



27 WEST ALLEN STREET
WINOOSKI, VERMONT 05404
(802) 655-6410
(802) 655-6414 (fax)

CITY OF WINOOSKI

JESSIE BAKER
CITY MANAGER

MAYOR NICOLE MACE

COUNCILOR HAL COLSTON
COUNCILOR ERIC COVEY
COUNCILOR COREY MACK

CITY COUNCIL

Agenda
Tuesday, February 19, 2019
6:05 P.M.
CLAIRE BURKE COUNCIL CHAMBERS

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Agenda Review**
- IV. Public Comment**
- V. Consent Agenda**
 - a. Approval: City Council Minutes of February 4, 2019
 - b. Approval: Warrant ending 02/15/2019; Payroll 01/27/2019 – 02/09/2019 & Subsequent to Payout December
 - c. Approval: Certificate of Highway Mileage
- VI. City Update**
- VII. Council Reports**
- VIII. Regular Items:**
 - a. Introduction: Introduce Sarah Franco, AmeriCorps; Claudia Brown, Rec. Activities Asst.; Aaron Fay, Police Officer – J Baker
- IX. Public Hearing – 6:05 P.M.**
 - a. Discussion: First Public Hearing on the Draft 2018 Master Plan – E Vorwald
- X. Regular Items:**
 - b. Approval: Permitting of a Hotel and Garage on Lot 7D – J Baker
 - c. Discussion: Myers Pool Rehabilitation – Project Update – J Rauscher
 - d. Discussion: New Website Preview - P Sarne
 - e. Approval: Downtown Transportation Fund Grant Application – H Carrington
 - f. Discussion/Approval: Winooski Small Business Loan Applications Recommendations – H Carrington
 - Approval: Application 1 Sweet Babu – 25 Winooski Falls Way Unit 110
 - Approval: Application 2 Maggie Hazard dba Wise Rose – 71 Main St.
 - Approval: Application 3 Ash + Gold LLC – 35 West Allen St. Suite 1
 - g. Approval: FY20 Winooski Community Development Corporation Budget – H Carrington
 - h. Approval: Fire Department Request for the Use of Reserve Funds – J Audy
 - i. Discussion: Goal Update: Safe, Healthy, Connected People - R Hebert, J Audy, R Coffey
- XI. Executive Session:**
 - a. UMB – Executive Session Pursuant to 1 V.S.A. §313 (1) (E) “pending litigation to which the public body is a part” – UMB Bank N.A. v. City of Winooski and (2) “the negotiating....of real estate purchase or lease options”
- XII. Adjourn**

MINUTES

The Mayor called the meeting to order at 6:05 pm. The meeting began with the Pledge of Allegiance led by Councilor Colston.

Members Present:

Mayor Nicole Mace

Councilors: Eric Covey, Hal Colston and Corey Mack

Officers Present:

Jessie Baker, City Manager; Janet Brouard, Sr. Asst City Clerk; Angela Aldieri, Finance Director; Heather Carrington, Paul Sarne, Communication Coordinator; Economic Development Director; Eric Vorwald, Planning & Zoning Manager; Jon Rauscher, Public Works Director; John Audy, Fire Chief; John Spittle, Battalion Chief; Rick Hebert, Police Chief; Aaron Fay, Police Officer; Ray Coffey, Community Services Director; Alicia Finley, Park & Recreation Manager; Claudia Brown, Recreation Activities Asst; Sarah Franco, AmeriCorps;

Others Present:

Stephanie Hainley, White & Burke Real Estate Investment Advisor's; Kristine Lott, Greg Rabideau, Rabideau Architects; Peter Kelly, DEW Construction; Robert Dipalma, Attorney Paul, Frank & Collins; Mike Myers; Shana Goldberger, Sweet Babu; Maggie Hazzard, Wise Rose.

III. Agenda Review – None

IV. Public Comment – None

V. Consent Agenda

MOTION by Councilor Covey seconded by Councilor Colston to approve City Council Minutes of 2/4/2019, Warrant ending 2/15/2019, Payroll ending 1/27/2019-2/9/2019, Subsequent to payout for December and Certificate of Highway Mileage as presented. Voted and passed 4-0.

VI. City Update

The City Manager gave the following updates

- **Two weeks until Town Meeting Day!**
 - Ballots are available in the Clerk's Office.
 - You can call and request one or you can come in to the office and vote.
 - Our office hours are Monday thru Friday 7:30 a.m. to 4:30 p.m.
 - Community Dinner – tomorrow night at 5:30 at the OCC
 - Town Meeting Day –Eve presentation on Monday, March 4th at 6:00 at the School
 - Annual reports are now available at all public buildings and on the website
 - CCTV show is linked from the City's website
 - 1 pager available widely - Let us know if you need more copies as you talk with voters about the ballot.
- March 11th – Special Council meeting for the purpose of orienting the new City Council.

- I'll be participating in a roundtable discussion with Congressmen Welch on Monday about infrastructure needs in Winooski.
- Equity and Diversity Summit
 - April 6th
 - Planning session on Monday with key community leaders to assist in planning the day
 - Group of students working on putting together history and data for this discussion
- East Allen Street Scoping Study Local Concerns Meeting on Valentine's Day was a huge success.
- Two big grant announcements last week:
 - Land and Water Conservation Fund Grant for \$148,500 in support of the Winooski Pool Project through the Vermont Department of Forests, Parks, and Recreation.
 - National Recreation and Park Association (NRPA) national 10-Minute Walk campaign. - \$40,000 and one of 10 cities across the Country. Funds received through the grant will help the City of Winooski to develop a comprehensive Parks and Open Space plan, including improving access and connectivity between City parks and developing plans to make one of Winooski's parks universally accessible for all visitors regardless of their age, size, ability or disability.
- The City has a signed MOU with Downtown Winooski, and the hiring process for the new Executive Director is underway with a target start date of April 1st.
- An RFP for a Wayfinding Signage Plan has been completed and will be posted to our website and to the Vermont Bid Registry today or tomorrow. The consultant will be hired utilizing the Municipal Planning Grant award that we received from the Vermont Department of Housing and Community Development
- Community Services Program Updates
 - Community Garden plot registration (including for spaces in our greenhouse) is currently open for returning gardeners, and will be open to new gardeners on March 15th
 - Public Speaking @ OCC. 5 Thursdays starting on February 28th. Registration ends this Friday.
 - Black History Month Celebration on Thursday, Feb 28th from 11-3 @ OCC
 - An in-depth tour of the origins of Black history month and where it all began, A salute to famous black/ African American Vermonters throughout history, and an interactive tour will ask visitors to express what freedom means to them today as visitors and residents of Winooski
 - Girls Rock VT @ Senior Center on Mondays from 3:30 to 5:30 starting on April 1st. Girls Rock Vermont offers instruments and instruction on how to play them. Song writing, coaching and problem solving is worked into the curriculum. Personal instruments are welcomed.

Also available, yoga on Thursday evenings, Ukulele 101 and 102 starting in

VII. Council Reports

Councilor Mack – said he attended the last Planning Commission meeting, which they had invited Local Motion to attend. It was a very informative meeting.

Mayor Mace - said she met with the City Manager to discuss the upcoming budget presentation at the Senior Center. She is going to post on Front Porch Forum to remind citizens about voting. She was also pleased to see the informational sheet that the City put out.

Councilor Covey – said the Public Safety Commission was unable to meet therefore he did not have an update.

Councilor Colston – said the Public Works Commission met, however he was unable to attend due to prior commitment.

VIII. Regular Items

a. Introduce Sarah Franco, AmeriCorps; Claudia Brown, Rec Activities Asst; Aaron Fay, Police Officer

The City Manager said we have three employees that we would like to introduce to you tonight. The first two are from our Park & Rec Department. She invited up Alicia Finley, Park & Recreation Manager to introduce her team. Sarah Franco is our AmeriCorps member. She started back in mid-December and her focus is on youth and getting them involved in the community. Claudia Brown was just recently hired as our Recreation Activities Assistant. She brings several years of experience and three masters in related recreation environment to her position. She was instrumental in launching the Black History Month Celebration and looks forward to hosting many other programs. The Mayor wanted to thank both women for coming tonight and wished them well. Lastly, Rick Hebert, Police Chief and newly hired police officer, Aaron Fay came up to the front. Aaron said he is originally from Connecticut and moved up here three years ago to work for the City of South Burlington. He strongly believes in community policing and thinks that Winooski has a great environment both inside and outside the department to make things happen. The Council welcomed Aaron to the City and wished him well.

IX. Public Hearing

The Mayor called the Public Meeting to order at 6:20 p.m.

a. Discussion: First Public Hearing on the Draft 2018 Master Plan

Mr. Vorwald gave an overview of the high points of the new Master Plan. He said it is intended to be a road map to the City's vision. The life expectancy is 8 years before it will need to be revised. He said our current plan expires April 21st, so we are right on schedule. The Mayor said she is very appreciative for all of Mr. Vorwald's hard work. Councilor Mack, being a new member to the board, wanted to reiterate the same; he was amazed how well this was put together.

Mr. Vorwald said State statute requires two public hearings to be conducted before Council can approve the final Master Plan. Tonight being the first, if Council sees fit to proceed then the next step is to set a date for the next Public Hearing.

MOTION by Councilor Colston seconded by Councilor Covey to set the next Public Hearing for March 18, 2019. Voted and passed 3-0

They Mayor closed the Public Hearing at 6:29 p.m. to resume the Regular City Council Meeting

X. Regular Items

b. Approval: Permitting of a Hotel and Garage on Lot 7D

As a result, from the last Council meeting, The City Council identified several specific areas for consideration. Mr. Vorwald and Mr. Rauscher met with the design Architects to discuss the comments presented. At this time, the City Manager introduced Greg Rabideau of Rabideau Architects. Mr. Rabideau had a power point presentation of the proposed changes made to the hotel and garage plans. He described the site re-designs and the updated functionality of the existing design. He said this was a challenge but he believes the changes represent the best use and make better accommodations to incoming guests as well as those in surrounding

buildings. The Council was pleased to see the changes that he came up with and look forward to future of this project.

MOTION by Councilor Covey seconded by Councilor Colston to approve the permitting and design of a Hotel and Garage on Lot 7D as presented. Coted and passed 4-0.

c. Discussion: Myers Pool Rehabilitation – Project Update

Mr. Rauscher and Mr. Coffey briefed the Council on the status of the Myers Pool Project. Mr. Rauscher said that the construction design phase is in the final stages and we will be moving into the bid phase. They are targeting for the Council to review construction contracts and make a selection in early May. Discussion ensued on some concerns the Council had. Overall, they are pleased with the progress. Mayor Mace thanked Mr. Coffey again on the grant he secured. This will help offset expenses and allow for extras that were possibly on the cut list. It was also recommended that the Council meet with the Myers Foundation to coordinate efforts as not to duplicate efforts.

d. Discussion: New Website Preview

The City Manager said Mr. Sarne and Ms. Carrington are here tonight and are very pleased to provide a preview of the new website. Mr. Sarne gave an extensive overview of the website, demonstrating all its capabilities. This will incorporate the new City branding logo. It offers improved functionality in public meeting modules, hosting online forms and accepting online payments. It also consolidates online processes and provides program and registration management software, all within a user-friendly mobile interface. He said the launch of this new website is scheduled for March 11th. Mayor Mace wanted to commend Mr. Sarne on the time and energy he has put into this project. Job well done!

e. Approval: Downtown Transportation Fund Grant Application

Ms. Carrington said the City is eligible to apply for Downtown Transportation Grant Funds based on our Downtown designation. Funds are available up to \$100,000 with a 50/50 match required, in-kind grant matching is allowable however, some cash match is preferred. She said staff is seeking approval to apply for a \$30,000 grant for the fabrications and installation of wayfinding signage for downtown and the gateway districts of the City. This grant would allow for the implementation of this plan. The match will be partially covered by using DPW staff time for installation of signs with the balance coming from CIP reserves.

MOTION by Councilor Covey seconded by Councilor Mack to approve the Downtown Transportation Fund Grant Application as presented. Voted and passed. 3-0.

f. Discussion/Approval: Winooski Small Business Loan Applications Recommendations

Ms. Carrington said that the Winooski Small Business Loan Committee met on Thursday, February 7th to evaluate three small business loan applications received for City loan funds... Opportunities Credit Union provided them with a credit analysis and the Committee evaluated loan application based on criteria established by the City Council as part of the approved program guidelines. Ms. Carrington said that two of the three applicants are here tonight to explain their uses of the funds requested. Application 1 is from Sweet Babu

located at 25 Winooski Falls Way. Ms. Goldberger said she intends on using the funds as startup capital. Her cafe is expected to open this Thursday and she will use the loan until her financial projections are met. Application 2 is from Wise Rose located at 71 Main Street. Ms. Hazard currently offers salon and beauty services and is looking to expand to a new line of micro blading service. This loan will be used for training, equipment and accessories needed to provide this service. Application 3 is from Ash + Gold LLC located at 35 West Allen Street. Ms. Carrington said the owner is unable to be here tonight. She said this business will also offer salon and beauty services. The funds will be used to purchase inventory, furniture & fixtures and equipment.

The Council thanked Ms. Goldberger and Ms. Hazard for coming. It is exciting to see new businesses wanting to locate in the City. Ms. Carrington said the Committee recommends approval of all three loan applications for a combined total of \$54,500, leaving an available balance of approximately \$195,000 left in the Winooski Small Business Loan Fund.

MOTION by Councilor Covey seconded by Councilor Colston to approve the Winooski Small Business Loan Applications as presented. Voted and passed 3-0.

g. Approval: FY20 Winooski Community Development Corporation Budget

The City Manager said staff is requesting approval of the Community Development Corporation FY20 budget in the amount of \$150,000. The proposed budget is attached.

MOTION by Councilor Colston seconded by Councilor Covey to approve the FY20 Winooski Community Development Corporation Budget as presented. Voted and passed 3-0.

h. Approval: Fire Department Request for the Use of Reserve Funds

Mr. Audy said that the Fire Department has experienced three major equipment/system failures over the past 30 days, including the stations heating unit, our vehicle exhaust removal system and our declining radio infrastructure. All systems are critical and are very essential parts of the maintaining the day to day operations... Each system has been maintained on a regular basis but their age is becoming a factor. Rather than continuing to “band aid” the problem, I am requesting approval of \$75,594 for the emergency repairs needed, The City Manager wanted to make the Council aware that this will not significantly affect our reserves, outline attached. We are not asking for funds just because they are there. These repairs seriously need to be done.

MOTION by Councilor Mack seconded by Councilor Colston to approve the Fire Department Request for the Use of Reserve Funds as presented. Voted and passed 3-0.

i. Discussion: Goal Update: Safe, Healthy, Connected People

Mr. Coffey presented the Council with a monthly update. He said they have completed both a survey and a series of community outreaches to solicit what the community would like to see for programming in the future. They are compiling the results, should have a good feel soon, and will share with the Council in the next month or two... He said the park grant they received would give them the resources & tools to make a better use of our green spaces. He said the Pool is moving along, he anticipates putting out a bid for constructions in March with work to begin in late spring. The City Manager said we are back on track with the Regional Dispatch plan and intend to move forward.

XI. Executive Session

a. UMB – Executive Session Pursuant to 1 V.S.A. § (1) (E) “pending litigations to which the public body is a part” – UMB Bank N.A. v. City of Winooski and (2) “ the negotiating.....of real estate purchase or lease options”

MOTION by Councilor Colston seconded by Councilor Mack to go into Executive Session at 8:37 p.m. and to invite Jessie Baker, City Manager and Robert DiPalma, Attorney for Paul, Frank & Collins as presented. Voted and passed 3-0.

XII. Adjourn

MOTION by Councilor Colston seconded by Councilor Covey to adjourn at 9:15 p.m. Voted and passed 3-0.

ATTEST _____
Asst City Clerk



27 WEST ALLEN STREET
WINOOSKI, VERMONT 05404
(802) 655-6410
(802) 655-6414 (fax)

CITY OF WINOOSKI

JESSIE BAKER
CITY MANAGER

MAYOR NICOLE MACE

**WINOOSKI
COMMUNITY DEVELOPMENT
TRUST
BOARD OF TRUSTEES**

**COUNCILOR HAL COLSTON
COUNCILOR ERIC COVEY
COUNCILOR COREY MACK**

**Agenda
Tuesday, February 19, 2019
6:00 P.M.
CLAIRE BURKE COUNCIL CHAMBERS**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Regular Items:**
 - a. Approval: Approve FY20 WCDC Trust Fund Allocation in the amount of \$150,000.00 to Winooski General Fund for Community Development Corporation – J Baker
- IV. Adjourn**

MINUTES

The Mayor called the meeting to order at 6:02 pm. The meeting began with the Pledge of Allegiance led by Councilor Colston.

Members Present:

Mayor Nicole Mace
Councilors: Eric Covey, Hal Colston and Corey Mack

Officers Present:

Jessie Baker, City Manager; Janet Brouard, Sr. Asst City Clerk; Angela Aldieri, Finance Director; Heather Carrington, Paul Sarne, Communication Coordinator; Economic Development Director; Eric Vorwald, Planning & Zoning Manager; Jon Rauscher, Public Works Director; John Audy, Fire Chief; John Spittle, Battalion Chief; Rick Hebert, Police Chief; Aaron Fay, Police Officer; Ray Coffey, Community Services Director; Alicia Finley, Park & Recreation Manager; Claudia Brown, Recreation Activities Asst; Sarah Franco, AmeriCorps;

Others Present:

Stephanie Hainley, White & Burke Real Estate Investment Advisor's; Kristine Lott, Greg Rabideau, Rabideau Architects; Peter Kelly, DEW Construction; Robert Dipalma, Attorney Paul, Frank & Collins; Mike Myers; Shaina Goldberger, Sweet Babu; Maggie Hazzard, Wise Rose

- III. Regular Items:**
 - a. **Approval: Approve FY20 WCDC Trust Fund Allocations in the amount of \$150,000 to Winooski General**

Fund for Community Development Corporation

Ms. Carrington said that as a part of the City Council's approved FY20, funds from the Winooski Community Development Trust are proposed to be used to fund the Community Development Corporation budget. At this time, she is requesting that the Board of Trustees allocate \$150,000 of the WCD revenue to the General Fund.

MOTION by Councilor Covey seconded by Councilor Colston to approve FY20 WCDC Trust Allocation in the amount of \$150,000 to Winooski General Fund for Community Development Corporation as presented. Voted and passed 3-0.

IV. Adjourn

MOTION by Councilor Colston seconded by Councilor Mack to adjourn at 6:04 p.m... Voted and passed 3-0.

ATTEST _____
Asst City Clerk