

Date	Committee	Time	Location	Links
2/28	Planning Commission	5:30 PM	Zoom and City Council Chambers	Agenda and Zoom Link
3/2	Homelessness Task Force	11:30 AM	Zoom and City Council Chambers	Agenda and Zoom Link
3/2	Complete Streets Committee	5:30 AM	Zoom	Agenda and Zoom Link
3/3	MEAC Policy & Planning Subcommittee	4:30 PM	Zoom	Agenda and Zoom Link



Improve Public Health and Safety

COVID-19 Response- Updated:

Continued Priority Announcement: There is a severe, nation-wide blood supply shortage. Please consider blood donation. Upcoming local donation events can be found here: <https://www.redcrossblood.org/give.html/find-drive>. **The next scheduled blood drive at City Hall is on March 4th, 2022, 10:00 AM - 02:30 PM.**

Update: The State has released their newest [COVID-19 Modeling Report, updated February 22nd, 2022](#). According to the report, COVID-19 cases are now on the decline in Vermont, with the State's forecasts predicting this trend will continue. According to the DFR report, Vermont is averaging around 220 cases over the last week.

Just keep in mind, even with declining cases, according to the [State's Town Case-map](#), through the 16th of February, Montpelier has had over 1,100 reported cases!

It is very important that all who are eligible get vaccinated- it's never too late! [Find vaccination clinics here](#), or call your preferred pharmacy.

COVID-19 Reminders:

- **The City Council voted on February 9th to extend their [Mask Mandate](#).** They will take this up again for discussion at their March 9th meeting, and the current expiration date of the mandate is March 11th.

- **Keep up to date with CDC Recommendations!** You can find the CDC's updates regarding COVID-19 on their website [here](#). They have released an updated chart regarding their quarantine and isolation guidelines [here](#).
- **Federal Government Rapid COVID-19 Test Program** You can order at-home, rapid COVID-19 tests from the Federal Government at www.covidtests.gov. Through this new federal program, each household is eligible to receive four tests, which are expected to ship within 7-12 days of ordering. Supplies are limited.



Practice Good Environmental Stewardship

Home Farm Way Property

The City remains in conversations with the Preservation Trust of Vermont (PTV) and Vermont Housing and Conservation Board (VHCB) about the future of this property. PTV and VHCB are taking the lead to resolve the complicated ownership issues. It is very likely that the city will become owners of the 15 acre parcel in the back which abuts the river. The 2-acre parcel with the old house is less clear at this time.



Provide Responsible and Engaged Government

Strategic Plan Public Dashboard: The 2022-23 Strategic Plan Public Dashboard is live and updated, available here: <https://performance.envisio.com/dashboard/montpelier-vt1777>. You can use the dashboard to see updates on where City Staff is on their work to achieve the City Council's goals. You can also get to the dashboard through the link on the City's homepage.

Pending Legal

- *Ferry, et al v. City of Montpelier.* Filing of multiple parties seeking to invalidate the City's non-citizen voting charter amendment. The City is represented by Attorneys Michael Tarrant, Stephen Coteus, and Kimberly Devine.
- *Appeal of Zoning Permit.* Neighbors have appealed DRB approval of a permit to move a barn structure. City is represented by Attorney David Rugh. We are monitoring the case. Recent filings by appellants have challenged the validity of sections of the city's zoning ordinance.
- *IUOE Local 98 v. City of Montpelier.* DPW filing to Labor Board objection to the re-classification of one employee. City is represented by Attorney John Klesch.

General Business Follow Up: Update

As a response to specific road-quality questions at the 2/23 Council meeting, please see the below answers:

1. How much money is put into filling pot-holes annually?
 - a. According to our Department of Public Works Operations Manager, that the City of Montpelier spends on average \$27,615 performing maintenance repairs to streets annually. This consist of pothole patching, wheel rut paving and bigger pavement patches. This represents 6% of the total average paving expenditure. These numbers do not include improvements to pavement patching because of water leaks. Both potholes and damage from water leaks are a nuisance to drivers, but they are charged and handled differently.
2. Here is a link to the 2021 presentation from DPW about road quality given to the Council on Wednesday, August 25, 2021: Via Orca Media (Presentation starts at 1:11:10) <https://youtu.be/S0DUulE0i-A>

Budget Update:

In preparation for Town Meeting Day - Here is the link for this week's City Council meeting, where City Manager Bill Fraser walked through the proposed budget and bonds: <https://www.youtube.com/watch?v=WwWIkFOG1vM>. The presentation starts around 23 minutes in.



Create More Housing



Improve Community Prosperity

Public Lockers: Update

Assistant City Manager Cameron Niedermayer presented the locker site-plan to the DRC on 2/22/22. The permit application was approved, with a few options they'd like the City to consider adding- like ensuring there is adequate lighting for evening use of the lockers. Staff is finalizing the installation plan. Staff is also still working on the policy for the use of the lockers, which will be shared with Council when it's completed.

Community Services Department Shared Info Updates/Events/Collaborations

Montpelier Community Services Divisions (Parks & Trees, Recreation & Senior Activity Center): To find information about our facilities, services and programs, visit the following linked websites/pages:

[Parks & Trees](#), [Recreation](#), [Senior Activity Center \(MSAC\)](#), [News and Announcements](#),

Special Events, Hubbard Park Expansion Project, Capital Kids Afterschool Childcare Program, Facility Rentals, FEAST Senior Meals on Wheels and Curbside Meals, FEAST Farm, MSAC at Home services, Adult/Teen Winter Classes. To subscribe to the MSAC e-letter/newsletter, email a request to msac@montpelier-vt.org. To subscribe to the Parks/Farm Volunteer e-list, email a request to jhuettenmoser@montpelier-vt.org. Facebook pages for the divisions are: Parks & Trees, Recreation, MSAC, (and FEAST Senior Meals).

Summer 2022 Camp Registration Forms will be available soon for Capital Kids Summer Day Camp and FEAST Farm Camp, and we will announce them here and elsewhere, including the websites, Facebook and Front Porch Forum.

Montpelier Parks & Trees Division updates/events

Save the date: Animal Tracking Intro Walk (2nd in a series): Sat. Feb.26 | 10am (rain/snow date, 2/27) | Free | all ages | Join Naturalist Gail Johnson at the New Shelter at Hubbard Park for an easy walk. This is the second in a series about animal tracking. We will review the basics and concentrate on track patterns and compression shapes. A handout showing basic track patterns and compression shapes.

Montpelier Recreation Division updates/events

Skating Rink on State House Lawn is re-opened: The ice had completely melted, but it froze back up overnight 2/23 and was re-opened as of Thursday, 2/24. We'll post here, Facebook (www.facebook.com/MontpelierRec) and the Recreation main website (www.montpelier-vt.org/rec) when the status changes.

Egg Hunt is returning this year! Save the date of April 16 at Hubbard Park. More details to come!

Montpelier Senior Activity Center Division updates/events

MSAC Town Meeting / Town Funding Requests to Six “Supporting” Towns
City staff and MSAC Volunteers have been attending Zoom sessions of “Pre-Town-Meeting” discussions for the six communities where MSAC seeks tax appropriations through ballot items each year: Berlin, Calais, East Montpelier, Middlesex, Moretown and Worcester. In FY21, MSAC served over 300 people from the six towns—down slightly from past years but undoubtedly a result of the COVID-19 pandemic, cancellation of some services and programs, and our pivot to online format for many classes. We know that our pandemic response has been resourceful and important to residents of all these towns and appreciate voters’ consideration of the value of MSAC even—or especially—during a pandemic. This year, we are seeking level funding in five towns and an increase in Berlin, with requests to these towns totaling \$44,500 and ranging from \$1,100 to \$20,000. The highest amount is in Berlin where MSAC also subsidizes and delivers Meals on Wheels. To learn more about MSAC’s town funding, tiered dues and fees structure, and meal service to Berlin, visit [this page](#).

Sponsorship / Partnership Opportunity & Community Champion Week during March for Meals: Deadline March 1

March is National Meals on Wheels Month, and Montpelier Senior Activity Center (MSAC) and their [FEAST Senior Meals Program](#) are launching **Community Champion Week March 21-25**, featuring a combination of fundraising and awareness-raising activities that bring the community together. They're seeking [sponsors](#) to support a robust series of events throughout the week to celebrate the vitality this program offers to our senior community. Mayor Watson is making a proclamation, local celebrity "guests" will deliver Meals on Wheels, the K-H Library is doing a special family event March 24th with story-time and music, MSAC is selling a Mediterranean Fundraising dinner (Curbside pickup \$50/person) on Friday, March 25, and they're hosting an online celebration event with Montpelier Gospel Choir, VT Leaders in Food Security, author/speaker/musician [Justin Michael Williams](#). In addition to the financial sponsorship opportunity, your organization or business has more options for supporting the March for Meals campaign (tip jars, delivery of meals, percentage of sales donations), and **we'd love to hear from you by March 1 about your interest!** [Click here for more info](#) on sponsorship levels, benefits and pricing, plus contact info to sign on. Thanks, Community Champions! To help us celebrate this week or get involved as an ongoing FEAST volunteer with the program, reach out to [Kim](#) or call 262-6288.



March 2, Osher Lifelong Learning Institute Lectures at MSAC launches Spring 2022 series with "Refugee Resettlement in Vermont" | Wednesdays, March 2, 9, 16, 23 and 30, April 6, 1:30pm | This spring's series opens on March 2 with Tracy Dolan, Refugee Director, presenting "Refugee Resettlement in Vermont." The Vermont State Refugee Office coordinates private and public resources to provide a safe and welcoming home for refugees and immigrants and to promote their full participation in the economic, social, and civic life of Vermont. Dolan will discuss the exciting and humbling task of welcoming an unprecedented number of refugees into Vermont along with the many challenges and opportunities it presents. View all topics, descriptions, and registration details [here](#). **NEW REGISTRATION PROCESS!** Osher can no longer take any payments at the door/onsite. All attendees/members must pre-register prior to the start of the program.



Build and Maintain Sustainable Infrastructure

East State Street Project **New**

Here is an update regarding the current status of the East State Street Reconstruction Project. During the preliminary engineering design of this project, developing the appropriate method to separate the combined storm and sewer at the bottom of the street was more complicated than initially thought. It was known that separating the storm and sewer would present challenges, but developing an adequate solution required additional survey and engineering design, which resulted in delays to the project.

The project team has come up with a phased approach to allow for the project to advance this summer. The engineering consultant proposed a standalone project that would separate the storm from the sewer by installing a pipe along State Street and through the Rialto Bridge abutment utilizing trenchless technology. In addition, the first portion of the project will include all work within the immediate proximity of the East State Street and Main Street intersection. We are currently anticipating the project to follow the below timeline:

- Phase 1 –2022: Separate sewer and stormwater at the bottom of the street. Install all required utility improvements to complete work that would impact the intersection of East State Street and Main Street. This project would include resolving the sewer odor at the lower end of East State Street.
- Phase 2- Summer of 2023: Begin installing new water, sewer and stormwater utilities from Main St. to Hubbard Street. Work would also include reconstruction of the roadway.
- Phase 3- Summer of 2024: Resume construction of water, sewer, stormwater and roadway reconstruction from Hubbard Street to College Street.

*The current design also includes green stormwater infrastructure to be installed in the Pitkin Court parking lot. It has not been determined which phase of the project will include this work.

The engineering design consultant, Green Mountain Engineering (GME) has closed their business. The lead engineer working on this project for GME has been hired within the Department of Public Works as a design engineer. The City has requested approval from the State of Vermont to finish the engineering design work in-house.

Street Light Replacement:

Street lights on State Street, East State Street, and Main Street have been repaired and bulbs have been replaced it LED bulbs.

Pothole Patching:

Department of Public Works crews will be patching potholes on the next day with warmer weather, depending on staff resources.

Water Leaks:

DPW has caught up on all active water leaks excluding the leak on Bailey Avenue. The Bailey Avenue leak will be addressed later this spring.



Employment and Personnel Announcements

Assessor New

I am pleased to announce that I have appointed Martin Lagerstedt to be the new City Assessor starting in March 2nd. He will work on a part time contract basis similar to our current arrangement. Marty has many years of experience in Central Vermont as a fee

appraiser and is skilled with software tools such as sketching and GIS. He will need to learn more about municipal assessing but already has a good grasp on the concepts. Steve Twombly will work with Marty for a while to aid in the transition. Steve will also remain as a consultant for the reappraisal. We expect that Marty will be well grounded by the time the reappraisal is completed and we are working with an updated Grand List. We're delighted to have Marty on board.

New Engineer Hire New: Brad Washburn is a professional engineer with over 20 years of experience in the water resources design, permitting and construction field. Brad has worked across the state of Vermont on a wide range of residential, commercial, and municipal projects. Since beginning work with Green Mountain Engineering Brad primarily worked for small to mid-sized municipalities on several types of infrastructure projects including linear water, sewer, and storm drain replacements, as well as water and wastewater treatment upgrades. Brad's roll on these projects covered all phases including planning, design permitting and construction administration. Most projects Brad worked on utilized either State or Federal funding, he is well versed in the contract requirements and specifications of these funding sources.

Municipal Job Openings

Visit the City website for more information: <https://www.montpelier-vt.org/Jobs.aspx>

Montpelier Youth Conservation Crew (MYCC) Crew Leader: The MYCC crew leaders will be the main supervisors for our MYCC crews. Each crew leader will be in charge of one crew throughout each session and will rotate throughout the sites along with the crew. The crew leader will set expectations, be a mentor, model a good work ethic, and facilitate reflection activities. In addition to helping guide the workflow, crew leaders will be the main point of contact for their crews for questions, concerns, and any issues that may arise. The work at each site will be directed by a site leader. The crew leader will work with the site leader to guide MYCC members in performing the tasks, while empowering them to deepen their skills as environmental leaders. This job is 32-hours per week, Tuesday through Friday, 8am - 4:30pm and will span June 7 - August 19. The crew leader will start two weeks before members, and then lead three 3-week sessions for a total of 10 weeks. The crew leaders will be paid \$18/hour. The City of Montpelier is an equal-opportunity employer. To apply, please email a resume, cover letter, and two professional references to Jacqueline Huettenmoser at jhuettenmoser@montpelier-vt.org. We will begin reviewing applications in mid-March. Positions will be open until filled.

Feast Farm - Farm Camp Lead Educator: We are seeking a Lead Educator to teach six weeks of onsite day camp. The Lead Educator will work alongside the Farm Manager, the AmeriCorps Farm Camp Coordinator, and Assistant Counselors to develop and implement the program through planning weekly activities, cultivating a safe and enriching environment, and fostering meaningful relationships with the children. Willingness and capability to work outdoors in all weather conditions with children is a key component of this position. Specific responsibilities include:

- Designing the curriculum and flow of weekly activities in collaboration with other staff.

- Leading developmentally-appropriate activities and engaging in play-based learning.
- Participating directly with campers in lessons, activities, farm chores, outdoor cooking, ecology, and games while fostering an atmosphere of inclusivity and kindness.
- Facilitation of training/mentoring of counselor(s).
- Participation in camp staff meetings, daily set-ups and debriefs.
- Being the main “face” of camp for parents/guardians. Communicating with parents/guardians on a regular basis via email, phone, and face-to-face.
- Helping to share the responsibility of transporting some children to Capital Kids Day Camp.

Employment dates/times: Planning/preparation/training weeks: June 27 - July 8, Monday-Friday, time TBD Camp weeks: July 11 - August 19, Monday-Friday, 7:15am - 1:00pm. To apply, please email a resume, cover letter, and two professional references to Jacqueline Huettenmoser at jhuettenmoser@montpelier-vt.org. We will begin reviewing applications in mid-March. Positions will be open until filled.

Feast Farm - Farm Camp Counselor: We are seeking Camp Counselors to teach six weeks of onsite day camp. The Camp Counselors will work alongside the Farm Manager, the Lead Educator, and the AmeriCorps Farm Camp Coordinator to develop and implement this program through planning weekly activities, cultivating a safe and enriching environment, and fostering meaningful relationships with the children. Willingness and capability to work outdoors in all weather conditions with children is a key component. Specific responsibilities include:

- Leading developmentally-appropriate activities and engaging in play-based learning.
- Participating directly with campers in lessons, activities, farm chores, outdoor cooking, ecology, and games while fostering an atmosphere of inclusivity and kindness.
- Direct supervision of campers and facilitation of conflict resolution.
- Participation in camp staff meetings, daily set-ups and debriefs.
- Communicating with parents/guardians at drop-off and pick-up.
- Helping to share responsibility of transporting some children to Capital Kids Day Camp.

Employment dates/times: Planning/preparation/training weeks: July 5 - July 8, Monday-Friday, time TBD Camp weeks: July 11 - August 19, Monday-Friday, 7:15am - 1:00pm. To apply, please email a resume, cover letter, and two professional references to Jacqueline Huettenmoser at jhuettenmoser@montpelier-vt.org. We will begin reviewing applications in mid-March. Positions will be open until filled.

Communications and Development Coordinator with the Community Services

Department: Full-time position provides communications and fundraising leadership to the City of Montpelier’s three divisions of Montpelier Senior Activity Center, Recreation, and Parks & Trees. Develops and implements strategy to financially support and market programs, facilities and services. Enhances branding and engagement across the age spectrum for diverse, high-demand and emerging services. Applicants should be tech-savvy, flexible and team-oriented with excellent fundraising and communication skills (written and oral), and ability to meet regular deadlines and supervise volunteers.

Updated job description, hiring timeline and more details coming soon. To inquire, email <mailto:slipton@montpelier-vt.org>. EOE

Community and Economic Development Specialist: The Planning & Community Development Department is now looking for a Community and Economic Development Specialist (CED Specialist) to handle project and program implementation for the city. The CED Specialist is a professional position with a very high degree of independence and responsibility for initiating, implementing, and administering a wide range of community and economic development activities. The actions of the CED Specialist have the potential to significantly affect the quality of Montpelier's built and natural environment, the city's economic vitality, and the public's health and welfare. This position is therefore a critical to improving the lives of residents, workers, and visitors to our Capital City and in maintaining the public's confidence in the effectiveness and integrity of city government. If you are interested in learning more about the position, the position advertisement and full job description can be found at <https://www.montpelier-vt.org/jobs.aspx> . Please contact Director Mike Miller at mmiller@montpelier-vt.org with questions or comments.

FT Police Department- Patrol Officers: The Patrol Officer is responsible for the efficient performance of required duties in conformance with the laws and the Department's rules, regulations, and policies. Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessarily necessary to the stability and safety of the community. For applications and more information, click [here](#) or email recruiting@montpelier-vt.org. We have one more open officer position.

Seasonal Park/Recreation Maintenance Staff: Spring-Summer-Fall
Mowing, driving tractors, maintaining sports fields, keeping parks and facilities clean. This is a busy, hands-on physical job that requires some heavy lifting and being on your feet for long periods of time. Visit <https://www.montpelier-vt.org/869/Employment> for more information about the positions available and how to apply. Or call 225-8699, 9am-4pm to inquire.

Summer Pool Staff: The Montpelier Recreation Department is seeking seasonal pool staff for the municipal swimming pool this summer. Full and part-time positions are available. Staff will start work June 11 - August 21. There will be pre-season training prior to the start of the pool season. Training dates to be announced. Responsibilities would include supervising patron activity in and around the swimming pool, teaching swimming lessons, and front desk responsibilities. Applicants who do not hold a current Lifeguard certification could be accepted contingent on successful completion of a lifeguard course prior to the pool opening date, and reimbursement would be paid at end of season. Please submit a resume and cover letter describing your interest and qualifications. Please submit to amcmullen2@montpelier-vt.org or Montpelier Recreation Department, 58 Barre Street, Montpelier, VT 05602. Please submit applications by March 31.

Pt Emergency Services Dispatcher/Clerk: The Montpelier Police Department is seeking applications for the position of Emergency Dispatcher/Clerk. This part-time career position involves the appropriate call handling of both emergency and non-emergency requests for police, fire, and emergency medical services, and determining the nature and urgency of those calls. The position requires a considerable degree of initiative and independent judgment within procedural boundaries in responding to emergency and non-emergency situations. The dispatcher is also the first point of contact for those that come

to the police station seeking assistance.

FT Streets Maintenance Worker Truck Driver, Level 1: Montpelier, Vermont has a current opening for a Street Maintenance worker within the Streets Division of Public Works. The person filling this position will work with a streets crew performing skilled work in winter operations, construction, maintenance and repair of streets, drainage culverts, sidewalks, signage, and other appurtenances in the City Right of Way.

FT Water/Sewer Truck Driver Level 1: Montpelier, Vermont has a current opening in the Water-Sewer Division of Public Works. The person filling this position will work with a water and sewer crew performing skilled work in the construction, maintenance and repair of water distribution, raw water distribution, wastewater collection and wastewater transmission systems.



Reminders

Social Worker Available to Residents

The Montpelier Police Department, the Barre City Police Department and Washington County Mental Health have partnered in providing an onsite social worker to help residents in crisis or needing an extra hand during the pandemic. If you would like to speak to Susan please contact her through email at: susan.lemere@wcmhs.org or contact MPD and we can assist with connecting you to Susan.

ORCA MEDIA

ORCA Media supports the City of Montpelier by live streaming videos to local TV and on YouTube. Recently, Comcast changed the government channel to 1085.

- Click here to see City Council Meetings: <https://www.orcamedia.net/series/montpelier-city-council>
- Click here for Live Stream: <https://www.orcamedia.net/series/live-stream-events>

City-wide Reappraisal Property Inspections Have Begun!

We have begun the process of a city-wide reappraisal of all real property. Representatives from the New England Municipal Consultants will visit each property in the city to gather data. The inspection process will start in late 2021 and continue through the spring of 2023. NEMC will mail notices to property owners in advance of conducting inspections.

Stump Dump:

Need to get rid of lawn debris, stumps, and branches? The City Stump Dump is open! Monday through Friday, 8:00 AM to 3:00 PM. Please call the City Garage at 802-223-9510 before going to dump to approve of your items!

Trash Receptacles:

Please, always, place trash receptacles for pick up at the corner of the driveway, behind the sidewalk. If you do not have a sidewalk on your street, please place receptacles on

the corner of the drive, in the street closest to the curb. (Not obstructing traffic). Please do not place receptacles within the sidewalk. Questions? Please contact Jasmine Benson with DPW at 802-223-9508.

Thank you,



William Fraser, City Manager

Upcoming Agenda Items (<i>TENTATIVE</i>)			
3/9	<ul style="list-style-type: none"> • Election results review • Organizational Meeting • Elect Officers • Rules of Procedure • Ethics Policy • Committee Assignments • Mask Mandate extension • Meals on Wheels proclamation • Parking Meters 	3/23	<ul style="list-style-type: none"> • Zoning Revisions? • Reaffirm Strategic Plan • VRC Confluence Park • Public Records Fees? • Public Lockers
4/13	<ul style="list-style-type: none"> • Mask Mandate Update • 3rd Quarter Financials • Community Center update • Water/Sewer Fund Budgets • Zoning Revisions 	4/27	<ul style="list-style-type: none"> • Strategic Plan Update • Zoning Revisions • Community Survey
5/11	<ul style="list-style-type: none"> • Water/Sewer Rates • District Heat • Public Bathrooms • Summer Schedule 	5/25	<ul style="list-style-type: none"> • Telecommunications Infrastructure Update (CVPSA) • Conduit Policy
6/8	<ul style="list-style-type: none"> • Economic Development Strategic Plan • TIF/Tax Stabilization Updates • Workforce Development Plan? • 12-16 Main St 	6/22	<ul style="list-style-type: none"> •

? = Date is tentative, may shift to a different date

CURRENT PENDING STRATEGIC ITEMS

Topics from the FY22-23 City Council Strategic Plan for Future Council Agendas:

Month	Tentative Topic(s)
March	Zoning Changes and Housing Project Updates/ VRC Confluence Park Presentation
April	Community Center Updates
May	Public Restrooms/ District Heat (end of heating-season wrap up)
June	Economic Development – Strategic Plan, TIF, Tax Stabilization Updates/ Workforce Development program
July	Stipend Implementation Plan Recommendation (from SEJAC)
August	Website Updates / Capital Area Neighborhoods Presentation/ Stormwater Utility Updates (tentative)
September	Economic Development Strategic Plan Contract (Launch) / Strat Planning/ Accomplishments and Future Plans for Outdoor Recreation and Economic Development / Review Community Survey results
October	Creative Discourse Recommendations Status Update/ Strat Planning
November	ADA Transition Projects/ Net Zero Projects Update/ FEAST Program Updates/ **BUDGET** / PFAS Updates
December	**BUDGET**

Topics Pending Scheduling:

- Homelessness Plan
- Mutual Aid Issues with Middlesex and Berlin
- Update Barriers to Housing Study
- City Master Plan (Fall/Winter 2022)