



**MAYOR MICHAEL O'BRIEN**  
*Mayor@onioncity.com*

**DEPUTY MICHAEL MAHONEY**

# CITY OF WINOOSKI

## CITY COUNCIL

27 WEST ALLEN STREET  
WINOOSKI, VERMONT  
05404

(802) 655-6410  
(802) 655-6414 (fax)

*KATHERINE R. DECARREAU*  
CITY MANAGER

**COUNCILOR SALLY TIPSON**  
**COUNCILOR JOHN LITTLE**  
**COUNCILOR SARAH ROBINSON**

## Agenda

**Monday, June 21, 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 June 7th Liquor Control Board and City Council Meeting
  - b. Accounts Payable Warrant
- IV. City Manager Update**
  - a. Riverwalk Festival Update
  - b. YMCA Agreement
  - c. Letters to Jeff Myers and BioTek
  - d. Projected Close to FY 10 Budget – Jim Read & Angela Aldieri
- V. Discussion**
  - a. Tax Rate – First look
  - b. Delinquent Tax Collector Appointment (also in Executive Session)
  - c. Application for Residential Parking Space for People with Disabilities for 70 West Spring St.
  - d. Zoning Permit Application for 48 Follett St.
  - e. Street Reconstruction Plan
  - f. July City Council Meeting
- VI. Action Items**
  - a. Channel 17 Board Appointment – Jodi Harrington
  - b. North Street Block Party Permit
  - c. 2010 Justice Assistance Grant – McQueen
  - d. Approve Audit and Reply with Finance Committee
  - e. Approve Parking Garage Budget
  - f. School MOU Approval
  - g. Resolution to Establish Water and Wastewater District Commission

- VII. Public Hearing - Change to City Ordinance**
  - a. Recreational Fire addition
- VIII. Adjourn City Council Meeting to Reconvene following Water and Wastewater District Commissioners Meeting**
- IX. Open Water and Wastewater District Commissioners Meeting**
  - a. Approve Water Budget and Set Water Rate
  - b. Approve Wastewater Budget and Set Wastewater Rate
- X. Adjourn Meeting of Water and Wastewater District Commissioners**
- XI. Reconvene City Council Meeting**
- XII. Executive Session**
  - a. Delinquent Tax Collector Appointment
  - b. City Manager Evaluation
- XIII. Adjourn**

## **MINUTES**

The meeting was called to order by the Mayor at 6:00 p.m.

The meeting started with the Pledge of Allegiance led by Councilor Sally Tipson.

### **Members Present:**

Mayor Michael O'Brien

Councilors: 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 Read, City Treasurer; Rick Gaulin; Parking Garage Superintendent; David Bergeron, Fire Chief; Steve McQueen, Police Chief; Jim Trzepacz, Assessing/Planning/Zoning;

### **Others Present:**

William Boudreau, J.P. Gagnon, Michael & Kelly Fitzpatrick, Bruce & Charlene Allis; Sean Collins; Cortney Cahill

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

No items were addressed.

### **III. Consent Agenda**

**MOTION** by Councilor Robinson, seconded by Councilor Tipson to approve the consent agenda as presented. Voted and passed 3-0.

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

a. Riverwalk Festival Update

Ms. Decarreau reminded all present that the Riverwalk Festival is this Friday. There will be a choo-choo train ride for kids operating.

b. YMCA Agreement

Ms. Decarreau announced that there was a soft opening of the pool on Sunday. The pool will be run by the YMCA this season.

c. Letters to Jeff Myers and BioTek

Ms. Decarreau presented letters for the Council to sign acknowledging Jeff Myers and BioTek. Mr. Myers was acknowledged for his contributions to help repair the pool this season and efforts toward the eventual replacement. BioTek was recognized for their global leadership in their field.

d. Projected Close to FY10 Budget

Mr. Read informed the Council that we are still unsure of what the bottom line will be at the end of the fiscal year due to incoming invoices and prepaid invoices, but that we have a better idea than we did previously.

**V. Discussion**

a. Tax Rate – First Look

Mr. Trzepacz presented the Council with a preliminary look at fiscal year 2011 tax rate based on the amount voters approved to be raised and the anticipated grand list value. The anticipated grand list value for next year includes an estimated decrease for appeals; Mr. Trzepacz stated that he anticipates a high number of appeals this year. At this time the preliminary rate for fiscal year 2011 is \$ .89 per \$100 of value.

b. Delinquent Tax Collector Appointment

Ms. Decarreau stated that in executive session she will run some names by the Council. The Council will appoint a delinquent tax collector in the next 30 days. Ms. Decarreau states that she will be mailing a letter to all delinquent accounts directing them to make arrangements with the City within 30 days. The delinquent tax collector will send letters to owners and mortgage companies notifying them of tax sale if such arrangements are not made by the deadline.

c. Application for Residential Parking Space for People with Disabilities for 70 West Spring St.

Mr. Boudreau stated that the request is on behalf of Mary Couture. Ms. Couture has no vehicle of her own, but PACE picks her up and drops her off five days per week at 70 West Spring Street. The house has a narrow, shared driveway that cannot be blocked. Mr. Palmer stated that these applications normally go to the Traffic Advisory Board for a recommendation, but that he had not yet seen this request. Mr. Palmer will have the TAB look into the request prior to the next meeting. This change will require an amendment to the parking ordinance and a public hearing to be held at the July 12<sup>th</sup> meeting.

**INTRODUCTION** by Councilor Tipson.

d. Zoning Permit Application for 48 Follett Street

Ms. Decarreau stated that these applications are normally processed by staff; however, this request will result in the elimination of parking in the downtown district which falls under the authority of the Council. Mr. Gagnon has owned this property since 2002 and

is trying to improve the building. He states he has trouble attracting quality tenants due to the lack of parking. His plans show that one parking space will be lost and truck traffic for the post office will not be affected. Mr. Palmer stated that there is the potential that two parking spaces could be lost due to visibility issues. This change would require an amendment to the parking ordinance. Staff will evaluate the number of spaces to be eliminated if the request is granted.

**INTRODUCTION** by Councilor Robinson.

e. Street Reconstruction Plan

Mr. Palmer presented the Council with a plan for fiscal year 2011 capital street reconstruction. He stated that he is proposing \$75,500 worth of work though there is only \$70,000 budgeted for capital street reconstruction next year. He proposed postponing the purchase of a replacement truck by a year because of the truck we received from the school. The reduced cost will more than offset the additional expenditure for street reconstruction. Mr. Palmer provided the Council with an overview of his system for evaluation and then reviewed each of the proposed streets to be addressed by the plan individually.

f. July City Council Meeting

Ms. Decarreau requested that the Council move the July meeting from the 19<sup>th</sup> to the 12<sup>th</sup>. Council agreed.

**VI. Action**

a. Channel 17 Board Appointment – Jodi Harrington

Ms. Decarreau stated that we have not had a board member at Channel 17 in some time. Jodi has expressed a willingness to serve.

**MOTION** by Councilor Tipson, seconded by Councilor Robinson to appoint Jodi Harrington to the Channel 17 board as Winooski's representative. Voted and passed 3-0.

b. North Street Block Party Permit

Ms. Decarreau stated this is the same event as last year to be held on July 10th. North Street will be blocked off from Leclair Avenue to West Spring Street. Staff had no issues with the request.

**MOTION** by Councilor Tipson, seconded by Councilor Little to approve the event permit for the North Street Block Party as presented. Voted and passed 3-0.

c. 2010 Justice Assistance Grant

Ms. Decarreau stated that this grant was presented to the Council at the last meeting. It is on the agenda for approval. Chief McQueen stated that this is a federal grant awarded based on a formula. It must be used to supplement policing; this grant is intended for use to expand the video surveillance system to include Smith Park, City Hall parking lot, and the Community Center. There were no comments from the public.

**MOTION** by Councilor Robinson, seconded by Councilor Little to approve the 2010 Justice Assistance Grant as presented. Voted and passed 3-0.

d. Approve Audit and Reply with Finance Committee

Ms. Decarreau stated that the finance committee met on Thursday and is happy with the response to the audit. She recommended approval.

**MOTION** by Councilor Little, seconded by Councilor Robinson to approve the audit and reply with the finance committee. Voted and passed 3-0.

Ms. Decarreau requested that the public hearing for recreational fires be moved up in the agenda to allow members of the public present to speak.

## **VII. Public Hearing – Change to City Ordinance**

a. Recreational Fire Addition

Chief Bergeron stated that the fees were left open at the last meeting to be established. The change to the ordinance will allow burning in a container. Fires are restricted to containers to ensure regular clean up and disposal. Permits will only be available to single family homes or owner occupied duplexes to limit the number of fires per structure. Bruce Allis of Bellevue Street requested that the Council approve an annual permit rather than smaller increments. Ms. Decarreau recommended that the Council approve the change to the ordinance without fees with the option revisit in March when we have a better idea of the cost. Mayor O'Brien noted an editing error in XXVIII-A to be corrected.

**MOTION** by Councilor Tipson, seconded by Councilor Little to approve the recreational fire ordinance change as presented after striking Article XXVI-B and making the correction to Article XXVIII-A. Voted and passed 3-0.

## **VI. Action**

e. Approve Parking Garage Budget

Mr. Palmer stated that this budget had been reviewed by the Council in detail on June 1<sup>st</sup>. No changes have been made.

**MOTION** by Councilor Little, seconded by Councilor Tipson to approve the parking garage fiscal year 2011 budget as presented. Voted and passed 3-0.

g. Resolution to Establish Water and Wastewater District Commission

Ms. Aldieri stated that the Council appoints themselves as district commissioners to perform business relating to the water and wastewater departments. This resolution is required due to the new members of the Council

**MOTION** by Councilor Robinson, seconded by Councilor Little to approve the resolution appointing the present Council members as water and wastewater district commissioners. Voted and passed 3-0.

f. School MOU approval

Ms. Decarreau stated that the MOU the Council is requested to approve includes a change regarding policies set by the school. She went on to state that Mary Martineau from the school is comfortable with the MOU.

**MOTION** by Councilor Tipson, seconded by Councilor Little to approve the MOU with the School as presented. Voted and passed 3-0.

**VIII. Adjourn City Council Meeting to Reconvene following Water and Wastewater District Commissioners Meeting**

**MOTION** by Councilor Robinson, seconded by Councilor Little to recess the City Council meeting at 8:05pm to reconvene following the Water and Wastewater District Commissioners Meeting. Voted and passed 3-0.

**IX. Open Water and Wastewater District Commissioners Meeting**

Mayor O'Brien called the meeting to order at 8:05pm.

a. Approve Water Budget and Set Water Rate

Mr. Palmer stated that this budget was reviewed in detail on June 1<sup>st</sup>. The changes noted by Council have been made. No rate increase is requested.

**MOTION** by Councilor Robinson, seconded by Councilor Tipson to approve the water budget and rates as presented. Voted and passed 3-0.

b. Approve Wastewater Budget and Set Wastewater Rate

Mr. Palmer stated that this budget was reviewed in detail on June 1<sup>st</sup>. No changes have been made and no further information has been received relating to the pending permit changes. Discussion followed regarding the effect of the use of or contribution to reserves would have on the rate. Council came to the consensus to approve a rate that would not add to nor take from reserves with the intent to reconvene at a later date to discuss rates when we have more information.

**MOTION** by Councilor Robinson, seconded by Councilor Little to approve the wastewater budget without reserve contribution with a rate of \$49.08/1000cf with the understanding that the Council will reconvene as necessary to revise the rates. Voted and passed 3-0.

A question was raised regarding the passing of rates separately from the budget.

**MOTION** by Councilor Little, seconded by Councilor Tipson to approve a water rate of \$38.00 / 1000cf (minimum charge 1000cf) and a wastewater rate of \$49.08 / 1000cf. Voted and passed 3-0.

**X. Adjourn Meeting of Water and Wastewater District Commissioners**

**MOTION** by Councilor Tipson, seconded by Councilor Little to adjourn the meeting of the water and wastewater district commissioners. Voted and passed 3-0.

**XI. Reconvene City Council Meeting**

Mayor O'Brien called the City Council meeting back to order.

**XII. Executive Session**

**MOTION** by Councilor Tipson, seconded by Councilor Little to go into executive session at 8:20pm to discuss the appointment of a delinquent tax collector and the City Manager's evaluation with the understanding the Council will only reconvene to adjourn. Voted and passed 3-0.

**XIV. Adjourn**

Council adjourned following executive session at 9:38pm.

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