

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 03/23/2018

UPCOMING MEETINGS...

Monday, March 26	Committee on Committees, 9:00 A.M., City Manager's Conference Room
Monday, March 26	Community Fund Board, 1:45 P.M., Council Chambers
Monday, March 26	Planning Commission, 5:00 P.M., Memorial Room
Tuesday March 27	ADA Committee, 10:00 A.M., City Manager's Conference Room
Tuesday, March 27	Historic Preservation Committee, 6:30 P.M., Planning & Community Development Office
Wednesday, March 28	City Council, 7:00 P.M., Council Chambers

CITY MANAGER'S REPORT...

March for Our Lives

As most are aware, we are expecting a sizable crowd for tomorrow's March for Our Lives event at the State House. The official event is supposed to run from noon to 1:30 but we expect crowd impacts for much longer than that. Capitol Police, Vermont State Police, and Montpelier PD are well prepared for this event. There have been multiple planning meetings and significant coordination with all appropriate stakeholders; specifically State Department of Buildings and General Services, Montpelier Fire Department, Montpelier Department of Public Works, Vermont Agency of Transportation, Vermont Emergency Management and other state agencies. Montpelier Assistant City Manager Sue Allen will serve as Public Information Officer for the incident/event command team.

Capitol Plaza Project

This project now goes before the Development Review Board for approval.

TIF

A proposed TIF map and plan should be ready for public review in April, and the City hopes to bring a District and Financing plan to the Council in May.

Recreation Center

After hearing from several Council members, we have delayed a CIP-approved plan to conduct a study of what Montpelier residents' desire from a recreation center until Council members have an opportunity to discuss the proposal at a future date.

Parklet Ordinance

The City has finalized the application form for businesses hoping to add a parklet for the coming season.

One Taylor/Mowatt

The Mowatt project was on the DRB agenda on Monday the 19th. The DRB entered into deliberative session and is expected to release a decision soon. There did not seem to be any items preventing an approval. If the project is approved, as expected, we will proceed with real estate closing. That will allow certification of all right of way for the entire One Taylor project. The housing portion of the project is awaiting final funding decisions. If all goes as expected, construction is expected to begin this summer.

Orientation Tours

We will begin scheduling these next week and will review the tentative plan with you on Wednesday night.

Strategic Planning

I have approved purchase of the software and have narrowed consultant considerations to two. I expect to make a decision by Monday.

Legal

We continue to work on the Conservation Law Foundation (CLF) appeal of the discharge permit renewal for the Montpelier Water Resource Recovery Facility (one of eight permits under appeal) as issued by the VT Agency of Natural Resources. Parties have exchanged discovery requests (interrogatories) and engaging in settlement discussions. City represented by Joseph McLean, Esq., Stitzel, Page & Fletcher, P.C.

Ordinances

The City of Montpelier Ordinances page on our website has been updated. The ordinances can be accessed by clicking this link: <http://www.montpelier-vt.org/578/Code-of-Ordinances>. You can request a hard copy of the City Ordinances by e-mailing jgranfield@montpelier-vt.org.

WEEKLY REPORTS FROM DEPARTMENT HEADS ...

Finance Department

The Annual Audit report for fiscal year 2017 is now available on the city website. I am pleased to report we received an “unqualified” or clean opinion and no significant audit findings for the year 2017. You may use the link below to access the report.

<http://www.montpelier-vt.org/DocumentCenter/View/5023>

If you wish to obtain a printed copy of the audit report, you may stop by the Finance Office (Suite 6 of City Hall) anytime Monday-Friday 8-4:30 and we would be happy to print a copy for you.

Public Works

The DPW staff is making progress with project development following approval of the bonds and Capital Improvement Projects (CIP) budget. Bid openings have been scheduled and other project designs and contract documents are nearing completion bid advertisements projected over the next few weeks. Work schedules for construction will be prepared when a contractor has been selected and

notices to impacted parties will subsequently be issued.

Major Projects of note are:

- Main Street Water Main Replacement Project (Jay St – Loomis St): Bid opening April 3rd
- Crestview Drive Culvert Improvement Project: Bid opening April 3rd
- Sidewalk Reconstruction (Liberty & College Streets): Bid Advertisement in 1-2 weeks
- Annual Street Rehabilitation & Paving Projects (College, Liberty & Sherwood Dr)
- Lague Drive Slope Stabilization: Design nearing completion – bid advertisement in 1-2 weeks
- Roof Drain Study (CSO Separation Project): Contract award on March 28th Council Agenda
- Rehabilitation of Sanitary Sewer Mains (Trenchless Pipe Lining): Contract award on March 28th Council Agenda – see list of project locations.
- Harrison Avenue: final paving by FY18 contract change order to be complete by early June
- Swimming Pool Driveway: reconstruction & paving completion by May 25th.
- Winooski East Shared Use Path Extension (Granite St – Gallison Hill Rd): Tentative bid advertisement date late April.
- Taylor Street Multi-Modal, Street Improvement & Shared Use Path Project (combined): Contractor mobilization mid-June.

Other projects under contract and beginning soon:

- Northfield Street Reconstruction, Phase II: Contractor remobilizing within the next two weeks
- Grout Road Bridge Engineering Analysis: as soon as weather conditions permit
- Vt Rte 12 Resurfacing (Main & Northfield Streets): Project resumption for work planned in 2018 including Main St (Barre St – Memorial Dr), Rte 2 / Rte 12 intersection and paving of Northfield St. Now awaiting delivery of schedule. Being Managed by VTrans
- Taylor Street Railroad Crossing Reconstruction: One week project duration to be completed by early June. Being Managed by VTrans.
- Barre St. water main relocation- anticipated to be completed towards the end of next week.

Community Services

Learn about Preventing Falls

Friday, March 30, 1-1:45pm

Join UVM Doctorate in Physical Therapy candidates to learn about a great resource for preventing falls – a leading cause of injury for older adults. They will share the Falls Free Vermont website of resources and seek feedback on how well it works. **Come early for FEAST Together community lunch** at noon! (Please reserve lunch at 262-6288.)

Annual Egg Hunt at Hubbard Park March 31!

Saturday, March 31, arrive at 9:45am, event starts at 10am sharp

Join us in Hubbard Park for our annual Egg Hunt, a free event for ages 12 and under. Please bring a non-perishable food item for admission. Every kid will leave with plenty of chocolate and an opportunity to find the prize eggs which are turned in for gift baskets. Sponsored by National Life Group and Hunger Mountain Coop.

Annual Rummage Sale at 58 Barre Street: Something for Everyone – Support Healthy Aging!

- **Volunteers Needed:** We are still looking for a few volunteers for our upcoming Rummage Sale! Volunteer with a friend and help accept donations on Monday or Tuesday afternoon

(April 2 and 3, 1-5pm). Help set up an accessible, beautiful store in the Community Room on Wednesday or Thursday afternoon (April 4 and 5, 1-5pm). Finally, during the sale we are looking for a few volunteers to help maintain an attractive sales floor Friday and Saturday, and we are looking for cashiers to help ring out purchases. These shifts are available on either Friday or Saturday, morning or afternoon. Help us create a fun, welcoming sale and help raise money for the great programs at Montpelier Senior Activity Center!

- **Spring Cleaning? Donations Accepted:** Monday, April 2 and Tuesday, April 3, 10am-4pm.
- **Rummage Sale Dates and Hours:** Friday, April 6, 10am-5pm and Saturday, April 7, 10am-2pm. \$4 Bag Sale starts at noon on Saturday – clear the floor!

Hubbard Park in Mud Season

Please note that at times during mud season, we will close the park to cars but stay open to people!

City of Montpelier Help Wanted

<https://vt-montpelier.civicplus.com/Jobs.aspx>

Communications and Development

We have a vacancy for a full-time position that provides communications and fundraising leadership to the three divisions of the City of Montpelier's Community Services Department: Recreation, Montpelier Senior Activity Center, and Parks & Trees. The person in this role develops and implements strategy to provide financial support for programs and operations. He or she enhances branding and engagement across the age spectrum for the Department's diverse, high-demand and emerging services. Applicants should be team-oriented with excellent fundraising and communication skills (written and oral), computer skills, flexibility, along with willingness and ability to supervise volunteers. Competitive wage and benefits - range \$40,809-\$43,955. Applications preferred by April 6, anticipated start date early to mid-May; position open until filled. Submit resume, letter of interest, and contact info for three references by email only to tchambers@montpelier-vt.org. EOE. Job Description available upon request.

Planning and Zoning Administrator (currently .8 FTE)

The Capital City of Montpelier (pop. 7,800) is seeking an individual to administer Montpelier's Zoning and Subdivision Regulations (officially known as Montpelier's Unified Development Regulations) and to provide planning assistance to City's committees and commissions. The Planning & Zoning Administrator is a front line, professional position whose duties include: applying the regulations to permit applications; assisting persons through the permit process; review and analysis of permit applications; review and drafting of relevant zoning ordinances, site inspections; providing staff support to the DRB and DRC; preparing records of board actions; enforcement; interdepartmental development review coordination; and assisting in other departmental functions as appropriate. This position also provides junior or senior level planning assistance (depending on the education and experience to the P & Z Administrator) to committees, commissions, and the Council based on the programs and activities of the Department. This is a class 6 or 7 position within the City's wage plan with a pay range of \$21.13 to \$28.30 per hour with excellent benefits package. Please submit a cover letter and resume to Mike Miller, Director of Planning & Community Development, City Hall, 39 Main Street, Montpelier, VT 05602-2950 or to mmiller@montpelier-vt.org by Monday, March 26, 2018. Individuals selected for an interview will be asked to provide a writing sample. Montpelier is an equal opportunity employer.

TOPICS FOR UPCOMING COUNCIL MEETINGS...

April 4	District 2 Councilor Appointment	April 11	Police Department Presentation Councilor Committee Appointments Complete Streets Plan Committee Appointments <ul style="list-style-type: none"> • MTIC • Central VT Internet • Design Review Committee • Tree Board
April 25	Water Resource Recovery Facility Public Works Presentation Capital Improvement Plan	May 9	Project Development Plan? TIF? Planning Presentation Community Development Presentation Planning Commission Presentation?
May 23	Community Services Presentation Tree Board Presentation	June 13	Department Presentations: <ul style="list-style-type: none"> • Fire • Cemetery • Community Justice Center



William Fraser
 City Manager