



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
September 28, 2011
07:00 P.M.

- 1) Call to Order by the Mayor
- 2) 11-229. General Business and Appearances
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- 3) 11-230. Consideration of the Consent Agenda:
 - a) Consideration of Minutes from the September 14th, 2011 Meeting.
 - b) Consideration of awarding a contract for the reconstruction of the Gallison Hill Road Bridge (Bridge #7) and ratification of an email poll conducted on September 16th for the advance award of a purchase order for the purchase of a pre-cast concrete bridge structure for Gallison Hill Road:
 - 1) The 30 + year old Gallison Hill Road culvert located at the base of the hill was severely damaged as a result of the May 26-27 flash flood event. A temporary one-lane detour has been in place since that time. The Vermont Agency of Transportation (VTrans) provided a hydraulics analysis revealing that the old culvert was too small and a box culvert or bridge was recommended as the replacement. The Public Works Department selected the services of Stantec Consulting Services which is a consulting engineering firm having a retainer contract with VTrans for these types of events. A reconstruction design has now been completed, including contract bid documents.

- 2) To expedite the project, considering the lateness of the construction season, a pre-cast bridge structure was designed and the pre-cast vendor was selected through a competitive proposal process for immediate order. The recommendation to purchase the pre-cast bridge was presented for City Council approval by email poll and approved by a majority of Council members. This order has now been submitted to Concrete Systems, Inc. with delivery expected during the second week of November.
 - 3) The contract for the reconstruction of the damaged roadway, installation of the new bridge and related work was publicly advertised for competitive bids. Bids are scheduled to be received and opened on Friday, September 23rd. A tabulation of bids received and the recommendation from the Public Works Department and the consultant will be presented at the City Council meeting following completion of a bid analysis.
 - 4) Funding for this project, including construction of the temporary detour and engineering services, is anticipated to be primarily from the Federal Highway Administration (FHWA) through the Federal Disaster Relief Fund because Gallison Hill Road is classified as a Federal Aid connector highway. The total project cost estimate is approximately \$475,179. Federal Disaster Relief participation is anticipated to be 100% for all expenses except the permanent roadway surface which is funded at a ratio of 80% Federal - 20% City. Therefore, the preliminary local share is estimated to be in the range of \$15,000 - \$20,000. The cost estimate was submitted to FHWA via a VTrans representative.
 - 5) Recommendation: Ratification of the City Council approval to purchase the pre-cast bridge structure from Concrete Systems, Inc. in the amount of \$73,608.00. Award of the construction contract to the VTrans pre-qualified bidder submitting the lowest unit price bid, as recommended by the City's engineering consultant and the Director of Public Works, which will be presented at meeting time. Designation of the City Manager as the duly authorized agent to execute the contract documents and change orders if applicable.
- c) Consideration of awarding a contract for the reconstruction of concrete sidewalks on State Street in designated locations and construction of accessible parking spaces on Main Street at the corner of School Street.

- 1) The Public Works Department identified several sidewalk locations on State Street between Main Street & Elm Street which are in very poor condition and require replacement. Additionally, accessible on-street parking spaces for the disabled were designed by Public Works staff and recently approved by the City Council. This work was combined in a single construction contract which was advertised for competitive unit price bids. Bids are scheduled to be received and opened on Friday, September 23rd. A tabulation of bids received and the award recommendation from the Public Works Department will be presented at the City Council meeting following completion of a bid analysis and provided the cost is considered reasonable and within the available budget.
 - 2) Funding for this project is provided by the Public Works Operating Budget (concrete sidewalk reconstruction) and the FY12 Capital Improvement Program, ADA line item in the amount of \$10,000 for the accessible parking.
 - 3) Recommendation: NO BIDS RECEIVED
- d) Consideration of the becoming the Liquor Control Commission for the purpose of acting on the following:
1. Ratification of the issuance of a Catering Permit to Vermont Hospitality Management, Inc., d/b/a New England Culinary Institute, for a Reception and Dinner to be held on Sunday, September 25th, from 5:30 to 8:30 P.M. at the National Life Guest House.
 2. Catering Permit Application from Valley Bowl, Inc., for a Reception and Dinner to be held on Saturday, October 1st, from 4:00 to 10:00 P.M. at the Vermont College of Fine Arts' Library and Chapel.
- e) Payroll and Bills
- 4) 11-231. Appointments to Planning Commission.
- a) At their February 20th, 2008 meeting, the Montpelier City Council voted to approve the Planning Commission's recommendation to allow two ex-officio youth members (15-18) to the Planning Commission for renewable one-year terms.

- b) Staff advertised and received the attached two letters of interest: one from Emily Campbell; the other from Reed Bingham.
 - c) Recommendation: Appoint Emily and Reed as ex-officio youth members to Montpelier's Planning Commission; both are one-year terms.
- 5) 11-232. Second Public Hearing to consider an Application for Tax Stabilization from Connor Brothers Stonecutters, LLC, for their property at 575Stone Cutters Way.
- a) Council conducted the First Public Hearing on September 14th. The Connors are requesting that the City Council enter into a Tax Stabilization Contract with them to discount the subject property's value on the Montpelier Grand List by one-half (1/2) for a term of ten (10) years.
 - b) This application is being made after the issuance of their Zoning Permit (and associated permits) from the Development Review Board, and prior to the issuance of their Building Permit.
 - c) The applicants understand that the City Council must make specific findings of fact that the subject project meets the required eligibility criteria of the Tax Stabilization Policy; the City Manager has provided a memorandum to the City Council with the Recommended Findings and Decision.
 - d) Recommendation: Conduct the second Public Hearing to consider the Tax Stabilization Application from Connor Brothers Stonecutters, LLC.; approve Tax Stabilization based on City Manager's recommendation.
- 5) 11-232. Second Public Hearing to consider an Application for Tax Stabilization from Connor Brothers Stonecutters, LLC, for their property at 575Stone Cutters Way.
- 8) 11-235. "Infrastructure Capital Projects" Committee Report.
- a) This committee was formed for the same reason as mentioned in the previous agenda item. Its membership included Mayor Hooper; City Council Members Angela Timpone and Andy Hooper; Jesse Moorman,

Planning Commission Chair; Finance Director Sandy Gallup; and Public Works Director Todd Law.

- b) The charge for this group was to "conduct an infrastructure needs assessment; begin development of water and sewer infrastructure options; and adopt a funding plan for paving/upgrading streets and sidewalks".
- c) Recommendation: Receive update; discussion; possible direction to the committee and/or staff.

6) 11-233. 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, and Cemetery Superintendent. This evening, they will hear from the Planning Director.
- d) Recommendation: Receive report; discussion.

7) 11-234. Continued discussion of Tax Increment Financing (TIF) Districts:

- a) The Council has previously considered, but not acted upon, grant applications for TIF creation.
- b) As requested by Mayor Hooper, City Council began this discussion at their September 14th meeting.
- c) Recommendation: Further discussion; direction to staff about whether to pursue future TIF opportunities.

9) 11-236. Further consideration of the report and recommendations from the

Debt and Fund Balance Committee.

- a) City Council addressed this report at their September 14th meeting but chose to table further discussion until this meeting.
 - b) The Council Committee on Debt and Fund Balance met over the summer; the committee has prepared draft policies for debt load and fund balance use.
 - c) Recommendation: Further discussion; adopt policies as proposed by the committee.
- 9) 11-236. Further consideration of the report and recommendations from the Debt and Fund Balance Committee.
- 18) 11-244. Discussion of the FY ?13 Budget Schedule
- 19) 11-245. Discussion of the FY ?13 Outside Agency Policy
- 19) 11-245. Discussion of the FY ?13 Outside Agency Policy
- 10) 11-237. "Housing Barriers" Committee Update.
- a) Back in the spring, Council Members chose different "Summer Study Committees" to serve on; this was an effort to follow up on their 2011-2012 Priorities. Council Members Angela Timpone and Nancy Sherman, along with Planning Director Gwen Hallsmith and members of Montpelier's Housing Task Force and Planning Commission, have participated.
 - b) The actual Goal/Priority that this committee was assigned to was the "Economic Security and Wealth Creation"; their assignment was to "identify barriers to new housing in the city; select a date to convene a "Housing Summit" to identify barriers; and develop options for what the city can do to foster new housing".
 - c) Recommendation: Receive update; discussion; possible direction to the committee and/or staff.

- 11) 11-238. Consideration of the Vermont League of Cities and Towns' (VLCT) Municipal Policy.
 - a) The VLCT's Annual Meeting, known as "Town Fair", is scheduled for October 6th in Killington.
 - b) Council Member Angela Timpone will be the City's voting delegate at the meeting; this proposed VLCT Municipal Policy has been included on this agenda in the event that City Councilors wish to provide Angela with any voting direction.
 - c) Recommendation: Review and discuss the proposed policy; possible direction to Council Member Timpone.
- 11) 11-238. Consideration of the Vermont League of Cities and Towns' (VLCT) Municipal Policy.
- 12) 11-239. Discussion regarding the upcoming "Community Dinner".
 - a) City Council Members have opted to have a "Community Dinner" on Wednesday, October 26th (prior to their regularly scheduled meeting).
 - b) Staff feels that the general topic of budget and priorities might be a good issue for the agenda that evening.
 - c) City Councilor Angela Timpone volunteered to organize this event; she requested that this item be included on this evening's agenda so that she can get some direction from the other Council Members on the following:
 - 1) Individual Roles
 - 2) Start Time
 - 3) Format
 - 4) Agenda

d) Recommendation: Discussion; direction from Council.

13) 11-240. Council Reports

14) 11-241. Mayor's Report

15) 11-242. Report by the City Clerk-Treasurer

16) 11-243. Status Reports by the City Manager

17) Agenda Reports by the City Manager:

20) Adjournment