

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 9/28/2018

UPCOMING MEETINGS...

Monday, October 1	Design Review Committee, 5:30 PM, Council Chambers
Monday, October 1	Development Review Board, 7 PM, Council Chambers
Tuesday, October 2	ADA Advisory Committee, 10 AM, City Manager's Conference Room
Tuesday, October 2	Transportation Infrastructure Committee, 6 PM, Memorial Room
Wednesday October 3	City Council (Special), 6:30 PM, City Council Chambers
Thursday, October 4	Tree Board, 5:30 PM, Memorial Room

CITY MANAGER'S REPORT...

1 Taylor Street/Recreation Path

Work on the recreation path along that stretch (1 Taylor Street to Main Street) gets underway early next week. [Note: Work on the recreation path from Stonecutters Way to Gallison Hill got underway several weeks ago.] Most of the support pilings for the Transit Center and Housing have gone into the ground (there are six more that will be installed in the coming weeks), concrete support beams have been poured, and some of the above-ground work is finally visible.

Public Parking Garage

The initial design and layout goes before Design Review Committee on Monday night. The Development Review Board will review the first (Sketch) Subdivision Plan on Monday night, the actual design will not be before the Development Review Board until October 15th - although some aspects that relate to the Subdivision may be discussed. The Development Review Board has seen preliminary drafts once, and provided informal feedback on some issues. This process will extend through at least one – and likely two – additional DRB meetings. This is an opportunity for public feedback, in addition to the Council meetings and hearings also scheduled. We expect to have the City's full permit application, which includes numerous drawings and architectural renderings, posted on the Web page early next week.

ICMA Conference

I am back from a week at the International City/County Management Association conference held, this year, in Baltimore. It was an informative week. I heard some great speakers, attended some strong sessions and was able to meet with several vendors of products which may be of interest to the city. This is always the top professional development event each year for people in my profession.

Legal –

The City's petition to enter the proceedings concerning GMP's re-construction of the Marshfield Dam has been approved. We are now a party to the matter, for the purpose of monitoring the information in case there is anything relevant to the city.

Legal –

In the appeal by Conservation Law Foundation (CLF) of the City's WWTF discharge permit, the matter has now

been fully briefed by all parties, including motions for summary judgment, responses thereto and reply filings. In its submissions to the Court, the City supported the legal briefs filed by the State of Vermont, Agency of Natural Resources (ANR) and also filed a separate reply memo addressing the issue of whether the discharge permit authorized an increase in phosphorous, as CLF has claimed. A hearing before the Environmental Court was held on July 30th to present oral arguments on the motions. We are now awaiting rulings on the motions and summary judgement.

City of Montpelier Help Wanted

View the latest job opportunities at <https://vt-montpelier.civicplus.com/Jobs.aspx>

View the latest City committee vacancies at <http://www.montpelier-vt.org/CivicAlerts.aspx?CID=22>

WEEKLY REPORTS FROM DEPARTMENT HEADS ...

Finance

We have sent Council members a budget questionnaire in preparation for budgeting Fiscal Year 2020. Thank you for taking the time to complete it. We have also sent preliminary budget requests to all department heads. Funding requests will be going out to boards and committees in early October. A preliminary budget workshop with is scheduled for the October 10 meeting.

Fire Department

This week Kristine Hepburn, Public Safety Administrator, attended the TriTech user group training in Rutland. TriTech is the billing software program the City uses for ambulance billing.

Fire Chief Robert Gowans, Police Chief Anthony Facos, and Parks Director Geoff Beyer began discussions, and will be forming a working group to explore our vast hiking, and biking trail systems in the city in regards to public safety. The group will be looking at protection of trail users, accessing the trails during an emergency, and the ability to safely remove injured persons.

Planning

The Planning Department submitted a Municipal Planning Grant Application this week to develop a streetscape plan for State Street. Streetscape plans are used to look how our streets function and to decide where improvements should be made. For example we will look at where amenities like street lights, benches, crosswalks, and street trees should be located. This study, if funded, would be conducted in 2019 and finished in 2020.

Police

On Friday September 28, 2018, the Montpelier Police Department celebrated Detective Steve Nolan's last day on the job as he transitions into retirement. Det. Nolan has served the Montpelier Police Department with distinction for 31 years. At his retirement celebration, he was formally recognized by the Bureau of Alcohol, Tobacco, and Firearms as well as the Vermont State Police Drug Task Force where he served as a task force officer in addition to his investigative duties at MPD. The department and a grateful community wish him all of the best as he begins his retirement.

Public Works

Shared Use Path Project Granite St – Gallison Hill Road:

Work is progressing as planned with the completion of the railroad track relocation and the installation of an important culvert under the track at the Caledonia Spirits property. The only work planned for the week of October 1st is survey & layout. Pre-construction design submittals are being reviewed for various path, wall

products & utility systems and a meeting was convened with the VTrans structures team to ensure compliance with procedural Work Flow Requirements regarding the pre-cast concrete box culvert.

First Ave Sidewalk Reconstruction:

The majority of the street division crew will be engaged on this planned sidewalk reconstruction project. Property owner notices were issued and a meeting with a Tree Board representative was held to plan for construction adjacent to a number of street trees.

Street Paving:

Driveway & side street approach paving is expected to be wrapped up next week on both College & Liberty Street pending confirmation from the contractor. Staff ordered that temporary crosswalk ramps be installed at the side streets because of the delay in completion.

Lague Drive Reconstruction:

The second Water main interconnection and service connections should be complete next week. Subbase construction for the street will begin next week and paving will be scheduled as soon thereafter as possible.

Crestview Drive Culvert:

Finish paving and restoration is complete. Final stream channel stone work will take place next week.

One Taylor St transit center:

Street closure for utility service connections is planned for next week.

Capital Plaza Parking Garage:

A site plan review report was prepared for the planning office which will be submitted with the staff notes for the DRB sketch plan review meeting. DPW engineering & project management staff met with the hotel and garage project engineers to identify and begin discussions about the many technical details that will need to be resolved as the project plans are developed.

Northfield Street:

•Crews will be working to install curbing behind the sidewalk at #146 Northfield Street. Crews will also work on finishing any remaining drives over the next 1-2 weeks.

Main, State & Elm Street Class One Highway Paving project:

This contract remains open. An updated punch list of incomplete or unacceptable work items was provided to the contractor. We are expecting work on the punch list items will begin next week but it has not been confirmed. Corrective measures for concrete sidewalk spalling will commence with the trial of a surface applied coating product.

Community Services

Montpelier Recreation Department Open Gym begins Oct. 1: The Montpelier Gym located at 39 Barre Street will start offering Open Gym hours on October 1, 2018. The gym will be open Monday through Friday from 3:00 – 4:00pm as well as 7:00 – 9:00pm. The gym will be open on Saturdays from 1:00 -4:00 pm as well as 7:00 -9:00 pm. On Friday and Saturday nights, the gym will also be open (for those in high school or older) from 9:00 – 10:00 pm.

Enchanted Forest Donations: If you've ever been to the Parks' Department Enchanted Forest event, you know how magical the evening is – featuring beautiful storytelling, dancing, and music; sharing in nature with your friends and family; and enjoying beautiful pumpkins and candles throughout the park. We are currently seeking donations of pumpkins, candles and carving tools.

Come carve with us! On Oct. 10/11, we'll be taking all those donations and creating jack-o-lantern masterpieces to illuminate Hubbard Park on October 13th. If you're interested in making a donation, or want more information, please email or call Becky at rjohnston@montpelier-vt.org, or 802-225-8694.

Ski & Skate Sale: Winter is coming....and so are winter sports! Get ready for your favorite winter activities by shopping the Recreation Department's Ski and Skate sale at Montpelier High School on October 20th. Volunteers at the sale get access to a special preview sale on Friday, October 19th! Please consider volunteering as either a check in volunteer on Friday, October 19th or at the sale the morning and afternoon of October 20th. For more information or to sign up today, please call or email Becky at rjohnston@montpelier-vt.org or 802-225-8694.

Spooktacular Halloween Party: Children in grades six and below are invited to join us for a not-so-scary Halloween party with games, prizes, and a magic show! We are seeking a team of volunteers to join us from Montpelier High School on October 27th from 1:00-2:30pm. These volunteers will help decorate the space, organize the games, and hand out prizes. If you're interested in joining us for the party, please call or email Becky at rjohnston@montpelier-vt.org or 802-225-8694.

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Oct 3	Special Meeting – warn special election CM Bond public hearing: WRRF, Garage Charter public hearing: Sustainability, voting Necessity resolutions TIF resolutions	Oct 10	Housing Authority appointments ATCM Community Fund Board appointments ATCM Budget workshop - Finance Adopt Community indicators - CM Energy Efficiency Update - Facilities Parklet Ordinance – 2 nd reading - CM Strategic Plan/Envisio Progress report - CM
Oct 24	Art Synergy Master Plan – P&D Rec Center Study – ACM/CS MTIC appointments - ATCM Budget workshop w/survey Finance Body Cam Policy (budget) – MPD DID Budget - MA	Oct 31 (btw Oct 27- Nov 5)	Special Meeting – Public Information session for special election items CM
Nov 14	Budget Guidelines Finance Budget Schedule Finance Community Profile ACM CVPSA Board Presentation – joint w/Barre CC	Nov 28	Report on PCI Targets DPW Main/Barre Corridor Study DPW Personnel Plan Revision – CM/Finance Master Plan Update – P&D Zoning Fixes – P&D Student Ex-Officio appointments
Dec 12	Budget Finance/CM Plastic Bag Ban charter change CM Official Map P&D Complete Streets Plan DPW	Dec 19	Budget Finance/CM Economic Development Summary P&D MDC goals/measures CM/MDC Housing Strategy (Purchasing land?) P&D Sabins Pasture Plan CM/P&D Tax Stabilization Policy CM/P&D/MDC Storefront Incentives CM/P&D Livable Wage/Min wage ordinances CM
Jan 2	Budget if needed Finance/CM	Jan 9	Budget Finance/CM Voluntary rental inspection program P&D
Jan 16	Budget public hearing CM Warning Public hearing CM Riverfront Access plan P&D District heat summer operations plan ACM	Jan 24 (Thurs)	Budget public hearing CM Warning Public hearing CM Charter Public hearing CM Bond public hearing/necessity res. CM Approve warning CM Audit Report - Finance
Feb 13	Restructure revolving loan funds P&D Complete Ordinance review – 1 st reading ATCM Manager Review CM	Feb 27	Main/Barre Implementation Plan DPW Ordinance review – 2 nd reading ATCM

Not calendared as agenda items:

- Utilize TIF for applicable projects
- Reinstigate council budget survey **CM done**
- Implement municipal facility best practices for stormwater **DPW**
- Ensure any new facility or renovation meets net zero goals **Facilities**
- Publish and Post resources for landlords and tenants **ACM/P&D done**
- Conduct public outreach about housing rights and issues **ACM/P&D done**
- Add public dashboard from Envisio (October) **ATCM**
- Community workshops on social justice if approved by council
- Continue W/S master plan **DPW**
- Continue planning for CSO elimination **DPW**

- Seek grants for EV Charging stations **P&D**
- Employee parking incentive (possibly with Oct 24 parking plan) **ACM/P&D**
- Substance Abuse prevention program with schools **CS**

For Budget:

- Upgrade street lights to LED **DPW**
- Consider Net Zero fund/benefit charge **CM/MEAC**
- Seek funding to expand COSA to work with DCF families **CJC**
- Prioritize non-fossil fuel based vehicles in equipment plan **DPW/Finance**
- One Taylor Street – develop & Fund maintenance plan **DPW**
- Evaluate compatible fuel match **DPW**
- Police staffing and training **MPD**
- Replace aging fire vehicles **MFD**
- Facility Management **CM/Facilities**
- Community Services integration and staffing **ACM/CS**

Pending Meeting items:

- Parks tour and meeting with Parks Commission - **done**
- Open Meeting/Public records briefing



William Fraser
City Manager