



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday, August
10, 2011
07:00 P.M.

- 1) Call to Order by the Mayor
- 2) 11-189. Request for an Executive Session regarding a personnel issue in accordance with Title I, VSA §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." 7:00 P.M.
PUBLIC/TELEVISED PORTION OF MEETING BEGINS ?
- 3) 11-190. General Business and Appearances
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- 4) 11-191. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the July 13th, 2011 City Council Meeting.
 - b) Ratification of a poll vote taken of City Councilors on July 20th, seeking

authorization for Public Works staff to accept the low bid of \$17,399 (Base Bid \$16,199 + \$1,200 Premium Care Warranty) submitted by Gateway Motors of White River Junction, Vermont, for the replacement of a 2WD pickup truck for the Water/Sewer Division; Council Members were also asked to authorize the Acting City Manager to sign the Purchase Order.

- c) Ratification of a poll vote taken of City Councilors on August 1st, seeking authorization for Public Works staff to accept the low bid of \$83,788 submitted by Dubois Construction, Inc., for the Towne Hill Road Culvert Replacement Project. All parties wanted to get started immediately and complete as much of the work as possible prior to the influx of school-related traffic; Council Members were also asked to authorize the Acting City Manager to sign the contract.
- d) Consideration of accepting the low bid of \$7,800 submitted by Johnson Hardware of Johnson, Vermont, for the Light Tower and Generator for the Public Works Department and authorizing the City Manager to sign the Purchase Order.
- e) Consideration of an "Online Payment Services Contract". In April, staff requested proposals for a three-year electronic payment service contract (credit card, debit card and electronic check) for the payment of all fees normally associated with municipal government. Staff waited until the decision was made on the Banking Services Contract (change from TD to Merchants Bank) before beginning vendor selection for the online payment services. The City Clerk-Treasurer and Finance Director have provided a memorandum which explains the steps of this process in more detail. Staff is recommending the award of the 3-year Electronic Payment Contract to Official Payments and authorizing the City Manager to sign the contract and associated documents.
- f) Consideration of approving a "Validation Resolution" prepared by the City's Bond Counsel Paul Giuliani; this document is needed in order to fix a small glitch in the bond election process for the District Heat Project. The last Warning publication date is supposed to be between five and ten days from the date of the vote; the June 2nd publication is fourteen days from the vote. Council is being asked to authorize the dating and signing of the "Validation Resolution" by the City Clerk.
- g) Consideration of a request from Sarah Jarvis for a one-time waiver of the City's Noise Ordinance for a party her family is hosting on Friday, August

19th. They will be showing a movie outdoors beginning at approximately 8:30 P.M. and ending by 11:00 P.M.; the noise level may exceed the maximum noise level permitted at the property line after 9:00 P.M.. (A copy of the letter they sent to neighbors is attached.)

- h) Consideration of authorizing the City Manager to sign a Main Service Agreement, Rental Terms of Service Agreement and Music on Hold Agreement with Sovernet Communications. The budget for 2011 contains funds to allow for the replacement and upgrade of a telephone system in City Hall. This project was put out for proposals from two separate groups because it was a substantial change in the type of phone service for City Hall and not simply a contract renewal. Those presenting proposals were: Sovernet Communications (Bellows Falls and Colchester) and; PAETEC Communications (South Burlington). Both firms presented a remote "hosted" system and both firms have a corporate presence in Vermont, also having local technical support as needed. The two bids are similar in contract period (36 month), re-occurring cost and non-recurring costs. The main benefit would be staying with the current supplier, Sovernet, when considering the continuity of service at switchover and the ability to switch back the service if there are any problems with a particular line.
- i) Consideration of authorizing the Department of Public Works to award the contract to the lowest responsible bidder and to authorize the City Manager to execute the contract documents for the FEMA Flood Mitigation Project. (Competitive sealed bids will be opened on Monday, August 8th, at 3:30 P.M.; a tabulation of the bids will be prepared following the bid opening and provided to the Council.)
- j) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:
 - 1. Ratification of a poll vote taken on July 15th for the issuance of a Catering Permit to Vermont Hospitality Management, d/b/a New England Culinary Institute, for a Reception/Dance scheduled to be held on Wednesday, July 20th, from 5:00 to 9:00 P.M. at National Life.
 - 2. Ratification of a poll vote taken on July 21st, for the issuance of two Catering Permits to The Skinny Pancake, Inc., for their monthly "Green Beer" event (where beer and wine is served): the first event is scheduled to be held on Tuesday, August 9th; and the second on

Tuesday, September 13th from 6:00 to 8:00 P.M. in the City Center Lobby.

3. Ratification of a poll vote taken on July 28th for the issuance of a Catering Permit to Vermont Hospitality Management, d/b/a New England Culinary Institute, for a "Dinner BBQ" scheduled to be on Friday, August 5th, from 5:00 to 9:00 P.M. at the National Life Guest House.
4. Ratification of a poll vote taken on August 1st for the issuance of a Catering Permit to Valley Bowl, Inc., from Randolph, for a Fine Arts Dance scheduled to be held Friday, August 5th, from 8:00 P.M. to 1:30 A.M. at Noble Hall on the campus of Vermont College of Fine Arts.

k) Payroll and Bills

- f) Consideration of approving a "Validation Resolution" prepared by the City's Bond Counsel Paul Giuliani; this document is needed in order to fix a small glitch in the bond election process for the District Heat Project. The last Warning publication date is supposed to be between five and ten days from the date of the vote; the June 2nd publication is fourteen days from the vote. Council is being asked to authorize the dating and signing of the "Validation Resolution" by the City Clerk.
- 6) 11-193. Consideration of a request from Daniel Barlow, Co-founder of "Trees & Hills Comics Group" for the use of meeting rooms (and equipment) in City Hall on Saturday and Sunday, October 1-2, 2011, for the Second Annual 24-Hour Comic Challenge.
 - a) A letter from Mr. Barlow has been attached which outlines his request in greater detail.
 - b) Recommendation: Receive Mr. Barlow's request/presentation; discussion; direction to Mr. Barlow and/or staff.
- 6) 11-193. Consideration of a request from Daniel Barlow, Co-founder of "Trees & Hills Comics Group" for the use of meeting rooms (and equipment) in City Hall on Saturday and Sunday, October 1-2, 2011, for the Second Annual 24-Hour Comic Challenge.

5) 11-192. Ratification of a poll vote taken on July 21st which temporarily filled a vacant seat on the Development Review Board; appointment of another individual to a second vacant seat; and possibly a third appointment to this board.

- a) It has been challenging to recruit interested citizens to serve on this board. There are currently two vacancies; Alan Blakeman's and Sabina Haskell's.
- b) On July 21st, City Council voted to temporarily appoint Elizabeth Koenig to the seat vacated by Alan Blakeman with the intent to officially appoint her this evening: Elizabeth Koenig, 73 Main Street - Room 53, Montpelier.
- c) Since July 21st, staff has received two more applications as follows: Brian M. Lane-Karnas, E.I., 16 Mountainview Street; and James M. LaMonda, 5 Summit Street.
- d) Recommendation: Appoint Elizabeth Koenig to a 3-year term to expire in July, 2014; appoint one of the other applicants to fill Sabina Haskell's unexpired seat until July, 2013; and possibly appoint the third applicant to one of the Alternate positions (One of the current Alternates has had difficulty attending meetings since being reappointed in December).

5) 11-192. Ratification of a poll vote taken on July 21st which temporarily filled a vacant seat on the Development Review Board; appointment of another individual to a second vacant seat; and possibly a third appointment to this board.

7) 11-194. Review MATRIX recommendations.

- a) Since receiving the Final "Management Assessment" Report from the MATRIX Consulting Group, staff has begun implementing, or are at least working on, some of their recommendations.
- b) The Fire Chief, Police Chief, Assessor and Assistant City Manager/Tax Collector are the three who will begin this process.
- c) Recommendation: Receive reports; discussion; possible direction to staff.

- 7) 11-194. Review MATRIX recommendations.
- 8) 11-195. Discussion regarding holding meetings in Districts.
 - a) Mayor Hooper requested that this item be included on this agenda.
 - b) Recommendation: Discussion; no voting action.
- 8) 11-195. Discussion regarding holding meetings in Districts.
- 9) 11-196. Reports by City Council
- 10) 11-197. Mayor's Report
- 10) 11-197. Mayor's Report
- 11) 11-198. Report by City Clerk-Treasurer
- 11) 11-198. Report by City Clerk-Treasurer
- 12) 11-199. Status Reports by the City Manager
- 12) 11-199. Status Reports by the City Manager
- 13) 11-200. Agenda Reports by the City Manager
- 12) 11-199. Status Reports by the City Manager

Adjournment

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