



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday, March
14, 2012
7:00 P.M.

- 1) 12-067. Call to Order by the Mayor
- 2) 12-068. Opportunity for the Mayor, the new City Council Member, and the two Council Members re-elected, to be sworn in by the City Clerk.
- 3) 12-069. Election of President, Vice President and Parliamentarian of City Council
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- 8) 12-074. General Business and Appearances
- 10) 12-076. Setting of "approximate times" for the following agenda items.
- 11) 12-077. District Energy Update
 - a) City Councilors received the Hallam-ICS Engineering Basis of Design Report on February 24th.
 - b) According to Hallam estimates, the cost for the City's distribution system (not counting the State heat plant), including the Schools and most desirable piping, is \$4,938,710. When added to expended or committed costs of \$846,500, this total exceeds the \$4.866 million available construction funds by about \$920,000. There is a \$4,803,336 alternative and a \$4,569,789 option which use smaller pipes. School deductions are \$1,258,164 for the High School and \$728,011 for the elementary school

(not counting the \$475,276 in school conversion costs). Removing the schools brings the cost down but also reduces the amount of heat being used by the system and would require us to use less of the city's \$2 Million bond.

- c) Potential options include: 1) Secure another \$920,000 (grant, private investor, reallocation of cost sharing with capacity adjustment with State or some other source); 2) Obtain commitments from additional users which cover the \$920,000 and obtain financing somehow - either another bond vote or some other loan structure that is legal. This would involve, at the very least, the Council changing policy with regard to including private users for the initial investment; 3) Eliminate costs (such as one or both of the schools) and obtain commitments from private users to replace that heat use. This also would require the Council to change the private user policy but would not likely mean additional funding was needed; or 4) Terminate the project due to insufficient funds.
- d) On March 9th, staff met with representatives of the State to review the budget issues and alternatives. Immediate timelines include the State's requirement to order boilers, the City's requirement to commit \$580,000 of the CEDF grant, and the need to commence with final design if we proceed.
- e) Recommendation: City Manager will present report with status of options. Take no action at this meeting. Do not proceed with final design authorization until at least March 28th.

8) 12-074. General Business and Appearances

9) 12-075. Consideration of the Consent Agenda:

- a) Consideration of the Minutes from the February 22nd, 2012 City Council Meeting minutes.
- b) 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 seven-month period beginning July 1, 2011 and ending January 31, 2012.
- c) Formally appoint Charlotte L. Hoyt as the City Treasurer, retroactive to

(and effective on) March 6th, 2012. The elected Treasurer's three year term expired on March 6th. The charter now requires that the City Council appoint the Treasurer.

- d) Consideration of authorizing the City Manager to sign a 63-month lease with NorthEast Mailing Systems (NEMS) for a Neopost IS-440 Mailing Machine and Maintenance Services at the rate of \$138.33 per month.
 - 1) The City's current postage meter needs replacing, and the annual contract with NEMS is expiring in March 2012. After receiving proposals from the two providers of mailing systems - NEMS and Pitney Bowes, the City Clerk/Treasurer and Finance Director recommend leasing a new mailing machine from NEMS. Although the monthly cost for the NEMS lease is \$5 more per month than the Pitney Bowes proposal, we find that NEMS provides superior service. Also, the Neopost mail machine has unlimited free postage resets and meets the Energy Star guidelines for energy efficiency.
 - 2) The cost of the City's postage meter is allocated to the general, water and sewer funds and is included in their annual budgets.
- e) Authorization for Public Works staff and the Montpelier Alive Director to submit a grant application (due March 26th) to VTrans for accessibility (ADA) improvements to be constructed within the Montpelier "designated downtown". The grant is entitled "Special Application for Accessibility Improvements Assistance" and is supported with funding through the VTrans Bicycle and Pedestrian Program. This is a grant for projects, and not grant funds. As such, VTrans will undertake all design, permitting & contracting through a state-wide construction project. This authorization is a procedural requirement of the application and will also serve as acknowledgement that the City will enter into a maintenance agreement with VTrans as a commitment that projects undertaken through the grant will be maintained by the applicant.

The Downtown Development Board will review the applications and make the project award selections. Projects being considered are: sidewalks and ramp improvements at, and near, the Elm/Court/School Streets intersection and business accessibility projects in collaboration with property owners, assuming such projects are eligible under the terms of the grant. Actual details and final selection of the projects to be submitted for the grant have not yet been fully developed.
- f) Consideration of authorizing the Public Works Department to purchase a

new sewer "push" camera from Ferguson Waterworks of Colchester, Vermont in the amount of \$9,472.46 to be used in performing sewer inspections on smaller diameter pipes.

- g) Consideration of awarding a contract for Traffic Signal Pedestrian Systems Improvements: The Public Works Department mailed Requests for Cost Proposal invitations to the six known regional contractors qualified to perform traffic signal construction. Proposals were opened on Thursday, March 8, 2012. Two competitive unit price proposals were received. The project description and the available budget are explained in an accompanying award recommendation memorandum provided by the Public Works Department. The proposals based on estimated quantities are:

- 1) Signals RYG, Inc - Burlington, VT = \$ 31,176.00
- 2) East Coast Signals - Deerfield, NH = 35,150.00
- 3) The Assistant Public Works Director recommends award of the construction contract to Signals RYG, Inc. in the amount of \$31,176.00 and designation of the City Manager as the dulyauthorized agent to execute the contract documents and change orders if applicable.

- h) Acting as the Liquor Control Commission, City Council Members may now consider the following permits:

- 1) Ratification of the issuance of a Special Event Permit to Vermont Spirits Distilling Company, d/b/a Vermont Spirits, for a "Vermont Grocer's Association Tasting" which was scheduled to be held on Tuesday, February 28th, from 4:00 to 6:00 P.M. at the State House Cafeteria.
- 2) Ratification of the issuance of Catering Permits to Vermont Hospitality Management, d/b/a New England Culinary Institute, for "Welcome Receptions/Dinners" scheduled to be held on Sunday, March 11th, and Wednesday, March 14th, 2012, from 6:00 to 8:00 P.M. at the National Life Guest House.
- 3) Ratification of the issuance of a Catering Permit to The Skinny Pancake for a "Green Drinks" Event (beer and wine) on Tuesday,

March 13th, from 6:00 to 8:00 P.M. in the City Center lobby area.

- 4) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)
- 5) Annual renewal of Tobacco Licenses (City Clerk will distribute the list of applications at the meeting.)
- i) Payroll and Bills
- 11) 12-077. District Energy Update
- 4) 12-070. Re-adoption of City Council's Ethics Policy
- 5) 12-071. Re-adoption of City Council's Rules of Procedure
- 6) 12-072. Discuss process for updating Council's Goals/Priorities
- 7) 12-073. Committee Assignments
 - a) Included with these assignments is the request from the Central Vermont Solid Waste Management District for a City representative and alternate (attached).
- 12) 12-078. Council Reports
- 13) 12-079. Mayor's Report
- 14) 12-080. Report by the City Clerk-Treasurer
- 15) 12-081. Status Reports by the City Manager
- 16) 12-082. Agenda Reports by the City Manager
 - 1) Berlin Water Negotiations Update

- a) Council may request an Executive Session in accordance with Title I, V.S.A, §313, Executive Sessions, (a) (1) "Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality or other public body, or person involved at a substantial disadvantage."
- b) Recommendation: City Manager and committee will provide update on discussions and seek guidance from the Council about next steps.

Adjournment