

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**

**City Manager's Weekly Report – 08/04/2017**

**UPCOMING MEETINGS...**

Monday, August 7	Development Review Board Meeting, 7:00 P.M. in the City Council Chambers
Monday, August 7	Design Review Committee Meeting, 5:30 P.M. in the City Council Chambers
Tuesday, August 8	Historic Preservation Committee Meeting, 6:30 P.M. in the City Council Chambers

**ATTACHMENTS ...**



Updated Council Goals Calendar

Agency of Natural Resources letter regarding Berlin Pond

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

**Caledonia Spirits**

We continue to work with CS on construction planning and final resolution to the rail crossing issue. Their Tax Stabilization request will be on the August 23<sup>rd</sup> and September 13<sup>th</sup> agendas.

**Goals**

Attached is a more comprehensive calendar for you to review. We are using this as a guide for Council meeting agendas going forward, and will begin a monthly review of one goal category.

**Master Plan & Zoning**

Zoning deliberations will return to the Council agenda.

**TIF**

We are finalizing a contract with Burke & White. We will keep the Council updated throughout this process.

## **Berlin Pond**

Attached is the Agency of Natural Resources letter, which was forwarded to Council on Aug. 1<sup>st</sup>. We had asked the State to pay for improvements to Montpelier's drinking water infrastructure, however they appear to be offering a low/no interest loan. Discussion on this will continue.

## **Organics to Energy Project**

Updated documents attempting to address Council's questions and concerns were sent out today, Aug. 4<sup>th</sup>. A special meeting may be called for next Wednesday, Aug. 9<sup>th</sup>. At that meeting, Council will also be asked to approve MEAC's recommendation to award the contract for the Municipal Building Energy Contract (information will be sent prior to the meeting).

## **Parking/Transportation Alternatives**

Staff met with the Council's Parking Subcommittee this week to review the Parking Strategy Report discussed in May, which outlines options for dealing with the City's parking issues. The Subcommittee (Councilors Bate and Watson) will present a proposal for moving forward at a September meeting.

## **Econo Lodge**

Formal notice of the Council's decision was sent via registered mail to the owners, and their attorney was also notified. We have received indication that they are actively working on a mitigation plan.

## **Collective Bargaining**

Negotiations with the Police union continue on August 10<sup>th</sup>.

## **Legal**

*Illuzzi vs City, et al*: The Court has ruled on the outstanding motions. Trial has been rescheduled to take place September 21-22. The parties are directed to engage in mediation which must be currently scheduled for August 23<sup>rd</sup>. Represented by Constance Tyron Pell, Esq.

## **WEEKLY REPORTS FROM DEPARTMENT HEADS ...**

### **Public Works**

DPW spent last night and today cleaning up after our unexpected cloud burst Thursday night. Although the storm had been forecast, the extreme rainfall caught us all by surprise. There was no serious damage, but primarily roadside erosion, debris and scattered dislodged pavement at various locations, including: North Street, Main Street, Grandview Terrace, School Street, Harrison Avenue, Sherwood Drive, Towne Hill Road, and Chestnut Hill. We're still receiving reports of minor impacts, and are dealing with the situations. The street division crew will continue with repairs and clean-up the week of August 7th before resuming planned construction projects such as the Sibley Avenue sidewalk.

The downtown paving project is largely complete. A punch list will be developed for correction of any incomplete or unsatisfactory work, such as a few puddle issues. Pike will place a little shim between railroad tracks at Barre Street to smooth out the crossing and carry us through until the entire crossing is replaced next year (that's the current plan, although it might be adjusted). That will be followed by completion of Main Street paving from Barre Street over the bridge to Memorial Drive.

The contractor hired to undertake the annual street paving program has issued their schedule. First on the list is Gallison Hill Road, which with work beginning on Tuesday August 8th will finish paving by the end of the week provided weather conditions are satisfactory. Other streets are planned for the following week, including Governor Davis Ave, High School Drive & Winter Street. Notices have been mailed to property owners that include contact information for questions.

### **Finance Department**

The first installment of the 2017-2018 property taxes is due Tuesday August 15. Payments may be made via mail, in person in the clerk's office between 8 am and 4:30 pm or 24 hours per day/7 days per week using the drop box located to the left of the rear entrance to City Hall. Online payments are also available via the city's website at [www.montpelier-vt.org](http://www.montpelier-vt.org) and selecting the online payments icon. The link will bring you to the city's payment processor, Official Payments. A convenience fee does apply for online payments.

You may also elect to sign up for automatic payment of your property tax and/or water/sewer bills. An insert was included with the water/sewer bills that were mailed on July 31. Automatic payments are simple to set up, offered for free and processed on the due date of each installment.

## **Planning Department**

The Historic Preservation Commission will be providing walking tours of historic downtown Montpelier from 9:00AM to noon on Saturday August 5. Meet at the Information Booth on State Street. Also the Preservation Commission will also have a public hearing on Tuesday August 8 in the Council Chambers at 6:30PM to take comment and answer questions on the proposed update and revision to the City's National Register Historic District.

### **Senior Center**

#### **Art Show: Paintings by Christine Terry, July 31-September 1**

Originally from Massachusetts, Chris has called Vermont her home for over forty years, occasionally taking art classes and painting a little on vacations. After retiring from her job as the School Library Media Specialist at Union Elementary School in 2010, she began weekly art classes with Sylvia Walker. She now creates cards and paintings, mostly in watercolor and pen and ink, for friends and family and has had tables at a few local craft bazaars. Recently, she completed a CCV course in acrylic painting. This is her first solo show. Chris, who is a regular volunteer in the MSAC office as well, will donate 50 percent of sales to MSAC and her art cards are available for purchase to benefit MSAC.

#### **Memory Café with Montpelier Ukulele Players, Saturday, August 12, 10-11:30 a.m.**

Bob Barrett and the MSAC Ukulele Players will entertain this month. Come dance with us! The Montpelier Memory Café is for individuals with Alzheimer's disease and related memory disorders. People living with memory loss and their care partners are all invited to attend. Call Liz at 229-9630 for more details.

## **TOPICS FOR UPCOMING COUNCIL MEETINGS...**

August 9

NO MEETING

August 23

Parklet Ordinance - 1<sup>st</sup> Reading  
Dog Ordinance 1<sup>st</sup> Reading  
Caledonia Spirits Tax Stabilization 1<sup>st</sup> Hearing  
Police Department Security Briefing  
Zoning  
Council/Manager evaluation process  
Recreation Facility RFP?  
Economic Development Goal

September 13

Zoning  
Parklet Ordinance – 2<sup>nd</sup> Reading  
Dog Ordinance 2<sup>nd</sup> Reading  
Caledonia Spirits Tax Stabilization 2<sup>nd</sup> Hearing

Parking/Team Bridges  
Sprinkler Ordinance discussion  
Gender Neutral Bathroom policy  
DID Budget

September 27

Zoning  
Budget Process  
Asset Management update  
Revolving Loan Fund recommendation  
Housing Goal

October 11

Zoning  
Five Year Budget projection  
Local Options Tax discussion  
Wayfinding Signs Presentation

October 25

Zoning  
TIF Update  
Quality of Life Goal



Sue Allen  
Assistant City Manager

<b>City Council</b>				
<b>Calendar of Goal Initiatives</b>				
<b>MONTH</b>	<b>Ref.</b>	<b>Proposed Policy Goal</b>	<b>Proposed Action-Deliverable to Council</b>	<b>Lead</b>
	<b>Letter</b>			
<b>2017</b>				
<b>July</b>	D	Adopt Implement Zoning & Master Plan	Make decision on timing of Master Plan/Zoning (DONE)	Mike
	D	TIF Implementation	Council to act on hiring TIF consultant (DONE)	Sue
	D	Implement EDSP	Approve MOU with MDC (DONE)	Bill
<b>Aug.</b>	B	Clearer evaluation process	Council reviews new evaluation proposal	Bill
	B	Promote Leadership values & Philosophy	Leadership team meeting to review model and strategies	Bill
	C	Improve Public Safety	Council safety briefing	Tony
	D	Adopt & Implement Zoning	Council to work through proposed ordinance	Mike
	D	Master Plan	Planning Staff to begin drafting	Mike
	F	Parklet Program	Council acts on ordinance	Bill
	F	Accessibility	Council considers proposal for gender neutral bathrooms in City buildings	Sue
	F	Dog Ordinance	Council to act on proposed ordinance	Bob
	G	Determine Future of Rec. Center	CIP will be asked to approve RFP for feasibility study	CS
	G	Address Facility Needs	Council decision on contract for WRRF upgrade	Tom
		Update on Economic Development Goal		
<b>Sept.</b>	A	Start budget work: Set funding levels	Establish budget process/projections; this will be on-going (include report on staffing levels, new revenue, efficiencies, etc.)	Todd/Bill
	B	Meet organizational needs	Update council on asset management program	Tom
	B	Improve outreach	Leadership team to review presentations and communication	Bill/Sue
	D	Adopt & Implement Zoning	Council to work through proposed ordinance	Mike
	D	Master Plan	Planning Commission to review draft	Mike
	E	Address barriers to housing	Council to review Sprinkler ordinance	Bob
	F	Parking Plan/Team Bridges	Subcommittee recommends decide how to proceed	Kevin
<b>Oct.</b>	A	Keep tax rates and fees sustainable	Staff will update current 5-year budget plan	Todd
	A	New revenue sources	Staff will present local tax options/Council action?	Todd
	C	Address drug issues proactively	Leadership team to plan staff training and support efforts	Bill/Sue

	D	TIF	Update Council on TIF process	Sue
	D	Adopt & Implement Zoning	Council to work through proposed ordinance	Mike
	D	Master Plan	Planning Commission to hold hearings	Mike
	F	Wayfinding Signs	Mont. Alive reports plan to Council	Ashley
	A	Adopt Budget with resources available	Staff to begin budget work	Todd
<b>Nov.</b>	C	Improve public safety capacity	Make decision on regional Public Safety Authority	Tony
	C	Crosswalk safety	Update council on progress improving crosswalks	Tom
	C	Warming and cooling shelter	Present plan to Council, begin publicizing	CS
	C	Expand E911 compliance	Brief Council on action to increase compliance	Mike/Audra
	D	Adopt & Implement Zoning	Council to complete work on proposed ordinance	Mike
	D	Master Plan	Planning commission completes work,, sends to Council, Council warns hearings on master plan	Mike
	F	Accessible programs	Council briefed on accessibility of city buildings/programs	Tom/CS ADA Comm
	G	Fund/Implement CIP/Maintenance Plans	Review plans for sufficiency	Tom/Bill CIP comm
<b>Dec.</b>	A	Energy efficiency savings	Update Council on progress with city buildings	Tom
	A	Adopt Budget with resources available	Council budget work sessions	Bill/Todd
	B	Improve Citizen Outreach	Council will consider National Citizen Survey proposal	Sue
	D	Adopt & Implement Zoning	Council holds first zoning hearing	Mike
	D	Master Plan	Council holds first Master Plan hearing	Mike
	G	District heat	Update Council on potential new customers	Bill
	G	Consider facility maintenance needs	Update Council on maintenance progress/facilities director position	Bill/Sue
	G	Implement CIP	Council reviews and approves CIP (incl W/S/SW) and Equipment plans	Tom/Todd Bill
	G	Consider new projects	Council makes decisions about WRRF, Rec Center and possible bonds	
<b>2018</b>				
<b>Jan.</b>				
	A	Adopt Budget with resources available	Council public hearings, adopt budget for ballot	Bill/Todd
	D	Adopt & Implement Zoning	Council holds final hearing and adopts zoning by Jan 8	Mike
	D	Master Plan	Council holds final hearing and adopts Master Plan	Mike
	F	Official Map	Council to act on adoption of Official Map	Mike

<b>Feb.</b>	E	Barriers to housing	Council will consider rehab of existing housing (\$)	Mike
	G	Establish process for project approval	Draft a City project development plan	Tom/Sue
<b>March</b>	H	Stormwater Masterplan/management	DPW reports progress to Council; outlines action required.	Tom
	C	Maintain resiliency from Natural Disasters	Present Flood Mitigation Plan	Bill/Tom
	C	Update COOP and training	Conduct training, include Council	Bob
<b>April</b>	F	Dog Parks	Council to consider recommendation on dog parks	Geoff
	H	Track efficiency in city buildings	Brief Council, might have action item	Steve T.
	H	City Vehicle efficiency study	Presented to Council (electric vehicles?)	Tony
<b>May</b>	G	Establish process for project approval	Present to Council for discussion/action	Bill/Tom
	H	Select next Greening America project	Present project to Council	MEAC?
<b>June</b>	B	Meet City/staff organizational goals	Present updated personnel plan	Sue
	D	Increase capacity to support growth	Create policy on infrastructure needs for development	Bill/Mike MDC
	D	Increase development support	Formalize internal revolving loan fund	Bill/Todd
	H	Complete roof drain study (CSO)	Implementation plan presented to Council	Tom
<b>July</b>	E	Sabins Pasture housing project	Solid progress by July 2018; brief Council	Mike
	G	Plan for future funding needs	Agenda item: Infrastructure needs/adequate funding	Tom/Todd
	G	Implement CIP Maintenance	Bring streets to 70 PCI; update CPI index	Tom
<b>On-Going</b>	B	Strengthen good government	Provide timely info to Council, improve staff skills	Bill
			Provide summary of event costs, consider fees	Todd
			Incorporate restorative justice into ordinances/policies	Yvonne
	F	Develop welcoming community	Consider multi-use trails	Geoff
	D	Implement EDSP	Work cooperatively with MDC	Bill
	D	Facilitate Economic Development	Support existing businesses	Bill/Sue Mike
	D	Facilitate Economic Development	Provide support and assistance to potential commercial project	Bill/Sue Mike/MDC
	C	Continue Paramedic Plan	Hire staff incrementally	Bob
	C	Update COOP	Continue joint training with neighboring communities	Bob



	B	Improve outreach	Improve website, social media use, communications plans for projects, etc.	Sue
	B	Meet organizational needs	Continue wellness program	Todd/Tanya
	F	Maintain vibrant neighborhoods	Enforce nuisance and junk ordinances	Chris L.
	G	Complete Current Projects	One Taylor, Taylor St, Bike Path, Downtown repaving, Northfield St.	Bill/Tom
	G	Complete Paving Projects	Bring Streets to 70 PCI average	Tom
	H	Environment: Assure clean waterways	Implement CSO rules, identify needs and projects	Tom

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[www.anr.vermont.gov](http://www.anr.vermont.gov)



**State of Vermont  
Agency of Natural Resources**

Julia S. Moore, P.E.  
Agency Secretary

Peter W. Walke  
Deputy Secretary

August 1, 2017

William Fraser, Montpelier City Manager  
39 Main Street  
Montpelier, VT 05602

via email

Dear City Manager Fraser;

The City of Montpelier has asked the Agency of Natural Resources (ANR) to consider paying for an upgrade of the city's drinking water supply treatment system, to consider purchasing land from the city in a way that would cover the cost of that upgrade, and to install a portable toilet in the winter, in addition to the one planned for summer use. I am writing to address those requests and to update you on the status of the Fish and Wildlife Department's plans for a canoe and kayak access point.

As you know, the Long Term 2 Enhanced Surface Water Treatment Rule (LT2) regulation requires all public water systems using surface water to monitor for *E. coli* (as a surrogate for *Cryptosporidium*) or monitor for *Cryptosporidium* directly. The first round of monitoring (done approximately 10 years ago) verified the high quality of Berlin Pond (levels of *E. coli* were very low or non-detect). This first round was done before Berlin Pond was officially opened for recreation.

As required by federal law, Montpelier water system is again sampling for *E. coli* under LT2; the system elected to begin sampling early, starting in January of 2017. The system has sampled once every two weeks since the beginning of January. So far no *E. coli* has been detected in any of the samples analyzed. After the completion of the sampling in 2017, the Drinking Water and Groundwater Protection Division will review the data and calculate the average *E. coli* reported. If the calculated average *E. coli* concentration exceeds 100 *E. coli* per 100 ml of water, the water system will be directed to begin sampling for *Cryptosporidium*, to start no later than April 1, 2019. When the system completes sampling, it would have 6 months to report a bin classification. If the bin classification changes from Bin 1 to Bin 2, *Cryptosporidium* treatment would be required. Based on the current data, it is highly

unlikely that Montpelier will be directed to sample for *Cryptosporidium* or that it will be further compelled to install treatment in order to meet the requirements of LT2.

The City has completed a preliminary engineering study to evaluate *Cryptosporidium* treatment options. If the City decides to proceed with the improvements recommended in the study, ANR is committed to working collaboratively with the City on the infrastructure improvements. Funding for final design is available through the Drinking Water State Revolving Loan Fund (DWSRF) on a first-come-first-serve basis at a zero percent interest rate with options for deferral of loan repayments. If the project is proposed for construction, low interest construction loans are also available, which are prioritized annually among other projects being proposed for a given funding cycle. The City may contact Ashley Lucht from the DEC Facilities Engineering Division directly for further information at [Ashley.Lucht@Vermont.gov](mailto:Ashley.Lucht@Vermont.gov) or by phone at 802-585-4904.

The current permitted plan for the Berlin Pond Access Area, on land managed by the Town of Berlin, is to create a driveway, grass parking, and a carry-on boat launch. The access driveway will cross a mapped wetland and an open arch culvert will be used so as not to compromise the integrity of the wetland. The gravel driveway will be approximately 20 feet by 155 feet. The proposed parking lot will have 8 spaces and will be an improved grass lot to enhance storm water infiltration. This small parking lot size (20 feet by 80 feet) will limit the amount of use on the pond at any one time. The access drive and grassed parking footprint will likely impact approximately 5,163 square feet of wetland buffer.

Maintenance of the site will only occur during the open water months. During this time, the Department of Corrections, Probation and Parole crews will pick up trash and mow the parking area. There will also be a portable toilet on site that will be serviced weekly. That service will most likely run from early May through early November. During months with snow, the area will remain closed and will not be plowed. Plowing the site or providing other winter maintenance services, such as a winter-time portable toilet, would encourage greater levels of year-round access from this location. This site is near the outlet of the pond and flowing water, which lends itself to thin and unstable ice. The Fish and Wildlife Department does not want to encourage ice fishing or access to the pond from this area during the winter.

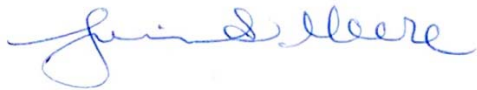
The Fish and Wildlife Department has also been approached by Montpelier with the opportunity to move the access area to an alternative location on the east side of the pond by purchasing a lot from the City of Montpelier. The Department was given a similar opportunity by the Town of Berlin in nearly the same area and declined to build an access in this location for several reasons.

In this area, the public road (Paine Turnpike) sits significantly higher than the grade of the adjacent land on the west side of the road. To provide access to the lot in question, a substantial amount of fill would need to be brought in, taking up a significant portion of the lot before any parking or access to the water could be constructed. This area of the pond has extremely steep slopes near the shoreline, which would most likely necessitate some sort of boardwalk and/or steps to access the water, requiring more space for new infrastructure.

Additionally, a large portion of this area is forested. Clearing vegetation, placing significant amounts of fill on the property, and building additional infrastructure would potentially have additional environmental impacts and would be cost significantly more than the area that the Department has already identified as the project site. The outlet parcel currently being developed is cleared and has adequate space and suitable slopes to construct an access area. Therefore, it does not make sense to move the canoe and kayak access point to this alternative location.

Thank you for your continued dialogue about this project, and I hope this answers the City's questions on these points.

Sincerely,

A handwritten signature in blue ink, appearing to read "Julia S. Moore". The signature is fluid and cursive, with the first name "Julia" being the most prominent.

Julia S. Moore, P.E.  
Secretary  
Agency of Natural Resources

Cc via email: Louis Porter, Commissioner, VT Dept of Fish & Wildlife  
Mike Wichrowski, VT Dept of Fish & Wildlife  
Bryan Redmond, VT Dept of Environmental Conservation  
Thomas Mcardle, Montpelier Public Works Director