

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 12/14/2018

UPCOMING MEETINGS...

Monday, December 17	Cemetery Commission, 12 p.m., City Manager's Office, City Hall
Monday, December 17	Capital Improvement Plan Committee, 4:30 p.m., City Manager's Conference Room, City Hall
Monday, December 17	Development Review Board, 7 p.m., City Council Chambers
Tuesday, December 18	Social & Economic Justice Advisory Committee, 5:30 p.m., City Council Chambers
Tuesday, December 18	Parks Commission, 6 p.m., MPD Community Room
Tuesday, December 18	Montpelier Energy Advisory Committee Meeting, 7 p.m., Memorial Room, City Hall
Wednesday, December 19	City Council, 6:30 PM, City Council Chambers

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

Budget

You will receive the formal budget books at Wednesday's meeting. If possible, we'll send out electronic versions earlier. The budget will have a 2.3% property tax increase (2.55 cents) which is under the 2.5% CPI. Next week's meeting will include an overview presentation and as much discussion as you are ready to have. January 2nd will be a full workshop with the goal of making as many decisions as possible. Please let me know if there are specific departments or groups with whom you wish to meet. In the meantime, I've sent you an updated spreadsheet so that you can look at different scenarios. We will get this on the web site early next week.

Use of Area on the East Side of the North Branch

I am putting together a group of interested folks who represent a broad perspective to evaluate the various options for the future use of the Montpelier Beverage-Association for the Blind properties. As we discussed, these options range from the City buying the property and turning it into a park, moving forward with the existing permitted plan to build an office building and parking, or some proposal in between. Our time frame is limited because the construction team on 1 Taylor Street needs to know how to proceed on that parcel fairly soon. I will keep Council updated, and plan to have a recommendation from the group in the near future.

Public Parking Garage

We received approval Thursday from the DRB, with a variety of conditions that we expected based on our hearings. Our team will now focus on making sure the plan meets those conditions. In addition, we are preparing

for our Act 250 (abbreviated version for a designated downtown) hearing on Jan. 16.

French Block – unchanged

Downstreet Housing & Community Development and Housing Vermont are holding a Ribbon Cutting Ceremony to celebrate the rejuvenation of the French Block Apartments in Downtown Montpelier. The event is on January 3rd:

4:00 - 5:00 PM: Ribbon Cutting Ceremony

Memorial Room of City Hall, 39 Main Street, Montpelier

Hear from community leaders and project partners, and watch the ribbon fall!

5:00 - 7:00 PM: Community Celebration and Open House

French Block Apartments, 34 Main Street, Montpelier

The public will be allowed to browse through the halls and all 18 apartments to admire the renovations. Lite-fare will be provided by local restaurants!

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 30th to present oral arguments on the motions. We are now awaiting rulings on the motions and summary judgement.

Audio/Visual Equipment

On Wednesday, Access A/V and ORCA Media launched their new audio and camera equipment for the City Council (they had also used it for other committees in the previous days). The new system is a huge improvement. The ORCA staff noticed some problems, including an occasional buzzing, that they will try to fix for upcoming meetings.

WEEKLY REPORTS FROM DEPARTMENT HEADS ...

Planning

On Monday the Planning Commission completed the first part of their zoning fixes process when they forwarded two sets of revisions to the Council. The first are amendments to section 3007 which regulates slopes. These revisions, if adopted by Council, would allow the Development Review Board to consider applications that impact slopes steeper than 30% provided the applicant has plans prepared by an engineer and after a public hearing.

The second set of changes rewrite the landscaping and screening requirements for projects that need site plan approval. The current zoning rules were found to be so restrictive that were preventing reasonable projects from moving forward. The new proposal keeps some aspects of the original rules but now regulates landscaping based on the amount of impervious cover like buildings and parking lots. These rules have much more reasonable requirements and have more guidance for administration. The Council will have a meeting to discuss the proposals in January and, if they are satisfied with them, a hearing would be held later in January to adopt them as an interim fix while permanent revisions work through the full adoption process.

Public Works

Shared Use Path Project Granite St – Gallison Hill Road:

The contractor, J. Hutchins, Inc. has provided an updated 4 week outlook which includes an aggressive work plan unless winter weather conditions become too severe to continue. They have completed the new box culvert on Old Country Club Road and are now working on backfill and stream channel related work. For next week, they intend to continue work on the path from the end of Old Country Club Road to the railroad crossing near Route 2. Over the next few weeks, the work plan includes culverts and stone slopes and construction of retaining walls. Plans are also being developed to relocate the water main near the side of Barre Street which is known to be in conflict with one section of new retaining wall. Also of interest is the completed negotiation for J Hutchins to demolish the house on Old Country Club Road in exchange for the contractor's use for construction staging.

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. The steel foundation piles have been driven allowing work on the concrete abutment and wing walls to begin. Work on the replacement storm water culvert will also take place next week from the new outfall on the North Branch to Main Street through the former Mowatt property. For the transit center, the contractor will be placing a tent system around the structural building elements to allow temperature sensitive work to begin.

Miscellaneous:

There was a water leak on Memorial drive which was found to be a split around an 8" ductile pipe. The leak was isolated for repairs with no interruption to water service. During the night of December 13th, the water crew was made aware the U-32 school campus had no water pressure. The cause was found to be significant leak on the service line for a car dealer business located on Route 2. The leak resulted in negative pressure conditions for much of Gallison Hill Road. In accordance with the VT water supply rules, an advisory boil water order must be issued when negative system pressure events occur. Water samples have been collected and sent to a private lab for analysis and the boil water order will be issued when the results are received indicating no contamination is present.

W/S has been doing drawdown tests on pump stations as part of the development of Emergency Action Plans which we expect to complete next week.

It has been a relatively quiet week for Streets, weather-wise. The crew has been doing some light trimming of brush along plow routes, doing some maintenance in the garage (floor drains, etc.), some sign work, mounting and prepping the culvert steamer. There have been some spots of water flow becoming ice in the road and/or sidewalk this week and we had people working to divert this water to keep it out of the traveled portion. We also have a combined work crew preparing street holes and trench excavation for asphalt patching. The streets division will start some daytime removal of snow banks (Barre Street, etc.) and we're looking ahead to some minor snow events Sunday night through early Tuesday.

Fire Department

The Montpelier Fire Department reminds everyone that holiday decorating can create a greater risk for fire. [Please see the attached release, and stay safe this holiday season.](#)

Finance

Second quarter water bill payments are due on December 15th. **However, given that the 15th is a Saturday, the due date is extended to the following business day, Monday, December 17th.** Payments may be made in person at the City Clerk's office Monday through Friday from 8:00 a.m. to 4:30 p.m., by mail, or 24 hours a day by utilizing the drop box at the rear entrance to City Hall. [You may also pay online using Official](#)

[Payments by clicking this link](#). An administrative fee is charged by the vendor for online payments.

In addition, the City offers convenient and free automatic payment processing. By signing up, you never have to worry about missing a payment. The payment is withdrawn from your bank account electronically on the actual due date. This service is available for property tax payments, water/sewer bills or both. [If you would like to enroll, please click on this link to complete the authorization form.](#)

You can drop off the completed enrollment form at the City Clerk's office or mail to:

City of Montpelier
Attn: Treasurer
39 Main Street
Montpelier, VT 05602

UPCOMING AGENDA ITEMS (TENTATIVE)...

Dec 19	Budget Finance/CM Economic Development Summary P&D MDC goals/measures CM/MDC Student Member Committee Appts ATCM Energy Efficiency Charter Language – ACM GMT update		
Jan 2	Budget Workshop Finance/CM	Jan 9	Budget Finance/CM Voluntary rental inspection program P&D Budget public hearing CM Warning Public hearing CM Riverfront Access plan P&D District heat summer operations plan ACM Sabin's Pasture Plan CM Main/Barre Corridor Study DPW Tax Stabilization Policy CM
Jan 24 (Thurs)	Budget public hearing CM Warning Public hearing CM Charter Public hearing CM Bond public hearing/necessity res. CM Approve warning CM Audit Report - Finance	Feb 13	Restructure revolving loan funds P&D Complete Ordinance review – 1 st , ATCM Manager Review CM
Feb 27	Main/Barre Implementation Plan DPW Ordinance review – 2 nd reading ATCM	Mar 13	Livable Wage/Min wage ordinances CM

Not calendared as agenda items:

- Utilize TIF for applicable projects – *being done with Garage*
- Reinstitute 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