4	Enhanced Usability	Recommend providing wood railings with railing extensions on both sides.	1	\$0	July, 2021	Nov, 2021	CS
37	Hubbard Park			Trail (Near Fitness Station 15)	Ext.		Priority 4	Enhanced Usability	Recommend providing wood railings with railing extensions on both sides.	2	\$0	July, 2021	Nov, 2021	CS
38	Hubbard Park		Stairs have open risers.	Observation Tower	Ext.		Priority 4	Enhanced Usability	Recommend closing open risers.	1	\$0	Re-evaluate need		CS

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1	Montpelier Elm Street Recreation and Swimming Pool	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	By Pool House	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%). (Cost estimate for adding 60' of concrete to correct pathway slope.)	1	\$900	Re-evaluate need..within tolerance?		ADAC
2	Montpelier Elm Street Recreation and Swimming Pool	A. Exterior Access Route	H. Running slope > 1:20 (5%) J. Level changes > 1/4"	Playground	Ext.		Priority 1	Program Access	Reduce running slope to be no steeper than 1:20 (5%). Alter change in level to be 1/4" high max. (Cost estimate for adding 30' of concrete to correct pathway slope and level changes.)	1	\$450	July, 2021	Nov, 2021	CS
3	Montpelier Elm Street Recreation and Swimming Pool	A. Exterior Access Route	J. Level changes > 1/4"	Small Baseball Field - Dugout	Ext.		Priority 1	Program Access	Alter change in level to be 1/4" high max.	1	\$103	July, 2020	Nov, 2020	CS
4	Montpelier Elm Street Recreation and Swimming Pool	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Montpelier Recreation Field Parking	Ext.		Priority 1	Program Access	Provide three (3) accessible spaces, including one (1) van accessible space. Ensure that two (2) accessible spaces are at least 96" wide with 60" min. access aisle and the van accessible apace is at least 132" wide with 60" min. access aisle. Provide three (3) ISA signs located 60" min. above the ground. Add the designation "Van Accessible" to the sign at the van accessible space.	3	\$2,775	June, 2019	July, 2019	CS
5	Montpelier Elm Street Recreation and Swimming Pool	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces N. Sign not provided	Swimming Pool Parking Lot	Ext.		Priority 1	Program Access	Provide two signs with the International Symbol of Accessibility with the bottom of the signs 60" min. above the ground.	1	\$500	June, 2020	July, 2020	CS
6	Montpelier Elm Street Recreation and Swimming Pool	C. Off-Street Parking Lot or Garage	G. Access aisle not provided O. Sign does not have the designation "Van Accessible"	Swimming Pool Parking Lot	Ext.		Priority 1	Program Access	Provide a marked access aisle that is at least 60" wide (assuming the van space remains 132" mn. wide.) Add the designation "Van Accessible" to the sign and ensure the bottom of the sign is at least 60" above the ground.	1	\$400	June, 2020	July, 2020	CS
7	Montpelier Elm Street Recreation and Swimming Pool	A. Means of Egress	B. Tactile exit sign not provided	Swimming Pool - Bath House	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	3	\$348	June, 2020	July, 2020	CS
8	Montpelier Elm Street Recreation and Swimming Pool	B. Interior Access Route	E. Level changes > 1/4"	Swimming Pool - Women's Toilet Room	1		Priority 3	Additional Access	Alter change in level to be 1/4" high max.	1	\$103	July, 2021	Nov, 2021	CS
9	Montpelier Elm Street Recreation and Swimming Pool	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Babe Ruth Field Press Box	Ext.		Priority 3	Additional Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2022	Nov, 2022	CS
10	Montpelier Elm Street Recreation and Swimming Pool	D. Ramps	B. Running slope >1:12 (8.33%)	Route to Pool	Ext.		Priority 3	Additional Access	Reduce running slope to be no steeper than 1:20 (5.00%). (Cost estimate adding a 60' switch back asphalt path to reduce slope to 5.00% max.)	1	\$780	July, 2022	Nov, 2022	CS
11	Montpelier Elm Street Recreation and Swimming Pool	D. Ramps	B. Running slope >1:12 (8.33%) E. Handrails not provided at both sides if rise is > 6" G. Handrails have non-compliant cross section	Behind Bleachers	1=Ext.		Priority 3	Additional Access	Reducing running slope is technically infeasible.	1	\$0	Survey / design assessment		ADAC / DPW
12	Montpelier Elm Street Recreation and Swimming Pool	H. Signage	B. Raised characters not provided D. Braille not provided	Swimming Pool - Women's and Men's Toilet Rooms	1		Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille at women's and men's multi-user toilet rooms.	2	\$232	June, 2020	July, 2020	CS
13	Montpelier Elm Street Recreation and Swimming Pool	J. Service Counter	B. Counter > 36" high	Baseball Concession Stand	Ext.		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground.	1	\$440	April, 2021	June, 2021	CS
14	Montpelier Elm Street Recreation and Swimming Pool	J. Service Counter	B. Counter > 36" high	Concession Stand Near Little League Baseball Field	Ext.		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finish floor.	1	\$440	April, 2021	June, 2021	CS
15	Montpelier Elm Street Recreation and Swimming Pool	J. Service Counter	B. Counter > 36" high	Snack Bar	Ext.		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground.	1	\$440	April, 2021	June, 2021	CS
16	Montpelier Elm Street Recreation and Swimming Pool	J. Service Counter	B. Counter > 36" high	Snack Bar	Ext.		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground.	1	\$440	April, 2021	June, 2021	CS
17	Montpelier Elm Street Recreation and Swimming Pool	J. Service Counter	B. Counter > 36" high	Souvenir Gift Shop	Ext.		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finish floor.	1	\$440	April, 2021	June, 2021	CS
18	Montpelier Elm Street Recreation and Swimming Pool	O. Locker Room	A. Total # of locker B. Total # of accessible locker H. Non-compliant hardware	Swimming Pool Lockers	1		Priority 3	Additional Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist at 5% min. (at least 2 lockers in this case).	2	\$680	April, 2021	June, 2021	CS

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19	Montpelier Elm Street Recreation and Swimming Pool	O. Locker Room	M. Back support not provided at bench	Swimming Pool - Women's Changing Room	1		Priority 3	Additional Access	Remove rear grab bar to provide back support that is 42" minimum in length and extends from a point 2" maximum above the seat to a point 18" minimum above the bench, with room on the side to transfer. (Cost for a piece of plywood on wall to provide uniform back support.)	1	\$100	June, 2020	July, 2020	CS
20	Montpelier Elm Street Recreation and Swimming Pool	O. Locker Room	M. Back support not provided at bench	Swimming Pool Men's Changing Room	1		Priority 3	Additional Access	Remove rear grab bar and provide back support that is 42 inches minimum in length and extends from a point 2 inches maximum above the seat to a point 18 inches minimum above the bench, with room on the side to transfer. (Cost for a piece of plywood on wall to provide uniform back support.)	1	\$100	June, 2020	July, 2020	CS
21	Montpelier Elm Street Recreation and Swimming Pool	S. Picnic Tables	B. Number of accessible seating spaces C. At least 5% accessible spaces not provided	Picnic Area Near Fields	Ext.		Priority 1	Program Access	Ensure that at least one picnic table is accessible with adequate toe and knee clearance.	1	\$700	June, 2020	July, 2020	CS
22	Montpelier Elm Street Recreation and Swimming Pool	S. Picnic Tables	B. Number of accessible seating spaces C. At least 5% accessible spaces not provided G. Toe or knee clearance at tables not provided	The Garden	Ext.		Priority 1	Program Access	Ensure that at least one picnic table is accessible with adequate knee and toe clearance.	1	\$700	June, 2020	July, 2020	CS
23	Montpelier Elm Street Recreation and Swimming Pool	T. Benches	B. 20% of benches have clear space < 36" x 48"	Playground Near Swimming Pool	Ext.		Priority 1	Program Access	Ensure that the bench has a clear floor space of 36" wide min. by 48" deep min. (Cost for a 3' by 3' asphalt patch alongside bench.)	1	\$18	April, 2021	June, 2021	CS
24	Montpelier Elm Street Recreation and Swimming Pool	A. Overall Access	B. Turning space not provided	Men's Toilet Room - Babe Ruth	1		Priority 1	Program Access	Remove interior partition and obstacles as needed to provide turning space. Alternatively redo restroom to provide an accessible stall. (Cost to remodel multi-user toilet room to provide an accessible stall.)	1	\$4,755	July, 2022	Nov, 2022	CS
25	Montpelier Elm Street Recreation and Swimming Pool	A. Overall Access	B. Turning space not provided	Women's Toilet Room - Babe Ruth	1		Priority 1	Program Access	Remove interior partition and obstacles as needed to provide turning space. Alternatively redo restroom to provide an accessible stall. (Cost to remodel multi-user toilet room to provide an accessible stall.)	1	\$4,755	July, 2022	Nov, 2022	CS
26	Montpelier Elm Street Recreation and Swimming Pool	A. Overall Access	H. Audible and visible alarms not provided	Men's and Women's Toilet Room - Babe Ruth	1		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	2	\$692	July, 2022	Nov, 2022	CS
27	Montpelier Elm Street Recreation and Swimming Pool	A. Overall Access	H. Audible and visible alarms not provided	Swimming Pool - Women's Toilet Room	1		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	\$346	July, 2022	Nov, 2022	CS
28	Montpelier Elm Street Recreation and Swimming Pool	A. Overall Access	H. Audible and visible alarms not provided	Swimming Pool Men's Toilet Room	1		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	\$346	July, 2022	Nov, 2022	CS
29	Montpelier Elm Street Recreation and Swimming Pool	B. Lavatory	C. Lavatory rim or counter > 34" high F. Mirror above lavatory w/reflective surface > 40"	Women's Toilet Room Babe Ruth	1		Priority 1	Program Access	Provide at least one lavatory with the rim no higher than 34". Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	\$1,675	July, 2022	Nov, 2022	CS
29	Montpelier Elm Street Recreation and Swimming Pool	B. Lavatory	E. Plumbing underneath is exposed	Women's Toilet Room Babe Ruth	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	July, 2022	Nov, 2022	CS
30	Montpelier Elm Street Recreation and Swimming Pool	B. Lavatory	D. Faucet is not operable with a closed fist	Men's Toilet Room Babe Ruth	1		Priority 1	Program Access	Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory.	1	\$493	July, 2022	Nov, 2022	CS
30	Montpelier Elm Street Recreation and Swimming Pool	B. Lavatory	F. Mirror above lavatory w/reflective surface > 40"	Men's Toilet Room Babe Ruth	1		Priority 3	Additional Access	Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	\$128	July, 2022	Nov, 2022	CS
31	Montpelier Elm Street Recreation and Swimming Pool	B. Lavatory	E. Plumbing underneath is exposed	Swimming Pool - Women's Toilet Room	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	April, 2021	June, 2021	CS
32	Montpelier Elm Street Recreation and Swimming Pool	B. Lavatory	E. Plumbing underneath is exposed	Swimming Pool Men's Toilet Room	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	April, 2021	June, 2021	CS
33	Montpelier Elm Street Recreation and Swimming Pool	D. Toilet Compartment	D. Door has malfunctioning self-closing hinge G. Grab bars not provided H. Side grab bar < 42" long N. Non-compliant toilet paper dispenser T. Centerline < or > 18" (MAAB)	Swimming Pool - Women's Toilet Room	1		Priority 3	Additional Access	Repair hinge. Provide a rear grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the other side (open side), provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Relocate the flush control to the open side of the toilet (transfer side). Relocate toilet so the centerline is 18" from the side wall.	1	\$2,499	July, 2022	Nov, 2022	CS

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal	
34	Montpelier Elm Street Recreation and Swimming Pool	D. Toilet Compartment	D. Door has malfunctioning self-closing hinge H. Side grab bar < 42" long K. Rear grab bar < 42" long	Swimming Pool Men's Toilet Room	1		Priority 3	Additional Access	Repair hinge. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the other side (open side).	1	\$898	July, 2022	Nov, 2022	CS	
35	Montpelier Elm Street Recreation and Swimming Pool	D. Toilet Compartment	R. Coat hook > 48"	Swimming Pool Men's Toilet Room	1		Priority 3	Additional Access	Lower coat hook so that it is no higher than 48" above the finish floor.	1	\$75	April, 2021	June, 2021	CS	
36	Montpelier Elm Street Recreation and Swimming Pool	G. Shower Compartment	H. Control height < 38" or > 48" P. Seat is not between 17"- 19" high Q. Seat is not padded	Swimming Pool - Women's Changing Room	1		Priority 3	Additional Access	Mount seat between 17"- 19" above the finish floor. Provide a padded shower seat.	1	\$428	April, 2021	June, 2021	CS	
37	Montpelier Elm Street Recreation and Swimming Pool	G. Shower Compartment	Q. Seat is not padded	Swimming Pool Showers	1		Priority 3	Additional Access	Provide a padded shower seat.	1	\$300	April, 2021	June, 2021	CS	
38	Montpelier Elm Street Recreation and Swimming Pool	B. Play Areas	L. Surface not stable, firm, and slip-resistant	Playground Near Swimming Pool	Ext.		Priority 3	Additional Access	The playground area has an Engineered Wood Chip (EWC) surface that is in need of maintenance. Engineered Wood Chips are allowed but they must be inspected and maintained regularly to ensure continued compliance with the ASTM F standard.	1	\$0	June, 2020	July, 2020	CS	
39	Montpelier Elm Street Recreation and Swimming Pool	C. Field	A. Accessible spaces not provided at team seating Team seating not on an accessible route.	Softball Field Closest to Baseball Field	Ext.		Priority 1	Program Access	Provide a 36" x 48" clear floor space at team seating. Relocate team seating to an accessible route. (Cost for 3'x4' (12sq ft.) concrete - Typically 2.5'x4'.)	2	\$196	Re-evaluate need - player seating not public		ADAC	
40	Montpelier Elm Street Recreation and Swimming Pool	C. Field	B. Accessible spaces not provided at sidelines seating	Little League Baseball Field	Ext.		Priority 1	Program Access	Provide a 36" x 48" clear floor space at sidelines seating. (Cost for a 36" by 48" concrete patch alongside bleachers and 10' stone dust route to it.)	1	\$205	April, 2021	June, 2021	CS	
41	Montpelier Elm Street Recreation and Swimming Pool	C. Field	B. Accessible spaces not provided at sidelines seating	Montpelier Recreation Field	1		Priority 1	Program Access	Provide space for a total of 11 wheelchair spaces (33" x 48" clear floor space) and 11 companion seats. (Cost is for 11 folding chairs to be used as companion seating. NOTE: It may be necessary to remove some portion of first row bleacher seating to yield necessary space.)	11	\$330	TBD (design & assess)		CS & ADAC	
42	Montpelier Elm Street Recreation and Swimming Pool	C. Field	C. Field not connected to an accessible route	Little League Baseball Field	Ext.		Priority 1	Program Access	Ensure little league baseball field is connected to an accessible route. (Cost for 10' stone dust path.)	1	\$113	Re-evaluate need - area for participants only		ADAC (consultant)	
43	Montpelier Elm Street Recreation and Swimming Pool	C. Field	D. Practice areas are not on an accessible route	Batting Cage	Ext.		Priority 1	Program Access	Provide an accessible route to practice areas. (Cost estimate for 10' asphalt path.)	1	\$130	Re-evaluate need - area for participants only		ADAC (consultant)	
44	Montpelier Elm Street Recreation and Swimming Pool	D. Court	C. Court is not connected to an accessible route	Basketball Court	Ext.		Priority 1	Program Access	Ensure basketball court is connected to an accessible route. (Cost for a 6' stone dust path.)	1	\$68	June, 2020	July, 2020	CS	

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Green Mountain Cemetery	A. Exterior Access Route	J. Level changes > 1/4"	Maintenance Building	Ext.		Priority 1	Program Access	Alter change in level to be 1/4" high max. (Cost estimate for a 3' by 3' concrete patch.)	1	\$103	July, 2021	Nov, 2021	Cemetery Director
2	Green Mount Cemetery Offices	B. Interior Access Route	C. Surface openings > 1/2" E. Level changes > 1/4"	Chapel	1		Priority 1	Program Access	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel. Alter change in level to be 1/4" high max. (Cost for a replacement grate.)	1	\$1,453	July, 2021	Nov, 2021	Cemetery Director
3	Green Mountain Cemetery	B. Interior Access Route	E. Level changes > 1/4" H. Accessible route not provided	Chapel	1		Priority 1	Program Access	Provide a ramp to speaking area 36" wide min. with a slope between 5% and 8.33% max. Include handrails 34" min. and 38" max. above ramp surface and edge protection on ramp.	1	\$1,028	July, 2022	Nov, 2022	Cemetery Director
4	Green Mount Cemetery Offices	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Chapel Entrance	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2021	Nov, 2021	Cemetery Director
5	Green Mount Cemetery	K. Operable Parts	C. Reach < 15" or > 48"(forward/side approach)	Chapel Entrance	Ext.		Priority 3	Additional Access	Relocate information so that access is 48" max. above the ground.	1	\$128	July, 2022	Nov, 2022	Cemetery Director
6	Green Mountain Cemetery	K. Operable Parts	C. Reach < 15" or > 48"(forward/side approach)	Maintenance Building	Ext.		Priority 3	Additional Access	Relocate information so that access is 48" max. above the ground.	1	\$128	July, 2022	Nov, 2022	Cemetery Director
7	Green Mountain Cemetery	K. Operable Parts	H. Not operable with a closed fist	Near Entrance	Ext.		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist at water spouts located in multiple areas in cemetery.	3	\$1,479	July, 2021	Nov, 2021	Cemetery Director
8	Green Mount Cemetery Offices	S. Picnic Tables	C. At least 5% accessible spaces not provided	Maintenance Building	Ext.		Priority 1	Program Access	Ensure that at least 5% (minimum one) of dining surfaces are accessible.	1	\$700	July, 2020	Nov, 2020	Cemetery Director
9	Green Mountain Cemetery	H. Portable Toilet	B. Accessible portable toilets not provided	Maintenance Building	Ext.		Priority 1	Program Access	Ensure that at least 5% (minimum one) of portable toilets are accessible.	1	\$2,300	July, 2020	Nov, 2020	Cemetery Director
10	Green Mountain Cemetery		Accessible route not provided.	Chapel Entrance	Ext.		Priority 4	Enhanced Usability	Best Practice: Due to limited space, consider providing an accessible route with a slope no greater than 5%. NOTE: The door on the opposite side was locked on the day of the survey. If the public enters though that door, provide a 5% max. slope accessible route there as well.	2	\$0	July, 2022	Nov, 2022	Cemetery Director
11	Green Mount Cemetery Offices		Clear floor space not provided at church pew bench.	Chapel	1		Priority 4	Enhanced Usability	Best Practice: Consider providing a church pew with clear floor space of 36" wide min. by 48" deep min.	1	\$0	July, 2022	Nov, 2022	Cemetery Director
12	Green Mountain Cemetery		Drop-off area and parking not provided.	Main Driving Entrance	Ext.		Priority 4	Enhanced Usability	Best Practice: Consider providing a van-accessible parking space with access aisle and sign with the International Symbol of Accessibility and the words "Van Accessible" and/or a drop-off area on the closest accessible route to the chapel and entombment building entry.	1	\$0	July, 2022	Nov, 2022	Cemetery Director

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	July 3 Festival, Parade and Family Olympics		Best practice.	Main Street	Ext.		Priority 4	Enhanced Usability	Recommend creating a drop-off area as close as possible to the Family Olympics and July 3 parade route so that people with mobility disabilities can more easily approach the various activities and attractions.	1	\$0	July, 2019	Complete	Montpelier Alive Director
2	July 3 Festival, Parade and Family Olympics		Best practice.	State House Walkway	Ext.		Priority 4	Enhanced Usability	Recommend moving some of the Family Olympics activities close to the Main Street sidewalk and walkway between Main Street and the State House so they are on a shorter accessible route.	1	\$0	July, 2019	Complete	Montpelier Alive Director

City of Montpelier: Priority for ADA Transition Plan

- Priorities:**
Priority 1: Program Access*
Priority 2: Safety or Navigational Issue
Priority 3: Additional Access*
Priority 4: Enhanced Usability

*Note:
Some toilet rooms issues compromise Program Access.
Some toilet rooms with less central issues (e.g., partially accessible toilet rooms), fall under Additional Access.

FM: Facilities Manager
TBD: to be determined - subject to evaluation & design
DPW: Dept of Public Works (Director)
CS: Community Services
ADAC: ADA Coordinator

****IHCD Cost Estimation Notes:**
- Cost of design is not included.
- Does not include costs when note indicates future work.
- Labor cannot be estimated for all remedies.
- There is no cost noted when it's presumed to be a maintenance issue.
- Cost based on a national average. Cost is not based on prevailing wage.
- There is no cost noted when it's presumed to be a maintenance issue.
Estimates are intended as a guide to budgeting access modifications and are not intended to be absolutely comprehensive or definitive.

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	City Hall	A. Exterior Access Route	F. Surface openings > 1/2"	Front by Fire Station	Ext.		Priority 1	Program Access	Repair surface so that openings are 1/2" max.	1	\$103	Sept, 2019	Oct, 2019	DPW
2	City Hall	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	Route to Accessible Entrance	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%).(Cost estimate for adding concrete to concrete pathway cross slope for 6'.)	1	\$90	TBD		DPW
3	City Hall	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	Route to Accessible Entrance	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%). (Cost estimate for adding concrete to concrete pathway cross slope for 15'.)	1	\$225	TBD		DPW
4	City Hall	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces G. Access aisle not provided P. Sign < 60" above finished grade	Blanchard Parking Lot	Ext.		Priority 1	Program Access	Provide a marked access aisle that is at least 60" wide. Locate sign with the bottom of the sign 60" above the ground.	1	\$150	Aug, 2020	Oct, 2020	DPW
5	City Hall	C. Off-Street Parking Lot or Garage	N. Sign obstructed by tree branches.	Blanchard Parking Lot	Ext.		Priority 1	Program Access	Trim tree branches to make accessible parking sign more visible.	1	\$0	Aug, 2019	Aug, 2019	DPW
6	City Hall	C. Off-Street Parking Lot or Garage	P. Sign < 60" above finished grade	Blanchard Parking Lot	Ext.		Priority 1	Program Access	Locate sign with the bottom of the sign 60" above the ground.	1	\$0	Sept, 2019	Oct, 2019	DPW
7	City Hall	A. Means of Egress	B. Tactile exit sign not provided	1R Accessible Entrance	1R		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
8	City Hall	A. Means of Egress	B. Tactile exit sign not provided	Emergency Exit Door by Elevator	2		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
9	City Hall	A. Means of Egress	B. Tactile exit sign not provided	Lost Nation Theater to Hallway	2		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	2	\$232	Aug, 2019	Dec, 2019	FM
10	City Hall	B. Interior Access Route	E. Level changes > 1/4"	City Council Chambers and Cooling Room	1		Priority 3	Additional Access	Alter change in level to be 1/4" high max.	1	\$1,000	July, 2020	Dec, 2020	FM
11	City Hall	C. Doors, Doorways, & Gates	A. Clear width at door < 32"	City Clerk-Treas	1		Priority 3	Additional Access	Widen the door so that there is 32" min. clear width.	1	\$1,683	July, 2020	Dec, 2020	FM
12	City Hall	C. Doors, Doorways, & Gates	A. Clear width at door < 32"	To Public Research Room	1		Priority 3	Additional Access	Widen the door so that there is 32" min. clear width.	1	\$1,683	July, 2020	Dec, 2020	FM
13	City Hall	C. Doors, Doorways, & Gates	A. Clear width at door < 32" L. Hardware not operable with a closed fist	Finance Office	1		Priority 3	Additional Access	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	5	\$9,625	July, 2022	Dec, 2022	FM

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14	City Hall	C. Doors, Doorways, & Gates	C. Maneuvering clearance(s) not provided	Men's Toilet Room	1		Priority 3	Additional Access	Remove the obstruction./Provide an automatic door opener.	1	\$1,530	July, 2022	Dec, 2022	FM
15	City Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Assistant City Manager Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2020	Dec, 2020	FM
16	City Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Assistant City Manager Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2020	Dec, 2020	FM
17	City Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Public Works Dept. Office	B		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2020	Dec, 2020	FM
18	City Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Finance Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2020	Dec, 2020	FM
19	City Hall	D. Ramps	F. Handrails do not extend 12" past bottom of ramp J. Handrails not continuous where required	Back Accessible Entrance Ramp	Ext.		Priority 3	Additional Access	Alter handrails to extend horizontally above the landing for 12" min. beyond bottom of the ramp run. Provide continuous handrails for the length of ramp runs.	1	\$327	TBD		FM: Evaluate
20	City Hall	D. Ramps	J. Handrails not continuous where required	Back Accessible Entrance Ramp	Ext.		Priority 3	Additional Access	Provide continuous handrails for the length of ramp runs.	1	\$370	TBD		FM: Evaluate
21	City Hall	E. Stairways	B. Handrail height < 34" or > 38" D. Handrails do not extend 12" from stairs	Floor 2 to 1	2		Priority 3	Additional Access	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing.	4	\$1,600	July, 2021	Dec, 2021	FM
22	City Hall	E. Stairways	B. Handrail height < 34" or > 38" D. Handrails do not extend 12" from stairs	Second Flight of Stairs to Main Level	2		Priority 3	Additional Access	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing.	6	\$3,600	July, 2021	Dec, 2021	FM
23	City Hall	E. Stairways	C. Handrail not provided on both sides	Main Lobby	1		Priority 3	Additional Access	Provide handrail on one side.	2	\$444	July, 2021	Dec, 2021	FM
24	City Hall	E. Stairways	C. Handrail not provided on both sides	Stair to Stage	2		Priority 3	Additional Access	Provide handrail on one side.	1	\$132	July, 2021	Dec, 2021	FM
25	City Hall	E. Stairways	C. Handrail not provided on both sides F. Handrails not continuous where required	Stairs by Publishing Corks	B		Priority 3	Additional Access	Provide handrail on one side. Provide continuous handrails.	1	\$330	July, 2021	Dec, 2021	FM
26	City Hall	G. Elevator	C. Visible and audible hall signals not provided K. Elevator doors remain fully open < 3 seconds	Elevator	1		Priority 1	Program Access	Add audible signals. Adjust closer on elevator door so that doors remain open for at least 3 seconds.	1	\$1,772	July, 2020	Dec, 2021	FM
27	City Hall	H. Signage	B. Raised characters not provided D. Braille not provided	City Manager Assessor	1		Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille.	1	\$116	Aug, 2019	Dec, 2019	FM
28	City Hall	H. Signage	B. Raised characters not provided D. Braille not provided G. Sign not located on the latch side of the door	City Clerk-Treasurer	1		Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	\$116	Aug, 2019	Dec, 2019	FM
29	City Hall	H. Signage	D. Braille not provided G. Sign not located on the latch side of the door	Assistant City Manager Office	1		Priority 2	Navigational Issue	Provide braille. Locate sign at permanent rooms alongside the door on the latch side.	1	\$116	Aug, 2019	Dec, 2019	FM
30	City Hall	H. Signage	G. Sign not located on the latch side of the door	Men's Toilet Room	1		Priority 2	Navigational Issue	Locate sign at permanent rooms alongside the door on the latch side.	1	\$0	Aug, 2019	Dec, 2019	FM
31	City Hall	H. Signage	G. Sign not located on the latch side of the door	Women's Toilet Room	1		Priority 2	Navigational Issue	Locate sign at permanent rooms alongside the door on the latch side.	1	\$0	Aug, 2019	Dec, 2019	FM
32	City Hall	J. Service Counter	B. Counter > 36" high	City Manager Assessor	1		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finish floor.	1	\$440	July, 2022	Dec, 2022	FM
33	City Hall	J. Service Counter	B. Counter > 36" high	Finance Office	1		Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finish floor.	1	\$440	July, 2022	Dec, 2022	FM
34	City Hall	K. Operable Parts	A. Changing table blocks accessible route	Men's Toilet Room	1		Priority 3	Additional Access	Relocate changing table because it obstructs interior access route.	1	\$353	TBD		FM
35	City Hall	M. Dining or Work Surfaces	C. Knee or toe clearance not provided D. Top of dining/work surface < 28" or > 34"	City Manager Assessor	1		Priority 1	Program Access	Provide at least 1 work surface with 27" min. knee and toe clearance and the top of the work surface between 28"- 34" above the floor.	1	\$350	July, 2020	Dec, 2020	FM
36	City Hall	A. Overall Access	H. Audible and visible alarms not provided	Women's and Men's Toilet	1		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	2	\$692	July, 2020	Dec, 2020	FM
37	City Hall	B. Lavatory	E. Plumbing underneath is exposed	Left Single-User Toilet Room	B		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	July, 2020	Dec, 2020	FM
38	City Hall	B. Lavatory	E. Plumbing underneath is exposed	Right Single-User Toilet Room	B		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	July, 2020	Dec, 2020	FM
39	City Hall	B. Lavatory	E. Plumbing underneath is exposed	Women's Toilet Room	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46	July, 2020	Dec, 2020	FM
40	City Hall	C. Single-User Toilet	B. Flush control not on open side	Right Single-User Toilet Room	B		Priority 3	Additional Access	Relocate the flush control to the open side.	1	\$187	July, 2022	Dec, 2022	FM
41	City Hall	C. Single-User Toilet	O. Hook located > 48" high	Left Single-User Toilet Room	B		Priority 3	Additional Access	Locate hook no higher than 48" above the finish floor.	1	\$75	July, 2022	Dec, 2022	FM

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
42	City Hall	C. Single-User Toilet	O. Hook located > 48" high	Right Single-User Toilet Room	B		Priority 3	Additional Access	Locate hook no higher than 48" above the finish floor.	1	\$75	July, 2022	Dec, 2022	FM
43	City Hall	D. Toilet Compartment	G. Grab bars not provided M. Flush control not on open side P. Clearance at toilet < 60" clear width	Men's Toilet Room	1		Priority 3	Additional Access	Provide grab bar on the rear wall of the water closet. Provide the flush control on the open side of the toilet (transfer side). Provide a wheelchair accessible compartment that is 60" wide min.	1	\$3,503	G. July 2020 M. July 2022 P. July 2022	G: Dec, 2020 Dec, 2022	M&P: FM
44	City Hall	D. Toilet Compartment	M. Flush control not on open side	Women's Toilet Room	1		Priority 3	Additional Access	Provide the flush control on the open side of the toilet (transfer side).	1	\$187	July, 2022	Dec, 2022	FM
45	City Hall	F. Dispensers	D. Dispenser acts as a protruding object	Men's Toilet Room	1		Priority 3	Additional Access	Relocate dispenser out of the circulation path.	1	\$353	July, 2022	Dec, 2022	FM
46	City Hall	F. Dispensers	D. Dispenser acts as a protruding object	Women's Toilet Room	1		Priority 3	Additional Access	Relocate dispenser out of the circulation path.	1	\$353	July, 2022	Dec, 2022	FM
47	City Hall	A. Drinking Fountains	H. No drinking fountain provided for standing users	Water Fountain	1		Priority 1	Program Access	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	\$2,014	July, 2022	Dec, 2022	FM
48	City Hall	E. Fire Alarms	A. No visible fire alarm provided within room	Left Single-User Toilet Room	B		Priority 3	Additional Access	When fire system is updated, ensure that a visible fire alarm is installed in each room.	1	\$346	July, 2022	Dec, 2022	FM
49	City Hall	E. Fire Alarms	A. No visible fire alarm provided within room	Right Single-User Toilet Room	B		Priority 3	Additional Access	When fire system is updated, ensure that a visible fire alarm is installed in each room.	1	\$346	July, 2022	Dec, 2022	FM

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	DPW Offices and Garage	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	DPW Office and Garage Parking	Ext.		Priority 3	Additional Access	Provide a van accessible space with 132" wide min. with an access aisle 60" wide min. and a sign with the International Symbol of Accessibility and the words "Van-Accessible" positioned 60" min. above the ground.	1	\$925	July, 2020	Dec, 2020	DPW
3	DPW Offices and Garage	E. Entrance	M. Mat not securely attached	DPW Offices Main Entrance	Ext.		Priority 1	Program Access	Install an ADA-compliant walk-off mat.	1	\$324	July, 2020	Dec, 2020	DPW
4	DPW Offices and Garage	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	DPW Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242	July, 2022	Dec, 2022	DPW
5	DPW Offices and Garage	E. Stairways	O. Stair has open risers	Near DPW Office	1		Priority 3	Additional Access	Ensure stairs have closed risers. (Cost to fill 16 open metal risers.)	1	\$1,312	N/A		
6	DPW Offices and Garage	H. Signage	D. Braille not provided	Single-User Toilet Room DPW Office	1		Priority 2	Navigational Issue	Provide braille.	1	\$116	July, 2022	Dec, 2022	DPW
7	DPW Offices and Garage	S. Picnic Tables	C. At least 5% accessible spaces not provided	DPW Office	Ext.		Priority 1	Program Access	Ensure that at least 5% (minimum one) of dining surfaces are accessible. (Based on the cost for one accessible picnic table.)	1	\$700	July, 2022	Dec, 2022	DPW
8	DPW Offices and Garage	T. Benches	A. No accessible route to 20% of benches	DPW Office	Ext.		Priority 1	Program Access	Relocate 20% of benches (at least one) to on an accessible route.	1	\$0	When Needed		DPW
9	DPW Offices and Garage	A. Overall Access	A. Not on an accessible route	Men's Toilet Room DPW Office	1		Priority 1	Program Access	Provide a directional sign indicating the location of the nearest accessible toilet or bathing room.	1	\$116	July, 2022	Dec, 2022	DPW
10	DPW Offices and Garage	A. Overall Access	B. Turning space not provided	Single-User Toilet Room DPW Office	1		Priority 1	Program Access	Add an accessible single-user toilet room.	1	\$12,302	Re-evaluate need & alternatives		ADAC
11	DPW Offices and Garage	B. Lavatory	A. Clear floor space not provided at lavatory	Single-User Toilet Room DPW Office	1		Priority 1	Program Access	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach.	1	\$843	Re-evaluate need & alternatives		ADAC
12	DPW Offices and Garage	A. Drinking Fountains	J. No drinking fountain provided for seated users	Outside Stock Room DPW Office	1		Priority 1	Program Access	Provide an additional drinking fountain for seated users or install a Hi-Low drinking fountain.	1	\$2,108	Re-evaluate need & alternatives		ADAC
13	DPW Offices and Garage	DPW Meeting Room	Not on an accessible route.	Conference Room DPW Office	2		Priority 1	Program Access	Relocate meetings to an accessible location upon request.	1	\$0	when Needed		ADAC

Information Provided by Institute for Human Centered Design												Project Management for the City of Montpelier		
ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Fire Department	A. Exterior Access Route	F. Surface openings > 1/2"	Main Entrance	Ext.		Priority 1	Program Access	Repair so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	2	\$206	Sept, 2019	Oct, 2019	DPW
2	Fire Department	Best Practice	Accessible parking not provided near the accessible entrance.	Parking Lot	Ext.		Priority 4	Enhanced Usability	Consider providing a van accessible space with marked access aisle and sign including the International Symbol of Accessibility and words 'Van Accessible' positioned 60" min. above the ground located on the closest accessible route from the parking area to the accessible entrance at the Fire Station.	1	\$0	Re-evaluate need & alternatives	TBD	ADAC
3	Fire Department	A. Means of Egress	B. Tactile exit sign not provided	By Reception	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
4	Fire Department	A. Means of Egress	B. Tactile exit sign not provided	Stairs	2		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors leading to enclosed stairways. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
5	Fire Department	B. Interior Access Route	E. Level changes > 1/4"	Gym/CPR Classes	2		Priority 1	Program Access	Relocate class to alternate location in kitchen where entrance is accessible or from the second floor to an alternate accessible location as needed.	1	\$0	Re-evaluate need & alternatives		ADAC
6	Fire Department	E. Stairways	C. Handrail not provided on both sides F. Handrails not continuous where required		2		Priority 3	Additional Access	Provide handrail on one side. Provide continuous handrails.	1	\$660	July, 2021	Dec, 2021	FM
7	Fire Department	H. Signage	A. Not provided B. Raised characters not provided D. Braille not provided G. Sign not located on the latch side of the door L. Directional sign to access. toilet not provided	Women's Toilet Room	2		Priority 2	Navigational Issue	Locate signage alongside the door on the latch side. Provide text with raised characters duplicated in braille. Provide a sign indicating the location of the nearest accessible toilet room.	1	\$116	July, 2021	Dec, 2021	FM
8	Fire Department	H. Signage	B. Raised characters not provided D. Braille not provided G. Sign not located on the latch side of the door L. Directional sign to access. toilet not provided	Men's Toilet Room	2		Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side. Provide a sign indicating the location of the nearest accessible toilet room.	1	\$116	July, 2021	Dec, 2021	FM
9	Fire Department	B. Lavatory	E. Plumbing underneath is exposed	Reception Toilet Room	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory in all three toilet rooms (first and second floor).	3	\$138	July, 2021	Dec, 2021	FM

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1	Montpelier Police	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces F. Running or cross slope at space > 1:50 (2.00%) M. Running or cross slope at access aisle > 1:50 (2.00%) O. Sign does not have the designation "Van Accessible"	Parking	Ext.		Priority 1	Program Access	Re-stripe to provide a van accessible parking space and access aisle. Include sign with the phrase "Van Accessible" positioned 60" min. above the ground. Clear branches from existing sign with the International Symbol of Accessibility, reduce running and cross slope at space and access aisle to be no steeper than 1:50 (2.00%) in all directions.	1	\$438	A. TBD B. TBD C. TBD F. TBD M. TBD O. TBD All Work to be coordinated with future parking lot resurfacing project	TBD	DPW
2	Montpelier Police	A. Means of Egress	B. Tactile exit sign not provided	Across From Elevator Restricted Area	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	2	\$232	Aug, 2019	Dec, 2019	FM
3	Montpelier Police	A. Means of Egress	B. Tactile exit sign not provided	Lobby	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116	Aug, 2019	Dec, 2019	FM
4	Montpelier Police	B. Interior Access Route	B. Obstructed by protruding objects	Outside Restricted Area	1		Priority 3	Additional Access	Provide a cane detectable barrier.	1	\$153	July, 2020	Dec, 2020	FM
5	Montpelier Police	H. Signage	K. International Symbol of Acc. not compliant	Parking	Ext.		Priority 2	Navigational Issue	International Symbol of Accessibility sign obstructed by tree branches. Trim branches to make sign visible.	1	\$100	Aug, 2019	Dec, 2019	FM
6	Montpelier Police	J. Service Counter	B. Counter > 36" high	Lobby	1		Priority 3	Additional Access	Provide a counter that is 36" max. above the finish floor.	1	\$440	July, 2022	Dec, 2022	FM
7	Montpelier Police	R. Detention Facilities	A. < 3% of holding cells have mobility features	Holding Cell	1		Priority 3	Additional Access	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the open side (transfer side). Mount grab bars 33" min. and 36" max. above the floor.	1	\$898	Re-evaluate need & alternatives - possible suicide risk. Discuss with Chief		FM
8	Montpelier Police	T. Benches	A. No accessible route to 20% of benches	Main Entrance	Ext.		Priority 3	Additional Access	Relocate 20% of benches (at least 1) on an accessible route.	1	\$0	re-evaluate need & alternatives	Dec, 2020	FM
9	Montpelier Police	A. Overall Access	H. Audible and visible alarms not provided	Toilet Room	1		Priority 3	Additional Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	\$346	July, 2020	Dec, 2020	FM
10	Montpelier Police	C. Single-User Toilet	B. Flush control not on open side	Toilet Room	1		Priority 3	Additional Access	Relocate the flush control to the open side.	1	\$187	TBD - replace or modify all toilets in bulk	Dec, 2022	FM

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1	Montpelier Senior Activity Center	A. Exterior Access Route	F. Surface openings > 1/2"	Barre Street	Ext.		Priority 1	Program Access	Patch opening in concrete. (Cost for a concrete patch.)	1	\$309	Sept, 2019	Oct, 2019	Senior Housing (Director MHA)
2	Montpelier Senior Activity Center	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces O. Sign does not have the designation "Van Accessible"	Parking East Side of Building	Ext.		Priority 1	Program Access	Add the designation "Van Accessible" to the sign located at the van accessible space positioned 60" min. above the ground.	1	\$250	Sept, 2019	Nov, 2019	Senior Housing (Director MHA)
3	Montpelier Senior Activity Center	A. Means of Egress	B. Tactile exit sign not provided	Barre Street Entrance	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at this and four other egress doors (one egress door is on the second floor.) Mount signs between 48"-60" above finish floor located on the latch side of the door.	5	\$580	Sept, 2019	Dec, 2019	Senior Housing (Director MHA)
4	Montpelier Senior Activity Center	B. Interior Access Route	A. Route < 36" wide	Dining Area	1		Priority 3	Additional Access	Ensure that a clear width of 36" min. is maintained at the accessible route between the dining table and the kitchen.	1	\$0	Sept, 2019	Dec, 2019	Senior Center Director
5	Montpelier Senior Activity Center	B. Interior Access Route	B. Obstructed by protruding objects	Resource Room	1		Priority 3	Additional Access	Provide a cane detectible barrier.	1	\$153	Sept, 2019	Dec, 2019	Senior Center Director
6	Montpelier Senior Activity Center	C. Doors, Doorways, & Gates	C. Maneuvering clearance(s) not provided	Men's and Women's Multi-User Toilet Rooms	1		Priority 3	Additional Access	Remove lockers across from men's and women's multi-user toilet room doors to maintain 42" min. maneuvering space.	2	\$1,836	July, 2021	Dec, 2021	Senior Center Director
7	Montpelier Senior Activity Center	C. Doors, Doorways, & Gates	M. Door requires > 5 lbs. of force to open	Men's Multi-User Toilet Room	1		Priority 3	Additional Access	Adjust closer so door does not require more than 5 pounds of force to open.	1	\$0	Nov, 2019,	Mar, 2020	Senior Center Director
8	Montpelier Senior Activity Center	D. Ramps	D. Handrails < 34" or > 38" above ramp surface.	Inside Barre Street Entrance	1		Priority 3	Additional Access	Alter so the handrails are 34"- 38" high above the finish floor.	1	\$0	Dec, 2019	Apr, 2020	Senior Housing (Director MHA)
9	Montpelier Senior Activity Center	G. Elevator	D. Hoistway signs not on both jambs	Elevator	1		Priority 1	Program Access	Provide hoistway signs on both sides of elevator jambs.	2	\$96	Oct, 2019	Dec, 2019	Senior Housing (Director MHA)
10	Montpelier Senior Activity Center	T. Benches	B. 20% of benches have clear space < 36" x 48"	Near East Entrance	1		Priority 1	Program Access	Ensure that 20% of benches (and at least one) have a clear floor space of 36" wide min. by 48" deep min.	1	\$0	Oct, 2019	Mar, 2020	Senior Center Director
11	Montpelier Senior Activity Center	B. Lavatory	E. Plumbing underneath is exposed Door has malfunctioning self closing hinge.	Single-User Toilet Room	2		Priority 1	Program Access	Insulate or otherwise configure pipes to prevent contact at lavatory. Repair self closing hinge.	1	\$46	Nov, 2019,	Mar, 2020	Senior Center Director
12	Montpelier Senior Activity Center	D. Toilet Compartment	D. Door has malfunctioning self-closing hinge	Men's Multi-User Toilet Room	1		Priority 3	Additional Access	Repair self closing hinge.	1	\$0	Nov, 2019,	March, 2020	Senior Center Director

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ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	City Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Recreational Center	B. Curb Ramp	E. Transition from curb ramp to street not flush	Front of Building Barre Street Crosswalk	Ext.		Priority 3	Additional Access	Ensure transition from curb ramp to street is flush or free of changes in level.	1	\$85	ADA Advisory Committee Note: All issues & barriers identified for the Recreation Center facility located on Barre Street are being evaluated under a comprehensive review initiative. This facility will either be renovated or entirely rebuilt. The City Manager's office is working with a project consultant to prepare a feasibility report and will provide an itemized description with cost estimates for each option or alternative. The current project schedule includes a presentation to City Council in October, 2019 when deliberations about the available options and alternatives and costs will begin. Final budgetary decisions (with funding sources identified) is expected to be concluded in January, 2020. If voter bond authority will be pursued, the vote will take place in March, 2020. Earliest construction start date is May, 2020.		
2	Recreational Center	B. Curb Ramp	O. Does not prevent accumulation of water	Barre St. by Senior Activity Center	Ext.		Priority 3	Additional Access	Repair curb ramp to prevent accumulation of water.	1	\$103			
3	Recreational Center	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces J. Access aisle < 60" wide at car/van space O. Sign does not have the designation "Van Accessible"	Stone Cutters Way Public Parking	Ext.		Priority 1	Program Access	Provide a van-accessible parking space and access aisle. Add the designation "Van Accessible" to the sign located at the van accessible space positioned 60" min. above the ground. (Re-stripe plus cost of Van-Accessible sign.)	1	\$400			
4	Recreational Center	E. Entrance	G. Maneuvering clearance is not provided	Main Entrance at Barre Street	Ext.		Priority 1	Program Access	Ensure landing at door is 60 inches (1525 mm) long minimum.	1	\$206			
5	Recreational Center	A. Means of Egress	Emergency egress not on an accessible route. B. Tactile exit sign not provided	Gymnasium Exit South Side	1		Priority 2	Safety	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	\$116			
6	Recreational Center	B. Interior Access Route	H. Accessible route not provided	Exterior Building Access and Interior Vertical Access	Ext.		Priority 1	Program Access	Provide an accessible route into the building and between the basement and two upper floors. (Cost for a new exterior elevator shaft with at grade entrance providing access to all three floors of the building.)	1	\$123,643			
7	Recreational Center	B. Interior Access Route	H. Accessible route not provided	Gymnasium Stage	1		Priority 1	Program Access	Provide an accessible route to the stage. (Cost for an interior lift.)	1	\$10,830			
8	Recreational Center	C. Doors, Doorways, & Gates	A. Clear width at door < 32"	Single-User Toilet Room	2		Priority 1	Program Access	Widen the door so that there is 32" min. clear width. See ID number 20 which includes cost to widen door as part of providing an accessible single-user toilet room.	1	\$0			
9	Recreational Center	C. Doors, Doorways, & Gates	D. Maneuvering clearance not provided at recess > 8" L. Hardware not operable with a closed fist	Arnie's Office	2		Priority 1	Program Access	Install an automatic door opener. Provide hardware that can be operable with one hand and does not require tight grasping, pinching or twisting of the wrist. (Cost based on an automatic door opener and accessible door hardware.)	1	\$1,772	D. L.		
10	Recreational Center	C. Doors, Doorways, & Gates	D. Maneuvering clearance not provided at recess > 8" L. Hardware not operable with a closed fist	Eric's Office	1		Priority 1	Program Access	Install an automatic door opener. Provide hardware that can be operable with one hand and does not require tight grasping, pinching or twisting of the wrist. (Cost based on an automatic door opener and accessible door hardware.)	1	\$1,772	D. L.		
11	Recreational Center	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	To Shooting Range	B		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242			
12	Recreational Center	E. Stairways	B. Handrail height < 34" or > 38" D. Handrails do not extend 12" from stairs	Staircase Floors 1-2	2		Priority 3	Additional Access	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	6	\$996			
13	Recreational Center	E. Stairways	C. Handrail not provided on both sides	Main Entrance at Barre Street	Ext.		Priority 3	Additional Access	Provide handrail on one side.	1	\$555			
14	Recreational Center	E. Stairways	P. Handrails not provided C. Handrail not provided on both sides	Main Entrance at Barre Street	1		Priority 3	Additional Access	Provide handrails on both sides.	8	\$296			
15	Recreational Center	J. Service Counter	B. Counter > 36" high	Main Office	1		Priority 3	Additional Access	Provide a counter that is 36" max. above the finish floor.	1	\$440			
16	Recreational Center	K. Operable Parts	A. Element not on an accessible route	Toy Closet	1		Priority 3	Additional Access	Ensure toys in closet are located on an accessible route.	1	\$0			
17	Recreational Center	K. Operable Parts	D. Side reach > 54"	Game Room	1		Priority 3	Additional Access	Relocate so at least 5% of the 21 hooks are 48" max. above finish floor.	3	\$384			

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18	Recreational Center	K. Operable Parts	D. Side reach > 54"	Shooting Range	B		Priority 3	Additional Access	Relocate target line crank and target holder so that controls are 48" max. above finish floor. Provide a circular turning space 60" min. diameter with slopes not steeper than 1:50 in all directions at the shooting bay.	1	\$128	ADA Advisory Committee Note: All issues & barriers identified for the Recreation Center facility located on Barre Street are being evaluated under a comprehensive review initiative. This facility will either be renovated or entirely rebuilt. The City Manager's office is working with a project consultant to prepare a feasibility report and will provide an itemized description with cost estimates for each option or alternative. The current project schedule includes a presentation to City Council in October, 2019 when deliberations about the available options and alternatives and costs will begin. Final budgetary decisions (with funding sources identified) is expected to be concluded in January, 2020. If voter bond authority will be pursued, the vote will take place in March, 2020. Earliest construction start date is May, 2020.		
19	Recreational Center	A. Overall Access	A. Not on an accessible route B. Turning space not provided	Toilet Room	2		Priority 1	Program Access	Add an accessible single-user toilet room.	1	\$12,302			
20	Recreational Center	A. Overall Access	E. Sign to accessible toilet not provided	Locker Room	B		Priority 1	Program Access	Provide a directional sign indicating the location of the nearest accessible toilet or bathing room. (Assuming an accessible toilet room and shower is installed on the second floor and an elevator is installed to provide vertical access.)	1	\$116			
21	Recreational Center	A. Overall Access	H. Audible and visible alarms not provided	Multi-User Toilet Room	B		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	\$346			
22	Recreational Center	A. Overall Access	H. Audible and visible alarms not provided	Toilet Room	2		Priority 1	Program Access	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	\$346			
23	Recreational Center	B. Lavatory	F. Mirror above lavatory w/reflective surface > 40" B. Toe or knee clearances not provided A. Clear floor space not provided at lavatory	Toilet Room	2		Priority 1	Program Access	Provide knee and toe clearance positioned for a forward approach. Lower mirror so that the bottom surface is at 40" max. above finish floor. (Refer to ID 20 which includes cost of an accessible lavatory and mirror.)	1	\$0			
24	Recreational Center	E. Urinal	B. Clear floor space not provided at urinal	Multi-User Toilet Room	B		Priority 1	Program Access	Provide a urinal with 30" min. by 48" min. clear floor space positioned for a forward approach with the rim no higher than 17" above the finish floor.	1	\$1,774			
25	Recreational Center	G. Shower Compartment	A. Shower not on an accessible route B. Clear space at transfer shower > 48" x 36" D. Size of shower compartment not compliant F. Grab bars < 33" > 36" high H. Seat not provided (transfer compartment) U. Accessible shower not provided	Shower	2		Priority 1	Program Access	Provide at least one accessible shower. (Cost based on a new transfer shower.)	1	\$3,036	A. B. D. F. H. U.		
26	Recreational Center	G. Shower Compartment	S. Transfer type shower threshold > 1/2" U. Accessible shower not provided A. Shower not on an accessible route	Locker Room	B		Priority 1	Program Access	Provide sign to accessible shower. (Assuming an accessible toilet room and shower is installed on the second floor and an elevator is installed to provide vertical access.)	1	\$116			
27	Recreational Center	A. Drinking Fountains	A. Fountain not on accessible route B. Clear floor space not provided J. No drinking fountain provided for seated users L. Knee or toe clearance not provided	Main Entryway	1		Priority 1	Program Access	Provide a Hi-Lo drinking fountain. Provide a 30" by 48" clear floor space positioned for a forward approach.	1	\$2,108			
28	Recreational Center			Shooting Range	B		Priority 4	Enhanced Usability	Recommend providing a shooting bay with a counter and opening height that could be used by a seated shooter.	1	\$0			
29	Recreational Center			Gymnasium Exit South Side	1		Priority 4	Enhanced Usability	Recommend reducing force required to set egress door in motion to 30 lbs. max.	1	\$0			

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1	Wastewater Treatment	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces	Parking	Ext.		Priority 1	Program Access	Provide a van accessible parking space 132" wide min. with an access aisle 60" wide min. with a sign that includes the International Symbol of Accessibility and the words "Van-Accessible" positioned 60" max. above the ground.	1	\$925	A.		
2	Wastewater	E. Entrance	B. Entrance not on an accessible route	Main Entrance	1		Priority 1	Program Access	Provide an incline lift.	1	\$10,830	B.		
3	Wastewater Treatment	E. Entrance	O. Threshold > 1/2" high B. Entrance not on an accessible route	Dewatering Building	Ext.		Priority 1	Program Access	Provide 5'x5' landing at the door and a 36" wide accessible route that is 1/2" high max. and that has a running slope of 1:20 (5.00% max. from the ground to the landing). (Cost based on 5'x5' concrete landing at the door and a 36" wide four foot long cement path from the ground to the landing.)	1	\$377	C.		
4	Wastewater Treatment	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Main Entrance	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$242			
5	Wastewater Treatment	E. Stairways	C. Handrail not provided on both sides	Main Entrance	1		Priority 3	Additional Access	Provide handrail on one side. (Cost based on one metal handrail at \$37 per foot.)	7	\$259			
6	Wastewater	A. Overall Access	C. Accessible plumbing fixtures or stalls not provided	Toilet Room	1		Priority 1	Program Access	Add an accessible single-user toilet room.	1	\$12,302			
7	Wastewater Treatment	B. Lavatory	E. Plumbing underneath is exposed	Toilet Room	1		Priority 2	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$46			
7	Wastewater Treatment	B. Lavatory	F. Mirror above lavatory w/reflective surface > 40" G. Dispensers not within reach range D. Dispenser acts as a protruding object	Toilet Room	1		Priority 3	Additional Access	Lower mirror so that the bottom surface is at 40" max. above finish floor. Relocate dispenser to 42" max. above the floor. Relocate dispenser out of the circulation path.	1	\$481	F. G. D.		



SUBJECT: Public Hearing – Nuisance Ordinance

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Council authorizes the City Manager to enter into a contract for the demolition of the structure, removal of demolition debris, and site security by a specified date. The City Manager should cause to be filed in the City Land Records notice of a lien securing recovery of all cost incident to abating the public nuisance, including the costs of demolition. Public hearing and Council discussion of the City's finding that the 5 Home Farm Way property is a public nuisance under the Ordinance Amendment (Chapter 7, Health and Sanitation; attached).

RELATED COUNCIL GOAL/PRIOR ACTION: Health and Safety, Responsible Government

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Legal requirements as outlined by ordinance

BACKGROUND INFORMATION: At the request of an abutting landowner, and acting in accordance with the City's Nuisance Ordinance (attached; Chapter 7, Health and Sanitation, Article VII), Montpelier Building Inspector Chris Lumbra conducted an inspection of the facility at 5 Home Farm Way. The inspection was completed on March 18, 2019, and found numerous safety issues. The building was considered unsafe for human habitation, and the City has secured it to the extent possible.

The City Manager's Office is securing a cost estimate for removal of the structure. In addition, City Attorney Paul Giuliani advised that everyone who previously received notice of the nuisance hearing now receives two items: First, a copy of the Council's findings and order with respect to declaring the property a nuisance and directing its abatement (this was sent once; it will be sent again), and; second, notice that that the City will proceed to demolish the building on a specified date, and that the City will seek to recover its abatement costs from the owners of the property. Notice will also be provided to any Food Works officers and members we can identify. The record owner of the property is Food Works' Two River Center for Sustainability, a Vermont non-profit corporation whose charter was revoked on June 5, 2015 for failure to file its 2014 annual report.

Any interested parties and members of the public are invited to speak at this hearing.

SUPPORTING DOCUMENTS: Timeline of action taken; copy of the Article VII Nuisances ordinance; copy of the notification letter to potential owners; copy of inspection report; copy of orthophoto map of the property; photographs taken by building inspector of building/interior; Proposal from Two Rivers Partnership.

INTERESTED PARTIES: All

CITY MANAGER'S APPROVAL: 

TIMELINE OF CITY ACTION REGARDING 5 HOME FARM WAY PROPERTY

(Will be updated as warranted)

March 5:

- Request to Building Inspector Chris Lumbra from Fred Connor asking for an inspection of the property

March 18:

- Chris conducts an inspection of the building.
- Writes a report that is forwarded to City officials.
- Date for public hearing set

March 21:

- Letter from City Manager to potential owners sent certified mail

April 24:

- Public Hearing to determine if property constitutes a public nuisance

ARTICLE VII. NUISANCES

Sec. 7-700. PURPOSE.

Any property within the city which is in a state of disrepair and deterioration, including vacant buildings, unsafe structures and potentially dangerous land conditions, are deemed to be public nuisances because their existence contributes to the decrease in value of surrounding properties, precipitates disinvestment by neighboring owners, provides a location for criminal activity, undermines the aesthetic character of the city and its neighborhoods and environs, and has other undesirable effects. Allowing public nuisances to remain indefinitely, even in the absence of code violations, structural boarding and other security measures, is detrimental to the public health, safety and welfare, unreasonably interferes with the reasonable and lawful use and enjoyment of other neighboring or adjacent property, may pose a danger to first responders in an emergency, and detracts from the appearance and good order of the neighborhood. The purpose of this ordinance is to abate public nuisances and to mitigate their impacts.

Sec. 7-701. DEFINITIONS.

- (1) As used in this Article, the term “nuisance” and “public nuisance” shall mean:
 - (a) the physical condition or occupancy of any premises or property regarded as a public nuisance at common law; or
 - (b) any physical condition or occupancy of any premises or property considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations, and unsafe fences and structures, or
 - (c) any premises that has unsanitary sewage or plumbing facilities; or
 - (d) any premises designated as unsafe for human habitation; or
 - (e) any premises or property that is manifestly capable of being a fire hazard, or is manifestly unsafe or unsecure so as to endanger life, limb or property; or
 - (f) any premises from which plumbing, heating or other facilities have been permanently removed or disconnected, destroyed or rendered ineffective, or the adequate precautions against trespassers have not been provided; or

- (g) any premise that is unsanitary, or that is littered with rubbish or garbage; or
 - (h) any structure that is in a state of dilapidation, deterioration or decay, faulty construction, overcrowded, open, vacant or abandoned, or damaged by fire or other casualty to the extent so as to not to be habitable, or in danger of collapse or failure; or dangerous to anyone on or near the premises, or detracts from the value, use and enjoyment of neighboring or adjacent property.
- (2) As used in this Ordinance, the term “Inspection Officials” shall mean the City Building Inspector, City Health Officer or City Fire Department Chief, or such other person so designated and appointed by the City Manager.
 - (3) As used in this Ordinance, the term “Owner” shall mean the person holding record title to premises or property, as well as any person occupying, using, controlling or operating such premises or property as tenant, lessee or any other capacity recognized at law.

Sec. 7-702. PROHIBITION.

- (1) No person shall create, operate or maintain a public nuisance within the city.
- (2) No person shall fail to comply with the terms of an order of abatement issued under this ordinance.

Sec. 7-703. INSPECTION.

- (1) Upon receipt of information that a violation of this ordinance has occurred, an Inspection Official shall undertake a physical inspection of the premises or property. The Inspection Official may enter any building, structure or premises within the city for the purpose of making inspections or investigations at all reasonable hours; provided that, except in case of emergency, the right and authority conferred by this section shall not apply to the entry of any premises or property unless advance written notice is served on the owner thereof. Such written notice shall contain a statement of the date and time that an inspection will be made and shall also contain a statement of the purpose of such inspection.
- (2) The Inspection Official shall prepare a written report of his inspection of the premises or property and any corrective or abatement recommendations, and shall deliver a copy thereof to the owner of the premises and to the City Manager for transmittal to the City Council.

Sec. 7-704. HEARING ENFORCEMENT.

- (1) Upon at least ten days advance written notice to the owner of the premises, the City Council shall convene a public hearing to consider and act upon the inspection report of the Inspection Official. At such hearing, the City Council shall allow testimony and evidence from the owner and/or tenant of the premises or property, city officials and employees, and the public relating to the condition of the premises.
- (2) Following such hearing, the City Council shall deliberate and may determine that the premises constitute a public nuisance based upon specific findings. In the event the City Council determines that the premises constitute a public nuisance, it shall direct that the owner thereof produce and deliver to the City Manager a plan and schedule of remediation and abatement, such submission to be made within a reasonable time frame established by the City Council, but in no event less than ten days of receipt of the City Council's findings.
- (3) In the event the owner's remediation and abatement plan is accepted and approved by the City Council, the owner shall implement said plan immediately, and shall complete the same within the time limits imposed by the City Council.
- (4) In the event the owner fails to submit a plan of remediation and abatement in accordance with Subsection (2), or if the owner fails to comply with Subsection (3), or if the owner fails to draft a plan accepted by the Council or fails to comply with Subsection (3), the City shall proceed to enforce this ordinance as provided herein, and shall seek such injunctive relief, enforcement remedies, and penalties as permitted by law, including, without limitation, abatement of common law nuisances, abatement of public health hazards, demolition of structures determined to be in violation of this ordinance, enforcement and foreclosure of liens for unpaid fees imposed under Section 7-706, and recovery in a civil action for remediation, mitigation and abatement costs incurred by the City.
- (5) In addition to being subject to penalties imposed for violating this ordinance, an owner whose property is found to be in violation or noncompliance of Section 7-704(4) shall be liable for all costs incurred by the City under Section 7-704(4), and for fees imposed under Section 7-706, payment of which shall be secured by a lien in the nature of a contractor's lien for labor and material in favor of the City upon such property.

Sec. 7-705. APPEALS.

A person, including the owner, aggrieved by any action taken hereunder by the City Council or a City official or employee may appeal any decision made by the City Council under Section 7-704. Such appeal shall be taken in the manner provided by law for appeals from governmental agencies and bodies.

Sec. 7-706. FEES.

Commencing thirty days from the date of delivery of the Inspection Official's report pursuant to Sec. 7-703(2) hereof, the Inspection Official shall conduct periodic inspections of the premises until the remediation plan has been completed in the judgment of the City Council, and shall furnish a report of such inspection to the owner and the City Manager. An inspection fee of \$50 for residential properties and \$100 for commercial properties for each such inspection is hereby established, such fee payable upon receipt by the owner of an invoice from the City Treasurer.

Sec. 7-707. SCOPE OF ORDINANCE.

The ordinance shall apply to all property within all areas of the city of Montpelier.

Sec. 7-708. DESIGNATION; PENALTIES.

The ordinance shall constitute a civil ordinance within the meaning of 24 V.S.A. Chapter 59, for a violation of which there is hereby imposed a penalty of \$100.00 per day for each day the owner fails to comply with Section 7-704(2)(3) or (4), in addition to any other penalties provided by law.

Sec. 7-709. SEVERABILITY.

If any portion of this ordinance is found to be unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected and shall remain in full force and effect. If any statute referred to in this ordinance is amended, this ordinance shall be deemed to refer to such amended statute.

Sec. 7-710. AUTHORITY.

This ordinance is enacted under authority granted to the City under 24 V.S.A., §2291(14) and Sec. 701 of the Montpelier City Charter.

Sec's. 7-711 to 7-799. Reserved.

CHARTER REFERENCE: Subchapter 7, City Ordinances, §701. COUNCIL AUTHORITY.

Enacted May 24, 2017; Effective June 9, 2017.



America's Small Town Capital

March 21, 2019

Food Works
P.O. Box 286
Waterbury, VT 05676

Vermont Community Loan Fund
c/o Paul Hill
15 State Street
Montpelier, VT 05602

Vermont Housing and Conservation Board
c/o Karen Freeman
58 East State Street
Montpelier, VT 05602

Preservation Trust of Vermont
c/o Paul Bruhn
104 Church Street
Burlington, VT 05401

To the owners/parties of 5 Home Farm Way,

I am writing to inform you that, acting on a petition by an abutting landowner, and acting in accordance with the City's Nuisance Ordinance (attached; Chapter 7, Health and Sanitation, Article VII), a Building Code inspection of the property at 5 Home Farm Way was conducted by Chris Lumbra, Montpelier Building Inspector. The inspection was completed on March 18, 2019. A report on the results of the inspection is attached; the report will also be sent to City Council, per the ordinance requirements.

The inspection found that numerous window openings are not boarded, and the interior of the building is easily accessible. Portions of the roof and floors are sagging, the framing is deficient in multiple locations, with framing members rotted, undersized and overloaded throughout the building. The foundation shows evidence of movement and potential failure. The building is considered unsafe for human habitation.

The City Council will convene a public hearing at its regularly scheduled meeting on April 24, 2019 to act upon the inspection report of this property. That meeting will be held in City Council Chambers in City Hall, 39 Main Street beginning at 6:30 p.m.

At that publicly warned meeting, the City Council will allow testimony from the property owner/owners, City officials, and the public. At the close of the hearing, the Council may determine the property constitutes a public nuisance and require no sooner than 10 days a schedule of remediation be submitted for Council consideration and action. If approved, the remediation plan must be implemented immediately. Failure to submit or implement an approved plan will enable the Council to take enforcement measures as provided by the ordinance that may include demolition of the nuisance property.

A full text of the ordinance, which includes the appeals process and mandatory fees and expenses, is attached.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Fraser', written in a cursive style.

William Fraser
City Manager

CC: Chris Lumbra, Montpelier Building Inspector
Fred Connor, Connor Contracting Inc.
Steve Connor, Connor Contracting Inc.
John Connor, Connor Contracting Inc.
Chuck Smith, Connor Contracting, Inc.
Eric Gilbertson, Preservation Trust of Vermont
Mark Martin, Vermont Housing and Conservation Board



Building Inspector
Montpelier Planning Department
39 Main Street
Montpelier, VT 05602
Tel: 802/262-6170 Fax 802/262-6080
clumbra@montpelier-vt.org

Building Code and Fire Prevention Results

Property Address: 5 Home Farm Way Montpelier VT 05602	Responsible Party: Food Works	Property Owner and Address: Food Works PO Box 286 Waterbury VT 05676
Occupancy: Vacant Building	Number of Occupants: 0	
Number of Floors: 2	State site # 65683	
Reason for Inspection : Complaint	Public Building? Yes X no ☐	
Inspector: Chris Lumbra	Date Reported: 3/18/2019	
Inspection Date: 3/18/2019		
Findings/Violations: - Numerous window openings are not boarded over. Several panes are missing. Building interior is easily accessible in its current condition. - Building exterior is unsightly, with badly peeling paint. - Portions of the roof are sagging badly. - Utilities have been disconnected. Plumbing and heating systems have been removed. - Floors are sagging badly in several locations. - Framing is deficient in multiple locations. Framing members are missing, rotted, poorly repaired, undersized and overloaded throughout the building. - Foundation shows evidence of moderate/severe recent movement/failure. - Building is not suitable for occupancy.		
To appeal any part of this report please contact this office.		
Inspection Type: Complaint	Hazard Index 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐	
Person accompanying Inspector: Connor Brothers, Mark Martin, Eric Gilbertson	Construction Type: 5B	
Compliance must be achieved by: 4/18/2019		
Referred to:		
<i>Inspector</i> Chris Lumbra		
CC:		



Orthophoto Map

Property: Two Rivers/Jacob Davis Farmstead

Location: Montpelier, Vermont

Vermont Housing &
Conservation Board

58 East State Street Montpelier, VT 05602



Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



Historic Preservation easement

Agricultural conservation easement

Scale: 1:3,000

0 0.015 0.03 0.06 0.09 0.12 Miles

































Two Rivers Partnership

July 5, 2019

Memorandum

To: Montpelier City Council

From: Jamie Duggan, Two Rivers Partnership

Re: 5 Home Farm Way/Jacob Davis Property

As requested at the May 22, 2019 City Council Meeting, Two Rivers Partnership (TRP) provides this status update related to our interest in working with partners on a path forward to transition the historic Jacob Davis property to new ownership, restore the original farmstead, meet community needs and provide new and appropriate uses for the property.

In the time since the May 22nd meeting, thanks to the City, the building has been better secured. Over the past few weeks, TRP has:

- Incorporated as a new legal entity with the Vermont Secretary of State's office
- Successfully obtained grant funds to help with the restructuring phase
- Reached out to the Vermont Attorney General's office for guidance related to the agreement between AG and FoodWorks
- Retained an attorney to help resolve the ownership component – due to the complexity of this situation, early indications are that this process could easily last 9-12 months or more
- Met with, and is encouraged by, previous and potential new funders including USDA Rural Development and Northern Borders Regional Commission
- Developed budgets for both short term stabilization and longer-term restoration efforts

-
- Continued to identify and reach out to new partners and organizations for support and assistance

These steps represent a concerted effort to continue forward with our goals to save and restore the historic building and landscape. Attached, you will find a copy of the projected cost considerations anticipated and needed to return the building to service for public visitation and use.

TRP has reached out to and identified several potential funding sources. TRP is prepared to resolve extant obligations and embark on new financial commitments related to our plans, once we can ensure a path towards establishing a clear ownership model. Unfortunately, preliminary discussions with legal counsel suggest that this process will likely take a year to navigate and resolve. Any legal challenges will extend that time frame.

As a result, The Two Rivers Partnership respectfully asks City Council to consider our request for additional time to continue our efforts to solve the ownership situation and return with a more detailed plan and schedule for specific benchmarks to address this issue.

We look forward to discussing this request in more detail at your next scheduled meeting on Wednesday July 10, 2019.

Respectfully,



Jamie Duggan, Principal
Two Rivers Partnership

Attachments: TRP Budget Projections for Stabilization/Rehabilitation

Two Rivers Partnership

July 2, 2019

Montpelier City Council
39 Main Street
Montpelier, VT 05602

RE: Two Rivers Partnership Stabilization/Restoration Plan for 5 Home Farm Way, Montpelier

Dear City Councilors;

The following list represents the major items for stabilization/restoration of historic 1836 main block of the structure with general pricing considerations. This strategy addresses the extant structural deficiencies of the main block, while utilizing the rear ell and barn sections as a workshop/storage/staging area during restoration of the main block. The rear ell and barn sections have already been stabilized and reinforced as the last phase under the FoodWorks campaign and can easily serve in this interim role. Once the main block is stabilized and restored, there are numerous ways the rear sections can be renovated or reconfigured to provide space needed for other emerging ideas or programs that may utilize the main block, or serve in their own purpose and direction to be determined at a later date. Spaces towards the rear or the building should be simple and utilitarian in tone - evocative of a barn but suited for program needs.

The basis of design for the main block is to restore the building to a minimal baseline condition that allows for multi-purpose/multi-function use of these rooms, without losing their historic character and integrity. The extant floorplan and layout will be maintained, primary formal rooms will be restored to pre-existing conditions, enhanced with new electrical service, tele/data lines, new HVAC service and minimal plumbing to provide an accessible and code compliant setting. The rooms of the main block would be available for public meeting space, potential co-working or flex working situations for professionals that can operate with minimal on-site infrastructure, or other light commercial or community uses to be determined. Additionally, these primary spaces can provide wonderful opportunities for environmental, historic and community-based education and interpretation through displays of images, artifacts and other informative features.

Pricing for this exercise is based on general square foot and/or linear costs with certain cost factors added for specialty trades and materials. Cost considerations are for planning purposes only, and as schematic design moves forward into the creation of construction documents, a more defined scope of work with accurate price quotations for specific scope of work items will be updated.

The main work items are as follows:

Jack/Crib the main block: **\$75,000**
Stabilize structure for timber frame repairs (main level has already been lifted to be above the BFE for flood insurance purposes)

Timber frame repairs: **\$125,000**
Main floor deck – exterior timber sills with internal timber carrying beams with engineered floor joists, sub-floor and deck
New interior timber posts and second floor joists as needed/can also be sistered with new engineered materials as needed
New top plate repairs and flying top plate at roof eaves
Design a reasonable scheme in attic to support the roof and support the suspended second-floor ceilings. Design may include new timber purlin support for undersized roof rafters and/or sister rafters for increased loading, engineered wood materials, metal rods, plates and cables if required

Foundation: **\$175,000**
Alterations as required for better structural solution between stone foundation and poured concrete stem wall
Infill foundation with CLSM (controlled low strength material) to address flood and resiliency issues
Remove bulkhead into cellar of main block
Install brick on exterior foundation shelf above grade

Exterior: **\$125,000**
Repair/replace missing, deteriorated, broken clapboards as needed on main block
Exterior Trim repairs
Exterior Porch rebuilds – two-story front portico porch and formal south entry porch
Address main block chimney – rebuild from below roof line or consider removal

First floor interior **\$110,000**
Retain extant plaster walls in front formal parlors and restore missing plaster in these spaces with a traditional lime/sand plaster
Ceilings to be blueboard w/veneer plaster in formal rooms, drywall in other spaces
Typical drywall finishes on walls in secondary and service spaces
Floors may be replaced as req. on first floor level
Replacement of in-kind or better selection (wide-plank, native species)
Existing wood trim, panels and built-ins to be retained and refurbished
Infill repairs to match existing trims and wainscot
Restore decorative finishes and treatments to parlors

Second floor level **\$75,000**
Retain remaining exterior plaster walls, especially in front formal rooms and restore missing plaster in these spaces with a traditional lime/sand plaster
Ceilings to be blueboard w/veneer plaster in formal rooms, drywall in other spaces
Typical drywall finishes on walls in secondary and service spaces

Retain floors as possible on second floor level
Replacement of in-kind or better selection (wide-plank, native species)
Existing wood trim, panels and built-ins to be retained and refurbished
Infill repairs to match existing trims and wainscot

Restore original window sash: **\$85,000**
Restore window sash utilizing appropriate preservation philosophy and best practices
May remove select windows of later vintage if necessary. (e.g. pantry) to unify facade
New replacement windows/doors to match existing (solid wood, true divided lights)
and improve with proper air sealing, weather-strip and high-efficiency glass where possible.

Insulation: **\$30,000**
Forego insulating walls of main block (due to brick nogging and invasive steps to remove) and instead focus on super-insulating first floor deck and attic spaces.

MEP: **\$120,000**
Design new heating system for obvious goals of most heat & least amount of fuel.
Low-profile baseboards and radiators can be considered for heat delivery
Installation must have minimal impact and not damage historic fabric and must be as reversible as possible (i.e., small holes through existing floor preferred rather than holes through framing, plaster or wood trim)
Lighting design for obvious goals of most light & least electricity -no lights in ceilings
pots in historic parlors with flexibility in fixture design if committed to energy-efficient bulbs

Minimal investment needed to stabilize main block and minimize public nuisance: **\$225,000**

Total anticipated budget for restoration of the historic 1836 main block: \$925,000

Sincerely,

James Duggan, Principal
Two River Partnership



CITY COUNCIL Agenda Item #19-213

Date: July 10, 2019

Consent__ **Discussion** **X**

SUBJECT: Ordinance Amendments, Chapter 5, 2nd public reading

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Conduct 2nd Public Reading of the proposed amendments to Chapter 5, Fire Department, of the Code of Ordinances. Provide an opportunity for comments from neighbors and interested citizens. Approve proposed amendments.

STRATEGIC OUTCOME/PRIOR ACTION: Responsive and Responsible Government; Inclusive, Equitable and Engaged Community; Public Health & Safety

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: A complete review of the City's Code of Ordinances was noted as a priority initiative of the City Council at their last Strategic Planning retreat. The purpose of this review is to amend or repeal outdated ordinances and those with lack of resources to enforce; add gender inclusive language (staff researched and reached out to Outright Vermont for assistance); where possible, add restorative processes option in the event of violation; undergo a legal review; and a general clean-up.

SUPPORTING DOCUMENTS: Chapter 5 of the Code of Ordinances with proposed amendments

INTERESTED PARTIES: City Council, residents, staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

CHAPTER 5
FIRE DEPARTMENT
ARTICLE I. FIRE REGULATIONS

Sec. 5-1. CONTROL OF STREETS DURING FIRE.

During the continuance of any fire, the ~~chief engineer~~Incident Commander, or in ~~his~~their absence the officer then in command, shall have absolute and exclusive control of the streets and public places adjacent to the location of such fire, and ~~he~~they may blockade the same and forbid passage therein; ~~he~~they may require those present to stand back to any reasonable distance; ~~he~~they may command the assistance of any police officer or other person present at such fire in extinguishing the same or in preventing its spread or in saving and securing property. In addition to the powers given in the Charter, ~~he~~they shall have the power, at any fire, to cut and remove, or cause the same to be done, any electric, telephone, telegraph or other wire, stay, cable, or any pole or other support thereof, or any other obstacle to the efficient extinguishment or control of such fire; and to require the cutting out of any electric current which may interfere therewith.

Sec. 5-2. REFUSAL TO OBEY AUTHORIZED ORDER AT FIRE.

No person shall unreasonably neglect or refuse to obey any authorized order, requirement or request of any officer of the fire department at any fire within the city; and upon such neglect or refusal, it shall be the duty of such officer to report ~~the same to the City Council within five days thereafter~~immediately to the Police.

~~CROSS REFERENCE: Obedience to fire department officers, see Section 10-4 this Code.~~

~~**Sec. 5-3. NO CITIZEN AUTHORITY AT FIRE.**~~

~~———— No person, not a member of the fire department, being present at a fire shall assume without authority to exercise control over any member of the department in respect to duty, or shall willfully or unnecessarily make outcries or other loud noises, or shall be guilty of disorderly conduct, or promote or encourage disorderly conduct in others then present.~~

~~**Sec. 5-4. UNAUTHORIZED ENTRANCE INTO FIRE AREA.**~~

~~———— No person not a member of the City Council or of the fire department or of the police department shall, at a fire, without the authority of a member of the City Council or of an officer of one of said departments, enter upon any part of a street or public place that is by authority blockaded, roped off, barricaded, or plainly designated in any way as set apart for use of the fire department in extinguishing such fire or for securing or protecting property or for the protection of persons at such fire.~~

Sec. 5-5. USE OF APPARATUS BEYOND CITY.

No truck or any part of the apparatus of the ~~fire~~Fire departmentDepartment shall be taken from the City, at any time, except for the purpose of having the same repaired ; ~~provided, or in response to a mutual aid compact request for assistance however, that in case of a fire in a neighboring in a town or city,~~

~~the chief engineer with the consent of the mayor or city manager or, in case either of them~~

~~cannot be found, with the consent of one of the alderman, may order not more than one-half of such fire apparatus accompanied by not more than one-half of the members of said department, to be taken to such town or city for the purpose of assisting in extinguishing such fire.~~

~~CHARTER REFERENCE: Use of fire apparatus outside city, T.10, Sec. 38, 1955 Charter.~~

Sec. 5-6. REPORT OF FIRE HYDRANT USE.

After the use by the ~~fire~~Fire department~~Department~~ of any hydrant, the ~~chief engineer~~duty officer shall immediately report the fact to the ~~water commissioner~~Water Division.

~~CROSS REFERENCE: Permission to draw water from hydrant, see Sec. 3-330 this Code.~~

Sec. 5-7. DESTRUCTION OR INTERFERENCE WITH DEPARTMENT APPARATUS OR EQUIPMENT.

No person shall destroy, deface, or in any way injure the apparatus of the ~~fire~~Fire department~~Department~~ ~~or the fire alarm telegraph~~, or any part or appurtenance thereof, or interfere with or do anything to the same so as to prevent or delay the proper or timely use thereof, or hinder or obstruct the extinguishment or control of fire or the protection of persons or property at a fire.

Sec. 5-8. FALSE ALARMS.

No person shall knowingly cry out or ring in or cause to be given a false alarm of fire, or after an alarm of fire has been given maliciously and falsely proclaim the fire to be extinguished or under control.

~~**Sec. 5-9. NAME AND ADDRESS OF THOSE TURNING IN AN ALARM.**~~

~~— A person giving an alarm of fire shall forthwith give his name and address to the chief engineer of the fire department, who shall place the same on file in office.~~

Sec. 5-10. FIRE DEPARTMENT RULES AND REGULATIONS.

All rules, regulations and penalties made, established, fixed or prescribed by the ~~chief engineer~~Fire Chief of the ~~fire~~Fire department~~Department~~ under the Charter, shall be promulgated in writing, shall be dated and signed by the ~~chief engineer, and shall be filed and recorded in the office of the city clerk;~~Fire Chief; and a copy thereof shall be furnished each member of the ~~fire~~Fire department~~Department~~ and shall at all times be conspicuously displayed at the fire station.

~~**Sec. 5-11. STREET FIRES WITHOUT PERMIT.**~~

~~— No person shall make a fire in or upon a street or public place, except by permission of the chief of police and chief of the fire department.~~

~~**Sec. 5-12. LEAF BURNING; PERMIT.**~~

~~— No person shall set fire to paper, shavings, leaves, brush, or other waste material, in a street or public place, except to make a fire under permission granted as provided in the~~

~~preceding section.~~

Sec. 5-13. OUTDOOR BURNING.

The Montpelier Fire Department shall regulate and monitor burning in the City and shall prohibit any burning deemed to be potentially a nuisance, unsafe or noxious. The Fire Department will issue permits for fires as required under this ordinance. The Fire Department has the authority to order changes or extinguishment, if necessary, to remove a nuisance or unsafe condition.

Outdoor burning is classified in two groups: *recreation fires and disposal fires.*

Disposal fires are only permitted for approved materials gathered on the property where the burn is taking place, or with property owner agreement, from adjacent properties. Material from other locations shall not be burned in disposal fires. All disposal fires require permits.

Recreational fires shall only burn untreated, clean wood or other approved fuel. A small recreational fire is one where a person can comfortably and safely be within a few feet of the fire, such as a campfire. Small recreational fires require the approval of the property owner or other person with legal right to the property. Small recreational fires do not require a permit from the Fire Department.

~~Large recreational fires, such as a bonfire, require a permit.~~

~~A \$200 fine shall be charged for any disposal fire or large recreational fire without a permit. A \$200 fine shall be charged for any recreational or disposal fire the Fire Department has to extinguish, or which is not managed in accord with the Fire Department requirements. The fine shall be waived for a first time offense. A violation of this ordinance shall be deemed a civil offense, punishable as provided in this Code of Ordinances.~~

~~Sec's. 5-14 to 5-199. Reserved.~~

~~Enacted October 25, 1972.~~

~~Amendment enacted July 11, 2007 [Sec. 5-13, **OPEN FIRES AND INCINERATORS**, rewritten in its entirety; re-titled **OUTDOOR BURNING**]. Date of Publication: 7/19/07. Effective Date: 7/25/07.~~

CHAPTER 5
FIRE DEPARTMENT
ARTICLE II. FIRE DISTRICTS

Sec. 5-200.—OUTER FIRE DISTRICT.

—The territory within the following described limits and not included within the inner fire district hereinafter described, is hereby established as the outer fire district, to wit:

—Commencing at the intersection of Hubbard and Barre Streets; thence southeasterly in the center line of Barre Street to the Pioneer Bridge, so called; thence southerly across said Pioneer Bridge and along the center line of Pioneer Street to River Street; thence westerly and northwesterly in the center lines of River and Berlin Streets to a point opposite the northwesterly line of property of William O. and Edith R. Comstock; thence southwesterly in said Comstock's northwesterly line to Prospect Street; thence northwesterly to the center line of Prospect Street to the southeasterly line of property of the City of Montpelier; thence southwesterly on the southeasterly line of said property of the City of Montpelier, and northwesterly on its southwesterly line to Northfield Street to the southwesterly line of property of George M. Stewart at a point nearly opposite Prospect Street; thence northwesterly in the southwesterly line of said Stewart's property and said line extended to a point two hundred feet from Northfield Street; thence northeasterly in a line two hundred feet northwesterly of Northfield Street to a point two hundred feet southwesterly of Winooski Avenue; then northwesterly in a line two hundred feet southwesterly of Winooski Avenue to a point in line with the center of Taylor Street; thence northeasterly in line with the center line of Taylor Street to the center line of the Winooski River; thence northwesterly down the center line of the Winooski River to the northwesterly line of property of Calvin L. Parmenter known as the "Riverside Annex"; thence northeasterly in the northwesterly line of said Parmenter's land to the center line of State Street; thence southeasterly in the center line of State Street to the southeasterly line of property of the State of Vermont; thence northeasterly in said southeasterly line of the property of the State of Vermont to the northeasterly line of the property of the Roman Catholic Diocese and occupied by the Parochial School and Rectory; thence in said northeasterly line of said Roman Catholic Diocese to Witt Place; thence southwesterly in the center line of Witt Place to the northeasterly line of property of Catherine Barnes; thence southeasterly in the northeasterly lines of the properties of said Catherine Barnes; thence southeasterly in northeasterly lines of the properties of said Catherine Barnes, Frank A. and Louise S. Barrett, Arthur W. and Bessie Cook, Ella M. Kidder, Ernestine Chapin and Louis Neveax, Michael Pembroke, Clementine H. Foster, and Ellen P. Smilie to Hillside Avenue; thence northerly and northeasterly in the center line of Hillside Avenue and Cliff Street to the northeasterly line of property of Florence L. Shipman and Charlotte A. Benjamin; thence southeasterly in said Shipman's and Benjamin's northeasterly line to Elm Street; thence northeasterly in the center line of Elm Street to Vine Street; thence southeasterly in the center line of Vine Street to the southeasterly bank of the North Branch; thence northeasterly along said bank of the North Branch to the northeasterly line of property of the Lane Manufacturing Company; thence southeasterly on said Lane Manufacturing Company's line to North Franklin Street; thence southwesterly in the center line of North Franklin Street to Mechanic Street; thence southeasterly in the center line of Mechanic Street to North Street; thence southwesterly in the center line of North Street to Main Street; thence westerly in the center line of Main Street to Liberty Street; thence southerly and southeasterly in the center line of Liberty Street to Hubbard Street; thence southwesterly in the center line of Hubbard Street to the place of beginning; also one other tract of land on Seminary Hill, being the land now owned by the Montpelier Seminary.

~~Sec. 5-201. INNER FIRE DISTRICT.~~

~~———The territory included within the following described limits is hereby established as the inner fire district to wit:~~

~~———Commencing in the center line of State Street at a point in line with the northwesterly line of land of the Pavilion Hotel; thence northeasterly to and along said line to a point three hundred feet from State Street; thence turning and running southeasterly parallel to State Street to a point two hundred feet, at right angles thereto, from the northwesterly side of Elm Street; thence turning and running northeasterly and parallel to Elm Street, and along the center line of School Street, crossing Main Street, to a point three hundred feet from the southeasterly side of Main Street; thence turning and running southwesterly and parallel to Main Street to the easterly bank of Winooski River; thence down said bank to the center line of Main Street; thence turning and running southwesterly along said center line, over Main Street bridge, and through the street beyond to a point opposite the center line of Winooski Avenue; thence turning and running northerly and northwesterly to and along said center line to a point opposite the center line of Taylor Street bridge; thence turning and running northeasterly to and along said center line to the easterly bank of Winooski River; thence down said bank to the line of land of Fred A. Howland; thence turning and running northeasterly along said line to the center line of State Street; thence turning and running southeasterly along said center line to the place of beginning.~~

~~Sec. 5-202. RECONSTRUCTION AFTER FIRE IN INNER FIRE DISTRICT.~~

~~———Within the inner fire district, no person shall construct a new building, or repair a building by making an enlargement thereof, or repair or rebuild a building which in the judgment of the building inspector and fire chief shall have been destroyed by fire or otherwise to an extent of fifty per cent, or more of the value of the building exclusive of the value of the foundations, unless such building so newly constructed, repaired, or rebuilt shall have solid outer walls of stone, brick or other non-combustible materials and a roof of slate, metal or other non-combustible materials, or unless such building so newly constructed, repaired, or rebuilt is fully protected by a sprinkler system when constructed of wood or other combustible material.~~

~~Sec. 5-203. ADDITIONS TO BUILDINGS IN INNER FIRE DISTRICT.~~

~~No addition shall be made to a building in the inner fire district unless such addition shall have solid outer walls of stone, brick or other non-combustible materials, and a roof of slate, metal, or other noncombustible materials; provided, however, that the building inspector and fire chief may, in their discretion, grant permission to make an addition with outer walls of material other than herein specified when such addition or additions do not enlarge the ground dimensions of such building more than twenty percent of itself, or in the judgment of the building inspector and fire chief do not increase the fire hazard to any other building or to the building itself from any other building.~~

~~Sec. 5-204. MOVING HOUSE INTO INNER FIRE DISTRICT.~~

~~———No person shall move a building, the exterior walls of which are constructed wholly or partly of wood, into said inner fire district, or from one place to another within said five district unless it conforms to the requirements of a newly constructed building as set out in Sec. 5-202. No person shall repair or rebuild a building or any portion thereof, now standing within the limits of said inner fire district, to an extent exceeding forty percent of the entire building, in any manner other than is herein provided for the construction of a new building therein. But this section shall not affect the moving of~~

~~a building through a street or streets under and in accordance with the provisions of the ordinance relating thereto.~~

~~CROSS REFERENCE: House Moving on Public Way, see Sec. 11-310, this Code.~~

~~**Sec. 5-205. CONSTRUCTION REGULATIONS IN OUTER FIRE DISTRICTS.**~~

~~Within the outer fire district, no person shall construct a new building, or rebuild any building to an extent exceeding forty percent of the entire building, or make an enlargement of any building, or any addition thereto, or recover the roof of any building, unless such building, so constructed, rebuilt, or repaired, or such enlargement or addition, shall have a roof of slate, metal or other noncombustible materials; provided, however, that the building inspector and fire chief may in their discretion grant permission to construct, rebuild, or recover the roof of such building, or make such enlargement or addition, if used or to be used only as or in connection with residential property, with a roof of material other than that herein specified, if such building, so to be constructed, rebuilt, or repaired, or such enlargement or addition, does not, in the judgment of the building inspector and fire chief increase the fire hazard to any other building or to the building itself from any other building.~~

~~CROSS REFERENCE: General Building Regulations, see Chapter 4, this Code.~~

~~Sec's. 5-206 to 5-299. Reserved.~~

~~Enacted October 25, 1972.~~

~~Amendment enacted April 13, 1994 [Sec's. 5-202, 5-203, 5-204, and 5-205 rewritten]. Date of~~

~~Publication: 5/09/94. Effective Date: 5/15/94.~~

~~CHAPTER 5
FIRE DEPARTMENT
ARTICLE III. — MONTPELIER FIRE PREVENTION CODE~~

~~Sec. 5-300. — NECESSITY FOR CODE.~~

~~———— It is hereby ordained by the City Council of the City of Montpelier as follows: that a FIRE PREVENTION CODE prescribing regulations consistent with nationally recognized good practice for the standards for safeguarding, to a reasonable degree, of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises, is necessary.~~

~~Sec. 5-301. — ADOPTION BY REFERENCE.~~

~~———— Now, therefore, it is Hereby Ordained by the City Council of the City of Montpelier that the 1966 Edition of the Building Officials Conference of America, Inc., Basic Fire Prevention Code, is hereby adopted by reference and shall be known as the Montpelier Fire Prevention Code.~~

~~CHARTER REFERENCES: ————— Composition of Department, T.10, Sec. 1 through 7; Demotion of Officers, T. 10, Sec. 8 through 13; Personnel Policies, T. 10, Sec. 14 through 19, see also Sec. 2-70 et seq. This Code Call Force, Fire Police, T. 10, Sec. 20 through 22; Authority of Chief, etc., T. 10, Sec. 23 and 24; Inspections, Investigations, T. 10, Sec. 25 through 29; Hazard Elimination, T. 10, Sec. 30 through 32; General Provisions, T. 10, Sec. 33 through 39, 1955 Charter.~~

~~Regulate the Manufacture and Keeping of Explosive Materials, T. 3, Sec. 17 (XIV); Regulate the Use of Rockets, Fireworks, T. 3, Sec. 17 (XXV), 1955 Charter.~~

~~STATE LAW REFERENCES: Investigation of Fires, V.S.A. T. 20, Sec. 2831 et seq.; Rules and Regulations of State Fire Marshall, V.S.A. T. 20, Sec's. 2721, 2791, 3021; Explosives and Fireworks, V.S.A. T. 20, Sec. 3021 et seq., Sec. 3131 et seq.; Removal of Fire Hazards, V.S.A. T. 20, Sec. 2791 et seq.~~

~~Enacted October 25, 1972.~~

CHAPTER 5
FIRE DEPARTMENT
ARTICLE IV. FIREWORKS

Sec. 5-400. DEFINITIONS.

The term "fireworks" means any combustible or explosive composition, or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation, including blank cartridges, toy pistols, toy cannons, toy canes, or toy guns in which explosives are used, balloons that are propelled by explosives, firecrackers, torpedoes, sky rockets, Roman candles, cherry bombs, or other items of like construction and any such items containing any explosive or flammable compound, or any tablets or other device containing any explosive substance, except sparklers. The term "fireworks" does not include toy pistols, toy canes, toy guns, or other devices in which paper caps containing 0.25 grains or less of explosive compound are used, providing they are so constructed that the hand cannot come in contact with the cap when in place for use, and toy pistol paper caps that contain less than 0.2 grains.

Sec. 5-401. FIREWORKS SAFETY.

No person shall endanger the life, health, or safety of any person or property by the ignition, discharge, or use of consumer fireworks.

Sec. 5-402. REGULATIONS FOR DISPLAY OF CONSUMER FIREWORKS.

Fireworks shall not be discharged within one hundred fifty feet (150') of any building, street, or public area unless directly supervised by a person holding a permit issued pursuant to 20 V.S.A. §3132(c).

Fireworks shall not be discharged in such a manner so that debris can land on another person's property.

Any person using fireworks shall be at least twenty-one (21) years old.

All fireworks displays shall be completed prior to 10:00 P.M.

A Fireworks Display Permit application must be filed at least fifteen (15) days in advance of the display.

An on-site inspection by the Fire Department shall be completed before a permit is issued.

Sec. 5-403. PENALTY.

A violation of this ordinance may result in an Administrative Order for the immediate termination of the event. A civil penalty of up to \$500.00 and the loss of privilege for future permits may also be imposed.

~~REFERENCE: Vermont Statutes, T.20, Internal Security and Public Safety,
Chapter 177, Sub Chapter 3: Fireworks.~~

~~Sec. 5-404 to 5-499. Reserved.~~

~~Enacted May 28, 2014 [New Fireworks Ordinance]. Effective Date: June 12, 2014 (fifteen days after
passage).~~



CITY COUNCIL Agenda Item #19-214

Date: July 10, 2019

Consent__ Discussion X

SUBJECT: Ordinance Amendments, Chapter 7, 1st public reading

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Conduct 1st Public Reading of the proposed amendments to Chapter 7, Health & Sanitation, of the Code of Ordinances. Provide an opportunity for comments from neighbors and interested citizens. Approve proposed amendments.

STRATEGIC OUTCOME/PRIOR ACTION: Responsive and Responsible Government; Inclusive, Equitable and Engaged Community; Public Health & Safety

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: A complete review of the City's Code of Ordinances was noted as a priority initiative of the City Council at their last Strategic Planning retreat. The purpose of this review is to amend or repeal outdated ordinances and those with lack of resources to enforce; add gender inclusive language (staff researched and reached out to Outright Vermont for assistance); where possible, add restorative processes option in the event of violation; undergo a legal review; and a general clean-up.

SUPPORTING DOCUMENTS: Chapter 7 of the Code of Ordinances with proposed amendments

INTERESTED PARTIES: City Council, residents, staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

CHAPTER 7
HEALTH AND SANITATION
ARTICLE I. GENERAL PROVISIONS

~~Sec. 7-1. SPRING CLEANING.~~

~~——The owner or occupant of a dwelling house, store, or other building shall annually, not later than the first day of June, clean the cellar thereof and the land occupied in connection therewith, of all waste material and all deleterious animal and vegetable matter.~~

Sec. 7-21. DECAYING MATTER.

No person shall suffer or permit decaying animal or vegetable matter to be kept in any dwelling-house, store, or other building, or the cellar thereof, or on land occupied in connection therewith; provided, however, that this section shall not apply to the ~~keeping of manure by a livery stable keeper as required by his license or by others in a reasonable amount more than fifty feet from a street or occupied dwelling house or store, nor to the reasonable fertilization of land, nor to the keeping, for a reasonable time before interment, of the remains of a person deceased of a non-contagious or non-infectious disease.~~maintenance of a government-sanctioned food waste composting vessel, or composting for on-site use.

Sec. 7-32. SURFACE DEPOSITS OF OFFENSIVE OR UNHEALTHFUL MATERIALS.

No person shall deposit, or suffer or permit to remain, upon the surface of land owned or occupied by ~~him~~them, or deposit upon land owned or occupied by any other person within the City of Montpelier or upon lands of the City of Montpelier, any swell, house offal, kitchen refuse, sink-water, sewage, slops, or decaying animal matter, or any solid or liquid matter that does or may generate disease or emit unhealthy gases or offensive odors; provided, however, that this section shall not apply to the reasonable fertilization of land.

~~CROSS REFERENCE: Allowed stable manure accumulation; see Sec. 7-6 this Code.~~

~~Sec. 7-4. OFFENSIVE DRAIN OR CESSPOOL.~~

~~——No person shall permit or suffer a privy, cesspool, or drain upon premises owned or occupied by him to become unwholesome, unfit for use, or dangerous to the public health.~~

Sec. 7-53. DEPOSIT OF VOLATILE FLUIDS IN DRAINS OR SEWERS.

No person shall deposit in any sewer or drain any waste gasoline or other volatile fluid ~~in such quantity as to emit offensive odors~~or oils.

~~Sec. 7-6. STABLE MANURE ACCUMULATION.~~

~~——No owner or occupant of a stable within the limits of the inner or outer fire districts shall suffer or permit more than one half cord of manure to accumulate or remain uncovered outside of a building.~~

~~Sec. 7-7. OFFENSIVE SMELLING LAND OR DWELLINGS.~~

~~—— No owner or occupant of any land or building shall suffer or permit the same to be in such condition, for any reason, as to emit offensive odors, or to be injurious to the public health, or to render soil, air, water, food, or drink unwholesome.~~

Sec. 7-~~84~~. WATER CONTAMINATION.

No person shall deposit or place in any spring or reservoir of water any material or thing making such water unfit or unhealthful for use.

~~Sec. 7-9. SALE OF FOOD IN OPEN CONTAINERS.~~

~~—— No person shall expose for sale in any street, public place, park, common or open place of public resort, at an open booth, stall or stand, any food or drink, in form or condition for human consumption, except in dust proof cases or containers.~~

Sec. 7-~~105~~. VIOLATIONS.

It shall be the duty of the ~~health~~ Health officer ~~Officer~~ to report to ~~the city attorney for prosecution~~ the City Manager and Health Board any violation of the provisions of this chapter.

~~Sec. 7-11. ABATEMENT OF NUISANCE.~~

~~—— Any person causing, suffering or permitting any nuisance specified in this chapter shall, within twenty four hours after receiving written notice therefor from the health officer or the city attorney, abate the same.~~

~~CHARTER REFERENCES: —— Power to compel removal or cleansing of unwholesome or offensive conditions, T. 3, Sec. 17 (XI); Power to compel cleaning or repair of premises which seriously impair the general appearance of the city, T. 3, Sec. 17 (XII), 1955 Charter.~~

~~Sec's. 7-12 to 7-199. —— Reserved.~~

~~Enacted October 25, 1972.~~

CHAPTER 7
HEALTH AND SANITATION
ARTICLE II. HEALTH OFFICER AND BOARD OF HEALTH

Sec. 7-200. HEALTH OFFICER AND BOARD OF HEALTH.

The duties of the ~~health~~ Health ~~officer~~ Officer and the ~~board~~ Board of ~~health~~ Health shall be those prescribed by the laws of the State of Vermont. It shall be a further duty of the ~~health~~ Health ~~officer~~ Officer to forthwith inquire into the subject matter of any written or verbal complaint by a ~~reliable citizen~~ any person and make an appropriate and proper investigation.

Sec. 7-201. PROCEEDINGS.

Upon a finding by the Health Officer that a potential health hazard or a public health risk exists, the Health Officer and the City Council, convened as a board of public health, shall proceed as directed by the general law.

~~CROSS REFERENCE: Jurisdiction over Garbage Collection, see Sec. 7-404 this Code.~~

~~CHARTER REFERENCE: — Health Officer and Board of Health, T. 4, Sec. 24, 1955 Charter.~~

~~STATE LAW REFERENCE: — Local Health Officials, V.S.A., T. 18, Sec. 601 et seq.~~

~~Sec's. 7-201 to 7-299. — Reserved.~~

~~Enacted October 25, 1972.~~

CHAPTER 7
HEALTH AND SANITATION
ARTICLE IV. GARBAGE AND TRASH

Sec. 7-400. DEFINITIONS.

- (a) The word "vehicle" shall mean any device in, upon or by which property is or may be transported upon a highway.
- (b) The word "street" shall mean any public street, avenue, road, boulevard, highway or other public place located in the city of Montpelier and used for vehicles.
- (c) The word "person" shall ~~mean and include any individual, firm, co-partnership or corporation.~~ have the meaning ascribed to it in Sec. 1-3.
- (d) The word "garbage" shall mean any refuse consisting of animal and vegetable matters only.
- (e) The word "trash" shall mean all waste material, refuse or rubbish that is not garbage.

Sec. 7-401. VEHICLES CARRYING GARBAGE OR TRASH.

Any person who operates or causes to be operated a vehicle upon any street in the City of Montpelier while undertaking to transport garbage ~~and trash to the site of the Sanitary Landfill in East Montpelier,~~ shall properly cover and secure ~~his~~ waste material as to prevent such material from falling from or being blown from said vehicle.

Sec. 7-402. LICENSE REQUIRED.

Each person, partnership or corporation collecting ~~rubbish-garbage~~ and trash for hire within the City of Montpelier shall pay an annual license fee of fifty dollars (\$50.00) per vehicle payable to the City Clerk on or before April 1 of each year; such license to be subject to the applicable provisions of this Code concerning licenses in Chapter 9 of this Code.

~~CROSS REFERENCE: Truckmen (Cartmen) Licenses, see Sec. 9-2200 of this Code.~~

~~**Sec. 7-403. CONDITIONS OF LICENSE.**~~

~~That as a condition for this license, the applicant shall execute in the presence of the City Clerk his consent and he will deliver to the Sanitary Landfill under contract to the City of Montpelier only garbage and trash which is collected within the limits of the city of Montpelier or any other town or city contracting with said Sanitary Landfill operators unless he shall make some specific and private arrangements with said operators.~~

~~**Sec. 7-404. HEALTH OFFICER'S JURISDICTION.**~~

~~The gathering and transportation of garbage shall be under the supervision and direction of the health officer, and no person shall use any vehicle, receptacle or utensil therein until it has been~~

~~inspected and approved by the health officer, nor after it has been disapproved by him.~~

~~Sec. 7 405. CLEANLINESS OF COLLECTION VEHICLES AND RECEPTACLES.~~

~~—No person shall use a foul, filthy, or obnoxious vehicle, receptacle or utensil in the gathering or transportation of garbage.~~

~~CHARTER REFERENCE: —Power to control the removal of rubbish and waste, T. 3, Sec. 17 (XII),
—1955 Charter.~~

~~STATE LAW REFERENCE: —Town regulation of garbage disposal, V.S.A., T. 24, Sec. 2202.~~

~~Sec's. 7 406 to 7 499. —Reserved.~~

~~Enacted October 25, 1972.~~

~~Amendment enacted May 26, 1982 [Sec. 7 402, fee increased]. Date of Publication: 6/9/82. Effective
Date: 6/16/82.~~

~~Amendment enacted 4/9/85 [Sec. 7 402, rate increased]. Date of Publication: 4/15/85. —Effective Date:—
—4/22/85. —Amendment enacted March 28, 1990 [Sec. 7 402, rate increased]. —Date of—
—Publication: 4/09/90. Effective Date: —7/01/90.~~

CHAPTER 7
HEALTH AND SANITATION
ARTICLE V. DUMPS

~~———— A state law which is effective 7/1/69, V.S.A., T. 24, Sec. 2201a, requires cities and towns to maintain a sanitary landfill. — Montpelier has complied with this law by entering into a contract with a private sanitary landfill operator; therefore, there are not any sections to be included in this Article. — All prior ordinances relating to dumps have been repealed by omission since they are no longer applicable; however, should the City ever decide to maintain a sanitary landfill, ordinances in relation thereto can be placed in this Article.~~

~~Enacted October 25, 1972.~~

CHAPTER 7
HEALTH AND SANITATION
ARTICLE VI. PROTECTION OF BERLIN POND

Sec. 7-600.

~~Entry upon, or activity within, Zones 1 and 2 of t~~The Berlin Pond Source Protection Area, ~~as is~~ designated and delineated on the Source Plan, (WSID #5272) prepared by Dufresne & Associates, dated February 23, 2001, as modified on February 14, 2017, approved by the Vermont Department of Environmental Conservation, ~~are prohibited unless directly related to, or required for, water supply testing, protection, enforcement or improvement purposes.~~

Sec. 7-601.

~~Existing structures and improvements located within 200 feet of the shoreline of Berlin Pond or the margin of any of its tributaries may continue in their present form, use, location and condition; provided, however, that an existing structure, improvement or land condition shall be removed immediately if it's found likely to cause or contribute to any contamination or pollution of Berlin Pond or any of its tributaries.~~Pedestrian and vehicular access to and from Berlin Pond over lands of the City of Montpelier is prohibited.

Sec. 7-602.

~~All activities, structures, improvements and land uses within Zone 3 of the Berlin Pond Source Protection Area, as designated and delineated on the above referenced Plan, involving the use, transportation, storage, generation, manufacture or disposal of hazardous materials, or any other substance, activity or product likely to affect water quality, human health or public drinking water treatment, are prohibited, except for the customary use, transportation and storage by a household. This section shall not proscribe or prevent the construction, installation and maintenance of improvements intended to abate, contain or mitigate the effects of hazardous materials, nor shall it be deemed to affect the transportation of any such substance or product in conformance with applicable state and federal standards.~~The entry upon and use of Berlin Pond is subject to regulation under Vermont Environmental Protection Rule, Chapter 32, as now constituted and as may be amended.

Sec. 7-603.

~~Existing structures and improvements and land uses within Zone 3 of the Berlin Pond Source Protection Area may continue in their present use, location and condition, and may be altered for the purpose of mitigating, correcting or removing potential sources of contamination or pollution. An existing structure or other improvement located within the Berlin Pond Source Protection Area shall be removed immediately if it is determined to be, or is likely to be, causing any condition adversely affecting water quality.~~

Sec. 7-604.

~~The provisions of this Ordinance shall not be deemed to be a limitation of the City's jurisdiction and regulatory authority over Berlin Pond, its tributaries and the City's public~~

~~water supply system, but shall serve to supplement all municipal, state and federal orders, rules, regulations and statutes presently in effect, or as may hereafter be enacted or adopted.~~

Sec. 7-~~605~~603.

By its adoption of this Ordinance, the City of Montpelier does not waive or relinquish any right, benefit, authority or prerogative it now possesses with respect to Berlin Pond and its tributaries.

Sec. 7-~~606~~.

~~This Ordinance is designated a civil ordinance under 24 V.S.A., §1971(b).~~

Sec. 7-~~607~~.

~~—A true copy of this Ordinance shall be delivered to the Select Boards and the Planning Commissions of the Towns of Berlin, Williamstown and Northfield, and shall be engrossed as required by law.~~

Sec. 7-~~608~~.

~~—Any person violating this Ordinance shall be subject to the monetary penalty established in Sec. 1-9 of this Code in addition to any other civil remedy available to the City to prevent, abate or enjoin such violation.~~

Sec. 7-~~609~~.

~~—This Ordinance shall take effect six days from the date of publication.~~

~~A health order relating to the protection of Berlin Pond shall be made a part of the record.~~

~~Sec's. 7-610 to 7-699. Reserved.~~

~~Enacted July 28, 2010 [Entire new Article VI, Protection of Berlin Pond, added]. Date of Publication: 10/07/10. Effective Date: 10/13/10.~~

CHAPTER 7
HEALTH AND SANITATION
ARTICLE VII. NUISANCES

Sec. 7-700. PURPOSE.

Any property within the City which is in a state of disrepair and deterioration, including vacant buildings, unsafe structures and potentially dangerous land conditions, are deemed to be public nuisances because their existence contributes to the decrease in value of surrounding properties, precipitates disinvestment by neighboring owners, provides a location for criminal activity, undermines the aesthetic character of the City and its neighborhoods and environs, and has other undesirable effects. Allowing public nuisances to remain indefinitely, even in the absence of code violations, structural boarding and other security measures, is detrimental to the public health, safety and welfare, unreasonably interferes with the reasonable and lawful use and enjoyment of other neighboring or adjacent property, may pose a danger to first responders in an emergency, and detracts from the appearance and good order of the neighborhood. The purpose of this ordinance is to abate public nuisances and to mitigate their impacts.

Sec. 7-701. DEFINITIONS.

- (1) As used in this Article, the term “nuisance” and “public nuisance” shall mean:
- (a) the physical condition or occupancy of any premises or property regarded as a public nuisance at common law; or
 - (b) any physical condition or occupancy of any premises or property considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations, and unsafe fences and structures, or
 - (c) any premises that has unsanitary sewage or plumbing facilities; or
 - (d) any premises designated as unsafe for human habitation; or
 - (e) any premises or property that is manifestly capable of being a fire hazard, or is manifestly unsafe or unsecure so as to endanger life, limb or property; or
 - (f) any premises from which plumbing, heating or other facilities have been permanently removed or disconnected, destroyed or rendered ineffective, or the adequate precautions against trespassers have not been provided; or
 - (g) any premise that is unsanitary, or that is littered with rubbish or garbage; or
 - (h) any structure that is in a state of dilapidation, deterioration or decay, faulty construction, overcrowded, open, vacant or abandoned, or damaged by fire or other

casualty to the extent so as to not to be habitable, or in danger of collapse or failure; or dangerous to anyone on or near the premises, or detracts from the value, use and enjoyment of neighboring or adjacent property.

- (2) As used in this Ordinance, the term “Inspection Officials” shall mean the City Building Inspector, City Health Officer or City Fire Department Chief, or such other person so designated and appointed by the City Manager.
- (3) As used in this Ordinance, the term “Owner” shall mean the person holding record title to premises or property, as well as any person occupying, using, controlling or operating such premises or property as tenant, lessee or any other capacity recognized at law.

Sec. 7-702. PROHIBITION.

- (1) No person shall create, operate or maintain a public nuisance within the City.
- (2) No person shall fail to comply with the terms of an order of abatement issued under this ordinance.

Sec. 7-703. INSPECTION.

- (1) Upon receipt of information that a violation of this ordinance has occurred, an Inspection Official shall undertake a physical inspection of the premises or property. The Inspection Official may enter any building, structure or premises within the City for the purpose of making inspections or investigations at all reasonable hours; provided that, except in case of emergency, the right and authority conferred by this section shall not apply to the entry of any premises or property unless advance written notice is served on the owner thereof. Such written notice shall contain a statement of the date and time that an inspection will be made and shall also contain a statement of the purpose of such inspection.
- (2) The Inspection Official shall prepare a written report of ~~his or her~~their inspection of the premises or property and any corrective or abatement recommendations, and shall deliver a copy thereof to the owner of the premises and to the City Manager for transmittal to the City Council.

Sec. 7-704. HEARING ENFORCEMENT.

- (1) Upon at least ten days advance written notice to the owner of the premises, the City Council shall convene a public hearing to consider and act upon the inspection report of the Inspection Official. At such hearing, the City Council shall allow testimony and evidence from the owner and/or tenant of the premises or property, City officials and employees, and the public relating to the condition of the premises.
- (2) Following such hearing, the City Council shall deliberate and may determine that the premises constitute a public nuisance based upon specific findings. In the event the City Council

determines that the premises constitute a public nuisance, it shall direct that the owner thereof produce and deliver to the City Manager a plan and schedule of remediation and abatement, such submission to be made within a reasonable time frame established by the City Council, but in no event less than ten days of receipt of the City Council's findings.

- (3) In the event the owner's remediation and abatement plan is accepted and approved by the City Council, the owner shall implement said plan immediately, and shall complete the same within the time limits imposed by the City Council.
- (4) In the event the owner fails to submit a plan of remediation and abatement in accordance with Subsection (2), or if the owner fails to comply with Subsection (3), or if the owner fails to draft a plan accepted by the Council or fails to comply with Subsection (3), the City shall proceed to enforce this ordinance as provided herein, and shall seek such injunctive relief, enforcement remedies, and penalties as permitted by law, including, without limitation, abatement of common law nuisances, abatement of public health hazards, demolition of structures determined to be in violation of this ordinance, enforcement and foreclosure of liens for unpaid fees imposed under Section 7-706, and recovery in a civil action for remediation, mitigation and abatement costs incurred by the City.
- (5) In addition to being subject to penalties imposed for violating this ordinance, an owner whose property is found to be in violation or noncompliance of Section 7-704(4) shall be liable for all costs incurred by the City under Section 7-704(4), and for fees imposed under Section 7-706, payment of which shall be secured by a lien in the nature of a contractor's lien for labor and material in favor of the City upon such property.

Sec. 7-705. APPEALS.

A person, including the owner, aggrieved by any action taken hereunder by the City Council or a City official or employee may appeal any decision made by the City Council under Section 7-704. Such appeal shall be taken in the manner provided by law for appeals from governmental agencies and bodies.

Sec. 7-706. FEES.

Commencing thirty days from the date of delivery of the Inspection Official's report pursuant to Sec. 7-703(2) hereof, the Inspection Official shall conduct periodic inspections of the premises until the remediation plan has been completed in the judgment of the City Council, and shall furnish a report of such inspection to the owner and the City Manager. An inspection fee of \$50 for residential properties and \$100 for commercial properties for each such inspection is hereby established, such fee payable upon receipt by the owner of an invoice from the City Treasurer.

Sec. 7-707. SCOPE OF ORDINANCE.

The ordinance shall apply to all property within all areas of the City of Montpelier.

Sec. 7-708. DESIGNATION; PENALTIES.

The ordinance shall constitute a civil ordinance within the meaning of 24 V.S.A. Chapter 59, for a violation of which there is hereby imposed a penalty of \$100.00 per day for each day the owner fails to comply with Section 7-704(2)(3) or (4), in addition to any other penalties provided by law.

Sec. 7-709. SEVERABILITY.

If any portion of this ordinance is found to be unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected and shall remain in full force and effect. If any statute referred to in this ordinance is amended, this ordinance shall be deemed to refer to such amended statute.

Sec. 7-710. AUTHORITY.

This ordinance is enacted under authority granted to the City under 24 V.S.A., §2291(14) and Sec. 701 of the Montpelier City Charter.

~~Sec's. 7-711 to 7-799. Reserved.~~

~~CHARTER REFERENCE: Subchapter 7, City Ordinances, §701. COUNCIL AUTHORITY.~~

~~Enacted May 24, 2017; Effective June 9, 2017.~~