

**Winooski City Council Meeting**  
Monday, May 6, 2019  
6:00 PM Claire Burke Council Chambers  
27 West Allen Street  
Winooski, VT 05404

Mayor Kristine Lott - [klott@winooski.vt.gov](mailto:klott@winooski.vt.gov)  
Councilor Hal Colston - [hcolston@winooski.vt.gov](mailto:hcolston@winooski.vt.gov)  
Councilor Jim Duncan - [jduncan@winooski.vt.gov](mailto:jduncan@winooski.vt.gov)  
Councilor Amy Lafayette - [alafayette@winooski.vt.gov](mailto:alafayette@winooski.vt.gov)  
Councilor Mike Myers - [mmyers@winooski.vt.gov](mailto:mmyers@winooski.vt.gov)  
Jessie Baker, City Manager - [jbaker@winooski.vt.gov](mailto:jbaker@winooski.vt.gov)

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Agenda Review**

**IV. Public Comment**

**V. Consent Agenda**

- a. Approval: City Council and Liquor Control Minutes of April 15, 2019
- b. Approval: Payroll Warrant for period 4/07/2019 – 4/20/2019; Warrant ending 5/3/2019 and Subsequent to Payout for February and March
- c. Approval: Headworks Phase III SRF Loan Agreement

**VI. City Update**

**VII. Council Reports**

**VIII. Regular Items**

- a. Introduction: Raul Zevallos, Accountant – J Baker
- b. Approval: Winooski Memorial Day Parade Event Permit Application – H Carrington
- c. Introduction: Tree Ordinance and set Public Hearing – J Duncan
- d. Approval: Chicken Permit – Suzanne Blaine – 64 West St. – J Baker
- e. Approval: Chicken Permit – Stefan Depetris 57 Franklin St. – J Baker
- f. Discussion: Quarterly Treasurer Report – A Anastasi-Hill
- g. Approval: Myers Memorial Pool: – J Rauscher
  - Award Construction Contract to Russell Construction Services
  - Consider/Approve Change Order for Myrtha Liner and Slide
  - Amount of Debt to Incur
- h. Discussion/Approval: O'Brien Center Leases and Fiscal Outlook – R Coffey
  - Vermont Performing Arts League (dba North End Studios) (event/studio space)
  - Vermont Performing Arts League (dba North End Studios) (commercial kitchen)
  - Howard Center, Inc. (Parent-Child Interactive Therapy Suite)
  - Vermont Works for Women
  - Community Health Centers of Burlington
- i. Approval: Request for Use of Reserves: O'Brien Center HVAC Updates

**IX. Adjourn**



## MINUTES

The Mayor called the meeting to order at 6:00 p.m. The meeting began with the Pledge of allegiance led by Deputy Mayor Colston.

### Members Present:

Mayor Kristine Lott

Councilors: Hal Colston, James Duncan, Amy Lafayette, Michael Myers

### Officers Present:

Jessie Baker, City Manager; Carol Barrett, City Clerk; Angela Aldieri, Finance Director; Heather Carrington, Economic Development Director; Jon Rauscher, Public Works Director; Ray Coffey, Community Services Director; Eric Vorwald, Planning & Zoning Manager; Alex Anastasia-Hill, Treasurer; Raul Zevallos, Accountant.

### Others Present:

Samuel Myers, David Dubie, Stefan Depetris, Cindy Robare, Suzanne & Greg Blain, James Ehlers  
Caroline Smith, Megan Everts, Pat Everts, David Weissberger.

### III. Agenda Review – None

### IV. Public Comment

Mr. Ehlers presented a Resolution strongly opposing the basing of any nuclear weapon delivery system in the State of Vermont. He is requesting the Council to consider putting forward a similar resolution.

Mr. Dubie would like to see the City put a ban on fire pits.

### V. Consent Agenda

**MOTION** by Councilor Lafayette seconded by Councilor Colston to approve the minutes of April 15, 2019 as presented. Voted and passed 4-0.

**MOTION** by Councilor Duncan seconded by Councilor Myers to approve the payroll warrant for period 4/7/19-4/20/19, warrant ending 5/3/19 and subsequent to payout for February and March as presented. Voted and passed 4-0.

**MOTION** by Councilor Duncan seconded by Councilor Colston to approve the Headworks Phase III SRF Loan Agreement as presented. Voted and passed 4-0.

### VI. City Update

- Amazing weekend in Winooski



- Waking Windows - Thanks to the Waking Windows sponsors and volunteers for working so closely with city staff to carry off another smooth and successful event this year. Also a shout out to staff who worked tirelessly to ensure the safety and vibrancy of all of these events.
  - Green up Day - We had over 100 people come out to participate in Green up Day. We collected 1400lb of paper with SecurShred, over 1000lb of electronic waste with GoodPoint, and filled an entire roll off. Thanks to all who came out.
  - Arbor Day
  - Dan Higgin's Winooski Photo Show "Seeking Winooski"
  - Dismas House Annual Award presented to the City last night
- School special election tomorrow! Polls will be open 7 am to 7 pm at 123 Barlow Street – Senior Center
- Project Review Committee meeting on Friday to discuss (1) Main & Mansion Apartments and (2) 211 thru 225 Main Street
- Casavant Overlook and 243 East Allen Street
  - Night work along East Allen is expected most of next week, starting tonight. Traffic will be reduced to 1 lane while we install water and sewer lines.
  - Manseau Street will be shut down at the intersection of East Allen and Manseau starting on or near May 15<sup>th</sup> and continuing thru December 15<sup>th</sup>. Traffic can access Manseau using Lafountain. Construction of City Lofts, the 24 unit building located at 243 East Allen Street will break ground around this time.
- Website updates
  - Hickok watermain website
  - PRC page on the website
- Partial Downtown Transportation Fund grant award for the fabrication and installation of wayfinding signage upon the completion of our wayfinding plan. It's small (\$9,570) and will only make a small start on the project.
- BTV will be releasing the Noise Exposure Map at a scheduled meeting at the Airport on May 29<sup>th</sup>. We are working with them to have a Winooski meeting on May 30<sup>th</sup>.
- Downtown Winooski has hired a new 32 hour per week executive director. Meredith Bay-Tyack started work for the organization last week, and already has some knowledge of the community as a Winooski resident. We will invite Meredith to a future City Council meeting for an introduction to Council.

## **VII. Council Reports**

Councilor Duncan said we celebrated Arbor Day on Friday at school because of weather and on Saturday we planted a tree on Weaver St.

Councilor Colston said he has nothing to report but hopefully legislation will end in 2 weeks.



Mayor Lott said the Housing Commission met and they are working on the Housing Trust Fund. I also went to a CCRPC meeting and the discussion was Inclusionary Zoning. Jessie, Paul Sarne, CJC and I were invited to the Dismas House Dinner and was presented the Jack Hickey award for a Welcoming Community.

Councilor Lafayette said we hired Meredith Bay-Tyack as Director for Downtown Winooski Assoc. She also said she met with Kristine, Jessie, Angela & Alex our City Treasurer, she said this is one of the two positions the council oversees. She would like to acknowledge Ali & Nagle and the Waking Windows crew for a wonderful festival.

Councilor Myers also wanted to acknowledge Waking Windows crew and all the volunteers for a wonderful weekend.

## **VIII. Regular Items**

### **a. Introduction: Raul Zevallos, Accountant – J Baker**

Ms. Aldieri introduced Raul Zevallos, Accountant said he was hired on April 1 and he is proving to be a huge asset to the Financial Dept. Raul said he worked for VYCC in the accounting dept and wanted to come work for the City because of its diversity.

### **b. Approval: Winooski Memorial Day Parade Event Permit Application – H Carrington**

Ms. Carrington said the Winooski VFW has submitted an application to hold the Annual Memorial Day Parade on May 25, 2019. This event involves the closure of Main Street between Tigan and Maple Streets for the duration of the parade and will have over 200 participants, thus requiring City Council approval. Formation will be at the Winooski School District parking lot and the parade will process down Main Street to Maple Street. The parade will end at the VFW where a ceremony and barbecue will follow. City Council is invited to participate in the parade and the ceremony to follow.

**MOTION** by Councilor Colston seconded by Councilor Lafayette to approve the event for the Winooski Memorial Day Parade to be held on May 25, 2019. Voted and passed 4-0.

### **c. Introduction: Tree Ordinance and set Public Hearing – J Duncan**

Councilor Duncan introduced Chapter 29 Tree Ordinance. It is the purpose of this policy to promote, protect, and enhance public health, safety, and general welfare of the citizens of the City of Winooski (hereafter referred to as "City") by providing a mechanism for governing the planting, maintenance, protection, and removal of trees and shrubs on public streets, parks, and city-owned properties. This ordinance also gives guidance to public works.

**MOTION** by Councilor Duncan seconded by Councilor Myers to hold a public hearing on May 20, 2019 to discuss and approve the Tree Ordinance as presented. Vote and passed 4-0.



**d. Approval: Chicken Permit – Suzanne Blaine – 64 West St. – J Baker**

**MOTION** by Councilor Colston seconded by Councilor Lafayette to approve the request to keep chickens at 64 West St. as presented. Voted and passed 4-0.

**e. Approval: Chick Permit – Stefan Depetris – 57 Franklin St. – J Baker**

**MOTION** by Councilor Duncan seconded by Councilor Myers to approve the request to keep chickens at 57 Franklin St. as presented. Voted and passed 4-0.

**f. Discussion: Quarterly Treasurer Report – A Anastasi- Hill**

Mr. Anastasi-Hill presented the third quarter financial report for FY19 ending March 31<sup>st</sup>, 2019.

General Fund - The City's General Fund budget projects a surplus of \$42,000 through the end of FY19, expanding from the prior quarter's projections of \$28,000. Reviewing revenue accounts, the O'Brien Center had a significant 10% uptick in FY19 rental income and Police Special Detail has expanded an additional \$20,000. Along with expanding revenue, there was \$50,000 increase in budgeted expenses for the year by 60% of these increased costs are attributable to on-time repairs. This indicates there are no expanding operational inefficiencies at this time.

Enterprise Funds

The Water Fund experienced mild contraction to water charge revenue along with initial engineering cost for Hickok Street that were not budgeted due to year end capitalization that will convert these over to an asset from expenses. When the cost are capitalized, the budgeted surplus of \$87,000 should exceed \$115,000. Although 35% of expected expenses have not yet been recognized, a majority of these are salaries and maintenance items indicating there is low risk of the surplus changing significantly.

The Wastewater Fund experienced a \$115,000 decrease in budget shortage from \$-409,000 to \$-295,000 as loan proceeds came in higher than expected while some expense budgets were revised down as the year comes to a close.

A settlement was reached with Spinner Place adding \$250,000 in non-budgeted but expected revenue to the Combined Parking Garage Fund which will be used towards the Abenaki garage.

Community Services Program experienced the most drastic deficiency against budget on a percentage basis as program fees have continued downwards with year-end projections down \$40,000 from three months prior.



The Community Justice Center has sustained a projected \$5,000 surplus through the end of the year as an older position vacancy provided a \$26,000 cushion to the budget.

The TIF Fund received the majority of the Spinner Place settlement, adding just over a million in revenue and resulting in a fund surplus of \$478,000. Which will be utilized for debt payments.

The Rental Registry Fund expects revenues to hit the original budget laid out in 2018 while a variety of expense items are marginally down, resulting in a year end surplus of \$10,000.

The Community & Economic Development Fund has added onto its prior quarter's cost cutting measures and grown the year end project surplus by approximately \$2500.

As of March 31<sup>st</sup> with FY19 year-end projections, Winooski continues to have a sound financial status as cost management has tempered any large variances in the budget.

For full text see third quarter financial report attached.

**g. Approval: Myers memorial Pool: J Rauscher**

Mr. Rauscher presented the Myers Pool Rehabilitation. He recommends the approval of low-bid contractor for award, select project bid scope and award amount. He said on April 10<sup>th</sup> the City received construction bids for the Myers Pool rehabilitation project. As described in the enclosed memorandum we are recommending the bid be awarded to the low-bidder, Russell Construction Services. The bid included potential deduct scope options for review and Council determination. The memorandum also discusses potential add-on project change orders and bond debt modelling. Please note, in order for the city to apply for the Vermont Bond Bank's summer loan financing (May 8<sup>th</sup> deadline) a bond amount must be confirmed this meeting otherwise the next one is not until December.

He said we are recommending \$3,105,000. Plus necessary electrical upgrades, inspections +5% contingency. There are four potential deducts.

- a. Shade Structure: - \$80,500
  - b. Slide Removal: -\$127,500
  - c. UV disinfection: -\$22,000
  - d. Pool deck lockers: - \$4,500
- Total - \$234,500.

There was some discussion concerning the deducts and Councilor Myers suggested that we remove the shade structure and put the money toward the bigger slide and have volunteers build the structure. They also discussed the liner system vs. a concrete structure. Mr. Rauscher said there is a significant savings on



the liner system of \$519,336.00 over the concrete system. He said if we went with the concrete we would have to acid wash every 5 to 8 years. The liner has a useful life of 40 years. Mr. Rauscher is recommending the myrtha system.

Mr. Rauscher said the UV Disinfection System serves as the health benefit and this would be for the family pool. He said a lot of outdoor pools do not use UV disinfection.

At this time, Mrs. Robare, member of the Myers Memorial Pool Foundation presented a commitment letter to the City Manager donating \$300,000.00 towards the pool.

Discussion ensued with the cost of the project. Voters approved \$3,445,000 million, add the myrtha liner, the large slide and reduce the shad structure by \$40,000.00.

The Mayor called for a minute recess at 7:29 and meeting reconvened at 7:33 to allow Mr. Rauscher to adjust the figures. Mr. Rauscher gave a recap:

\$3,042,500 to the contract it removes \$40,500.00 from the shad structure and \$22,000.00 from the UV system and \$324,501 change to the myrtha system and large slide. The total change is \$3,417,000.00, 5% contingency, \$305,000. Engineering, \$10,000. GMP, \$15,000. Testing \$448,500. Fund raising/grant.

Mr. Rauscher said in order for the City to apply for the VT Bond Banks summer loan financing (May 8<sup>th</sup> deadline) a bond amount must be confirmed this meeting.

**MOTION** by Councilor Myers seconded by Councilor Colston to award the construction contract to Russell construction Services in the amount of \$3,042,500.00 as presented. Voted and passed 4-0

**MOTION** by Councilor Myers seconded by Councilor Duncan to approve the change orders to include the Myrtha System and the large slide as presented. Voted and passed 4-0.

**MOTION** by Councilor Myers seconded by Councilor Lafayette to approve the amount of debt to incur is \$3,417,000.00 as presented. Voted and passed 4-0.

Mr. Rauscher said the actual bond closing is sometimes in July. We will proceed to general contractor and we will receive a schedule back from contractor. We anticipate early June.

See attached for Myers Pool Rehabilitation – Construct Bid Award

#### **h. Discussion/Approval: O'Brien Center Leases and Fiscal Outlook**

Mr. Coffey gave an overview of the O'Brien Community Center. He said the City purchased the property from Pomerleau R. E. in 2007 for 1 million dollars and through a combination of bond funds (2.2 million bond approved in September 2007).



He said for many years, the budget from the O'Brien Center had been managed by the City as an "enterprise fund", with revenues, expenses and capital costs for the building managed separate from the City's General Fund. In 2018 the City's auditors recommended bringing the O'Brien Center fully into the General Fund. He said it should be noted that there are several City budgets (including within other areas of the General Fund) that continue to have expenses associated with the O'Brien Center budget, and that "pay" into the General Fund's revenue through these expenses.

Mr. Coffey said over the past two years, there have been a number of transitions within the tenancy of the O'Brien Center space, and these transitions have contributed to challenging budgets. However, the work that has gone into seeking tenants for vacant spaces, renegotiating leases, and controlling operating costs for the building has ultimately led to a budget picture that is much more positive. The attached spreadsheet details budget projections through FY25, and is based on lease terms that are either active, or being actively negotiated, as well as an assumption of 2% annual inflation for all operating costs.

Before you tonight we have five leases, I'm looking for approval for the following:

Vermont Performing Arts League (dba North End Studios) (event/studio space)

Vermont Performing Arts League (dba North End Studios) (commercial kitchen)

Howard Center, Inc (Parent-child Interactive Therapy Suite)

Vermont Works for Women

Community Health Center of Burlington

See attached leases.

Mr. Coffey said we still need to do some work with Vermont Works for Women and The Community Health Center of Burlington. He would like to see these two leases tabled.

Discussion ensued concerning the leases. The City Manager said we could have possible homeownership in front of the OCC space and possibly subdivide out a corner of that property. Mr. Coffey said on May 20, we would have to amend Chapter 28 fee schedule related to the City renting these spaces.

**MOTION** by Councilor Colston seconded by Councilor Lafayette to authorize the City Manager to execute the said Lease for Vermont Performing Arts League (dba North End Studios) (event/studio space) as presented. Voted and passed 4-0.

**MOTION** by Councilor Duncan seconded by Councilor Myers to authorize the City manager to execute the said lease for Vermont Performing Arts league (dba North End Studios) (commercial kitchen) as presented. Voted and passed 4-0.





**MOTION** by Councilor Colston seconded by Councilor Lafayette to authorize the City Manager to execute the said Lease for Howard Center, Inc (Parent-child Interactive therapy Suite) as presented. Voted and passed 4-0.

**i. Approval: Request for Use of Reserves: O'Brien Center HVAC Updates**

Mr. Coffey is requesting \$72,000.00 in General Fund – Capital to perform HVAC controls improvements at the OCC within the CHCB/VDC and UVM aquatic center space. The proposed improvements will improve temperature controls and energy efficiency (scheduling) and reduce third-party maintenance call-outs by utilizing a remote monitoring system. The proposed lease for CHCB/VDC includes cost recovery for these improvements that are specific to their space. See attached.

**MOTION** by Councilor Duncan seconded by Councilor Lafayette to approve the request for the use of reserves in the amount of \$72, 000.00 as presented. Voted and passed 4-0.

**MOTION** by Councilor Lafayette seconded by Councilor Duncan to adjourn the City Council meeting at 8:40 p.m. Voted and passed 4-0.

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

