CITY OF MONTPELIER
MONTPELIER, VERMONT

Agenda for City Council Meeting
Wednesday, May 9, 2012
07:00 P.M.

1) Call to Order by the Mayor

2) 12-117. General Business and Appearances

3) 12-118. Consideration of the Consent Agenda:

a) Approve Minutes from the April 18th, 2012 City Council Meeting.

b) Approve an "Application for Permit for Conduit Locations" submitted by Comcast Communications to obtain a license to construct a buried conduit within a municipal highway right-of-way (East State Street).

1) Comcast has requested permission from the municipal authority to occupy the public highway right-of-way to install an underground service connection in response to a request for communication services from the owner of 58 East State Street.

2) The subject conduit will be a buried lateral crossing of East State Street from the aerial lines located on the south side of the street to the buildings. Note that, if deemed feasible, a portion of the road crossing will be installed utilizing trenchless technology. The Public Works Department has reviewed the petition and will prepare and issue a "Construction & Access" Permit for the project. DPW staff will enforce the applicable conditions for road and utility construction activities, and require payment of the permit fee.

3) Recommendation: Approval of the petition. A majority of the City

Council will need to sign the petition in the space provided, and the City Clerk will record the document in the land records.

c) Approval/selection of a design consultant to provide professional engineering services for the Barre Street Pipe-Arch Culvert Reconstruction Project.

1) Professional design services are necessary to assist the city with preparation of construction plans and specifications for the reconstruction of the culvert carrying the Blanchard Brook under Barre Street. This 30 year old culvert was severely damaged as a result of tropical storm Irene in August, 2011.

2) Barre Street is a Class 2, Federal Aid Highway. Therefore, flood damage assistance is covered through the Federal Highway Administration's (FHWA) Emergency Relief (ER) Program. ER projects are funded at a ratio of 80% FHWA/ 20% Local. The project cost estimate is $405,253.00 for construction, engineering and right-of-way.

3) Procurement for non-construction services in the ER program guidelines suggest that a qualifications based selection (QBS) process be utilized. A request for qualifications was prepared and issued - advertised - via local papers, the city's web-site and through the on-line Vermont Business Area Network. A total of six statements of qualifications (SOQ) were received through this process.

4) Public Works staff conducted the evaluations review in accordance with the selection criteria. The results of this review are discussed in a review summary.

5) Upon selection of the most qualified and responsive firm, a scope of work and fees is negotiated. Based on the results of the selection process, the selection team recommends that the Dufresne Group of Barre, Vermont be offered an opportunity to undertake this project.

6) Recommendation: Authorize staff to enter into negotiations with the Dufresne Group to provide a scope of work and fees for services. Should negotiations be unsuccessful, the selection team

requests authorization to negotiate with the second ranked firm, McFarland Johnson; authorize designation of the City Manager as the duly authorized agent to grant final approval of the negotiated fees and project scope and to enter into professional services contract with the successful consultant.

d) Approve a request from Mark Kaufman, Advocacy Manager for the Vermont Center for Independent Living, for permission to close off a large section of their parking lot (behind the VCIL building at 11 East State Street) for an "ADA Celebration" they'd like to hold on Thursday, July 26th, 2012, from 5:00 to 7:00 P.M.

e) Approve a request from James Nagle, 227 Leap Frog Hollow, for a variance of the City's Noise Ordinance in order to have a live band play at their home on Saturday, June 2nd, 2012, from 5:00 to 10:00 P.M.

f) Endorsement and signing of the Annual Bridge Inspection Report form as requested by the Vermont Agency of Transportation. Signing the form indicates that the report summaries have been received, reviewed and shared with the individuals responsible for preventative and routine maintenance of the structures. A memorandum from the Public Works Director is provided, summarizing the findings from the Bridge Inspection Reports.

g) Summary Budget Report by Department for General Fund and Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund and Senior Center Fund for a nine-month period beginning July 1, 2011 and ending March 31, 2012.

h) Approve Montpelier Senior Activity Center's proposed dues and fee increases for FY 2013 which were recently approved by the Advisory Board (see attached spreadsheet).

i) Consideration of the becoming the Liquor Control Commission for the purpose of acting on the following:

1. None this week ?

j) Payroll and Bills

5) 12-120. "Reapportionment Committee" Report

a) At the Council's December 7th, 2011 meeting, the committee which was formed earlier in the year to "analyze census data and begin district reapportionment, as appropriate" reported its findings to Council.

b) As Council rep and chair of this group, Alan H. Weiss reviewed the highlights of the report and outlined the options that evening. The motion was made and seconded to direct staff to advertise for people to serve on a Reapportionment Committee.

c) On February 22, 2012, City Council appointed Frederick H. Skeels; John Bloch; Esther Farnsworth; Nick Marro; Mary Alice Bisbee; Steve Hingtgen; and Barney Bloom. This group was assisted by the City's GIS Specialist Eric Scharnberg and VISTA staff member Scott Humphrey.

d) The committee held its first meeting on March 19th. At issue was the current population discrepancy in city districts based on the 2010 census data; based on the data, the population discrepancy between District 1 and District 2 is 446 residents which equals 19%, an amount that is well above the acceptable deviation of 10%. As Chair Nick Marro mentions in the Committee's attached proposal, the committee also discussed whether the current 3-district system was right for the city (or possibly a different model of more voting districts might be appropriate) or whether city residents would be better represented by electing all City Councilors from a single, at-large district.

e) The committee was unanimous in its vote to recommend that Council keep three voting districts and to shift the boundary between District 1 and District 3 to reduce the population discrepancy. Chair Nick Marro will be in attendance to review and discuss their proposal with Council Members.

f) Recommendation: Review and Approve the report. Direct staff to prepare an ordinance to reflect the revised boundaries as per Title 2 of the City Charter. Schedule a special town meeting vote on these boundaries to be held on November 6, 2012 in conjunction with the general election. If approved, new boundaries will be in effect for the March 2013 Annual City Meeting election.

4) 12-119. Hebert Road Transmission

a) Some Hebert Road residents have raised concerns about radiation from the sewer pump station transmission system in their neighborhood.

b) Public Works Director Todd Law, Fire Chief/Health Officer Bob Gowans and Council Members Timpone and Weiss have been meeting with the residents.

c) The Vermont Department of Health provided their expert on these matters to meet with the residents and to test the transmitter. The report and the City Manager's letter to residents has been provided to the Council. Staff has asked for cost estimates for alternative ways of transferring this data if necessary.

d) Recommendation: Review report; discussion with residents; direction to staff.

6) 12-121. City Council Goals

a) At their March 14th meeting, Council discussed the idea that this year's "goals-setting process" incorporate both public participation and Council deliberation; at their March 28th meeting, Council opened up the meeting to receive ideas and suggestions from the public ? and "concluded (unofficially) that the work session would be a facilitated block of time in a regular council meeting ?"

b) Council Members received a sample format to use to individually list their goals for 2012-13 ? 1) GOAL; 2) STEPS TO REACH THAT GOAL; AND 3) WAYS TO MEASURE PROGRESS OR ACHIEVEMENT TOWARDS THE GOAL.

c) Staff has compiled these lists from Council Members as they have been received.

d) Recommendation: Conduct discussion. Approve goals, priorities and action items for 2012-13.

7) 12-122. Reports by City Council

8) 12-123. Mayor's Report

9) 12-124. Report by the City Clerk-Treasurer

10) 12-125. Status Reports by the City Manager

11) 12-126. Agenda Reports by the City Manager

    a) None as of "press time".

Adjournment