

On Wednesday evening, June 22, 2011, the City Council Members met in the Council Chamber.

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

Call to Order by the Mayor:

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

11-167. General Business and Appearances:

Mayor Hooper said she would like to welcome a new *Bridge* writer Maurice Keller.

11-168. Consideration of the Consent Agenda:

- a) Appointment of Beverlee Pembroke Hill as the Acting City Manager from July 18 to August 7, 2011.
- b) Signing of a Proclamation by Mayor Hooper acknowledging, on behalf of the City Council and citizens of Montpelier, that June 23, 2011 has been proclaimed "***Olympic Day.***"
- c) Consideration of a request, from a committee organizing a Dog (Fashion) Show, for the closure of State Street (between Elm and Main Streets) from 9:00 A.M. to 2:00 P.M. on Saturday, August 27, 2011. "*Montpelier Alive*" is partnering with the Central Vermont Humane Society to produce this Dog Show.
- d) Consideration of a Contract Extension for Technical Services for the month of June between the City of Montpelier and Community Biomass Systems, Inc. (including subcontractors) for the Montpelier Community District Heat Project. Tim Maker, President and CEO of Community Biomass Systems, has provided two versions.
 - 1) The Amendment would add \$23,500 to the "not to exceed" total limit of the amended agreement. The unspent amount in the original agreement is \$14,724; Mr. Maker is quite sure that the \$23,500 on top

of the \$14,724 will be adequate to take them through June, probably with a cushion.

- e) Consideration of approving a “Finance & Maintenance Agreement” with the Vermont Agency of Transportation (VTrans) for a paving project entitled “Montpelier STP 2905(1)” Contract No. FM0055. This regards the VTrans’ plans to resurface Class 1 Town Highways which are under the pavement management responsibility of the State of Vermont. The work will be performed under a single construction contract and consist of State Street (US Rte. 2) from Bailey Avenue westerly to the corporate boundary; the Montpelier State Highway (aka Memorial Drive: Bailey Avenue to I-89); and Dog River Road. The Finance & Maintenance Agreement is a standard operating procedure for road rights-of-way which are owned by the municipality (re: State Street) and establishes and assigns certain rights, responsibilities and costs. In this case, all costs are to be borne by the State, except for non-participating items requested by the municipality of which there are none at this time. The Public Works staff has reviewed the project plans and agreement and recommends approval. Staff also recommends that the Assistant City Manager be designated as the duly authorized agent to execute the documents on behalf of the City Council.
- f) Consideration of endorsing the Certificate of Opening Highway for Public Travel (provided by the VTrans Right-of-Way Division) for the Langdon Street Bridge following the bridge replacement project previously completed. This certificate formally opens the bridge for public travel and will be recorded in the City land records.
- g) The Public Works Department is asking for consideration of the City Council to review and sign the 2010 Bridge Inspection Report performed by the VTrans Structures Division.
- h) Ratification of the Department of Public Works’ Union Contract for the period July 1, 2011 – June 30, 2014.
- i) Consideration of awarding the bid for a Tax Anticipation Line of Credit for \$1,800,000 for FY’12 (July 1, 2011 to June 30, 2012) to cover the expenses for the City’s General Fund, School Department and Recreation Department. Bids on interest rate were received on Thursday, June 16, 2011. A tabulation sheet listing the results is attached. Staff recommends the acceptance of the bid for a Tax Anticipation Line of Credit from Merchants Bank at the rate of 1.59% and authorize the Mayor, City Council and Treasurer to sign the necessary documents.

- j) 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 the Skinny Pancake for an event called "*Green Drinks*;" they served beer and wine in the center lobby of City Center on Tuesday, June 14th, from 6:00 to 8:00 P.M.
 - 2) Ratification of the issuance of a Catering Permit to Vermont Hospitality Management, d/b/a New England Culinary Institute, for a National Life Dinner to welcome a "Focus Group" scheduled to be held on Wednesday, June 22nd, from 6:00 to 8:30 P.M. at the National Life Guest House.

k) Payroll and Bills

Community Development Agency Warrant dated May 10, 2011, in the amount of \$17,500.

General Fund Warrant dated June 15, 2011, in the amount of \$551,676.76 and \$18,724.73.

Community Development Agency Warrant dated June 17, 2011, in the amount of \$32,000 and \$3,484.00.

Acting City Manager Hill said they needed to remove (d) consideration of the contract extension with Community Biomass Systems, Inc.

Motion was made by Council Member Hooper, seconded by Council Member Sherman to approve the consent agenda.

Council Member Jarvis she would like to pull the agreement with VTTrans.

Mayor Hooper called for a vote on the remaining items on the consent agenda. The vote was 6-0, motion carried unanimously.

- 11-168(a) Consideration of approving a "Finance & Maintenance Agreement" with the Vermont Agency of Transportation (VTTrans) for a paving project entitled "Montpelier STP 2905(1)" Contract No. FM0055. This regards the VTTrans' plans to resurface Class 1 Town Highways which are under the pavement management responsibility of the State of Vermont. The work will be performed under a single construction contract and consist of State Street (US Rte. 2) from Bailey Avenue westerly to the corporate boundary; the Montpelier State Highway (aka Memorial Drive: Bailey Avenue to I-89); and Dog River

Road. The Finance & Maintenance Agreement is a standard operating procedure for road rights-of-way which are owned by the municipality (re: State Street) and establishes and assigns certain rights, responsibilities and costs. In this case, all costs are to be borne by the State, except for non-participating items requested by the municipality of which there are none at this time. The Public Works staff has reviewed the project plans and agreement and recommends approval. Staff also recommends that the Assistant City Manager be designated as the duly authorized agent to execute the documents on behalf of the City Council.

Council Member Jarvis said she was concerned that if State Street is paved this summer and the district heat project goes forward next summer that they might be digging up what has just been paved.

Acting City Manager Hill said this piece is from below where the existing biomass plant is so it is on the intersection of Bailey Avenue and State going westerly. Looking at the agreement by the State of Vermont it says: "location located in the County of Washington, City of Montpelier and US Rte. 2, beginning at the Middlesex/Montpelier Town line extending easterly to Bailey Street. The project also includes .483 miles of State Street from Bailey Avenue."

Acting City Manager Hill said they can confirm that the Council's approval is subject to it not including Bailey Avenue to Main Street. She said City Manager Fraser had requested they not do that at this time.

Mayor Hooper said they could make it for approval of this contingent that understanding.

Council Member Weiss said the proper way to do is to move it and second it and then move to amend it with the deletion of that particular segment. It would be very clear. Council Member Weiss made the motion with Council Member Jarvis seconding it. The motion carried on a vote of 6 to 0.

Council Member Timpone said the Flood Committee would like to add they would add a contribution from the City Revolving Fund for flood related issues. They would also like approval to use \$1,088 left in the fund for the Montpelier Centennial. There was unanimous consent to add this as an agenda item at the end of the agenda.

11-169. 58 Barre Street Update

- a) Jeff Kantor, Consultant; Garth Genge, Staff Project Manager; and Steve Twombly, Clerk of the Works, will be on hand to give an update on the 58 Barre Street Project.

b) Recommendations: Receive update; discussion; direction to staff.

Acting City Manager Hill said they are appreciative of the fact that Jeff has agreed to stay on with us a little further and be a little more involved. Steve Twombly agreed to step in and help with the project as Clerk of the Works. He is assisting Garth Genge. She reported the bids came in for about \$200,000 over budget for the for the Senior Center part of the project. The housing piece is all set. Garth, Jeff and Steve have been working on trying to reduce that and look for ways to shave it. There are some of those changes they recommended are to get it down approximately \$90,000. They still are short approximately \$101,000.

Jeff Kantor said on June 8th they actually transferred the property. It is now a condominium. It's the 58 Barre Street Condominium which is a three-unit condominium. Unit 1, which is the Senior Center, is owned by the city and Unit 3, which is the playground, is also owned by the city; and Unit 2 is owned by the housing partnership. The housing partnership also closed on its financing on that same date so they have all of their financing in place. All the permits are in place so they are just about ready to start. Their bids came in from Engleberth Construction, Inc. from Colchester, Vermont, which was the low bidder. As low bidder they accepted to help negotiate the contracts.

The housing partnership actually signed our contract today contingent upon the City being able to sign their contract. The Senior Center was over budget and they worked to reduce that by \$101,000. Alternatives in engineering they thought were appropriate to choose without affecting the quality of the end product for the Senior Center. They came up with about \$92,000 worth of savings.

If they go forward with approval tonight Engleberth is ready to start construction on July 11th and finishing by May 10th of next year.

Steve Twombly, Project Manager, said the building has been completely cleaned out by Steve Ribolini of S&R Janitorial Services. It looks a lot better than it did although it is still smoke stained. The underground fuel tank was taken out a couple of weeks ago and the tank had not leaked at all so there is no hazardous waste which was a savings of about \$8,000 over what was in the budget for that item.

Overall this is a really good model project for what you can do with an old building. This is going to be completely renovated top to bottom, super insulated, and all new glazing so it will be very energy efficient. It will have solar

hot water heat on the roof for the housing. It will be heated by wood pellets. The Senior Center portion essentially is funded through sources that don't involve any taxes. The extra money they are looking for tonight is to close the gap the city has in hand in revolving loan funds so they are just looking for that small piece to move ahead. There is also a pending question of the insurance for the elevator which is tangled up legally at this point, but there is some hope that eventually the city will receive that money. If that were the case they can do the playground reconfiguration which will gain some parking space and they might potentially be able to pay back some of that loan money.

Mayor Hooper asked if the gap was because the bids came in above or because the money we expected to have from the elevator isn't there.

Mr. Kantor replied it is primarily because the bids came in higher. Because of the cost of fuel and material increases, there are actually fewer contractors and prices are going up for construction.

Council Member Golonka said they dropped the construction contingency by about \$50,000 and it looks like they dropped the furnishings, fixtures and equipment by about \$85,000. Is that realistic?

Mr. Kantor said the contingency they have is still at about 7.5% of the contract amount, which is where it should be. In the original budget they felt they would come in low and have a bigger contingency. Now that there are less unknowns and there is a real number the 7.5% architect is adequate. A lot of the furnishings had to do with the kitchen space. At this point they are going to have just a kitchen that will be usable by the Senior Center but it won't be a commercial kitchen that NECI or some other commercial user might want.

Acting City Manager Hill said the back room which was a pool room in the original plans was intended to be a room which was going to hold the walk-in coolers. They felt at the present they could hold off on some of those. She talked with Senator Sanders' Office and there is some money he obtained for the other centers last year for kitchen modifications and his staff is going to work with them to see if they can qualify for that piece this year. If the elevator money comes in they can reduce some of the other costs.

Mr. Kantor said that is a bare bones number. If the city is able to manage that contingency and there is money left over they can turn that money over. If the elevator funds come in that will help as well.

Council Member Weiss said it is stated in the materials that the Senior Center is having a \$200,000 fundraising project and some of that money may or may not be diverted to support the building. He isn't clear about what happens if it isn't.

Mr. Kantor said there is a capital campaign going on right now for the Senior Center to raise \$200,000 and they have raised about \$105,000 or \$106,000 so far. They are still trying to close that gap of \$95,000. It is his understanding they already have approval, and are asking for a confirmation of that, that they can use the Senior Center Endowment Fund to help bridge the gap for the funds that have not been raised.

Acting City Manager Hill said that funding is just slightly under \$300,000 right now, and \$200,000 of it was pledged in the budget. If they come up short in the \$200,000 capital campaign they may have to take the funds out of the Endowment Fund. As Jeff has indicated the capital campaign tends to run in reverse. They went out to individuals first and now they are working with what they hope to be some of the larger donors so she certainly believes it is going to come in more than the \$105,000 or \$106,000. Because they have to have a commitment all of the money is needed to sign the contract. They are asking the Council tonight to make sure they have all of the money again so we can get the housing project moving ahead.

Mayor Hooper said there is \$300,000 in the endowment; \$200,000 was obligated already and the remaining \$100,000 should the capital campaign fall short could be used from the endowment to close the gap.

Acting City Manager Hill said they have been asked why the seniors have to do a capital campaign when it is a city capital project. Everybody's intent was not to have to do any bonding for this project and the city has been willing to commit their money to save money for this. People have left money for the center to do something like this.

Mayor Hooper said before someone makes a motion with regard to approving the additional funding one of the things she wondered about on the cost adjustment sheet was the adjustment to glazing.

Mr. Twombly said they actually were going to do triple glazing and it is a huge cost savings to go to double glazing. These are huge double hung windows. The triple glazed window units are incredibly heavy to open so there was a concern that especially senior citizens would not be able to open them. Housing was not going to accept them on that basis anyway so this was something they had to do.

11-170. “Consideration of approving the use of an additional \$101,150 of City Revolving Loan Funds (Capital Plaza and ADA) for the improvements at the Montpelier Senior Activity Center; and reconfirm that any shortfall in the Capital Campaign will be subsidized from the Montpelier Senior Endowment Fund.

a) Consultant Jeff Kantor, Acting City Manager Beverlee Pembroke Hill, and Clerk of the Works Steve Twombly will be present to review and explain these numbers to the City Council.

b) Recommendation: Review and discussion of this request; direction to staff.

Council Member Jarvis moved the Council approve the use of an additional \$101,150 from the City Revolving Loan Fund for the improvement of Montpelier Senior Activity Center, and reconfirm that any shortfall in the Capital Campaign would be subsidized from the Montpelier Senior Endowment Fund. Council Member Golonka seconded the motion.

Mayor Hooper said her only concern about using any of it was that it would take away some of the emphasis of the Capital Campaign and it certainly would be nice not to deplete this fund.

Mayor Hooper called for a vote on the motion. The vote was 6-0, motion carried unanimously.

Mayor Hooper said the commercial kitchen in Barre was partially or fully built with a grant that the Central Vermont Community Action Council enabled that group to receive so there may be an opportunity for funding there. Failing that the CDCAC have some ideas about how to get money for a commercial kitchen.

Council Member Jarvis said there was some discussion with Meals on Wheels that they may be able to get money for a freezer.

11-171. Consideration of the Recommendations of Senior Center Coordinating Committee.

a) On April 27, 2011, Eileen Peltier, Chair of the Senior Center Coordinating Committee, presented this committee’s report and their recommendations for the future operation of the Center.

b) Those recommendations contained 4 basic recommendations:

1. Change to the Mission Statement to include more clearly residents of the Montpelier area and the concept of economic well-being and a welcoming environment.
2. Acceptance of Statement of Values
3. Committee recommended that the new Director of the Senior Center should be a department head reporting directly to the City Manager. (Staff has discussed this in conjunction with the MATRIX report and recommends that the Director report to the Assistant City Manager.)
4. Changes in the role of the center.

A. Community Partnerships

- i. Enhance the use of the resource room within the center.
- ii. Form a senior services partners group
- iii. Formalize the relationship with the Montpelier Home Delivery Program (“Meals on Wheels”).

B. The Center should strive to be as inclusive as reasonably possible

- i. The **58 Barre Street building** should be renovated in a way that creates a senior center facility that is accessible, comfortable, flexible, and energy efficient.
 - ii. The current practice of **open enrollment** – that is enrollment to any senior residing in the Montpelier area should be continued.
 - iii. **A formal scholarship program** should be developed.
 - iv. Efforts to **enhance transportation options for seniors** should be continued.
- c) In conjunction with the report received on April 27, 2011, staff was asked to prepare cost implications. Council has been provided with backup data to help them with their decision making.
- d) Recommendation: Consider recommendations as outlined above; discussion; direction to staff.

Eileen Peltier led this discussion back in April and they need to be making a decision on how to move ahead because the hiring of the new Senior Center Director is contingent upon what her job description is going to be and these developments will affect it.

Mayor Hooper thanked Members of the Senior Advisory Committee for being present.

Council Member Weiss asked Council Member Jarvis that with the exception of the reporting why does the Council need to discuss any of this? Isn't the Senior Center eligible to set up its own bylaws?

Council Member Jarvis reported there was quite a bit of discussion about the bylaws and her position and their understanding is that now the Senior Center is a department of the city it is no longer run by bylaws. The Advisory Group is just that. If we accept their recommendations the Advisory Group is advisory to the Director who then reports to the City Manager. The bylaws are certainly guidelines but not governance policy.

Elizabeth Dodge, Chair of the Senior Advisory Committee, Mary Alice Bisbee, a member of the Advisory Board; Fran Krushnecik, a member of the Advisory Board; and Peter Harris also a member of the Advisory Board were present for this agenda item.

Liz Dodge said they are having their annual meeting and they were going to revise some of the bylaws and making it more specific that they are not governing, just advisory.

Mayor Hooper said that is in response to Council Member Weiss' question about why they are changing the bylaws. It is certainly understandable that the Advisory Committee would like to have some sort of document that describes what they are doing and how they function.

Mary Alice Bisbee said she is one of the long time members on this board. This all came about because this used to be an organization that was separate. When it went under the School Commission it became advisory, and it has always been advisory and nothing but that. To her it seems redundant to even have bylaws.

Mayor Hooper said the first change is to the Mission Statement which currently states Montpelier and the proposal is to add the Montpelier area. This certainly has been one they have discussed.

Council Member Golonka said he thinks it is a slippery slope. Is this a regional entity or is it a Montpelier entity? He believes it is a Montpelier entity. Montpelier area to him sounds like we are setting up a regional senior center. He doesn't really feel comfortable changing the wording. It's a Montpelier funded senior center. Until outside communities pay us to help support this he doesn't believe it should be called a Montpelier area center. That is his personal opinion.

We just gave \$100,000 potential backing for the upgrade of this facility. We have shown strong support for this facility. He really has a concern that it will become a defacto regional senior center without any outside community support, similar to other entities they have set up in the past.

Liz Dodge said she has been here when the Council brought up the subject but nobody seems to want to do anything about it. The Council hasn't given them any real direction.

Council Member Golonka said this is the first time they have talked about it since the first meeting.

Council Member Weiss said if there is a name change what impact will that have on other documents that are already in existence such as the foundation – bank accounts, checking accounts?

Council Member Jarvis said the change in the mission statement does not suggest a change in the name of the Center. They will just continue with the Montpelier Senior Activity Center.

Council Member Timpone asked what the membership was.

Acting City Manager Hill said there are roughly 600 voting membership right now and there are about 400 Montpelier and 200 non-Montpelier members. A lot of the non-Montpelier members join only to accompany one of their Montpelier friends on a trip. There are a few who come in and take classes. The classes are first offered to Montpelier residents at a reduced fee and then the second chance to take classes goes to those people whose towns do make some contribution. Nobody has had to be turned away yet from any of the classes and they have been able to accommodate everybody. These classes would be offered without the nonresident membership so any money that comes in is extra.

Council Member Jarvis said the intent of the committee was to acknowledge the existing practice.

Council Member Sherman said she thinks there is a real advantage to building a broader base of senior citizens collaborating together and doing activities together so in a way being exclusive and trying to make membership available only to Montpelier and within the boundaries is not a desirable policy. She thinks of UVM and their in-state and out-of-state tuition, and in a way they are saying the cost of the classes reflects that different level of payment.

Acting City Manager Hill said that in addition to paying additional membership dues the classes are also priced accordingly.

Council Member Hooper said he likes Nancy's analogy. The difference is that the state puts a little bit of tax money into UVM so to analogize them would be as though UVM was paid \$10,000 per student. The out of state gets a great benefit because so much comes from a common pot.

Council Member Golonka told Council Member Sherman that he never advocated excluding outside members. He has always felt there should be open membership. He has always advocated refining fees that more adequately reflect outside membership and the amount of money that Montpelier puts forward. He doesn't see them ever excluding anyone. Berlin is 27% of the Meals on Wheels Program. Are they going to be contributing \$6,500 of the extra costs that are going to occur? Those are the types of questions we need to ask. In the Mission Statement it should be the Montpelier Center and whether they want to join or not they are more than welcome.

Council Member Jarvis said she absolutely shares Tom's concerns about the regional option and they should address it in terms of a different fee structure. She thinks the differential fee structure can be done in a way that helps put pressure on surrounding towns so if you are from a surrounding area that does contribute to our senior center than you have lower fees than other towns that do not contribute.

Council Member Weiss said the reality is that the City of Montpelier is already a regional hub. The Library has been mentioned. The Fire Department goes to fires in these other places. We have a Community Justice Program which is more regional than it is just for the voters of the City of Montpelier, and the seniors through their Mission Statement are acknowledging what is happening. Tomorrow night Mr. Golonka and he will be attending another meeting in which they are discussing with Barre City, Barre Town, Berlin and Montpelier for the formation of a unified safety district. He thinks they are way past discussion of regionalization and coming back to cost effectiveness anything that can be worked out is beneficial. That is what they should be focusing on right now. We are a regional hub.

Mayor Hooper said she thinks this has been a good discussion. It is very important to say very strongly that we honor and value the work that has been happening at the Senior Center and the participation of everyone there. This isn't about being exclusive or not wanting to help all of the members of our border communities. In her way of thinking she is very grateful that we keep coming back to this and trying to get this right at the beginning of the new

organization rather than in 10 or 20 years which is where we feel we are with some equity issues associated with the Library. She thinks she heard that we embrace the notion of an open membership, that we would like to see continuing work to make sure that the fee structure adequately represents the sort of tax support that the Montpelier residents are already giving to the Center so we keep looking at the contribution of the non-Montpelier residents as it relates to fees. Another element of that is that we need to formerly ask the other communities whose residents are participating to say to our neighboring communities that the city needs them to also recognize this regional entity we are providing and lay out what their obligations are. We should do this so come budget time we aren't asking for money.

Acting City Manager Hill asked if the Council would support the concept that she as the Director along with some of the members go to the individual town select board meetings and explain the program and the situation.

Council Member Golonka said you have to go to those boards explaining what they get for their contribution. We need to tangibly say what they would receive for their contribution.

Council Member Weiss said it is a great idea to go to the communities. However, he reminds the Council that almost a year ago they asked the Director of the Community Justice Center to solicit funds from the communities.

Mary Alice Bisbee said she has said right along that membership for our Montpelier residents should be \$50, \$75 or \$100 rather than \$10. It really is a belief for those of them who are on the Advisory Board to turn this over to the City Council because they have so much more clout in terms of going to the surrounding towns and telling them their story rather than just members. There are still two people from Waitsfield who take the Strong Living Classes and come out here and they are only paying \$25 and they can afford a whole lot more whether their town does it or not.

Peter Harris said instead of going to the other select boards that when the Senior Center opens there is an open house and people can come and see their new center and they will be knocking on the door to come in. The Board has never voted on the regional issue. What Alan said about defacto Montpelier is the regional center for Central Vermont and his concern is there are smaller towns who can't afford a senior center. He is sure they are clever enough to come up with some way to help the people who benefit from a membership.

Mayor Hooper said her sense is on the Mission Statement they are open to the acknowledgment of the existing practice. Because it currently says in Montpelier right now and the new one says in the Montpelier area.

Acting City Manager Hill said they want open enrollment but they don't want the Mission Statement to change.

Council Member Hooper said if they were at a place where the surrounding towns and all of the people participating recognized their role that would be great but we aren't there. There was one other change to the Mission Statement where it adds economic well being and a welcoming and flexible center.

Council Member Jarvis said if they took the proposed Mission Statement as the committee proposed it to the Council but just take out the area.

Liz Dodge said they have to be very careful about using the word regional. They lose money if they aren't basically in Montpelier. She is talking about the trust fund.

Council Member Weiss moved accepting the Mission Statement as proposed but taking the word "area" out. Council Member Timpone seconded the motion.

Mayor Hooper called for a vote on the motion. The vote was 6-0, motion carried unanimously.

The next item is the Statement of Values.

Motion was made by Council Members Weiss, seconded by Council Member Hooper that the Statement of Values be approved as proposed.

Council Member Sherman said if they take area out of the Mission Statement is it required they take it out of the other parts giving they are accepting people from the area if they pay their fees and even more welcoming if their towns make contributions? In a way this is a carrot to encourage them to think broader.

Mary Alice Bisbee said this is really broadening the mission of the current senior center and bringing in a lot of extra things that are not provided at present. It brings in more the Council on Aging and the Meals on Wheels. She thinks they need this broader approach that they are going to be more of a service center than just an activity center.

Mayor Hooper asked rather than the Council adopting this that the Council receive the report favorable with the understanding that it isn't a governance sort of document.

The maker of the motion and the second agreed to change the motion to received the Statement of Values favorably, with the understanding that it isn't a governance sort of document.

Mayor Hooper said she is assuming that when the time comes to consider new programs or initiatives there is going to be a strong thinking about whether it is worthwhile, can they justify it or where are you going to get the money to do it? One of the things they heard from MATRIX was to make some of the programs self sufficient. Don't assume you are going to pay for it with tax dollars. She doesn't believe that any of this is saying they have the right to come in December and tell the Council they said transportation and they need another van.

Mayor Hooper called for a vote on the motion. The vote was 6-0, motion carried unanimously.

The next item is that the Director of the Senior Center becomes a department head reporting directly to the City Manager. The city is looking at reorganizing some of our services and we'll eventually create a new Assistant City Manager service.

Council Member Weiss said he would respectfully disagree. The charter gives the Manager the responsibility of appointing personnel. He truly believes that the staff and management are the sole of the prerogative of the Council.

Acting City Manager Hill said as part of the discussion both with the Committee and also between the City Manager and herself, and the MATRIX report they felt that the existing Director was hired to be allowed to do a lot of traveling and be away from the center a lot more. As part of the committees that were established it is the desire to have a director who would be present and that Director would have expanded duties taking on some of the duties she actually does now. What Bill talked about and what the MATRIX report reinforced was that some of the departments will report to the Assistant Manager directly rather than to him because he has so many people reporting to him. That report suggested that the Community Justice Center be one of those assigned to the Assistant Manager. The City Manager is actually the one who does the hiring.

Council Member Jarvis said rather than creating a new department they could change responsibility of what is now the Program Director into an actual

Director. They wouldn't actually be creating a new position but changing the roles and responsibilities of that person.

Mayor Hooper said they are also being asked to affirm what has been a non-finalized relationship that began when they moved the governance of the Senior Center from the School Board to the Council's jurisdiction. They made some temporary arrangements and they want to maintain that relationship and look at it in a different way. She had questions about department head because it doesn't feel to her the equivalent of a department head like Public Works or the Police Chief.

Council Member Jarvis said they believe that when the current Program Director leaves that a new Senior Center Director be hired who would report to the Assistant City Manager. That was considered a motion. Council Member Weiss seconded the motion. The vote was 6-0, motion carried unanimously.

Changes in the Role of the Center: There are four called out. The first is community partnership, enhancing the resource center, forming a senior services partner group and formalizing the relationship with the Montpelier Home Delivery Program. She wants to have the most conversation about the Meals on Wheels Program. The others seem to be just affirmations of work that has already been done.

Council Member Jarvis said the Senior Services Partners Group would be a continuation of the round table discussion they had last May. They are just adopting that or committing to reengage in that process yearly in order to try to pursue collaboration with existing agencies throughout the delivery of services to seniors.

Council Member Jarvis said the committee spent some time working with the Meals on Wheels Program. The committee's recommendation is that the Montpelier Home Delivery Program becomes a part of the Montpelier Senior Center. Currently, the program is small and can't adequately serve all of the individuals who are interested in the program. They felt that merging the Senior Center with the Home Delivery Program would provide more economies of scale. As you may recall, in the budget they adopted there is no funding for a cook for the Senior Center. It has always been her assumption that is something they are going to be looking at adding for FY'13. It makes sense from a service standpoint when they had the round table discussion last May nutrition was one of the most important needs that was not being met in our community. Pulling the Home Delivery Program into the Senior Center will give us some security and access to volunteers and organization and it would not jeopardize the existing funding of that program. The city would still be able to be the recipient

of the funding that now supports that program. Obviously, there might be some issues in surrounding towns and that is something they would need to tackle.

Council Member Golonka said he is concerned that we don't have the capacity and staff. He thinks they are going to end up throwing this on Sandy's lap with regards to managing a whole nonprofit entity. He sees they have listed here in-kind management and volunteers, but his fear would be that this take over the Senior Center. He thinks they may lose sight of what they are looking to accomplish at the Senior Center by trying to solve a problem with Meals on Wheels. He is all in favor of helping and collaborating and working with Meals on Wheels but he is very concerned about subsuming it into a city department and throwing it on to Sandy's lap. Secondly, he is really concerned about the regionalization of it. He looked at the Berlin deliveries and it worked out to be about 27%, and unless Berlin is paying 25% of the extra costs we incur he is concerned they are opening up a whole can of worms that suddenly becomes Berlin, Barre, Montpelier and another regional entity. Suddenly it is not an additional \$23,000 cost to the Senior Center.

Council Member Jarvis said she would note in the condition it provides a process where there is an allocation of a half time person to be hired as Coordinator. That person now currently is the person who runs the Meals on Wheels Program and does all of the coordination of the volunteers, takes care of the funding of the program. The recommendation from the Committee is that the Program Director work with this Coordinator.

Council Member Golonka asked what we are sacrificing on our city side for our core services. He doesn't know the answer to that.

Mary Alice Bisbee said the Council on Aging provides all of the money for the Meals on Wheels Program. They are just going to be housed at the Center and not city employees.

Council Member Jarvis said the recommendation of the Committee is that this become a function of the Senior Center. She doesn't see any reason to proceed slowly and she understands the concerns.

Mary Alice Bisbee said she didn't think it was going to be a function of the Center but totally separate from all of the conversations they had.

Mayor Hooper said she was very pleased to hear that there was discussion about bringing this back in. She was extremely disappointed way back when the program left the Senior Center because she believes it is fundamental, but we need to do it right. This has been an ongoing discussion about the number of

accounts that we are managing. It's not just the funding from the Council on Aging, which is in fact complex and requires some real bookkeeping. There also is involved the donations people make; it's complex.

Council Member Jarvis pointed out that the person who is doing the job now is managing all of her own financials so that certainly could be a direction that it stays totally under the Senior Center Director.

Mayor Hooper said in the past they have had a tendency to do that and have separate accounts that are managed throughout city government.

Finance Director Gallup said this is an added program and all of her financial controls have to apply. The Treasurer has to have the authority to control the cash receipts. We really have a high standard here in the city with the liability insurance, keeping track of the employees. Every employee they add, particularly part time, doesn't really fit into the mold of the city with the benefit structure. As we grow there are always added burdens, particularly when you add a program.

Mayor Hooper asked the Council if they could agree that the question is whether or not they want to explore what the opportunities are for using the Senior Center to support the Meals on Wheels Program.

Council Member Weiss said the seniors have approval to appoint a full time Director, and that will be the first time in a long time that has occurred. Something which impacts the city and the Treasurer's Office and something that impacts the incoming Director he would like to wait until the Director is appointed, has a chance to think about it and makes a recommendation to the Advisory Council who then in turn can make a recommendation to the Council.

Mayor Hooper said they should continue exploring and acknowledging the value of the program and our desire to support it also recognizing the need to understand the consequences of this relationship.

Council Member Jarvis said there is also work that needs to be done with NECI in terms of assuring ourselves either that they would commit in their role of partnering with the Home Meals Program.

Acting City Manager Hill said she wanted to clarify that also in the proposal is not only is our current Program Director retiring in September but one of the senior office people who has been there for a number of years has also decided to retire. One of the Barre senior clerical people would like to stay a while longer and she can use her in the transition because there will be some history there. It

was felt we need a more full time Director and there also has been feelings among the membership that they want to get more out of their secretarial staff. Part of that has to do with the increased responsibilities. The minute they go to a 20 hour week person we are required to offer prorated benefits and if they are a 30 hour week person they get full benefits.

Mayor Hooper thanked the committee for their great work and help in moving us forward.

11-167. National Life Trail Authorization

- a) The Montpelier Parks Department is seeking Council authorization to assist in the building of a trail from the corner of Route 12 and Route 2 and up the hill to the National Life trail system, which also connects with their parking areas and various buildings.
- b) Such a trail would benefit the community in a number of ways. One way is that it will provide a safe and beautiful alternate transportation route, as a commuting option, to a major workplace that serves hundreds of people. It will allow access to the downtown (i.e. during lunch hours) without employees having to get in their cars as well.
- c) Additionally, this trail would provide strategic trail access to the southwest corner of Montpelier, opening official access to an under-served part of town, a key link in working toward Master Plan goals and strategy: **“Goal C: Open Space and Recreation, Strategy 1a, Develop and extend a wagon-wheel network of trails throughout downtown Montpelier and to other neighboring communities.”**
- d) This project is seen as a synergistic opportunity as it is a collaboration between public and private partners that will benefit the whole community. Partners include National Life, the Parks Department, Vermont Youth Conservation Corp/AOT, International Volunteers for Peace, and will likely involve a large number of community volunteers.
- e) National Life’s maintenance crew has offered to help with building the trail and has committed to maintaining the trail once it is built.
- f) Recommendation: Receive any additional information from Parks Director Geoff Beyer; opportunity for discussion; provide authorization to move forward with this project.

Geoff Beyer, Parks Director said they would like to do something very similar to what they have done at the State House trail which benefits the community. It is an opportunity to do something that has been put forward in a lot of community plans and community interest to have more trails and connect parts of Montpelier that are presently unserved. The southwestern quadron of Montpelier is not served by parks or official trails and this would open a key spoke in a wagon wheel that has been envisioned in the Master Plan. National Life's Maintenance Department has been given approval to take over maintenance after the trail is built and have offered to help build it.

Council Member Hooper said this is a great opportunity for the community.

Parks Director Beyer said he envisions there would be stone steps on the two steep areas but he would do a winter bypass for the middle set of steps that would be longer for snowshoeing.

Mayor Hooper said it is generous of National Life to offer and participate in this project. Do they understand how much it may be used?

Parks Director Beyer replied he thinks they do. The Vermont League of Cities and Towns has signed on to co-insure the trail and pave the way for National Life to enter as a partner.

Acting City Manager Hill said if the Council agree that the project should moved forward, City Manager Fraser felt it was essential that the agreement with National Life to maintain the trail once it is built should be done in writing to formalize it.

Motion was made by Council Member Weiss, seconded by Council Member Hooper that the Council authorizes the Montpelier Parks Department to participate in the building of the trail.

Council Member Hooper asked Geoff Beyer if the Council authorizes this when does he expect construction to begin? Also if adding his expertise to this project would get in the way of other things he is doing.

Parks Director Beyer said they are scheduled to start the third week in July. The plan is to complete the first set of stairs and the winter bypass this season and the second set of stairs next season.

Parks Director Beyer replied this project did take time, but he has been successful this year in getting a grant through the Youth Service Bureau and the Department of Labor for a jeep, a Green Youth Jobs Program, and they will

have between 5 and 8 youth and a supervisor to help. That will expand what he can do. There will be 30 to 40 people in motion in July preparing this project.

Mayor Hooper called for a vote on the motion. The vote was 6-0, motion carried unanimously.

11-168. Update for Flood Loan Committee

- a) Angela Timpone, Committee Chair, will update the Council on the meeting of the recently appointed Flood Loan Committee members.
- b) Recommendation: Receive report; possible direction to the committee.

Council Member Timpone reported the committee met last week and wrote applications for flood grants that are due on Tuesday. There are 5 businesses that applied for \$1,500 grants. There is currently \$23,400 available. The feedback they are receiving is they didn't get hit badly by the flood and didn't want to apply. She would encourage anyone with damage to apply. They did talk about the fact that the city hasn't contributed to the grant fund. They felt it was appropriate to contribute money toward flood related issues.

Council Member Golonka said one of the issues with money coming in so far has been towards immediate relief and there haven't been any city contributions to that effort. They thought the city could potentially offer a complementary pool of funds to help businesses or entities to help prevent these types of losses in the future. It would be a more proactive approach instead of paying for losses. The idea was to supplement these funds with some funds the city offers.

Acting City Manager Hill said Bill sent her an e-mail this weekend and there should be revolving loan funds that the city could make available if approved by the Council.

Council Member Golonka said Bev has identified about \$11,000 of unrestricted funds and another \$49,000 for loans. There is still money left in the other fund, \$60,000 to be used for flood prevention. Maybe they could put in a flood sensor or pump system in their basements.

Acting City Manager Hill said one of the pots of money is a \$49,000 fund which actually is designated as a Montpelier Business Loan Fund. The group thought today that some of that money they could waive the restriction of being a loan to make it a grant. There aren't a lot of requests for that money plus it has a lot of restrictions.

Council Member Sherman said she heard that the city needed an automated call system as a way to alert people. This could help fund that automated call system.

Council Member Jarvis said she isn't in favor of this. She thinks the city suffered very substantial losses with this flooding. Our Police Department, Fire Department and roads hopefully the city will get reimbursed for fixing all of that. She wants to point out that the restrictions on the fund money that was raised in terms of not being used for prevention, that restriction has been imposed by the committee. The money that was raised by the people who donated nothing was told to those people about how the money was going to be used. It was their understanding that it was flood recovery and to pay for losses, but no one was ever told that it wasn't going to be used for prevention efforts. She would say in the next round of applications they should take that restriction and say they have the remaining \$16,000 and since they couldn't give it out in the first round you are going to loosen the restrictions and allow them to use it for prevention efforts. The city is going to be putting some serious money forward for prevention. They are working on the automated call system and trying to figure out if there are ways to assist Montpelier Alive. She doesn't like the idea of dedicating city money to something when in fact the city has all of the other needs because of the flood.

Council Member Timpone said she thinks they need a second round before they open it up for flood prevention because she feels the sentiment out there was they didn't want to apply because someone else need the money more than they did. They are trying to convince people to apply. She thinks it would be a good way to support our downtown businesses.

Council Member Hooper said they have been spending \$100,000 a year on flood protection and prevention. There are many hundreds of thousands more to come. It may be in retrospect in five years that the thing to do was to help individual property owners rather than trying to control the river engineering, but we are strongly invested in this path.

Mayor Hooper said she was impressed with the Planning Department staff who immediately suggested some of the loan programs we have and figured out they could make some of the housing preservation grant loans available to people. The notion that we haven't done anything, they stepped up with that. She was very impressed that the Central Vermont Solid Waste Management District offered some pretty significant support to people in terms of rubbish removal. One of the other issues going on here is notwithstanding the wonderful response that our community immediately creating this flood fund our Governor saw a need and created this opportunity that immediately happened and made available \$25,000 loan at 0% interest and 1% interest. She is a little concerned about the

notion that it is the City of Montpelier's duty to tell an individual property owner that there is an urgent situation happening and basements are flooding. The city tries to do that. They do that as a matter of public service, but is it our obligation? She is worried about getting tied into the warning system and it becoming the city's duty because what does it mean if we fail to warn you.

Council Member Golonka said they aren't going to be able to use it for any functions for flood prevention. Whether they do it as a grant or loan, some of the applications they received people lost \$50,000 and they hoping they would get more money. They are not flush with money. They could run out very quickly if they just gave it to the five applicants. They all suffered \$20,000 to \$40,000 and the \$1,500 check they gave them may not be enough. The idea was to have a city contribution to add to this pot.

Mayor Hooper said she didn't think any of them wanted to be ungenerous.

Acting City Manager Hill spoke of the \$49,000 Montpelier Business Loan Fund monies.

Mayor Hooper said the revolving loan fund isn't as well known any more. The Central Vermont Community Action Council has a revolving fund for gap financing.

Acting City Manager Hill said as part of the 58 Barre Street process in identifying where they could get monies Garth sent an e-mail asking what the status of all of the current loans and what were their restrictions were. \$11,000 came back as being unrestricted money that could be used.

Council Member Golonka said the committee recommended setting up a separate fund.

Council Member Jarvis said they could change the restrictions on the business loan fund. If we have this pot of \$11,000 unrestricted we know there is a need with 58 Barre Street. In the event that the Capital Campaign doesn't reach its goal it could be used for the Senior Center.

Council Member Weiss said he isn't the least bit interested in putting aside any money for prevention until such time the Chief of Police, the Fire Chief and the Director of Public Works give the council a report on the status of our streets, sewers, etc. He isn't professional enough to know what prevention is.

Mayor Hooper said she thinks they need more information. She asked if they were ready to talk about the bunting.

Council Member Timpone said Bev Hill found another pot of money for \$1,088 left over from the 200th Celebration of Montpelier being the State Capitol. This money can be used to pay for the flood damaged bunting for the 4th of July.

Motion was made by Council Member Hooper, seconded by Council Member Jarvis to use the \$1,088 for the July 4th bunting. The vote was 6-0, motion carried unanimously.

11-169. Council Reports.

Council Member Sherman reported that July 5th starts the Montpelier Circulator. GMTA has a card that shows the route, map and times and it will be widely available.

Council Member Weiss said tomorrow afternoon he is meeting with Clancy DeSmet, the Zoning Administrator, and he and Clancy are going to start the pursuit of gathering data regarding a committee assignment looking at reapportionment.

Council Member Weiss said he had a question for the Council Members, Mr. Golonka and he are meeting with the four community tomorrow evening. They are planning a session with the boards and looking at October 6th. That is also the day in which the Vermont League of Cities and Towns holds its annual meeting and he wonders if there would be an obvious conflict. The four board meeting would be at 7:00 P.M. His third request is directed to the Manager. In the weekly report on page 6 it notes there is a district heat group that are moving forward on the project. It names a variety of people and closes by saying the Council should designate the Mayor and one other Council Member to the group. The problem is the Energy Advisory Committee once again is being overlooked and he would ask the Manager to do whatever needs to be done to get one member of that committee to serve on the District Heat Committee.

Acting City Manager Hill said that would be the Mayor, Council Member Weiss and they would ask the Energy Committee to designate one of their members to the District Heat Committee.

Council Member Golonka said he met with Sandy Gallup and Todd Law last week on the Water Rate Committee. This has been a stressful issue for Sandy. The water fund continued to increase its debt by over \$100,000 versus the sewer fund decreased the deficit by about \$100,000. Some issues they really need to address and Sandy is planning on bringing them up to the Council on July 13th for some recommendations. He is really concerned about the water fund. He is

concerned about the timelines and feels we need to be a little more aggressive. She wants public input and was thinking more of a six to eight month timeframe.

Council Member Timpone said she had a Housing Task Force update and sent the Council the proposed charge. They are trying to make sure the committee is going in the right direction. John Hollar has agreed to serve on their subcommittee.

11-170. Mayor's Report.

Mayor Hooper reminded Council Members the next time they will see each other is on July 3rd celebration, when they are marching in the parade. They have received e-mails from the Manager about the crosswalk painting. They also received an e-mail about the state's obligation to the paving of Class 1 highways. She sent Todd a note asking him to find out what the schedule was for that because she thinks they need to let the community know when it is going to be happening. She thinks it was news to a number of people that the city in fact is not responsible for paving State Street, Main Street, Northfield Street and Elm Street. Those all belong to the state. The city is obligated to fill the potholes but the paving does not belong to the city.

She would like information about paving on Class 2 & Class 3 streets, or the street work we are required to maintain.

11-171. Report by the City Clerk-Treasurer.

None.

11-172. Status Report by the Interim City Manager.

Acting City Manager Hill thanked the Council for all of their considerations and patience. She has tremendous staff to work with. She received a call from Jeff Dworkin who is concerned there doesn't seem to be enough public interest in what they are doing. He asked her to consider putting in more ads notifying people so they would be aware that the Taser Committee meets every Tuesday night at 6:30 P.M. They want more ads put in the Times Argus and The Bridge.

There is a designation for Washington County for some of the infrastructure but the qualification is it doesn't include the storm that occurred on Memorial Day weekend. They are still waiting to hear about that. It is 75% federal money and

25% local which is split between the state and local. The city's match could be as little as 10% so it is really significant. They are also trying to grant individual assistance which is rare. That includes up to May 8th but not after.

There will be in the packet on Friday an update on the selection process for the Assistant Fire Chief.

Mayor Hooper said their hearts are really with Garth Genge for a speedy recovery.

Adjournment:

After motion duly made and seconded by Council Members Hooper and Jarvis, the council meeting adjourned at 9:34 P.M.

Transcribed by Joan Clack

Attest: _____
Charlotte L. Hoyt, City Clerk