

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**

**City Manager's Weekly Report – 12/7/2018**

**UPCOMING MEETINGS...**

Monday, December 10	Planning Commission, 5:30 PM, Memorial Room
Monday, December 10	Recreation Board, 5:30 PM, Barre Street Recreation Center
Tuesday, December 11	Historic Preservation Commission, 6:30 PM, City Manager's Conference Rm
<b>Wednesday, December 12</b>	<b>City Council, 6:30 PM, City Council Chambers</b>
Thursday, December 13	Housing Task Force, 5:15 PM, City Council Chambers
Thursday, December 13	Conservation Commission, 7 PM, City Council Chambers

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

**1 Taylor Street/Recreation Path**

The support piles for the new pedestrian bridge were pounded into the ground this week. The bridge will go in sometime early next year.

Construction continues. Timeframe for 1 Taylor Street project:

- Weather tight building – March 22, 2019
- Substantial Completion – Aug. 15, 2019
- Project Completion – Aug. 22, 2019

**Budget**

The Leadership team worked for two days to assemble the outline of a budget with various funding “tiers” for the council to consider. The Finance Director and I are finalizing details and numbers. I will present the outline and choices on Wednesday night, you will receive the formal budget books for the following week.

**Use of Area on the East Side of the North Branch**

I met today with VTrans and Federal Highway officials about the possible change of use on the former TKS/VABVI/Mowatt parcels. There are several issues and requirements for us to consider. I have prepared a summary and sent to them to review (to make sure I've got it accurately). I will send to you and other interested parties after I get those comments.

**Public Parking Garage**

We continue to await a written decision from the DRB. Environmental testing was completed this week, and we expect a report in the next couple of weeks. Archeological also took place this week, and we await those results. Reminder that the state Act 250 6068B process hearing has been set for Jan. 16. We will keep Council updated on this project.

**Coniff Property/Old Country Club Road**

Asbestos removal at the site is in process. All necessary permits are in place and notifications made to allow us to remove the structure. We are required to give the Vermont Health Department a 10-day notice, and that period runs out on Dec 15. Remediation work will hopefully begin on Dec 16 and be completed by Christmas. Once remediation is complete, we can begin demolition of the building.

### **French Block**

Downstreet Housing & Community Development and Housing Vermont are holding a Ribbon Cutting Ceremony to celebrate the rejuvenation of the French Block Apartments in Downtown Montpelier. The event is on January 3<sup>rd</sup>:

**4:00 - 5:00 PM:** Ribbon Cutting Ceremony

Memorial Room of City Hall, 39 Main Street, Montpelier

Hear from community leaders and project partners, and watch the ribbon fall!

**5:00 - 7:00 PM:** Community Celebration and Open House

French Block Apartments, 34 Main Street, Montpelier

The public will be allowed to browse through the halls and all 18 apartments to admire the renovations. Lite-fare will be provided by local restaurants!

### **Legal – unchanged**

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 – unchanged**

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 30<sup>th</sup> to present oral arguments on the motions. We are now awaiting rulings on the motions and summary judgement.

### **Audio/Visual Equipment**

On Wednesday and Thursday, Access A/V and ORCA Media installed new audio and camera equipment in the Council Chambers and Memorial Room.

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

### **City Clerk**

On December 3<sup>rd</sup>, I participated in a closed door meeting put on by the Global Resilience Network, part of the International Center for Enterprise Preparedness (INTERCEP) at New York University. Meeting attendees included Secretaries of State and/or their staffers, representatives from the Department of Homeland Security and the intelligence community, and computer security experts from the non-profit and business sectors, who were brought together to assess the cybersecurity of the 2018 elections and plan a path forward. We'll have a public document coming out from the meeting by the end of the year.

### **Planning**

The Planning Department is proud to announce that Montpelier has been awarded the Municipal Planning Grant that was applied for in October. The City will use the funds next year to hire a consultant to develop a streetscape master plan for State Street (from Main to Taylor). The development of the plan will involve a lot of input from committees, businesses, and the public. The consultant will guide the process to develop a plan, rich with graphics, to show what we in the community would like to see our public streets to look like. For example, how wide should the sidewalks be; should we plan for bike lanes or sharrows; where should amenities like street trees, lights, crosswalks, and benches be located; how should stormwater be treated. This will be a yearlong process so look for announcements in the late winter and spring for opportunities to give us your thoughts.

## Finance

Second quarter water bill payments are due on December 15<sup>th</sup>. **However, given that the 15<sup>th</sup> is a Saturday, the due date is extended to the following business day, Monday, December 17<sup>th</sup>.** Payments may be made in person at the City Clerk's office Monday through Friday from 8:00 a.m. to 4:30 p.m., by mail, or 24 hours a day by utilizing the drop box at the rear entrance to City Hall. [You may also pay online using Official Payments by clicking this link.](#) An administrative fee is charged by the vendor for online payments.

In addition, the City offers convenient and free automatic payment processing. By signing up, you never have to worry about missing a payment. The payment is withdrawn from your bank account electronically on the actual due date. This service is available for property tax payments, water/sewer bills or both. [If you would like to enroll, please click on this link to complete the authorization form.](#)

You can drop off the completed enrollment form at the City Clerk's office or mail to:

City of Montpelier  
Attn: Treasurer  
39 Main Street  
Montpelier, VT 05602

## Police Department

On Tuesday evening, Chief Tony Facos was sworn-in as president of the FBI National Academy Associates-- New England Chapter by Harold Shaw, Special Agent in Charge of the FBI Boston Field Division. Prior to the swearing-in of the FBI NAA executive board, SAC Shaw delivered a speech to over 100 law enforcement leaders from around New England (graduates of the FBI National Academy in Quantico, VA) and FBI special agents about the significance of the FBI NA and the importance of inter-agency cooperation and partnerships which are vital to the effective policing of our communities and for the protection of our nation. SAC Shaw will be retiring from the FBI in January 2019.

-Donald Lowe (34) of Montpelier has been arrested and arraigned for Grand Larceny and Receiving Stolen Property.

-An individual has been identified as the suspect in 13 Montpelier business burglaries and additional car break-ins. Upon completion of the department's investigations, a formal press release will be issued with information about the suspect and all of the Montpelier related charges that will be brought against him.



## **Community Services**

### **MSAC Staff Meet with Sanders Staffers about Food as Medicine**

MSAC FEAST Program Manager Jessica Sanderson and MSAC Director Janna Clar were among a select and diverse group of statewide advocates (including from the VT Foodbank, several hospitals, UVM, an Area Agency on Aging, an Addison County farm, VT Department of Health, and more) who met with staffers of US Senator Bernie Sanders in Burlington on Friday, November 30, for a discussion about Food as Medicine. Topics included the sharing of successful models, emerging trends, funding challenges, and new visions. We are excited by the potential for increasing awareness of senior nutrition programs like our city's vital FEAST program (both onsite and Meals on Wheels) as valuable health care and prevention. We advocate for recognition that these vital services should be eligible for health insurance reimbursement so that senior centers and meal sites across the state may eventually shoulder a smaller fundraising burden to operate such programs.

### **Parkinson's Pantomime Project Showcase with Rob Mermin | Sat., Dec. 15<sup>th</sup>, 1 PM at 58 Barre Street**

The MSAC Parkinson's Pantomime Project class, led by Rob Mermin (of Circus Smirkus fame), will perform a showcase of skits and songs in the MSAC Community Room this coming Saturday. The demonstration is geared towards fun as well as education about what it is like to live with Parkinson's Disorder. Learn about this innovative class in the Community Services Program Guide. Free and Open to the Public!

Also, there remains a few spots in this class as well as Moving for Parkinson's and Other Neuro-movement Challenges both starting in early January. Please contact the MSAC office to sign up.

### **Holiday gift ideas abound at the MSAC Crafters Corner at 58 Barre Street!**

Come peruse the unique, colorful, affordable selection of hand-crafted sewn and knitted goods made by devoted and creative MSAC volunteers in the lobby. Hats! Scarves! Aprons, something for the four-legged friends in your life! All proceeds support MSAC programs. Available M-F, 9-4.

### **November MSAC Advisory Council Meeting Rescheduled for this coming Monday**

MSAC Advisory Council meeting originally scheduled for 11/19 has been rescheduled to Monday, December 10, 12:30-3:00 in MSAC Resource Room. Open to the public, all encouraged to attend.

### **Tax Clinic Assistance**

The New Year is almost upon us, and with it comes a new tax season. Every year the Montpelier Senior Activity Center, dozens of people volunteer time and talents to help community members make sense of this often difficult and challenging process! If you're looking for a way to give back to others in need, please consider volunteering as an MSAC Tax Aide! For more information, please see the AARP Tax Aide website here:

[https://www.aarp.org/money/taxes/info-2004/about\\_aarp\\_taxaide.html](https://www.aarp.org/money/taxes/info-2004/about_aarp_taxaide.html). To sign up, please email or call Becky at [rjohnston@montpelier-vt.org](mailto:rjohnston@montpelier-vt.org), or at (802) 225-8694.

### **Girls on the Run Coaches**

The Montpelier Recreation Department is still seeking individuals to serve as coaches with one of our three Girls on the Run programs. If you're passionate about health and exercise, and helping to inspire girls in our community to lead active, healthy lives - this opportunity might be perfect for you! Girls on the Run coaches meet with their teams twice a week at either Union Elementary School or Main Street Middle School for an hour and a half. During these meetings, the teams talk about important topics like self-confidence or teamwork, and try a new running exercise built off that lesson. All coaches must pass a thorough application and background check before serving with Girls on the Run. If you're interested, or would like to learn more, please call or email Becky at (802) 225-8694 or at [rjohnston@montpelier-vt.org](mailto:rjohnston@montpelier-vt.org).

**Public Works**

**Shared Use Path Project Granite St – Gallison Hill Road:**

The contractor, J. Hutchins, Inc. will continue work on the project next week. The work will consist of drainage system construction along Barre Street which we have approved provided all excavation are properly restored on a weekly basis. A conflict with a large unmarked telecommunications duct bank found along the side of Barre St will require significant re-design efforts but the preliminary conclusion is that we can work around it and not have to request relocation. Exploratory excavations took place last week to support the re-design efforts. The plan for next week includes the stormwater bio-retention system near Pioneer Street and preparation work for the new pre-cast concrete culvert to be installed next week on Old Country Club Road. Consideration is also being given to work on the Barre St water main relocation. On a related note, final plans are being made to raze the old house on the property purchased by the City with this work to be done by J Hutchins for nominal consideration including use of the property for material storage during the project.

**One Taylor Street Transit Center, housing project & shared use path:**

The contractor will continue to work on the new shared use path bridge with work taking place on both sides of the river. Utility companies (power & telecommunications) are still working on planned system relocations on Taylor Street related to the transit center and street projects. Electrical service entrances for the transit center are planned for construction next week. Archeological excavations in The Capital Plaza lot were completed by a DPW crew last week which was overseen by the UVM Consulting Archeology Department.

**UPCOMING AGENDA ITEMS (TENTATIVE)...**

<b>Dec 12</b>	Budget <b>Finance/CM</b> Complete Streets Plan <b>DPW</b> Central VT Internet Rep <b>ATCM</b> Silver Maple Housing <b>CM</b> Sprinkler Ordinance, 2 <sup>nd</sup> reading <b>ACM</b> Sprinkler Ordinance, Garage, 1 <sup>st</sup> reading <b>ATCM</b> Montpelier Foundation <b>ATCM</b> Kellogg-Hubbard Library <b>ATCM</b> Complete Streets Plan <b>Planning</b> WRRF Contract <b>DPW</b>	<b>Dec 19</b>	Budget <b>Finance/CM</b> Economic Development Summary <b>P&amp;D</b> MDC goals/measures <b>CM/MDC</b> Housing Strategy (Purchasing land?) <b>P&amp;D</b> Tax Stabilization Policy <b>CM/P&amp;D/MDC</b> Storefront Incentives <b>CM/P&amp;D</b> Ex-Officio Committee Appts <b>ATCM</b> Energy Efficiency Charter Language - <b>ACM</b>
<b>Jan 2</b>	Budget if needed <b>Finance/CM</b>	<b>Jan 9</b>	Budget <b>Finance/CM</b> Voluntary rental inspection program <b>P&amp;D</b> Budget public hearing <b>CM</b> Warning Public hearing <b>CM</b> Riverfront Access plan <b>P&amp;D</b> District heat summer operations plan <b>ACM</b> Sabin's Pasture Plan <b>CM</b> Main/Barre Corridor Study <b>DPW</b> GMTA discussion <b>CM</b>
<b>Jan 24 (Thurs)</b>	Budget public hearing <b>CM</b> Warning Public hearing <b>CM</b> Charter Public hearing <b>CM</b> Bond public hearing/necessity res. <b>CM</b> Approve warning <b>CM</b> Audit Report - <b>Finance</b>	<b>Feb 13</b>	Restructure revolving loan funds <b>P&amp;D</b> Complete Ordinance review – 1 <sup>st</sup> , <b>ATCM</b> Manager Review <b>CM</b>
<b>Feb 27</b>	Main/Barre Implementation Plan <b>DPW</b> Ordinance review – 2 <sup>nd</sup> reading <b>ATCM</b>	<b>Mar 13</b>	Livable Wage/Min wage ordinances <b>CM</b>

Not calendared as agenda items:

- Utilize TIF for applicable projects – *being done with Garage*
- Reinststitute council budget survey **CM done**
- Implement municipal facility best practices for stormwater **DPW - ongoing**
- Ensure any new facility or renovation meets net zero goals **Facilities - ongoing**
- 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 done**
- Community workshops on social justice if approved by council
- Continue W/S master plan **DPW - ongoing**
- Continue planning for CSO elimination **DPW ongoing**
- Seek grants for EV Charging stations **P&D done**
- Employee parking incentive **ACM/P&D in process**
- 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 – *delayed until new Council in March*



William Fraser  
City Manager