

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**

**City Manager's Weekly Report – 3/8/2019**

**UPCOMING MEETINGS...**

Monday, March 11	Planning Commission, 5:30 PM, Memorial Room
Monday, March 11	Recreation Advisory Board, 5:30 PM, Barre St. Recreation Center
Tuesday, March 12	ADA Advisory Committee, 10:00 AM, City Manager's Conference Room
Tuesday, March 12	Historic Preservation Commission, 6:30 PM, City Manager's Conference Room
Tuesday, March 12	Transportation Infrastructure Committee, 6 PM, Memorial Room
<b>Wednesday, March 13</b>	<b>City Council, 6:30 PM, Council Chambers</b>
Thursday, March 14	Conservation Commission, 7 PM, Council Chambers

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

**1 Taylor Street/Recreation Path -- unchanged**

Construction on this project remains on schedule. The Transit Center work is well underway, and the fourth floor walls are going up. Work continues on the abutments for the pedestrian bridge. The full schedule:

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

**Public Parking Garage**

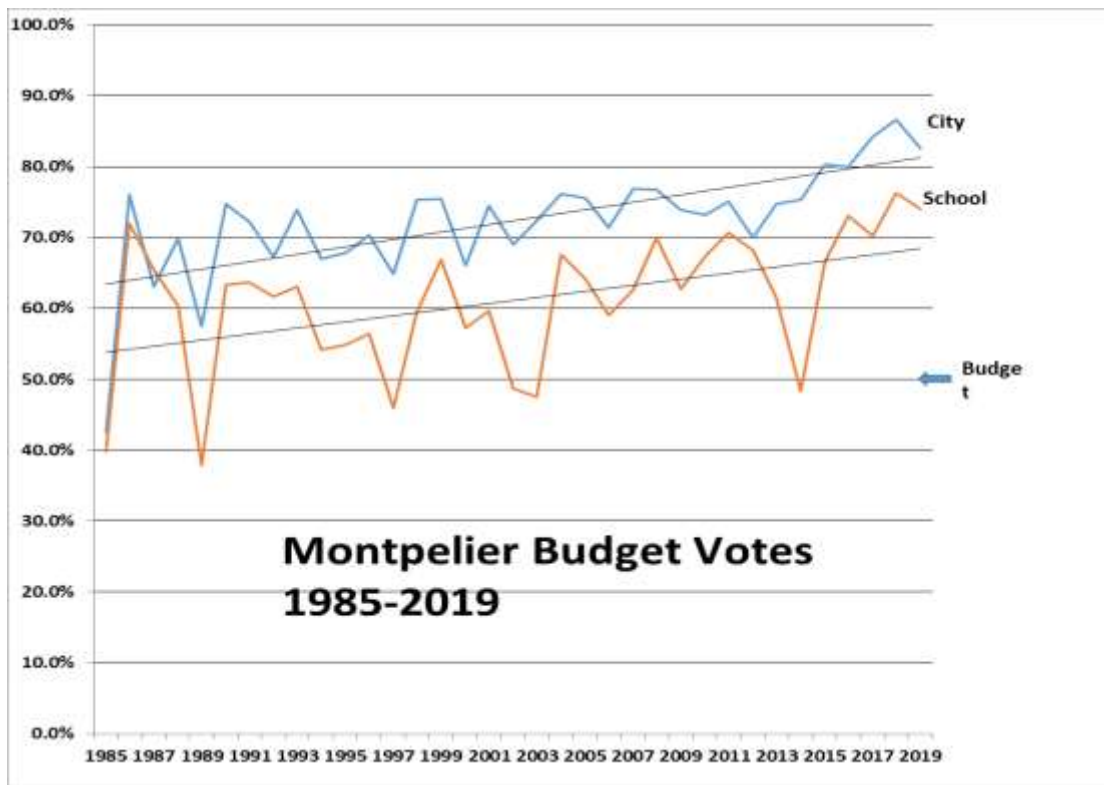
We submitted our information responding to the Act 250 District Commission's recess memo questions. The other parties will have 15 days to offer any comments. The Commission will determine then whether another hearing is needed. Once all evidence is closed, the Commission has 15 days to issue a decision.

Representatives of the Capitol Plaza, Christ Church, City and Appellant group met on Thursday. Another meeting is scheduled for Thursday the 21<sup>st</sup>.

**City Meeting results**

Congratulations to Council Member Hierl on her election and to Council Members Hill and McCullough on their re-elections.

The city budget received 82.6% approval rate. While this is 4.1% lower than last year, it marks the fifth straight year with 80% or greater approval. The school budget is very similar. It got 74.0% approval. That's down 2.3% from last year but the fourth straight year of 70% or greater approval.



### Leadership Team

The City's leadership team (consisting of department heads and other top positions) sets aside time monthly to discuss a topic, policy, issue, etc in greater detail. Each month's topic has a different staff leader. We recently set our schedule for the year and thought the Council might be interested. It may also provide you some early insight as to when certain items may be coming before you.

March – Community Wellness

April – Strategic Planning (with Council and Julia Novak)

May – Succession Planning

June – Project Management

July – ADA

August – Personnel Plan

September – Access Montpelier

October – Meet with local businesses

November – Net Zero (with the new Facilities/Sustainability Director)

December – Budget

January – Performance Measures

February – Prioritize 2020 topics

The same or similar group meets the Thursday morning after every Council meeting to review the meeting, assign follow up work, prepare for future agenda items and deal with management type issues (as opposed to bigger picture leadership issues). We call these Management Team meetings even though it's basically the same people.

### Legal -- unchanged

The Environmental Division Court has upheld the Wastewater Treatment Plant discharge permits issued by the Agency of Natural Resources, granting summary judgement to the State and municipalities. The appeal of the discharge permits by the Conservation Law Foundation has been denied.

### **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.

### **Strategic Planning -- unchanged**

We have scheduled our strategic planning work with Julia Novak for April 15, 16 & 17. Details to come.

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

### **Fire Department**

The City's Emergency Management Team met this week to discuss our spring flooding plans. We would like to remind all downtown business and property owners, including homes susceptible to spring flooding to start preparing for the possibility of flooding. This is the time to prepare basements that routinely flood. If you use your basement for storage, now is the time to get everything up off the floor. This message is a reminder only, if conditions change we will issue further advisories.

Additionally, if you have not already signed up for VTAlert please do, we will be sending out messages, advisories, and warnings via VTAlert. Sign up at [www.vtalert.gov](http://www.vtalert.gov). Sign up information is also available at the City Manager's office, Clerks office, Fire station, and Police station.

### **Public Works**

**“Access Montpelier”:** **All things snow:** DPW is pleased to release the first stage of the new Access Montpelier website. The purpose of web site is to inform the public about important topics from each of the city's departments. The Access Montpelier idea started after the Department of Public Works won a competition sponsored by Stone Environmental to develop a new GIS-Hub for a topic of our choosing. DPW chose winter operations and built out the GIS-Hub with “All things Snow” hoping it would be the first of several pages on the Access Montpelier website.

This new GIS-Hub has everything related to winter operations here in the city and there are places where the public can learn about the equipment the used for plowing and salting operations, interactive maps with the plowing areas of concern and the 5 street plowing zones 3 sidewalk zones used to manage the resources. One of the most impressive features is live tacking on the snow plows (street and sidewalk) to be able to see where they are in the city, in real time! In addition, this is a great place to learn about parking ban rules, regulations, and what to do if your cars gets ticketed or towed.

We have tentative soft launch planned for Monday and will prepare a press release to inform the public.  
<http://all-things-snow-cityofmontpelier.hub.arcgis.com/>

**Potholes:** Staff has been undertaking pothole patching as weather allows sometimes with two crews whenever possible to try to keep them under control. We encourage residents and visitors to report all pot holes of any significance so that we can add them to the repair list.

Bailey Avenue Bridge potholes: We are currently in negotiations with a contractor who is able to provide hot mix asphalt we can use for a more reliable repair. The plan is to undertake this work during the week of March 11<sup>th</sup> if all goes well and the costs are reasonable. A plan “B” will be implemented if hot mix not affordable.

**DPW Winter Operations:** The street division continues with the time consuming task of removing snow (ice)

banks requiring use of an excavator will resume again on Monday following the predicted weather event on Sunday. Typically this time of year we experience day time thaw and water flow with overnight freezing leading to icing problems which is usually a challenge to stay ahead of. Removing the ice along the edges of the street will promote sidewalk drainage and collection by the catch basins along the street gutters. We encourage people to report sidewalk ice problems whenever noticed so that we can address the issue as soon as possible.

**One Taylor & Shared Use Path Project:** Placement of the roof trusses will begin along with plumbing installation. Metal framing for the housing portion of the building will continue on the interior and construction of the bike path retaining wall will continue for site work.

**Shared Use Path Project (Granite St – Gallison Hill Road):** Work on the culvert extensions and new headwalls on Gallison Hill Rd was completed last week. The contractor plans to continue drainage & path work between Gallison Hill Road and Country Club Road where the path has an off-road alignment and minimal impacts to traffic flow will result. They will also be roughing in the new path in this area with excavation and gravel backfill between the new railroad crossing and Gallison Hill Road. Stone fill slope work is also proceeding between Old Country Club Road and the railroad crossing where the path is being constructed adjacent to the inactive rail bed.

Very important utility pole work has been delayed throughout the project because of organizational issues at Consolidated Communications. Vtrans has been notified in the event we need to contact upper management at Consolidated. GMP is doing what they can to assist and will set the new poles so each of the utility companies can begin their transfer work.

**Clarendon Avenue Project Development:** We received the soil testing report back from our consultant S.W. Cole this week. Ledge rock was not encountered which will help to ensure that utility construction costs will remain as currently estimated. The test results show clay soils throughout the project and all contaminant levels are within the desired range. This will allow the city to move forward with the advance purchase of HDPE pipe for the water main replacement. The city is still working out the street details in collaboration with our design partner, GME.

### **Finance Department**

Water/sewer bills are due on Friday March 15, 2019. Payments may be made via mail, in person in the City Clerk's office, online at [www.montpelier-vt.org](http://www.montpelier-vt.org), or by using the drop box to the left of the rear entrance to City Hall. Please be sure to make your payment by the due date to avoid penalties.

You may also enroll in automatic payments by submitting a completed enrollment form located here: <http://www.montpelier-vt.org/document/view/4532>

Reasons to consider enrolling in automatic payments:

- Payments are automatically withdrawn from the account you designate on the actual due date, no need to pay days in advance or risk a payment being late or lost in the mail.
- Electronic payments are more secure. Checks contain your financial institution's routing number and your account number, information that is susceptible to fraudulent transactions and misuse.
- Electronic payments significantly reduce processing time. Checks and cash must be manually processed by staff and take a considerable amount of time to enter, especially during high volume payment periods.
- You may cancel anytime!

**Vermont Homestead Declarations are due by April 15, 2019! Even if you have, or are planning on extending your income tax return filing due date, you are still required to file your Vermont Homestead Declaration form.** Not only are late returns assessed a late filing penalty, but a timely filing will allow the State of Vermont enough time to process your return and provide accurate State Tax Payment information to the city prior to the printing property tax bills in July.

### Community Justice Center

The article found at this link <https://www.nytimes.com/2019/03/03/opinion/violence-criminal-justice.html> provides a compelling argument for restorative justice processes in response to crime. The Community Justice Center staff are available to talk to individuals interested in learning more about restorative justice, organizations that are looking at embedding restorative practices, and people who might want to get involved as volunteers.

### Community Services

#### **Spring Class Registration for Adult Programs begins on Monday, March 11<sup>th</sup>!**

Registration for over 70 weekly classes begins on Monday March 11<sup>th</sup> from 9:00 am – 4:00 pm at 58 Barre Street. From free drop-in groups to art and humanities classes, we're betting there's something for everyone. Also, please note, not all classes are for ages 50+ only. We have many classes for a variety of age groups and encourage everyone to check out what's being offered. We are really excited about the 15 new classes that are being offered this spring. From "Writing Terrific Fiction" to "Creative Community Dance" to ceramic "Tile-Making," they're just the things to help you get usher in the spring season.

Most classes will run weekly between about April 8 - June 28, 2019. All registration forms will be accepted beginning March 11. A \$10 late fee will apply after April 5<sup>th</sup>. Online registration requires a user-name and password which can be acquired by calling the front office at 802.223.2518.

If you are signing up for classes online, and running into difficulty, please call the front office right away (820.223.2518). We will do our best to assist you over the phone but also encourage folks to come into the MSAC office at 58 Barre Street. The program guide and registration forms are available in person in the MSAC lobby and online.

#### **A HUGE Thank You for Town Meeting support!**

MSAC's funding requests appeared on seven different town ballots this year and were approved in all but one. East Montpelier, Calais, Moretown, Berlin, Worcester, and Middlesex all approved the requests with (from what we understand) relatively little opposition. We appeared on the ballot for the first time in Barre City, and while we weren't approved this time around, we're already planning for next year. Thanks to all who signed their name to a petition, collected names, and shared with their respective communities about why MSAC should receive community funding. We couldn't have done it without you!

#### **Rummage Sale**

"Tidy Up" with the help of the Montpelier Senior Activity Center! Our annual Rummage Sale is coming up on April 5<sup>th</sup> and 6<sup>th</sup>, and we are seeking donations for the event! Please consider donating your clean, useable clothes, DVDs or CDs, or puzzles and games. We accept accessories, household items, and more! The only things we do not accept are upholstered items; large furniture; electronics; VHS or cassettes! We'll also need a lot of volunteer support for this event! Please consider volunteering during the week before the Rummage Sale to get the Community Room ready for use, or during the weekend to make sure the event runs as smoothly as possible. We need volunteers to help set up, price items, and sell the items and organize the sales floor during the weekend. And, we need people with trucks to help move out leftover items after the sale! If you're interested in volunteering, or if you have questions about what we are/ are not accepting, please email or call Becky at [rjohnston@montpelier-vt.org](mailto:rjohnston@montpelier-vt.org), or at 802-225-8694.

### **July 3<sup>rd</sup> Support Needed**

With daylight savings time right around the corner, we're thinking about warmer weather and all the fun events we'll be helping out with this summer! One of the city's biggest events is the annual July 3<sup>rd</sup> parade, and we're hoping to help get the word out about the upcoming parade. We're seeking a volunteer to help place a notice about this parade in local community papers and online. If you are looking for a way to give back to your community and help to create and promote this incredible event, please consider volunteering in this role! Send an email with your interest in the position to [volunteer@montpelierlive.org](mailto:volunteer@montpelierlive.org), or call Becky at 856-776-9425.

### **Savoy Archive Film Series**

All families and community members are invited to join us for the first ever MSAC Savoy Archive film series, Friday, March 15<sup>th</sup> at 3:30PM! We'll be screening the film at the Montpelier Senior Activity Center (58 Barre Street) in the Community Room.

Please join us for an afternoon relaxing with a great movie, delicious popcorn and snacks (including a few healthier options), and a fun craft for our youngest guests to make during the movie!

On March 15<sup>th</sup>, we'll be showing an animated classic from acclaimed Japanese director Hayao Miyazaki. It tells the story of teenage Sophie, who, after a run in with the Witch of the Waste, is aged overnight! Desperate to turn back into her teenage self to support her family, Sophie heads out on a journey to find the wizard Howl and reverse the curse. Check out the film's trailer here: <https://www.youtube.com/watch?v=UibodUGoL4M>.

Admission is by donation; while we request a donation of \$5.00 to help cover the costs of the film, we'll accept whatever our guests are able to give. If you have any questions or concerns about the event; please email Becky at [rjohnston@montpelier-vt.org](mailto:rjohnston@montpelier-vt.org) or by calling 856-776-9425.

### **Girls on the Run**

The Montpelier Recreation Department's Girls on the Run season is here! We'll be starting our brand new spring season on Monday, March 18<sup>th</sup> and there are still available spots left for girls interested in joining the program! Right now, we have six available spaces open to girls in grades 3 through 5 for our Monday and Wednesday Girls on the Run team. Girls in grades 6 through 8 are welcome to join our middle school program, Heart and Sole, on Monday and Wednesday afternoon.

Girls on the Run is a fun, collaborate program that brings together a group of girls two days a week to develop as athletes and runners. The curriculum promotes lessons about team work, collaboration, body positivity and more! After a short discussion, the girls go out for a run, or walk, around Montpelier, all in an effort to develop as runners for the Girls on the Run 5K event in June! If you know a student who would be interested in the Girls on the Run program, please fill out an application at Girls on the Run VT website as soon as possible: <https://www.gotrvt.org/>. If you have questions about the program, please contact Becky at [rjohnston@montpelier-vt.org](mailto:rjohnston@montpelier-vt.org), or by calling 802-225-8694.

### **Learn about Fermented Foods with Barb Alpert**

Tuesday, March 12 | 1:00 pm - 2:00 pm

Have you been hearing about the benefits of eating fermented foods but still wondering what they're all about? Come learn why they're so nutritious, and how to enjoy and benefit from them! Presentation by Health Coach, Clinical Herbalist and MSAC Yoga Instructor Barb Alpert, who also provides slides and handouts. No pre-registration needed. Free and open to the general public.

### **The Poem of the World: A Poem City Preview Reading with Scudder Parker**

Friday, March 15 | 1:00 pm-2:00 pm | MSAC Art Room

Now with a musical accompaniment by D. Davis! Scudder describes himself as a "preacher who learned to give up preaching; a politician who decided it was OK not to get elected; a gardener who struggles to give away much of what he grows; a parent and grandparent who hopes love will find the balance among teaching, being taught, and just being." He will read poems he has written on a range of topics, from gardening, to birding, to humor, to

personal exploration, including aging. He wants to engage you in response and discussion of his work. Scudder's poems have appeared in a number of journals and most recently represented the "words" in "Birds, Words, and Notes" at North Branch Nature Center and Richmond Free Library. Scudder grew up on a family farm in North Danville, VT. He's been a Protestant minister, state senator, utility regulator, candidate for Governor, consultant on energy efficiency and renewable energy, and a poet all his life. His writing is the way he listens, sees, unearths connections, recognizes beauty, and lets truth touch him.

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

<b>Mar 13</b>	Organizational Meeting <b>CM</b> -Ethics -Rules of Procedure -Officers -Strategic Planning -Committee Reps MTIC appointment <b>ATCM</b> CVSWMD appointment <b>ATCM</b> Open Meeting Law/Public Records <b>VLCT</b>	<b>Mar 27</b>	Voluntary rental inspection program <b>P&amp;D</b> Zoning Public Hearing <b>P&amp;D</b> Ordinance review -? <b>ATCM</b> Scooters- <b>ACM/ATCM</b>
<b>Apr 10</b>	Tax Stabilization	<b>Apr 24</b>	Parking Ban debrief



William Fraser  
City Manager