

**CITY COUNCIL STATED MEETING & PUBLIC HEARING MARCH 23, 2011**

On Wednesday evening, March 23, 2011, the City Council Members met in the Council Chamber.

Present: Mayor Hooper; Council Members Golonka, Hooper, Sherman, Weiss, Jarvis and Timpone; also City Manager Fraser.

Mayor Hooper called the meeting to order at 7:00 P.M.

11-081. General Business and Appearances.

- a) Police Officer Kevin Moulton will take this opportunity to introduce the Department's newest employ ... Kevin's canine, Jake.

Police Officer Kevin Moulton introduced Jake; a 17-month old German Sheppard who is drug certified and is going to patrol school in July. He will be trained in search and rescue. He is trained to detect marijuana, hash, cocaine, crack, ecstasy and methamphetamines. He has done a little over 800 searches and has 99 percent efficiency. He has two arrests already.

Police Chief Tony Facos recognized Officer Kevin Moulton for a situation that occurred on March 12<sup>th</sup>. There was a domestic disturbance on Lower Elm Street.

Mayor Hooper presented a Commendation to Officer Kevin Moulton for his heroic rescue. (A copy of the Commendation is attached hereto and made a permanent part of the record.)

Mayor Hooper turned the meeting over to Council Member Hooper, President of City Council.

11-082. Consideration of the Consent Agenda.

- a) Consideration of the Minutes from the January 12<sup>th</sup> and January 24<sup>th</sup> City Council Meetings.
- b) Consideration of the following requests from Anne-Marie Keppel, Coordinator for the 7<sup>th</sup> Annual Montpelier Fashion Show:

- 1) Permission to close State Street (from Main to Elm) on Saturday, June 4<sup>th</sup>, from 7:00 A.M. to 5:00 P.M.;
  - 2) Authorization to work under the City's insurance policy as in years past; and
  - 3) Approval of waiving Vendors' fees for one day only (Saturday, June 4<sup>th</sup>).
- c) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:
- 1) Ratification of the issuance of a Catering Permit to 10 Gems, LLC, d/b/a The Black Door, for a Green Mountain Film Festival Reception held on Thursday, March 17<sup>th</sup>, from 5:00 to 7:30 P.M. at the Wood Art Gallery.
  - 2) Application for an Education Sampling Event Permit from David E. Woinar/Distilled Spirits Council (from Washington, D.C.) for an Educational Sampling Event for Members of the Vermont Legislature scheduled to be held on Thursday, April 21<sup>st</sup>, from 5:00 to 7:00 P.M. at the Capitol Plaza.
  - 3) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)
  - 4) Annual renewal of Tobacco Licenses (City Clerk will distribute the list of applications at the meeting.)
- d) Payroll and Bills.

General fund Warrant dated March 10, 2011 in the amount of \$202,846.52 and Community Development Agency Funds in the amount of \$30,000.

General Fund Warrants dated March 11, 2011 in the amount of \$40,000. And \$10,376.35

Payroll Warrant dated March 17, 2011, in the amount of \$32,709.78 and \$117,247.63.

Council Member Jarvis moved approval of the Consent Agenda with Council Member Sherman seconding the motion.

Council Member Weiss requested to pull the matter relating to the 7<sup>th</sup> Annual Montpelier Fashion Show.

The remainder of the Consent Agenda was approved on a vote of 6 to 0.

Council Member Weiss said the only way a vendors' fee can be waived is if it meets the conditions of the ordinance. In this case, it does not. It basically says the affair has to be sponsored by a religious, charitable, educational or service agency, and he doesn't believe the 7<sup>th</sup> Annual Montpelier Fashion Show is. He is also concerned about the vendors selling food and staying in the designated area of the event. He doesn't want to see the organization sponsoring the Fashion Show have the opportunity to waive the vendors' fee.

Ann-Marie Keppel, Coordinator of the Fashion Show, replied there are no food vendors. There is the potential of having the Three Penny Taproom put root beer floats on the street. The others are just nonprofits. Some of the designers who don't have their own businesses and they wanted to set up one tent to sell items. She agreed that if they are making a profit they should pay the vendor's fee.

Council Member Weiss thanked Ms. Keppel for the information and moves approval of the request made by the Fashion Show. Council Member Timpone seconded the motion which passed on a unanimous vote.

- 11-083. Opportunity for Richard Sheir to discuss (in his word), "the collective tax rate on the City's schools and the impact of a serious decline of the City's schools on the city as a whole in the longer term."
- a) Mr. Sheir requested that he be placed on the agenda for this evening's meeting.
  - b) Recommendation: Receive Mr. Sheir's comments; discussion.

Richard Sheir from Loomis Street said in the last decade he has never heard a discussion of the collective tax rate and its impact on the city's schools. He feels it is time they revisited the discussion that came from Jim, Alan and Tom during the budget hearings. When you compare the city and school budget's with the external budgets surrounding us, you will find our school budget is below the school budgets of our surrounding communities and the city budget is far above. In this particular case the numbers are startling. In the year 2000 the schools were at 1,201 student units. This year we are down to 994. What you are looking at is in fiscal year '08 it was 976 and then went down to 949 and then 943 and then up to 994 so we have no idea whether 994 is correct. In the decade between 2000 and 2010 Montpelier sunk under 8,000; we are currently at 7,855. There was a 2 percent decline. The city's schools have declined 19 percent which is a sharp decline. We all know the surrounding that Washington Central has grown a bit. If you look at Barre City they declined by 5 percent over that decade yet the school enrollment declined by 11 percent. Something is going on in Montpelier that is causing this sharp decline. When housing prices go above \$200,000 on the average the effect on young families moving into this community is something that no one on the Council can control but you can control the marginal tax rate. When he attended the School Board meetings a great deal of the discussion dealt with small classes and the consequence of small class sizes on the High School. Push is coming to shove on that school budget in terms of being able to afford the type of educational difference between our school and the neighboring schools that will attract younger families to our community. We are at a stress point on our school district and in a small town when the school district declines the town as a whole declines. Can you as a Council adjust that budget significantly enough to stem this trend? He would like to request that on the March 30<sup>th</sup> meeting that one of the Council's goals be to cut back reduction. If nothing is done and we do suffer more and more decline of students he can guarantee that the quality of these schools will suffer. If the schools go for large increases then it is a pure victory because as soon as they get the large increases the tax rate increases and more students and families move out. It is caught in a cycle of self destruction.

11-084.      GMTA Update.

- a) City Councilor Nancy Sherman requested time on this evening's agenda for Tawnya Kristen, Public Outreach Coordinator for GMTA, to discuss the formation of a Circulator Bus Committee to work with GMTA on designing this new service, as well as introduce proposed public hearing dates in April to receive citizen input ... possibly April 13<sup>th</sup> and 20<sup>th</sup>.
- b) The vision of the committee is to have Council representation (two member), along with any other major stakeholders such as the Senior Center; Beverlee Pembroke Hill has requested to be involved with the route development on behalf of the Senior Center.
- c) Recommendation: Receive update; discuss; and appoint members to the Circulator Bus Committee.

Tim Bradshaw, Regional Manager for Green Mountain Transit Agency, Tawnya Kirsten, Community Relations Manager for GMTA, and David Armstrong, Transit Planner for GMTA and CCTA appeared before the Council.

Tawnya thanked Councilor Nancy Sherman for inviting them to discuss this exciting new service. They are excited about planning this and working actively with the public and hopefully with a smaller committee to guide them in their focus to present this at public hearings to allow for some ample opportunity for feedback in areas they might be overlooking. They rely heavily on public contribution of information to make sure they are creating the service correctly. They handed out a summary of what their hope and objective is for the circulator. (see attached) This will also provide easy access to downtown businesses and support the local economy. This also assists local employers who have limited parking options because of their employees needing parking spaces. She has been in touch with local business owners enough to know this has been an ongoing issue for them. Is there an opportunity to have people park at another location such as the Department of Labor or somewhere else?

Tim Bradshaw stated that this would be a great addition and connector to other established routes. He also noted that it would

be great in assisting people who call their office and want on demand response services. Currently, they have a lot of restrictions in their deviated services as they try to keep the buses on time. With Tawnya's help they added a Barre on demand service which has been exceptional.

Tawnya said as they can imagine with the gas prices right now starting to blossom again they want to keep that momentum going and they think Montpelier is definitely the ideal city to really encourage this.. They are looking at a timeline beginning April 13<sup>th</sup> and 20<sup>th</sup> they want to do a public hearing, but prior to that they would like to be able to have a small circulator committee formed.

Council Member Hooper said the Council has a charge tonight. He asked if there were any questions on the formation of a committee.

City Manager Fraser said this has been on the agenda as having been requested. The question is if we want to advertise for outside people. The suggestion was to have a couple of Council Members and the Senior Center.

Tawnya said there has also been advertising for the public hearings themselves two weeks in advance.

City Manager Fraser said he thinks Nancy's recommendation is to appoint a couple of Council Members to assist GMTA with the committee's representation.

Assistant City Manager Bev Hill suggested they approach one of the city's larger employers like Vermont Mutual to see if they would like representation on the committee.

Council Member Hooper said if this is a city function we should look at process, but if this is a GMTA function maybe we could offer two Council Members to serve on the committee.

Tawnya said the intent is to keep this a small committee and meet one time and have our thoughts and goals on the table and bring that forward to the public.

Council Member Sherman suggested they have three Council Members because there has in the past been great concern about

equal service to all districts. She wants to be absolutely clear that this belongs to every part of the city.

Council Member Jarvis nominated Council Members Sherman, Timpone and Hooper to be representatives on the committee. Council Member Sherman seconded the motion.

Irene Badeau, a concerned citizen, said she was handing out flyers on March 1<sup>st</sup> and have been working on this for about a year now. She has a letter she is submitting to the Times Argus.

*Dear Citizens of Montpelier:*

*I would like to take this opportunity to thank all of you voters for coming out to vote on Town Meeting Day, March 1<sup>st</sup>, and being instrumental in passing Article 12 by a 3 to 1 landslide. 1,283 yes votes and 476 no votes. You were met at the entrances by concerned citizens who were handing out GMTA flyers explaining the pluses of the Montpelier Circulator Bus.*

*We are so fortunate in this great country of ours that we can vote and make our voices heard. The passing of Article 12 is only going to benefit all of us in many ways in the long run. There was a lot of excitement and positive energy in the air that day with people coming in and going out. Many had read and done their homework before the vote and knew what they wanted so they told us to use the flyers for those that needed the information. With this flyer they were able to give in a nutshell what was being proposed and on the way out they would let us know they had voted in favor of the Circulator Bus. It was quite gratifying for us.*

*The new Circulator Bus should be running in July 2011. There will be at least one public hearing, hopefully in April, for interested residents to voice their opinions as to where they would like to have a bus stop.*

*If you have any questions or concerns about the Circulator you may contact GMTA at 223-7287. They are a hard working and wonderful group of people to deal with and are willing to help in whatever way.*

*Once again, thank you all for your support and votes.*

*Sincerely, Irene Badeau.*

The motion proposed and seconded was passed on a unanimous vote.

Tawnya said in the month of May or early June they start presenting the proposed route for the Circulator to the public through the public hearings.

Council Member Weiss said they are putting a lot of time in to the Circulator Bus project. Do they have a criterion as to what will be a sustainable number of passengers?

David Armstrong said he doesn't have a number in mind yet. They are going to have to look at comparable routes. He thinks it prudent once they establish the route to say this is a number they would expect in six months. If they aren't there they will look to see what needs to change.

Council Member Weiss said in some previous documentation it was written that the city would buy into a three-year agreement and if the costs were anticipated to change the city could be billed for more than the \$40,000. Are either one of those thoughts correct?

Tawnya said she didn't recall the documentation that listed that. She believes it would go back to the voters if there was an increase in costs to approve the local match. That would be given to the voters to understand and review and approve that funding the same way that this \$40,000 was just approved from Town Meeting Day. This route has been in discussion for a few years and has morphed at various different levels.

Council Member Hooper said this is exciting and a nice timeline. When will service start?

Tawnya replied the end of June. They put services on the road according to when our next bus mapping guide goes out and they typically put one out in July but due to the construction in Barre will be putting it out a little earlier.

Council Member Sherman said she wanted to clarify who the advisory committee is. It is the three Council Members, Bev Hill and anyone else GMTA wants to have. She recommends that Irene Badeau be included.

Council Member Jarvis suggested the committee might want to involve the new Director of Montpelier Alive. She is actually a big proponent of public transit.

11-086. Update on District Energy Plant

City Manager Fraser said Secretary of State Jim Condos is present to talk about that, although he is here as a resident.

City Manager Fraser said since they last met they have been to the House Institutions and Corrections Committee and received a favorable hearing. The committee voted to put that into the Capital Bill. They are expecting the state appropriation of \$7 million to be included in the project. They met with the Senate Institutions Committee yesterday afternoon for an additional hearing. Their main questions were for Buildings and General Services about where they would reallocate the funds from and their decision making around that. He met with the Superintendent of Schools and Facilities Director and they expressed a lot of enthusiasm for participation. The School Board did discuss this at their last meeting. We are on the agenda for April 6<sup>th</sup> to meet with the School Board Members and Harold and Gwen and Energy Committee will attend that meeting.

Gwen and he met today with the Clean Energy Development Fund requesting \$1 million in grants and \$750,000 in zero interest loans. They are seeking to add more funds to the project. The consultants are in discussions with the state and meeting with various businesses to assess what their needs would be.

Jim Condos told the Council he was present as a resident tonight. He was having an e-mail exchange with the Commissioner of Buildings and General Services about the Secretary of State's move. By consolidating their offices it will make them a lot more efficient. He has been in Montpelier for many years and lived here for about three. The real issue for him is he remembers when the Barre-Montpelier Road was being reconstructed and was thinking what a lost opportunity for the City of Montpelier because the Agency of Transportation didn't have any vision to look further into beautifying that stretch, shortening the width of the lanes and

cleaning up the river's edge to make an appealing area for the city. We are really missing all of these opportunities to beautify the city and it is the Capitol of Vermont.

We should not be looking at expanding the facility behind DMV for power generation to deal with the district heat. That should be moved and would solve a lot of problems. There already is a shortage of space on the site. It would also take what is an eyesore off the river and move it away. There are trucks backing in there on a constant basis.

He understands dollars and cents. Move it across the river and buy it into the hillside going up to National Life or move it further out. His other concern is what if there is a shortfall of funding where will they make up the difference for the project? With biomass it is a good product and should be considered. There are downsides to it. Does the stack have to go up higher? Is it the proper air quality equipment?

Council Member Sherman asked Mr. Condos if they should move the project to Grossman's or move it out to the Green Mountain Power site.

Mr. Condos said he isn't picking the site.

- 11-085. Workshop to discuss Department Heads' goals and concerns.
- a) City Council Members have set the date of March 30<sup>th</sup> for their Goal-setting Workshop; instead of including the Department Heads on the 30<sup>th</sup>, Council chose to have their discussion with Department Heads at this meeting.
  - b) The Police, Fire, Public Works, Finance and Planning Departments will be represented; some of the smaller departments were encouraged to submit their lists, in writing, for distribution.
  - c) Recommendation: Receive reports from the Department Heads; with discussion following each.

**Finance Department:**

Finance Director Sandy Gallup distributed a paper outlining the Finance Department's and Technology Department's list of goals for 2011, which is attached hereto and made a permanent part of the record.

**Police Department:**

Police Chief Tony Facos said regarding dispatch they need to make the transition from analog emergency contact to digital. This could have a price tag of between \$200,000 to \$220,000 for just a base console. Currently through Homeland Security there is grant funding available to the extent of 80 percent coverage. He is also hoping there will be additional federal funding available. Because there is a need to have the Station staffed 24/7 he has offered to house a region dispatch center.

Council Member Golonka said one of the questions he has is that we are at a crossroads if we are going to invest a certain amount of money in dispatch right now how do we pass that along with increased rates to the outlying towns without potentially losing that revenue. They have to in some way allocate that expense.

Chief Facos said it would be a delicate balance on how long the length of the contract would be. Before we had the new station Capitol West purchased some radio components that were housed in City Hall, but they owned it. It will be a delicate discussion on ownership as they enter into contractual agreements. If Capitol West drives 30 percent of their workload in communications and our budget is roughly \$500,000 it will be 30 percent of that, but there are no ownership issues. We are already providing regional service.

The biggest hurdle right now starts with the state. The state has to stop giving away free communication services based on a grandfathered agreement. For example, Berlin Town Police have grandfathered free dispatching services from Williston State Police. That is one key hurdle they have because they aren't putting in any extra money. Warren Fire Department might join Capitol West but they are a very small fire department and get their dispatching for free. Meanwhile Montpelier provides dispatch service for the rest of the valley with the exception of Mad River Ambulance.

They wanted to come on with us but we didn't have the capacity to handle their winter time traffic. He would like to see everything out in the valley have one dispatch center. From Chief Bombardier's perspective and Barre City's needs they operate the only temporary holding facility.

Chief Facos also brought up the fact that the police station is at an age where things are starting to wear out and need to be replaced and requires a lot more maintenance.

### **Parking:**

This spring there will be two new solar powered parking vending machines that will also have the debit card/credit card readiness. He would eventually like to replace all of the vending machines to that format. It is a \$26,000 expenditure for the two machines, including installation and training.

### **Police:**

Chief Facos said he is always concerned over their ability and capacity to maintain operational readiness to effectively respond to major emergencies. Recently he had meetings with state officials looking at the state complex talking about emergency response and what they would do in various situations and security threats. They try their best to make sure they have 17 officers actually here in Montpelier. This fall they were down three. Currently they are down two because two are at the Police Academy. They are always in a transition of hiring, training and recruiting and trying to keep our people here.

The other challenge is the diversity of mandates and training and best practices by the department by this community. They are seeing fewer applicants for police even in these tough economic times. He is also concerned about the officers' compensation and where they rate with other departments in Vermont.

Along with financial challenges they are all concerned about unstable energy costs. They haven't had to modify patrol yet but one of the cost saving measures would be gasoline.

Council Member Hooper said he said the multiple and conflicting mandates of the public makes it hard to be an officer now. Could he say a little more about that?

Chief Facos said there are just so many elements to their training like new domestic violence training. They have to know how to deal with children needing supervision cases working with the Department of Children and Families. The legal training alone to be an effective police officer they have to know the elements of criminal law just as well as the prosecutors and defense attorneys they go up against. This is especially true with search and seizure. There is marijuana legislation but some of the initial wording on the proposed bill would be an absolute legal nightmare for a police officer to make the right call at night.

Council Member Weiss said he visualizes it is 2:00 A.M. and an incident occurs in the city and a person needs to go to lockup. Does the officer have to take that person to Barre?

Chief Facos said that is their first course of action at all times. If they had somebody in custody at 2:00 A.M. and they had a head injury from fighting because they are drunk or are on medications, or a threat to harm themselves while in custody, those situations it is up to the supervisor at Barre City to say they don't want to accept that responsibility. In that case they would have to call in two officers on overtime to transport to St. Johnsbury Correctional Facility which is their next state DOC secure lockup. Currently it is \$100 per lodging they pay Barre City every time they lodge somebody in Barre City per night.

### **Public Works:**

City Manager Fraser said he thinks they need to have their department heads at more Council meetings because he is more than a month over due presenting Todd with his 5-year service pin.

Public Works Director Todd Law said one of the big issues they are facing is the aging water and sewer infrastructure. They have done a lot of work to the water system in the past and there has been a significant amount of water breaks throughout the city.

Another thing that keeps him up at night is equipment. It is due to their mechanics' preventative maintenance that they are able to keep their equipment as long as they do. Their equipment is underfunded. Typically, they look for \$225,000 a year and because of the equipment plan and meeting their budget needs they are only getting about half of that.

Street paving is another issue, they need to look at prioritize that. The business section of State Street has been pulled for now because of the district heating plant. They don't want to put it down and then rip it up.

Another big item he hears a lot about is our sidewalks, sidewalk replacements, sidewalk extensions. We do strive to be a pedestrian friendly community.

Their personnel are stretched pretty thin. They have been rebuilding streets, sewer lines, and storm lines which are things they normally contract out which takes them away from the normal maintenance functions. Tom McArdle is here 10 to 12 hours a day and his dedication is amazing but you go through the burnout factor.

Council Member Sherman reported she has received a lot of calls about the streets.

Mr. Law said this has been a horrendous winter for potholes across the state. Everything they do right now is a band aid fix with coal patch added.

### **Fire Department:**

Deputy Fire Chief Bob Gowans said he and Chief Schneider last week had an opportunity to talk about tonight and he shared his parting concerns before he makes his final farewell. The city faces a lot of risks but they don't keep them up at night because he feels they have the appropriate resources to handle the routine calls and routine fires. Beyond that they have a very good mutual aid system and support from USAR and HAZMAT. When they have a hazardous situation beyond their capabilities they have those systems available to them.

They are keeping up with their training and equipment. The sprinkler ordinance has obviously made the city a much safer place for the citizens and also for the firefighters.

There are a couple of short term concerns they need to be addressing right off. Whoever the next Fire Chief is, is going to have to pay close attention to a couple of things. The first is the EMS and ambulance billing. The ambulance billing is extremely technical and involves a highly skilled person. At this point Sheila Pembroke is doing that and is the only person in the city with the knowledge of completing that task. Along with the building department there needs to be more personnel depth

In the Emergency Management Department they have nobody doing that now. Donna retired and they never filled that position. Right now those duties aren't really getting done. It is important that somebody pays attention to those records and keeps them up to date.

Some long term concerns are the loss of federal grants. Right now that isn't an issue for them. It appears as though that the funding for this year's Assistance to Firefighter Grant is going to be at 100 percent again, but they are always cautious about that. In the past they have received funds which allowed them to purchase new equipment which were huge advancements for them.

There is a grant in now for \$50,000 which will allow them to replace their heavy rescue equipment such as jaws of life. What they have now is about 10 years old but in 10 years technology has changed and the vehicles have changed. They hope to do all of that with a federal grant.

They have just started the process of writing a grant to help purchase a new fire engine. It is going to be a \$350,000 expense. Whether they can get all of the funding for that or not he doesn't know. One thing that is very favorable for them is they like the fact that it really won't be a Montpelier fire engine but serve the towns of Montpelier, Barre City and East Montpelier and Berlin, Middlesex, Worcester and Moretown. The fact that it is going to be used regional is very much in their favor. Hearing anything about that is a year away. The engine is 20 years old and needs to

be replaced. The national average is 12 to 15 years on fire truck replacement.

Certifications – they are struggling with unfunded mandates. The certification requirements not only for firefighters but for EMTs there are many hours of training that have to be put in, not to mention the costs that come along with it.

They are always worried about health care reform for ambulance reimbursement. That is always a challenge. It went into effect January 1<sup>st</sup> mileage changed to 1/10<sup>th</sup> of a mile instead of by the mile. Because of auditing the guys have to make sure they have that on their run sheets. Along when that change went into effect they had to do a software update. If we have single payer health care how will that effect ambulance reimbursement? This year they raised their revenue from \$325,000 to \$335,000.

Call Force – their numbers are dwindling and it is very difficult to find call force members. It has a reflection on the community. The certification requirements to do it are hard for people to do it. They do a very thorough background investigation on everybody they just lost somebody recently in that process. It is extremely difficult to get call firefighters.

Water supply and hydrants – there are hydrants out of service and some in need of repair. Do to corrosion of the lines they are not functioning at the level they should be. They need to identify those areas in the city that may have that problem so they can develop a plan for dealing with it. Kurt in Public Works has identified all of the areas with 4 inch water mains and they will start testing hydrants there.

Ongoing Projects – They have started a comprehensive promotion and hiring process and are going to share it with the Union next week. They have been talking about “regionalizing” city resources or cross-training departments. With a little training there are employees in other departments who could, for example, direct traffic. As part of updating our emergency plan they should be looking at cross training.

They are putting together some citizen satisfaction surveys which will be one for Ambulance, one for Fire and one for the Building Department. It’s important they get some feedback from their

customers on what they are doing right and what they are doing wrong.

Council Member Weiss asked for the training do the participants have to go somewhere or do they receive their training in-house.

Deputy Chief Gowans said it is all done in-house right now.

Council Member Jarvis asked if they were getting any support with the grant writing.

Deputy Chief Gowans replied he did some and Lt. Clifford has done some.

City Manager Fraser said Gwen Hallsmith is out sick tonight but she did pass out her list which was distributed to Council Members. (see attached)

City Manager Fraser said from his perspective the main projects are the Carr Lot Project, District Energy, 58 Barre Street and housing. Obviously the Matrix Study being completed and knowing how to implement their recommendations is important. What he is concerned about is personal safety of the city's employees and citizens.

11-087. Mayor's Report.

None.

11-088. Report by the City Clerk-Treasurer.

None.

There were no Council Reports.

11-089. Status Reports by the City Manager.

City Manager Fraser reported they have a waiver of insurance coverage regarding the Walker Motors case. One of our

contractors' insurance had named the city as a co-insured and this is their agreement to provide coverage to the City of Montpelier. The City Attorney recommends he sign this.

Council Member Jarvis moved that the Council add to the agenda the letter from Walker Motors and the Council approve the City

Manager sign the waiver agreement for the city. Council Member Sherman seconded the motion which was voted unanimously on a vote of 5 to 1 with Council Member Golonka abstaining.

11-090. Agenda Reports by the City Manager.

- a) Update on Union Negotiations  
(Council may vote to enter into an Executive Session in accordance with Title 1 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.”*)

Upon a motion duly made by Council Members Sherman and Timpone the Council went into Executive Session in accordance with VSA title 1, section 313 (a) at 9:57pm.

Present, Council members Hooper, Sherman, Jarvis, Weiss, Timpone, Golonka and City Manager Fraser.

After proper motion the council came out of executive session in accordance with VSA title 1, section 313 (a) .

Adjournment.

City Council adjourned after proper motion.

Attest: \_\_\_\_\_  
Crystal Chase, Assistant City Clerk

**CITY OF MONTPELIER**  
*Capital City of the State of Vermont*

**Commendation for Police Officer Kevin Moulton**

WHEREAS, on Saturday, March 12, 2011, at 1608 hours, the Montpelier Police Department received a report of a domestic disturbance call on Elm Street in the city of Montpelier; and,

WHEREAS, after questioning the male individual and releasing him, Officer Moulton learned of new information that required he speak with the male subject again; it was at this time that Officer Moulton heard a yell for help and located the same male now in the North Branch River behind "That's Life Soup" Restaurant; and,

WHEREAS, Officer Moulton observed that the male subject had gone into the river, broken through the ice, and was submerged in neck deep water; and,

WHEREAS, Officer Moulton then jumped down a rock wall embankment and onto a frozen mound of snow on the river's edge. Utilizing an embankment stabilizing wire to hold onto, he extended his lower body into the river so the individual could grab a hold of his leg and allow him to pull the submerged individual to the river's edge; and,

WHEREAS, other members of the Police and Fire Departments then arrived at the scene and assisted Officer Moulton in retrieving the male subject over the embankment to safety; and,

WHEREAS, the rescued individual later stated that if Officer Moulton had not shown up when he did, that he was getting ready to "give up and go under" the cold and ice covered river ... "Kevin (Officer Moulton) saved my life."

NOW, THEREFORE, the Montpelier City Council, on behalf of the Montpelier Police Department and the entire community, wishes to present this Commendation to Officer Moulton and express its respect and recognition for putting another human life before his own; and,

BE IT FURTHER KNOWN that a copy of this Commendation shall be spread upon the permanent records of the City of Montpelier.

Presented this 23<sup>rd</sup> day of March 2011

Signed:

Mary S. Hooper  
Mary S. Hooper, Mayor

City Council Members:

John Tampae     Alan H. Weiss     Robert J. ...  
...     ...     Nancy Sherman

CITY SEAL:



William J. Fraser  
William J. Fraser, City Manager

ATTEST:  
Charlotte L. Hoyt  
Charlotte L. Hoyt, City Clerk

**Additional Items for Consent Agenda- March 23, 2011**

**Consideration of the Following catering permits.**

- Yebba Inc, dba The Abby Pub & Restaurant to cater a cocktail reception at the Cedar Creek Room located at 115 State Street on March 30, 2011 from 3:00PM – 7:00PM.

- Yebba Inc, dba The Abby Pub & Restaurant to cater a cocktail reception at the Cedar Creek Room located at 115 State Street on April 20, 2011 from 3:00PM- 7:00PM.

- Distilled Spirits Council/ David E Wojnar to cater an Educational Sampling event for members of the Vermont Legislature on April 21, 2011 from 5:00PM- 7:00PM.

-Hyzer Industries Inc., dba Three Penny Taproom to cater a VCFA board meeting dinner at the Vermont College of Fine Arts on April 9, 2011 from 5:00PM- 8:00PM.

-Hyzer Industries Inc., dba Three Penny Taproom to cater a law firm reception at Downs, Racklin and Martin located at 50 State Street on April 21, 2011 from 5:00PM- 8:00PM.

-Hyzer Industries Inc., dba Three Penny Taproom to cater a benefit concert located at the Vermont College of Fine Arts on April 23, 2011 from 6:00PM- 11:00PM.

*Getting you where you need to go!***MONTPELIER CIRCULATOR  
2011**

The objective of the Montpelier Circulator service is to offer a route that will enhance accessibility to key destinations and areas for residents, non-resident commuters, tourists and transit dependent individuals alike.

When determining specific goals of service, particular focus should be placed on developing a route which does not overlap other GMTA routes, operates on a convenient time schedule (headways) and appeals to a broad ridership base within the basic framework provided below. As with any route design, temporal and geographical limitations are inherent and often take precedence over needs/wishes of the route designers or the public.

GMTA, in collaboration with the City of Montpelier and general public, will make every effort to offer a route that focuses on meeting specific complementary goals such as increased commuter options, reduced traffic congestion and additional service for the transportation dependent, disabled and aging population.

**PRELIMINARY SCOPE OF SERVICE**

- Service Operation
  - Hours of Operation - 2,650 hr. annually under current funding mechanisms
  - Service Days – TBD, Monday – Friday, Monday – Saturday?
  - Fare Free
  - Deviations - ¼ mile off of route
- Service Goals
  - Ease current demand on downtown roads and parking areas due to commuter traffic, specifically through service to large employers and key transfer points to/from connecting GMTA services.
  - Provide residents access to essential daily needs and services in the downtown area, particularly for those who are transit dependent.
  - Provide easy access to downtown business locations to support local economy
  - Assist local employers with limited parking options for employees
- Essential Locations (may or may not be included in final route design)
 

Shaws	DOL
Montpelier High School	National Life
Northfield Street/Independence Green	Montpelier Senior Center
Hunger Mountain Coop	Spring/Summer/Winter Street
Washington County Mental Health	Elm Street



*Getting you where you need to go!*

Heaton Woods  
CCV/VCFA/NECI  
Grandview/Woodcrest  
Hubbard Park Entrance

Barre Street  
State & Main Street  
Terrace Street  
Kellogg/Hubbard Library

**TIMELINE**

- March 23    City Council Meeting
- Review service overview
  - Determine Circulator Committee and meeting date
  - Determine public hearing dates
- April
- One (1) Circulator Committee meeting to review route objectives
  - Two (2) Public Hearing meetings to review objectives and receive public comments. Proposed dates 4/13 and 4/20.
- May/June
- GMTA staff presents proposed route and schedule for Montpelier Circulator Bus to public at a public hearing, and the City Council for approval.
  - June 2 GMTA Board of Directors review of service and final approval.
- June 20    Bus Map and Guide Printed

**GMTA Contacts**

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Goals for 2011 and "Keeping Awake at Night"

**Achieve Real-Time Financial Reporting-** We continue to be at least 5 weeks behind in providing up-to-date financial information. Most of the delay centers around cash receipt processing and ACH bank transactions.

**Online Banking-**July 1<sup>st</sup> is our goal. The Treasurer is taking the lead on this but we need to send an RFP out as soon as possible.

**Go Live with the Human Resource Module** – Our software has the ability to track and report employee leave time. We have a goal to begin managing employee vacation, sick and compensatory leave using an automated system. This is a big change from the tracking the leave on paper which is currently done the department level. Just obtaining the accurate beginning balances will be a huge challenge.

**End of Fiscal Year - Financial Statement Reporting** – Since GASB 34 changed the format for municipal audits, we have relied on CPAs to convert our end-of-year trial balances to the GASB 34 financial reporting requirements. This costs between \$7,000 - \$10,000 annually and often delays the completion of the audit report. With our current staffing, we believe we can produce these financial statements in-house.

**Address Water and Sewer Fund deficits and establish new Water and Sewer Rates structures-** I need to meet with the Water & Sewer Rate Committee in April to report on our progress with developing equitable rate structures which assure that our fixed costs can be covered despite ongoing water conservation practices.

**Paperless Financial Records** – We are just beginning to use our software's ability to attach scanned documents to financial transactions (i.e. copies of invoices that support checks that are written). More financial detail information will be available at the department level and fewer copies of documents will have to be made.

"Keeping Awake at night"

There are many opportunities to be concerned with being prepared for some sort of event or disaster. The resolve for these is adequate planning and intermittent testing of the plan. These scenarios do not create any sleepless worry for me. The only concern that I have is the aging equipment that is already in service and should be replaced because of age or "time in service".

For the development of the 2010 and 2012 Budget Technology Services was maintaining:

	2008	2012
Number of Items	83	122
Servers	9	12
Desktops	58	79
Laptops	15	31
Email Accounts	76	144
Phone Extensions	79	88
Phone Lines	55	65

The Technology Equipment Aging Schedule shows :

- 61% is over three years old and as much as nine years old.
- 7 % is three years old
- 31% is two or less

Technology Equip.		
Budget	\$82,732	\$69,662

The current budget process starts with the same dollars as last year as last year's budget and then the amount is reduced from that point depending upon the political pressure of the tax rate. There is no allowance for planning for equipment replacement or maintenance. The expansion or development of any 'new or expanded' service comes out of dwindling maintenance or replacement budgets.

Frederick Skeels



## Department of Planning and Community Development: Goals for 2011

### Master Plan & Zoning Revision

- 1) Implement the master plan for a sustainable city with high participation by city residents
- 2) Conduct Neighborhood meetings to develop neighborhood development standards.
- 3) Complete boundary study for zoning revision
- 4) Identify zoning strategies to achieve goals of Master Plan
- 5) Continue adoption process of enVision Action plan by stakeholder organizations

### Montpelier CAN!

- 1) Maintain support for Neighborhood Associations, support their activities
- 2) Distribute winter emergency information
- 3) Assist city with meetings on zoning

### Major Development Projects

- 1) City bond vote for District Energy project.
- 2) Legislative support for District Energy Plant development
- 3) Senior Center construction

### Community Development

- 1) Identify a sponsor organization for REACH and transfer responsibility from city.

### Web Site Redesign

- 1) Implement online payment system for parking tickets and possibly other fees
- 2) Implement survey system for citizen feedback
- 3) Complete ADA accessibility project

### Grant Writing and Management

- 1) Continue efforts to obtain funding for implementation of city plans and policies
- 2) Expand funding sources for sustainability grants
- 3) Initiate new community development projects to support CD Specialist position

### Permits and Development Review

- 1) Continue efforts to streamline permit process
- 2) Raise awareness among property owners about necessary permits and design review
- 3) Provide timely technical assistance to applicants
- 4) Begin process of linking past permits to on-line information
- 5) Incorporating 911 addressing within permit application process.

### Staff Development

- 1) Hold annual staff retreat and continue staff training and development
- 2) Support and sustain teamwork and cross-training for high quality public service