

Date	Committee	Time	Location	Links
12/18	Cemetery Commission	12:00 PM	City Manager's Conference Room	<a href="#">Agenda</a>
12/18	Design Review Committee	5:30 PM	Zoom Only	<a href="#">Agenda and Zoom Link</a>
12/18	Development Review Board	7:00 PM	Zoom Only	<a href="#">Agenda and Zoom Link</a>
12/19	ADA Committee Meeting	10:00 AM	Zoom Only	<a href="#">Agenda and Zoom Link</a>
12/19	Energy Advisory Committee	7:00 PM	Zoom Only	<a href="#">Agenda and Zoom Link</a>
12/20	City Council Meeting	6:30 PM	Senior Center and Zoom	<a href="#">Agenda and Zoom Link</a>

## Improve Public Health and Safety

### Montpelier Police Department weekly report

#### \*\*\*PACKAGE THEFT PREVENTION\*\*\*

MPD regularly receives reports of missing or stolen packages from outside residences throughout the Capital City. With the increase in package deliveries during the upcoming holiday season and generally, this has become a nationwide issue. In addition to keeping our eye out for "Porch Pirates" we compiled some preventative measures from a variety of sources that we hope will help:

- Keep an eye out in your neighborhood for suspicious persons and vehicles. Write down descriptions and license plates and call us if you actively see packages being taken.
- Use package tracking and delivery alerts to know when your package was delivered so you can retrieve it.
- Take advantage of delivery instructions or scheduling options when ordering to have the delivery made somewhere out of sight or at a time when you can be present.
- Install a video doorbell or camera system.
- Make it clear you have a home security or camera system by posting signage.
- Have your packages delivered to a local PO box or locker at a retail site, if available in your area.
- Ask a trusted neighbor to keep an eye out or to accept delivery for you.
- Invest in a porch lockbox to secure packages upon delivery.
- Require signature on delivery so a package will only be delivered in hand.
- Purchase a mailbox sensor so you receive notice that your mail has arrived so it can be retrieved.
- Have your package delivered elsewhere or to your place of business where it can be received or securely monitored.

What to do if your package has been stolen

- Check your homeowner's insurance policy -

Unfortunately, your homeowner's insurance won't help in most cases, unless the value of the item stolen is more than your deductible. If it's a big-ticket item, however, it's worth checking with them.

- Contact your credit card company -

If you purchased the item with a credit card, your credit card company may reimburse you for the cost of stolen items. Check their purchase protection policy.

- Contact the seller and carrier -

While various retailers have different policies, some may send you a replacement for lost or stolen items. You may also want to contact the carrier that delivered your package and file a complaint with them.

- File a police report -

Even for inexpensive items, filing a police report is important so we can keep track of activity in the area. You may also need the case number to file a claim for replacement or reimbursement.

We conduct regular neighborhood patrols to dissuade this type of criminal activity and can be reached 24/7/365 at (802) 223-3445.

### \*\*\*WINTER PARKING IN EFFECT\*\*\*

Alternate Side Winter Parking began on November 15th and ends April 1st and is in effect regardless of weather conditions.

See the City's website for more winter parking information and guidelines.

<https://www.montpelier-vt.org/1192/Alternate-Side-Winter-Parking>

### \*\*\*WEEKLY STATISTICS\*\*\*

**INCIDENTS** - For the week of December 8 – December 14, the Montpelier Police Department (MPD) logged 167 new incidents (calls for service and/or proactive initiations).

**TRAFFIC** - MPD conducted 51 traffic stops and directed patrols. Most of these car stops were for speed or other traffic violations.

**ARRESTS** - MPD made 5 arrests in the past week.

DUI – 1; Driving with a criminally suspended license – 1; Violation of court ordered conditions of release – 2; Assault on a law enforcement officer - 1

**TRAINING** – On 12/14/2023 Use of Force Instructors from around the state graduated from the two-week Federal Use of Force Instructor Program held at the Vermont Police Academy. This demanding course was put on by instructors from [FLETC Headquarters](#) and required students to pass a written exam, performance evaluation, and oral board interview. Officer Alesha Donovan completed this demanding course and represented Montpelier very well.



INFO – MPD is committed to transparency, accountability, and improving access to information. We have been working hard to create this organized database on our website to fulfill these goals and hope this information will help address community concerns. The Montpelier Police Department's website provides information monthly about arrests, traffic stops, crimes, and calls for service. Please go to the links below for access:

Media Logs

<https://www.montpelier-vt.org/Archive.aspx?AMID=39>

Monthly Arrest Reports

<https://www.montpelier-vt.org/Archive.aspx?AMID=130>

Monthly Traffic Stop Data

<https://www.montpelier-vt.org/Archive.aspx?AMID=125>

Monthly Raw Data Tables - Arrests / Traffic Stops / Calls for Service

<https://www.montpelier-vt.org/.../Monthly-Raw-Data-Tables...>

Our report for the third quarter of 2023, as well as previous quarterly reports, are available at this link: <https://www.montpelier-vt.org/Archive.aspx?AMID=124>

## Provide Responsible and Engaged Government

### **Budget update**

The proposed budget was presented on Wednesday night. Full budget can be seen here: <https://city-montpelier-vt-budget-book.cleargov.com/14120/budget-overview/executive-overview>

Council will review the budget on December 20<sup>th</sup> and January 3<sup>rd</sup>. Public Hearings will be held on January 10<sup>th</sup> and January 24<sup>th</sup>.

### **Pending Legal**

*Moody vs. City of Montpelier.* Insurance case filed regarding a pothole. Costs handled by VLCT PACIF, City represented by Attorney Brian Monaghan

**Sign Up for 1-page Summaries of City Council Meetings:** Don't have time to attend a meeting or watch the video? Get a 1-page summary of every City Council Meeting sent to your email the following day. Summaries contain highlights of agenda items and discussions, any action taken by the Council. and links to follow-up information. Sign up **here:** <https://www.montpelier-vt.org/list.aspx>

## Create More Housing

### **Country Club Road**

The lease with FEMA is signed and they have completed final designs. They tell us work on the temporary housing units will begin in mid-December.

In the meantime, the City will be to take advantage of the newly installed infrastructure. We will be seeking development partners to build permanent housing immediately at the conclusion of the FEMA

housing program.

## Improve Community Prosperity

**\*\*The Community Services Department weekly newsletter can be found at the end of the this report, beginning after strategic plan items.\*\***

## Build and Maintain Sustainable Infrastructure

**\*\*The Department of Public Works weekly newsletter can be found on the City's Department of Public Works webpage.\*\***

### **Sustainability and Facilities Coordinator Update**

#### **Sustainability:**

- Citywide LED building lighting changeover. This project has been delayed by emergency flood related work, but lamps have been purchased with a \$23,620 grant from Efficiency VT. A portion of the installation work has been completed and will continue as manpower becomes available. The lamps in the basement of MFD that were flood damaged were replaced and offices and storage areas at the DPW Garage/Shop have been replaced. Estimated installation labor cost of \$21,258 is being paid using the Net Zero Revolving Loan Fund. Annual savings of \$15,928 yield a simple payback of 1.3 years and the estimated average lifetime of the efficiency improvements is 17 years.
- A Municipal Energy Resilience Program (MERP) grant of \$4,000 has been awarded and was applied toward the engineering for the WRRF Phase 2 Solids Drying Project. The city has applied for and been awarded MERP no-cost level 2 energy assessments for 3 city buildings: Barre St Rec Center, DPW Garage/Shop, and DPW Equipment Barn. We are waiting for VT BGS to select contractors and schedule the assessments. These are the first 2 steps in a 3-step application process that makes the city eligible for a \$250,000 MERP grant.
- We are pursuing a Thermal Energy Storage Grant sponsored by U.S. DOE for the Barre St Rec Center. The grant is up to \$1.3 million and requires a 20% City match. It will provide air to water heat pump heating with thermal storage to provide the utility with flexible load management. The required electrical upgrades and building envelope improvements will also be covered by the grant. The building has been assessed for suitability by VEIC and the city has provided the required letter of interest, completed the required budget justification spreadsheet and confirmed our 20% fund match. It is possible that Efficiency VT and/or GMP can provide incentives to further reduce the city's fund match. There is also a possibility to participate in flexible load management with the utility, which would provide an ongoing income stream to the city. VEIC has indicated that we are a very strong candidate for the grant award. We are awaiting an update from U.S. DOE. This grant opportunity was identified through our ongoing collaboration and weekly meetings with Efficiency VT/VEIC.
- S&F Coordinator participated in an update call with GMP regarding EV chargers. GMP has plans to include 2 downtown DC Fast Chargers in their next phase of installations, with 2 more tentatively scheduled to follow.

#### **Facilities:**

- Assistance was provided in coordinating boiler repairs for the Rec Center. The boiler has been restored to operating condition.
- Feasibility study for the Barre St Rec Center has been presented to Council and we have been asked to continue pursuing redevelopment options to provide services for

people lacking permanent housing. The option presented by gbArcitecture showing ramped access to the basement with new public bathrooms as well as the possibility of developing a permanent basement shelter will be explored in greater detail in hopes of pursuing funding partnerships to help this become a reality; To this end, the city will be reviewing the existing building with representatives from service providers and other stakeholders to determine the buildings suitability for homeless services.

- The GSH temporary winter shelter at 203 Country Club Rd is operating.
- City Hall/MFD generator has been restored to pre-flood operation.
- City Hall and MFD dry-pipe sprinkler systems have been restored to pre-flood operation.
- Support was provided to DPW for sprinkler service repair at Garage/Shop. The repair is complete, and the system has been restored to operational condition.
- Elevated shelving has been constructed in the basement vault to store City Clerks' vital records above base flood elevation.
- Mold abatement and follow-up deep cleaning at CCR are complete.
- Draft contract for building repair/resiliency design consultants is being prepared for legal review.

#### **Other:**

- Arrangements have been made to relocate the portable toilet from MSAC to behind the Barre St Rec Center. This will facilitate snow removal at MSAC and allow the unit to remain in place through the winter months.
- City Council chambers have been emptied of basement contents that had been stored in the aftermath of the July flooding.

#### **Stump Dump Temporarily Closed**

The Montpelier Stump Dump is currently closed to the public while we work to ensure permit compliance. The City of Montpelier was recently notified by the State of Vermont about a permit compliance issue with Montpelier's Stump Dump located off Finch Road. The City was notified that fill material was encroaching on two Class 2 wetlands. The facility is required to obtain a solid waste utility permit to comply.

##### **➤ Where Can I Bring Yard Waste While the Stump Dump is Closed?**

While the Stump Dump is closed, those looking to dispose of yard waste can use the Casella Transfer Station at 378 East Montpelier Rd., or any other transfer station listed on the Central Vermont Solid Waste District website. Learn more about where to dispose of lawn and yard waste on the CVCSWD website here: <https://www.cvswwmd.org/leaf-and-yard-waste.html>

Questions? Please contact the [Department of Public Works](#) at 802-223-9508.

#### **Winter Operations: Clearing Rights-of-Way for Snow Removal**

Winter is coming! With snow on the way, DPW is reminding businesses and residents to make a plan to relocate dumpsters, storage units, and any other items in the public right-of-way so our crews can safely remove snow on streets and sidewalks. Public rights-of-way are streets, sidewalks, and City-owned parking spaces.

Please make sure large items are clear from the right-of-way by the start of Winter Operations on Wednesday, November 15<sup>th</sup>. Clearing these items will help DPW safely plow the streets and sidewalks without damaging private property and City equipment. If you have any questions about the best location for your items, please call the [Department of Public Works](#) at 802-223-9508.

Thank you for your help keeping our City thriving throughout the winter!

# Employment and Personnel Announcements

**NOTE – the City is currently in a hiring freeze due to financial circumstances.**

## **Municipal Job Openings**

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

## Reminders

### **Guidelines for Winter Parking**

***From 12:00 AM-5:00 PM:*** All cars must be parked on the correct side of the street as indicated by whether building numbers are odd or even according to the ODD or EVEN calendar day. Parking on ODD sides of the street on odd-numbered calendar days and EVEN sides of the street on even-numbered calendar days.

***From 5:00 PM-11:59 PM Transition Period:*** Move your vehicle to the other side of the street at any time during this transition period.

### **Downtown**

***1:00 AM -6:59 AM:*** No Parking is allowed

***7:00 AM-12:59 AM:*** Daytime Parking is allowed as usual (regardless of the day)

### **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 Meeting:
- Click here for Live Stream:

Thank you,



William Fraser, City Manager

## Upcoming Agenda Items (*TENTATIVE*)

<b>12/20</b>	<ul style="list-style-type: none"> <li>• Budget Survey Presentation</li> <li>• FY25 Budget</li> </ul>	<b>1/3/2024</b>	<ul style="list-style-type: none"> <li>• FY25 Budget Workshop</li> </ul>
<b>1/10</b>	<ul style="list-style-type: none"> <li>• Budget PH</li> <li>• Warning PH</li> <li>• Leachate?</li> </ul>	<b>1/17 if needed</b>	<ul style="list-style-type: none"> <li>• FY25 Budget Workshop</li> </ul>
<b>1/24</b>	<ul style="list-style-type: none"> <li>• Budget PH</li> <li>• Warning PH</li> <li>• Charter PH</li> <li>• Petitions</li> <li>• Zoning Intro</li> </ul>	<b>2/1</b>	<ul style="list-style-type: none"> <li>• PH for petitioned charter change</li> </ul>
<b>2/14</b>	<ul style="list-style-type: none"> <li>• Zoning Amendments 1st</li> <li>• Short Term Rentals 1st</li> <li>• Manager's Review</li> </ul>	<b>2/28</b>	<ul style="list-style-type: none"> <li>• Short Term Rentals 2<sup>nd</sup></li> <li>• Zoning Amendments 2<sup>nd</sup></li> </ul>
<b>3/5</b>	<ul style="list-style-type: none"> <li>• City Meeting Election Day</li> </ul>	<b>3/13</b>	<ul style="list-style-type: none"> <li>• Organizational Meeting</li> <li>• Council Overview</li> <li>• Strategic Plan - Infrastructure</li> </ul>

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

1/3, and 1/17 dates do not have location set yet



# Montpelier City Council Meeting

December 13, 2023  
Meeting Summary

[Meeting Agenda & Documents](#)

[Meeting Video](#)

[Meeting Minutes](#)

## Highlights On the Agenda

- **Meet with Legislators:** Video Start Time = ([22:26](#))
  - Washington Country Senators Ann Cummings and Andrew Perchlik, and Representative Connor Casey joined us for a discussion on policy priorities for the upcoming legislative session
- **FY24-25 Council Strategic Plan:** Video Start Time = ([1:24:08](#))
  - Council members voted to adopt the FY24-25 Strategic Plan
- **FY25 City Budget:** Video Start Time = ([1:42:44](#))
  - Watch City Manager Fraser's presentation of the proposed FY25 City Budget

## Action Taken

- **Consent Agenda:** 5 Home Farm Way (item 5.f.) was removed for discussion and approved separately. 2024 Annual Report Printing (Item 15) added to the Consent Agenda.
- **Committee Appointments:** Video Start Time = ([16:19](#)). William Russell (DRB), Rebecca Owens, Dan Jones (MEAC), Sophie Lewis (HTF), Jim Higgins and Joshua Hayford (SEJAC), Eric Gilbertson and Robert McCullough (HPC).

## Follow-Up

- **Coming Soon! Budget Videos:** Watch the Department Budget Videos on our YouTube channel! Next week, we'll be filming videos of each department's budget explained by the department leaders themselves! Stay tuned to our [YouTube channel](#) – subscribe and hit the bell so you'll never miss a beat!
- **Next City Council Meeting:** 6:30 pm on 12/20 at the Montpelier Senior Activity Center.

## Learn More

Browse through the FY22-23 Strategic Plan on our [website](#).

Explore the proposed FY25 Budget in our [Financial Transparency Center](#) powered by ClearGov.



## Community Services Department Updates

- **The volunteer hub is now a remote operation** If you need help or wish to volunteer, please find all hub information on their website: [www.montpelierhub.com](http://www.montpelierhub.com).
- **For more updates and resources**, follow the City of Montpelier's main page: [@MontpelierVT](#); and Volunteers page: [@MontpelierVolunteers](#) on Facebook and Instagram. You can also follow our Community Services Departments pages: [@MontpelierSeniorActivityCenter](#), [@MontpelierRec](#), and [@MontpelierParks](#).
- **Reminder: our offices will be closed on Monday, December 25<sup>th</sup> and Monday, January 1<sup>st</sup> for the holidays. Our offices may have limited services the week of December 25<sup>th</sup> – 29<sup>th</sup>.**

### Montpelier Senior Activity Center (MSAC)

- **Winter 2024 Class Registration is now open!** See all classes and sign up **NOW** online or in person before **Friday, December 22<sup>nd</sup>**: [www.montpelier-vt.org/MSACClasses](http://www.montpelier-vt.org/MSACClasses)
- **Middlesex and Worcester voters, MSAC needs your support for our operations!**
  - MSAC is seeking appropriations from the town of Middlesex for \$4,000 and from the town of Worcester for \$2,700 for Town Meeting Day 2024. However, to get on the ballot, we need signatures from registered voters in each town to do so. If you are **a registered voter** in either the town of Middlesex or Worcester, please come into our office and sign your town's signature form.
  - We need 75 signatures for the town of Middlesex and 50 signatures for the town of Worcester by **Friday, January 12<sup>th</sup>**. Your support is critical to MSAC's operations. And remember, even if you aren't a registered voter for either of these towns, you can ask a friend or family member who is to come in and support our senior center.
- **A Rising Tide: An Appeal to Members & the Public:** Your commitment to our organization in the past year cannot be understated. With your support, we've been able to weather the storm of flood recovery, leadership changes, and the ongoing challenges stemming from COVID-19. You've supported us with your donations, your thoughtful comments, and your activism. Thank you!
  - Despite all that support, we're still in need of your help... We've set our 2023 Appeal Goal for \$50,000. We envision MSAC thriving as it had before the pandemic with twice-weekly congregate lunches, classes filling up every room each day of the week, creating space for high-quality events and speakers to come visit, and hosting programs that cater to all needs and wants of older adults in our Montpelier community.

- If you can donate \$25 today, you can help us return to those days. We know this year has been hard on all of us. We appreciate any support you can give this holiday season, even if it is sharing our appeal with friends and family.

- **Read the December Newsletter and Winter Program Guide here:** <https://www.montpelier-vt.org/304/Newsletter>
- **The last FEAST congregate lunch of 2023 is Thursday, December 21<sup>st</sup> at noon inside MSAC. The menu will be published soon! Check the website for more info.**
- **Next MSAC potluck lunch is Friday, December 29<sup>th</sup> at noon inside MSAC. Please RSVP by calling 802-223-2518 or email [msac@montpelier-vt.org](mailto:msac@montpelier-vt.org). Bring your best homemade dishes and celebrate the new year with MSAC!**

- **Subaru Share the Love event with FEAST Senior Meals & Subaru!**
  - Now through January 2<sup>nd</sup>, during the Subaru Share Love event, local Subaru retailers will support local charities and organizations like FEAST Senior Meals. Go to our website to learn more: [www.montpelier-vt.org/FEAST](http://www.montpelier-vt.org/FEAST).



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the  
Meals.  
27th!  
FREE

- **FEAST Farmstand on Wednesdays through December**  
We will be hosting our farmstand for two more weeks! produce on Wednesdays from 8-11 am. Learn more: [www.montpelier-vt.org/FEAST](http://www.montpelier-vt.org/FEAST).
- **Check out some of MSAC's Drop-in groups!** We've got several new drop-in groups to stay engaged in cold months of the year. Visit our website [www.montpelier-vt.org/MSACClasses](http://www.montpelier-vt.org/MSACClasses) to learn more about our classes and drop-in groups.
  - **New drop-ins are available like Reader's Choice, the Rhythm Method, and Tech Help Mondays.**
  - **Come to play games on Tuesdays, Thursdays, and Fridays. Get outside with Tuesday walks and Trash Tramps. And socialize at our Monday coffee group!**

## Montpelier Recreation News

- **Open Gym is back at the Rec Gym from Wednesday to Saturday during the evening hours.**
- **Dodgeball at the Rec Gym – Tuesdays from 7-9pm | \$55 for Montpelier Residents for the season! | Learn more online: [www.montpelier-vt.org/rec](http://www.montpelier-vt.org/rec).**
- **Program Registration** – You can deliver registration forms either:
  - In person at the Recreation Center
  - By mailing forms and payment to 58 Barre Street, or
  - Using [our online registration platform](#) (**ONLY IF YOU HAVE A USER ACCOUNT ALREADY! Please call 802-225-8699 for setup assistance**)

Extra registration forms and a locked drop box are in the side vestibule of 58 Barre Street (the Senior Activity Center) for after-hours use.

- **Pickleball Open Gym**

- The Montpelier Recreation Center offers two indoor courts. There is a 12-player maximum per session. Open gym is for adults (18+). Please bring your own paddles. The Recreation Department will supply balls to play on open gym days. All levels are welcome. See below for days and times.
- Find us on [playerlineup.com](http://playerlineup.com). Search: "Montpelier Rec Center PB"
- **Open Gym Schedule (based on skill level)**
  - **Beginner:** Mondays → 1:30 – 3:00 pm | Wednesdays → 9 – 10:30 am
  - **Beginner/Intermediate:** Thursdays → 1:30 – 3 pm
  - **Intermediate:** Mondays → 9 – 10:30 am | Wednesdays → 1:30 – 3 pm | Thursdays → 1:30 – 3 pm
  - **Intermediate/Advanced:** Fridays → 9 – 10:30 am
  - **Advanced:** Tuesdays → 9 – 11 am
- **Open Gym Fees:**
  - **Walk-Ins:** Montpelier Residents: \$4; Non-Montpelier Residents: \$6
  - **Punch Cards (22 visits, pickleball only):** Montpelier Residents: \$45; Non-Montpelier Residents: \$60

- **Noontime Basketball**

- Noontime Basketball takes place in the Recreation Department gym at 55 Barre Street on Mondays, Wednesdays, Thursdays, and Fridays from 11:45am – 1:15pm.

## Montpelier Parks

- **Support the Parks Legacy Fund!**

- All of our Parks were created through generous donations of land or funds people who felt passionate about keeping land open and accessible for future generations. This spirit of generosity has led to the amazing network of parks and trails that we enjoy today.
- Our Parks Legacy Fund supports the strategic expansion of our Parks System, and matches grant funds for large capital improvement projects.
- Some of our recent successful projects include:
  - 78-acre expansion to Hubbard Park in 2021



from

You

can support this goal through a donation of funds, stock, or a legacy gift. Please consider an annual donation as part of your annual giving plan.

- Construction of a Universally Accessible Trail from the New Shelter to the Tower in Hubbard Park in 2022.
- To learn more about the fund, please contact Parks Director Alec Ellsworth at [aellsworth@montpelier-vt.org](mailto:aellsworth@montpelier-vt.org). All donations to Montpelier Parks are tax deductible under section 170(c)(1) of the tax code (just like donations to a 501(c)(3), just a different tax number).