

Mon., Dec. 16	Cemetery Commission	12:00 PM	City Manager's Conference Rm., City Hall
Mon., Dec. 16	Design Review Committee	5:30 PM	Council Chambers, City Hall
Tues., Dec. 17	Parks Commission	6:00 PM	Police Dept. Community Rm., 1 Pitkin Ct.
Tues., Dec. 17	Energy Advisory Committee	7:00 PM	Memorial Room, City Hall
Weds., Dec. 18	Homelessness Task Force	11:30 AM	Council Chambers, City Hall
Weds., Dec. 18	Conservation Commission	6:30 PM	City Manager's Conference Rm., City Hall
Weds., Dec. 18	City Council	6:30 PM	City Council Chambers, City Hall



Responsive and Responsible Government

Budget

As you know, the proposed budget represents a 3.6% tax increase (4.1 cents). The detailed budget book and excel worksheet will be delivered separately.

Water/Sewer Bill Payments Due Monday, December 16th

Your water/sewer bill shows payments are due on December 15th. However, since December 15th is a Sunday, the payment due date is extended to Monday, September 16th. Payments may be made via mail, in person in the City Clerk's office, [online using Official Payments at this link](#), 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 which you can access by clicking this link](#). 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- Payments are automatically withdrawn from the account you designate on the actual due date, no need to pay days in advance or risk a payment being late or lost in the mail.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.

Hiring Processes

We're happy to announce our two new appointments.

Kelly Murphy of Montpelier will assume the Finance Director position on January 6, 2020. She replaces Todd Provencher who is moving on to pursue different career opportunities.



Kelly currently serves as the Lead Budget and Management Analyst in the State of Vermont Department of Finance and Management. She worked previously as a Senior Legal Assistant for the Office of the Public Defender. She has prior experience in local government in both the City of South Burlington and the Town of Barre. Kelly has earned a Master's Degree in Public Administration from the University of Vermont and a Bachelor's Degree in Political Science from the University of New Hampshire. Her main areas of expertise are budgeting, financial analysis and process improvement.

Jhasmine Lamb of Stowe has been named as Assistant to the City Manager. She will also begin her duties on January 6, 2020 and is replacing Jamie Granfield Carroll who has taken a position with the North Branch Café in Montpelier.



Jhasmine recently relocated back to Vermont from Alaska. She served as the Special Projects and Communications Manager in the City Manager's office for the City of Soldotna, Alaska. Before that she was the Communications Manager and Digital Media Strategist for the Kenai Peninsula Tourism Marketing Council and MSI Communications Marketing Agency. Jhasmine is a professional photographer, a snowboarding instructor, and an experienced customer service professional. She has certifications in Organizational Management, Emergency Incident Command Systems, Nursing Assistance, Massage Therapy and roadside flagging. Her extensive skills include communications, detailed administrative work, multimedia presentations and technology.

We are very sorry to see Todd and Jamie leave us. Both of them are excellent and beloved colleagues. We appreciate all that they have done for the City. That said, we are excited to have Kelly and Jhasmine joining our team. They will each build on the successes of their predecessors. Their innovation and creativity will help our organization meet the many future demands and needs that we face. We're looking forward to January 6th!



Sustainable Infrastructure

DPW Street & Water / Sewer divisions

Our Street Division had numerous weather events requiring salting of streets and sidewalks this week. When crews were not maintaining our public roads, they completed the following:

- Assisted water sewer with fire hydrant maintenance
- Building and truck maintenance
- Marking plow hazards on winter routes
- Addressed paving issues on Stone Cutters Way
- Paved Liberty Street where water leak excavation was completed
- Placed sand barrel at bottom of Dover at request of school bus company

- Cleaned Guertin Park structure, broken wine bottles and beer cans
- Placed trash cans at Transit center
- Removed some of the trash and recycling containers from the bike path on Stonecutters that were being used for disposal of household trash

Next week our Street Division will prepare an area to shelter the city’s asphalt reclaimer, continue vehicle maintenance and, as always, keep our roads and sidewalks safe.


Our Water/Sewer division made a few repairs: a water leak on Liberty Street and a leaking gate valve on Terrace Street. Our crews completed fire hydrant maintenance, meter repairs and assisted with salting during weather events.

Next week our Water/Sewer crews will work on the following:

- Repair valve at First and West Street
- Repair ballfield service line
- More meter repair

Water Resource Recovery Facility

This week new boiler pads and flue were installed. Work also continued on the new receiving piping, electrical and controls. Next week the receiving unit startup will take place. This is the key equipment that will allow the City to accept high strength waste, including grease. Over the next two weeks various types of waste loads will be received to verify operational capabilities.




Thoughtfully Planned Built Environment

1 Taylor Street/Recreation Path

Green Mountain Transit is currently using the Transit Center as a stop for their routes. They are in the process of acquiring staffing for the building so that it may be opened for public use. The remaining punch list items for the building are scheduled to be completed in the next two weeks. The Department of Environmental Conservation granted the City permission to place temporary asphalt from the new pedestrian bridge to Main Street while a Corrective Action Plan is being developed. The City has completed this and a paved path currently exists from Taylor Street to Main Street. This path will be maintained throughout the winter by the Public Works Department.

Shared Use Path Project: (Granite Street – Gallison Hill Road)

All of the fencing along the path has been installed and all traffic barrels and cones have been removed. All of the planting along Old Country Club Road have been placed and the contractor will be returning in the spring to install the remaining plantings on Gallison Hill Road. The contractor attempted to paint pavement markings last week, however, the weather conditions resulted in rapid deterioration of those markings. They will be repainted in the spring or in the next couple of weeks if the weather allows. All of the associated traffic signs have been installed.



Inclusive, Equitable and Engaged Community

Thank You!

Thank you to the leadership team of the Montpelier Roxbury Public Schools for taking time out of their days to serve lunch -- FEAST Together -- at Montpelier Senior Activity Center on Tuesday, December 10. The school leaders also

mingled with residents and answered a wide variety of questions. Present were the Superintendent, four Principals, Curriculum Director, Business Manager, Director of Special Education and School Board member, Tina Muncy.

Senior Center Crafters at Planting Hope Solidarity Craft Fair Saturday

MSAC Crafters will once again be a vendor at the Planting Hope Solidarity Craft Fair on Saturday, Dec. 14, 9am - 4pm at the Unitarian Church in downtown Montpelier. They will also be selling at the MSAC Volunteer luncheon on Wednesday, December 18 from 11:30am-1pm, and a smaller selection is always on display and for sale in the lobby at 58 Barre Street. When you purchase their crafts, you are supporting affordable programming at MSAC since all proceeds are donated to the senior center! Come check out their goods that include a wide variety of high-quality, creative and unique items along with long-time favorites. Community members of all ages and skill levels who love to craft, knit, sew, etc. are welcome to join them on Wednesday afternoons in 2020, 12-2pm at 58 Barre Street!

MSAC 2019 Volunteer Recognition Luncheon Wednesday, December 18

We are thrilled that Parks Supervisor Alec Ellsworth will be on hand to provide beautiful fiddle music for the enjoyment of over 100 of the MSAC volunteers, and as usual, other city leaders will be serving this meal in the noon hour. The meal is prepared by Good Taste Catering, our contractor for the FEAST program. Volunteers play a vital role to the operations of our vital senior activity center, from leading activities to planning trips, cooking and delivering FEAST senior meals, helping in the office and on committees, and much, much more. Every volunteer has been offered a gift certificate to a local business this year as well – just a small token of our appreciation for all they do throughout the year to support healthy aging and lifelong learning!

MSAC's 2019 *Sunflower* Literary Magazine Published!

The 3rd edition of MSAC's own literary magazine, *Sunflower*, will be on sale at 58 Barre Street starting Monday, December 16. Thank you to editor Maggie Thompson (longtime and beloved writing instructor) and her editorial staff of volunteer members: Jane Bryant, Mary Carlson, Maureen Cooper, Barbara Dall, Diane Jarmusz, Leslie Parr, and the over two dozen members who submitted pieces for this year's publication! There is no cost for this 56-page bound publication, but we suggest a donation of \$1 each to help defray printing costs. Thank you to North Branch Café and Capitol Copy for your support of *Sunflower*!

Parks & Trees

The Parks Department hosted two groups of volunteers this week, one from True North Wilderness Program and another from Two Roads Academy. Both were great help in preparing the parks for winter! Some volunteers helped to insulate the Parks workshop, while others helped build a couple of bridges over small streams that we'll be able to groom for skiing. The Department was also joined by the Bill Koch Ski League last Saturday to do some preparation work for our trails for winter grooming. Over 15 parents and kids came out for a great work day! Now we just need some more snow...

Recreation

The Rec Department completed the installation of the ice rink on the statehouse lawn this week. Rink remains closed until water freezes. Public is asked to stay off the rink until its opening is publically announced.



William Fraser
City Manager

Upcoming Agenda Items (TENTATIVE)

12/18	Budget CM/FD Interim River Hazard Map amendment, PH Recreation Center Dog Ordinance? Housing Trust Fund update Homelessness Task Force update Winter Parking Ban, 2 nd PH	1/8	Budget CM/FD Hazard Mitigation Plan update Chapter 13 Ordinances, 2 nd PH
1/15	1 st Hearing for warning & Budget Ordinance amendments Parking Garage update Bond PH (?)	1/23 (Thurs)	2 nd Hearing for warning & budget Ordinance amendments Petitions
2/12	Rental survey Home equity labeling Ordinance amendments	2/26	Ordinance amendments

Upcoming Reports (TENTATIVE)

Jan.	Rental properties survey	?	Downtown Master Plan Process for adding new projects/funding
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Budget

ADA projects
 Combined Sewer Overflow projects
 Equity consultant
 Downtown Master Plan Implementation
 Emergency Management Operations
 Fuel
 Parking Garage Operations
 Housing Trust Fund
 Infrastructure
 Downtown LED light conversion
 Personnel Plan matters
 Police Dept. Social Worker
 Recreation Center
 Confluence Park/Riverfront efforts
 Sabin's Pasture (purchase?)
 WiFi