



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
October 12, 2011
07:00 P.M.

- 1) Call to Order by the Mayor
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- 2) 11-246. General Business and Appearances
- 3) 11-247. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the City Council's September 28th Meeting.
 - b) Considering of awarding the Contract for the Personal Property Reappraisal.
 - 1) Two bids/proposals were received: Patriot Properties, Inc. of Lynn, Massachusetts, in the amount of \$35,000 (they would charge \$1,000 per day for assistance with grievances and \$1,600 for assistance with appeals to the BCA, State Appraiser or Superior Court); and the second bidder is G&K Associates of Manchester, Connecticut, in the amount of \$67,500 (their proposal includes assistance at grievance and BCA levels with an additional \$800 per day for assistance with appeals to a State Appraiser or Court). A memo from the City's Assessor is attached with further information.
 - c) Consideration of a request from Carrie Baker Stahler, Marketing & Events Director for Onion River Sports, The Shoe Horn and Onion River Kids, for permission to close Langdon Street from 8:00 A.M. to

12:00 P.M. on Sunday, October 30th. She would like to use the street for their Annual Autumn Onion 5k Costume Race; this year it's a fundraiser for Girls Move Mountains.

- d) Receive Mid-Year Goals/Priorities Update.
- e) Consideration of Montpelier Business Association's request to allow free parking for the holidays in the downtown area beginning December 11th (actually a Sunday but makes it an even 2 weeks) through December 24th. They understand that vehicles parked for more than two hours may be ticketed.
- f) Consideration of accepting the proposal from Tech Group of Vermont/IODynamic's proposal for upgrading the City's data backup and archive system for a not-to-exceed price of \$16,790. This will enable the City to have a reliable, secure data retention system that can accommodate the City's rapidly expanding data structure. The funding for this equipment purchase will be provided by the Technology Equipment Reserve Fund.
- g) Acting as the Liquor Control Commission, City Council Members may now consider the following:
 - 1) Ratification of a poll vote taken for the issuance of a Catering Permit to Yebba, Inc., d/b/a The Abbey Pub and Restaurant, for a Vermont Arts Council Reception scheduled to be held on Friday, October 7th, from 3:00 to 7:00 P.M. at 136 State Street.
 - 2) Ratification of a poll vote taken for an amendment to a Festival Permit issued to Hunger Mtn. Co-op in order for them to not only serve, but to "store" their wine and beer outside during their 3-day event, October 7th - October 9th. The beverages will be wrapped in plastic and staff will be guarding it overnight.
 - 3) Application for a Catering Permit from Hyzer Industries, Inc., d/b/a Three Penny Taproom, for a Flood Relief Concert scheduled to be held on Friday, October 28th, from 7:00 to 11:00 P.M. at the Vermont College Gym.
 - 4) Application for a Catering Permit from Hyzer Industries, Inc., d/b/a Three Penny Taproom, for a Staff Party scheduled to be held

on Saturday, October 29th, from 7:00 to 11:00 P.M. at Lost Nation Theater.

- h) Approval of Payroll and Bills
- d) Receive Mid-Year Goals/Priorities Update.
- 4) 11-248. "SETTING OF TIMES" by City Council for agenda items.
- 5) 11-249. Appointment to the Montpelier Housing Authority Board.
 - a) Each year, one board member's term expires in October; this year, it is Paul Audy's.
 - b) Staff advertised and as of the deadline, had only received a request for reappointment from Paul.
 - c) Recommendation: Reappoint Paul Audy to another 5-year term.
- 7) 11-251. Appointments of Youth Member(s) to Montpelier's Conservation Commission.
 - a) On December 3rd, 2008, Council adopted an Amendment Resolution to create the Montpelier Conservation Commission which would create two (2) youth (age 15-18) members to the Commission for renewable one-year terms.
 - b) Staff advertised and received a letter of interest from Montpelier High School student Meghan Hoyne Wingate; the Conservation Commission Chair said that they would consider other students at future dates.
 - c) Recommendation: Appoint Meghan Hoyne Wingate as a Youth Member to Montpelier's Conservation Commission for a one-year term.
- 6) 11-250. Appointments to Montpelier Planning Commission.
 - a) Staff advertised to fill the unexpired term of Dave Borgendale. Since that time, it was discovered that two other terms had recently expired: Jon

Anderson's and Tina Ruth's.

- b) As a result of the ad, staff received letters of interest/resumés from Eileen Simpson, 55 Cityside Drive - #20 and Nolan Langwell, 14 Hubbard Park Drive.
 - c) Jon Anderson and Tina Ruth have both indicated that they would like to be reappointed.
 - d) Recommendation Opportunity to meet new applicants; possible Executive Session in accordance with Title I, §313, Executive Sessions, (3) The appointment or employment or evaluation of a public officer or employee; reappoint Jon and Tina to another 2-year term; appointment to fill Dave Borgendale's unexpired 2-year term until August, 2012.
- 8) 11-252. Consideration of authorizing the City Manager to award a contract for Final Design Services for the Central Heat Distribution System.
- a) The City of Montpelier was awarded a U. S. Department of Energy cost-sharing grant and is developing a District Heating System Project for downtown Montpelier in cooperation with the State of Vermont.
 - b) The State of Vermont is developing the heat plant, and the City is developing a heat distribution system to serve certain City and School buildings in the initial phase of the project.
 - c) The City has developed preliminary information on the distribution system. To advance the project, services are needed for final design and the development of the bid specification for system construction.
 - d) An RFP for Final Design Services was developed and issued. Seven proposals were received in response to the RFP. A Review Team of representatives from the Montpelier Advisory Committee, The City/School Coordinating Committee, BGS, City and School staff and technical support experts reviewed and ranked all seven: the top three proposers were interviewed.
 - e) Recommendation: The recommendation of the Review Team is to authorize the City Manager to negotiate a contract for Final Design Services with Hallam-ICS.

- 8) 11-252. Consideration of authorizing the City Manager to award a contract for Final Design Services for the Central Heat Distribution System.
- 9) 11-253. Continued discussion, and possible adoption, of the proposed Capital Improvement Plan Policy (presented at the September 28th Council Meeting); and direction to staff regarding the FY13 Operating, CIP and Equipment Plan Budgets.
 - a) The City's Finance Director has provided a memo entitled Background Information for FY 13 Budget Work and a FY 13 Budget Schedule.
 - b) Recommendation: Further discussion; adoption of the proposed Capital Improvement Plan Policy (with or without further amendments); and direction to staff re: the FY 13 Operating, CIP and Equipment Plan Budgets.
- 10) 11-254. Continued review of MATRIX recommendations.
 - a) As a result of the Final "Management Assessment" Report from the MATRIX Consulting Group, various departments began implementing, or at least working on, the recommendations outlined in this report.
 - b) The City Council began receiving reports/updates from department heads at their August 10th meeting.
 - c) To date, Council has heard from the Fire Chief, Police Chief, Assessor, Assistant City Manager/Tax Collector, Finance Director, City Manager, Clerk-Treasurer, Cemetery Superintendent, and the Planning Director. This evening, they will hear from the Public Works Director, the Community Justice Center Director, and the Parks Director.
 - d) Recommendation: Receive reports; discussion.
- 11) 11-255. Consideration of a Report: Storm Water Management for Montpelier Building Owners.
 - a) This report was compiled by Ken Russell, Interim Community Development Specialist, with helpful input from a couple of City Council Members and several City employees; technical content was reviewed by

the City's Public Works Director and Building Inspector.

- b) An excerpt from the report reads: "In the wake of the two extreme water events this year, public awareness of flooding and contamination issues are at a peak. It is a good teachable moment for helping the general public and building owners to understand better the connection between sewer upgrades and water quality as a whole, and to rally efforts to make necessary changes."
 - c) Recommendation: Review and discuss the report; approve, with or without any further amendments; and provide staff with suggestions regarding distribution of this information.
- 12) 11-256. Update from "Good Governance" Committee regarding the 2010 CENSUS DATA AS IT RELATES TO MONTPELIER'S THREE VOTING DISTRICTS.
- a) The Mission Statement for this Committee reads: "To ascertain whether or not the population of Montpelier's three voting districts is in compliance to achieve substantially equal weighting."
 - b) A document is attached which provides some background information; City Councilor Alan Weiss and some of the other committee members will provide this update.
 - c) Recommendation: Receive update; discussion; possible direction to the committee.
- 11) 11-255. Consideration of a Report: Storm Water Management for Montpelier Building Owners.
- 13) 11-257. Council Reports
- 14) 11-258. Mayor's Report
- 15) 11-259. Report by the City Clerk-Treasurer
- 16) 11-260. Status Reports by the City Manager

17) 11-261. Agenda Reports by the City Manager

Adjournment

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