

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**

**City Manager's Weekly Report – 11/30/2018**

**UPCOMING MEETINGS...**

Monday, December 3	Community Fund Board, 9 AM, City Council Chambers
Monday, December 3	Capital Improvements Plan Committee, 5 PM, City Manager's Conference Room
Monday, December 3	Design Review Committee, 5:30 PM, City Council Chambers
Monday, December 3	Development Review Board, 7 PM, City Council Chambers
Tuesday, December 4	Transportation Infrastructure Committee, 6 PM, Memorial Room
Wednesday, December 5	Investment Committee, 5 PM, Police Dept. Community Room
Thursday, December 6	Community Fund Board, 6:30 PM, Police Dept. Community Room
Thursday, December 6	Tree Board, 5:30 PM, Memorial Room

**ATTACHMENTS...**

-  Red Cross Blood Drive Poster

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

**1 Taylor Street/Recreation Path – unchanged**

Construction continues. Timeframe for 1 Taylor Street project:

- Weather tight building – March 22, 2019
- Substantial Completion – Aug. 15, 2019
- Project Completion – Aug. 22, 2019

As a result of the conversation about green space vs. building, I am assembling various facts and information – including communication with the relevant state and federal agencies – about our options and required processes. I will pull a working group together soon to develop an outline for some sort of timely public conversation about this decision.

**Public Parking Garage**

We continue to await a written decision from the DRB. Our teams have been meeting around logistics, budget and schedule. Environmental testing continued through this week, and we expect a report in the next couple of weeks. Archeological testing takes place next week (you will see some trenches being dug around the parking lots if the weather cooperates). We learned this week that the state Act 250 6068B process hearing has been set for Jan. 16, which is later than anticipated. We will keep Council updated on this project.

**Coniff Property/Old Country Club Road**

We are awaiting the results of hazardous waste testing before we begin asbestos removal. We have an abatement contractor ready to go as soon as we have the test results, and we will also give the Vermont Department of

Health 10 days' notice prior to removal. For now, DPW has the house boarded up to prevent public access, and we will mark the road closed because it will not be maintained this winter.

### **Ice rink**

We are very close to securing full funding for the purchase of new State House lawn ice skating rink! You will recall that the state approved a new design that uses clear polycarbonate rink “dashboards” (walls) with aluminum framing. We are hoping to install the new rink just prior to the Christmas holiday if the weather cooperates – a full month earlier than past years. The design should also allow the ice to stay frozen to allow for more skating days. The rink and its maintenance now fall to the City's Recreation Department.

### **Rec Center Feasibility Study**

A survey will be sent to a number of Montpelier residents starting as early as next week to gauge public support for a variety of recreational options – everything from repairing the Rec Center on Barre Street to building a new facility somewhere in the region. Not all residents will receive the survey; it is extensive, and the independent firm we're using carefully controls the sampling to ensure a scientific result. We will continue to seek robust public participation in this discussion (the first public hearing and stake-holder meetings were well attended – and more will follow in the coming months).

### **Winter parking ban**

We have already implemented the ban twice, and it is only November! [We will implement the ban again tonight to clear the snow piles lining downtown streets.] We are being aggressive in notifying the public of the ban, and it appears the word is getting out to residents, with only 7 cars towed during the last ban.

### **Legal – unchanged**

The City's petition to enter the proceedings concerning GMP's re-construction of the Marshfield Dam has been approved. We are now a party to the matter, for the purpose of monitoring the information in case there is anything relevant to the city.

### **Legal – unchanged**

In the appeal by Conservation Law Foundation (CLF) of the City's WWTF discharge permit, the matter has now been fully briefed by all parties, including motions for summary judgment, responses thereto and reply filings. In its submissions to the Court, the City supported the legal briefs filed by the State of Vermont, Agency of Natural Resources (ANR) and also filed a separate reply memo addressing the issue of whether the discharge permit authorized an increase in phosphorous, as CLF has claimed. A hearing before the Environmental Court was held on July 30<sup>th</sup> to present oral arguments on the motions. We are now awaiting rulings on the motions and summary judgement.

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

### **Community Justice Center**

For those of you who were unable to see the new film Coming Home by Vermont filmmaker Bess O'Brien when it played at the Savoy, we are happy to announce that we will be showing it here at City Hall in Montpelier on January 4, 2019 at 6:30 pm.

Coming Home provides an in-depth look at the work of Circles of Support and Accountability (COSAs) in Vermont. In Montpelier, COSAs are run by the Montpelier Community Justice Center, a department of the city. One of MCJC's COSAs is featured in the film.

### **Finance**

Second quarter water bill payments are due on December 15<sup>th</sup>.

Next week, the Management Team will be meeting for their annual two-day “budget congress” to discuss budget details.

### **Planning & Community Development**

Over the past two weeks, Planning Director Mike Miller has had the privilege of giving presentations at both the Vermont Statewide Housing Conference and at a statewide meeting of regional land use planners. The first presentation was on ‘municipal incentives for affordable housing’ and the second was on ‘using projects to implement municipal plans’. He noted that it was nice to have an opportunity to meet up and talk about his experiences with colleagues from other communities around Vermont and at the same time learn from them about new ideas.

### **Public Works**

#### **Shared Use Path Project Granite St – Gallison Hill Road:**

The contractor, J. Hutchins, Inc. will continue work on the project next week. They have decided to move forward with drainage system construction along Barre Street which we have approved, provided all excavation are properly restored and can withstand traffic loads under winter conditions. The guardrail this area east of Granite Street has been removed but work has slowed due to conflicts uncovered with an unmarked telecommunications conduit bank. While the conflict matter is being resolved, crews will be working on drainage systems near Pioneer Street instead. Work will also be taking place on Old Country Club Road including the installation of a box culvert which will probably be installed in December.

#### **One Taylor St Transit Center, housing project & Shared Use Path:**

The contractor will continue to work on the new shared use path bridge with work taking place on both sides of the river. Utility companies (power & telecommunications) will be working on planned system relocations on Taylor Street related to the transit center and street projects.

#### **Miscellaneous:**

With the relatively early onset of winter conditions, the Street Division has been working long hours to keep roads and sidewalks reasonably safe & passable. Snow banks have accumulated to the point where removal operations are now being scheduled beginning with the downtown area. With rain and thawing temperatures also in the forecast, removal of snow banks is important to ensure proper roadside drainage.

The Water & Sewer Division has addressed a few water leaks over the last week including a main line on Prospect St and traced a difficult to locate leak on Sunnyside Terrace which was found to be on a private service line. The crew has also been working on Taylor St in a supporting role with pipe cleaning and video investigations in preparation for the reconstruction project next summer.

The Equipment Division completed the fit-up of the new sidewalk plow which is a different model than we currently have in the fleet. This is a more versatile piece of equipment at a lesser cost and so far we’re very happy with performance and capabilities.

The Department of Public Works will be assisting the project engineer engaged for the parking garage project next week by excavating test pits in the Capital Plaza parking lot for archeological inspection by the UVM Consulting Archaeology Program. This work is tentatively scheduled for Dec 5<sup>th</sup>.

### **Fire Department**

With all the recent heavy snow it’s important to make sure all vents from heating appliances are free and clear of obstructions. Vents blocked by snow and ice can cause a buildup of Carbon Monoxide in your home. If you are not sure if you have obstructed vents, or are unable to clear them yourself, call the Fire Department at 229-4913 and we will assist.

## Facilities

Work on energy efficiency efforts at City Hall are progressing. We are near completion on insulating windows. The total cost to date is about \$5,200. DPW interior storms have been delivered and will be installed soon. We are testing possible replacement bulbs in the theater, and hopefully we can complete the replacements shortly. Work at the Police Station started last week. The new interior units (ceiling-mounted) have been installed but piping, wiring, controls, roof-mounted compressors, etc. remain to be done.

## Community Services

### Welcome Adam "Adz" McCullough to Parks and Trees!

This week Adam "Adz" McCullough has started working for the Parks and Trees Division of Montpelier Community Services. Adam was hired to fill the Tree Management Assistant position to help our department prepare for, and respond to, the arrival of the destructive invasive Emerald Ash Borer, which was found in Orange, Barre, Plainfield and Montpelier this past spring. Adam worked for the last three years at Limbwalker Tree Service, based out of Shelburne, Vermont. We look forward to Adam's assistance in helping us catch up on our hazard tree removals and pruning this winter and then helping us to treat the downtown ash trees we want to save, inventory ash trees in the right of way in the spring - to locate and remove any infested trees and assist with planting replacement trees. Given Adam's valuable experience and skill, we are so excited and grateful to have him on board!

### Join us for a conversation with the new Montpelier Roxbury Superintendent, Libby Bonesteel

Join us in the Montpelier Senior Center Activity Room on Tuesday, December 4th from 11:30-noon, or at lunch from noon- 12:45pm in the MSAC Community Room to meet and converse with the new Montpelier Roxbury Superintendent. Organized by school board member and MSAC volunteer/member, Tina Muncy, this will be an opportunity to ask your questions such as, what she has learned about Montpelier students since she began. What are her ideas for the future and will it affect our taxes? What about the Union playground? How will she improve education in our schools?

### Upcoming Confluence River Park Public Meeting at Montpelier Senior Center

On Tuesday, December 4 from 6:00 -7:30 pm, the Vermont River Conservancy (VRC) welcomes members of the public to hear about the Confluence River Park in the heart of downtown Montpelier. This park will be located on the One Taylor Street parcel, at the confluence of the North Branch and main stems of the Winooski River. VRC has contracted with an engineering and design firm to create a Conceptual Design for the park. Come hear about the process and timeline, offer input to VRC and the park designers, and share your priorities for a Confluence River Park. What would you like to see at a Montpelier riverside park? How would you use it? We want to hear from you! This presentation is open to the public and is free! RSVP: to Richarda Ericson: [richarda@vermontriverconservancy.org](mailto:richarda@vermontriverconservancy.org), or by calling 802-229-0820.

### FEAST At Home Drivers

Every week, the FEAST at home program delivers over one hundred and fifty delicious meals to seniors who are homebound due to illness or recovery after surgery. Our meal delivery volunteers are friendly, courteous, and are able to help their neighbors in need. Every day, volunteers deliver meals to residents of Montpelier and Berlin, where they stop and talk to their neighbors, possibly help their neighbor with something around their homes, and provides a friendly smile and a warm greeting!

During winter, due to holiday vacations and weather complications, the need for volunteer FEAST meal deliverers increases. We are in desperate need of residents of Montpelier or surrounding communities who are open to the role of delivering meals to their neighbors once a week, for about an hour each day around lunch time. Volunteers should have a working car in good order, a valid driver's license, and be able to pass a background check. Please consider volunteering as a FEAST meal delivery volunteer. The weather outside may

be frightful, but the smiles you'll inspire are so delightful! Contact Becky to request more information, or to schedule a meeting with our FEAST program director: [rjohnston@montpelier-vt.org](mailto:rjohnston@montpelier-vt.org), or 802-225-8694.

Girls on the Run

The Montpelier Recreation Department is proud to be hosting three Girls on the Run teams this upcoming February. Girls on the Run is a national program that invites girls in third through eighth grades to grow in self-confidence, meet new friends and develop team work related skills, and to challenge themselves to become 'runners'. These teams meet twice a week to discuss topics important to young girls: friendship, confidence, body image, and health. In June, all the teams come together at Champlain Valley Expo to run a 5K race with their fellow girls on the run. For many girls, this is the first three mile race they ever do (and coaches hope it's not the last!).

Montpelier Recreation Department is currently seeking women who are passionate about running, healthy living, and fostering the development of young girls in our community. If you have a few hours to give during the week this spring, if you've ever wanted to be a coach, or if you are looking for a challenge, we invite you to apply to be a Girls on the Run coach! We are seeking four women to lead three teams – two teams at Union Elementary School and one at Main Street Middle School. All women must be able to meet twice a week, be willing to get trained in First Aid and CPR, and pass a comprehensive background check. If this sounds like an opportunity you would be interested in, please let us know! Contact Becky at [rjohnston@montpelier-vt.org](mailto:rjohnston@montpelier-vt.org), or call 802-225-8694 with any questions or to pick up an application.

**UPCOMING AGENDA ITEMS (TENTATIVE)...**

<b>Dec 12</b>	Budget <b>Finance/CM</b> Complete Streets Plan <b>DPW</b> Central VT Internet Rep <b>ATCM</b> Silver Maple Housing? <b>CM</b> Sprinkler Ordinance, 2 <sup>nd</sup> reading <b>ACM</b> Mowatt Discussion – <b>CM</b> GMTA discussion	<b>Dec 19</b>	Budget <b>Finance/CM</b> Economic Development Summary <b>P&amp;D</b> MDC goals/measures <b>CM/MDC</b> Housing Strategy (Purchasing land?) <b>P&amp;D</b> Tax Stabilization Policy <b>CM/P&amp;D/MDC</b> Storefront Incentives <b>CM/P&amp;D</b> Ex-Officio Committee Appts <b>ATCM</b> Energy Efficiency Charter Language - <b>ACM</b>
<b>Jan 2</b>	Budget if needed <b>Finance/CM</b>	<b>Jan 9</b>	Budget <b>Finance/CM</b> Voluntary rental inspection program <b>P&amp;D</b> Budget public hearing <b>CM</b> Warning Public hearing <b>CM</b> Riverfront Access plan <b>P&amp;D</b> District heat summer operations plan <b>ACM</b> Sabin's Pasture Plan <b>CM</b> Main/Barre Corridor Study <b>DPW</b>
<b>Jan 24 (Thurs)</b>	Budget public hearing <b>CM</b> Warning Public hearing <b>CM</b> Charter Public hearing <b>CM</b> Bond public hearing/necessity res. <b>CM</b> Approve warning <b>CM</b> Audit Report - <b>Finance</b>	<b>Feb 13</b>	Restructure revolving loan funds <b>P&amp;D</b> Complete Ordinance review – 1 <sup>st</sup> , <b>ATCM</b> Manager Review <b>CM</b>
<b>Feb 27</b>	Main/Barre Implementation Plan <b>DPW</b> Ordinance review – 2 <sup>nd</sup> reading <b>ATCM</b>	<b>Mar 13</b>	Livable Wage/Min wage ordinances <b>CM</b>

Not calendared as agenda items:

- Utilize TIF for applicable projects – ***being done with Garage***
- Reinststitute council budget survey **CM done**
- Implement municipal facility best practices for stormwater **DPW - ongoing**
- Ensure any new facility or renovation meets net zero goals **Facilities - ongoing**
- Publish and Post resources for landlords and tenants **ACM/P&D done**
- Conduct public outreach about housing rights and issues **ACM/P&D done**
- Add public dashboard from Envisio (October) **ATCM done**
- Community workshops on social justice if approved by council
- Continue W/S master plan **DPW - ongoing**
- Continue planning for CSO elimination **DPW ongoing**
- Seek grants for EV Charging stations **P&D done**
- Employee parking incentive **ACM/P&D in process**
- Substance Abuse prevention program with schools **CS**

For Budget:

- Upgrade street lights to LED **DPW**
- Consider Net Zero fund/benefit charge **CM/MEAC**
- Seek funding to expand COSA to work with DCF families **CJC**
- Prioritize non-fossil fuel based vehicles in equipment plan **DPW/Finance**
- One Taylor Street – develop & Fund maintenance plan **DPW**
- Evaluate compatible fuel match **DPW**
- Police staffing and training **MPD**
- Replace aging fire vehicles **MFD**
- Facility Management **CM/Facilities**
- Community Services integration and staffing **ACM/CS**

Pending Meeting items:

- Parks tour and meeting with Parks Commission - **done**
- Open Meeting/Public records briefing – ***delayed until new Council in March***



William Fraser  
City Manager

*Give blood.*

Every 2 seconds someone  
in the U.S. needs blood.

**American Red Cross**



**Blood Drive**  
**Montpelier Fire Station**  
**Montpelier City Hall**

Meeting Room & Council Chambers  
39 Main Street  
Montpelier, VT 05602

**Tuesday, December 4, 2018**  
**10:00 AM to 4:00 PM**

Sponsored by the Montpelier Police and Fire Department.

Please visit [redcrossblood.org](http://redcrossblood.org) and enter: montpelier to schedule an appointment.

**Streamline your donation experience and save up to 15  
minutes by visiting [RedCrossBlood.org/RapidPass](http://RedCrossBlood.org/RapidPass) to  
complete your pre-donation reading and health history  
questions on the day of your appointment.**

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