



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
October 22, 2014
06:30 P.M.

- 1) Call to Order by the Mayor
- 2) 14-241. Review and Approve Agenda
- 3) 14-242. General Business and Appearances
- 4) 14-243. Consideration of the Consent Agenda:
 - a) Approve Minutes from the City Council's October 8, 2014 Meeting.
 - b) Approve award of a professional engineering services contract to survey, design and to develop plans, specifications and contract documents for the reconstruction of the Terrace Street culvert near the Dairy Lane/Walker Terrace intersection.
 - 1) A request for proposal (RFP) was prepared and invitations issued to about a dozen local area engineering consultants and listed on the City's web-site. Nine consultants requested the full RFP and five firms submitted proposals for consideration by the October 16th deadline. Separate cost and technical proposals were required. Public Works staff conducted a review of the technical proposals in accordance with the identified selection criteria. The evaluation results and the award recommendation will be presented in a separate review summary when completed and in advance of City Council Meeting.
 - 2) Partial funding to replace this 38-year-old culvert will come from a

VTrans Town Highway Structures Grant in the amount of \$175,000 applied toward the construction cost estimated at \$218,000. Professional engineering services will be funded through the CIP "Project Management Account". The balance and local construction costs will be covered by the FY '14 bond.

- 3) Recommendation: Approve the selection process recommendation; authorize the City Manager to be designated as the duly authorized agent to enter into a professional services contract with the successful consultant.

c) Payroll and Bills

5) 14-244. Appointment to Montpelier Community Fund Board.

- a) Board Members and staff recently received an e-mail from Beth Boutin stating that, "Due to work and family commitments, I no longer have the time needed to meet the obligations of my position on the Montpelier Community Fund Board." Beth held a 3-year term which expires in August, 2016.
- b) Staff advertised, as well as contacted the applicants who were not chosen for an expired term in August. Letters of interest were received from Nancy Sherman, College Street; John Van Deren, Chestnut Hill Road; and Martha Wales, North Street.
- c) It is anticipated that City Council will enter into Executive Session in accordance with Title I, §313, Executive Sessions, (3) The appointment or employment or evaluation of a public officer or employee.
- d) Recommendation: Following an opportunity to meet and ask questions of the candidates, enter into Executive Session; return to public session and announce appointment to fill the unexpired, 3-year term on the Montpelier Community Fund Board.

6) 14-245. Consideration of a request from the Montpelier Community Fund Board of Directors.

- a) The Board requested this agenda item, seeking direction from Council for the disbursement of FY '16 grants.

- b) Recommendation: Following opening remarks from Board reps, opportunity for discussion; direction to Board/staff.

7) 14-246. Budget Discussion

- a) This discussion falls under the City Council's Adopted Goals for 2014-2015: #1 Balance and control municipal budgeting, taxes and services relative to current population and grand list tax base. The step to reach this goal reads: Develop three-year budget projections.
- b) Recommendation: Receive presentation from Finance Director Sandy Gallup; discussion; possible direction to staff.

8) 14-247. Debt Policy Update

- a) As with the Budget Discussion, this update also falls under Goal #1. The step reads: Complete plan to implement debt and fund balance policy after we receive the annual audit. This includes the next agenda item as well.
- b) Recommendation: Receive presentation from Finance Director; discussion; possible direction to staff.

9) 14-248. Fund Balance Policy Update

- a) Recommendation: Same as above.

10) 14-249. Consideration of a Public Safety Authority (PSA) Memorandum of Understanding.

- a) As one of the City's representatives to this committee, Councilor Tom Golonka requested this item.
- b) The MOU will address cost-sharing for the member communities; he will provide a copy at the meeting.
- c) Recommendation: Following opening remarks from Councilor Golonka,

opportunity for discussion; provide direction to the Board.

- 11) 14-250. Other Business
- 12) 14-251. Council Reports
- 13) 14-252. Mayor's Report
- 14) 14-253. Report by the City Clerk
- 15) 14-254. Reports by the City Manager
- 16) 14-255. Adjournment