

**St. Albans City Council
Minutes of Meeting
Monday, May 12, 2014
City Hall, Council Chambers**

A regular meeting of the St. Albans City Council was held on Monday, May 12, 2014, in council chambers at City Hall at 6:30 pm.

Council Present: Mayor Elizabeth Gamache; Aldermen: Scott Corrigan, Ryan Doyle, Chad Spooner, Tammi DiFranco, Tim Hawkins and Jim Pelkey.

Alderman Pelkey joined open session at 6:54 pm.

Council Absent: None absent.

Staff Present: Dominic Cloud, City Manager; Sue Krupp, City Clerk and Treasurer; Chip Sawyer, Director of Planning & Zoning; and Sarah Duffy, City Accountant.

Visitors: See attached sign-in sheet.

Agenda items were discussed in the following order: 1, 2, 4, 3, 5, 8, 6, 11.a., 7, 10, 9, 11.b., 11.c., 11.d., 12.a., 12.b., 13, 14, 15, 16, 17 & 18.

1. Executive Session.

- a. To discuss real estate purchase options, appointment or evaluation of a public officer, and /or civil matters where premature disclosure would compromise the City or person involved.

A motion was made by Alderman Spooner; seconded by Alderman Corrigan to enter Executive Session at 5:30 pm to discuss real estate purchase options, appointment or evaluation of a public officer, and/or civil matters where premature disclosure would compromise the City or person. Vote was unanimous, 6-0. Alderman Pelkey was not present for Executive Session.

A motion was made by Alderman Doyle; seconded by Alderman Spooner to exit Executive Session at 5:55 pm. Vote was unanimous, 6-0.

2. Open Public Session with Pledge of Allegiance.

Mayor Gamache called the meeting to order and led the pledge of allegiance at 6:30 pm.

3. Public Comment.

Sue Prent noted her concern over the way council conducts Executive Session and believes there is a possibility that council is using Executive Session inappropriately. She noted the reason on the agenda given for Executive Session and believes the words "civil action" should replace "civil matters." She added that council is also supposed to identify a specific reason for entering Executive Session rather than just reading the statute. Ms. Prent stated that when looking back to previous minutes of different council meetings over the past year, the same blanket language has been used. Ms. Prent explained that she was interested in knowing at what point Marty Manahan's position was created and found that on in November, 2013, Tamira Martel was hired and in February, 2013, Marty Manahan was introduced as the new Downtown Business Director with no indication of what the position entails or when/if the vacancy was advertised. She asked that City Council become more forthcoming about the reason for entering Executive Session and to be more careful that the public record is complete. Mayor Gamache thanked Ms. Prent for her comments and stated that council's intent is to properly warn for Executive Session and take her feedback very seriously.

4. Mayor's Report.

Mayor Gamache recognized the Boy Scouts who organized Green Up Day and worked with 70 participants to clean up the City. She also explained that the Maple Festival drew in a decent crowd despite the rainy weather and thanked everyone who participated in the parade. She added that many people are not aware that the Maple Festival is sponsored by a separate organization from the City and appreciates that they were able to try some new events that were beneficial to the merchants of the downtown.

5. Consider adoption of 2014 & 2015 Goals and Objectives (D&V).

Mayor Gamache explained that council has made it a practice in recent years to identify goals and objectives that are then tracked throughout the year and has found it to be a useful tool. Mayor Gamache proceeded to read the proposed 2014 and 2015 City Council Goals and Objectives. The council worked together at a recent meeting to establish a list of proposed 2014 and 2015 Goals and Objectives.

A motion was made by Alderman Hawkins; seconded by Alderman Spooner to approve 2014 & 2015 Goals and Objectives as presented. Mr. Hawkins asked Mayor Gamache if she could read the list of goals and objectives aloud for the public audience. Mayor Gamache proceeded to read the listed goals and objectives. (See attached 2014 and 2015 Goals and Objectives). Ms. Prent noted the goal set to strengthen public relations and strengthen relations with businesses and cited the lack of outreach to residents regarding changes to their environments. Pauline Cray stated that she also believes the neighbors would appreciate more public outreach. Mr. Doyle asked Ms. Prent and Ms. Cray if they are referring to public notice on items such as paving, etc. Ms. Prent responded affirmatively and added that she also wished there was more public involvement on specific subjects such as the direction of traffic on Maiden Lane. Mr. Bean noted that he has voiced his concern many times about the future of Pearl Street and the safety and maintenance issues that it has, specifically with the semi truck traffic. He asked what the status of the street is. Mr. Spooner responded that Pearl Street has not been forgotten but the sidewalk alone would eat up the entire year's budget. He added that a comprehensive plan for the City's sidewalks is underway and hopeful that Pearl Street will be addressed in the future. Mayor Gamache stated that if a street is not identified on the current paving/sidewalk project list, it does not mean that other streets that are not being discussed and could be taking place at the committee level.
Vote was unanimous, 6-0.

6. Interviews for City Hall Renovations Committee.

Mr. Spooner recused himself as Mr. Ellsworth is his father in-law. Mr. Corrigan noted for the interest of disclosure that Mr. Ellsworth is a family friend; however, council did not ask that he recuse himself.

Mayor Gamache welcomed the candidates and proceeded to ask each candidate the following questions.

1. Please introduce yourself and explain why this opportunity interests you.
2. How do you use/interact with City Hall?
3. What impression should a public building like this convey to the general public?
4. What are one or two priorities you have for the renovation?
5. How would people who have served on a committee with you describe what it's like to work with you?
 - a. Merritt Ellsworth
 1. Lives on Bishop Street, has been a resident of the City for 40 years, is an amputee and believes that he could provide some perspective and insight based on his life experiences regarding uses of the building for the general public.
 2. Frequents City Hall to pay his taxes and water bill and believes he could offer some perspective on easibility of getting up and down the stairs as an amputee.

3. Safe, friendly, warm, clean, aesthetically pleasing and easy to move around in.
4. Functional, neat, clean and accessible for the general public.
5. Open-minded, strong decision making skills and fair.

b. Sue Langreich

1. Graduate of BFA and Champlain College and then Drexler University where she obtained a degree in Interior Design. She worked for the Federal Government in Facilities Management. She recently retired and purchased a home in St. Albans and would like the opportunity to serve the community.
2. She recently used the facility to obtain property tax information and loves the architecture of the building.
3. Safe, secure, clean and efficient. She believes it should be a building that the community takes pride in and should be a great space for its employees.
4. Lacks user-friendliness and accessibility and believes those two items should be focused on during renovations. She also believes that the employees of the building should be able to participate.
5. She is a go-to person who is respectful, knowledgeable, confident and enthusiastic, professional and able to complete projects on time and on budget.

c. Pauline Cray

1. Born in St. Albans and returned in 1999. She used to own a B&B and is very active with all of the City's downtown events.
2. She uses the facility for the Festival of Trees and would like to see more large-scale events be a part of City Hall.
3. Welcome. She loves the architecture of the building and believes it would be a great performance facility.
4. She believes soundproofing and acoustic issues in the gymnasium are very important.
5. Flexible, easy to get along with and not afraid to take charge.

d. Jill Snapp

1. Born in St. Albans and recently returned in 2008. She has been involved in the arts and theatre field for 30 years and believes she'd be able to contribute toward community event space.
2. She uses the basement space and gym frequently.
3. She likes that the gym is mixed use for the whole community.
4. Believes the stage area in the gym could be put to better use, wants the employees to be happy with the changes and believes the windows in the rear of the building are not aesthetically pleasing.
5. Upbeat and able to keep things on track.

Mayor Gamache asked the candidates if they are all City residents. Ms. Langreich responded that she is a Town resident. Mayor Gamache explained council will go into Executive Session later this evening to review the applications. Council may or may not decide if the applicants will be appointed tonight but will be in touch with the candidates regardless. Mr. Cloud added that staff has retained a sound engineering firm who already conducted an analysis and is now waiting for their report. He stated that staff has also hired Jim Cameron as the Project Manager. Ms. Snapp asked Mayor Gamache what the duration of this commitment is. Mayor Gamache responded that the work of the committee will have a relatively short time span- their role will be to work with staff, council and the general public to take in design concepts and seek public input before finalizing and presenting a plan to council for voter approval.

7. Interviews for Parks Commission.

Mayor Gamache explained that the Parks Commission is a new commission and would oversee Taylor Park, Houghton Park and Barlow Street Park. The commission would engage public conversations about the City's planning processes providing feedback and input.

1. Please introduce yourself and explain why this opportunity interests you.
2. How do you use/interact with our City Parks?
3. What is your vision for our City Parks?
4. What are one or two priorities you have for the park?
5. How would people who have served on a committee with you describe what it's like to work with you?

a. Peter Chevalier

1. Lives across from Houghton Park and when he was on City Council, he felt that the City's parks were an area that did not receive a lot of attention.
2. He and his wife attend the Farmer's Market in Taylor Park on Saturdays; his children were raised playing in the park and he has served on numerous boards in the past.
3. His vision is to make the City's parks all inclusive, that they are one of the gems of the community. Wants to make sure that projects continue in the future and that the parks are used by everyone. His goal is to make Houghton and Barlow safe for everyone and to act as a liaison between council and community members.
4. To make the parks safe and would like to go deeper into the budgets for the parks so the commission is aware of what they have to work with.
5. Civic-minded, open-minded and committed.

b. Barbara Weinstein

1. She lives 2 blocks from Taylor Park. She is interested in joining the commission because she wants a safe, well functioning, beautiful park for her grandchildren and the community to enjoy. She also helped develop a community park 40 years ago in Florida.
2. She walks around Taylor Park for exercise, attends community events in the park, helped to raise money and awareness for the Historical Society and enjoys the park's flower beds. When the fountain was operative, she used to take her grandchildren to the park. She was the water girl for the volunteers working on the rain gardens on the western side and has talked to Chief Taylor about safety issues in the park. She occasionally uses the Barlow Street park and hasn't used the Houghton Park much but believes it has potential.
3. Would like to see all the city parks have a strong connection to the community and provide safe, useful, attractive spaces for people of all ages, allowing input from everyone.
4. Would like to develop a community consensus that would lead to a written, flexible plan for the future of the park. She would like to explore grants and donations to be used for Parks for the future. She also noted that she has spoken to mothers who have requested rubber chips be used instead of wood chips for mulch to avoid their children getting splinters.
5. Good listener, follows through, effective, quick study and has become friends with many.

c. Vicki Willette Ms. Willette was not present.

8. Consider temporary re-appointments to Regional Planning Commission (D&V).

Mayor Gamache explained that Jeff Young and Laz Scangas' terms are about to expire and is asking council to grant a temporary re-appointment until the recruitment process is done and full-time appointments can be made.

A motion was made by Alderman Doyle; seconded by Alderman Spooner to temporarily approve re-appointments to Regional Planning Commission. Vote was unanimous, 7-0.

9. Consider Downtown Board recommendations for Board appointments (D&V).

a. Vesna Bozik and Rachel Kinney

Mr. Sawyer explained that the Downtown Board has recommended Vesna Bozik and Rachel Kinney to be appointed to the Downtown Board. He stated that if council prefers to still interview the candidates, they may. Mr. Doyle asked if there was a precedent for this scenario. Mayor Gamache explained that the Downtown board has adopted a process in which they have an Organizational Sub-committee of the Downtown Board which vets and interviews candidates before recommending them to the Downtown Board. Mr. Sawyer noted that this is the second year the board has used that process.

A motion was made by Alderman Pelkey; seconded by Alderman Spooner to approve Downtown Board recommendations for Vesna Bozik and Rachel Kinney. Mr. Corrigan stated that he is confident the board vetted the right candidates but noted that sometimes when you allow like-minded people to vote for like-minded people, you only get one outcome. Mr. Hawkins responded that that is the exact reason why it was decided to at least place recommendations of the committee on the City Council agenda in case the council did want to interview the candidates. Mr. Doyle asked if council received anything from the Downtown Board explaining why they chose those candidates. Mayor Gamache responded negatively. She stated that Vesna is the owner of The Traveled Cup and has purchased the building that her business is in and Rachel Kinney is a newer member of the community with an enormous amount of interest in the downtown. She also spends time professionally in other communities and has great insight and vision. Mr. Pelkey stated that in the future, he would like something in writing from the Downtown Board on each candidate. Mr. Doyle asked Mayor Gamache to elaborate on Rachel Kinney. Mayor Gamache responded that she is impressed with Rachel's enthusiasm and passion for downtown and the community. She has only been in St. Albans for a year but frequents a lot of the events that take place in the community and is eager to be involved. **Vote was unanimous, 7-0.**

10. Candidate Interview for Design Advisory Board appointment.

Mayor Gamache proceeded to ask each Ms. Peltier the following questions.

1. What has motivated you to apply for this volunteer position?
2. Why do you think the City has enacted design review guidelines?
3. How do you feel about the City's re-development initiatives?
4. What values/goals would guide your participation on the board?
5. How would people describe what it's like to serve on a board/work on a small team with you?
6. Can you rule according to regulations even if you don't agree with them?

a. KarenMarie Peltier

1. Past experience and interest in serving.
2. Because it makes sense. She has been involved in historic renovations projects before and worked with Friends of the North Country. She was endorsed by Adirondack Architectural Heritage whose philosophy was very similar to what is now happening in St. Albans. She was very happy to see the progress and historic preservation in the City when she came home.
3. Answered in response # 2.
4. Believes it is very difficult to balance civic interest, bottom-lined budgets and the interest of historic preservation. She thinks it's very important to be principle-centered but forward thinking.
5. Makes decisions based on her conscience and gets along with everyone. She develops friendly relationships with people even if they don't see eye-to-eye and can find common ground. Has experience in a past career teaching people how to negotiate through conflicts.

6. Believes you must adhere to regulations but there are ways to get people to discuss and think about why those regulations are in place. She believes that the bottom line is what is best for the community and sometimes you must be a creative thinker.

11. Planning Report, Chip Sawyer.

a. First Reading: Main Street Banner Program.

Mr. Sawyer noted the two brand new cross-street banners located on Main Street as part of the gateways that were installed by the Streetscape project last year. Because the City now has two new banner locations, each with two sides, it needs to change the banner installation policy focusing on event banners and is looking for approval from council. Mr. Sawyer proceeded to list the following proposed policies for the new cross-street locations:

- Organizations must design event Velcro panels at specified dimensions and have Velcro running along all four edges for complete contact.
- Once installed, the event banners can stay up for a maximum of 14 days after which time they can be taken down entirely or moved to an alternate location for an additional 14 days.
- When event banners do not cover an entire cross-street side, City staff may choose to keep some of its branded panels up to fill space.
- Event panels may take up both sides of a cross-street location, if desired.
- The fee for installing event banner(s) to one side of the cross-street systems is \$200, which includes take-down.
- The City and its agents will have sole authority to perform installation of banner panels, unless other permission is granted by the City Manager.
- The City will not be responsible for damage to event banners and cannot guarantee the ability to take down event banners before high-wind or other damaging weather events.

Mr. Doyle asked Mr. Sawyer for further clarification on what the cross-street side means. Mr. Sawyer responded that staff is calling the banners, “cross-street banners” and each banner has two sides. Mr. Doyle asked Mr. Sawyer what is allowed to go on an event panel. Mr. Sawyer responded that the goal is not to turn the event banners into outright business advertising and a good rule of thumb is that as a community and cultural resource, the space should be used to talk about what’s going on in the community. There may be cases where staff finds unintended uses within the definition of “events” but personally feels that staff should cast a wide net and see what kind of applications are received. If the event banners end up not attracting the best use, staff can come back to council for further suggestions to narrow the condition of what allowed material would be. Mr. Doyle asked what kinds of groups are currently using these banners. Mr. Sawyer responded that it varies but examples include the Festival of Trees, Kingman Street Klassic and Downtown Summer Concert Series and added that a foster grandparent group will be using the banner space at the old location this month. The City may also choose to put up more City announcements such as when taxes are due. Mr. Doyle asked if there would be a charge of \$200 for an event that is City sponsored. Mr. Sawyer responded that it could be part of the sponsorship or the fee could be waived as a way for the City to sponsor an event.

Mr. Pelkey asked if the events are restricted to events occurring in the City only as opposed to events that occur in other parts of the county. Mr. Sawyer responded that there have been instances where a local business advertises for an event that occurs outside the City but would still want to attract City residents. Mr. Corrigan asked Mr. Sawyer if language should be included in the policy that reserves council the right to refuse to put up a banner for whatever reason they deem appropriate. Mr. Sawyer responded that it would be a good idea. Mr. Spooner noted the parameter

that banners stay up for a maximum of 14 days and would like to include language that the banner stays up for 14 days or “one day after the event.”

Mr. Doyle asked if the banner fee is for the use of the City space or more for use of the City equipment. Mr. Cloud responded that it is the opportunity cost for renting the space. Mr. Pelkey suggested that a restriction of political banners should also be stated in the policy. Mayor Gamache asked if that proposed language would apply to a City bond vote. Mr. Pelkey responded that he doesn't feel that a City vote would be considered political. Mr. Corrigan stated that the language could be drafted so council can reserve the right to refuse for any reason including but not limited to paid political advertisements.

b. First Reading: Park Hours Ordinance.

Mr. Sawyer noted that this is the first reading of proposed changes to Park Hours under Title 13, Chapter 5. In order to provide consistency in park operations and allow the direct guidance that the police department desires, staff is proposing to change the closing time of Houghton and Barlow Street Park to 8:30 pm and is in light of much neighborhood input, specifically Barlow Street.

Mr. Spooner stated that the current signage in the park states that it closes at 9:00 pm so new signs would need to be ordered. Mr. Corrigan commented that he feels 9:00 pm is a more reasonable closing time as it is still daylight during the summer hours at 8:30 pm.

Mr. Cloud stated that this proposal grew out of a conversation with a neighbor who was concerned with the locking schedule. In order to have the police be responsible for locking up the park, staff felt a clear time for closing the park would be needed. Mr. Cloud stated that staff could push the time back to 9:00 pm but the feedback given at Barlow, was that 9:00 pm is too late. The Police Department is now responsible for locking up the parks in conjunction with all of their other duties, so to set different closure times depending on the season would ultimately be confusing.

Mr. Spooner and Mr. Doyle commented that they would both prefer a 9:00 pm closing time and believes some of the neighborhood concern at Barlow was over noise complaints. Mr. Chevalier, a resident across the street from Houghton Park, introduced himself. He does not believe a 9:00 pm closing time is unreasonable but anything later than that would be and added that in the winter months, there aren't many people using the park anyways.

Mr. Doyle asked if there was a regulation that the police could use to enforce noise if someone was to blast their car stereo at the basketball courts, for example. Mr. Sawyer responded that there is a very broad ordinance about sound under noise regulations in regard to nuisance noises but the officer would have to use their interpretation of that ordinance to determine what to do next. Mr. Doyle asked if council could draft more specific language regarding noises in parks. Mr. Cloud stated that the issues brought to staff referred to people being in the park doing things they are expected to do in the park and did not necessarily imply that there was any inappropriate behavior. Mr. Sawyer responded that possibly the Park Commission could look into the noise issue.

c. First Reading: Time limits to Houghton Park parking.

Mr. Sawyer stated that in response to input about people parking long-term in front of Houghton Park, staff is proposing an amendment governing Timed Parking Zones in Title 17, Chapter 5, Sub-Chapter 6. Under the new proposal, the parking spaces provided along the front of Houghton Park on the east side of South Elm Street would be designated 2 ½ hour parking spaces. This revision also makes a technical correction, moving item c. in Section 5352 to Section 5351.

Mr. Spooner noted that there are several duplexes and a triplex on that street that have been permitted and do not have driveways or any parking. Mr. Sawyer stated that they are probably legal,

non-conforming which would not be permitted under the City's current rules and would require more parking on the property. Mr. Spooner noted that one of the buildings is built out to its border so there would be no place to add parking. Mayor Gamache asked Mr. Spooner how many properties there are without parking. Mr. Spooner responded that there are 4 or 5.

Mr. Chevalier stated that recently there has been an influx of vehicles parked on South Elm by employees that work nearby. One of the concerns during the winter time is the lack of room to push snow when vehicles are parked along South Elm early in the morning before the roadway is plowed. His concern is that in the summer, people who want to use the park won't be able to find parking. Mr. Chevalier added that he hopes that staff will take into consideration the residences that have no driveways or onsite parking.

Ms. Weinstein asked if it would make sense to consider a permit system for those that are affected by not having driveways. Mr. Bean stated that if a permit system is allowed, he believes users should pay a fee. Mr. Chevalier noted that there is a fire hydrant adjacent to a parking space as well and would like to see that space blocked off.

Mr. Hawkins asked if there were jamborees that take place at Houghton Park on Saturdays and last longer than 2 ½ hours. Mr. Spooner responded that they don't usually last that long. Mr. Hawkins asked if it would make more sense to adopt the 2 ½ hour parking rule from Monday – Fridays only. Mr. Sawyer responded that it was proposed that way to fall into the current mode of 2 ½ hr. parking which is from Monday – Saturday but noted that it could be changed if need be. Mr. Pelkey agreed.

Mr. Cloud stated that this item is not a staff initiative and was in response to a council's concern that parking at the park is not available for park users. He noted the difficulty in enforcing 2 ½ hour parking and noted how quickly the parking would fill up by non-residents if permits were made available. Ms. Weinstein asked Mr. Cloud why not have a specific resident parking permit. Mr. Cloud responded that it would create the first ever resident parking program in the City. Mr. Corrigan added that it could set a precedent that staff may not want to set. Mr. Robtoy stated that the parking problem has improved since the Police began putting warnings on vehicles. Mr. Cloud stated that the lack of parking in the downtown core is displacing parking all over the City and unless council is determined to enact this, there is not a good solution at this point. Mayor Gamache stated that she is reluctant to jump to a solution. Mr. Robtoy stated that it might be worth having the Chief continue to issue warnings. Mr. Cloud asked Mr. Robtoy to address the plowing issues that Mr. Chevalier alerted council to. Mr. Robtoy responded that immigration employees filled the parking spaces on South Elm before the plow could go through to move snow and noted the severe winter that we just had.

Mr. Sawyer asked if this situation has gotten better since the issue was first raised to staff. Mr. Hawkins asked who raised this issue to staff. Mr. Spooner responded that he brought the issue to staff but feels the situation has gotten slightly better. Mr. Robtoy stated that it will take some educating of the rules and follow up before the problem progresses. Mr. Spooner noted that the parking issue is really bad first thing in the morning. Mr. Hawkins asked Mr. Spooner if he is ok with holding off on this topic. Mr. Spooner responded affirmatively.

d. Re-authorization of Planning Director as Peddler Permit Granter (D&V).

Mr. Sawyer stated that last year, council authorized the Director of Planning & Development to issue peddler licenses under the ordinance and realized that the motion last year did not have an expiration date and therefore there is no need to re-approve this item. Mr. Spooner asked if anyone has come to him to apply for a peddler's permit. Mr. Sawyer responded negatively and stated that people have come to him with questions only.

12. City Manager Report

a. Consider approval of FY 2015 Certificate of Highway Mileage (D&V).

Ms. Duffy explained that every year the Vermont Agency of Transportation asks the City to certify that the City will spend a minimum amount of money per mile on highways and requires council's signature. The approval certifies that funds raised by municipal taxes are equivalent to or greater than a sum of at least \$300 per mile. The City has 24.78 miles of highway.

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to approve FY 2015 Certificate of Highway Mileage. Vote was unanimous, 7-0.

b. Year 2013 Bridge Inspection Summary Reports, Allen Robtoy (D&V)

Mr. Robtoy stated that the issue raised in the bridge inspection report on Lemnah Drive has been rectified with new guardrails and anchors. Mr. Spooner asked Mr. Robtoy if there is any grant money through FEMA available to be used toward the flood issues. Mr. Robtoy responded that he received \$13,000 a couple years ago for reengineering costs and the entire bridge is going to be moved west as part of the Federal Street project. The City will still be eligible for \$150,000 from the State when the bridge is actually relocated. Mr. Robtoy stated that the grants are only good for 2 years and will apply once the timeline for the Federal Street project is tightened up. He estimates that the bridge project will cost \$450,000. Mr. Doyle asked if all of the other stream crossings are culverts. Mr. Robtoy responded affirmatively.

A motion was made by Alderman Spooner; seconded by Alderman Doyle to approve Year 2013 Bridge Inspection Summary Reports. Vote was unanimous, 7-0.

Mr. Spooner asked Mr. Robtoy how the Request for Proposal came in for paving. Mr. Robtoy responded that it was very favorable at \$4 per ton less than what the City paid last year. Cold planing also came in under what was expected at \$2.10 per square yard this year opposed to \$2.50 per square yard last year. Mr. Robtoy stated that he is hopeful that there will be enough money to not only complete the streets scheduled but to get everything on the tentative list completed as well.

13. Finance Report, Sarah Duffy.

Ms. Duffy noted that at the end of April, the City has completed 10 months or 83% of the fiscal year. Beginning with the General Fund, Revenues are at 84.5% of budget and Expenditures are at 85.2% of budget. The difference of 0.7% creates a small deficit of \$51,145. Ms. Duffy stated that this is an improvement over last year at this time, when we a deficit of \$167,537 was reported. Property tax collections are up 7% from last year at this time as a result of a successful tax sale in January. Also Assessing revenue is considerably different from last year because the City received the statewide per parcel payment of \$22,000 earlier than usual. Similar to last month, CJC, Public Works, and Police revenues are higher than the 83% benchmark. The CJC is funded primarily through 5 grants and staff has received all revenue from the largest three. Staff expects to receive an additional \$80,000 in grant revenues before the end of the year. Public works revenue is over budget by \$130,000 in debt proceeds that directly offset the cost of a sidewalk plow reported in Row 42, and \$47,200 in grant revenues. Police revenue is over budget by \$31,000 in insurance proceeds from a totaled cruiser and \$55,000 in payments for the second School Resource Officer. Additionally, dispatch revenues are 99% collected for the year contributing to the current revenue balance.

Ms. Duffy explained that expenditures are all right on target at this point in the year. Actual capital purchases to date have not changed since last month and include a sidewalk plow purchased with debt proceeds and replacement police cruiser purchased with insurance proceeds. The City also purchased a police cruiser earlier in the year; a pickup truck and bucket truck for the fire department; a pickup truck

and utility truck in public works in addition to spending on the street improvement program and sidewalk engineering. Staff also purchased a vehicle for use in the recreation department. In both Public Works and Recreation, amounts paid for department specific debt are included in the capital expenditures.

There was limited movement in the other governmental funds. Ms. Duffy stated that she submitted a request for reimbursement on the Federal Street project for \$40,000 which will reduce the overall deficit. Since the end of April, staff has received grant funds equal to the deficit in the OJP Grant fund.

Both water and wastewater are showing deficits before depreciation. Ms. Duffy noted that this is in line with what staff has seen in previous years. Debt proceeds are equal to the amount spent on the Fairfax dam project for the year. This debt was incurred in FY13 and has been sufficient to cover the cost of the entire project. Allocation fees and allocation interest are over budget in both the water and the wastewater funds because of a large, unanticipated purchase for the Harborview project. As with all allocation fees and allocation interest, these dollars will be reserved. The reservation of these funds has also driven capital expenses over budget in both water and wastewater.

14. Minutes: Special Meeting 3/31/14, Regular Meeting Minutes 4/14/14 (D&V).

A motion was made by Alderman Spooner; seconded by Alderman Hawkins to approve Special Meeting Minutes from 3/31/14. Motion passed, 5-0 with Aldermen Pelkey & Corrigan abstained.

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to approve Regular Meeting Minutes from 4/14/14. Motion passed, 6-0 with Alderman Hawkins abstained.

15. Warrants: 4/22/14 & 5/9/14 (D&V).

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to approve warrants from 4/22/14 and 5/9/14. Vote was unanimous, 7-0.

16. Other Business.

Mr. Spooner stated that he has been attending the Town Selectboard meetings for the last couple of months and the Town has approved all Recreation programs for their rebate. Mr. Cloud asked Mr. Spooner if he knew how much the Town spent. Mr. Spooner responded that he believes \$8,000 but could be wrong.

Mr. Hawkins asked Mr. Cloud how far away council is from seeing a liquor ordinance. Mr. Cloud responded that the plan is to have a first draft completed and presented to council before the end of the fiscal year.

Ms. Krupp stated that she received a phone call today from Mimmo's requesting an outside consumption permit and will bring to the meeting next month unless a special meeting is called beforehand. Mayor Gamache stated that a special meeting could be called to speed up the process. Mr. Spooner added that Cosmic Bakery and Maggie O's are also looking for a place to put tables outside. Mr. Cloud responded that that can be taken care of administratively. Mr. Cloud asked Ms. Krupp to contact Mimmo's to submit the application and a special meeting will be scheduled.

17. Executive Session.

- a. To consider discuss real estate purchase options where premature disclosure would compromise the City or person involved and appointment or evaluation of a public officer.

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to enter Executive Session at 8:24 pm to discuss pending civil actions and the appointment of public officer(s). Vote was unanimous, 7-0.

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to exit Executive Session at 9:08 pm. Vote was unanimous, 7-0.

18. Adjourn.

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to adjourn meeting at 9:08 pm. Vote was unanimous, 7-0.

Respectfully Submitted,

Kristen Smith
Administrative Coordinator

Approved by Council