

CITY OF MONTPELIER
CAPITAL CITY OF VERMONT

City Manager's Weekly Report – 1/22/10

UPCOMING MEETINGS ...

- ❖ **Housing Trust Fund Committee Meeting:** Monday, January 25th, at 8:00 A.M. in the Memorial Room.
- ❖ **Planning Commission Meeting:** Monday, January 25th, at 7:00 P.M. in the City Council Chambers. (This meeting will be televised.)
- ❖ **Design Review Committee Meeting:** Tuesday, January 26th, at 5:30 P.M. in the City Council Chambers.

FOR YOUR CALENDARS ...

- ❖ **Welcome Legislators Reception:** Thursday, January 28th, 2010, from 5:00 to 7:00 P.M. at the Capitol Plaza.
For those of you who have not responded, please let Sandy know ... thank you!

ENCLOSURES ...

- ✓ Minutes from the ADA Committee Meetings: December 1, 2009 and January 5, 2010
- ✓ Park Commission Minutes: November 17, 2009
- ✓ Warning of Joint Special Meeting of Montpelier Board of School Commissioners and the Washington Central Supervisory Union Executive Committee: January 27, 2010
- ✓ Letter from the Department of Energy ... Funding Opportunity Announcement!

STATUS REPORTS ...

Health Insurance Update:

I had a productive meeting/hearing with representatives of the Police Union on Thursday. We have agreed on a way to resolve their grievance. If the members approve this on Tuesday the grievance will be withdrawn, if not I will issue a decision by Monday the 1st as per the contract. While we may have resolved the grievance, the Police still have some concerns about the employee contribution arrangement in the new health plan (not the plan itself) which will need to be addressed when we bargain with them – which begins soon.

District Heating:

With the exciting announcement of the grant award from DOE comes the need to begin work in earnest. We have already heard from the Commissioner of Buildings and General Services to arrange a meeting with the state and our private partners. This may happen as early as Monday.

Bike Path (from Asst. City Manager Hill):

Here are the notes to share with the Council from last Monday's Bike Path Meeting with Dave Wulfson, Owner/Operator of the railroad that is proposed to be upgraded.

This meeting raised some new concerns on my part. One is the development of Sabin's Pasture. Mr. Wulfson is now considering the possibility of relocating the active line in the Barre Street vicinity to the other side of Barre Street (Sabin's pasture side). That decision will be based in great part on the cost of renovating the railroad bridges in this area, i.e., it may be less costly to lay new track along the area where the bike path is presently proposed, than to rehabilitate the bridges in this area.

CITY MANAGER'S WEEKLY REPORT

January 22, 2010

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Mr. Wulfson is also very interested in using the area across the street from Sabin's pasture between Ibey's and the Aja/Zorzi home, that the Zorzi's also own as a potential "siding" area. Again, while we are told we don't have much power in rail issues, I am concerned on how a potential developer or future prospective home owners would view either an active rail line or a train "siding" in the immediate area. And, of course, the potential district heat plant and/or the ice mitigation structure in this area could be compromised.

While rails don't require the normal permits that we are use to, apparently they are subject to some Federal storm runoff and wetland permits.

The other area that Mr. Wulfson proposed using more extensively is the rail line (spur) on Gallison Hill. While this wouldn't have significant impact on the proposed bike path alignment presently proposed, it could have major impact on some of the businesses in that area. He indicated that 20 to 40 "stacked" cars would require 1500 to 3000 feet. When I mentioned that there are a lot of driveways in that area, including Cabot's, he indicated that was Mr. Malone's problem.

The bike path committee members from Montpelier and Berlin did feel that some of the proposals could present opportunities, and I agree with that for the bike path. However, this rail proposal could have significant impact on Sabin's Pasture and/or the Zorzi land across the street.

Stone Cutters Way:

Issues have also arisen between VTrans, the railroad and Connor Contracting who own the rights to the Salt Shed. Some of the city's interests could be involved as well. I am attending a meeting today organized by Senator Scott to try to resolve some of the problems.

Montpelier Net:

Council Member Golonka and I met with Summit Technologies on Thursday afternoon to continue working through issues relating to Montpelier Net.

School Department:

I spoke with Peter Evans this morning; he's trying to track down why no one was at the meeting last night. Mr. Evans had a family medical conflict so was not slated to attend, but Board Chair John Hollar was. It appears that there may have been either a communication slip or something else came up at the last minute. Mr. Evans assured me that it was not intentional or a disregard for the process.

City Manager's review:

We have agreed to conduct the review beginning at 6:00 PM on February 10th. Sandy will get the forms out to you electronically (or in paper form upon request) early next week.

Upcoming Meetings:

February 10	6:00 PM City Manager's Review Financial Review Committee Vermont Compost
February 17	If Needed
March 2	Annual City Meeting Elections
March 10	Election of Officers Rules of Procedure. Ethics Policy Operations Overview (open meetings, public records, etc.)


William Fraser
City Manager

Sandy Pitonyak

From: pwadleybailey@aol.com
Sent: Sunday, January 03, 2010 10:41 PM
To: mrobertsvt@myfairpoint.net; Sandy Pitonyak; Jim Sheridan - Comcast; flipside3628@msn.com; kbrittenham@vcil.org; pwadleybailey@aol.com; claire@bearpondbooks.com; Tom McArdle; William Fraser; jessica@mpsvt.org; peter@mpsvt.org; esharny@montpelier-vt.org
Subject: Minutes - December 1, 2009 meeting - DRAFT

Minutes - DRAFT

The Montpelier Americans with Disabilities Act (ADA) Committee held its regularly scheduled meeting on Tuesday, December 1, 2009, 1:30pm, in the City Manager's Conference Room, City Hall, Montpelier, Vermont.

There were present:

Jim Sheridan, convenor

Bill Fraser

Kim Brittenham,

Paij Wadley-Bailey

Martha Roberts

Thomas J. McArdle

Jessica _____ (Mplr HS)

Claire _____ (Bear Pond Books)

Shawn Bryan (until 2:30pm): : Paij had met with Shawn about coming onto the Committee to represent the business sector, and to attend this December 1st meeting. He consented, and brought Claire, suggesting the business representation should come from a business owner. (Claire runs Bear Pond Books.) Shawn did offer to be a consulting member of the Mplr ADA Committee.

Not present:

Peter Evans

Ann Wilson

Cindi Zullo

Minutes

Paij offered to be Minute-taker for the Mplr ADA Committee meetings.

Informal Complaint Received

An informal complaint about inaccessible bathrooms at the Rec Field was received by Jim from a Heaton Woods resident. The Rec Field is city-owned, managed by the Recreation Department. Montpelier High School oversees the Recreation Department. This can conceivably be a first project for yjr Mplr ADA Committee. Jessica will do some research on the Rec Field. Marty suggested we see where people stand regarding access, i.e., what is the general awareness of people.

Grievance Procedure

The need for a Grievance Procedure was discussed. Members felt overall that the Grievance Procedure be put in place now rather than later -- that the drafting of same be a priority. Shawn suggested that it be a formal grievance process. Tom suggested that the Grievance Procedure that is written in the Transition Plan draft be studied by members for discussion at the next meeting, and that dialog about it via email could be done as well. Kim offered to work up a draft Grievance Procedure, fine-tuning the one in the Transition Plan draft, for our discussion at the next meeting.

Transition Plan

Tom gave a history of Transition Plans in Montpelier and then distributed a draft Plan that he hammered out. He included the job description for the ADA Coord (Bill is interim coord at present). Tom recommended that various teams be assigned, involving people with expertise about interior and exterior of buildings; detailed lists, cost identification, completion dates, etc. Members present agreed that the Plan steps are: Committee review, Business review, Public Hearing. Shawn shared that his experience was that the feds would come in and review as well.

Capital Plan

Bill indicated the \$10,000 recommended by the Mplr ADA Committee was submitted; that the proposal was reduced to half (\$5,000). Kim asked if this can be accessed in order to contract interns. [ADA also has a reserve fund.]

Block Grants

Block Grants, to pay consultants, etc., was brought up by Kim. Bill will look into it.

High School Internship Program

Kim strongly recommended that this involvement begin immediately, especially since the new ADA Guidelines are coming out soon that are "even tighter."

Paij asked if youth who have graduated but are unable to find jobs can also be included as interns.

Stimulus Money

Stimulus money was also brought up by Kim. She indicated that all stimulus money received by any department should stipulate that some of it be used for accessibility.

Illegal Parking in Handicapped Spots

Marty reported that some people are parking illegally in handicapped parking spaces, and that this infringement is accelerating. How do we handle complaints about this? This will be discussed at the next meeting.

Next Meeting

The next Mplr ADA Committee Meeting will be held on Tuesday, January 5, 2010 at 1:30pm, in the City Manager's Conference Room.

Adjournment

The meeting was adjourned at 3:18pm.

Meeting Minutes

The Montpelier Americans with Disabilities Act (ADA) Committee held its regularly scheduled meeting on **Tuesday, January 05, 2010 @ 1:30 pm** in the City Manager's conference room located in the City Hall building.

Those present were:

Jim Sheridan, Chair
Bill Fraser, City Manager, ADA Coordinator
Tom McArdle, Public Works Dept.
Kim Brittenham, VCIL
Ann Wilson, community representative
Jessica Little, Montpelier Schools representative
Claire Benedict, Bear Pond Books (merchant representative)

Absent:

Paij Wadley-Bailey
Martha Roberts

Informal Complaint – Recreation Field

The Chair began discussions with Jessica concerning the Montpelier Recreation Field as it regards hosting Mountaineers games and ADA accommodations. This is a follow-up to the accessibility concerns brought to the committee's attention by the Westview Meadows assisted living community as noted during the previous meeting. Specifically, the lack of accessible restrooms, sufficiency of parking spaces and seating arrangements were identified. Jessica reported about her site assessment meeting with Brian Gallagher and Rec Dept staff. It was concluded that remodeling / reconstruction of the restrooms is necessary to achieve compliance including the removal of barriers to access the facilities such as a utility cover near the restroom door. Given costs, seasonal, and timing issues, an interim measure for the coming baseball season will likely consist of acquiring portable facilities. A plan and cost estimate to achieve ADA

compliant restrooms will be pursued at a later date and included in the transition plan.

The adequacy of accessible parking was also reviewed. Mountaineers event staff utilizes temporary signs mounted to the fence to designate accessible parking. The appropriate number, convenience, and dimensional requirements will require further review when conditions are suitable. Permanent signs and pavement markings for the spaces and the accessible routes to the seating and restroom facilities should be provided. The committee discussed questions concerning the number of spaces to be provided and how the parking ratio should be applied in this situation where the majority of parking is provided off-site at remote lots with guest arriving by shuttle and busses from downtown locations. It was agreed that the facility should provide accessible parking based on average use and that additional spaces (and/or valet services) during large events commensurate with a ratio based on the number of anticipated visitors would be appropriate. Kim & Tom will research this matter further.

Montpelier Voting

Jim & Bill announced that Montpelier has been chosen by the Secretary of State's office to be a test site a new "vote by phone" system for the town meeting in March. Mr. Arnowitt who is visually impaired and who has raised concerns about the access to voting privileges, is aware of this effort and is supportive as a means of addressing the concerns.

Kim explained the video and PDF publication she sent to the members entitled "Equal Access to Voting in Vermont – It's the Law" produced by the Secretary of State's office. Bill will ensure that Charlotte is provided a copy and will suggest that all employees and volunteers engaged with the public during the voting process are given an opportunity and encouraged to review this material. Charlotte will also be invited to attend the next ADA Committee meeting scheduled for February 2nd.

Budget

Jim explained that the \$10,000 budget request had been reduced to \$5,000 by the budget committee. Bill reasoned that actual identified

projects are typically given greater weight than those requests where funding is sought for possible future project needs.

ADA Grievance Procedures

Kim discussed the draft grievance process explanation, grievance / complaint form, and notice of provisions which she developed and provided to the committee. Edits recommended by the committee:

- ✓ Revise the appeal process to identify that appeals will be heard by an “appeals committee” and not the city manager and to be comprised of non-staff members of the ADA committee. (VCIL staff person shall also not serve on the appeals committee)
- ✓ Revise font to be 14 pt, *ariel* or *verdana*, and 1.5 line spacing
- ✓ On pg 2, 1st par, remove “Director of Utilities”.
- ✓ A definition section should be provided

The committee voted to adopt the grievance procedures as amended. Kim and Bill will make the changes. Bill Fraser, in his role as City Manager verified that he can officially recognize the procedures by executive decision. He will take this action following notice to City Council by distributing the documents to them in their agenda packets for their January 20th regularly scheduled meeting. Kim advised that notice of the procedure should be posted via usual locations and per recommendations provided in the ADA toolkit. She also advised that staff who normally interact with the public be appropriately informed about the availability of the means to file a grievance related to the ADA.

The grievance appeal sub-committee will be identified at a future meeting. Jim will speak with Paij about serving on the appeals committee.

ADA Communications Compliance

Tom presented a spread sheet check list prepared by Nick Daniels describing the results of his review of the communication systems and facilities available for people with disabilities at City Hall. The spread sheet includes a column indicating the suggested corrective action. A new column to identify associated costs will be added. A definition key will also be added (HAC: hearing aid compatibility).

The spread sheet will be reviewed by the committee and discussed further at the next meeting.

Kim explained the resources available to obtain interpreters for language and hearing barriers. She noted that a list is available at the VCIL office as provided through the VT Interpreter Referral Service (VIRS). Kim also noted that the City's web site should be included on the compliance check list as another vehicle for communications. She advised that the site should be evaluated for accessibility and noted that she publications available Carter Stowell of figrig.com who could also assist with a complete assessment (fee unknown).

Update: Following the meeting, Tom discussed questions raised with Nick Daniels regarding HAC compliant phones. He noted that most new phones are equipped with ear pieces that do not interfere with hearing aid electronics and that City Hall, Police, & Fire facilities still have several of the older non-compliant sets. He stated that all phones are scheduled for replacement in about a year and will be HAC compliant. In lieu of replacing all non-compliant phones in advance of the scheduled upgrades, Nick mentioned that we could obtain replacements on short notice on an as-needed basis to accommodate hearing disabled employees.

Next ADA Committee Meeting: scheduled Tuesday, February 2nd, 2010 @ 1:30 pm – City Manager's Conference Room.

prepared by Tom McArdle

Parks Commission Minutes
November 17, 2009: 7:00-9:15 PM
Community Room, Police Station

Commissioners: Stephen Bosserman, Aaron Brondyke, Ethan Parke, Leigh Seddon
Staff Present: Geoff Beyer

1. Minutes of August Meeting

Were approved with a few minor changes from Aaron and Ethan. Ethan will circulate the final version to every Commissioner and will copy Bill Fraser.

2. Ranger Residence Well Improvements

The pump died in the water well of the ranger residence at Hubbard Park during a power outage last week. The house was without water for several days. Geoff called a plumber who replaced the pump. This well serves the house as well as the new shelter. The plumber recommended that the well be brought up to code to prevent water contamination by surface pollutants, and to allow the pump to be more easily pulled up and serviced in the future. The Commission authorized Geoff to make the recommended improvements to bring the well casing pipe and pump up to code. Initial estimates for this additional work are approximately \$800.

3. Budget

The City Manager has proposed level-funding this year's City budget at last year's levels, and no tax increase for FY 2011. That means that the target level for the Parks Department Budget for 2011 is approximately \$116,000. To meet this target, staff and commissioners discussed delaying the pond dig-out in Hubbard Park by one year, reducing the level allocated for completing Tower stairs improvements, and increasing our estimated grant or other revenue raised.

4. Other Updates

Geoff reported that a wooden footbridge on the foot trail between Gould Hill Road and the North Branch – Sparrow Farm Connector Trail was recently completely replaced, as it had become rotten and unsafe. Park crews spent one week replacing it with telephone poles and treated lumber, and rebuilt the bridge abutments.

Geoff and staff recently rebuilt the ranger residence porch roof. It had been chronically leaking. Geoff installed a rubber roof.

Park crews have recently removed a number of trees near the ranger residence and Park Office. Geoff hopes that the removal of these larger older trees will open up the understory, and stimulate younger, brushier growth that will visually screen the building complex from trails. Park crews have transplanted some seedlings, including young hemlocks, in the recently cut areas, to encourage establishment of this visual screen.

Park crews have continued their outstanding work at removing invasive plants from the parks over the past month. Most recent efforts have focused on removing Japanese barberry from the vicinity of the Tower.

Geoff reported that the proposed level-funding of the Parks and Tree Board budgets will eliminate funding for the half-time position that Parks shares with the Tree Board. This position costs the City \$14,000, which is split between Parks (25%) and Tree Board (75%). In addition, if this position is eliminated, the Parks Department will also lose 2 or more full-time Department of Labor trainees, due to federal labor regulations designed to discourage employers from eliminating paid staff positions and replacing them with trainees at no cost to the employer. Geoff agreed to explain the potential consequences of this decision at an upcoming meeting with the City Manager.

5. Commissioner Bosserman

Stephen announced that he will not be attending the January meeting. He also announced that his term is expiring in March, and that he will not be running for Parks Commission again in March. The Parks Commission thanked him for his four years of dedicated service. Any new candidates interested in filling the vacant position on the Commission will need to submit paperwork and a petition to the City Clerk's Office by mid- to late-January. Elections will be held at Town Meeting in March.

Submitted by Aaron Brondyke

WARNING OF JOINT SPECIAL MEETING
MONTPELIER BOARD OF
SCHOOL COMMISSIONERS
and
WASHINGTON CENTRAL SUPERVISORY UNION
EXECUTIVE COMMITTEE

Wednesday, January 27, 2010
5:30 PM

U-32 – Room 128/131
930 Gallison Hill Road
Montpelier, Vermont

AGENDA

5:30 p.m.	1. Call to Order
	2. Update on Financial Information
	3. Study Committees - Reports a. High School b. Middle School c. Elementary School d. Finance e. Governance f. Co-Curricular
	4. Next Steps and Meeting Dates
7:00 p.m.	5. Adjournment



Department of Energy

Golden Field Office
1617 Cole Boulevard
Golden, Colorado 80401-3305

JAN 22 2010

Ms. Gwendolyn Hallsmith
City of Montpelier
39 Main Street
Montpelier, VT 05602

Dear Ms. Hallsmith:

SUBJECT: Funding Opportunity Announcement Number DE-FOA-0000122,
Recovery Act: Community Renewable Energy Deployment,
Application Titled: Recovery Act: Montpelier Community Renewable Energy Project

Evaluation of your application received in response to the subject Funding Opportunity Announcement has been completed. After a careful review, I am pleased to inform you that your application has been selected for negotiations; however, the DOE share requested by you in your application has been reduced to \$8,000,000. Accordingly, an award is contingent upon satisfactory completion of negotiations with DOE, including your acceptance of the above-stated Federal share of the project.

Prior to commencing negotiations, DOE requests your assurance that your project can comply with the following two requirements:

1. Your cost sharing requirements must meet or exceed the FOA requirement of 50% of Total Project Cost; and
2. The reduced Federal share of the Total Project Cost will not require modifications to your project that would change the technical merit of the project as originally proposed and reviewed by the DOE Merit Review Committee.

You must provide written notification to the Merit Review Committee Chairperson specified below within two business days of receipt of this letter whether you can meet the above listed requirements and intend move forward to negotiate an award. If notification is not received by DOE within the specified time frame, DOE will assume that you have declined to move forward with negotiations.

If you choose to move forward with negotiations, you will be notified in the near future by a representative from this office if further information is needed to clarify and supplement your application, in order for negotiations to commence and for the terms of an award to be finalized.

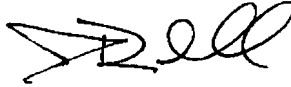
During fiscal year 2009, this office implemented a new electronic, paperless procurement system called STRIPES. Upon implementation of STRIPES, ALL organizations currently doing or wanting to do business with this office MUST BE registered with the Central Contractor Registration (CCR) and with FedConnect. As a result, it is imperative that you read and react to information provided in the document entitled "CCR and FedConnect Registrations" on the following PMC website: <https://www.eere-pmc.energy.gov/Forms.aspx>



On behalf of the Department of Energy, I would like to express a sincere appreciation of your interest and participation in the Special Projects Program.

Any questions can be addressed to me at 720-356-1609 or jason.randall@go.doe.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Randall', with a stylized flourish at the end.

Jason Randall
Merit Review Committee Chairperson