



**CITY OF  
MONTPELIER  
MONTPELIER,  
VERMONT**

Agenda for City  
Council Meeting  
Wednesday,  
February 9, 2011  
07:00 P.M.

- 1) 11-038. Call to Order by the Mayor
- 2) 11-039. Consideration of entering into Executive Session in accordance with Title 1, §313, Executive Sessions, (3) The appointment or employment or evaluation of a public officer or employee, in order to conduct the City Manager's Annual Review.
- 3) TELEVISED PORTION OF MEETING BEGINS ? 7:00 P.M.
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- 4) 11-040. General Business and Appearances
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- 5) 11-041. Consideration of the Consent Agenda:
  - a) Consideration of the Minutes from the City Council's December 8th and December 15th, 2010 Meetings.
  - b) Consideration of approving the Annual Highway Mileage Certificate for State Fiscal Year 2012. The certificate is required annually by the Vermont Agency of Transportation (VTrans) - Division of Planning, Outreach & Community Affairs (formerly Policy & Planning Division). The certificate provides a formal documentation of the length in miles of public highways owned and maintained by the City of Montpelier for each of the four highway classifications. The certificate is the basis for

determining the amount of state aid participation a town receives for highway maintenance. Note that there is a slight change this year in our Class 1 mileage due to construction related realignment measurements at the Rte. 2 / Rte. 302 intersection. The document must be returned to VTrans by no later than February 20, 2011. A majority of City Council will need to sign the certificate in the space provided. The City Clerk will record the document upon return receipt of the approved certificate from the Agency.

- c) Consideration of authorizing the Police Department to purchase two new parking vending machines; these machines would be replacements for the 60 State Street and Capitol Plaza parking lots. Cale Parking Systems submitted a proposal for \$27,810 (initial cost for the two machines plus installation/training); this would allow the Parking Division to have these units operational in the spring of 2011.
- d) Consideration of authorizing the City Manager to sign a "Reservation of Rights" for the Walker Motors, Inc. et al v. City of Montpelier, VT, et al case. The City has coverage under the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, Inc. ("PACIF") program. This means PACIF is willing to assign defense counsel (McNeil, Leddy & Sheahan) to defend the claims, under a reservation of rights, if agreeable with City Council.
- e) Consideration of leasing three updated digital imaging systems:
  - 1) Due to incentives that are currently being offered by digital imaging system providers, the City has the opportunity to have newer digital imaging equipment with added functions and save money when compared to our current costs.
  - 2) Staff recommends accepting OCE's proposal for a five-year lease for three digital servicing systems at the monthly cost of \$1,150.00. This proposal includes consolidating and improving the printing, copying, scanning and faxing functions in the Finance, Planning and Clerk/Treasurer's Offices. (See memo from Finance Director dated January 14, 2011.)
  - 3) This item was pulled from the January 20th Consent Agenda due to a question about the current lease buyout. The question has been answered, and staff continues to recommend accepting OCE's North America's proposal.

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

1. Ratification of the issuance of a Catering Permit to Yebba, Inc., d/b/a The Abbey Pub & Restaurant, for a Cocktail Reception on Thursday, February 10th, from 3:00 to 7:00 P.M. in the Cedar Creek Room of the State House.
2. Ratification of the issuance of a Catering Permit to Vermont Hospitality Management, d/b/a New England Culinary Institute, for a Dinner on Thursday, February 10th, from 4:30 to 8:30 P.M. at National Life's Hopkins House.
3. Ratification of the issuance of a Catering Permit to Hyzer Industries, Inc., d/b/a Three Penny Taproom, for a "Customer Appreciation Party" on Friday, February 11th, from 6:00 to 8:00 P.M. at Onion River Sports, 20 Langdon Street.
4. Application for an "Educational Sampling Event" Permit from Vermont Brewers' Association for a Vermont Grocers' Association Legislative Reception scheduled to be held on Thursday, February 24th, from 4:00 to 8:00 P.M. in the State House Cafeteria.

g) Approval of Payroll and Bills

- a) This process will involve both eliminating unnecessary streetlights and converting remaining lights to more energy efficient technology.
- 6) 11-042. Consideration of approving, and authorizing the City Manager to sign, the Efficiency Vermont Contract; formally endorse the forming of a committee to help the City move forward in improving the efficiency of its street lighting; and appoint citizens who have indicated an interest in serving on this committee.
- b) The committee will guide the City through the process of developing an accurate inventory of lighting, assessing lighting needs and levels, and developing a project scope and budget; staff anticipates a six-month time commitment.

- c) Staff advertised and will provide Council with the names of those individuals who are interested in serving.
  - d) Recommendation: Approve the contract with Efficiency Vermont and authorize the City Manager to sign the document; formally endorse the forming of a committee; and make the appointments to this "temporary" committee.
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- 7) 11-043. Carr Lot Update
- a) Jeff Tucker, P.E. from DuBois & King, Inc., will provide this update to City Council Members.
  - b) Recommendation: Receive update; opportunity for discussion.
- 8) 11-044. Flood Study Update
- a) Jeff Tucker, P.E. from DuBois & King, Inc., has provided City Council Members with a "Winooski River Flood Damage Risk Reduction Project Status Report", as well as summary maps.
  - b) Recommendation: Receive update from Jeff; opportunity for discussion.
- 8) 11-044. Flood Study Update
- 9) 11-045. District Energy Update
- a) Planning Director Gwen Hallsmith and the Montpelier Energy Advisory Team will provide this update.
  - b) Recommendation: Receive update; opportunity for discussion; possible direction to staff.

9) 11-045. District Energy Update

10) 11-046. Consultant Selection

- a) Staff requested proposals for Consultant Services/Management Analysis, seeking an outside review/assessment of its organizational/supervisory structure, management systems, financial practices, staffing levels and staff capacity.
- b) The Committee is conducting interviews with four firms selected as finalists:
  - 1) Municipal Resources, Inc. Meredith, New Hampshire \$29,300
  - 2) Novak Consulting Group, Cincinnati, Ohio \$23,500
  - 3) Matrix Consulting Group, Andover, Massachusetts \$34,500
  - 4) Eaton Peabody Consulting Group, Augusta, Maine \$25,000
- c) Copies of the full proposals from these firms are posted on the City's website.
- d) Recommendation: It is the intent of the Committee to provide a recommendation at this evening's Council meeting; discussion; selection of a consultant.

11) 11-047. Council Reports

12) 11-048. Mayor's Report

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13) 11-049. Report by the City Clerk-Treasurer

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14) 11-050. Status Reports by the City Manager

15) 11-051. Agenda Reports by the City Manager

a) Consideration of the City Manager's 21st Century Project, including a Paperless Council Policy Recommendation.

1) The City Manager has provided memos to City Council Members outlining his proposal, as well as information from the Sunshine Review website; this website summarizes what makes an effective municipal website for its citizens.

b) Recommendation: The City Manager is requesting that the Council (1) formally endorse the overall project and its stated goals; (2) specifically approve the paperless meeting policy including the related equipment funding; (3) acknowledge and approve the change in minutes preparation; and (4) offer any concerns, comments or suggestions to staff.

15) 11-051. Agenda Reports by the City Manager

Adjournment