

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**

**City Manager's Weekly Report -7/9/10**

**UPCOMING MEETINGS ...**

- ❖ **Planning Commission:** Monday, July 12<sup>th</sup>, at 7:00 P.M. in the City Council Chambers.
- ❖ **Design Review Committee:** Tuesday, July 13<sup>th</sup> at 5:30 P.M. in the City Council Chambers.
- ❖ **City Council:** Wednesday, July 14<sup>th</sup> at 6:00 PM in the City Council Chambers.

**STATUS REPORTS ...**

**Reappraisal:**

The deadline for filing formal grievances is Monday the 12<sup>th</sup> at close of business. As of mid afternoon on Friday we had slightly over 200 filed. As a comparison, 550 were filed in 2007. Assessor Steve Twombly will conduct the hearings. The current schedule calls for the hearings to be completed and decisions made in time to set the tax rate at the August 11<sup>th</sup> meeting. This will allow for tax bills to be sent out by the end of August. (about a month later than usual). Somewhat related, I understand that there was a request for analysis and discussion of the city's cash flow. We are preparing that information for the July 28<sup>th</sup> meeting.

**Summer Schedule:**

You decided to keep the regular schedule for now with the idea that you may cancel the August 25 meeting. You also decided that you will start the July 14 meeting at 6:00 PM.

**Berlin Pond Ordinances:**

We received guidance from Attorney Giuliani about taking separate actions as both the board of health and the city council. The agenda will be advertised in that manner.

**SCADA systems at Water and Wastewater Plants:**

I understand there were some questions about this at the last meeting. I am sorry if there was any confusion, it sounds like a formal "add-on" agenda item was not prepared although the explanatory memo was distributed. The following was in the weekly memo on Friday June 18<sup>th</sup> flagging that this was going to be on your desks, telling you where the money was coming from and indicating (perhaps not as articulately as it could) that this was water and sewer money, not general fund.

*From June 18<sup>th</sup>:* "We budgeted funds in next year's budgets for replacement of computers and software upgrades at both plants. In fact, this was the only non-operational item included in either of these budgets due to the deficit status of both funds. The SCADA systems are what run the plants, allow us to monitor data and even make changes from remote locations. The system at the WWTP is starting to fail. Obviously this is not something we can fool around with. Therefore, I have asked Todd to pull together numbers and prepare an add-on agenda item for next week (we've wrapped up the agenda as I am typing this plus he needs to get some more information). We expect this to be in the neighborhood of \$25,000 per plant which is a bit complicated since we budgeted \$15,000 per plant. I have directed Todd to make up the overage in each budget by reducing spending elsewhere. I did not require him to have that reduced spending list for next week since we have the full 12 months from July to June ahead of us."

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**Hubbard Street Slope Issues:**

I also understand there was discussion about this situation in light of the money we reserved at the end of the Fiscal year for various projects and equipment. This situation was unknown to us at the time that we listed projects for you. Our recommendation now is to re-allocate the money from the Hill Street portion of those reserved funds for this project since this requires immediate attention. DPW and the school department have agreed on a plan for addressing the problem. We do not have bids back for the work so there is no formal action needed for this next meeting.

**Master Plan:**

The Planning Commission has completed work on the Master Plan and has formally transmitted it to the City Council. You need to hold at least two hearings on the plan with a 30 day notice before the hearings (both can be warned at the same time, they don't need to be 30 days apart). You will need to decide at this week's meeting when you would like to conduct these hearings. Assuming that the meeting was warned the next morning (July 15<sup>th</sup>) the earliest a hearing could be held would be August 15<sup>th</sup> (which is a Sunday, so more practically August 16<sup>th</sup>).

**Charter Changes:**

Just a reminder that we had discussed some possible charter changes for consideration on the November ballot. I am enclosing a copy of the April 16<sup>th</sup> memo I wrote you with the required timelines. Please note that this timeline contemplates discussion of these items by August 25<sup>th</sup> with language required to be filed by September 8<sup>th</sup>.

**Goals & Priorities:**

You will have these by Tuesday, I promise!

**Police Negotiations:**

No meeting happened before I left for vacation. We are trying to set something up in mid-July but nothing is set.

**Upcoming Meetings:**

July 28	Events Policy Cash Flow September festival approval Discussion of potential charter changes
August 11	Set tax rate

William Fraser  
City Manager