

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**

**City Manager's Weekly Report – 2/20/2015**

**UPCOMING MEETINGS ...**

- **Planning Commission Meeting:** Monday, February 23<sup>rd</sup>, at 5:30 P.M. in the City Council Chambers.
- **Design Review Committee Meeting:** Tuesday, February 24<sup>th</sup>, at 5:30 P.M. in the City Council Chambers.
- **Pedestrian Advisory Committee Meeting:** Tuesday, February 24<sup>th</sup>, at 5:30 P.M. in the Police Department Community Room.
- **Bicycle Advisory Committee Meeting:** Thursday, February 26<sup>th</sup>, at 8:00 A.M. in the Police Department Community Room.
- **Board of Civil Authority Meeting:** Thursday, February 26<sup>th</sup>, at 5:15 P.M. in the City Manager's Conference Room.

**ATTACHMENTS ...**

 Website Project Schedule

**CITY MANAGER'S REPORT ...**

**1 Taylor Street**

Procurement work continues on the 1 Taylor Street Project.

- RFP's are out for appraisal work.
- We are working with our attorney and DEW to finalize the construction manager at risk contract.
- We met with Redstone this week to review their feedback on the Development Agreement. Our attorneys are reviewing their suggested language changes.
- We met with Gossens Bachman Architects this week to discuss their contract and the suggested project hours.

# CITY MANAGER'S WEEKLY REPORT

February 20, 2015

Page 2

- We also met with Wagner Hodgson this week to discuss their contract and involvement during construction.

With regard to the Development Agreement, I suggest that a committee of the Mayor and two Council Members meet with Jessie and me to review the draft and meet with Redstone prior to this coming to the full Council. There are a lot of important issues in here and some pre-screening from Council representatives will be helpful.

## **Website Request for Proposals**

As of this week, we have received 18 responses to our Website RFP. Four did not meet the submittal requirements and therefore, we will review 14. Our first round review team will include representatives from the City Manager's Office, IT, Public Works, Planning, Parks, and Cemetery. Once we have narrowed the pool to finalists, representatives from Montpelier Alive, the Senior Center, and the Police Department will join the review process. Attached is our project schedule. As indicated, we hope to have a finalist to the Council in April.

## **Bike Path Project**

Our team (City Manager's Office, Public Works, DuBois & King, and VTrans) met this week to review progress on the Bike Path Project.

We are currently in the right-of-way phase. There are 16 properties that are affected by the project and require us to obtain either construction or permanent easements. This requires the valuation of these parcels, preparing legal documents, receiving approval from VTrans to negotiate with property owners, and then a series of meetings with individual property owners to negotiate. Currently, we are talking with property owners about the path alignment as the valuation and legal documents are finalized.

We are also working on permitting for the project. The Act 250 and Army Corps of Engineers permits were submitted this week. The Construction Stormwater permit will be submitted by the end of the month.

We have also received permission from VTrans to have the relocation of the waterline (a 100+ year old main line) included in the project and be considered a "participating cost." With this approval, the City can access project grant funds to help cover the cost of this relocation.

Finally, we are also working with VTrans to coordinate the reclaim of Barre Street to be completed as part of this project. This will mean that Barre Street will be reclaimed and paved with the construction of the new shared use path.

# CITY MANAGER'S WEEKLY REPORT

February 20, 2015

Page 3

## Montpelier in Motion

The consultant hired to complete the Bike & Pedestrian Master Plan (“Montpelier in Motion”), Jim Donovan, will be presenting the draft Plan to Rotary on March 2. This is part of the public engagement process as the plan is finalized. After a complete review by Public Works and this public engagement process, the Steering Committee will review and accept the final plan and then it will be presented to the Council. As a reminder, this draft plan is available here: <http://broadreachpd.com/montpelier-in-motion>.

## Snow Removal

Public Works has outlined the snow removal activities scheduled for next week. During the day on Monday, they will be removing snow in the following locations:

- Hubbard from Barre to East State
- All of West Street
- All of Ridge
- The south side of East State from West to College
- The west side of College from East State to Ridge.

During the day on Tuesday, they will be removing snow from both sides of Elm from Spring to Pearl. They will be detouring the southbound traffic through the Meadow starting after 9:00 AM at the request of businesses on Elm.

## Parking

The Planning Department is doing daily parking counts in the downtown area and will continue through the year so that we get seasonal comparisons.

Car Share Vermont is interested in starting service in Montpelier in April. They will need two designated parking spaces for the shared vehicles. We are working with them and will connect with the Parking Committee with the idea of bringing a proposal to the Council at the second March meeting.

The City did not get funded for the grant application for technical work on a downtown parking structure. We should consider whether we wish to move forward with a parking study.

# CITY MANAGER'S WEEKLY REPORT

February 20, 2015

Page 4

## Collective Bargaining:

We continue to wait for a reply from the Police Union. I have been in contact with their representative and expect to receive something soon. We will begin bargaining with the Fire Union in March.

## Legal

*Hallsmith vs. City, Fraser, Baker* – Appealed to Supreme Court. Represented by Bernie Lambek. Oral arguments were held on December 18, 2014. Awaiting decision

*VCFA vs. City, Tax Appeal.* –discovery from VCFA received this week. Represented by Robert Fletcher.

*Steuerwald vs. Fraser, Cleveland, City* –Motions being filed. Represented by Nancy Sheahan through VLCT.

*Bettis/Powers vs. Bean* – Motions being filed. Represented by Nancy Sheahan through VLCT.

*Illuzzi vs. City, Law, Motyka, Renaud Bros.* – Represented by Jim Carroll through VLCT.

## TOPICS FOR UPCOMING COUNCIL MEETINGS ...

March 3	City Meeting Election
March 10	Organizational Meeting Rules of Procedure Ethics Policy Dog Owners Greening America's Capitals? Hazard Mitigation Plan? Energy Committee Structure
March 24	Goals and Priorities Car Share Vermont One Taylor Development Agreement
April 8	Montpelier in Motion



William J. Fraser  
City Manager

## Website RFP Review Schedule

Updated: February 20, 2015

Task	Who	Duration	Deadline
Identify Review Team	Department Heads/Jessie	1 week	2/20/2015
Review and individual scoring of proposals	Review team	2 weeks	3/6/2015
Invite finalists for in person/online interview	Jessie	1 day	3/10/2015
Interviews	Review team and finalists	2 weeks	week of March 23rd
Meet to recommend a vendor	Review team	1 day	week of March 30th
Submit final vendor to Council	Jessie	1 week	4/3/15 for 4/8/2015 Council Mtg
Negotiate contract with vendor	Jessie/Bill	3 weeks	5/1/2015
Implementation process	All	6 months	11/1/2015