



27 WEST ALLEN STREET  
WINOOSKI, VERMONT  
05404

# CITY OF WINOOSKI

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KATHERINE R. DECARREAU  
CITY MANAGER

MAYOR MICHAEL O'BRIEN  
Mayor@onioncity.com

## CITY COUNCIL

COUNCILOR SALLY TIPSON  
COUNCILOR JOHN LITTLE  
COUNCILOR SARAH ROBINSON

DEPUTY MICHAEL MAHONEY

## Agenda

**Monday, April 19, 2010 at 6:00 p.m.**

Claire Burke Chamber

### **I. Call to Order and Pledge of Allegiance**

### **II. Public Comment Period – Non agenda items (3 minute limit please)**

### **III. Consent Agenda**

- a. Minutes of April 5, 2010 and April 15, 2010 Meetings
- b. Accounts Payable Warrant as closed April 19, 2010  
*(Motion: I move that we accept the items on the Consent Agenda as presented/amended)*

### **IV. City Manager Update**

- a. Audit Draft Results
- b. Third Quarter Financial Report

### **V. Action Items**

- a. Appointments
  - i. Town Service Officer  
*(I move the City of Winooski appoint (Name) as Town Service Officer)*
- b. Permits
  - i. Events
    1. National Guard 5/1 – *(I move the City Council approves the use of Richards Park for the National Guard Family Picnic on May 1<sup>st</sup> as presented/amended)*
    2. St. Francis School 5/8 – *(I move the City Council approves the closure of St. Peter Street for the St. Francis School fundraiser on May 8<sup>th</sup> as presented/amended)*

### **VI. Discussion**

- a. Parking Ordinance – Revision

- b. RVA Tax Assessment
- c. Department Relationships with City Council

## **VII. City Department Highlight - Police**

## **VIII. Executive Session**

- a. Union Contract Negotiations
- b. Discussion of Treasurer Appointment

## **IX. Adjourn**

# **MINUTES**

The meeting was called to order by the Mayor at 6:05 p.m.

The meeting started with the Pledge of Allegiance led by Deputy Mayor Michael Mahoney.

### **Members Present:**

Mayor Michael O'Brien

Councilors: Michael Mahoney, Sally Tipson, Sarah Robinson, John Little

### **Officers Present:**

Katherine R. Decarreau, City Manager; Angela M. Aldieri, Clerk's Office Administration; Steve Palmer, City Engineer; Jim Trzepacz, Planning/Assessing/Zoning; Steve McQueen, Police Chief; Rich Benoit, Deputy Chief; Janelle Gilbert, Community Justice Director; William O'Brien, City Attorney;

### **Others Present:**

Dave Bowers; Jim Read; Andy Bromage, Seven Days; Bianca Slota, WCAX; William Orr, RVA; Paul Clancy, RVA; Marion West, RVA; Laura Mercure, RVA; Marty Martinez, RVA; Shawna Brunelle-Bailey, RVA; Gail Wixson, RVA; Ken Atkins;

## **II. Public Comment Period – Non Agenda Items**

Mr. Martinez with the RVA presented a replica Civil War officer's great coat made of wool from the Woolen Mill. The coat will be put on display at the RVA with other war memorabilia

## **III. Consent Agenda**

**MOTION** by Councilor Robinson, seconded by Councilor Little to approve the consent agenda as presented. Voted and passed 4-0.

## **IV. City Manager Update**

### **a. Audit Draft Results**

Ms. Decarreau informed the Council that the draft Audit is in and has been presented to the finance committee. Some aspects of the audit are still in dispute. She plans to

address the audit findings with Bill Hall a financial consultant from VLCT. The appointment of a treasurer will be discussed in executive session to be formally announced on May 3<sup>rd</sup>. Other staff reconfigurations will be made as a result of audit findings.

Ms. Decarreau requested that the third quarter financial report presentation be moved until the end of the meeting.

Ms. Decarreau went on to state that there was a structure fire on Thursday morning and wished to acknowledge Colchester, St. Michael's, Malletts Bay, and Essex Junction for their response to assist.

She informed the Council that Benjamin Kaufman was able to raise \$8000.00 with his event on April 17<sup>th</sup>.

Ms. Decarreau announced that there would be a briefing on the Air National Guard F-35's on Tuesday at 6:00pm. Also announced was the Volunteer Night Dinner to take place on Thursday, May 20<sup>th</sup>.

## **V. Action Items**

### **a. i. Appointment – Town Service Officer**

Item tabled until later time with request that the Council review the requirements and consider volunteering. Council suggested posting position on Front Porch Forum.

### **b. i. 1. Permits – Event – National Guard 5/1**

National Guard is requesting an event permit for Richards Park on May 1<sup>st</sup> to host a Family Day for local families with a relative deployed.

**MOTION** by Councilor Tipson, seconded by Councilor Little to approve the use of Richards Park for the National Guard Family Picnic on May 1<sup>st</sup> as presented. Voted and passed 4-0.

### **b. i. 2. St. Francis School 5/8**

St. Francis School has requested an event permit for the closure of the upper block of St. Peter Street for two hours for their annual run and fundraiser.

**MOTION** by Councilor Little, seconded by Councilor Mahoney to approve the permit and the closure of St. Peter Street for the St. Francis School fundraiser on May 8<sup>th</sup> as presented.

## **VI. Discussion**

### **b. RVA Tax Assessment**

Mr. Martinez read Vermont Statute 32 section 3802 aloud to the Council. He followed with reasons why the RVA should not be taxed including being a Civil War organization and the assertion that they were not taxed prior to 1994. Discussion followed regarding the RVA's nonprofit status and eligibility for tax exemption. It was determined that the RVA could appeal their tax assessment for the current year, but that for the prior year's unpaid taxes the RVA would have to go to the Board of Civil Authority. It was stressed

that only municipal taxes could be abated as educational tax abatement must be voted on by citizens as their payments would increase to make up the difference. Ms. Decarreau was appointed the contact person for the RVA and a meeting was scheduled for April 29<sup>th</sup>. Mr. O'Brien, City Attorney, was assigned to research Title 32 and assist Ms. Decarreau in a process for this matter. The RVA's liquor license will be on the Liquor Control Board agenda for May 3<sup>rd</sup>.

b. Parking Ordinance – Revision

Chief McQueen reviewed the process for changing ordinances. He stated that the proposed changes to the Parking Ordinance were a section on residential permits and actual omissions and deviations noted in a street by street review conducted Steve Palmer. Discussion regarding the public hearing for this ordinance change followed and May 17<sup>th</sup> was the date selected.

**INTRODUCTION** by Councilor Little.

c. Department Relationships with City Council

Ms. Decarreau presented the Council with a rubric dividing the City Departments into five categories (see attachment VIc). She stated she would like each member of the Council to be responsible for knowledge regarding one of the categories. She requested that the Council review the sections for their preferences.

**VII. City Department Highlight – Police**

Chief McQueen, Deputy Chief Benoit, and Ms. Gilbert came before the Council to give the Police Department overview presentation. The presentation included review of the structure, staffing, operations, and general information regarding the Police Department. In depth information was given regarding dispatch, the reparative board, and the school resource officer. It was announced that ride-alongs are available for the Council if desired.

**IV b. Third Quarter Financial Report.**

Ms. Decarreau briefly reviewed the financial statements as of the end of the third quarter highlighting a couple areas of concern including insurances which are being investigated.

**VIII. Executive Session**

Ms. Decarreau requested that Jim Read from the finance committee be asked into executive session in regard to the treasurer appointment.

**MOTION** by Councilor Tipson, seconded by Councilor Little to go into executive session at 8:45pm accompanied by Jim Read with the understanding the Council would only reconvene to adjourn. Voted and passed 4-0.

**IX. Adjourn**

Council adjourned following executive session at 9:45pm.

ATTEST: \_\_\_\_\_  
Assistant City Clerk