

4/22, the Montpelier City Council continued suspension of all Task Force, Committee, and Advisory Board meetings that are not required by law, through June 30th.

Mon., May 11 th	Green Mountain Cemetery Commission	12:00 PM	Click here to access the Zoom Meeting
Mon., May 11 th	Planning Commission Meeting	5:30 PM	Click here to access the Zoom Meeting
Wed., May 13 th	City Council Meeting	6:30 PM	Click here to access the Zoom Meeting



Public Health and Safety

CORONAVIRUS (COVID-19) CITY OF MONTPELIER RESPONSE UPDATE

This upcoming weekend may not be the best example of great weather, but it has started to turn into true spring. As the weather gets warmer, and we want to go outside more- please remember that the Coronavirus is still a very present health threat. As the State slowly starts 'reopening' - the City urges its residents to continue practicing social distancing, to wear masks when you go outside, and to choose activities that keep you away from others. This is not the time to become slack about our mitigation habits!

As always- City of Montpelier remains committed and focused supporting our residents, larger region, and employees. We want to share updates on the City's actions to keep residents and employees safe and healthy:

State Updates:

- May 4th 2020: Governor Scott amended Addendum 3 of his Executive Order, allowing healthcare providers to begin non-essential outpatient clinic visits, diagnostic imaging, and outpatient surgeries and procedures. As a prerequisite for this expansion of services, providers must demonstrate that they are adhering to physical distancing and relevant CDC guidelines regarding infection control and prevention to maintain a safe environment for patients and staff. The amendment details the specific measures that are required.
- May 1st, 2020: [Addendum 12](#) required that the traveling and commuting public shall wear face coverings over their nose and mouth any time they are using public transportation conveyances, including busses, trains and ride services and when in a mass transportation station or terminal, including airports
- Planning is underway for additional meal distribution sites to be established in the next couple of weeks. All details, dates and locations will be updated at vem.vermont.gov/pods, once available.
- May 6th, 2020: [Addendum 13](#) While the Stay Home, Stay Safe order remains in effect, if able to comply with outlined safety measures, the Governor's Addendum 13 allows the following social activities to resume:
 - Gatherings of 10 or fewer. Vermonters may now leave home for outdoor recreation and fitness activities with low or no direct physical contact and to resume limited social interactions and gatherings of 10 or fewer, preferably in outdoor settings that allow for greater physical distancing protocols.
 - Inter-household socializing. Members of one household may gather – and allow children to play – with members of another trusted household, provided health and safety precautions are followed as much as possible.

- Addendum 13 also authorizes government entities that support or offer outdoor recreation and outdoor fitness activities with low or no direct physical contact to begin operations on May 7. The City will be communicating its reopening plans for its outdoor Recreation facilities in the upcoming days.
- May 8th, 2020: The Governor held a press conference that highlighted the following general updates:
 - Childcare: All childcare programs can open by June 1st, at their discretion, and they may start transitioning and setting up operations May 18th.
 - Summer Camps: the Governor's newest announcements stated that we should expect to see summer day-programs and overnight camps open this year - at the program's own discretion, and under new AHS guidelines that have yet to be determined.
 - The State will be creating "Restart Grants" to help cover the added costs for reopening for day-care and summer camp providers.
 - Schools: Please look for further updates from the Montpelier Roxbury Public Schools, but the Governor stated that the school system should expect to remain virtual through the end of this school year, but they are making plans to have schools resume in-person in the fall.

General City Updates:

- New City Policies to Protect Staff and Residents:
 - In response to the Governor's Addendum 12, the City is beginning to build out its Phased Approach to reopening.
 - These plans will lay out the incremental changes that are needed to reopen City Services. This reopening will happen in small stages, and most services will not be reopening immediately for in-person service. The City will share this plan as it is completed.
 - Again, in response to the Governor's Addendum 13, the City is planning to open certain outdoor Recreation Facilities on a limited basis.
 - First we need to make sure we have a plan to keep them safe to use in face of our limited staffing (much of the Recreation department is out on voluntary furlough through June). These plans will be shared very soon.
- Our DPW teams want to remind residents that you may not see as many crews out working on Streets projects as you normally would this time of year. Many of our DPW crew went on voluntary furlough to help the City through the financial crisis COVID-19 triggered, and they are working as hard as they can with a reduced capacity.

Regional Aid Groups Update:

- The City is maintaining a list of situational updates and resources for those who may need them on the COVID-19 Response page on the website here: <https://www.montpelier-vt.org/1155/Coronavirus-Response>
- As a reminder: the Washington and Northern Orange Counties Regional Response Command Center (WNOC-RRCC) is now open to receive folk's calls for assistance. If you need any support, they are open 7 days a week from 8am-10pm, and are available at:
 - Call line: 802-477-5160
 - Text line: 802-477-5130
- The Capital Area Neighborhoods (CAN) has new contact information:
 - MontpelierCAN@gmail.com
 - (802) 828-7375

- Open Meal Sites and their locations are being tracked and posted on the Montpelier Mutual Aid website: www.MontpelierMutualAid.org

Additional Building Closures, Program Cancellations, or Changes:

- City Hall is remaining locked and closed due to safety concerns due to a lack of personnel in the building.
- The Montpelier Senior Activity Center’s FEAST To-Go program on Tuesdays and Fridays is maintaining the new Noon-12:30pm pick up times for food in front of the Senior Center. They are also implementing a “No Mask- No Food” policy- participants need to wear a mask as you interact with FEAST staff and other recipients.
- The Vermont Mountaineers announced that they have cancelled their 2020 season. If you signed up for summer ball, and need reimbursement, please contact Brian Gallagher at 802-272-8728.
- The Recreation Department would like to remind the community that City fields, courts (tennis and basketball), and other facilities remain closed until we can plan for safe reopening, and communicate our reopening plans. Until then, we encourage residents to find other recreation activities that can be done while maintaining proper social distancing and safety precautions.

City Committee Updates:

- All City Committee, Advisory Boards, and Task Force meetings (unless required by law) have been suspended by Council through June 30th, 2020.

Remember to support your local community businesses, if you are safely able to! There are many options to support our local shops, by buying a gift card, shopping online or by phone, or by ordering take-out or delivery. Updates for what is open can be found through Montpelier Alive: <http://www.montpelieralive.com/515/COVID-19-Updates>. Also, please remember to reach out to your neighbors or folks who may need assistance during this time. This situation is one we can get through only if we work together, remain patient with ourselves and our neighbors, and take time to help out when we can.



ABOVE & BEYOND EMPLOYEE RECOGNITION: APRIL 2020 RECIPIENT

April continued the success of the “Above & Beyond” Employee Recognition Award program, despite the community and global challenges that the Coronavirus pandemic has presented. The adversity and challenges that the City is facing has spurred many employees to go “above and beyond” the call of duty. We are grateful to have such a skilled, dedicated, and exemplary workforce.

In general, the Above & Beyond program has the City awarding a small bonus to an individual City employee that has demonstrated exceptional dedication in upholding the City’s values while exhibiting exemplary behavior and demonstrating going 'above and beyond' in their position.

April’s recipient is Norma Maurice, the Office Manager for Community Services. Norma’s nomination highlighted her grace in assisting residents, her dedication to the City, and her ability to plug herself into where she can help out in the workplace.

Going “Above & Beyond” in her position, Norma has been the sole office and support staff member still working to support the Senior Center and the rest of the Community Services Departments [Recreation and Parks]. Her nominator stated that:

“Norma demonstrates every day that she is engaged, caring, and motivated to get the job done and to go above and beyond. Her skillful and warm customer service puts the public at ease, and she also cultivates great relationships with our volunteers, instructors and community partners. Norma is constantly on the lookout for how she can contribute to facility improvements and safety measures and create better efficiencies for the Senior Activity Center and other Community Services divisions [Recreation and Parks]. Norma has shown amazing commitment to the City during our pandemic closure, remaining in our office/facility as the sole employee on-site while others work remotely or are on furlough. She has also stepped up as the lead person to distribute our FEAST To-Go meals outside twice weekly and manage extra duties in Accounts Payable and Donor Acknowledgement. At this point, it’s hard to imagine the MSAC ship sailing without Norma’s competent leadership in her role!”

2020-2021 CITY COUNCIL STRATEGIC PLAN UPDATE

To prepare the Draft 2020-2021 Strategic Plan, staff completed recommended initiatives to pitch to Council for this year’s Strategic Plan Retreat. The Retreat was held April 28th & 29th 2020. The Retreat was a collaborative priority setting session between Council and staff, and Council pitched and straw-pollled for new initiatives. Council then independently ranked their priorities out of all the presented initiatives, and staff created the draft 2020-2021 Strategic Plan from those priorities. Those that received a majority vote were included into the Strategic Plan draft, which will be presented at the Council meeting on May 13th, 2020 for edits or adoption.

POLICE CHIEF SELECTION PROCESS

Our team interviewed six candidates this week and have narrowed the field to three finalists. These three individuals will be interviewed next week by both a community based committee and the city’s leadership team. I will update the Council in more detail at the meeting next week.



Inclusive, Equitable and Engaged Community

PHYSICAL DISTANCING AND FACE MASKS NOW REQUIRED FOR FEAST TO-GO PICK-UP AT MSAC

The Montpelier Senior Activity Center serves Feast To Go Senior Meals on Tuesdays and Fridays outside in the front courtyard of at 58 Barre Street from 12:00 – 12:30 PM. For the safety of all—including our greeters and other participants-- during this time we require six-foot distancing and face masks in order for recipients to receive a meal. You must maintain a safe distance from others waiting in line – 6 foot minimum. You must wear a mask that covers your nose and mouth. If you cannot wear a mask for medical reasons, you will need to make another arrangement for someone to pick up your meal. If you are interested in the meals, call 262-6288 to make a reservation or inquire about Meals on Wheels eligibility, which is relaxed during the pandemic. Suggested donation is \$5-10 per meal for age 60+ (by donation with completed nutritional survey that allows us to get a small federal reimbursement), and cost is \$7 for those under age 60. To-Go menus are available at <https://www.montpelier-vt.org/309/FEAST-Meals-Program>. Thank you for helping us keep everyone safe and healthy and for supporting the Feast Senior Meals during this time.

MSAC PUBLIC EDUCATION EVENTS NOW ONLINE!

We are pleased that several of our community partners have created online versions of events that would have been offered in our facility this month, and more are in the works for later in the month and in the future. These are all

free and open to the public, with registration through the partners and instructions in the descriptions.

Real Estate 101: Remote Presentation on Zoom with Q&A

Thursday, May 14, 2-3pm

Join Jeanne Felmly, a licensed Real Estate Broker with New England Landmark Realty, for her annual MSAC discussion about the basics of the real estate transaction. Many people are overwhelmed by how complicated the process can become, and this workshop is designed to educate the lay person starting with the common questions: What do I have to do to prepare my home for sale? How do Real Estate professionals qualify buyers? How do I evaluate offers? Other relevant topics will include forms and disclosures required by law, representation and how the real estate community works together, what to expect from a home inspection and the potential impact of the sale and much more. When we're not closed for the pandemic, Jeanne usually volunteers regularly at MSAC's FEAST Together, serving lunch and helping to tidy up the community room afterwards. Thanks Jeanne! Free and open to the public; email Jeanne at jeannefelmly@nelandmark.com for Zoom event log-in information.



Sustainable Infrastructure

REDUCING / ELIMINATING COMBINED SEWER OVERFLOWS (CSO'S)

The City of Montpelier has been working diligently on reducing / eliminating Combined Sewer Overflows (CSO's) since the first studies conducted in the late 1980's. The sewer collection system in Montpelier was originally built with twenty-five (25) Overflow structures in 1962 in conjunction with the construction of the wastewater treatment facility. Since that time, a series of storm separation projects have been completed with an investment of over \$10 million dollars. These projects have allowed the City to reduce the total number of active overflows to the current number of six (6).

Now that the majority of the storm water from street runoff has been removed from the sewer collection system, the City has performed a series of next steps in mitigating this long standing issue including:

- Conducted an overflow weir evaluation study and raising the overflow elevation at each remaining structure to the extent possible without impacting adjacent buildings. This reduced the number of annual CSO events by maximizing the use of available capacity in the collection system.
- Conducted an updated Roof Drain Study to identify the remaining commercial buildings that are tied into the sewer collection system.
- Developed a Long Term Control Plan with a funding plan for projects within the collection system that restrict the flow to the wastewater treatment facility during high flow events.
- Survey and preliminary design for an upgrade to the sewer truck line on State Street which directly impacts the number of overflow events at the intersection of State St. and Taylor St. This is the overflow location that had two events recently reported. Construction is scheduled for this summer / fall, we anticipate this project will significantly reduce overflow events at this structure.
- Grant funding and contract award for an electronic CSO monitoring system. This system will improve reporting response time and provide data on flow volumes to allow staff to better prioritize improvement projects. Construction is scheduled for this summer / fall.

If there were a way to immediately stop CSO events, the City would have done so. However, if these overflow structures were to be blocked off now, the combined rain and wastewater flows would be diverted onto the streets and into buildings which poses an ever greater health hazard. The solution is not a simple one as it requires a holistic approach to evaluating the entire sewer collection system, including removing groundwater infiltration and direct

inflow as well as prioritizing improvements within the sewer collection system which restrict the high flows from reaching the treatment plant. These improvements will require significant investment which we have committed to through our funding plan.

Please know that that City Council and the staff at Montpelier take this issue very seriously and will continue to work to eliminate Combined Sewer Overflows.

DPW STREET & WATER/SEWER DIVISIONS

The City of Montpelier's Street Division worked hand in hand with our Water/Sewer Division throughout the week completing a sink hole on Loomis Street and on Harrison Avenue, unplugged the storm drain at River Street and Pioneer Street as well as assisted with the water leave on Corse Street. Our crew in the Street Division also completed the following tasks:

- Moved equipment to stump dump for summer storage
- Cold patched throughout the city in troubled areas
- Did a full sight visit and map locating for boundaries on tree issue at a residence on Towne Street
- Sweep streets with assistance from Mechanics Division
- Still maintaining distancing and wiping down and sanitizing trucks, common areas, work areas etc.

Next week our crews will continue to sweep city streets, use cold patch throughout the city, continue to work jointly with the other divisions on projects that arise and begin hot mixing some troubled pothole areas around the city as well as hot mix recent sink hole repairs.

The City's Water/Sewer Division completed the projects listed above that were joint projects with our Street Division as well as the following:

- Camera the storm on River Street
- Several dig safes
- Continued installing seasonal meters as customers request them
- Meter repair at a building on Route 302
- Noise investigation at residence on Isabel Circle
- Marked utilities for North College survey
- Marked utilities for RR crossing on Barre Street
- Final meter readings
- Daily sewer pump station checks
- Some Vactor work cleaning lines on Loomis Street and River street
- Hydrant flushing
- Continued good social distancing practices and disinfection of work areas, trucks, and equipment

Next week our crew in the Water/Sewer Division will resolve the ballfields meter issue and service leak, resolve flowing water issue on Highland Avenue, continue Vactor work such as sewer line cleaning and pump station maintenance, finish up hydrant flushing, clean and organize vans and other trucks, begin spring time cleanup of lawns and such damaged during summer projects and winter plowing, landscape around sewer pump stations, meter readings, dig safes as well as daily sewer pump station checks.

WRRF

This week work on HVAC, electrical and sludge piping continued in the dewatering room. Next week the cleaning of Digester #1 is scheduled to begin. This will involve a mobile centrifuge to separate the water from the remaining sludge, grease and grit in the digester tank. The dewatered material will be trucked to landfill for disposal.

CVSWMD

The CVSWMD Board met this week. Topics were primarily in response to impacts of Covid 19.

- Staff are primarily working from home, with two individuals furloughed, but are expected to return to work later this summer. 84% of staff hours are able to be fulfilled under these situations. The Outreach and School Zero Waste Program staff have migrated workshops and classroom lessons into web based activities.

While most staff are able to work 100% of their regular hours, some cannot – of no fault of their own. The Board of Supervisors voted at the April meeting, and again this past week, to continue to pay all staff for their regular hours for the next 3 weeks and be revisited at an upcoming meeting.

- At present, it's unclear whether the 5 planned household hazardous waste collections will be able to be held this summer. CDC regulations will need to be relaxed in order for them to occur. The first event, slated for Tunbridge was recently cancelled.
- A Request for Proposal was issued (April 20) for owner management services for the planned HHW facility. Proposals are due back on May 8th. Executive Director Cathleen Gent will be calling member communities to schedule a meeting with the City Councils to discuss this project, its impact on services, and its benefits for the solid waste district communities.
- Staff is preparing a grant proposal for the Northern Border Regional Commission (NRBC) that would be focused on providing funding to eliminate the current projected budget gap for the project. NRBC is a partnership between the federal government and the States of Maine, New Hampshire, New York and Vermont. The District will be asking for funding in the \$250,000 range which would close the gap between the Agency of Natural Resources grant of \$500,000 and CVSWMD's current contribution to the project of \$594,400 and the projects expected cost of \$1.3 million.
- The Additional Recyclables Collection Center (ARCC) will open with a phased in approach, and in keeping with Governor Scott's executive orders for businesses. COVID – 19 has resulted in the loss of volunteers who typically staff operations at the ARCC. In Mid-May, Phase 1 for the ARCC re-opening will involve accepting state-mandated Extended Producer Responsibility (EPR) materials – batteries, bulbs, paint and covered E-waste. These items allow staff members who will be on site to manage the program to do so safely through social distancing since no fees will be collected. The ARCC will also be accepting food scraps on a donation basis. It is expected that future phasing will be developed over time.
- Looking towards year end, it appears at the present time that income for the year should meet expenses, by a very small margin.
- The next meeting of the CVSWMD will be the first Wednesday of June, and precedes a summer hiatus until September.

DON'T FLUSH THAT

Due to the public health crisis, not only is our city seeing a shortage on toilet paper, but many communities are as well. Department of Public Works would like to remind everyone what should NOT be flushed. Flushing items listed below could cause sewer blockages, in which could cause plugged and overflowing toilets, poorly draining sinks and showers, raw sewage backing up through floor drains, manholes overflowing onto the ground or into nearby surface waters, health hazards and nuisance odors, increases in the City's maintenance costs and costly maintenance and repair bills for YOU.

- Paper towels
- Baby wipes
- Moist towelettes
- Cosmetics and cosmetic wipes
- Cloth or paper napkins
- Shop towels
- Condoms

- Tampons and pads
- Diapers
- Cat litter
- Cigarette butts
- Dental floss
- Latex gloves
- Hypodermic needles
- Facial tissues
- Fats, oils or grease
- Clothing or rags
- Medications (pills or liquid)
- Bandages
- Cotton balls
- Food scrapes
- Swiffer pads
- Plastic of any kind



William Fraser
City Manager

Upcoming Agenda Items (TENTATIVE)

5/13	Ordinances Tax Stabilization Strategic Plan COVID-19 Parking Garage	5/27	COVID-19 Ordinances Personnel Plan	6/10	COVID-19 Ordinances Personnel Plan
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Montpelier City Council's 2020-2021 Strategic Plan

DRAFT PLAN FOR REVIEW

Overview:

The City of Montpelier's Strategic Planning process allows the City to prioritize new projects and initiatives that serve to further Council's vision for the City. The planning process ensures that the City provides effective, efficient, and innovative services to our community. The 2020-2021 Strategic Plan was born from a collaborative process between both the City Council and City staff, and provides the City a guiding vision that helps move our employees, residents, and community towards the overall goals and vision.

The City of Montpelier will continue to strive to be the best that it can, and having a strategy to get there is our first step in achieving that vision. Our 2020-2021 Strategic Plan also allows the City to build transparency about its goals, and allows us to report our progress about how well we accomplished our goals to the public.

The planning process for 2020-2021 fell at an interesting time, where COVID-19 has already impacted the Montpelier Community. To respond to the growing community need- the City Council added a new overall Goal for this year's plan- the COVID-19 Response, which captures initiatives and actions that the City can take to assist our community through this difficult time.

The Montpelier City Council has established nine (9) overall Goals that it would like to see the City of Montpelier reach. Those include:

- Community Prosperity
- COVID-19 Response
- Environmental Stewardship
- More Housing
- Responsive and Responsible Government
- Sustainable Infrastructure
- Inclusive, Equitable, and Engaged Community
- Public Health & Safety
- Thoughtfully Planned Built Environment

Each year, the City Council priorities initiatives that it would like to see pushed to the forefront of staff's work plans, budgeting considerations, and timelines. This year, a majority of Council approved their top-10 priorities in the following Goal categories:

- Community Prosperity
- COVID-19 Response
- Environmental Stewardship
- More Housing
- Responsive and Responsible Government
- Sustainable Infrastructure

The supporting Initiatives for each Goal are highlighted in the below chart. The detailed actions and timelines that support each Initiative can be found in this report.

<p style="text-align: center;">Summary of Goals and Initiatives & Responsible Departments for Council’s 2020-2021 Strategic Plan</p>			
Goals	Initiative	Departments Responsible	Departments Responsible
Community Prosperity	Budget Process	Finance	City Manager
COVID-19 Response	Supporting The Community In Rebound From Covid-19	City Manager	
	MDC and Montpelier Alive Partnerships	City Manager	Council
Environmental Stewardship	Net Zero Goals: 2030 Plans	Dept. of Public Works	
	Update the Stormwater Master Plan	Dept. of Public Works	
More Housing	Implement the City Plan Housing Initiatives	Planning	City Manager
Responsive and Responsible Government	Lobbying Sub-Committee	Council	City Manager
	Childcare Option Study	Recreation	Assistant City Manager
Sustainable Infrastructure	Protect, Maintain, And Improve Built Infrastructure	Dept. of Public Works	

To be clear, no overall Goal is abandoned, or not addressed throughout the year. Many Initiatives within City Department plans support the Inclusive, Equitable, and Engaged Community, Public Health & Safety, and the Thoughtfully Planned Built Environment Goals. However, to ensure that the City is being responsive to current needs and to the priorities of Council (and therefore the voting public), the City will consider the Council’s chosen Initiatives as the priorities for 2020-2021. These priorities will guide the City’s budgeting process and our work throughout the next year. The additional initiatives can be found at the end of this document.

STRATEGIC PLAN GOAL

Community Prosperity

Goal: Montpelier's robust local economy, strong job market that pays living wages, and rich quality of life draws and sustains a diverse community of all ages. We recognize that to be prosperous, our community must care for the physical and mental well-being of all residents.

INITIATIVE: BUDGET PROCESS	
Strategic Plan Alignment	Community Prosperity
Initiative Description	Prepare and submit the annual budget for adoption by the Council and presentation to Montpelier's voters.
Actions	<ul style="list-style-type: none"> • Create and implement a robust budget-focused community engagement process <ul style="list-style-type: none"> ○ Engage the business community, other stakeholders, Council Committee's and other City departments in budget development <ul style="list-style-type: none"> ▪ Includes surveys, webinar, and community meetings ○ Lead periodic budget updates to inform the Council and public on key budget decision points • Consider using a "waterfall" budgeting approach regarding funding projects: <ul style="list-style-type: none"> ○ Staff to work on the general proposal, timeline, and implementation plan. • Participate in the City's Budget Congress process • Assist in the presentation of the Recommended Budget <ul style="list-style-type: none"> ○ Update and streamline the presentation materials for budget presentations
Timeline	<ul style="list-style-type: none"> • Budget Adoption is town Meeting Day, the first Tuesday in March each year. The budget process will begin with internal instructions to departments in late September/ early October and will wrap up with town meeting. • Engagement with the Community to begin around the new Fiscal Year- and community meetings hosted in the early fall (around September).
Outcome/Measures	Accomplishment of the proposed initiative actions and timelines.

STRATEGIC PLAN GOAL

COVID-19 Response

Goal: Montpelier has been impacted by the economic and social effects of the Coronavirus COVID-19, beginning in March 2020- and the City anticipates our community will feel the impacts over the long-term. We recognize that to insure continued community prosperity, and to provide ongoing support to our residents, the City needs to be a leader in local COVID-19 response.

INITIATIVE: SUPPORTING THE COMMUNITY IN REBOUND FROM COVID-19	
Strategic Plan Alignment	Community Prosperity
Initiative Description	<ul style="list-style-type: none"> • Vermont declared a State of Emergency in Response to COVID-19, in response to the close collaboration with the national Centers for Disease Control and Prevention (CDC) and with the United States Health and Human Services Agency to monitor and plan for the potential for an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), in the United States. • The rapidly evolving global situation required the Governor to direct the Vermont Department of Health (VDH) to activate the Health Operations Center in February 2020 when VDH began to monitor and test Vermonters who may have been exposed to COVID-19. In March of 2020, the Governor directed Vermont Emergency Management (VEM) to assemble an interagency taskforce, and later to activate the Vermont State Emergency Operations Center (SEOC), in accordance with the State Emergency Management Plan, to organize prevention, response, and mitigation efforts and share information with local and state officials. The first two cases of COVID-19 were discovered in Vermont March 7th and March 11th 2020. It was also clear that the transmission of COVID-19 was detected in the region and this transmission is expected to continue; and mitigation steps are required to ‘reduce the curve’ of those impacted by the virus. • The City of Montpelier needed and continues to need to be a leader in emergency management and community response to the Coronavirus. Many of our local businesses and industries have been impacted, and many of our residents and community members have lost their jobs and income. It will take partnerships and collaboration for the City to assist in community recovery. • The City of Montpelier also faces financial challenges in the face of Coronavirus, and interagency response requires focused fiscal management and budget austerity measures.
Actions	<ul style="list-style-type: none"> • Make policy and procedures for City of Montpelier Staff to ensure their and the community’s safety

	<ul style="list-style-type: none"> • Designate someone act as a point person for researching federal, state, and local grant opportunities along with other stimulus funding <ul style="list-style-type: none"> ○ Ensure that the City is fully researching State and Federal stimulus funding opportunities. ○ Determine in advance what projects can be moved around and be flexible in response to any potential funding. ○ Ensure that the City of Montpelier is in a place to rapidly respond to any funding opportunities. • Maintain partnerships with MDC and Montpelier Alive to coordinate response to economic growth and support of local businesses <ul style="list-style-type: none"> ○ Enhance local businesses ability to move outdoors with retail, restaurants, etc. to promote safe social distancing • Manage the budget for the City of Montpelier to address the estimated deficit in response to the Coronavirus • Work with partner groups (example is WNOC-RCC) to analyze what gaps in services existed in the face of the Coronavirus, and how we can collectively work to address those.
Timeline	Ongoing.
Outcome/Measures	Accomplishment of the proposed initiative actions.

INITIATIVE: MDC AND MONTPELIER ALIVE PARTNERSHIPS:	
Strategic Plan Alignment	COVID-19 Response
Initiative Description	Evaluating the efficacy of the Montpelier Development Coalition (MDC) and Montpelier Alive (MA) and to determine the City's funding strategies and their long-term goals around partnership with each agency.
Actions	<ul style="list-style-type: none"> • Have MDC/MA present their short term and long term goals in regards to COVID-19 response to Council • Have MDC/MA meet more formally with City staff and community representatives to discuss plans to address COVID-19 response • MDC/MA to present outcomes and long-term sustainability plans to Council. • Council to review funding mechanisms and policy regarding both organizations <ul style="list-style-type: none"> ○ Council's 5-Year funding agreement with MDC ends in FY21
Timeline	Ongoing.
Outcome/Measures	Accomplishment of the proposed initiative actions.

STRATEGIC PLAN GOAL

Environmental Stewardship

Goal: Montpelier ensures a healthy environment that supports long term public health and economic vitality using technology, resources, knowledge and skills to conserve, protect and nurture our community including air, water, soil and varied natural habitats.

INITIATIVE: NET ZERO GOALS: 2030 PLANS	
Strategic Plan Alignment	Environmental Stewardship
Initiative Description	Montpelier has made a commitment to become the first 100% renewable energy capital city and eliminate all fossil fuel use. The Mayor, City Council, and City staff will carry out a strategic plan to accomplish this with the assistance of the Montpelier Energy Advisory Committee (MEAC). By 2030, 100% of the energy used for municipal government operations will be renewable or offset. By 2050, fossil fuel use will be eliminated entirely and 100% of energy needs by municipal, residential and commercial will be met renewably.
Actions	<ul style="list-style-type: none"> • Completing the Energy Strategic Plan • Reduce baseline municipal electric use, continue conducting energy audits to identify electrical conservation opportunities and utilize the Net Zero Revolving Loan Fund to fund smaller efficiency efforts consistent with the Net Zero implementation plan. • Work to incorporate large energy efficiency measures into the Capital Improvement Plan. • Adopt and commit to implementation of a preferential equipment purchasing program that favors high efficiency equipment. • Implement generation of electricity from waste biogas at the Water Resource Recovery Facility and consider expansion of biogas produced by the Facility for heating municipal buildings at WRRF and DPW. • Continue to adapt operations to contribute to the City's ability to achieve net zero by 2030 with respect to Fuel Use for municipal vehicles and heavy equipment. • Consider the implementation of a Home Energy Information Ordinance • Explore other opportunities that may become available to support the City's Net Zero Goal.
Timeline	Ongoing.
Outcome/Measures	Accomplishment of the proposed initiative actions.

INITIATIVE: UPDATE THE STORMWATER MASTER PLAN	
Strategic Plan Alignment	Environmental Stewardship
Initiative Description	<ul style="list-style-type: none"> • A Stormwater Master Plan assimilates existing information, collects additional data where necessary, develops solutions to existing problems, and sets priorities for possible implementation projects. This assessment is intended to plan for stormwater management specifically, and watershed management activities generally, in a more deliberate and efficient manner. • The City-wide Stormwater Master Plan is responsive to existing landscape characteristics across all watersheds within local political bounds. It connects land use, stormwater management, floodplain management, river management, and public infrastructure needs to more effectively address all of the issues which contribute to water quality impairment or improvement. • The City Council has requested an update to the Stormwater Master Plan.
Actions	<ul style="list-style-type: none"> • Provide the City Council with a to-date status report regarding the Stormwater Master Plan • Conduct a feasibility assessment into a potential Stormwater Utility vs the current CSO Benefit Charge Funding.
Timeline	Ongoing.
Outcome/Measures	Accomplishment of the proposed initiative actions.

STRATEGIC PLAN GOAL

More Housing

Goal: Montpelier has sufficient housing opportunities for people at all income levels who wish to live in our community. Housing is safe, healthy, accessible, energy efficient and fits a variety of lifestyles and housing choices. Critical community resources such as parks, schools and services are accessible to our vibrant neighborhoods.

INITIATIVE: IMPLEMENT THE CITY PLAN HOUSING INITIATIVES	
Strategic Plan Alignment	More Housing
Initiative Description	<p>The City has a number of projects that have been finished regarding Housing, and the draft City Plan has multiple ideas and new proposals regarding housing. Those projects are intended to be implemented over 8 years.</p> <p>The City's goals should be to complete the City Plan, including the Housing proposals. Other goals, supporting the housing initiatives, should include funding and supporting community organizations that do build and operate housing.</p>
Actions	<p>The City plan also includes aspirational goals for Housing that were developed by the Housing Task Force. These include:</p> <ul style="list-style-type: none"> • Montpelier will have a healthy housing market that provides an adequate supply of housing in a mix of types, sizes, occupancies, and levels of affordability. • Neighborhoods will be in close proximity to open space and recreational resources; walkable and bikeable to downtown, with a mix of uses within or having complementary neighborhoods close by to allow for live, work, learn, shop and play all in a short walk. • Housing and neighborhoods will be safe and healthy; energy efficient; resilient; and designed for all users. • Montpelier will have housing for all and will affirmatively further fair housing in order to protect people from discrimination, promote economic opportunities, and create a diverse, inclusive community. <p>Some of those City Plan ideas include:</p> <ul style="list-style-type: none"> • Developing a utility and infrastructure incentive program to support larger housing developments particularly those that contain a significant portion of rental housing. • Adopt a new state designation called Neighborhood Development Area that provide benefits to developers

	<p>either through tax incentives or exemptions from state permitting.</p> <ul style="list-style-type: none"> • Amend zoning to incorporate the Municipal Administrative Procedures Act (MAPA- otherwise known as on-the-record-review) to streamline permitting. • Continue the Montpelier Accessory Dwelling Unit Program even when the pilot program is completed to provide assistance to property owners interested in adding units. • Increase annual appropriation to the Housing Trust Fund such that \$200k is in reserve by 2025. • Continue to support individual housing projects through public private partnerships that may arise during the lifetime of the plan. In the past this has included projects such as French Block and the Transit Center. • The City will sponsor at least one housing planning effort before 2025 to identify community barriers for disadvantaged groups such as refugees, asylum seekers, group homes, persons reintegrating from incarceration, and the homeless. • Identify alternative funding options for the housing trust fund. • Formally adopt a policy that the city is committed to affirmatively furthering fair housing. • Continue the first time home buyer program which helps to get qualified low and moderate income residents into home ownership.
Timeline	City Plan Initiatives are scheduled to be implemented over 8 years.
Outcome/Measures	Accomplishment of the proposed initiative actions.

STRATEGIC PLAN GOAL

Responsive and Responsible Government

Goal: Montpelier operates with transparency, integrity and fiscal responsibility and is responsive to the needs of the public. The City is a model employer and our employees are trusted stewards of public resources. The City seeks and encourages public engagement and collaborative expression to accomplish the vision of the governing body.

INITIATIVE: LOBBYING SUB-COMMITTEE	
Strategic Plan Alignment	Responsive and Responsible Government
Initiative Description	Create a Council Sub-Committee to track State and Federal legislation that may impact the City of Montpelier.
Actions	<ul style="list-style-type: none"> • Ensure that the city is tracking and effectively advocating for necessary policy changes and funding opportunities that will benefit the city's residents and businesses • Provide ongoing reports to Council on the formal Agenda to keep the full Council up to date and informed, and recommend actions as needed.
Timeline	Ongoing.
Outcome/Measures	Accomplishment of the proposed initiative actions.

INITIATIVE: CHILDCARE OPTION STUDY	
Strategic Plan Alignment	Responsive and Responsible Government
Initiative Description	Conduct a feasibility study on the funding, facility needs, and requirements for the City to become a childcare provider.
Actions	<ul style="list-style-type: none"> • In the renovation for the Rec Center proposals, ensure that the feasibility a day-care center inclusion is included into the planning and proposals. • Ensuring facility feasibility study balance the ongoing need for space for classes that attract our aging population • Research the staffing implications and options for providing child-care <ul style="list-style-type: none"> ○ Obtain information about alternative options, such as private childcare providers leasing City facilities, or an external contractor to provide services
Timeline	March 2021.
Outcome/Measures	Accomplishment of the proposed initiative actions and timelines.

STRATEGIC PLAN GOAL

Sustainable Infrastructure

Goal: The City consistently commits sufficient funds to provide and maintain a reliable, functional infrastructure that meets the diverse needs and demands of the public and optimizes the design life of city assets. This commitment includes employing and supporting dedicated and knowledgeable staff and supplying them with the tools and resources they need to adapt to a changing climate.

INITIATIVE: PROTECT, MAINTAIN, AND IMPROVE BUILT INFRASTRUCTURE	
Strategic Plan Alignment	Sustainable Infrastructure
Initiative Description	<p>The Department of Public Works enhances the safety, welfare and livability of the Montpelier community by providing and managing infrastructure and services for transportation and other local systems. This initiative addresses the need to keep City roads, sidewalks, and other assets operational and accessible. DPW will provide planning and oversight of infrastructure maintenance and repair activities in order to preserve the City's utility.</p> <p>Due to mitigating circumstances, there is a preservation backlog, and certain projects need to be prioritized.</p>
Actions	<ul style="list-style-type: none"> • Clarendon Ave: Phase II- Road reconstruction • Taylor Street- Stormwater and Road Construction • Chestnut Hill Stormwater • Paving Crack Sealing Marking- Contract • Granite Street Sidewalk repairs • Grout Road Bridge- Grant Financing • Completion of Mowatt Property Project
Timeline	<ul style="list-style-type: none"> • <u>Clarendon Ave Phase II road reconstruction:</u> Contractor is ready to commence work. Waiting on State approval. • <u>Taylor Street</u> – July 2020, but the City is waiting on the State. Ready to construct, project has been awarded. • <u>Chestnut Hill Stormwater</u> – bidding is anticipated in early summer; expected timeline is dependent upon the State of VT; the City has asked for 1 year extension in case coordination between State and City is delayed. • <u>Paving, Crack Sealing, and Marking:</u> Markings contract has been bid. Crack Sealing and paving contracts, staff will be preparing contract documents in order to bid projects. Construction is slated to occur in late summer. Both are FY21 CIP projects.

	<ul style="list-style-type: none"> • <u>Granite Street Sidewalk repairs:</u> Design work almost complete. Contract bid documents still need to be prepared by staff. Bid project by early to mid-summer with construction anticipated to be completed in fall. Grant funded project, so State may play a role with construction in work is not allowed. • Grout Road Bridge- Grant Financing and re-define next actions steps for the project. • Completion of Mowatt Property Project- TBD
Outcome/Measures	Accomplishment of the proposed initiative actions and timelines.

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Montpelier City Staff 2020-2021 Initiatives

Additional Initiatives: For Non-priority Implementation

These initiatives are those that will be completed by City Staff in addition to the Strategic Plan Initiatives- They address all Council's Goals.

Summary of Goals and Initiatives & Responsible Departments

Goals	Initiatives	Departments Responsible	Departments Responsible	Departments Responsible
Community Prosperity	Budget Process	FIN	CMO	
	Economic Development through Outdoor Recreation	PARKS		
	Establish Parks And Greenways As Part Of Our Community Identity: Greenprint Implementation Plan	PARKS		
COVID-19 Response	Supporting The Community In Rebound From Covid-19	CMO		
	MDC and Montpelier Alive Partnerships	City Manager	Council	
Environmental Stewardship	Parks: Conserve Important Natural Resources	Parks		
	Parks: Maintain And Enhance Our Urban Forest	Parks		
	Cemetery Green Practices	Cemetery		
	DPW: Universal Recycling Law	DPW		
	Net Zero Goals: 2030 Plans	DPW		
	Update the Stormwater Master Plan	DPW		
Inclusive, Equitable, and Engaged Community	Parks: Build A Culture Of Service And Stewardship	Parks		
	Equity Action Plan Implementation	ACM		
	Senior Center: National Council On Aging Accreditation	MSAC		
Sustainable Infrastructure	Recreation: Recreation Center Renovation	REC		
	Recreation: Facilities Maintenance And Management	REC		
	DPW: Protect, Maintain, And Improve Built Infrastructure	DPW		
Thoughtfully Planned Built Environment	Planning: Complete City Plan	Planning	CMO	
	Planning: Design Review Amendment/ Regulations	Planning		
	Planning: Design Review Amendment/ Permitting	Planning		

	Planning: Updating E-911	Planning		
	Develop Maintenance Plan For District Heat	ACM	DPW	
	DPW: Water/Sewer Master Plans	DPW	CMO	
	Garage & Hotel Project Management	CMO		
More Housing	Sabin's Pasture Development	CMO		
	Implement the City Plan Housing Initiatives	Planning	City Manager	
Public Health and Safety	Fire Department: Fire Prevention And Public Safety	FIRE		
	Fire Department: Resource Management	FIRE		
	Fire Department: Maintain Resilient Workforce	FIRE		
	Emergency Management	FIRE	Police	ACM
	CJC: Operate Full Spectrum Of Restorative Justice Programs	CJC		
	CJC: Community Involvement In Restorative Practices	CJC		
	CJC: Expand Range Of The Victim Outreach Program	CJC		
	CJC: Ensure Sustainability Of The Montpelier Community Justice Center	CJC		
	Police Public Information, Outreach, And Engagement	PD		
	Police Workforce Development And Management	PD		
	Crime Reduction And Prevention	PD		
	Cemetery Community Engagement	Cemetery		
	Police Infrastructure And Technological Assets	PD		
Responsive and Responsible Government	Finance: Policies & Procedures	FIN		
	Finance: Technological Assessment	FIN		
	Grants Management & Project Charter Establishment	FIN	DPW	Planning
	Community Services Department Procedures	CS	ACM	
	Recreation: External Partnerships & Funding	REC		
	Strategic Planning & Employee Work Plans	ACM		
	Establish Memorandum Of Understanding Between The City And The Cemetery	Cemetery		
	Senior Center: Adequate Funding For MSAC	MSAC	ACM	
	Lobbying Sub-Committee	Council	CMO	
	Childcare Option Study	Recreation	ACM	

Abbreviation Index:

- ACM- Assistant City Manager
- CJC- Community Justice Center
- CMO- City Manager's Office (City Manager)
- CS- Community Services (Parks, Recreation, and the Montpelier Senior Activity Center)
- DPW- Department of Public Works
- FIN- Finance
- MSAC- Montpelier Senior Activity Center
- PD- Police Department
- REC- Recreation

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