

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**  
**City Manager's Weekly Report – 10/27/2017**

**UPCOMING MEETINGS...**

Wednesday, November 1      City Council Meeting, 5:30 P.M. in the City Council Chambers

Thursday, November 2      Tree Board Meeting, 5:30 P.M. in the City Manager's Conference Room

**FOR YOUR CALENDARS...**

Monday, November 6      Design Review Committee Meeting, 5:30 P.M. in the City Council Chambers

Monday, November 6      Transportation & Infrastructure Committee Meeting, 6:00 P.M. in the Memorial Room

Monday, November 6      Development Review Board Meeting, 7:00 P.M. in the City Council Chambers

Wednesday, November 8      City Council Meeting, 6:00 P.M. in the City Council Chambers

Thursday, November 9      Conservation Commission Meeting, 7:00 P.M. in the City Council Chambers

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

**One Taylor Street**

We received a draft purchase and sale agreement from Mowatt Trust which is being reviewed now. We hope to be able to sign the agreement by next week. All other aspects of the project remain on schedule.

**Master Plan & Zoning**

Zoning will be on the November 1 agenda for final clean up. The December 13<sup>th</sup> and 20<sup>th</sup> meetings will have public hearings for both the master plan and zoning.

**Berlin Pond**

The State issued a wetlands permit for the Department of Fish & Wildlife to construct an access. I asked our attorneys to prepare an outline of our options for review and discussion at the November 1 meeting.

## **Parking/Transportation Alternatives**

The Subcommittee plans to report to the Council at a future meeting.

## **Collective Bargaining**

DPW contract is signed. Final memorandum of agreement with Police is complete. I will forward to you once the union has approved it.

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

### **Fire Department**

- Fire Lieutenant Paul Charron has retired from the Department. Lt. Charron worked for the department for 15 years.
- The Department has hired Firefighter/Paramedic Marc Truedson. Firefighter Truedson is a veteran of the United States Army and will begin work Nov. 14<sup>th</sup>.
- Firefighter Chad Morse, and Firefighter Jake Timian are enrolled in the paramedic program at Vermont Technical College. This is an intensive one year program combining class room and practical experience at Central Vt. Hospital.
- Governor Scott has appointed Fire Chief Robert Gowans to the Vermont State Emergency Response Commission. Chief Gowans will represent the Vt. Fire Service on the Commission.

### **Planning & Community Development**

This was a big week for the Planning and Community Development Department. On Monday the Planning Commission held its public hearing on the draft updated Master Plan. Following some comments regarding Map 30, the Commission made some changes and then voted the draft along to the City Council for consideration. Those changes will be incorporated into the draft and put on line by early next week. According to the schedule we expect the Council to hold public hearings on the draft Master Plan on December 13th and 20th.

Also this week, the Planning Director met with Council for three hours on Wednesday night and finished the review of the matrix of proposed changes to the Zoning Bylaws. A final punch list of decisions still need to be completed next Wednesday, but the Council anticipates staying on schedule for Zoning and River Hazard Area regulation hearing on December 13th and 20th.

### **Finance Department**

The FY17 audit field work began on Monday. Auditors from Fothergill, Segale and Valley have been working in the manager's conference room for the week. Providing timely responses to their requests has been the primary focus for Finance staff.

We are also processing water/sewer bills. Bills will be mailed on Tuesday, October 31<sup>st</sup>. Please note that new water and sewer rates will be in effect for this billing cycle.

## **Public Works**

### Paving Projects: (Harrison Avenue, Whittier Street, Merrill Terrace, Swimming Pool Access Road)

The paving of each of these streets will be accomplished by our contractor, ECI and all are scheduled for next week. Given the unfavorable weather forecast, we expect the paving will begin on Wednesday, November 1st. DPW has been working on the necessary preparation work for Harrison Avenue completing the full replacement of the subbase this week including the installation of a geo-grid subgrade support system which was necessary due to the poor quality of the soils. The last sewer manhole was also installed on Harrison Avenue, which finally completes the planned utility project.

### Makeover Montpelier & Elm St (Rt. 12):

The contractor will continue to work on punch list items in the downtown area over the next week or two as weather & time allows. The more critical issues to resolve this season regards puddling at new crosswalk ramps and repair of some damaged pavement markings. For Elm Street next week, driveway aprons (curb cuts) will be paved, gravel shoulders will be installed and lawn restoration work will continue.

### Northfield Street:

Work Scheduled for next week consists of miscellaneous work and cleanup such as grading disturbed areas to blend to the new sidewalk/curb, removal of excess material and debris, application of topsoil, seeding and mulching. Fine grading of the street will be occurring to prepare for paving and the remaining curb and sidewalk work is expected to be complete by the end of the week. The base course of pavement is tentatively scheduled for the week of November 6th which will be done by Pike Industries as part of the Route 12, Class One Town Highway Paving contract. The plan is to pave only the base course this season and the project will be completed during the 2018 construction season.

### Miscellaneous:

The curbside bagged leaf pick up program continues next week. DPW will retrieve bagged leaves from all parts of town based on the posted schedule. Other fall work includes street sweeping to remove leaves and other debris from the streets before the onset of the winter season. Also, pavement markings for recently paved streets will be done provided the weather cooperates which includes Towne Hill Road, High School Drive & Gallison Hill Road.

Crosswalk Safety: [Click here to view Press Release regarding flashing beacons for crosswalk safety.](#)

DPW Foreman Position Vacancy:

A search to fill a vacant position at the Water Resource Recovery Facility has resulted in an internal hire through a transfer of our water / sewer division supervisor. We will soon begin the hiring process to find a new supervisor and will be making a temporary staffing adjustment to fill the now vacant supervisory role.

**Buildings**

City Hall: Plaster repair in the basement of City Hall was completed this week.

Recreation Center: Concrete stringers to support granite steps at the Recreation Center were completed.

Public Works: Blower door testing was done at the DPW Garage/Office building and the WWRF Office/Lab building.

**Montpelier Senior Activity Center**

Tax Clinic Helpers Needed: Are you interested in volunteering to be an AARP Tax Aide and provide income tax preparation assistance here at MSAC or at other locations in the community this coming tax season? No prior experience is necessary, and all training is provided. If you'd like to help, let us know in the office and we will connect you with coordinator Georgia Valentine.

First Friday Folk Dancing Friday, November 3, 6:30-8:30pm

Interested in getting a bit of exercise, meeting friendly people, having a good time, and learning about other cultures? If so, you're invited to come to the First Friday Folk Dancing evenings, which will be held at MSAC in the Activity Room from 6:30 to 8:30 pm beginning November 3. You don't need experience or a partner to join in the fun. And you don't need to be a member of MSAC. Nancy Schulz will supply the music and the instructions. You'll learn dances from a variety of countries; the mix will include circle, line, and couple dances. The sessions will be held on the first Friday of the month. A suggested donation of \$3-5 at the door will go to support programming at MSAC. Questions? Email Nancy: SaddleShoes2@gmail.com

**Recreation**

Annual Halloween Party - Sat., October 28, 1-2:30pm | MHS Cafeteria | Free

Enjoy an afternoon of fun, games, and refreshments. Watch for special news releases from the Rec Department and sponsors. Special surprise guest from 2-2:30pm! This event is being co-sponsored through the combined efforts of Montpelier Rec. Department, Police Dept., Fire Dept. and the VFW.

Youth Basketball:

The deadline to sign up for youth basketball, grades K-6, is October 31. It is \$35 per player and \$70

for a family. There is a coaches meeting for anyone who plans on coaching November 16, 7pm at the Rec Center on Barre Street.

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

<p><b>Nov. 1</b></p>	<p>Zoning          River Hazard Area Regulations          CVPSA resolution          Manager Check-in          Committee criteria          Committee Appointments:  <ul style="list-style-type: none"> <li>• Housing Authority</li> <li>• MTIC</li> </ul> </p>	<p><b>Nov. 8</b></p>	<p>Parklet Ordinance, 1<sup>st</sup> Reading          Dog Ordinance, 2<sup>nd</sup> reading          CVPSA Plan (if received)          Five year budget          Local Options Tax          Aging in Place          TIF update          Wayfinding signs          Quality of Life Goal          Parking/Team Bridges          Manager Check-in          Committee criteria          Berlin Pond          Wayfinding signs</p>
<p><b>Nov. 15</b></p>	<p>Parklet Ordinance, 2<sup>nd</sup> reading          Apartment Inspections          E911 Compliance          Crosswalk Safety          Asset Management          Accessibility/ADA          Budget Preview (incl. staffing)</p>	<p><b>Dec. 13</b></p>	<p>Master Plan PH          Zoning PH          Charter changes (DRB and Plan Comm.)          WRRF update          Budget</p>
<p><b>Dec. 20</b></p>	<p>Master Plan PH          Zoning PH          Budget</p>		



William Fraser  
 City Manager