

**St. Albans City Council
Minutes of Meeting
Monday, July 8, 2013
City Hall, Council Chambers**

A regular meeting of the St. Albans City Council was held on Monday, July 8, 2013, in council chambers at City Hall at 6:30 pm.

Council Present: Mayor Elizabeth Gamache; Aldermen: Chad Spooner, Ryan Doyle, Jeff Young, Tim Hawkins, Aaron O'Grady and Jim Pelkey.

Council Absent: None absent.

Staff Present: Dominic Cloud, City Manager; Chip Sawyer, Director of Planning & Development; Sue Krupp, City Clerk and Treasurer; Peg Strait, Director of Finance & Administration and Steve Miller, Fire Chief.

Visitors: See attached sign-in sheet.

1. Executive Session.

- a. To discuss appointment of a public officer and civil matters where premature disclosure would compromise the City or person involved.

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to enter executive session at 6:02 pm. Vote was unanimous, 6-0.

A motion was made by Alderman Young; seconded by Alderman O'Grady to exit executive session at 6:36 pm. Vote was unanimous, 6-0.

2. Pledge of Allegiance.

Mayor Gamache called the meeting to order and led the pledge of allegiance at 6:39 pm.

3. Public Comment.

Katie Collin, City resident, business owner and member of the Downtown Board introduced herself. She believes that representatives in City Hall should do everything in their power to preserve the Smith family homestead. Ms. Collin explained that John Smith was one of the few men responsible for bringing the railroad to St. Albans and that the library and fountain in Taylor Park are a result of the Smith family's generosity and civic pride. She added that the City can honor the Smith's by saving their homestead and turning the property into a community resource on Maiden Lane.

Mayor Gamache stated that council has received several comments with regards to traffic signals on Lower Newton and North Main Street. Mr. Cloud explained that the Fire Chief and Public Works Department would be best to comment. Chief Miller explained that the Lower and Upper Newton traffic signals have recently changed due to the Wal-Mart build out at the north end of town. A lighting upgrade was completed on June 26th by East Coast Utilities which included a new control box and traffic head to allow for a left hand turn from Lower Newton in advance of Upper Newton onto North Main. Part of the planned lighting upgrade included an advanced green light in the northbound direction of North Main Street to allow traffic to turn onto Lower Newton. Mr. Miller explained that when East Coast Utilities came to reprogram the light, the advanced green light went away. Mr. Miller explained that now vehicles used to the former controls are entering the intersection with traffic headed southbound immediately upon them. He stated that he has been in contact with the DOT (Department of Transportation) and the engineering firm, East Coast Utilities. They will be meeting tomorrow at the intersection to determine a permanent solution for the light when travelling northbound on North Main

which allows for a left hand turn onto Lower Newton Street. Mr. Miller added that the intersection was done correctly, following the Wal-Mart plan. Mr. Young asked if the pedestrian walk light was working. Mr. Miller responded negatively and stated that East Coast Utilities was waiting for a letter from the City before they could turn it on as they were concerned with ADA accessibility issues. Mr. Doyle asked where the cost for the extra turn light is funded from. Mr. Miller responded that he did not know for certain. Mr. Pelkey asked why there could not be two green turn lights in opposing directions. Mr. Miller stated that it was possible but the engineers are trying to return the controlled intersection as close to its original format as possible. Mr. Miller stated that they did allow for a longer green light when making the left hand turns from Lower Newton Street. Mr. Doyle asked if the majority of the project was being paid for by Wal-Mart and asked if a traffic analysis was ever conducted. Mr. Cloud stated that AOT reviewed the Wal-Mart permit and made the change based on that alone without any firsthand knowledge of the local traffic plans. Mr. Cloud explained that the developers' engineers followed the Wal-Mart plans and the City then stepped in to assist in getting the plan back to the traffic pattern that we know works. Mr. Cloud added that the one compromise along the way is to the traffic coming up Lower Newton; however, the preference will be given to the Main Street traffic. Mr. Doyle asked if AOT routinely does this type of change without a traffic analysis and wants to ensure that when the City does a similar adjustment on Federal Street, local input is provided. Mr. Cloud responded that Federal Street is a local project and that this was not intended, it was just a mistake. Mr. Young asked when the Elm Street Crossing would reopen. Mr. Robtoy responded that it should hopefully reopen on Friday.

Mayor Gamache stated that agenda item # 8 will precede agenda item # 4.

4. Interview Candidates for Planning Commission Vacancies.

Mayor Gamache stated that there are currently two vacancies and four applicants for the Planning Commission. She explained that she will ask each candidate several questions including why they are interested in being on the commission and to explain their background and expertise. Mayor Gamache stated that appointments will be made following the Liquor Control portion of the agenda. Mayor Gamache explained that council will do the best job they can to make a decision that will do the greatest good for the community and added that there will be plenty of other opportunities in the future. Chairperson, Chris Dermody, could not be present and Jeff Bean was present on his behalf.

Mayor Gamache introduced each applicant individually and asked them to briefly explain their experience and qualifications and stated that she would then allow council to ask follow-up questions.

a. Stacie Callan

Ms. Callan stated that she was born and raised in St. Albans and operates a local real estate company in the City. She would like to contribute her knowledge to help transition the City into a very viable place. Mayor Gamache asked what experiences she has that she feels are relevant. Ms. Callan stated that she has been involved with filling vacant properties in the City. Her personal goal has been to fill all of the vacancies in the City and would like to bring to the board why some of those vacant storefronts are hard to fill due to certain rules and restrictions in place. Ms. Callan stated that she is currently a member of SAFF (Saint Albans for the Future) and feels that the Planning Commission is a better fit. Mr. Young asked Ms. Callan what restrictions she is speaking of. Ms. Callan stated that parking and lack of knowledge about the existing façade grant have prohibited filling empty storefronts. She stated that it is important to find ways to entice other businesses into the City and added that facades should be about blending; they should stand out but still be tasteful. Mr. Young asked how restrictive she feels council should be with regards to the Ace façade. Ms. Callan responded that that is too broad of a question to answer. Mr. Doyle asked if Ms. Callan is familiar with Euclidian and Form-Based Code zoning. Ms. Callan responded negatively. Mr. Doyle asked Ms. Callan how long she's been in real estate. Ms. Callan responded that she has been

in the business for 8 years. Mr. Doyle asked what her portfolio includes. Ms. Callan responded that she is opening a Keller Williams branch and will be applying for grants to renovate the inside and outside of the building. She added that she wants to see growth in the City in a positive way and it is a personal mission as much as it is a business goal.

b. Gerald Muehl

Mr. Muehl stated that he settled in St. Albans just over 10 years ago and in the last 4 or 5 years has been an involved resident and would like the opportunity to become even more involved. Mayor Gamache asked Mr. Muehl what specifically interests him in participating in the Planning Commission. Mr. Muehl responded that he likes planning and seeing things improve and as an employee of Immigration, he enjoys challenges. He has played the role of Chairman for the Baptist church and enjoys conversing with people. Mr. Pelkey asked Mr. Muehl if he flips his properties for financial gain. Mr. Muehl responded that he has with some and has kept others. Mr. Pelkey asked Mr. Muehl what his opinion is of the Streetscape project and some of the other proposed projects in the City. Mr. Muehl responded that one of the biggest problems he sees is the lack of parking signage to make non-residents aware where parking is located. Mr. Spooner asked Mr. Muehl how many times he has gone in front of the DAB (Design Advisory Board) for a property that he has renovated. Mr. Muehl responded that he never has because he determines what he can and cannot do with the property before having to go before the DAB. Mr. Spooner asked Mr. Muehl if he looks up the codes himself. Mr. Muehl responded that he uses the employees of City Hall as a resource and is not afraid to ask questions. Mr. Young commented that he knows Mr. Muehl on a personal level and stated that he is very pragmatic. Mr. Doyle stated that the Planning Commission does very little with parking and its primary functions include codes as well as developing the Master Plan along with the function of DAB which is quasi-judicial. Mr. Doyle asked Mr. Muehl who recommended him to step forward. Mr. Muehl responded that he has had discussions in the past with Mr. Sawyer, Director of Planning & Development.

c. Tom Murphy

Mr. Murphy explained that he is not a Vermont native and works at the railroad and also owns Chow! Bella restaurant. He previously owned Fitness Zone for 7 years because health and wellness is very important to him. Mr. Murphy explained that he originally had no desire to be on the board but was urged to apply by several people. He has had some wonderful mentors in his life and likes sharing information with others. Mr. Murphy stated that he has no personal agenda and believes that it is a personal obligation to do his civic duty. Mr. Spooner asked Mr. Murphy if he would have the time to designate to the commission. Mr. Murphy responded that if he believed his time commitment would affect the integrity of the board, he would not be present tonight. Mr. Pelkey asked Mr. Murphy how he feels about streetscape and the proposed parking garage. Mr. Murphy responded that he believes it is wonderful and difficult to balance competition but is great when a community can come together. Mr. Murphy stated that we need to separate our opinions and get to the facts and do what's best for the City. Mr. Doyle stated that the DAB is quasi-judicial in nature and asked if Mr. Murphy would be comfortable recusing himself if a discussion arose surrounding his property or a neighboring property. Mr. Murphy responded that he has never had an issue with a neighbor and is hopeful that he could help facilitate discussion between neighbors to come to a resolution. He stated that the only way the community will thrive is by getting along. Mr. Doyle asked Mr. Murphy if he is still affiliated with an anti-bullying organization. Mr. Murphy responded that he is part of an organization called Sweethearts & Heroes.

d. Sue Prent – Ms. Prent stated that she has lived in St. Albans for 30 years and runs a family-owned business on Bank Street. She has been active in participating in a lot of different issues that are related to planning and has attended many hearings and meetings. She added that what she doesn't

know about the Planning Commission far outweighs what she does know. Her interest is in seeing a sustainable future for St. Albans and believes it is a very exciting time to be involved in the City with a lot of potential pitfalls and opportunity. Mayor Gamache asked Ms. Prent to give examples of some of her recent activities with the City. Ms. Prent responded that she is a member of the Northwest Citizens for Responsible Growth and the League of Conservation Voters and has a strong conservation background. She has been involved with trying to get a better outcome for the Smith homestead. Ms. Prent commented on the downtown campus and the importance of managing it and creating a cohesive plan. She would also like to see the efforts of form-based zoning come to fruition. In addition, Ms. Prent explained that she supported the Joint Study Committee and hopes it's the basis for a future relationship between the City and the Town. Mr. Spooner asked Ms. Prent if she has stayed current with the Ace project and asked if she supported the original design. Ms. Prent responded that she supported the revised design and believes it is a step forward overall. She is hopeful that it is a move that will help stimulate the adjacent shopping center. Mr. Hawkins asked Ms. Prent what her thoughts are on the State office building and parking garage. Ms. Prent responded that she supports the parking garage although it is a costly change but believes it's the necessary thing to do. Ms. Prent stated that the State office building is going to be a tremendous asset to the downtown as well as the hotel. Mr. Hawkins asked Ms. Prent if she would be in favor of those projects if the City had to use eminent domain. Ms. Prent responded that she would rather the City found an alternative way and would hope it to be a very rare situation that would compel a City to use eminent domain. Mr. Hawkins asked Ms. Prent if it would sway her decision if she was making a decision based on her capacity as a DAB member and knew that as part of the final decision, the City would contemplate using eminent domain to create a business. Ms. Prent responded that she would have to know all of the facts surrounding the situation and is disinclined to the use of eminent domain. Mr. Hawkins asked Ms. Prent if she would allow a personal preference interfere with a decision that could conflict with the City's position. Ms. Prent responded that she does not have overarching bias and looks at everything on an individual basis. Mr. Young commented on Ms. Prent's support with his efforts in the park. Mr. Doyle asked Ms. Prent if her background is chiefly in art. Ms. Prent responded that her background is entirely in art and is also a writer. Ms. Prent stated that she is a quick study and learns well.

Mayor Gamache stated that she would like to allow each candidate to add any follow-up comments.

- a. Stacie Callan – Ms. Callan commented on her extensive real estate background that runs in her family. She has donated a lot of time to many committees and is willing to contribute her knowledge of the real estate market to the board.
- b. Gerald Muehl – No further comment made.
- c. Tom Murphy – No further comment made.
- d. Sue Prent – Ms. Prent commented that it is nice to see young people interviewing for this role.

Mayor Gamache opened the floor to public comment.

Mr. Ford asked if there were still vacancies on the DRB. Mayor Gamache responded affirmatively and stated that they will be considering those appointments at a future meeting.

Mr. Bean stated that he had some questions he would like to pose to each applicant and asked the following.

- Noting the focus on the Downtown, do you have any other concerns beyond Main Street?
- How do you plan to support form-based code without having much knowledge on the subject?

- Pertaining to quality of life in the City, what changes would you make that are not happening right now to increase the quality of life in the City? Mr. Bean also added that in this community, there are a fairly large number of families struggling financially and would like to know if there is anything that could be done to help improve that in terms of quality of life.

a. Stacie Callan

Ms. Callan responded that she would like to focus well beyond Main Street and believes that all of the routes leading in and out of the City should be equally as pleasant. She stated that she does not know much about form-based code and asked Mr. Doyle to explain it. Mr. Doyle responded that form-based code focuses on the use and is modeled after restrictions of use in order to mediate effects. It focuses more heavily on the presence in zoning to meet the effect of how you'd like a neighborhood to feel rather than being very restrictive with what you can and cannot do. Ms. Callan believes that cleanliness, preserving, policing, ordinance and rewriting rules to evolve with the growth in the City are all important parts of improving quality of life.

b. Gerald Muehl

Mr. Muehl responded that he would like to see more restaurants on the South end of the City. He stated that he does not know what form-based code is. Mr. Muehl believes that the City should manage its own garbage removal to help increase the quality of life and added that it would limit fuel consumption and be profitable for the City.

c. Tom Murphy

Mr. Murphy responded that he believes there is not an inch of the City that is not important. He also does not know what form-based code is and would address quality of life issues by assisting everyone's needs and allowing everyone an opportunity to express their needs no matter how big or small.

d. Sue Prent

Ms. Prent stated that it is important to be aware of the need for affordable housing and believes the most intelligent way to do that in a limited space is with multi-family dwellings. She would like to make the neighborhoods pedestrian friendly and focus on keeping neighborhoods safe. She added that she also does not know much about form-based code. Ms. Prent believes that having walkable streets and good recreational allotments will contribute to quality of life. She added that it is important to recognize that cars are necessary but they should not define the City. It is also very important to protect green spaces and public gathering places and to focus on working toward a downtown that will be multi-generational.

5. Select Two Candidates for Planning Commission Vacancies (D&V).

A motion was made by Alderman Hawkins; seconded by Alderman O'Grady to nominate Stacie Callan to the Planning Commission. Mr. Doyle stated that the board has separate functions; one including planning and focusing on regulations and the other being quasi-judicial, acting as the DAB. He added that they are two different bodies and must appoint a candidate to both at the same time and that some of the codes in the State look for a mix and a balance of people that represent the community. Mr. Doyle added that the Chair of the Planning Commission, Chris Dermody, mentioned that there's a certain element of the business side of the community on the board missing as well as a lack of females. Mr. Young stated that he believes Ms. Callan is the weakest candidate due to her primary focus in real estate and would like to see more balance. Mr. Hawkins stated that he believes Ms. Callan is a visionary and will help put in place those ideas best suited for the City without any personal bias. Mayor Gamache stated that she believes it's important to have diversity on the boards as well as qualified candidates. **Vote was unanimous, 4-2 with Alderman Young and Spooner opposed.**

A motion was made by Alderman Spooner; seconded by Alderman O'Grady to nominate Gerald Muehl. Mr. Spooner appreciated that Mr. Muehl was not afraid to ask questions. Mr. Young stated that Mr. Muehl is a smart person but is also a developer and could have a biased interest. Mr. Spooner stated that Mr. Muehl seemed to look at the overall picture. Mr. Doyle commented that in looking for someone who can take in a lot of perspectives and be open minded, he would like to consider Tom Murphy and believes he would be particularly strong on the DAB. Mr. Hawkins asked Mr. Doyle if he believes Mr. Murphy would have the time to contribute. Mr. Doyle responded that Mr. Murphy's time commitment is the least of his concern. Mayor Gamache stated that council did not ask any of the other candidates to comment on their time commitments. Mr. O'Grady stated that he believes if Mr. Murphy didn't have the time, he would have been honest about that. Mayor Gamache stated that Mr. Murphy represents a resident, a business owner and an employee. Mr. Doyle stated that Mr. Murphy has come before the DAB many times as a result of his business endeavors and has handled the situations well in terms of his receptiveness. Mr. Pelkey commented that he is in support of Stacie Callan and is also worried about Mr. Murphy's time constraints. Mr. Pelkey added that Ms. Prent is one of the most knowledgeable candidates but is worrisome about her opinion on eminent domain. Mr. Hawkins stated that he can always count on Sue Prent to be in attendance at any important meeting and if she is not appointed to be on the board tonight, she will always be present. Mr. Young commented that he feels Ms. Prent is misunderstood. **Vote was 2-4. Motion was overturned.**

A motion was made by Alderman Hawkins; seconded by Alderman Doyle to nominate Tom Murphy. Vote was 5-1 with Alderman Pelkey opposed.

6. Recess for Liquor Control Commission (see separate agenda).

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to recess out of regular session and commence as Liquor Control Board at 8:15 p.m. Vote was unanimous, 6-0. (See Liquor Control Board minutes).

7. Public Hearing on Bike and Pedestrian Grant Application (Chip Sawyer).

Mr. Sawyer explained that it is a requirement to hold a public hearing for any grant that is being applied for. The Bike and Pedestrian Grant is federal money sponsored by VTrans and would be used to extend the Streetscape project north to Hoyt Street on both sides and thus construct the planned improvements in front of the future Ace Hardware site. Mr. Sawyer added that the project has not been priced out; however, he doesn't believe it would cost more than \$500,000 and the match is 10%. The proposed project would include the addition of one more crosswalk and will also allow the chance to look at some sewer and water services. Mr. Hawkins stated that he is very glad that Hudson to Hoyt Street is being considered. Mr. Pelkey asked Mr. Sawyer what he feels the City's chances are to be awarded the grant. Mr. Sawyer stated that all aspects of the proposal are eligible Streetscape costs and adding a crosswalk will help include some pedestrian amenities. Mr. Pelkey asked how far this project would extend. Mr. Sawyer responded that the project would extend to the very end of Hoyt Street. Mr. Spooner asked if the proposed crosswalk would be intended for the top of Hoyt Street. Mr. Sawyer responded that it would certainly be near the top of Hoyt and would ultimately allow the engineers to determine the best location.

Mr. Ford commented that he does not see a lot of bike friendly work going on in the City and believes the City should try to accommodate more bicycles. Mr. Sawyer responded that currently planned for the Streetscape project are the purchase of more bike racks. He added that the geometry of Main Street itself doesn't lend to a bike route; however, one can be planned for Federal Street. Mr. Sawyer stated that it may be possible to connect the bike path to the downtown. When it comes to safe bike routes to and from school for kids, Mr. Sawyer stated that there is a growing group having that discussion and the City could certainly encourage the safest routes and explore other possibilities. Mayor Gamache stated

that the regional Walk Bike group has been meeting regularly and there is some momentum in that regard. Mr. Ford stated that the public perception is that there isn't any interest in bicycles. Mr. Pelkey asked Mr. Sawyer if there is a plan to have a bike route on Federal Street. Mr. Sawyer responded that it is part of the concept. Mr. Young noted that several bicyclists visited The Traveled Cup recently. Mr. Cloud stated that we might want to revisit the location of bike racks now that we know of their uses. Mr. Doyle stated that he's seen a bike rack that attaches to light poles. He also asked if bringing the bike lane from the bike path to Federal Street will be considered. Mr. Sawyer stated that it can be discussed by engineers and that it would require the bike traffic to cross one lane of vehicular traffic. Mr. Sawyer added that the Federal Street plan is simply just a concept at this point and there will be plenty more opportunity to discuss further.

8. Mayor's Report.

a) Matching funds for Owl Club Study (D&V).

Mayor Gamache explained that she is bringing to council an offer made by Paul Bruhn, Executive Director of the Preservation Trust, who is offering, if the owners of the Owl Club are amenable, an engineer's assessment to determine the viability of rehabbing the building along with covering half of the associated \$1000 cost. If the cost increased for whatever reason to \$1500, the Trust will cover \$1000 if the City covers \$500. Mayor Gamache explained that the Trust referred engineer, Bob Neil, who has a great deal of expertise. Mayor Gamache stated that the property is privately owned but the offer is something council should consider if the owners accept. Mr. Pelkey stated that the project is on appeal right now to the Environmental Court and asked if council had the jurisdiction to do anything until that appeal process is complete. Mr. Doyle explained that this isn't making any deciding factors and the Public Health and Safety Ordinance gives the Fire Marshall the authority to require any such studies and there may be some connection to compel doing a study rather than having a lot of mystery about what can and cannot be done. This would allow for an independent assessment by someone who is unattached to the property. Mr. Pelkey stated that he would feel more comfortable having some input from attorneys of the Environmental Court and some input from the Connor's. Mayor Gamache explained that this decision is simply authorizing a match that the Preservation Trust is willing to put forward and is not interfering or undermining the appeal process in any way. Mr. Spooner asked if the Preservation Trust is mandating that Bob Neil be the engineer or if council could choose an engineer that both parties agree upon. Mr. Pelkey added that the Preservation Trust is highly regarded.

Mayor Gamache opened the floor for public comment. Gerald Muehl explained that he was recently in the Owl's Club because he was interested in possibly purchasing the property. He commented on the extensive damage and stated that water was coming through the roof into all of the floors and basement below. Mr. Muehl agreed that the Smith family did a lot for the City but the building is unsafe and doesn't believe the City should spend any money until the appeal process is complete. Mayor Gamache stated that the City would not be responsible to pay the \$500 fee unless a study is actually completed.

Nancy Hudak, a business owner in the City, introduced herself. She asked Mr. Muehl what portion of the building he was in when he witnessed the damage. Mr. Muehl explained that the water was leaking down the brick part of the building into the basement when he visited the property two years ago.

Mr. Doyle added that he believes the Public Health and Safety Ordinance is another way for the City to gather information.

Ken Wade asked what kind of engineering study would be conducted. Mayor Gamache responded that it would be an engineer's assessment to determine the cost that would be associated in preserving the building.

Peter Ford commented that he believes \$500 would be a nominal fee to continue the preservation efforts since the City has received millions to preserve the history of the downtown.

Jeff Bean explained that he is concerned over the dialogue pertaining to the previous engineering study that took place by Ruggiano Engineering at the Owl's Club and questioned why the single firm from the Preservation Trust would be chosen.

Ann Levy seconded Peter Ford's comments and stated that based on her discussion with Paul Bruhn, they have several engineers that come highly recommended.

Sue Prent commented that the reason Ruggiano's statement was challenged over the ability to salvage the building is because Ruggiano would profit from a rebuild and his study was incomplete, as it never explored the option to restore the building.

Peter Ford stated that the best way to resolve the issue is to have the Preservation Trust conduct a study and then compare that study with the Ruggiano study and let council decide which study provides the best solution.

Sue Prent stated that if the Preservation's study is completed and the determination is that the building is not salvageable, that would effectively deal with a portion of the appeal and save the City a great deal of time and money and seems it would be in Mr. Connor's interest as well.

Michelle Monroe stated that under City ordinances, the DRB (Development Review Board) and DAB (Design Advisory Board) have the ability to hire whichever experts they choose and would be paid for by the developer. She asked if that authority extended to City Council under their 90-day option to review any historic building discussions. Mr. Cloud stated that it is quite obvious that a big bone of contention is the lack of an independent engineering study. Mr. Cloud stated that the City and the Connor's have nothing to lose.

Mr. Hawkins stated that he would have no issue with a motion that was based on approval from the landowner.

Ken Wade stated that he is convinced that the study would be beneficial and \$500 is a minute contribution.

Michael Kane asked if the motion could include some specificity as to what the City would be getting in return for the \$500.

A motion was made by Alderman Doyle to approve up to \$500 in match for an engineer's assessment offered by the VT Preservation Trust of the Owl Club building. Mr. Doyle retracted his motion to allow for additional public comment. **A motion was made by Alderman Doyle to approve no more than \$500 for an engineer's assessment for a cost feasibility and value study of preserving the original Smith house on Maiden Lane with the consent of the parties to the appeal. Motion was seconded by Alderman Hawkins. Vote was unanimous, 6-0.**

9. Finance Report.

a) Draft FY 13 Financials.

Ms. Strait explained that the revenue and expense numbers provided represent transactions that occurred during the fiscal year only. There will be transactions that will come in during the next couple of months for that period as well. For the General Fund, Ms. Strait explained that revenue came in at 95.5% and expenditures came in at 95%, allowing a small surplus of \$30,000. The primary

revenue that will come in during the next few months is property taxes and she expects to receive approximately \$90,000 as well as an additional \$11,000 in delinquent taxes. Ms. Strait stated that 100% of personnel costs have been captured in the numbers provided including benefits. Finances are in good shape on the expenditure side and we will have a better idea at the end of next month.

Ms. Strait explained that this year's General Fund trend in surplus from May to June increased slightly whereas in previous years it has fallen slightly. The unbudgeted governmental funds include Streetscape and TIF. There is a deficit of \$356,000 in Streetscape and of that, \$120,000 will be billed in July and \$190,000 represents our match. Mr. Sawyer stated that in 2012, the City passed a water/wastewater bond associated with the upgrades that the City would have to make during Streetscape and is eligible for a match. Furthermore, The City passed the TIF bond for up to \$400,000 to finish the project and is hopeful that the City will not have to spend it all. Ms. Strait stated that the City also drew down \$3,000,000 that the voters have approved and have that cash in the bank as it has not yet been decided what projects it will be used for. Mr. Hawkins asked if the City paid off some debt that wasn't anticipated. Ms. Strait responded negatively but stated that the City took on some debt for the Barlow Street tennis courts. Mr. Spooner asked if it's correct that the City spent \$463,000 in Recreation and took in \$563,000. Ms. Strait responded affirmatively.

Ms. Strait stated that the Water and Wastewater Funds are very close to break even. The Water Fund has a deficit of just over \$66,000 with expenses about 3% higher than revenue. In the Wastewater Fund, expenses are approximately 3.3% higher than revenue and all personnel costs for the fiscal year have been captured. An additional \$320,000 is expected in water billing revenue and another \$365,000 is expected in wastewater billing revenue. Next week, a representative from NEMRC will be at City Hall to produce tax bills; she expects them to be mailed by the end of next week with the first coupon due at the end of August.

b) Approval of Loan Application – CWSRF Project RF1-170.

Ms. Strait explained that she is asking for council's approval of a loan application in the amount of \$53,900 for an engineering study for the second phase of the wastewater upgrade at the wastewater treatment facility. Ms. Strait added that this is a standard Clean Water State Revolving Loan Fund application with a Resolution and Certificate, Note, Certificate of Registration, Tax Certificate, Loan Agreement and IRS Form. The loan will have an amortization rate of 5 years at 0% interest. Mr. Spooner asked if replacing manhole covers was still on the radar. Mr. Hawkins responded affirmatively and stated that it was discussed at the last Finance Committee meeting.

A motion was made by Alderman Young; seconded by Alderman Hawkins to approve CWSRF Project RF1-170. Vote was unanimous, 6-0.

10. Warrants – 6/5/13 & 6/18/13.

A motion was made by Alderman Spooner; seconded by Alderman Hawkins to approve warrant from 6/5/13. Vote was unanimous, 6-0.

A motion was made by Spooner; seconded by Alderman Pelkey to approve warrant from 6/18/13. Vote was unanimous, 6-0.

11. Minutes – Reg. Meeting 6/10/13 & Special Mtg. 6/24/13.

A motion was made by Alderman Spooner; seconded by Alderman Pelkey to approve minutes from 6/10/13 Regular Meeting. Vote was unanimous, 4-0 with Aldermen O'Grady & Young abstained.

A motion was made by Alderman Spooner; seconded by Alderman Hawkins to approve minutes from 6/24/13 Special Meeting. Vote was unanimous, 5-0 with alderman O'Grady abstained.

12. Other Business.

Mr. Hawkins noted the heavy rainfall is causing stones from driveways to be deposited into the streets and asked what the City is doing about it. Mr. Cloud responded that he will look into it. Mayor Gamache commented that something could possibly be posted on Front Porch Forum. Mr. Doyle stated that long-term, council could look into holding property owners responsible.

Mr. Spooner asked if there was any update on the work to be done at the top of Lower Welden Street. Mr. Cloud responded that he will find out and get back to him.

Mr. Pelkey stated that on July 17th there will be a Board of Civil Authority meeting at 6:30 pm with one property owner appealing his taxes.

Ms. Prent stated that she takes positions based on individual issues and doesn't consider it an agenda but believes she stands up for the community as a whole.

Mr. Cloud stated that there will be a Special meeting two weeks from tonight as well as a meeting on August 5th to approve the warning for the bond vote.

13. Adjourn.

- a. To discuss appointment of a public officer and civil matters where premature disclosure would compromise the City or person involved.

A motion was made by Alderman Young; seconded by Alderman Pelkey to adjourn the meeting at 9:28 pm. Vote was unanimous, 6-0.

Respectfully Submitted,

Kristen Knoff
Administrative Coordinator