

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**

**City Manager's Weekly Report – 3/06/2015**

**UPCOMING MEETINGS ...**

- **Development Review Board Meeting:** Monday, March 9<sup>th</sup>, at 7:00 P.M. in the City Council Chambers; the board meets for a site visit at 6:00 P.M.
- **Regular City Council Meeting:** Wednesday, March 11<sup>th</sup>, at 6:30 P.M. in the City Council Chambers.
- **“Friends of the Winooski” Meeting:** Thursday, March 12<sup>th</sup>, at 6:00 P.M. in the City Manager's Conference Room.

**ATTACHMENTS ...**

-  [Thank You Letter from Bill Johnson re: DPW](#)
-  [Parade Permits: Updated March 5<sup>th</sup>](#)
-  [One Taylor Street Redevelopment Project Timeline](#)

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

**1 Taylor Street**

**Right-of-Way:** We continue to seek responses from appraisers for the VTrans required appraisals for right-of-way. We have not yet found an appraiser willing to complete this work in a timely manner. We have communicated our concerns to VTrans that significant delays could pose a problem.

**Development Agreement:** We anticipate meeting with Redstone to continue negotiations the week of March 9<sup>th</sup> and are pleased that the Mayor and Council Member Golonka will also be participating.

**Cost Estimate:** With DEW now engaged in the project as the construction manager at-risk, they have started the cost estimating effort. This is very important work as it gives us real numbers to budget for construction. It should be no surprise to anyone that costs are very tight on this project and various options will need to be considered. We anticipate having a proposed construction budget by the end of April.

**Schedule:** The Project Team (City, Redstone, GBA, DEW and D&K) are meeting weekly to move things along. The schedule of work is reviewed each week. We've included a copy of the schedule in the packet and will provide updates whenever it changes. While internal dates have recently changed, the date of building opening (fall 2017) has not changed.

# **CITY MANAGER'S WEEKLY REPORT**

**March 6, 2015**

**Page 2**

## **Collective Bargaining**

We are still waiting for a response from the Police Union. Active discussions with the Fire Union will begin in the next couple of weeks.

## **Goals**

As we think about our goals-setting process, I ask that we include key department heads when talking about goals and projects for which they will be responsible. This will provide more expertise in the discussion and also offer a look at department workloads and what constitutes realistic expectations. It might also be helpful to organize our goals around the functional structures as much as possible, i.e. goals for public safety, goals for public works and infrastructure, goals for planning & development, etc. We also might consider prioritizing goals for more clarity.

## **DPW**

Kudos to the Public Works Department for the great work during this deep freeze and difficult winter. They have really stepped up and met the challenge as much as possible. The Department is currently running 4+ people short which has hampered operations. Two long-term employees retired, two are out with significant medical issues and we have yet to hire a full-time replacement for Tom McArdle's old position, although filling it with an interim person has helped.

## **Recreation Building**

We are working with Arne McMullen and Brian Ricca on options to make the Recreation Building accessible. This week representatives from the Manager's Office and the Planning Department met with them to outline potential grant funding sources and an immediate next step of conducting a full Capital Needs Assessment (CNA) on the building to fully understand the needs before applying for funding. The Recreation assets will be built into the City's full CNA.

## **Website Overhaul**

In response to the City's RFP for a new municipal website, we received 18 responses. 4 did not meet the submittal requirements leaving us with 14 proposals to review. An internal team met this week to review these 14 proposals. Overall we were very pleased with the quality of the responses. We have narrowed this group down to five and will meet next week with the review team and representatives from the Senior Center and Montpelier Alive to further narrow the field before inviting finalists in to present their products. We remain on track to bring a finalist to the Council in April.

# CITY MANAGER'S WEEKLY REPORT

March 6, 2015

Page 3

## Budget

I sincerely thank the community for the 80.4% approval vote; that is really extraordinary. Our annual reports include budget vote tallies back to 1985 and this is the highest percentage in that time frame. (1985 is also the last year in which a municipal budget did not pass.) The previous highs had been 76.9% in 2007, 76.7% in 2008 and 76.1% in both 2004 and 1986. Thanks to all who worked on the budget this year. The trick now will be to deliver all of our services and projects within our resources!

## 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. 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.

## WEEKLY UPDATES FROM DEPARTMENT HEADS ...

*None this week.*

## TOPICS FOR UPCOMING COUNCIL MEETINGS ...

March 11

Organizational Meeting  
Rules of Procedure  
Ethics Policy  
Committee Assignments  
Car Share Vermont - 1<sup>st</sup> Reading  
Goals Process  
Jed & Page Guertin re: Berlin Pond, H.33  
Dog Owners re: Dog License Fees  
Planning Commission Appointment  
Investment Committee Appointment  
Design Review Committee Appointment  
Follow-up on Manager's Review

# CITY MANAGER'S WEEKLY REPORT

March 6, 2015

Page 4

March 25

Goals and Priorities

Car Share Vermont - 2<sup>nd</sup> Reading

April 8

Montpelier in Motion

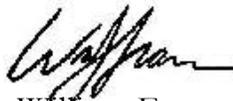
Winter Parking Ban Review

Greening America's Capitals

Hazard Mitigation Plan

Zoning Update

One Taylor Development Agreement



William Fraser

City Manager

March 2, 2015

Bill Johnson  
25 Hubbard Park Drive  
Montpelier, VT 05602

William Fraser  
City Manager  
39 Main Street  
Montpelier, VT 05602

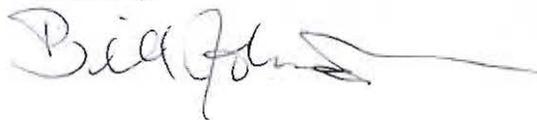
Dear Bill,

I am writing to commend to you the recent work of several members of the City's Public Work Department. Like many other citizens of Montpelier, I recently had my water line freeze as a result of the ongoing frigid winter. The Department responded quickly after I reported the situation and worked with me cooperatively over the several days that it took to finally restore my water service. On several sub-zero degree mornings, Public Works staff showed up at my home and came up with new options to restore my ongoing frozen service.

In particular I would like to commend Jeremy Lewis who served as lead in attempting to address the situation. Given frigid temperatures and the growing number of frozen water lines, I suspect Jeremy's hands will not thaw out until well into spring. I also would like to mention the helpful roles played by both Brian Tuttle and Tom McArdle in finally thawing out my water line.

It is easy to take for granted having practically unlimited water available whenever you want it so my recent loss of water put into perspective the essential work done by our talented Public Works personnel.

Sincerely,



Cc: Tom McArdle, Director





# 1 Taylor Street Redevelopment

## Project Timeline

Updated: March 3, 2015

Phase	Milestones	Begin	Completion Date (Dec. 2014)	Completion
<b>Pre Permit Phase</b>				
	Bike path preliminary plans (60% complete)	3-Nov-2014	2-Jan-2015	Done
	Execute Development Agreement with Council approval	10-Nov-2014	30-Jan-2015	3/31/2015 or 5/12/15
	Procure Construction Manager (CM)	24-Nov-2014	11-Feb-2014	13-Mar-2015
	Conduct EA and CE reevaluation	17-Nov-2014	16-Jan-2015	28-Feb-2015
	Finalize complete agreement with gBA	15-Nov-2014	16-Jan-2015	13-Mar-2015
	Complete preliminary cost estimate for building	17-Feb-2015		24-Feb-2015
	Complete preliminary cost estimate for site	24-Feb-2015		17-Mar-2015
	With preliminary cost estimates - complete "Cost Management" process (determine economic feasibility and design impacts)	17-Mar-2015		28-Apr-2015
	Present outcome of Cost Management process to Committee and Council	28-Apr-2015		12-May-2015
	Complete Preliminary Plans (sufficient detail for submission to DRB & Act 250)	3-Nov-2014	16-Feb-2015	29-May-2015
	Complete a preliminary construction schedule	17-Feb-2015		29-May-2015
<b>Permit Phase Begins</b>				
	Obtain utility relocation easements, submit to VTrans	21-Oct-2014	19-Apr-2015	29-May-2015
	Submit Act 250 Application	27-Feb-2015	16-Mar-2015	29-May-2015
	Local Permitting	29-May-2015		6-Aug-2015
	Application deadline	29-May-2015		8-Jun-2015
	DRC Meeting	29-May-2015		23-Jun-2015
	DRB Meeting	29-May-2015		6-Jul-2015
	DRB Decision	29-May-2015	15-Mar-2015	6-Aug-2015
	Prepare design documents (50%) Transit Center building & site design	22-Feb-2015	23-May-2015	15-Jul-2015
	Execute agreement with CCTA	24-Nov-2014	24-Mar-2015	1-May-2015
	Finalize property acquisitions and easements, submit to VTrans	10-Nov-2014	9-May-2015	9-May-2015
	Provide an updated construction schedule based on the 50% design documents	1-May-2015		1-Aug-2015
	Finalize Project Legal Docs	10-Nov-2014	23-May-2015	1-Aug-2015
	Prepare final Soil Management and Grading Plans	17-Nov-2014	16-Jan-2015	15-Jun-2015
	Conduct technical, CCTA & design committee review of DD (50%) Transit Center plans and site specifications	1-May-2015	22-Jun-2015	15-Jul-2015
	Obtain VTrans clearances	24-Mar-2015	22-Jun-2015	22-Jun-2015
	Obtain stormwater and other permits	16-Jan-2015	15-Jul-2015	15-Jul-2015
	MEP/FP procurement	1-Jun-2015		15-Jul-2015
	Prepare 100% complete bike path plans, specifications & estimate (PS&E)	9-May-2015	20-Oct-2015	1-Sep-2015
	Conduct technical, CCTA & design committee review of DD (100%) site plans and specifications	1-Sep-2015		1-Oct-2015
<b>Pre-Construction Phase Begins</b>				
	Finalize construction documents (100% complete) for both projects	1-Sep-2015	19-Nov-2015	1-Oct-2015
	Obtain Federal path clearance package	15-Jul-2015	18-Jan-2016	1-Oct-2015
	Complete bid of construction	1-Oct-2015	18-Mar-2016	1-Feb-2016
	Execute construction contract	1-Feb-2016	15-Apr-2016	15-Mar-2016
	Execute legal documents for ownership/structure of Project	18-Mar-2016	15-Apr-2016	15-Apr-2016
<b>Construction Phase Begins</b>				
	Construction Period	15-Apr-2016	8-Oct-2017	8-Oct-2017