



27 WEST ALLEN STREET
WINOOSKI, VERMONT 05404

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

KATHERINE R. DECARREAU
CITY MANAGER

CITY OF WINOOSKI

MAYOR MICHAEL O'BRIEN
Mayor@onioncity.com

DEPUTY MICHAEL MAHONEY

CITY COUNCIL

COUNCILOR JODI HARRINGTON
COUNCILOR ERIK HEIKEL
COUNCILOR SALLY TIPSON

Agenda

Monday, September 28, 2009 at 6:00 p.m.

Claire Burke Chamber

- I. Call to Order and Pledge of Allegiance
- II. Important Announcements and Good News
- III. Public Comment Period – Non agenda items (3 minute limit please)

		<u>Action Required:</u>
IV.	Consent Agenda: Minutes of September 14, 2009 Accounts Payable Warrant as Closed September 24, 2009	<i>Motion: I move that we accept the items on the consent agenda as presented/amended."</i>
V.	Action Agenda: <ul style="list-style-type: none"> a. Audit Action Plan Adoption b. Enhancement Grant – S. Palmer c. Errors and Omissions – J. Trzepacz 	<i>I move to approve...</i>
VI.	Discussion Agenda: <ul style="list-style-type: none"> a. July/August Month End b. Finance Board Charge and Bylaws c. Community Center Fees d. Regional Programs "FY10" <ul style="list-style-type: none"> ◆ VNA (\$12,000) ◆ Neighborkeepers (\$500) ◆ Winooski Family Center (\$5000) ◆ Women Helping Battered Women (\$600) ◆ Child Care Resource (\$100) ◆ WVPD (\$12,000) 	<i>Discussion</i>
VII.	City Manager Update	
VIII.	Executive Session (possible) Personnel Issue	

IX.	Adjourn	
------------	----------------	--

MINUTES:

Members present:

Mayor Michael O'Brien

Councilors: Jodi Harrington, Erik Heikel, Michael Mahoney, Sally Tipson.

Officers present: Katherine Decarreau, City Manager, Pauline K. Schmoll, City Clerk/Treasurer, James C. Trzepacz, City Assessor, Raymond Crete, Building Inspector, Robert Dimasi., Park and Wellness, Stephen Palmer, City Engineer.

Others present: Dave Bowers, Erica Gadbois, Jim Read, Doug Weston, Jacqueline Trahan, Lorraine Gabbeitt, Bernard Fregeau, and Cindy Robare.

Meeting called to order by the Mayor at 6 pm.

Pledge of Allegiance was led by Deputy Mayor Mahoney.

- II. The City Manager stated that she wanted to recognize the following: reconstituted Downtown group, members who put the project together. She is meeting Thursday mornings with one group and monthly with the other, so that is really working well. The newly established Finance Committee had a very good "kick-off meeting" and asked a number of hard questions. She also stated that the Fregeau property item was missed and will be on the October 5th agenda.
- III. Public Comment. Jacqueline Trahan from Keens Crossing stated that she had received a parking ticket on September 26, 2009 at 7:26 for parking in an area to unload boxes. She was asked to leave her information with the ticket at the administration window and she would be contacted.

Councilor Tipson stated that the Winooski Community Partnership meets the 2nd Tuesday of the month at City Hall at 8 pm. Season's Greetings is having a bake sale on Saturday, October 3rd with a rain date of Sunday. It starts at noon.

Cindy Robare thanked the City Council for allowing the Homecoming Bond Fire. It was a great success.

- IV. Consent Agenda. **MOTION** by Councilor Heikel seconded by Councilor Mahoney to approve the minutes of September 14, 2009 and the Accounts Payable Warrant as closed September 24, 2009. Voted and passed 4-0.

V.a. Audit Action Plan Adoption. **MOTION** by Councilor Heikel seconded by Councilor Tipson to adopt the Audit Action Plan as presented. Voted and passed 4-0.

V.b. Enhancement Grant. Mr. Palmer explained that the Enhancement Grant required a match requirement and he has been working with the school. He also stated that there would be "Safe Routes to School" grants available later this fall. **MOTION** by Councilor Heikel seconded by Councilor Harrington to allow the City Engineer to apply for the Enhancement Grant. Voted and passed 4-0.

V.c. Errors and Omissions. Mr. Trzepacz stated that under errors and omissions, he was requesting that the Personal Property tax bill, PP2719, Xerox Lease Equipment be reduced from \$172. to \$0. **MOTION** by

Councilor Mahoney seconded by Councilor Harrington to approve the request from the City Assessor to reduce Personal Property tax bill (PP2719, Xerox Lease Equipment) from \$172 to \$0. Voted and passed 4-0.

VI.a. July/August Month End. The City Manager explained items on the revenue and expense sides such as building permits probably wouldn't see much revenue through the winter, general services is off because of the change in how personnel are split between departments. Worker's Compensation will be split on a quarterly basis, insurance costs are being reviewed, community center roof repair should be a capital expenditure, VLCT dues are for the year and the building utilities are being reviewed. It was suggested that each department head review their budget and note items that are close to being spent or not spent at all.

VI. b. Finance Board Charge and Bylaws. A limited amount of discussion ensued on this item and it will be voted on October 5th.

VI. c. Community Center Fees. Mr. Dimasi and Melody McKnight were present to answer questions concerning use of the community center. Discussion ensued on this item. A copy of the proposed charges will be attached to these minutes.

VII. City Manager Update. Mr. Trzepacz was present and explained that he had reviewed sales of small parcels of land. An example would be to square off property lines. He explained that there were 6 of these types of sales in Winooski in the past several years. With the analysis in hand he stated that the negotiated sale price of \$5,000 plus expenses (survey, legal document drafting and recording, etc.) is in the range of historic "neighbor, backyard and odd-lot" sales prices. A resolution will be prepared for the sale of the 25' x 62' piece of land to Mr. Fregeau. This would be acted on at the October 5th meeting.

VI. d. Regional Programs. The City Manager listed the requested 2010 funds:

- VNA (\$12,000.)
- Neighborkeepers (\$500.)
- Winooski Family Center (\$5,000.)
- Women Helping Battered Women (\$600.)
- Child Care Resource (\$100.)
- WVDP (\$12,000.)

Councilor Mahoney stated that he felt we should not provide additional funds over that which was appropriated last year. The following amounts were discussed:

- VNA \$11,000
- WVDP \$3,000
- Women Helping Battered Women \$500.
- Child Care Resources \$100.
- Neighborkeepers \$400.

This item will be voted on October 5th.

VII. There is an open house for CCMPO on October 8th, 2009.

VIII. **MOTION** by Councilor Tipson seconded by Councilor Heikel to adjourn at 7:50 pm. Voted and passed 4-0.

Attest: _____
City Clerk

DRAFT