

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 9/16/2016

UPCOMING MEETINGS ...

- | | |
|---------------------------------------|--|
| Monday, September 19 th | Montpelier Senior Advisory Council, Noon – 1:00 P.M. in the City Hall Memorial Room |
| | Design Review Committee, 5:30 P.M. in the City Council Chambers |
| Tuesday, September 20 th | Montpelier Energy Advisory Committee Meeting, 7:00 P.M. in the City Council Chambers |
| Wednesday, September 21 st | Community Fund Board, 4:30 P.M. in the City Council Chambers |
| | City Council Meeting, 6:30 P.M. in the City Council Chambers |
| Thursday, September 22 nd | “Friends of the Winooski”, 6:00 – 8:00 P.M. in the City Manager's Conference Room |

ATTACHMENTS ...

-  Tree Guard and Gate thank you to the Bashara Family
-  Thank you from Green Mountain Film Festival
-  Updated 1 Taylor Street Redevelopment Schedule
-  City Council Goals by Month Update

CITY MANAGER'S REPORT ...

Shared Use Path: Project Update

We continue to work on securing the rights of way needed to expand the City's Shared Use Path from Granite Street to the Gallison Hill Road. Rights of way are needed from twelve property owners and the Railroad to complete this alignment. Currently we have fully secured seven of these needed easements with five and the Railroad still outstanding. We are in active negotiations with all five of these remaining property owners and the Railroad and believe we are close to securing agreements. Our goal is to submit our right of way clearance package to the VTrans in October. This will enable us to finalize the design of the project and bid out the work over the winter to be able to start construction in 2017.

1 Taylor Street Redevelopment

An updated 1 Taylor Street schedule is provided below. If we are able to finalize all property acquisitions by November 1, 2016, we will develop the plans and go through local and state permitting over the winter and spring. This will prepare us to complete the design and prepare the bid documents over the summer of 2017 to bid out the work in the fall of 2017. With bidding set to begin in the fall of 2017 for construction in November or December 2017, it may be beneficial at that date to bid for a construction start date in the spring of 2018.

Council Goals

I've attached an updated summary of the goals schedule.

Community Services Planning

This week the Workgroup, looking at how to effectively provide multi and inter-generational community services between the Senior Center, Recreation Department, Parks and Cemetery, held a day long retreat to develop a recommendation for FY18 and beyond. We reviewed different organizational structures and how they might best meet the values the group has heard from the community over the last five months. We look forward to making a recommendation to the community on October 11th (6:30 pm at the Senior Center) and on October 12th at the City Council meeting.



CSO

The following was sent by DPW Director Thomas McArdle to the *Times-Argus* in response to this morning's article.

"I would like to make some clarifications concerning the article about CSO's in the Friday, September 16th edition. We are making a complete presentation next week about CSOs in general and compliance with the city's operational discharge permits as well as National and State water quality standards.

The article suggests that I was at odds with the City Manager concerning compliance. The intent of my statement was to simply provide a clarifying distinction between compliance with our permit and compliance with general water quality goals and standards. The City is in good standing with our National Pollutant Discharge Elimination System (NPDES) as administered and regulated by the state DEC and therefore we are, indeed, in compliance as stated by the City Manager and reported to the public.

The state's CSO rule was recently amended & updated with an effective date of yesterday, September 15, 2016. The original CSO Control policy was adopted by the state in 1990 and the EPA adopted a national "control strategy" in 1989 and a "control policy" in 1994. These policies were established because all communities with combined sewer systems which periodically overflow to surface water are in violation of the Clean Water Act and in Vermont, the state's Water Quality Standards.

The intent of these policies is to have every community in the nation fully eliminate overflows. Montpelier, 15 other communities in Vermont, and over 800 cities in the country are striving to meet this standard. Montpelier has been following the policy guidance since the early 1990's. We have successfully reduced the overflow incidence rate by complying with phasing and progress goals set by the EPA & the State of Vermont. We are now focused on the efforts and resources needed to eliminate the remaining causes of our overflows and the eventual removal of the handful of overflow devices that are still active during extreme inflow (storm) events.

The article presents this issue as more alarming and sensational than I believe was necessary or accurate. The publicity about this long standing problem is welcome to help educate the public and to draw attention to the needed funding to address the adverse water quality impacts. However, we shouldn't lose sight of the fact that Montpelier and all the other communities with combined sewers have spent millions of dollars on control measures and as a result, have made tremendous progress toward addressing the problem. All CSO communities inherited very old systems from the days when sewer discharges went directly to surface waters. We now capture and treat over 99% of waste water even during storm events and that should be emphasized to give proper assurances to the public that the system is working as intended and within permit regulations. In fact, our treatment facility just received an "excellent" rating from the DEC inspector. Accomplishing the goal to ultimately achieve the clean water standards in the shortest amount of time has been and remains our objective as reflected in the City Council's goals."

Finance Director

I'm pleased to announce that Accounting Manager Todd Provencher is being promoted to Finance Director effective next Tuesday, September 20th. Todd insisted on this date so that it would match up properly with payroll!!

As most of you know, Todd has moved his way up through our organization and has done an outstanding job in all of his prior positions. We have full confidence that he will take on this new challenge successfully.

This leaves a continuing vacancy within the Finance Department which we will seek to fill expeditiously. Please remember that Finance is now operating with a brand new Director and not a full staff.

Congratulations to Todd and thanks to the Finance Staff and Department Heads who participated in the selection process.

FY18 Budget

With the Finance Director position now filled, we will begin thinking about budget schedule, projections, etc. We are still running shorthanded in finance so I expect our timing to be later than usual.

Zoning

It now looks as though the zoning document will be ready for Council review in November. With Budget creeping up right after that, we may want to have a discussion about how to manage these two major items.

Legal

Illuzzi vs City, et al: On July 12th, the Vermont Superior Court of Washington County issued its "Opinion and Order on Defendants' Motions for Summary Judgement and Mr. Illuzzi's Motions to Compel, Enlarge, and Amend". The City and its employee defendants were granted summary judgement except for the issue of causation. All of the motions filed by the Plaintiff were denied or dismissed. The attorney for the City will now consult with VLCT as to the next course of action.

VCFA vs. City, Supreme Court Appeal: Notice was received that Vermont College of Fine Arts has appealed the recent judgment from Vermont Superior Court, Washington Unit, to the Vermont Supreme Court. Both parties filed Briefs with the

Court in late August. Represented by Robert Fletcher.

WEEKLY REPORTS FROM DEPARTMENT HEADS ...

Public Works

Sidewalk Projects

The city's contractor hired to undertake reconstruction of concrete sidewalk segments throughout various areas in and around the core downtown is now nearing completion of their contract with all work expected to be wrapped up in a couple more weeks. They are currently working on the easterly side of Main St between School St & Spring St and also on School St east and west of the Main St intersection. Reconstruction of the sidewalk and crosswalk ramps at the State Street & Elm Street intersection is scheduled to begin on Monday the 19th and this work is expected to take about a week to complete.

Project Completion – Retaining Walls & Paving

The annual paving contract is now substantially complete which consisted of all or parts of 12 streets and the 60 State Street parking lot. Apart from some utility structure adjustments (man holes) which still need to be addressed on Terrace Street, this contract was completed about a about 45 days ahead of schedule and within budget.

Two of the three retaining walls on our project list have now been completed with the River Street retaining wall near Phelps Street planned for construction at the end of October / early November. These walls are being constructed under a single contract. The completed walls are located on East State Street (above the City owned granite wall near Hubbard St) and one on Woodrow Avenue which now provides space for a continuous sidewalk eliminating an inconvenient "gap". The Woodrow Ave sidewalk will be constructed by a Public Works crew which will be done in the next couple of weeks.

TOPICS FOR UPCOMING COUNCIL MEETINGS ...

September 21

Historic Preservation Commission

Goal: Clean Environment

Storm Water Master Plan

CSO Discussion

Junkyard Ordinance – 2nd Reading

Car Share Update

DID – Montpelier Alive
French Block MOU
MTAC Recommendation
Possible update on easements

October 12

Budget Schedule
Community Services Proposal
Goal – Vibrant Downtown
LDC Board Appointments
Water Source Protection Plan
Development Agreement
Tax Stabilization Application
Berlin Health Issue
MHA appointment
MEAC appointment
Housing Task Force
Executive Session: Personnel
Issue

October 26

Tax Stabilization Application
FEAST Discussion
Budget Targets
Parking Plan
Stormwater Plan formal approval

November 9

Zoning
Goal: Excellent Services

November 16

Construction Summary
2017 Work
Zoning
Goal: Healthy Community



William J. Fraser
City Manager



America's Small Town Capital

Mayor John Hollar

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

William Fraser
City Manager

Jessie Baker
Assistant City Manager

September 14, 2016

Mr. Fred Bashara
c/o Capitol Plaza
P.O. Box 99
Montpelier, VT 05601

Dear Fred:

On behalf of the Mayor and City Council Members, I am writing to acknowledge, and thank you for, your donation of a cast iron tree guard and grate, valued at \$1,500, to the Montpelier Tree Board.

Co-chair of the Board, John Snell, has told me that the guard and grate were installed around a tree that was in need on Main Street and as a result, Tree Board members were also able to move sections of a grate to eliminate two that were broken.

This is just one example of how well our downtown businesses work together with City staff, boards and commissions to keep Montpelier a welcoming and vital community.

Again, thank you and if there is anything we can do to assist you in the future, please do not hesitate to call my office.

Sincerely,


William J. Fraser
City Manager

WJF:sjp

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To our friends at the city of Montpelier,

Thank you so much for funding our
MCF arts grant for 2017. We are so excited
to start planning our 20th festival.

We appreciate all of the support through-
out our history + look forward to a
great 2017!

Thank you!
Raehelle

Green Mountain
Film Festival

1 Taylor Street Redevelopment

Project Timeline

Updated: September 16, 2016

			= threat to schedule
Phase	Milestones	Previous Completion Date	Revised Completion Date (September 2016)
Pre Permit Phase			
	Bike path preliminary plans (60% complete)	Done	Done
	Execute Development Agreement with Council approval	10-Jul-2015	Done
	Finalize CM agreement with DEW	10-Jul-2015	
	Conduct EA and CE reevaluation	28-Feb-2015	Done
	Finalize complete agreement with gBA	10-Jul-2015	
	Complete preliminary cost estimate for building	24-Feb-2015	Done
	Complete preliminary cost estimate for site	17-Mar-2015	Done
	Geotech work and recommendations	20-May-2015	Done
	Schematic Design for Transit Center and site work complete	8-Jun-2015	Done
	DEW to complete cost estimate of Schematic Design	29-Jun-2015	Done
	With schematic design cost estimates - complete "Cost Management" process to determine economic feasibility and design impacts	15-Jul-2015	Done
	Present outcome of Cost Management process to Committee	8-Jul-2015	Done
	Present outcome of Cost Management process to Council	8-Jul-2015	Done
	Identify new revenue sources to close funding gap	1-Nov-2015	Done
	Finalize property acquisitions and easements, submit to VTrans	1-Nov-2015	1-Nov-2016
	VTrans issues Right of Way clearance packet		1-Dec-2016
	Schematic Design for Housing	1-Sep-2015	1-Jan-2017
	Complete Preliminary Plans (sufficient detail for submission to DRB & Act 250)	8-Sep-2015	15-Jan-2017
	Complete a preliminary construction schedule	15-Sep-2015	30-Jan-2017
Permit Phase Begins			
	Obtain utility relocation easements, submit to VTrans	1-Aug-2015	1-Nov-2016
	Submit Act 250 Application	25-Sep-2015	20-Jan-2017
	Local Permitting (approximate - dates not yet set)	19-Dec-2015	
	DRC Meeting	13-Oct-2015	5-Feb-2017
	DRB Meeting	19-Oct-2015	15-Feb-2017
	DRB Decision	19-Nov-2015	15-Mar-2017
	Appeal process	19-Dec-2015	15-Apr-2017
	Procure ME/FP to get to final design documents	1-Oct-2015	1-Mar-2017
	Prepare design documents (50%) Transit Center building & site design	15-Nov-2015	15-Mar-2017
	Execute agreement with CCTA	1-Oct-2015	1-Apr-2017
	Provide an updated construction schedule based on the 50% design documents	1-Dec-2015	1-Apr-2017
	Prepare final Soil Management and Grading Plans	1-Dec-2015	15-Apr-2017
	Conduct technical, CCTA & design committee review of DD (50%) Transit Center plans and site specifications	1-Dec-2015	15-May-2017
	Obtain VTrans clearances	1-Jan-2016	30-May-2017
	Obtain stormwater and other permits	1-Jan-2016	30-Jun-2017
	Prepare 100% complete bike path plans, specifications & estimate (PS&E)	10-Jan-2016	15-Jul-2017
	Conduct technical, CCTA & design committee review of DD (100%) site plans and specifications	20-Jan-2016	1-Aug-2017
Pre-Construction Phase Begins			
	Finalize construction documents (100% complete) for both projects	1-Feb-2016	15-Aug-2017
	Obtain Federal path clearance package	15-Feb-2016	15-Sep-2017
	Complete bid of construction	15-Mar-2016	15-Oct-2017
	Execute construction contract	30-Mar-2016	1-Nov-2017
	Execute legal documents for ownership/structure of Project	15-Apr-2016	1-Nov-2017
Construction Phase Begins			
	Construction Period	8-Oct-2017	1-Mar-2019

NOTE: With bidding set to begin in fall 2017, for construction in November or December, it may be beneficial at that date to bid for a construction start date in the spring of 2018.

City Council
Proposed 2016-2017 City Council Goals
Calendar of Review (through July 2017)



Month	Reference Letter	Proposed Policy Goal	Proposed Strategy	Proposed Action/Deliverable to Council
April	B	Maintain excellent services	Seek opportunities for efficiencies	Support grants for CVPSA - done
May	B	Maintain excellent services	Seek opportunities for efficiencies	Consider and approve Community Services Facilitator contract. Done - May 11
	C	Maintain a safe community	Maintain emergency preparedness	Executive session briefing on Water system security measures including cyber security held on June 14 - done
	D	Create and maintain a healthy environment for housing and economic growth	Enact responsible growth policies	<i>Review and adopt new zoning regulations - Review in process</i>
	D	Create and maintain a healthy environment for housing and economic growth	Enact responsible growth policies	<i>Meet with Master Plan consultant to start process - on August 10 agenda</i>
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate housing projects	<i>Approve easements for 1 Taylor Street - three easements approved July 27, in negotiations for final parcel</i>
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate economic development	Receive development proposals for 55 Barre Street - done, chose not to proceed
June	A	Keep Montpelier Affordable	Increase the grand list	Review and approve the EDSP - Done on June 8, Implementation Plan for July 15
	A	Keep Montpelier Affordable	Seek new revenue sources	Take action on Local Options Tax after Legislature acts on charger change - done May 25
	A	Keep Montpelier Affordable	Seek new revenue sources	Implement new user fees in budget - done on June 8. LOT and PILOT allocated July 13.
	B	Maintain excellent services	Seek opportunities for efficiencies	Meet with Community Services facilitator - done May 25
	F	Maintain a Vibrant Downtown	Improve downtown infrastructure	Receive preliminary plans and cost estimates for the reconstruction of Taylor Street - done July 13
	G	Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment	Address Water/Sewer Infrastructure Needs	Receive a long-term funding plan presentation - approved on July 13. Done

City Council
Proposed 2016-2017 City Council Goals
Calendar of Review (through July 2017)



Month	Reference Letter	Proposed Policy Goal	Proposed Strategy	Proposed Action/Deliverable to Council
	G	Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment	Ensure that District Heat Montpelier is financially sound	<i>Approve Customer Agreement amendments and new rates - Rates approved on July 6</i>
July	D	Create and maintain a healthy environment for housing and economic growth	Facilitate housing projects	Consider and approve contracts for 1 Taylor Street
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate economic development	Consider sale documents for 55 Barre Street - will not occur as a result of decision not to proceed. Done
August	B	Maintain excellent services	Meet organizational needs	<i>Review and approve updated Personnel Plan - being moved to February due to higher priorities</i>
September	A	Keep Montpelier Affordable	Increase the grand list	Consider tax stabilization policy - to be completed by LDC when they are functional
	C	Maintain a safe community	Maintain emergency preparedness	<i>Receive report on source control plans - scheduled for October 12</i>
	G	Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment	Complete Current Major Projects	<i>Consider easements related to Shared Use Path Extension - Written update in September 16 memo.</i>
	H	Maintain a clean and healthy natural environment	Provide effective storm water management	<i>Receive Storm Water Master Plan - September 21</i>
	H	Maintain a clean and healthy natural environment	Provide clean drinking water	<i>Receive updated source protection plan - October 12</i>
October	A	Keep Montpelier Affordable	Maintain a variety of housing choices	Present housing strategies plan - to be completed as part of Master Plan
November	F	Maintain a Vibrant Downtown	Improve downtown infrastructure	Possible identification of new funding for the 2017 communications plan - <i>on track</i>
	G	Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment	Fund/Implement the CIP Maintenance	Receive end of construction season report - <i>on track</i>
December	A	Keep Montpelier Affordable	Increase the grand list	Consider EDSP deliverables as part of FY18 budget process

City Council
Proposed 2016-2017 City Council Goals
Calendar of Review (through July 2017)



Month	Reference Letter	Proposed Policy Goal	Proposed Strategy	Proposed Action/Deliverable to Council
	B	Maintain excellent services	Meet organizational needs	With FY18 budget receive a plan for integrated ground and facilities maintenance - <i>preliminary report on October 12</i>
	B	Maintain excellent services	Seek opportunities for efficiencies	With FY18 budget receive plan for Community Services Department - <i>preliminary report on October 12</i>
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate housing projects	Consider and approve final design for 1 Taylor Street
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate economic development	With FY18 budget receive a plan to update facility at 55 Barre Street
	E	Maintain a healthy community for people	Promote health-building activities	With the FY18 budget receive a plan to further implement Montpelier in Motion
	E	Maintain a healthy community for people	Promote health-building activities	With FY18 budget receive plan for Community Services Department - <i>preliminary report on October 12</i>
	E	Maintain a healthy community for people	Maintain senior nutrition program to improve health and socialization for aging	With the FY18 budget receive a plan for supporting FEAST - <i>update coming on October 26</i>
	F	Maintain a Vibrant Downtown	Improve parking	Receive and review the proposed parking plan - <i>currently scheduled for October 26</i>
	G	Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment	Complete Current Major Projects	Review final design of the Shared Use Path Extension
January	B	Maintain excellent services	Meet organizational needs	Report on progress to build HR capacity
	C	Maintain a safe community	Maintain emergency preparedness	Review and approve CSO overflow reduction minimum controls plan
February	D	Create and maintain a healthy environment for housing and economic growth	Facilitate housing projects	Consider and approve contracts for 1 Taylor Street
	F	Maintain a Vibrant Downtown	Improve downtown infrastructure	Preview of the 2017 communication plan

City Council
Proposed 2016-2017 City Council Goals
Calendar of Review (through July 2017)



Month	Reference Letter	Proposed Policy Goal	Proposed Strategy	Proposed Action/Deliverable to Council
March	G	Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment	Complete Current Major Projects	Award contracts for Shared Use Path Extension construction
April				
May				
June	A	Keep Montpelier Affordable	Maintain a variety of housing choices	Housing Plan as part of Master Plan
	A	Keep Montpelier Affordable	Seek new revenue sources	Report on MSAC endowment/estate planning
	B	Maintain excellent services	Meet organizational needs	Report on MSAC accreditation