



CITY COUNCIL Agenda Item #17-050(d)

Date: February 8, 2017

Consent x Discussion

SUBJECT: Request for the Closure of School, Main, East State and Hubbard Streets for the K-4 Students of the Montpelier Union Elementary School to Conduct their Montpelier Community Lantern Parade.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve a request from Kristina Kane, Art Teacher at UES, for closure of the above-mentioned streets on Thursday, February 23rd, from 5:00 P.M. to 7:15 P.M.

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures require Council approval.

BACKGROUND INFORMATION: Kristina Kane, the art teacher at Union Elementary School, met with UES Principal Chris Hennessey and Captain Neil Martel of the Montpelier Police Department to discuss their Street Closure Permit Application; they are requesting that School Street (from Park Avenue to Main); Main (from School to East State); East State to Hubbard; and Hubbard Street to Park Avenue be closed from 5:00 .M. to 7:15 P.M. on Thursday, February 23rd, for their First Annual Montpelier Community Lantern Parade. The theme this year, with their artist-in-resident, is "The Wonder of Winter". Students in Grades K-4 are making lanterns for this event. Captain Martel walked school staff through the new permit application process and proposed a new parade route from what they originally proposed. The Application had not been reviewed and approved by all of the appropriate City staff by the time this agenda was prepared and distributed, but no major issues are expected to prevent this event from happening. Staff will notify businesses and residents prior to Wednesday night's meeting as well.

SUPPORTING DOCUMENTS: Street Closure Application Form

INTERESTED PARTIES: UES Staff and Students; School Street, Main Street, East State Street and Hubbard Street Business and Residents; Fire; Police and Public Works

CITY MANAGER'S APPROVAL:





Street Closure Permit Application

1. Event Sponsor

Name: Kristina Kane	Email: Kristina.k@mpsvt.org
Address: Union Elementary School, 1 Park Avenue, Montpelier	
Cell Phone: 603-866-1868	Other Phone: 802-881-8819 (Chris Hennessey, UES principal)

2. Event Details

Name of Event: Montpelier Community Lantern Parade	
General description of the event (1 to 3 sentences): Students in grades K-4 are making lanterns with artist-in-residence, Gowri Sarvoor. Our theme this year is "The Wonder of Winter." This free event will be open to the entire Montpelier community to celebrate our	
Date of Event: Thursday, 2/23/2017	Start and End Time of Event: 6:00 pm - 6:30 pm
Street(s) to be Closed - Please provide a sketch of the event layout. ← attached park Avenue and those streets along the route. (starting place)	
Time Street will close (recommend up to an hour before event): 5:00 pm	Time Street will reopen (recommend 30 minutes after the event ends): 7:15 pm
Number of Staff/Volunteers on site for Event: 30+	
Number of people expected at event: 600	Number of vendors and/or entertainers who will participate: 1 - Samba Tucada (Samba band)

city. We will carry our lanterns in the parade!

3. Community Support

Is this a reoccurring event in Montpelier? yes!	If no, do you have experience elsewhere with such events? Please explain.
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How does this event benefit the public (as outlined in the Street Closure Policy)?
This event will be open to the public. All are

invited to join our lantern celebration and parade. The students of Union Elementary School will benefit from this opportunity to feel proud of their artwork and feel proud of the school community. we will host the parade finale at UES from 6:30-7:00

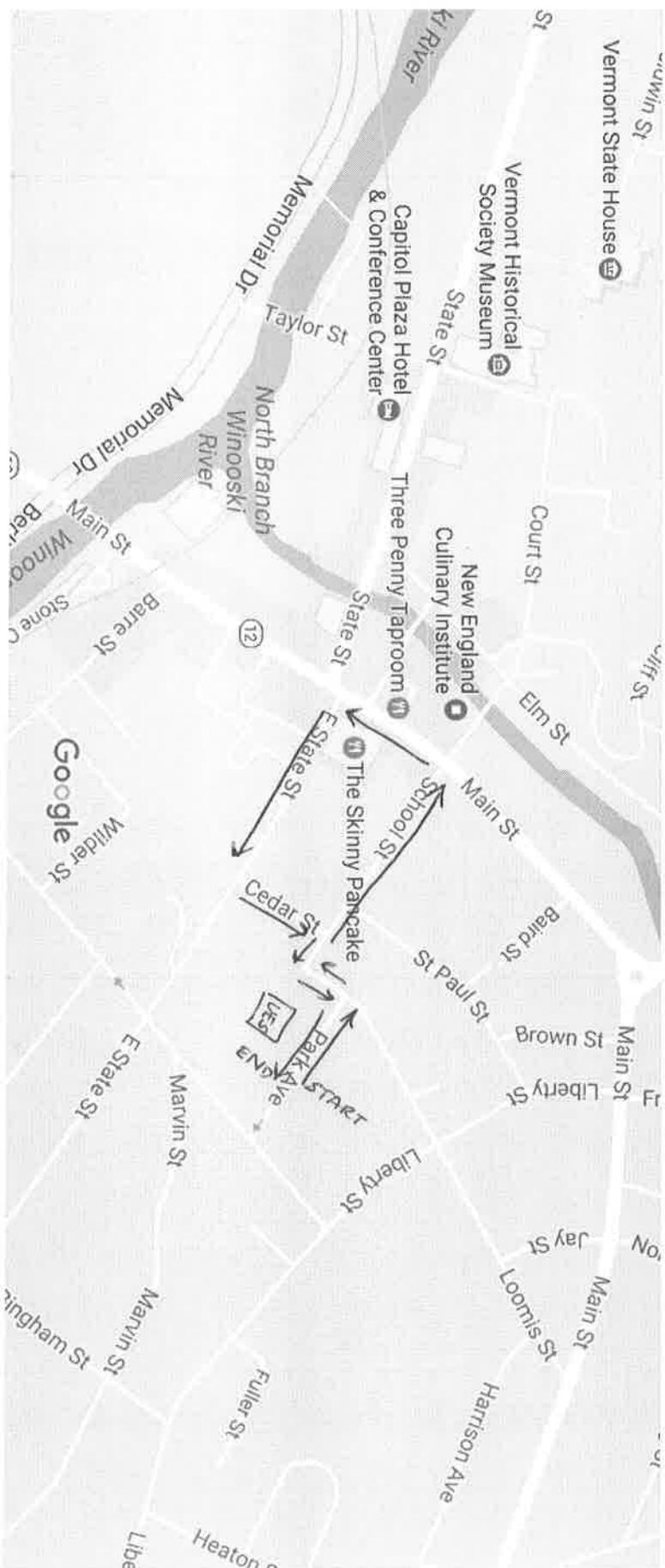
PROPOSED PARADE ROUTE

Union Elementary School Community Lantern Parade

1. Straight on Park Avenue
2. Left on Loomis Street
3. Right on School Street
4. Left on Main Street
5. Left on East State Street
6. Left on Cedar Street
7. Right on School Street
8. Left on Loomis Street
9. Right on Park Avenue to UES Upper Playground

Google Maps

MAP OF PROPOSED ROUTE FOR MONTPELLIER COMMUNITY LANTERN PARADE



Map data ©2017 Google 500 ft

4. Public Safety and Public Health

<p>Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.</p> <p>We have met with Captain Neil Martel. He proposed the route that would best work for public safety. We have a meeting planned</p>	
<p>What arrangements have been made for food, water, and toilet facilities (if applicable)?</p> <p>People will have access to our school building for these needs.</p>	<p>with the Montpelier Alive director.</p>
<p>What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?</p> <p>Trash and recycling containers will be provided at school (the starting and ending location for the parade.)</p>	
<p>If additional law enforcement officials will be hired for your event, please list:</p>	
<p>Please note any other unique aspects of this event:</p> <p>The visiting artist, Gowri Savoor, has experience leading lantern parades. She has safely and successfully led parades in Waterbury, Burlington, Essex, Ferrisburgh & Stowe</p>	
<p>Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance? No</p>	

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with



Street Closure Permit Application

Disabilities Act accessibility requirements. These requirements are available at the City's website.

Kristina L Kane Kristina L. Kane 2/2/2017

Signature Printed Name Date

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

Kristina L Kane Kristina L. Kane 2/2/2017

Signature Printed Name Date

For Official Use Only

The following parties have reviewed and approved:

Approved	Department	Signature	Conditions/Comments
<input type="checkbox"/>	Police Department		
<input type="checkbox"/>	Public Works		
<input type="checkbox"/>	Fire Department		
<input type="checkbox"/>	Montpelier Alive		
<input type="checkbox"/>	Other as needed: _____		



Street Closure Permit Application

This permit request was reviewed at the (month, day, year) _____
City Council meeting. This permit request was:

APPROVE DENIED

Notice Documentation

Name of Event:	
Date of Event:	Start and End Time of Event:
Street(s) to be Closed:	
Time Street will close (recommend up to an hour before event):	Time Street will reopen (recommend 30 minutes after the event ends):
Date of City Council Meeting to consider permit request:	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered.	



CERTIFICATE OF COVERAGE

DATE 1/3/2017

PROGRAM SPONSOR
 VSBIT MULTI-LINE INTERMUNICIPAL SCHOOL PROGRAM
 52 PIKE DRIVE
 BERLIN, VT 05602
 802.223.6132

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

COVERED MEMBER
 MONTPELIER SCHOOL DISTRICT
 its schools and its school districts
 5 HIGH SSCHOOL DRIVE, UNIT 1
 MONTPELIER VT 05602

COVERAGES

THE COVERAGE DOCUMENTS LISTED BELOW HAVE BEEN ISSUED TO THE COVERED MEMBER NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF COVERAGE	COVERAGE DOCUMENT NUMBER	COVERAGE EFFECTIVE DATE (MM/DD/YYYY)	COVERAGE EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GARAGE LIABILITY INCLUDED	VSBITGGL2016	07/01/2016	07/01/2017	EACH OCCURRENCE	\$ 5,000,000
				DAMAGE TO RENTED PREMISES (Each occurrence)	\$ 1,000,000
				MEDICAL EXPENSE (Any one person)	\$ 25,000
				PERSONAL & ADV INJURY	\$ 5,000,000
				GENERAL AGGREGATE	\$ 5,000,000
				PRODUCTS-COMP/OP AGG	\$ INCLUDED
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> OWNED/LEASED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	VSBITAL2016	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (each accident)	\$ 5,000,000
				BODILY INJURY (Per person)	
				BODILY INJURY (Per accident)	
				PROPERTY DMG (Per accident)	
AUTO PHYSICAL DAMAGE <input checked="" type="checkbox"/> OWNED/LEASED AUTOS <input checked="" type="checkbox"/> AUTOS IN YOUR CARE FOR WHICH YOU ARE LEGALLY LIABLE	VSBITPR2016	07/01/2016	07/01/2017	ACTUAL CASH VALUE LESS	
				<input checked="" type="checkbox"/> COMP DEDUCTIBLE \$ 500	
				<input checked="" type="checkbox"/> COLL DEDUCTIBLE \$ 500	
SCHOOL LEADERS ERRORS & OMISSIONS <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	VSBITELL2016	07/01/2016	07/01/2017	EACH OCCURRENCE	\$ 5,000,000
				AGGREGATE	\$ 5,000,000
WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY	VSBITWC2016	07/01/2016	07/01/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	
				E.L. Each Accident	\$ 1,000,000
				E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
				E.L. DISEASE-POLICY LIMIT	\$ 1,000,000
PROPERTY	VSBITPR2016	07/01/2016	07/01/2017	REPLACEMENT COST VALUATION. SPECIAL RISK CAUSES OF LOSS.	On File with VSBIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 See Attached...

CERTIFICATE HOLDER

Montpelier Police Department
 1 Pitkin Court
 Montpelier VT 05602-2950

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE PROGRAM SPONSOR WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE SERVICE PROVIDER, ITS AGENTS OR REPRESENTATIVES.

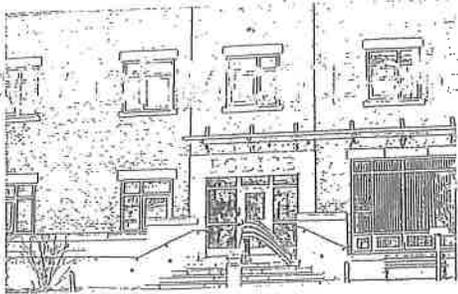
AUTHORIZED REPRESENTATIVE

DESCRIPTIONS Continued.

As per above referenced VSBIT Coverage Documents 2016
Evidence of Coverage



Montpelier Police Department



Anthony J. Facos
Chief of Police

PARADE PERMIT APPLICATION

Application: Montpelier School District Address: 1 Park Avenue, Montpelier Tel # 225-8200

Parade Chairman: Kristina Kane Address: 1 Park Avenue, Montpelier Tel# 225-8200

Sponsoring Organization: Montpelier Public Schools

Parade Theme/Title: Union Elementary School Community Lantern Parade

Parade Date: Thursday, February 23, 2017 Time: From: 6:00 a.m. or (p.m.) To: 6:30 a.m. or (p.m.)

Assembly Time: 5:30 a.m. or (p.m.) Place: Park Avenue

Disassembly (Completed) Time: 7:00 a.m. or (p.m.) Place: Park Avenue

Proposed Parade Route/Map Attached: Describe also: Please see attached description

Will the entire street be used: YES NO. If "NO", how much will be used: _____

Number of Parade Entries: 1* Parade entries list attached List of Sponsor's Parade Marshalls & their duties attached.
*450 +/- students and their families

Does your Organization have Liability Insurance: YES NO Carrier & Tel# VSBIT Multiline Intermunicipal School Program
Copy of certificate attached

Fee Paid: \$5.00 YES NO EXEMPT

I, the undersigned certify that the information provided above is valid and I will abide by any additional provisions noted by Officials or Officers of the City of Montpelier.

Signature: Kristina J Kane Date: 1/4/2017

Approved by: _____ Date: _____

OFFICE USE ONLY

Agencies Involved: City Council Police Fire City Manager Public Works

SPECIAL PROVISIONS: _____

Parade Request Denied: Reason _____