

**CITY OF MONTPELIER**  
**CAPITAL CITY OF VERMONT**  
**City Manager's Weekly Report – 11/3/2017**

**UPCOMING MEETINGS...**

Monday, November 6	Design Review Committee Meeting, 5:30 P.M. in the City Council Chambers
Monday, November 6	Transportation & Infrastructure Committee Meeting, 6:00 P.M. in the Memorial Room
Monday, November 6	Development Review Board Meeting, 7:00 P.M. in the City Council Chambers
Wednesday, November 8	City Council Meeting, 6:00 P.M. in the City Council Chambers
Thursday, November 9	Conservation Commission Meeting, 7:00 P.M. in the City Council Chambers

**FOR YOUR CALENDARS...**

Monday, November 13	Planning Commission Meeting, 5:30 P.M. in the City Council Chambers
Wednesday, November 15	City Council Meeting, 6:00 P.M. in the City Council Chambers

**CITY MANAGER'S REPORT...**

**One Taylor Street**

We are in the final stages of negotiation with the Mowatt Trust. All aspects of the project remain on schedule.

**Master Plan & Zoning**

The December 13<sup>th</sup> and 20<sup>th</sup> meetings will have public hearings for both the master plan and zoning.

**Berlin Pond**

Staff will contact the Department of Fish & Wildlife to discuss creating an 'isolation zone' around the intake the city uses to draw water from the 256-acre pond, which would limit activity around that site.

## **WEEKLY REPORTS FROM DEPARTMENT HEADS ...**

### **Planning & Community Development**

It was another big week for the Department of Planning & Community Development as City Council approved the final changes to the draft zoning regulations and river hazard regulations. They set a date for the public hearings on these bylaws for December 13<sup>th</sup> and 20<sup>th</sup>. The Council will be setting the date for the hearings to readopt the Master Plan at the Council meeting next Wednesday (November 8<sup>th</sup>). It is anticipated that the hearings for all three items (Zoning, River Hazard Area Regulations, and the Master Plan) will be run concurrently on December 13<sup>th</sup> and 20<sup>th</sup>. The Director will be working with consultants and staff to make all the requested changes to the two regulations in the next week to 10 days. The Master Plan draft is already on line and ready for review at <http://www.montpelier-vt.org/974/20172018-Master-Plan-Re-adoption>.

**IMPORTANT NOTICE FOR HOMEOWNERS AND DEVELOPERS LOOKING TO APPLY FOR PERMITS IN NOVEMBER AND DECEMBER:** By state law, once the public hearing is warned for the zoning amendment, the new rules go into effect along with the existing zoning rules. As a result it can be difficult to get permits during the hearing process. If you have a project you are considering, we advise you to apply by the end of business November 9<sup>th</sup> to guarantee you will be reviewed under the existing rules. Otherwise you may need to wait until after the zoning is either approved or denied to be reviewed. Contact Sarah McShane, Zoning Administrator if you have additional questions 262-6270 or [smcshane@montpelier-vt.org](mailto:smcshane@montpelier-vt.org).

### **Finance Department**

Last Friday, the FY17 audit field work by Fothergill, Segale and Valley was completed. Second quarter property taxes are due on November 15<sup>th</sup>.

### **Public Works**

**Paving Projects: (Harrison Avenue, Whittier Street, Merrill Terrace, Swimming Pool Access Road)**  
Base course paving has been completed with the exception of the pool access road. During the course of work at the swimming pool, it was determined that the subbase material is of poor quality and will need to be replaced. This work will be scheduled later this fall or in the spring; the road paved before the pool opens next summer. Curbing work was taking place on Friday November 3, which will allow DPW to construct the new sidewalk on Harrison Avenue and begin lawn restoration and clean-up work during the week of November 6<sup>th</sup>. Restoration work will also resume on Towne Hill Road backfilling the curb, completing shoulder and lawn work. The street division will dedicate all available resources to finish the restoration work during the week in anticipation of the end of the construction season. The paving contractor will also be returning to pave the finish course on Merrill Terrace before the end of the week.

### Miscellaneous

In addition to wrapping up construction projects, the crews are beginning to get ready for the winter season and will soon be removing downtown benches, bike racks, mounting plows & salt equipment. Meanwhile, we'll have people out street sweeping, cleaning catch basins and sewers, final paving (pot holes) and minor repair projects that had been delayed while priority work was taking place. We still have projects we'd like to complete this season including some water service work, culvert repair and ditching but all depends on the weather.

### Buildings & Recreation

The City Hall Energy Audit is scheduled for Monday.

The Recreation Center steps have been replaced (photo attached), and a hand-railing will be installed. The Center is back open for business, and the pickleball players were the first to arrive!



### Community Services

#### Online Registration for Community Services Programs

After a long wait, we are pleased to announce that you can now register online for all Community Services Programs at [www.montpeliervt.org/CSregister](http://www.montpeliervt.org/CSregister) . In time, you will be able to renew Senior Activity Center memberships, sign up for passes (pool, open gym, etc.), and review facility rental options. If you do not know your login information, please contact the office and we can help.

Community Services Department Now Accepting Credit Card Payments

We are very excited to announce that all three divisions of the Community Services Department (Parks, Recreation, and the Montpelier Senior Activity Center) now accept credit card payments for all transactions, both online via our online registration website and in the office. There are no additional fees for using this service. Please consider that we pay approximately 3% in fees when you use a card, and consider paying with cash or check or making an additional donation to cover these costs. Thank you!

Montpelier Senior Activity Center

Book Talks on Dying and Living

On November 7th at 6:30 pm, Heather Kralik, Outreach Coordinator for KHL will be presenting book talks on Dying and Living as a step towards organizing book groups this January at the Montpelier Senior Activity Center. Featured books: Being Mortal, A Year to Live, The Tibetan Book of Living and Dying, and Life After Death. The evening will include videos and discussion. For more information, call the MSAC at 223-2518.

**TOPICS FOR UPCOMING COUNCIL MEETINGS...**

<b>Nov. 8</b>	Parklet Ordinance, 1 <sup>st</sup> Reading Parking Subcommittee Report Wayfinding signs Local Options Tax Quality of Life Goal ADA Committee update City Manager check-in Date setting for Master Plan readoption	<b>Nov. 15</b>	Parklet Ordinance, 2 <sup>nd</sup> reading MTIC Budget Asset Management Aging in Place Apartment Inspections E911 Compliance Budget Preview (incl. staffing & 5-year plan) Downstreet Public Hearing CVPSA Plan Police Ratification
<b>Dec. 13</b>	Master Plan Public Hearing Zoning Public Hearing Budget Charter changes WRRF update Dog Ordinance, 2 <sup>nd</sup> reading Hubbard Park land	<b>Dec. 20</b>	Master Plan PH Zoning PH Budget (Facilities, Citizen Survey, CIP, District Heat)



William Fraser  
 City Manager