



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
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www.dpw.ci.burlington.vt.us

Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: STEVEN GOODKIND, DIRECTOR
DATE: NOVEMBER 10, 2011
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on November 16, 2011 at 6:15 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Removal of Parking Along the Edge of the Bump-Out Convent Square
3. Removal of an Additional 20 Feet to the Driveway to 295 Maple St
4. Removal of Parking on the North Side of Alfred St
5. Lower Church Street Parking Changes
6. Project Updates
7. Minutes of 10/19/11

An Equal Opportunity Employer

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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

M E M O R A N D U M

To: Martha Gile, Clerks Office
From: Steve Goodkind, Director
Date: November 10, 2011
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 16, 2011**
Time: 6:15 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 Public Forum – 5 Minutes
- 3 ^{5 Min} Removal of Parking Along The Edge of The Bump-out On Convent Square
 - 3.10 Communication, Joel Fleming
 - 3.20 Discussion
 - 3.30 Decision
- 4 ^{5 Min} Removal of an Additional 20 Feet To the Driveway to 295 Maple St
 - 4.10 Communication, Joel Fleming
 - 4.20 Discussion
 - 4.30 Decision

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- 5 10 Min Removal of Parking on the North Side of Alfred St
 - 5.10 Communication, Joel Fleming
 - 5.20 Discussion
 - 5.30 Decision

- 6 20 Min Lower Church Street Parking Changes
 - 6.10 Communication, Joel Fleming
 - 6.20 Discussion
 - 6.30 Decision

- 7 15 Min Mid-Block Cross Walks
 - 7.10 Oral Presentation, N. Losch
 - 7.20 Discussion

- 8 15 Min Project Updates
 - 8.10 Communication, S. Goodkind
 - 8.20 Discussion

- 9 Minutes of 10/19/11

- 10 Chair's Report

- 11 Director's Report – Performance Report

- 12 Commissioner Communications

- 13 Committee Reports

- 14 Policy Update

- 15 Adjournment

TRAFFIC ORDINANCE/REGULATION PROPOSAL REQUEST

Request For:	Removal of parking along the edge of the bump-out on Convent Square.
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Customer Name:	N/a
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Customer Address/Phone:	
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Date Received:	
----------------	--

TRR#:	
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Date Replied:	
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Staff Conclusion:	Staff examined parking on Convent Square and determined that when a vehicle is parked along the bump-out it makes it extremely hard for vehicles to get by it. Convent Square is a neighborhood Street off of North Ave that receives very little traffic outside of the residents that live on it. Removing this parking will make it much safer for everyone that uses the street.
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Staff Recommendation:	Staff recommends that parking is removed along the edge of the bump-out.
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Applicable Diagram Layout:	See Attached
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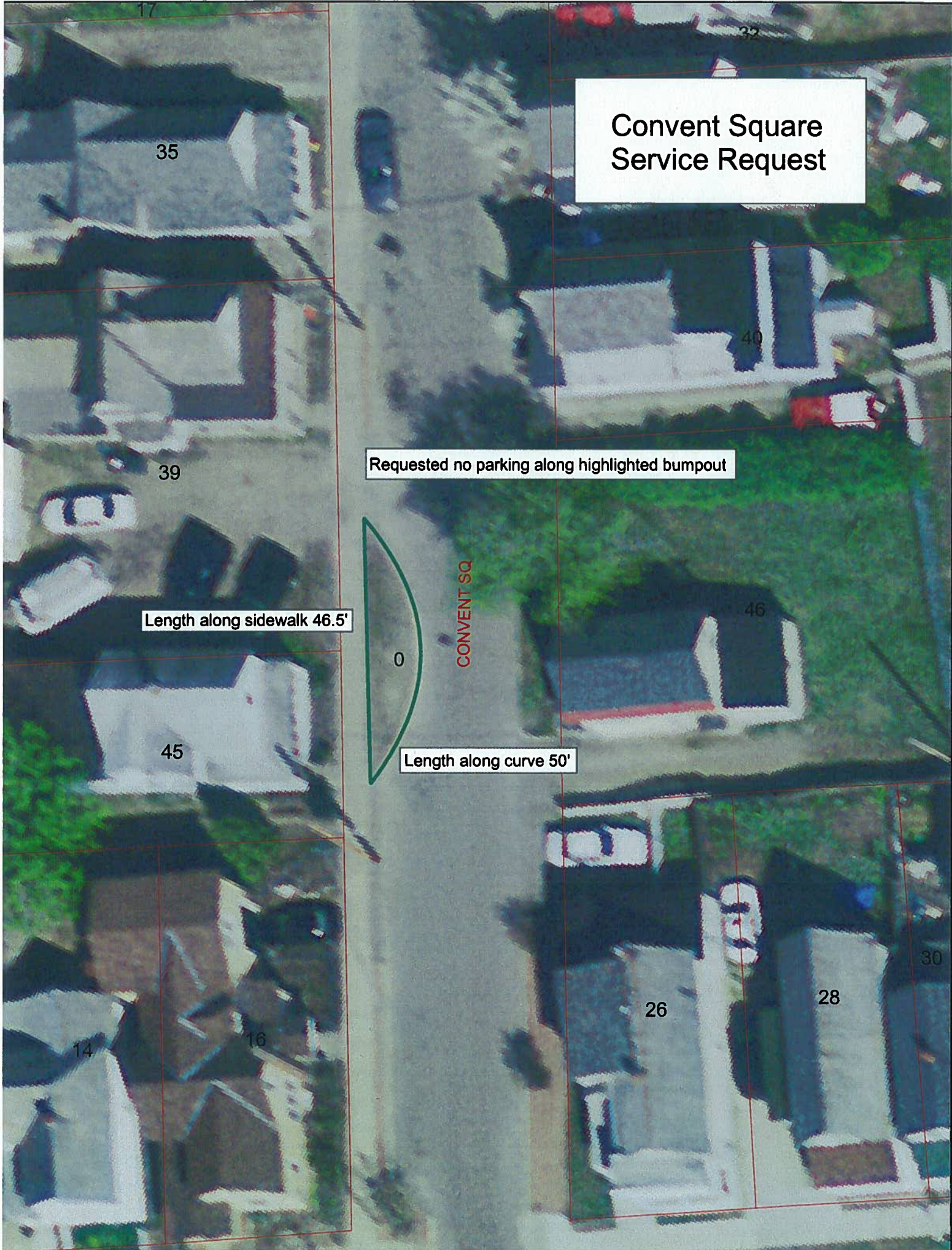
Convent Square Service Request

Requested no parking along highlighted bumpout

Length along sidewalk 46.5'

CONVENT SQ

Length along curve 50'



TRAFFIC ORDINANCE/REGULATION PROPOSAL REQUEST

Request For:	Removal of an additional 20 feet to the edge of the driveway to 295 Maple Street
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Customer Name:	Chris Giard
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Customer Address/Phone:	864-8453
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Date Received:	7/19/2011
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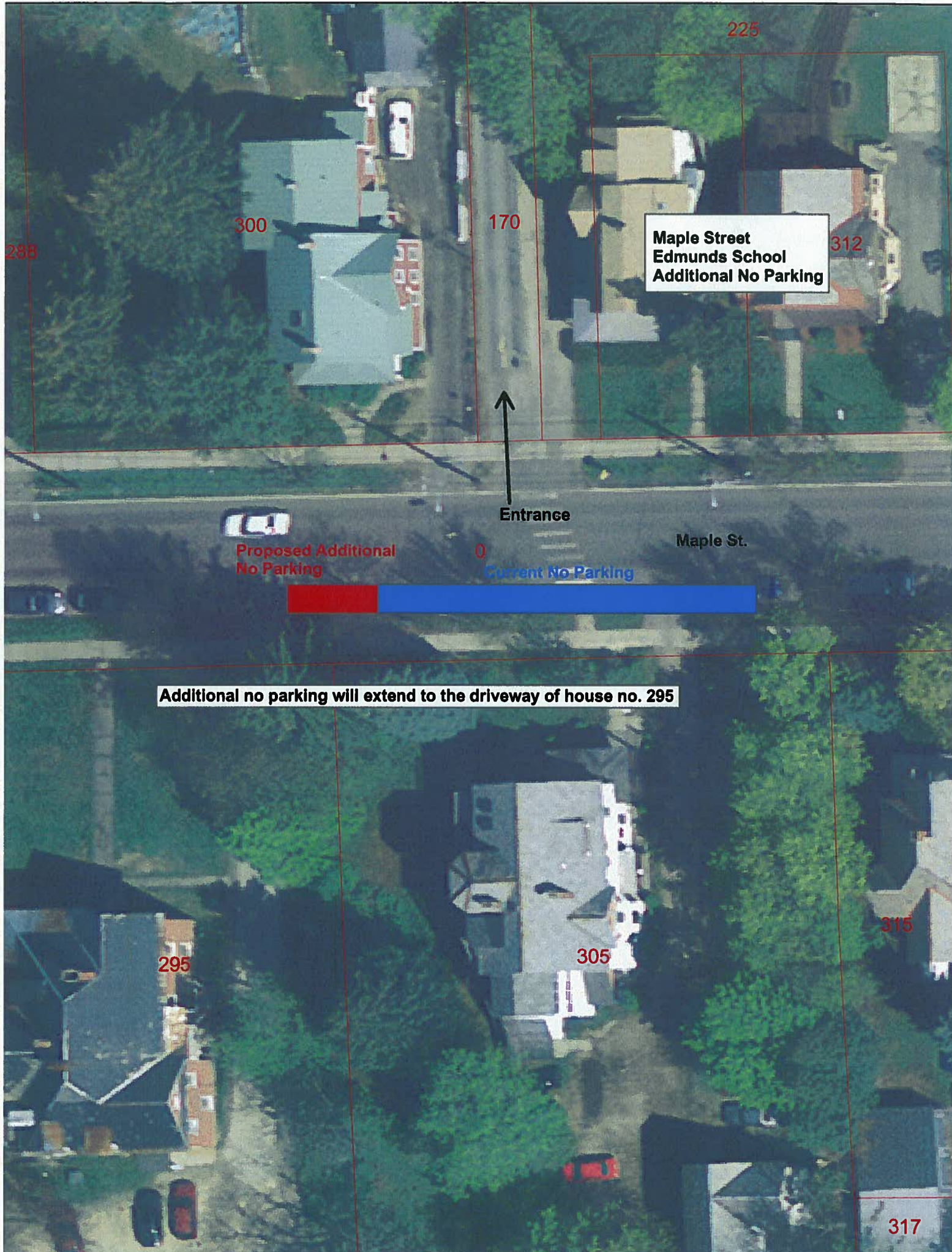
TRR#:	12232
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Date Replied:	4/18/2005
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Staff Conclusion:	Staff examined parking in front of 295 Maple Street. The space that is requested to be moved is across the street from the Edmunds School entrance. Parking is prohibited directly across the street from the entrance. When vehicles are parked here it makes it difficult for large trucks to pull out of the Edmunds school entrance. Removing this parking will allow these trucks to get in and out of the entrance without a problem.
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Staff Recommendation:	Staff recommends that parking is removed an additional 20 feet west up to the driveway of 295 Maple Street.
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Applicable Diagram Layout:	See Attached
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CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

SERVICE REQUEST

Use this form to request services from the Department of Public Works.

Today is: 7/19/2011

Entered By Helen Plumley Request # 12232**Name and Address**

Reminder 10/17/2011

First Name Chris Last Name Giard Date 7/19/2011Street Number Street Address Phone Number 864-8453 e-mail **Request**Location of Request Maple StreetLocation Street Number Location Street Maple StreetSR #12232

Please describe the request.
Use additional space on back of form, if necessary

Move "No Parking" sign in front of Edmunds entrance on south side of Maple Street, one spot to the west, so trucks can turn into the parking lot.

.....

.....

Resolution

For Office use only

Referred to Engineering Dept. Staff Assigned Joel FlemingDate Staff Contact 7/19/2011

Staff Assessment

.....

.....

.....

Customer ServiceFollow Up Date 8/3/2011

Comments

.....

StatusStatus Investigation Close out date 7/19/2011Follow-up Pending



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Steve Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

Date: November 16, 2011

To: Burlington Public Works Commission

From: Joel Fleming, Public Works Engineer

Re: Removal of parking on the north side of Alfred Street

At the last commission meeting staff presented a request by the Alfred Street neighborhood to prohibit parking on one side of the street. In presenting the issue it was determined that businesses that reside on the street that would be directly impacted by this decision were not given notice of the proposal. The two businesses that were directly impacted were, Associates in Dentistry at 10 Alfred Street and The Spot at 210 Shelburne Street.

A decision was withheld by the commission pending further discussion with the businesses to understand the impact if any this may have on them. As staff, we presented the proposal. Associates in Dentistry expressed concern that their clientele would not have a place to park. The Spot did not express any concern with the change in parking.

As staff we feel that it is in the broader public's interest to support the neighborhood's request to remove parking. As staff we have shared this with these two businesses. They have been advised of the date time and location of when this item will be heard and decided.

If you have any follow up questions please do not hesitate to call.

October 6, 2011

Mr. Joel Fleming
Burlington Department of Public Works
Burlington, Vermont

Dear Mr. Fleming,

Attached is a petition requesting the enactment of single side of the street parking on Alfred Street. Residents on the street are requesting that cars be required to park on the South side of the street only at all times.

As I mentioned to you on the phone, we are requesting single side of the street parking because customers of the three businesses located at the corner of our street and Shelburne Road use Alfred Street for overflow parking. It has become increasingly difficult for residents and visitors to get down our street as the popularity of these businesses has increased. The Spot, Dunkin Donuts, and the dental office are good neighbors, but this is an annoyance and a safety issue – if an emergency vehicle needed to get to a house on Alfred Street last winter it would have been impossible.

We spoke to each of the residents of our street and obtained support and signatures from all but two homes – one individual no longer lives in the house and had renters move in on the first of October, but we spoke to her and she sent us an email with her full support, which I have attached for your information. The other resident supports this idea and acknowledges the need for some intervention, but hesitated to sign for personal reasons.

I hope that we'll be able to move forward on this initiative. If there you feel that additional information would help us to enact single side of the street parking on Alfred Street before this winter, please let me know and I will do my best to accommodate you.

Best Regards,



Jennifer Sumner
27 Alfred Street
Burlington, Vermont 05401
802-862-0676

Date: 9/25/11

The purpose of this petition is to enact single side of the street parking on Alfred Street in Burlington, Vermont. Under the new regulations, cars would only be able to legally park on the South side of Alfred Street at all times. I, the undersigned, would like to petition the Department of Public Works in Burlington to institute single side of the street parking to facilitate safe passage on the street for residents and visitors.

Name: Austin D. Summer
Address: 27 ALFRED ST Burlington VT 05401

Name: Joe Bookchin
Address: 21 Alfred St. Burlington, VT 05401

Name: Elizabeth Brody Elizabeth Brody
Address: 15 Alfred St, Burlington, VT 05401

Name: Alvin M. Furlani
Address: 22 Alfred St.

Name: Rebecca M. Weldon Douglas K. Weldon Rebecca Weldon
Address: 30 Alfred St, Burlington VT 05401

Name: Joseph Brochen
Address: 11 Alfred St.

Name: _____
Address: _____

Fw: parking on Alfred St[Hide Details](#)FROM:

Thursday, September 29, 2011 12:40 PM

TO:

fyi

Austin Sumner MD MPH
Environmental and Occupational Health Specialist

— On Thu, 9/29/11, Karen Larsen <Karenastr@earthlink.net> wrote:

From: Karen Larsen <Karenastr@earthlink.net>
Subject: parking on Alfred St
To: austinsumner@yahoo.com
Date: Thursday, September 29, 2011, 8:12 AM

Austin et al,

I do support parking on one side of the street only. I also need to have you all understand that the dental office contributes to part of parking issue in the neighborhood as has done so for many years. As is usually the case, there is always the "straw that breaks the camel's back" and it appears that the cafe has become that straw.

I moved in in 1978 and parking was an issue due to dental patients coming for appointments—it would become more of an issue in the winter months. In more recent years, employees of the dental office have been parking on the street. During my brief times there in the last few years, I have had to ask one employee not to park her car directly in front of my house on 31 Alfred St in a manner in which she consistently has blocked part of the driveway making it a challenge to get any cars in and out of the driveway at 31 Alfred Street. Parking directly in front of 31 Alfred St in a space that is small and rounded has also caused problems for those on Alfred Tr to get in and out of that small lane.

Perhaps there could be some consideration given to a sign that states NO PARKING FROM HERE TO CORNER which could be placed near the lilac bush on the property line between your house and my house. It is not clear to me why the parking should be on the south side of the street as opposed to the north side of the street, but I will defer that decision to the neighbors who are dealing with this issue on a daily basis.,

Sincerely,
Karen Larsen
owner of house at 31 Alfred St
Burlington, VT



Shelburne Street

Alfred Street

No Parking this Side of Street



Perrotta Place



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Steve Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

Date: November 16, 2010

To: Burlington Public Works Commission

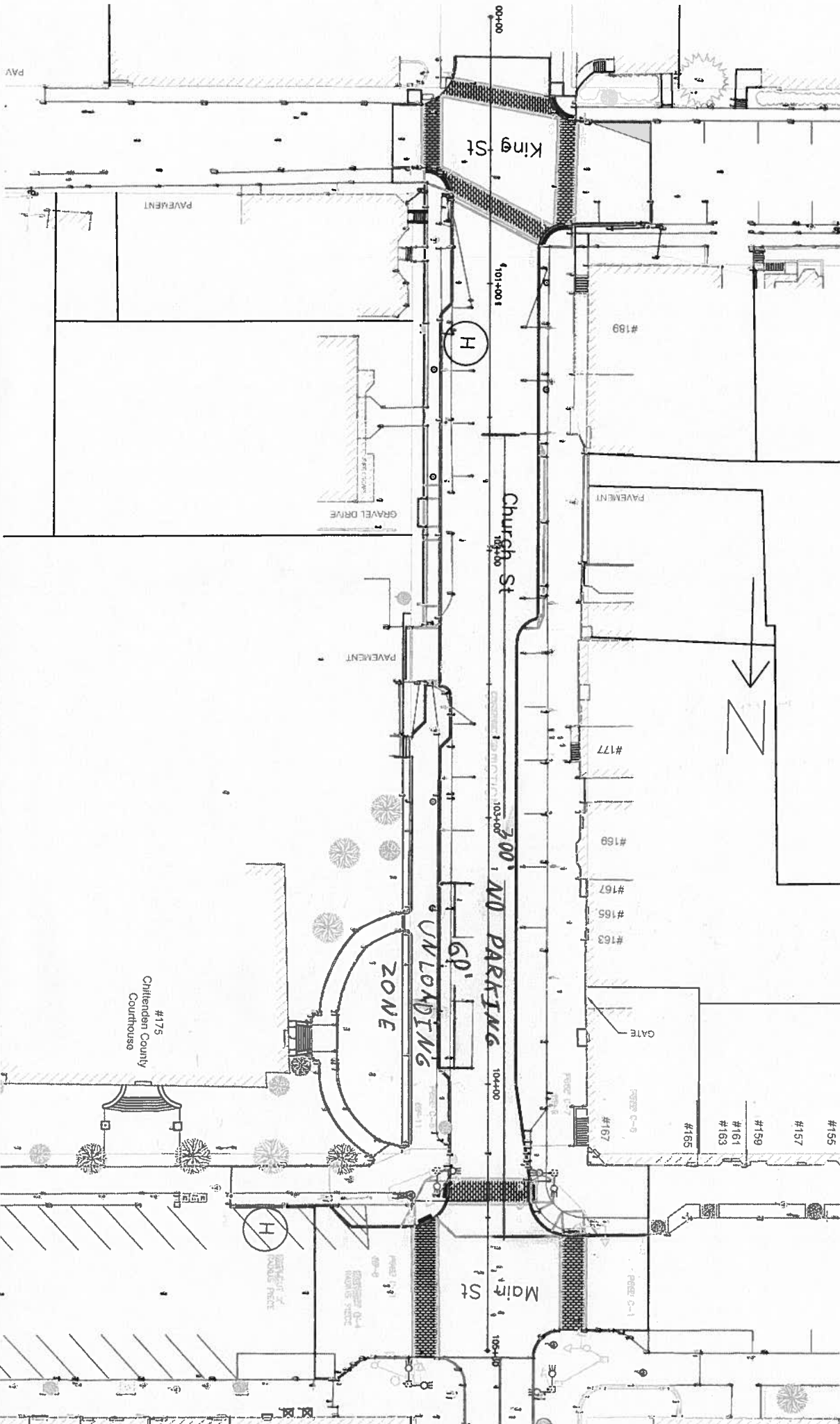
From: Joel Fleming, Public Works Engineering

Re: Lower Church Street Parking changes

Staff reviewed the public process to date for the traffic amendments for Lower Church Street. Though the commission approved the general design they were not asked to approve each of the associated traffic regulations. As a result, as a formality staff is now seeking the commission's adoption of these amendments.

In February of this past year staff presented the final design to the DPW Commission. In March the final design was presented at the Stake holders meeting and the businesses agreed on the final design. Attached are the minutes for that stakeholders meeting on March 15, 2011 and the minutes and agenda for the commission meeting on February 16, 2011. Staff is requesting the removal of parking on the west side of Church Street extending 300 feet south of Main Street. This will create a net loss of 5 spots on lower Church Street but allows these businesses to supply outdoor dining during the summer and an all-around better streetscape. The bump-out removed the Vehicle loading and unloading zone that was on the west side of Church Street as well. While this loading zone is being removed the one on the east side is extending 20 feet south. The loading and unloading zone will be 60 feet which will allow the larger trucks to unload on lower Church Street.

Staff will be available to present this issue to the DPW commission for the November commission meeting. If there are any questions please feel free to call.





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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

MEMORANDUM

To: Martha Gile, Clerks Office
From: Steve Goodkind, Director
Date: February 11, 2011
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: February 16, 2011

Time: 6:15 – 9:00 p.m.

Place: 645 Pine St – Main Conference Room

AGENDA

ITEM

- 1 Agenda**
- 2 Public Forum – 5 Minutes**
- 3 5 Min Removal of Handicap parking space – 7 Catherine St**
 - 3.10 Communication, J. Fleming**
 - 3.20 Discussion**
 - 3.30 Decision**
- 4 5 Min Parking Updates On Lower Battery St**
 - 4.10 Communication, J. Fleming**
 - 4.20 Discussion**
 - 4.30 Decision**

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- 5 10 Min **Pearl St & East Ave Turn Lanes**
5.10 Communication, N. Losch & J. Fleming
5.20 Discussion
- 6 15 Min **Colchester Ave Corridor Plan Update**
6.10 Communication, N. Losch
6.20 Discussion
- 7 15 Min **Pearl St Streetscape**
7.10 Oral Communication, C. Weston & N. Losch
7.20 Discussion
- 8 10 Min **Calendar 2011 Street Reconstruction Contract Program Bid Results**
8.10 Oral Presentation, E. Demers
8.20 Discussion
- 9 15 Min **Lower Church St & St. Paul St Improvements**
9.10 Oral Presentation, E. Demers
9.20 Discussion
- 10 10 Min **Updates on Residential Parking Study & Pedestrian Signal Timing Policies Study**
10.10 Communication, N. Baldwin
10.20 Discussion
- 11 **Minutes of 1/12/11**
- 12 **Chairs' Report**
- 13 **Directors' Report - Snow Update**
- 14 **Commissioner's Communication**
- 15 **Committee Reports**
- 16 **Policy Update**
- 17 **Adjournment**

BURLINGTON PUBLIC WORKS COMMISSION

645 Pine Street

Minutes 2-16-11

The Burlington Public Works Commission held a meeting on February 16, 2011 at 6:19 p.m. at the Public Works Offices, 645 Pine Street. Present were Chairman Alberry, Commissioner Dugan, Commissioner Lavery, Commissioner Marshall, and Commissioner Wood. Commissioners Gundersen and Sherman were not present.

Commissioner Alberry called the meeting of the Public Works Commission to order on February 16, 2011 at 6:19 p.m.

AGENDA

Commissioner Alberry asked if there were any changes to the agenda. There were no changes.

PUBLIC FORUM

No one was present for public forum

REMOVAL OF HANDICAP PARKING SPACE – 7 CATHERINE STREET

Commissioner Dugan made a motion to accept staff's recommendations

Commissioner Marshall seconded.

There was unanimous approval.

PARKING ON LOWER BATTERY STREET

Staff went down and talked to the business and the consensus was the parking was working with the three hour meters. Most owners did not want any changes. Businesses on the east side wanted more information. Suggested the handicap parking to the south not being used move it up and put in a 30 minute meter and move to where the handicap space was.

Commissioner Marshall made a motion to move acceptance of staff's recommendation

Commissioner Wood seconded.

There was unanimous approval.

CALENDAR 2011 STREET RECONSTRUCTION

There were five bidders for the project this year and Whitcomb's came in lowest. The bids were verified correct. Question on if there was a set limit on the time the leave open without final paving and it was stated that this past summer it did not happen we had an inspector available.

There was a question about no shims put in on Colchester Avenue. Timing on paving is coming after UVM is gone, probably July or August.

LOWER CHURCH STREET

Erin showed slides of the redevelopment and improvements on lower Church Street. Don Weston is the contractor for this project. The on site engineer will be Engineer HGA. **There will be some parking changes.**

St. Paul Street is very similar and there will be wider sidewalks, bump outs but stay similar to what we have now. This is an earmarked federally funded project.

PEARL STREET, COLCHESTER AVENUE TURN LANES

A memo was handed out and in the packets. Pearl Street a left turn lane for eastbound traffic on Pearl turning north on to North Prospect Street. East Avenue expanding the right turn lane.

COLCHESTER AVENUE CORRIDOR PLANS UPDATE

A second public meeting was held and we continued the evaluation and a final public meeting is scheduled for June. The final plan will be done by July. We are going over the public comments and what happened at the February meeting. There was discussion about two lanes and mid block crossings. There will be more information coming on this.

PEARL STREET STREETScape

There were some slides shown to show what would happening on Pearl Street. This project has the same funding source as Winooski and St. Paul Street, it is in need of sidewalk renewal. Parking will be increased and looking at decreasing the speed limit. With your guidance we hope to have plans by May and this will happen this summer.

Ron Redmond is from the Church Street Marketplace and he advised a resolution was passed today to enhance upper Church Street to attract potential tenants. We want to redo the street lights to match towards the lights. We voted on Scheme D in the resolution.

Commissioner Dugan made a motion to accept staff's recommendation of Option D.

Commissioner Marshall seconded

There was unanimous vote.

UPDATE RESIDENTIAL PARKING

A letter was handed out on where staff is at for this. I believe this will happen in the next fiscal year.

Commissioner Marshall made a motion to have something done ASAP – make a motion to officially put this on the record in updating residential parking study for pedestrian signal time staff's recommending it.

Commissioner Wood seconded.

There was unanimous approval.

MINUTES

There was a move to accept minutes.

It was seconded.

Unanimous approval

CHAIR'S REPORTS

Just wanted to pass on to the people that they did a heck of a job after the past snowstorms. There was an exceptional job done on the sidewalks.

DIRECTOR'S REPORT

There were three storms in six days and we had 24 hour shifts going on. We will be making paths next to meters to get to them. We used a new product for the sidewalk this year instead of the green salt, seems to be working well.

Loaders are out taking care of some high snow banks at certain intersections.

There is an updated quarterly budget report here.

Budget process is ongoing – have to make some budget cuts.

New customer service person started.

The parking garage at the airport we staff and run but the airport is talking about servicing it out and we are not in favor of that.

COMMISSIONERS COMMUNICATION

Heineberg Bridge bump coming from Colchester to Burlington that's bad.

Question about engineering reorganization approved. Was informed that a plan has been submitted to include an administrative assistance for engineering we are waiting the approval of the budget. We have a temporary person in this position so far.

COMMITTEE REPORTS

N/A

POLICY UPDATE

N/A

ADJOURNMENT

Commissioner Marshall made a motion for adjournment.

Commissioner Wood Second

Unanimous approval

Stakeholders Meeting Minutes
March 15, 2011 - 11 AM, DPW Pine Street
Lower Church St. & St. Paul St. Improvements STP 5000(16) C4

PURPOSE:

The meeting's aim was to familiarize and update stakeholders on the Lower Church and Saint Paul Streets Improvement Project.

ATTENDANCE:

Stakeholders:

Tracy Howard (American Flatbread)
Paul Sayler (American Flatbread)
Kelly Devine (BBA)
Cheech Kehoe (Big Daddy's Pizza)
Judge C. Delaney (Chitt. Cty. Courthouse)
Connie Ramsey (Chitt. Cty. Courthouse)
Anne Williams (Chitt. Cty. Courthouse)
Nick Karabelas (Das Bierhaus)
Chad Roy (Das Bierhaus)
Jack Galt (Flynn Theater)
Sky Kenney (Sky Burgers)
Judy Sanders (Magnolia Bistro)

Shannon Reilly (Magnolia Bistro)
Ariel Cunhal (Manhattan Pizza & Pub)
Matt Small (Manhattan Pizza & Pub)

Project Personnel

My-Chau Bui (DPW notetaker)
Erin Demers (DPW – City Project Engineer)
Steve Goodkind (DPW)
Kirsten Merriman Shapiro (CEDO)
Russ Colvin (Hoyle, Tanner & Associates –
Project Resident Engineer)
Jeff Weston (Don Weston Excavating, Inc.)

SUMMARY:

The meeting began at 11:00 am and ended at 12:20 pm. Project Engineer Demers described the project and limits of construction, target completion dates, methods to update stakeholders on developments, and addressed concerns. Plans were made available for study.

1. **Project overview:** DPW Demers said the project is one of several initiated in 2006-2007 when Burlington received \$9 million in federal funds to improve the city center. Previous projects earmarked for this funding include the Echo Lake Aquarium and Science Center, Church Street side streets, and off-Church Street improvements. The goal of the projects is to bring the look and feel of Church Street to the side streets and central areas of downtown Burlington. Since 2006-2007, several meetings were held to solicit public information on what residents and business owners wanted to see for the downtown area. Demers introduced Lead Contractor Jeff Weston who will direct construction and Project Resident Engineer Russell Colvin who will serve as the eyes and ears on project progress through his daily inspections.

2. **Design Highlights:** DPW Demers said the project aim is to create a setting that encourages people to visit, shop, and relax. Designs carry the established look of Church and Main streets into an aesthetic and cohesive whole on Lower Church and Saint Paul streets. The major change to the present Lower Church Street layout is loss of some Church Street parking to bump out the west side walkway by 10 feet (Manhattan Pizza & Sky Burgers side). This will add more pedestrian real estate and create a more comfortable feel and nicer look to the walk.

While metered parking space is lost on Lower Church Street to accommodate a pedestrian plaza, parking is still available on the east side of Lower Church Street. Plans include wider granite-curbed sidewalks with brick patterns and solar paving clusters and trims, new streetlights, and five new shade trees on the west side.

Improvements to Saint Paul Street are not as significant as on Lower Church Street and will not affect the park center or the Church Street side (that is a different project). Landscaping questions were discussed for Plan pages L-101 and L-102. Saint Paul Street hooks up with City Hall and the park and changes entail redoing the sidewalk and roadway to widen the street. The west walk gains 2-3 additional feet from the roadway, new utility poles and streetlamps, a realigned and more attractive mid-walk crosswalk that gives better traffic flow, bicycle amenities, and solar pavers at mid-walk.

Net loss of parking is five spots on lower Church and 4-5 spots on Saint Paul. A metered facility will replace lost parking with Burlington's first experience with credit card-metered parking—three payment kiosks located at mid-walk, College and St. Paul, and St. Paul and Main. Demers will ask DPW Bicycle and Pedestrian Planner Nicole Losch about installing a bike rack in front of American Flatbread similar to the one at the Atwood Exchange.

3. Target completion dates: Demers said June 3, 2011 is the date for completion of the Lower Church Street westside sidewalk and curb line and July 1, 2011 for the west side sidewalk of St. Paul Street. These dates anticipate concrete sidewalk work to be completed in time for the holiday/summer rush for pedestrians to utilize the new facilities on the west side. Trees and amenities will be incorporated at a later date with a total project completion date of September 1, 2011.

4. Work Hours & Construction Noise: DPW Demers said that work hours are 7 am-5:30 pm weekdays with no work on weekends. Noise will be kept to a minimum with crews with machinery starting up only at 7 am, to comply with Burlington's noise ordinance which prohibits construction noise from 9 pm to 7 am.

5. Stakeholder Concerns:

- **Tractor trailers:** Jake Galt asked if theater tractor trailers still turn on the narrower road. Demers said DPW checked the turning radius of the planned roadway and while narrower, it still allows for two-way traffic and for tractor trailers to navigate turns.

- **Trash removal and trash bins:** Sky Kenney asked if trash pickup will be affected by the curb work. Demers said it would not and trash should be pushed to the curb as usual. She noted that as there will be more sidewalk space and a substantial curb, owners will have to clear out more snow in the winter. A comment was made that Main Street has a problem with timely trash emptying of public trash bins. Demers said DPW is looking into containers that hold 3-4 times the amount of trash and allows for emptying once or twice a week. Shannon Reilly gave DPW a trash removal schedule for One Lawson Lane where Gauthier Trucking enters from Saint Paul Street on Mondays, Wednesdays, Fridays and Saturdays while recycling occurs on Mondays and Thursdays.

- **Lighting:** BBA Devine asked if Main Street will have the same streetlight design as Marketplace. CEDO Shapiro said the new lights will replicate Marketplace lights so the look and feel is

extended to Church and Saint Paul to encourage sitting and relaxing. Nick Karabelas asked if there will be new lights throughout; Demers said all the lights will be new and are very energy efficient LED designs.

- **New Plantings Soil:** BBA Devine asked what kind of soil is planned for the new trees and if maintenance is included in the normal city maintenance schedule. CEDO Shapiro and Demers said the new trees are on DPW's care schedule and will be planted in structural soil. Previous soils contained more clay and tended to compact and cause water runoff. Structural soil is a looser medium that allows aeration, passage of nutrients, and root expansion.

- **Business Signs:** Cheech Kehoe asked if new trees would be planted in front of or between the businesses and if foliage would cover business signs. DPW Demers said her aim was to reduce sidewalk clutter from overplanting and too many street signs. One existing tree on the south end of the project remains in place for reasons of symmetry but fewer trees will be planted than originally envisioned while blocking foliage will be trimmed as needed. CEDO Shapiro said she would double check tree locations and e-mail an update. BBA Devine asked if banners could be used to attract interest in activities. Demers said she is looking at streetlight brackets to accommodate banners.

Shannon Reilly asked if the City could install business signage at his location. Demers said Magnolia Bistro is located on private property and federal funding cannot be used on private land.

Cheech Kehoe said signage is needed for the projects and Nick Karabelas said sign boards at the top of Church Street would be helpful. Demers said she will think of some ideas and ask DPW Ron Gore to look into sign boards. Demers said she is also researching parking availability in a nearby garage for construction vehicles so as to keep the area tidy.

- **Courthouse Curbing:** Judge C. Delaney asked if there was any square foot change in the curbing along the courthouse. Demers said there is but it is well inside the city property line.

- **Connectivity between upper and lower Church Street:** Stakeholders asked if the asphalt in the Church and Main intersection will have color continuity. The quality and durability of project materials was discussed and a suggestion made that pavers be salvaged from Main Street to repair deteriorating decorative bricks. Demers said the design ensured a visual connection from one street to the next and she had researched many different materials to get the flow she wanted with the best materials available. DPW Goodkind said there is not much choice available in good materials and all materials will deteriorate over time, some just faster than the others. BBA Devine said even after one year, many improvements in Marketplace still look good.

- **Construction delays & loss of business:** Shannon Reilly said his business is scheduled for July completion and asked why both streets couldn't be done at the same time so all is finished by June 3. He also wanted to be sure sufficient workers are hired so no work delays occur due to crew size. Demers said it is better to work in stages rather than tear up the whole project roadway and inconvenience businesses and the public for the entire work period. She said while the schedule seems to show construction going on the entire summer, positive improvements will be visible every day. CEDO Shapiro and HTA Colvin said work is more involved than simple

paving as crews must consider water and sewer lines entering buildings, stormwater drainage, and other existing pipe work and permitting required for each stage of construction.

Shannon Reilly said construction in the downtown area at a very busy time is a known headache that will affect his business and others like the Farmers Market. He asked what if the work for Magnolia Bistro's block, now scheduled for the second month, turned the roadway into a navigation nightmare like last year's waterfront project. DPW Goodkind said DPW will work to minimize disruption but this smaller project does not require as much heavy machinery or large pipes and hole-digging as did the waterfront project. Cheech Kehoe said DPW met often with stakeholders over the last 3-4 years to get input on project designs and schedules and scheduling concerns should have been raised during these years instead of now when plans are set and work is to begin. He said he is totally pleased with DPW communication on the project and looks forward to an attractive appearance for businesses and the area in general. Nick Karabelas said the real priority is not to disrupt visitors so it is vital to have open communications and quick responses to stakeholder needs as they occur. DPW Demers said this is a priority for all the engineering and construction teams and stakeholders will be updated via weekly e-mails.

Nick Karabelas responded to Reilly's question of delays if digging uncovered archeological sites or artifacts by saying that "what-if" scenarios and unforeseen problems are natural in any project. Demers said if this occurs, DPW will not postpone the work on the other block and will work as fast as possible to make up for unforeseen delays. DPW Goodkind said artifacts were actually unearthed in the North Street project but work still moved forward smoothly. CEDO Shapiro said the DPW's efficient handling of the North Street discovery is a model for handling buried artifacts.

- Jazz Fest & Special Events: Tracy Howard said Jazz Fest occurs at construction time and asked how work will affect the festival and other special events. CEDO Shapiro asked Howard to send DPW the Jazz Fest schedule and encouraged all stakeholders to advise of special events and deliveries so construction can work around activities and ensure the areas are tidied up for the weekend.

6. Updates & Liaison: DPW Demers and CEDO Shapiro stated that as construction will begin when more people are about in a heavily travelled area, it is critical that stakeholders stay in touch about their concerns, special events, and schedules. Demers said e-mail is the best way to reach her and she will be sure to send all stakeholders weekly progress updates once work begins.

BBA Devine said the project will cause some upheaval as summer is the busiest time for activities and visitors so there must be a two-way street for communication. She said that last summer waterfront businesses found it very helpful to have a liaison person who kept everyone updated on concerns and schedules. Some business owners also got into the habit of talking directly to the workers. Devine said that even with all this summer's upheaval, the outcome of all the planned construction will be better for downtown. Demers said she and HTA Colvin are the liaisons for this project. She will send weekly updates and address stakeholder concerns while HTA Colvin will note the need for special attention during his daily progress inspections. Tracy Howard suggested sending weekly construction schedules.

CEDO Shapiro commented about stakeholders upgrading their sewer plumbing and water lines. DPW Demers said she sends out an annual paving schedule giving property owners who wish to upgrade their water and sewer services to do so with no excavation fee as long as the City is notified and able to coordinate with the construction of owner projects.

CEDO Shapiro said the summer season means extra challenges with increased visitors to the area. She said CEDO and DPW appreciate that all stakeholders have concerns special to their businesses and the priority is to manage these business needs. Demers said DPW will do all it can to ensure continued public access to businesses and keep disruption at a minimum.

	Today's date	Project Name	Brief Description	Local Project Manager	Planning % Complete	Construction % Complete	Total Project Cost	Funds Expended to Date	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
Street Capital Program	10/18/2011	Citywide Paving 2011	Calendar year 2011	Erin Demers	100%	90%	\$ 3,200,000		City Capital			
	10/21/2011	VTrans Main Street (Willard to S. Burlington) Paving Project	paving project	Erin Demers	100%	0%				Vtrans		Fall 2013
	10/21/2011	Citywide Paving 2012	Calendar year 2012	Erin Demers	10%	0%	\$ 1,400,000		City Capital		May 2012	
	11/8/2011	Sidewalk Program	Annual sidewalk repair plan, pending budget update after 2011 construction. Plan for new inventory in 2012.	Erin Demers / Nicole Losch	40%	0%	TBD	TBD	City Capital Sidewalk Program	n/a	annual	annual
	11/8/2011	Battery Street / Pearl Street	Demonstration project for intersection improvements, coordination with CCTA	Nicole Losch	75%	0%	TBD	\$ -	City Capital Sidewalk Program	CCTA	spring 2011	TBD
	11/8/2011	Vtrans Highway Safety Improvement Program (HSIP)	Current project: Park Street / Route 127, pending Vtrans final recommendations	Nicole Losch / Erin Demers	80%	0%	TBD	\$ -	Vtrans HSIP	Vtrans HSIP	spring 2011	TBD
City Capital Program												
	11/8/2011	General Fund Capital Improvement Program	Planning and project management for \$1,000,000 annual City Capital Improvement Program	Carol Weston	Occurs each year	Occurs each year	\$ 1,000,000		General Fund	None	7/1/11	7/1/12
	11/8/2011	Main Street Parking Pilot	Willard St to Union Street. Fall pilot complete. Planned winter/spring evaluation.	Nicole Losch	98%	95%			City Capital, Traffic	n/a	August 2011	Spring 2012
	11/8/2011	Colchester Avenue Corridor Study	Riverside Ave to Prospect St. Final document is complete, pending printing in November. PWC approval. City Council presentation planned for 12/5/2011.	Nicole Losch	99%	n/a		\$ 7,931	20% Street Capital	80% RPC technical assistance	January 2010	November 2011

	Today's date	Project Name	Brief Description	Local Project Manager	Planning % Complete	Construction % Complete	Total Project Cost	Funds Expended to Date	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
gram	11/8/2011	25 mph city wide speed limit	Transportation Plan policy initiative, approved by PWC. Outreach underway, targeting late November/early December launch.	Nicole Losch	99%	0%	\$ 8,000	\$ -	City Capital	n/a	Summer 2011	December 2011
	11/8/2011	Downtown Transportation & Parking Study	Update 2003 Parking Study & include downtown circulation	Nicole Losch / Sandrine Thibault	100%	n/a	\$ 49,900	\$ 9,900	20% Traffic	80% RPC technical assistance	Fall 2010	Fall 2011
	11/8/2011	Traffic Calming rewrite	update 2003 Traffic Calming & Neighborhood Enhancement Program	Nicole Losch	10%	n/a	\$ -	n/a	n/a in house	n/a RPC in-house technical assistance	Summer 2011	Spring 2012
	11/8/2011	Residential Parking rewrite	Update residential parking program, pending funding and schedule availability in RPC work plan	TBD	0%	n/a	\$ -	n/a		RPC technical assistance	2010/2011	TBD
	11/8/2011	Downtown circulation study & pedestrian signal timing	Evaluate alternative ped signal timings & impact on downtown circulation; pending funding and schedule availability in RPC work plan	Nicole Losch	0%	n/a	\$ -	n/a		RPC technical assistance	2010/2011	TBD
	11/8/2011	Hyde Street traffic calming	Neighborhood request. In design, then neighborhood review & negative poll.	Nicole Losch	75%	0%	TBD	\$ -	Street Capital Traffic Calming	n/a	2006	Spring 2012
	11/8/2011	North Street traffic calming	Neighborhood request. Scheduling neighborhood meeting to review traffic data.	Nicole Losch	40%	0%	TBD	\$ -	Street Capital Traffic Calming	n/a	Spring 2011	TBD
	11/8/2011	Austin Drive traffic calming	Neighborhood request. Rescheduling neighborhood meeting to review traffic data.	Nicole Losch	40%	0%	TBD	\$ -	Street Capital Traffic Calming	n/a	Fall 2010	TBD
	11/8/2011	Tracy Drive traffic calming	Neighborhood request. In design, then neighborhood review & negative poll.	Nicole Losch	50%	0%	TBD	\$ -	Street Capital Traffic Calming	n/a	Spring 2011	TBD

	Today's date	Project Name	Brief Description	Local Project Manager	Planning % Complete	Construction % Complete	Total Project Cost	Funds Expended to Date	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
Transportation Projects	11/8/2011	Isham Street traffic calming	Neighborhood request. Plan approved. Pending construction.	Nicole Losch	100%	0%	\$ 15,000	\$ -	Street Capital Traffic Calming, Stormwater	n/a	2006	Spring 2012
	11/8/2011	Decatur Street traffic calming	Data collection, follow up to evaluate 2011 installation	Nicole Losch	90%	100%	n/a		n/a in house	n/a RPC in-house technical assistance	Summer 2011	Winter 2011
	11/8/2011	Bicycle planning	Planning: bike lane additions for "low hanging fruit;" safety campaign planning; bike parking planned for 2012; bike sign upgrades; 2012 event planning; data collection planning; translate bike map; online bike map; bike-ped plan update	Nicole Losch	30%	2%	TBD		Street Capital Bicycle Set Aside	TBD		
	11/8/2011	Complete Streets implementation	Schedule workshop for decisionmakers.	Nicole Losch	50%	n/a	\$ 8,000	\$ -	Street Capital	n/a	Spring 2011	TBD
	11/8/2011	Main Street Mid Block Crosswalk	Relocate. Enhance. Funds being obligated by RPC & Vtrans.	Nicole Losch / TBD	10%	0%	\$ 108,000		20% Street Capital	80% Vtrans TE	2007/2008	TBD
	11/8/2011	Flynn Avenue Sidewalk	Design & permit new sidewalk between Shelburne Street & Pine Street.	Nicole Losch / TBD	15%	0%	\$ 72,000		20% Street Capital Sidewalk Program	80% RPC Sidewalk Program	2007/2008	TBD
	11/8/2011	Colchester Avenue Sidewalk	Design & permit new sidewalk adjacent to Greenmount Cemetery	Nicole Losch / TBD	10%	0%	\$ 70,800		20% Street Capital Sidewalk Program	80% RPC Sidewalk Program	2008/2009	TBD
	11/8/2011	Cliff Street Sidewalk	Design & permit new sidewalk between Willard Street and Prospect	Nicole Losch / TBD	10%	0%	\$ 146,000		20% Street Capital Sidewalk Program	80% RPC Sidewalk Program	2009/2010	TBD
	11/8/2011	North Ave Safe Routes to School	Design & permit signal upgrades, Plattsburg Ave / North Ave redesign	Nicole Losch / TBD	15%	0%	\$ 41,740		Vtrans Safe Routes to School	100% State	2007	TBD

	Today's date	Project Name	Brief Description	Local Project Manager	Planning % Complete	Construction % Complete	Total Project Cost	Funds Expended to Date	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
	11/8/2011	Champlain School Safe Routes to School	Install new & upgrade existing school-related signs; Feasibility study for 5 Sisters school route planning	Nicole Losch	20%	n/a	\$ 47,000		Vtrans Safe Routes to School	100% State	2009/2010	2012
	11/8/2011	UVM Civil Engineering	Class project review of: Pearl Street streetscape west of St Paul; North Winooski corridor improvements; Cherry Street streetscape west of Church St; Main St east of Winooski Ave; South Winooski streetscape & corridor	Nicole Losch / Carol Weston	70%	n/a	n/a	n/a	n/a in house		Summer 2011	December 2011
Stormwater Program	11/3/2011	ARRA CSO Stormwater Reduction	Stormwater Separation and Infiltration Projects to reduce Combined Sewer Overflows; energy efficiency through blower replacement at Main WWTP	Megan Moir & Steve Roy	100%	99%	\$1.3 million	~\$1.25 mil	SW funds to pay back bond (2% over 20 years)	ARRA funds (50% loan forgiveness); \$300K capital bill grant (State DEC)	April 2010	Complete; pending final reimbursments
	11/3/2011	GIS Mapping Update of SW/San/Water infrastructure & Asset Mgt System development	Update of GIS data for these three infrastructure systems; development of asset management capabilities	Megan Moir	75%	30%	\$130K		SW funds, Water Distribution Capital	VTRANS SAFETEA-LU (80% of \$100K); HUD grant for Downtown/' Waterfront (\$8.2K)	July 2011	Dec 2012
	11/3/2011	Blanchard Beach Wetland Restoration and WQ improvements	Mapping of Blanchard Beach/Oakledge Trib watershed; assessment of SW pollution and SW runoff sources; identification of retrofit opportunities; design of wetland restoration and stormwater treatment	Megan Moir	30%		\$100+		SW funds	LCBP (\$25K grant); DEC (\$40K grant for wetland restoration)	October 2011	September 2012* (possibly longer due to federal wetlands permitting)

	Today's date	Project Name	Brief Description	Local Project Manager	Planning % Complete	Construction % Complete	Total Project Cost	Funds Expended to Date	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
General Engineering	11/8/2011	Plangineering Reorg	Packaged proposal for updated job descriptions, including new FT Admin Assistant, new FT Engineer, merged Planning position. Pending HR review.	Norm Baldwin	80%	n/a			Engineering	n/a	2006	early 2012
	11/8/2011	Leaf Program	Scheduled for pick up during week of 11/14. Contemplating second pick up due to late leaf-drop.	Nicole Losch	100%	n/a		\$ 450	Recycling	n/a	annual	TBD
	11/8/2011	Website overhaul	New city website launch pending. DPW website updates in progress.	Nicole Losch	50%	n/a			n/a	n/a	ongoing	ongoing
	11/8/2011	Flood Remediation Projects	Working with Parks and Recreation Dept to identify projects, design and manage remediation where needed after spring 2011 flooding	Norm Baldwin/Carol Weston			Unknown					ongoing
	11/8/2011	Pearl Street Streetscape	Improvements to sidewalks, lighting, crosswalks, signals between Winooski and St. Paul	Carol Weston	100%	30%	\$ 800,000	\$ 250,000	St. Capital, Traffic	SAFETEA-LU	October 2010	Summer 2012
led Transportation Projects	11/8/2011	Champlain Parkway Project	New Roadway from 189 to Lakeside, Upgrade to existing Pine Street from Lakeside to Main	Carol Weston	50%	0%	\$30 million	\$6 million	Street Capital (2%)	FHWA (95%), Vtrans (3%)	1965	ongoing
	11/8/2011	Church Street Marketplace Lighting Upgrade	New lighting service and street lights on Church Street Marketplace, new trees and other amenities	Carol Weston	85%	0%	\$ 2,300,000	\$ 130,000	Force Account for local match	SAFETEA-LU	Spring 2012	Fall 2012
	11/8/2011	Cherry Street Intersection Upgrade	Upgrade to streetscape and accessibility at Cherry and Church	Carol Weston	100%	95%	\$ 200,000	\$ 165,000	Marketplace	SAFETEA-LU	9/2011	12/1/2011
	11/8/2011	Marketplace Upper Block Project	Capital Improvements to Upper Block of Church Street Marketplace	Carol Weston	10%	0%	\$ 975,000	\$ -	None	100% Earmark	10/15/11	ongoing
	10/18/2011	Side Street Improvements	Lower Church Street and Saint Paul Street	Erin Demers	100%	95%	\$ 2,000,000		80/20 (SAFETEA-LU)			

	Today's date	Project Name	Brief Description	Local Project Manager	Planning % Complete	Construction % Complete	Total Project Cost	Funds Expended to Date	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
Federally Funded	10/21/2011	Waterfron Access / Lake Street Extension	New site construction at Waterfront North / Lake Street includes new skatepark, parking area, realignment and improvements of the bike path, lighting, sidewalk, roadway & stormwater improvements	Erin Demers	95%	0%	\$ 5,800,000		TIGER Grant & Other	Tiger Grant		
	11/8/2011	Wayfinding	Finalize 2009 Plan, bid docs, consider French additions.	Nicole Losch / Carol Weston	95%	0%	TBD		Planning: SAFETEA-LU	Construction: TBD	2009	TBD

BURLINGTON PUBLIC WORKS COMMISSION
645 Pine Street
Minutes – October 19, 2011

Commissioners present: Robert Alberry, Margaret Gundersen, Nathan Lavery, Mark Porter and Jared Wood

Commissioners absent: Marc Sherman and Maxwell Tracy
Commissioner Alberry called the meeting to order at 6:17 p.m.

Item 1: AGENDA

Commissioner Alberry asked if there were any changes to the Agenda. Commissioner Wood requested an addition: Item 2.5 – Public Forum. Unanimous approval. Director Goodkind asked if the commissioners would allow three additional traffic requests under Item 3 which were excluded from the packets. Commissioner Alberry invited Mr. Joel Fleming to pass out the information to the commissioners.

Item 2: 126 MAPLE STREET – TRADES APPEAL DECISION (appeal addressed at 9/28/11 meeting)

Commissioner Lavery moved to deny the appeal based on the information that was presented to the Commission. Commissioner Wood seconded. Unanimous approval.

Item 2.5: PUBLIC FORUM

Commissioner Alberry invited the public to come forward.

Roger Cole: Ward 3 resident, expressing strong support for the Transportation Plan with the 25 mph City-wide limit and 20 mph for the “inside downtown core;” feels this would also lower traffic noise.

Sharon Bushor: City Councilor from Ward 1, member of Task Force for Colchester Avenue Corridor Plan, supports process of and recommendations of the Task Force, though not all aspects. Noted a Colchester Avenue resident’s concern regarding proposed barriers to funnel UVM students to a mid-block crossing. Councilor Bushor expressed concern about access to Mill Street further on in the proposed work in the area of the Winooski Bridge. She also encouraged the Commission to embrace the proposals and praised the work of Nicole Losch, Transportation Planner, Bicycle and Pedestrian Program Manager, and Chapin Spencer (Executive Director of LocalMotion).

Commissioner Porter asked for clarification on what is coming before the Commission this evening in regards to Colchester Avenue (Item 4). Ms. Losch: She will be giving a presentation on the actual corridor plan this evening and asking the Commission to adopt or endorse the concept of the plan. The next step would be going before the City Council for their adoption of the plan. (The paving was the only item approved by the Commission thus far. Director Goodkind further clarified that for the Colchester Avenue corridor, the Commissioners’ endorsement of the proposals would ensure that only those proposals in the plan would be considered for future improvements, and the opportunity to implement each aspect would come before the Commission as the plan progresses.)

Item 3: TRAFFIC REQUESTS, JOEL FLEMING (DPW Engineer)

3a. Removal of parking on the north side of Alfred Street (short, narrow street off Shelburne Street)
See handout. Alfred Street resident Jennifer Sumner had submitted a petition signed by all residents except residents of rental property on the south side of the street. Parked cars belonging to patients of dental practice on Alfred Street and popular restaurant ("The Spot") at the corner of Alfred and Shelburne Streets creates difficulty for residents entering and exiting their driveways and may provide difficult navigation for emergency vehicles. Alfred street residents Kathleen Sullivan and Joe Bookchin were present; Ms. Sullivan added additional details. Commissioner Alberry asked Mr. Fleming to contact the owners of the dental practice and restaurant to get their input and then bring the matter back to the Commission.

3b. Push "No Parking Here to Corner" sign back to other side of the second entrance to make visibility better for vehicles turning left off Kilburn Street
See handout. This would eliminate two parking spaces but improve visibility for drivers exiting Kilburn Street. Commissioner Porter noted that only one legal parking space would be eliminated. Commissioner Gundersen moved to accept staff's recommendation; Commissioner Wood seconded. Unanimous approval.

3c. Removal of parking across from the eastern bump-out on Brookes Avenue
See handout. Proposing removal of 70' of parking (eliminating 3 spaces) or 150' of parking (eliminating 7 spaces). There is not adequate space for parking and two travel lanes with the bump-out. Mr. Fleming brought this before the Commission for review. His next step is to contact residents, get their input and bring this item before the Commissioners next month. Commissioner Gundersen moved that Joel talk to residents about removal of 20' of parking (eliminating 3 spaces) on each side of the bump-out, as the bump-out already does its job of slowing traffic at that site. Commissioner Gundersen continues to be concerned about elimination of parking spaces in the City.

Commissioner Wood: STOP sign has been missing from Brookes Avenue at Willard for months. Mr. Fleming will look into the ordinance at that intersection.

3d. Remove parking between the driveways of 77 and 83 Catherine Street
See handout. 15' parking space between the two properties is small even for a compact car (typical space is 18-20'). Commissioner Wood moved to not allow parking. Commissioner Gundersen disagreed; would like to see the space preserved for a motorcycle. Commissioner Lavery moved to replace the current standard parking space with motorcycle parking; Commissioner Gundersen seconded. Four voted in favor of the motion (Commissioners Alberry, Gundersen, Lavery and Porter) and one opposed (Commissioner Wood).

3e. A STOP sign at Gosse Court and Farrington Parkway stopping traffic on Gosse Court
Resident requested a STOP sign because there isn't enough sight distance at the intersection. See handout. Staff determined that the intersection did not warrant stop control on Gosse Court but recommends that parking be removed on the east side extending 50' north of Farrington Parkway. Director Goodkind added that there is a blanket ordinance of "no parking here to corner" for 40'. Mr. Fleming said that if parking were removed for 40', the one resident affected could park on the other side of their driveway. Commissioner Lavery advised that this not be voted upon tonight and Mr. Fleming should contact those residents who would be affected by the parking prohibition proposal. Further, Commissioner Lavery felt that if there is already an ordinance for 40', then extending "no parking:" for 50' would not be necessary. Mr. Fleming will report back at next month's meeting.

Item 4. COLCHESTER AVENUE CORRIDOR STUDY PROJECT (Nicole Losch, Transportation Planner, Bicycle and Pedestrian Program Manager and Eleni Churchill with the original Planning Commission, formerly the Metropolitan Planning Organization)

Ms. Losch handed out additional comments that should be included with the October 14, 2011 Memo regarding the Colchester Avenue Corridor Study. Ms. Churchill gave a presentation on the Colchester Avenue Corridor Plan. The Corridor study area begins on Colchester Avenue at South Prospect Street and ends at the Winooski Bridge.

Timeline:

Project Kick-Off - January 2010;

Public Meeting 1: Issues and Short-term Strategies - May 2010;

Complete Street Demonstration Project Planning and Implementation: Summer 2010;

Public Meeting 2: Long-term Strategies – February 2011;

Evaluate Strategies - March-July 2011;

Draft Plan – September 1, 2011;

Public Meeting 3: Draft Plan – September 7, 2011;

Written Comments on Draft Plan (<http://www.colchesteravenue.org/> - September 30, 2011;

Final Plan – October 2011;

Review by City Commissions and City Council Acceptance – October and beyond.

The vision of the Task Force and the public is that Colchester Avenue will evolve into a “*Complete Streets*” corridor (addressing all modes of transportation including motorists, pedestrians, bicyclists and public transportation riders). The corridor is divided into the western and eastern segments in order to address the differing characteristics along Colchester Avenue.

The western segment goes from the South Prospect/Pearl Street intersection to the Colchester Avenue/East Avenue intersection and recommendations include: 3-Lane configuration with advanced ped phase; designated bike lanes; bus pull-offs; mid-block crossing between Mary Fletcher Drive and East Avenue; realignment of North and South Prospect Street at the Pearl Street intersection by moving South Prospect Street west, and realignment of East Avenue at the Colchester Avenue intersection, slightly to the west to align with the Trinity Campus entrance/exit. An exclusive left-turn lane has been included at the intersection of Colchester Avenue/Mary Fletcher Drive.

The eastern segment goes from East Avenue to Riverside Avenue. Recommendations include maintaining two lanes, creating continuous, designated bike lanes, realigning the Riverside Avenue/Barrett Street intersection for coming to one common point, and consolidating bus stops.

Short-term recommendations include: Making the 3-lane pilot design permanent (which was accomplished at last month’s Commission meeting); taking steps to change the city-wide speed limit to 25 mph (which the Commission will vote on at this meeting); and other issues of concern (University Place right turns in/out only; no “right-on-red” from Mary Fletcher Drive; So. Burlington ambulance to use Beaumont Avenue; clear snow from bus stops; continue to review and optimize traffic signals; transit service consolidation study; prune trees and improve end connections of existing shared use path.

Project scoping and design should begin in 1-5 years; longer term recommendations of reconstruction should happen in 5-10 years.

Commissioner Wood: Concerned that Pearl Street has not been included in the Colchester Avenue corridor study, since it is the same traffic moving from 3 lanes (Colchester Avenue) to 2 lanes (Pearl Street). Ms. Churchill said that money and time constraints have limited their scope to the corridor, and

the information they have gained could be incorporated into future studies. Commissioner Wood stated that he could not endorse this project without the inclusion of Pearl Street.

Ms. Losch said that the group began their *Complete Streets* Corridor Study based on guidance from the Transportation Plan which identified this section of Colchester Avenue as a *Complete Street*. Pearl Street is referred to as a “transit street” and was not identified as part of the study of this corridor.

At Commissioner Porter’s request, Ms. Losch reiterated what was expected of the Commission at this meeting: They are asking for the Commission’s decision tonight to approve the Corridor Study, basically endorsing this vision for the corridor, helping to provide guidance when looking at future improvements. Staff would come back before the Commission for approval of all the individual projects as the work progresses.

Councilor Bushor said that the Commission’s approval of this conceptual plan is very important, as it is yet another step in this process. The recommendation will next go before the City Council, and any concerns from the commissioners should be voiced so they too may be considered.

Commissioner Gundersen moved to accept this Plan and move it forward. She agrees with Commissioner Wood that Pearl Street should be looked at, but feels this is a good start. Commissioner Lavery seconded, and further clarified that the Commission is accepting the concepts broadly and would given the opportunity to see specific proposals as they develop.

Commissioner Wood believes that the Plan is flawed in two ways: Pearl Street has not been included in the study; and the two members of the Commission from Ward 1 have never been contacted about the Plan. Ms. Churchill stated that the Task Force was created by the City Council and the membership was determined in 2004 by the City Council. Four voted in favor of the motion (Commissioners Alberry, Gundersen, Lavery and Porter); one opposed (Commissioner Wood).

Item 5: PAVING UPDATE (Director Steven Goodkind in Erin Demers’ absence)

Commissioner Gundersen asked that this item be moved to Item 7.5 so that Ms. Losch may present Item 6 and then leave the meeting. Commissioner Porter seconded the motion. Unanimous approval.

Item 6: CITYWIDE 25 MPH SPEED LIMIT (Nicole Losch, Transportation Planner, Bicycle and Pedestrian Program Manager)

Ms. Losch called the commissioners’ attention to a one-page additional handout titled, “Speed limit comments received after Sept. 28, 2011” which was given out prior to the start of the meeting.

Ms. Losch repeated the underlying philosophy around the 25 mph proposal: “Design streets for walkability and multi-modal access and safety,” with slower speeds in the city core and increasing speed leaving the core. Though the Transportation Plan recommended this include all the way south to Maple Street, the State statute limited them to Main Street.

The full report may be downloaded from the following link:
<http://www.bmj.com/content/339/bmj.b4469.full>

Commissioner Porter asked if he could address the representative from the Burlington Police Department, Sgt. Jason Larson. The Commissioner got on the Federal Highway Administration and the National

Highway Transportation Safety Board and learned that it is almost impossible to find out the impact of a change in speed limit from 30 mph to 25 mph. He also learned that when the speed limit is lowered, there is an increase in traffic violations because drivers gravitate toward a speed that they feel the road dictates. He is concerned about enforcement efforts on behalf of the Burlington Police Department.

Sgt. Lawson said that the Police Department will continue to enforce the speed limit consistent with their current efforts. He said that changing speed limits in general could cause confusion, which could be lessened with immediate education efforts; the Police Department is willing to do their part in educating the public. The Department will respect the Commission's decision on this proposal. Sgt. Lawson reiterated that confusion may occur with having a lower speed in the inner city district than the rest of the City (Shelburne Street, Route 127 and North Avenue).

Commissioner Gundersen: At an NPA meeting two years ago, she recalled Chief Michael Schirling say that a lower speed limit would help the officers do their job, yet what she was hearing from Sgt. Lawson was in opposition to Chief Schirling's sentiments. Commissioner Gundersen stated that she would stick by what she heard the Chief say two years ago. Ms. Losch referred the commissioners to their packets from last month, which included a memo from the Chief on this matter. Commissioner Lavery read the section of last month's Minutes where Deputy Chief Higbee spoke about the Police Department's stance on the enforcement and challenges associated with the speed limit changes.

Commissioner Wood: Do part of the funds generated by traffic tickets remain in Montpelier and part of it go back to the City, and would this be affected if the speed limit were changed? Sgt. Lawson was unsure. Director Goodkind stated he did not believe that there was any change in revenue, stating that the speed limit changes are being adopted under State statute (we are operating under State authority).

Commissioner Lavery: The feedback he has received from his neighbors in the Hyde Street area is generally supportive of the changes, and he added that the speed limit changes are consistent with the Transportation Plan that the City Council adopted.

Commissioner Alberry: For the record, Commissioner Sherman is in favor of the 25 mph speed limit.

Commissioner Porter: Concerned that enforcement would not be there to support the reduction in the speed limit. He agrees with Deputy Chief Andi Higbee and Chief Schirling that 20 mph in the downtown area may be difficult to enforce, and feels, as they do, that consistency is important.

Director Goodkind: Encouraged a consistent speed of 25 mph; 20 mph in the downtown district would be difficult to enforce. Sgt. Lawson agreed that his statement reflects the Police Department's position. Commissioner Wood moved to follow the recommendations of the (Public Works) Department, with one exception: just flatly say the speed limit in Burlington is 25 mph unless otherwise posted. Commissioner Alberry seconded.

Discussion: Assistant Director Norman Baldwin asked Commissioner Alberry to clarify Commissioner Wood's motion. Ms. Losch: Included in last month's packet were the "Proposed Ordinance Changes" listing those streets that could be excluded (see Memo dated October 13, 2011 to Public Works Commission from Ms. Losch, 5th page). Commissioner Wood moved to accept staff's recommendation. Commissioner Lavery: Clarified that "staff's recommendation" are listed under "Proposed Ordinance Changes" in the October 13th Memo. Director Goodkind: The Commission is reviewing recommendations from the Transportation Plan; staff has differing opinions regarding 20 mph in the downtown district. His opinion is not supportive of 20 mph in the downtown district.

Despite the motion on the floor which had been seconded, per Commissioner Gundersen's request to hear from the public present at the meeting, Commissioner Alberry invited the public to come forward.

Michael Hassenberg: Owner of “The Green Life” at 67 Main Street, supports the initiative and lowering the downtown speed limit to 20 mph for safety and for benefits to business owners (more foot traffic, slower car traffic would allow drivers to view storefronts).

Chapin Spencer: Executive Director, LocalMotion, uncomfortable with Director Goodkind expressing his position at this point in the process. Feels that Vermont communities will look at this proposal as a model. Noted that Sgt. Lawson is the point person with the Safe Streets Collaborative. Feels education is a key piece and pledged his commitment to assisting with education.

Norman Baldwin: Assistant Director-Technical Services, DPW: After hearing testimony at this meeting as well as internal discussions, for purposes of clarity and enforceability of the ordinance itself, feels 25 mph overall is the best approach.

Steve Clayton: Co-owner of The Ski Rack in Main Street, supports safe streets, encourages education and knowledge for tourists visiting Burlington.

Commissioner Lavery: Suggested referring to the issue up for vote as the “Proposed Ordinance Changes” rather than “staff’s recommendations.” Also, though the Police Department feels the 20 mph may be difficult to enforce, Commissioner Lavery is not convinced that it is not a worthwhile change. He would support the proposed language, as it is consistent with the Transportation Plan, and the majority of the testimony heard had been in support of the proposed changes. Commissioner Alberry: Commissioner Sherman supports the proposal as presented. Commissioner Lavery: Given that two commissioners are not present, he would also be willing to adopt 25 mph as the speed, with the exceptions that exceed 25 mph, with the idea that at the next meeting the Commission could revisit this particular downtown question and further amend the ordinance to include the downtown slow streets areas if they have enough information. In summary: If the current motion were withdrawn, Commissioner Lavery would move to accept the proposed ordinance changes, except that he would strike from the proposal which are under Section B, all the additions to the 20 mph speed limit that make the downtown area (in the commissioners’ packet). Commissioners Alberry and Wood withdrew their original motion. Commissioner Lavery moved to accept the proposed ordinance changes as proposed in the Public Works Memo from October 13th with the exception of Section B. (Section B is where a number of downtown streets would be added to the 20 mph speed limit.) Commissioner Gundersen seconded. NOTE: Section B: #’s 1 and 2 are already in existence so they will remain as is. Numbers 3 – 12 are those that will be struck and addressed at next month’s meeting, given enough information. Commissioner Wood asked that staff put together an education plan. Four commissioners voted in favor (Commissioners Alberry, Gundersen, Lavery and Wood), one opposed (Commissioner Porter).

The commissioners will notify Ms. Losch if they would like her present at a future meeting when they address the 20 mph issue.

Commissioner Alberry: Commissioner Sherman will be absent from the November meeting.

A five-minute recess was called by Commissioner Alberry.

Item 4: MAIN STREET PARKING PILOT STUDY (Nicole Losch, Transportation Planner, Bicycle and Pedestrian Program Manager)

Ms. Losch: Provided the following for the commissioners: A memo including additional comments received since the September 28th meeting and two ordinance changes: one for motorcycle parking and

one for the designation of parking meter zones – in packets; and two additional ordinance changes (left on the commissioners’ chairs): one for 15-minute parking; the other for “no parking” areas.

Update: Because residents at 308 Main Street expressed concern at last month’s meeting over poor visibility due to parked cars as they exit their driveway, the parking meter was removed and is now a motorcycle parking spot (see above). Snow removal: Has been and continues to be a challenge despite the change in configuration. Public Works will continue to clear the streets and plow the sidewalk; clearing snow from vehicles to sidewalks continues to be the school’s responsibility.

Commissioner Alberly invited the public to come forward:

Sherry Hovden: Resident of 324 Main Street (see last two pages of Ms. Losch’s October 12th Memo for September 29th e-mail and photos from Ms. Hovden). Concerned about the snow on the high bank of the south side of Main Street and students’ difficulty in navigating the bank in the winter. She suggests moving the crossing guard at the corner of South Union and Main Streets, further up Main Street, to the crosswalk leading to the horseshoe at Edmunds School and return the parking to the way it was (no parking on the south side of Main Street). There is no maintained entrance to the sidewalk until the horseshoe. Director Goodkind: The school said they will take care of this.

Jeffrey Nelson: Resident of 324 Main Street, primary concern is lack of adequate parking spaces for guests and coinciding crosswalks. Lower half of the block operates differently than upper half. Would like to eliminate parking spots on south side of Main Street east of the horseshoe (currently providing parking during pick-up and drop-off times for school, and unrestricted parking from 6 p.m. to 7 a.m.) Director Goodkind: May be able to add 3-5 spots of parallel parking on the north side of Main Street, west of Willard Street. Once winter comes, and schools aren’t able to address problems that arise around snow removal, the Commission could consider other recommendations. Commissioner Alberly: Willing to support this and revisit it after the winter; stated that Commissioner Sherman would support it as well.

Chapin Spencer: Made a friendly proposal that sharrows (stencils painted on the road indicating that bicyclists may maintain a comfortable distance from parked cars so that an opening door won’t hit them) be added to the sections that have parallel parking to welcome cyclists to this tighter section. Ms. Losch: Not comfortable with adding sharrows on just one block; would consider it for the entire corridor.

Commissioner Wood: Spoke with Councilor Adrian; both are concerned about the mid-block crossing and would like to see a crossing guard at that spot. Ms. Losch: Staff will come back to the Commission with recommendations on redesigning the mid-block crossing.

Commissioner Gundersen: Concerned about idling of CCTA buses and drivers’ behavior.

Commissioner Gundersen moved to accept staff’s recommendation on this plan with the additional parking spaces on the north side of Main Street, west of Willard, and striping, and will revisit this in the spring after seeing how it goes this winter. Commissioner Porter: Made a friendly amendment to strike “spring” and add “May.” Commissioner Porter seconded. Commissioner Lavery acknowledged the valuable points raised by Ms. Hovden and Mr. Nelson and the gracious manner in which they presented their points. Unanimous approval.

Item 7.5: PAVING UPDATE (Director Steven Goodkind)

Handout: “2011 Paving Progress Checklist” reporting the status of each street. The contract is scheduled to be finished by the end of this month, weather permitting (early November at the latest barring a stretch

of wet weather). Commissioner Wood: Until the final coat, could the contractor paint the sides with bright yellow paint? Commissioner Gundersen: Per OSHA regulations, are cones required to have reflective material on them? Assistant Director Baldwin: The Department continues to address these issues with the contractor and will reevaluate how future contracts are structured, perhaps making specific demands on raised structures and reflective material on cones.

Commissioner Wood: Intersection of Willard and College street, water continues to leak down through there, as well as DeForest Heights into South Willard. Also, there is a gap from the Rotary south along Shelburne Street. Director Goodkind has seen that gap but it is completed. Commissioner Wood asked Director Goodkind to contact Brian Searles or let someone know about the poor job. Director Goodkind agreed to look into it.

Item 8: MINUTES OF 9/28/11: Commissioner Gundersen asked that the following correction be made to Page 5, Item 5, 1st paragraph: Add that the reason Commissioner Gundersen left the meeting was because she was recovering from surgery. Unanimous approval to adopt the Minutes of 9/28/11 as amended.

Item 9: CHAIR'S REPORT

Commissioner Alberry: He and Director Goodkind attended the City Council meeting on the Department report.

Item 10: DIRECTOR'S REPORT

Director Goodkind: Handed out and explained a condensed spreadsheet-style report titled, "Summary Operating Budget –First Quarter (7/01/11-9/30/11). The City will be producing reports in the future and changing its budgeting format. Possibly at next Commission meeting will show a Webinar on mid-block crossings. Announced that a new intern - Josh Eichen – has begun working on the Department's progress report, and invited Commissioners Lavery and Porter to participate in the process.

Item 11: COMMISSIONERS' COMMUNICATION

Commissioner Alberry: Commissioner Sherman asked him to request that the "No Parking Here to Corner" sign at the corner of Buell Street and Orchard Terrace be removed or moved more than 10' from the corner in order to maximize parking. Director Goodkind will ask Mr. Fleming for results of his findings.

Commissioner Alberry also asked for a status report on the studies of the City's general parking plan and residential parking. Director Goodkind will report back to the Commission. Director Goodkind added that monthly Web reporting will resume with Ms. Losch's assistance.

Commissioner Gundersen: 1) Pedestrian crossings offer too little time to cross. 2) Concerned that cars cannot see pedestrian crosswalk signals so they can't tell when pedestrians have been given the "Walk" signal; prefers a 4-way halt to traffic to allow pedestrians to safely cross ("ped phase"). Director Goodkind will look into it (e.g., driving down Battery and turning left onto College). 3) Requested painted lane definition for cars exiting Heineberg Road and turning left (heading south) on North Avenue. Some drivers cut off cars exiting Shore Road who also have the green light to head west on North

Avenue. 4) Greenbelt on the north side of College Street west of the YMCA is filled with weeds and trash (across from the Fletcher Free Library); whose responsibility is it to maintain it? Director Goodkind offered that it is either Parks and Recreation or the adjacent property owners; he will look into it. 5) Drivers are impeding on the bike lane on the one-way Union Street from College to Pearl. Director Goodkind: Is aware of the problem; has tried painting a second definition line for the bike lane which has been ineffective. Ms. Losch will experiment with temporary crosshatching between the two bike lane indicator lines this spring and have UVM monitor it.

Commissioner Lavery: Will be contacting the Department in the future to discuss some of the process issues that were discussed at the September Commission work session.

Commissioner Wood: 1) Requests that conversations continue on mid-block crossings (e.g., at Edmunds, Champlain College and UVM). 2) Concerned about skateboarders and bicyclists not following the rules of the road; need for education and coordination. Director Goodkind said that enforcement is up to the police but empathizes with their difficult task of pursuing and educating/ticketing offenders. Will follow up with the police department.

Commissioner Alberry: Frustrated with some of the people using crosswalks in the UVM area, particularly when classes let out; the pedestrians don't always cross when vehicles stop to allow them to do so, which holds up traffic. Director Goodkind offered to pass on the issue to UVM and added that Vermont, along with most states, is a "yield" state, not a "stop" state. Commissioner Alberry may go so far as to move to remove the crosswalks in that area if he doesn't notice any improvement.

Item 12: COMMITTEE REPORTS: None.

Item 13: POLICY UPDATE: None.

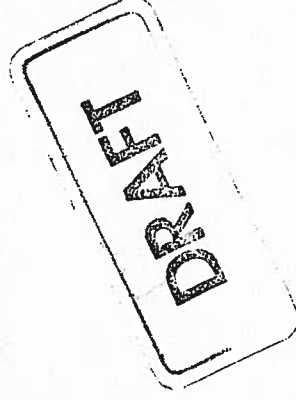
Item 14: ADJOURNMENT: 9:40 pm: Commissioner Gundersen moved to adjourn; Commissioner Wood seconded. Unanimous approval.

Burlington Public Works Department Vision Statement

"We aspire to improve the quality of life through stewardship of our environment and infrastructure."

Operating Principles

1. The Department of Public Works is committed to customer service as a base principle. We will strive to satisfy the citizenry in all cases. We will always treat the citizens of this city with dignity and respect they deserve.
2. The Department of Public Works is committed to empowering our employees to make decisions that impact the services they deliver. We will support and train our employees so that they will be in a position to make the best possible decisions.
3. The Department of Public Works is committed to involving the citizens in our decision making process to the highest extent possible. In cases where it is possible this includes empowering them to make the decision
4. The Department of Public Works is committed to ensuring that the services and projects we provide are as balanced in function and aesthetics as possible
5. The Department of Public Works is committed to preserving and improving the quality and safety of the environment in which we live.
6. The Department of Public Works is committed to strengthening our "partnership" with the city and will cooperate with other governmental entities to always work for the greater good of the city so that we may all be "Working together for Burlington".
7. The Department of Public Works is committed to seeking new vision for the city by providing leadership to try new ideas, promoting quality first, encouraging entrepreneurialism, and creating a culture that enjoys change.
8. The Department of Public Works is committed to foster a sustainable economy in the city by promoting public policy and practices that recognizes the value of local goods and services.



Scope of Services and Budget Overview

The Burlington Department of Public Works manages the city's infrastructure and provides the public with quality services such as clean water, recycling, parking, safe sidewalks and streets, and all the other necessary amenities that make up day to day life. DPW consist of four different divisions; Right of Way, Water and Wastewater, Engineering, and Parking and Equipment Services. Each of these divisions is responsible for specific tasks and duties within the city.

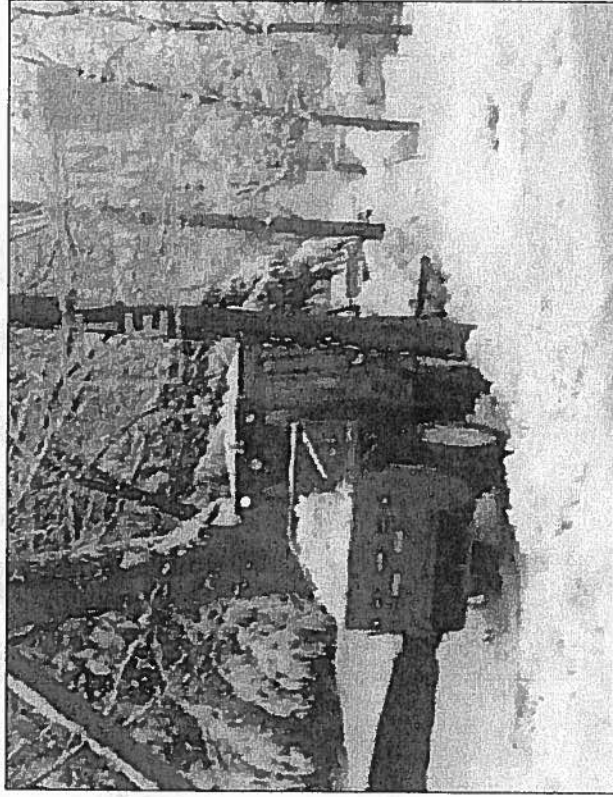
This report aims to provide a description of the services and projects carried out by DPW during the fiscal year of 2011, July 1st 2010 – June 30th 2011 and provide a quantifiable measurement of performance in relation to past years or other New England cities of comparable size.

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Right of Way

The Right of Way (R.O.W) division at DPW provides the most visible services to the city. In charge of street sweeping services, water service installation, cleaning and repair of stormwater drains, weekly recycling services, sidewalk repair, painting of road lines and cross walks, and on-call snow removal throughout the long Vermont winter, R.O.W workers provide some of the most visible and essential services to the function of the city. R.O.W manages its staff in a way that maximizes the output of its workers year round. It does this by retaining full time staff used for the intensive job of snow clearing during the winter into the warmer months to do sidewalk repair, crosswalk / street painting, and other jobs. R.O.W has the equipment necessary and trained staff to be able to handle almost any physical job required, no matter what the season.

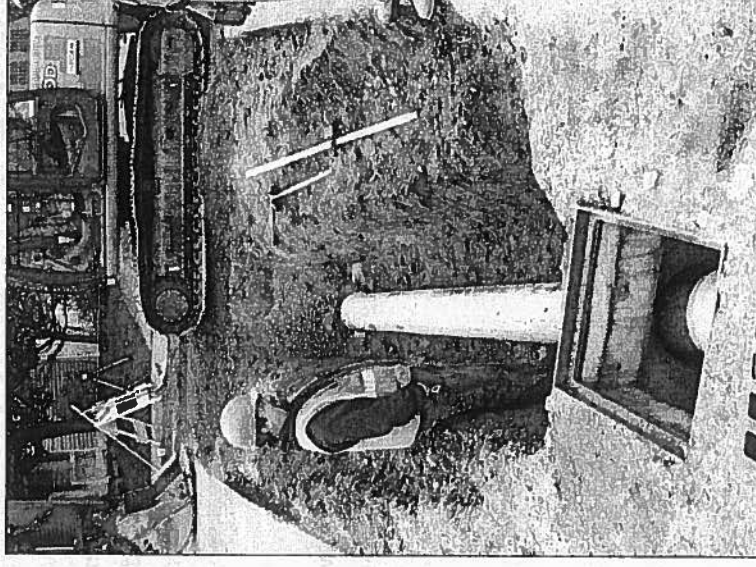
Photo Courtesy of Eva Sollenburg, Stuck In Vermont, 7 Days Vermont



This year R.O.W was able to respond to damage done by extreme weather including repairs to the bike path, stormwater infrastructure, Church St, and water lines. It was also responsible for clearing the streets and sidewalks for 53 snow events.

R.O.W is able to provide support to the Water & Wastewater, Stormwater, and Engineering divisions of DPW through force account labor. This keeps expenditures within the department low and allows for quick response to problems requiring immediate attention, something that would not be possible if using a private contractor.

R.O.W Installing Stormwater Lines



Force Account Work

R.O.W is often able to provide Force Account work for projects within the City of Burlington. Force Account work is when R.O.W is hired as a contractor to provide labor and materials for a project. This allows R.O.W to generate revenue that augments the stipend from the general fund (see chart right). These projects are often designed and implemented by the DPW Engineering Department. Since R.O.W is able to provide competitive pricing on labor as well as on call assistance in the case of unexpected problems Force Account work done by R.O.W provides a more efficient and cost effective alternative to hiring from outside the department.

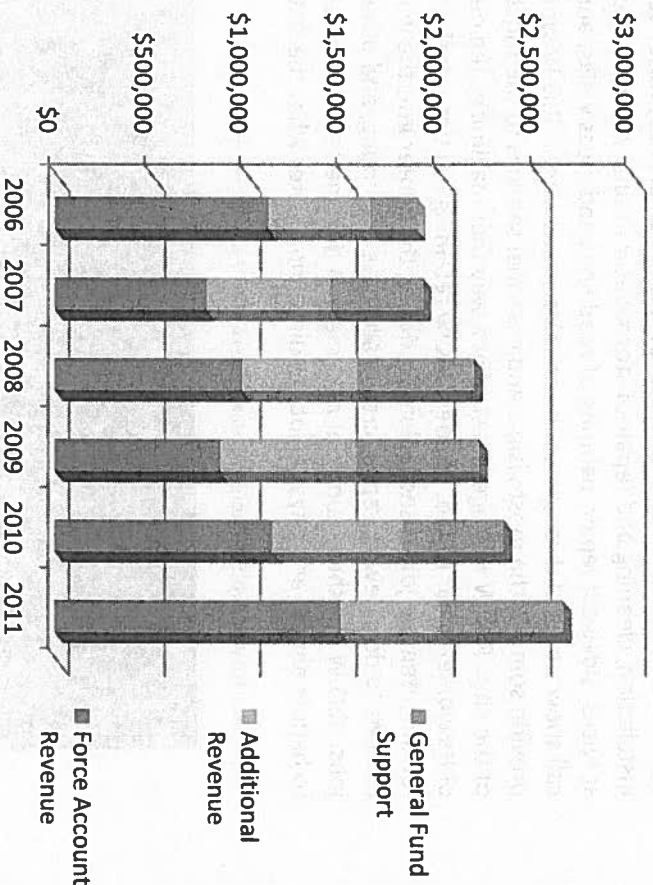
The graph at right shows the amount of revenue generated by Force Account work in comparison to money contributed to R.O.W out of the general fund. Force Account work has been able to consistently generate more money over the last 5 years than has been contributed by the general fund. The additional revenue sources are a combination of state aid, miscellaneous sales of material and labor, snow removal services, and employment transfers.

Without force account revenue the R.O.W division would need to rely more heavily upon money from the general fund, increasing the financial burden on the tax payer.



R.O.W Funding Sources, FY 2006 - FY2011

Source: DPW Budget, Period 13, 06-11



Additional Revenue comprised of State Aid, Misc. Sales of Materials & Labor, Snow Removal Services, and Misc. Employment Transfers

Street Sweeping

Street sweeping is an important service in Burlington not only because it helps to maintain the quality of our roads and improves safety in bike lanes but because it removes harmful sediments and debris from clogging drainage systems and enter Lake Champlain.

Street Sweeping, Debris Removed Per Year

Source: DPW ROW Division

Year	Cubic Yards Removed
2006-07	1,100
2008-09	120
2009-10	200
2010-11	250

This year R.O.W collected and disposed of 250 cubic yards of debris, the equivalent of 337 tons*. The large amount of debris removed in 06-07 can be accounted for due to the low amount of Force Account work R.O.W was hired for that year. Because of the lack of Force Account projects, R.O.W was able to run a street sweeper daily. R.O.W is working with the Stormwater program to evaluate whether more resources can be dedicated towards regular sweeping in the future and still maintain the level of Force Account work being done currently. Looking forwards R.O.W and Stormwater intend to track debris collected more accurately in terms of weight in order to better assess the performance of the program

*Estimating that debris has a density of 2,700lbs per cubic yard.

Catch Basins

Catch basins (or storm drains) are part of the city's Stormwater infrastructure. They serve to drain stormwater from city streets. Most catch basins also have a depression "sump" at the bottom which captures sediments and prevents them from washing into the sewer lines and out into surface waters. These catch basins must be cleaned ("vactored") regularly to make sure that the sump is not full of debris and can continue to capture sediment and ensure that the outlet pipes are clear so that the catch basin works to drain water away from the roadway and prevent street flooding. Cleaning and maintenance of these catch basins are important in the same way as street sweeping, that they prevent storm water runoff from entering Lake Champlain and the city's water system. This year R.O.W built or repaired more than 120 catch basins, and was responsible for cleaning more than 1000 out of the total 2,200 in the city's system.

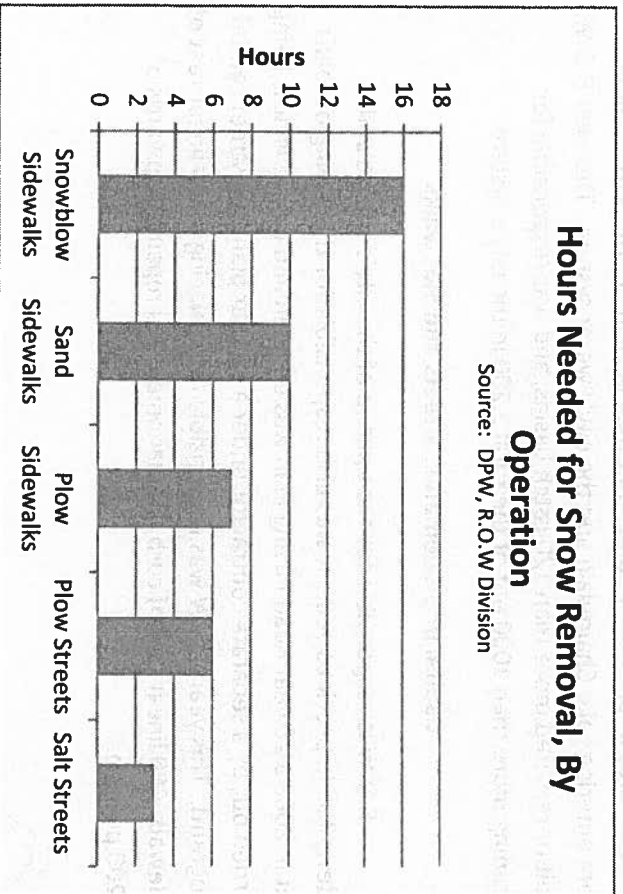
Capital Improvements, Streets and Sidewalks

R.O.W is responsible for the upkeep of the city's streets and sidewalks. In previous years it was also responsible for the paving of roads, but in 2008 a 20 year Road Paving Plan was enacted and paving is now being carried out by a separate contractor under a 30 year plan (see street capital program). This year R.O.W was responsible for replacing 9,300 linear feet of sidewalk, 200 linear feet of curb, 10 manholes, and repairing upwards of 1,200 potholes.



Snow Program

During the winter months R.O.W's focus turns towards the battle of keeping Burlington's streets and sidewalks clear of snow. Each snow event requires the clearing of 150 miles of road and 220 miles of sidewalk. This year the DPW Snow Program accounted for \$965,502 of the budget's total \$2,640,320, or 37% (See graph, lower right). Due to the busy nature of Burlington's streets and its dense population it is necessary to employ two plowing crews, one to plow at night and one to plow during the day. The graph below shows a breakdown of hours needed to perform individual snow removal operations during a snow event.



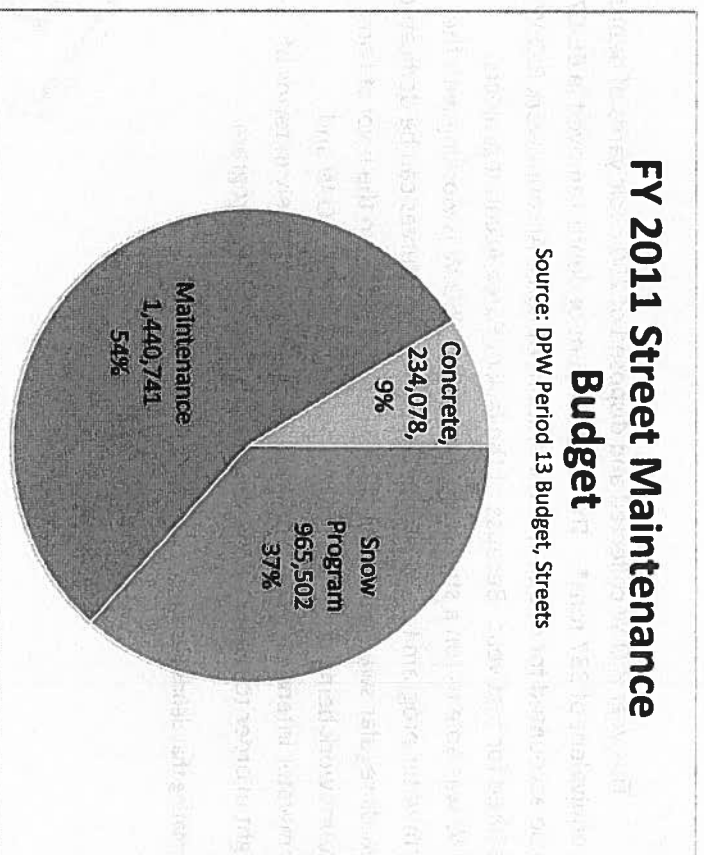
The Burlington Snow Programs energy and salt usage is dependent on the number and severity of snow events. FY 2011 saw 53 snow events, a total of 97" of snow fall, necessitating a need for a greater amount of salt and energy to be used.

FY 2011 saw an increase in salt usage over previous years, due to the number of snow events. Below is a table showing salt usage and yearly snowfall. The table shows the highest salt usage in years with high snowfall, 07-08 and 10-11.

Salt Usage and Yearly Snowfall

Source: Salt Usage, DPW R.O.W Division
Yearly Snowfall, Inches, National Weather Service

Year	Tons Used	Inches of Snowfall
2006-07	3,508	94.6
2007-08	4,286	120.2
2009-10	3,686	96.5
2010-11	4,137	128.4



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Recycling Program

R.O.W provides recycling services for approximately 17,204 residential dwellings in Burlington. This service is provided by 3 recycling trucks, each running 1 route a day 5 days a week. This year R.O.W collected 3,109 tons of recycling. Recycling service is provided on 6 out of 12 city observed holidays. The processing fee that DPW has to pay for recycling dropped this year from \$10/ton to \$7/ton. The Burlington Recycling Program has seen a steady increase in amount of recycling collected over the last six years (see graph below). This indicates that it is a well used and valuable service provided by the city.

Tons of Recycling Processed Per Year

Source: Chittenden Solid Waste District

Fiscal Year	Tons Processed
2005	32,706
2006	36,677
2007	37,120
2008	41,487
2009	44,529
2010	46,790
2011	44,126

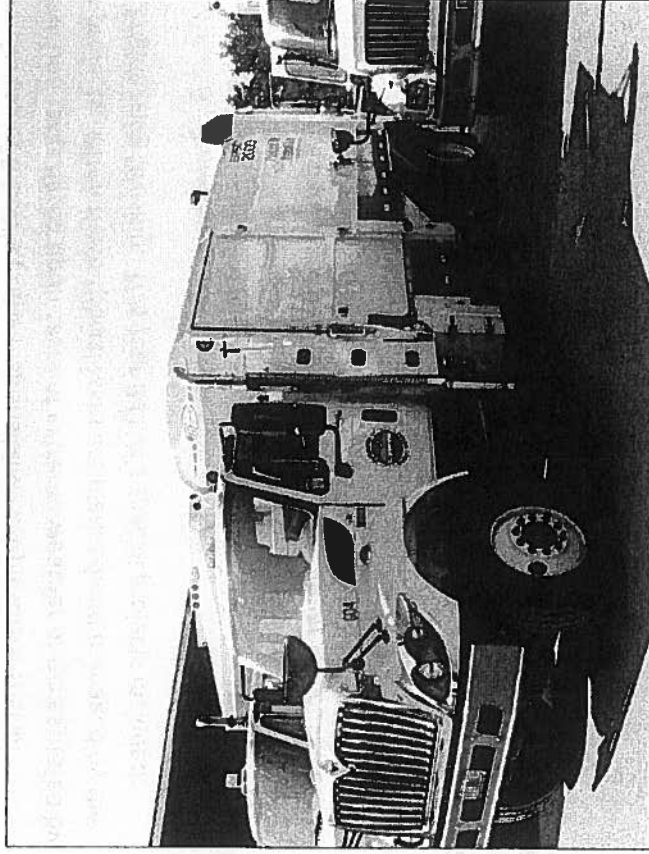
Last year a Compressed Natural Gas (CNG) fueled recycling truck was purchased for the program. This truck produces nearly half the emissions of an equivalent diesel engine*.

The recycling program is funded through a business tax on the collection of solid waste. For every residential unit served by solid waste collection (or per drop-off at the CSWD Drop-Off Center), a \$3.10 tax per month is assessed. This rate has not been increased since 2002.

* MY2011 PHOENIX NG 7.6L Heavy Duty CNG E510308 produces NOx + NMHC Emissions 0.18 / bhp – hr International – Equivalent diesel engine, MaxForce DT Engine produces .5 Nox (g/hp – hr)

Traffic

Along with managing the city's streets and sidewalks, R.O.W is also responsible for the city's parking meters, signs, and road markings. R.O.W collects and maintains the city's 1,219 parking meters and for FY2011 made 386 repairs or replacements to the system at a cost of \$15,000. The 1,219 parking meters generated \$1.3 million of revenue. R.O.W was also responsible for the replacement or repair of 675 street signs at a cost of \$20,000 and the painting of 623 white stop bars and 326 red crosswalks.



CNG Fueled Recycling Truck

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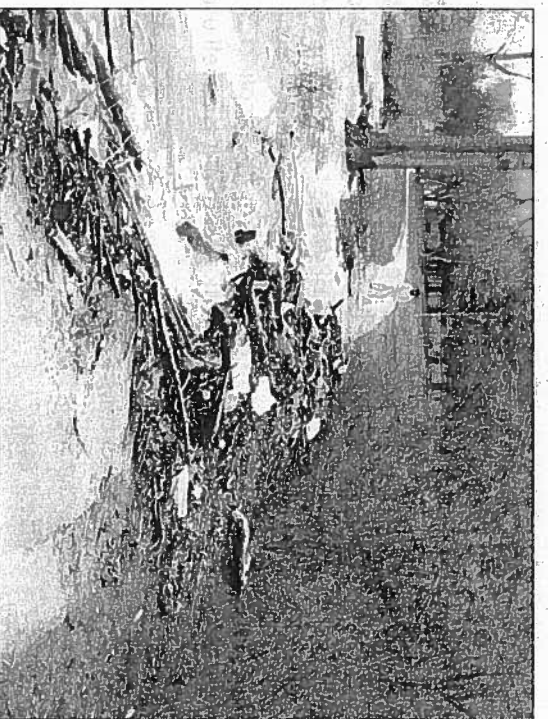
Water Distribution/Maintenance

R.O.W works to provide water service to all residential and commercial buildings in Burlington. They do this by providing line service from the water mains in the street to building. Along with providing water service they maintain the city's water utilities including water mains, broken water lines, and hydrants.

Special Projects

On top of R.O.W's yearly responsibilities, it performs special construction tasks based upon cases of extreme weather or necessitated by other projects. Often these special tasks are planned and managed by the DPW Engineering Division. This year R.O.W's special projects included:

- Combined Sewer Reduction Project
- Rebuild Bike Path at Oakledge Park
- Stabilize Bike Path erosion behind Northshore Condo's
- St Paul St. sewer replacement - 240 linear ft. 12" sewer line
- Extensive repair & replacement of Dale Rd. / Bike Path Storm line
- Bike rack installations
- Leaf pick up week
- Christmas tree pick up week
- Green Up Day



Oakledge Bike Path 5/11/2011 – Photo Courtesy of: <http://www.localmotion.org/blog/wp-content/uploads/2011/04/Oakledge-debris-5-11.jpg>

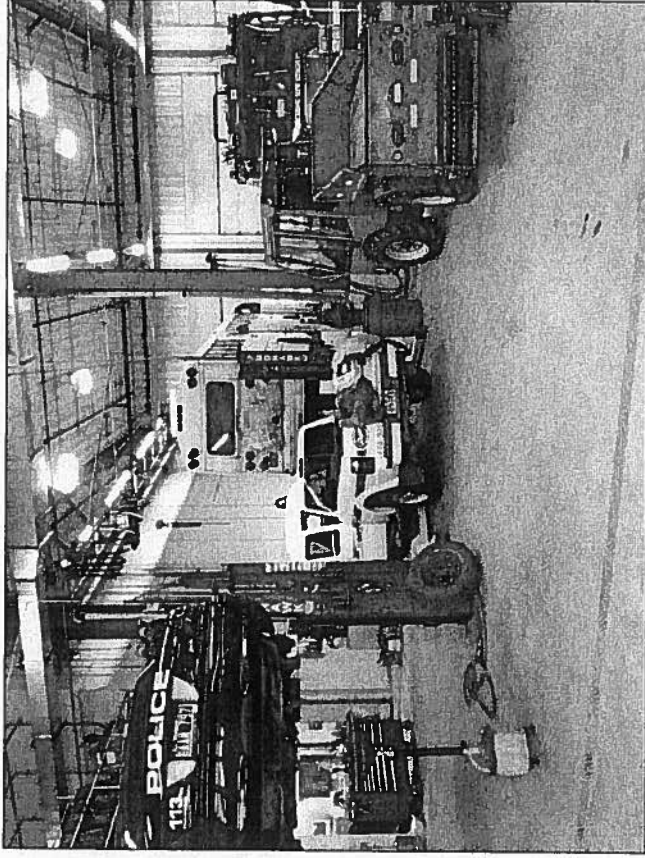
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Parking and Fleet Services

Parking and Fleet Services division of DPW provides vehicle and equipment maintenance and repair services for 11 city departments as well as some outside clients such as Malletts Bay Fire Department. Parking and Fleet Services is able to provide competitive prices and 24 hour on call services to all city vehicles, helping to reduce costs for the entire city as well as ensuring that city vehicles are consistently kept in working order.

Equipment Services also provides fueling services for all city vehicles in the forms of gasoline, bio-diesel and compressed natural gas (CNG). Parking and Fleet Services currently provides CNG to the University of Vermont's fleet of 5 on campus CNG buses.

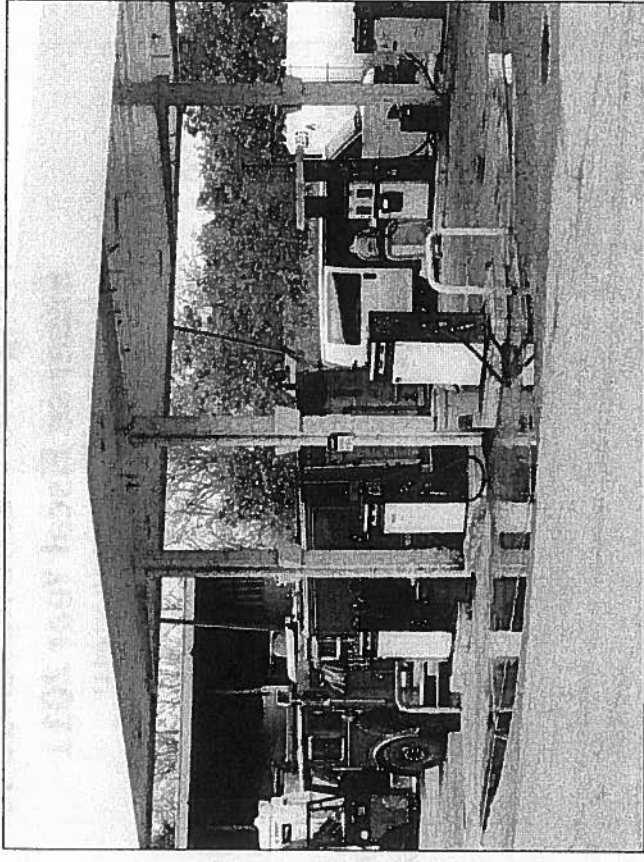
DPW Fleet Services



As part of the departments' commitment to reducing greenhouse emissions, Parking and Fleet Services replaced DPW's diesel burning fleet with bio-diesel and continues to promote CNG as a cleaner burning fuel source for the city's fleet. One recycling truck currently runs on CNG and 2 more have been ordered.

In addition to maintaining the city's rolling stock Parking & Fleet Services, manages the city's four parking garage facilities, 1,219 metered parking spots, and six surface parking lots. Parking and Fleet Services traffic signal engineer also manages and maintains all city traffic signal system and parking ban lights. Parking and Fleet Services also manage the city's school crossing guard program.

DPW fueling station serves all city departments



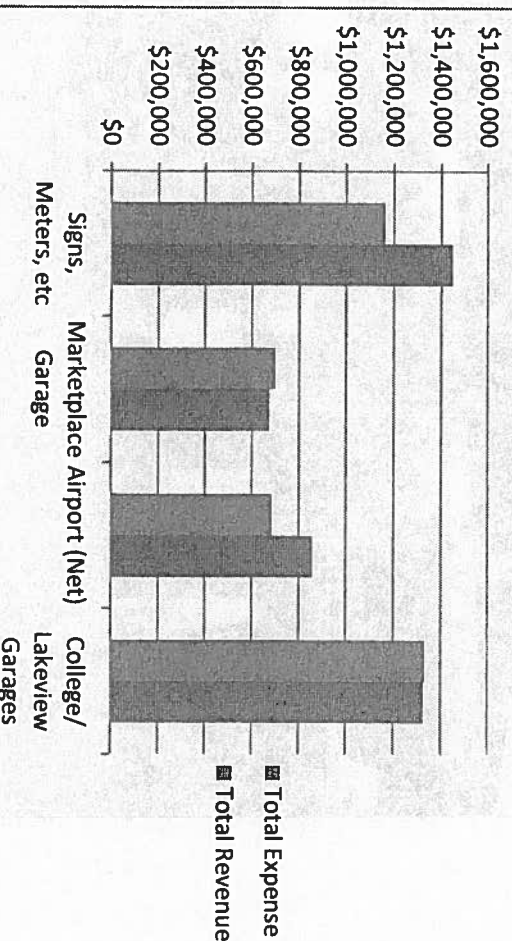
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Parking

Parking and Fleet Services manages the city's 3 parking garages, 6 surface lots, and metered parking. Parking meter rates have remained static since 2008, and garage rates have remained static since 2009. Parking revenue has only just been able to keep up with the increase in expenses associated with operations, and often the garages operate a loss (See Graph Right). There has been a steady upward trend in parking revenue over the last 3 years, although expenses continue to be slightly higher. The increase in revenue in 2009 can account for its net gain due to an increase in rates for that year. The Garage Parking Program operated at a net loss of \$14,690 in 2011. These trends indicate the need to increase revenue for off street parking facilities in order to sustain the operational expenditures.

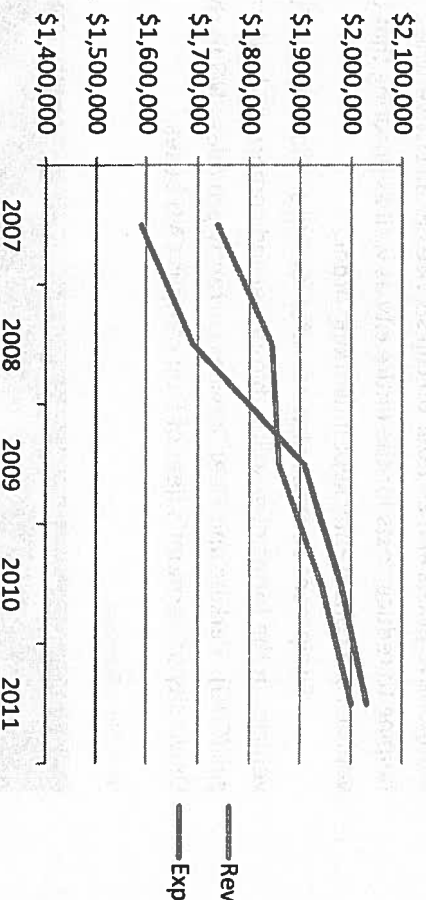
Parking and Traffic Revenue vs Expense Fiscal Year 2011

Source: DPW Budget 2011, Period 13



Parking Garage Program, Revenue vs Expense: 2006-2011

Source: DPW Budget 2007-2011, Period 13



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Parking Revenue Expenditures

As illustrated by the graph "Breakdown of Parking Revenue Expenditures" (right) revenue generated by the city's on-street and off-street parking facilities is used to pay not only for the upkeep of parking facilities but for other programs as well. Traffic Signal Operations, School Crossing Guards, Sign Repair and Replacement, and the city's Flower Planting Program all receive funds generated by parking revenue. This in turn eases the burden on tax payers, as no extra cash from the general fund is needed to pay for these services and programs.

Two Hour Free Parking

Since 1999 downtown Burlington parking garages have provided 2 free hours of free parking to customers. For FY 2011 those who parked for more than 2 hours only accounted for 32.03% of total parking at downtown garages. The lost revenue from providing the 2 hour free parking service is partially offset by an annual contribution of \$310,000 by the Downtown Business District. If Burlington *did not* provide 2 hour free parking at its downtown garages and charged a fee of \$1 an hour for the first two hours, the value of 2 hour parking in FY 2011 would be \$646,901. With the current contribution of \$310,000 the city is losing \$336,901 in possible revenue.

Two hour Free Parking Statistics, FY 2011

Traffic and Fleet Services Division

	Total Tickets	Total 2hr Free Tickets	Percentage 2 hr. Free Tickets
Marketplace Garage	395,725	266,034	67.23%
College Street Garage	52,686	22,729	43.14%
Lakeview Garage	162,394	126,388	77.83%
Total downtown	610,805	415,151	67.97%

Breakdown of Parking Expenditures Based on FY 2012 Budget

Police Meter
Enforcement
\$185,000

Meters and Signs
\$330,086

Services
\$200,000

Flower Planting
Program
\$15,000

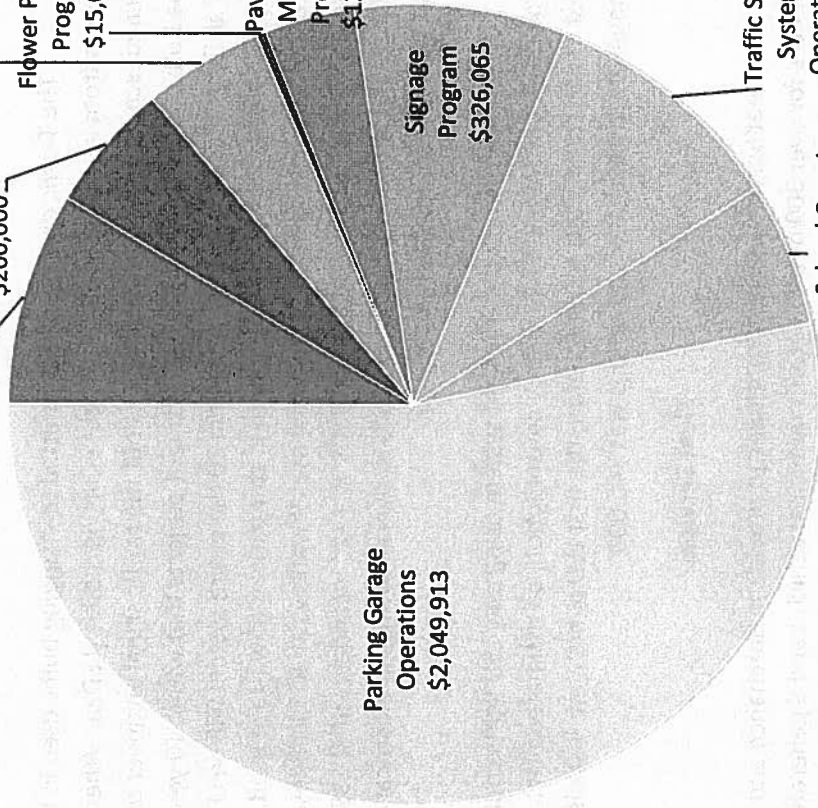
Pavement
Marking
Program
\$138,648

Signage
Program
\$326,065

Traffic Signal
Systems
Operations
\$376,055

School Crossing
Guard Program
\$222,635

Parking Garage
Operations
\$2,049,913



Traffic

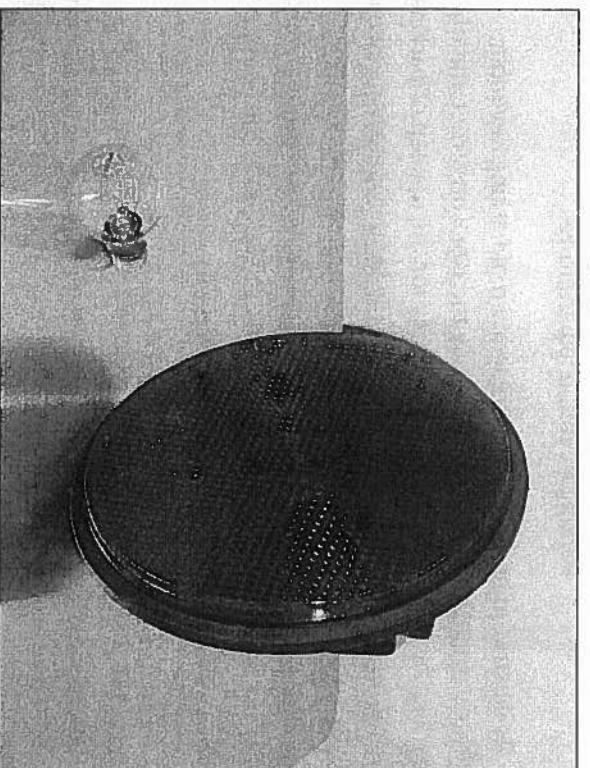
Parking and Fleet Services employs one Traffic Signal Engineer to manage the city's traffic signals and parking ban lights. There are 330 pedestrian signals in Burlington, 2 per crosswalk. 117 of the 330 signals are countdown signals. The remaining 213 signals will be upgraded on a basis of necessity. When a non-countdown signal stops working it will be replaced with a countdown one.

The Traffic division has committed to changing bulbs used in traffic signals from incandescent bulbs to light emitting diodes (LED's). When an incandescent traffic signal bulb burns out the traffic signal engineer replaces the bulb with a LED light. The department projects that within 10 years 90% of all lights will be LED, and that within 20 the entire system will be LED. The benefits of LED lights can be seen in comparison of wattage used. An 8" LED light (typical of pedestrian signals) uses 9 watts vs an 8" incandescent using 65 watts. A 12" LED uses 20 Watts vs a 12" Incandescent at 135 Watts. This reduction in wattage leads to overall savings in electrical cost, currently an estimated \$10,000/year.

A fully upgraded traffic light system using only LED lights could provide an 85% reduction in energy consumption, an estimated electrical cost of \$6,000-\$8,000. In 1996 before the first LED lights were installed the annual electrical cost of operations was \$40,000

Fleet Services

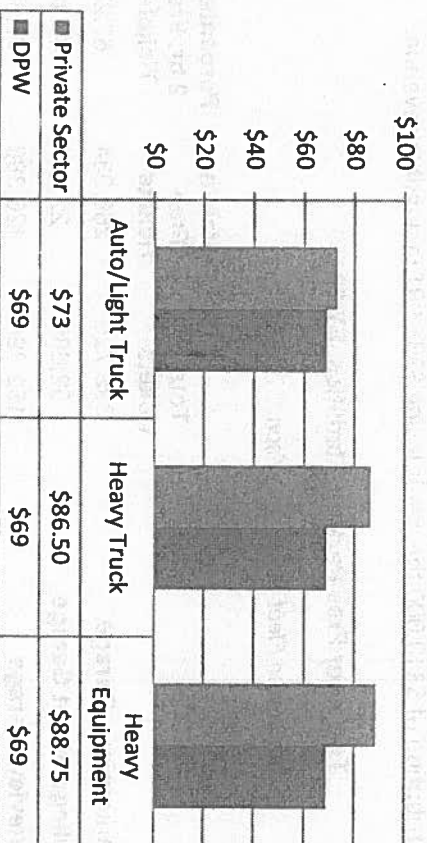
Fleet Services division continues to provide maintenance and repair services for over 300 of Burlington's municipal vehicles and 8 generators. Fleet Services offers competitive rates with the private sector (See Graph Right), as well as 24 hr a day on call services. This is especially important as many city vehicles are first response public safety and emergency vehicles such as fire and police.



135 Watt bulb used for 12" Signal vs. 20 Watt LED 12" Signal

Vehicle Maint. Hrly Rate Comparison FY2011

Source: Report Based on Commercial Prices



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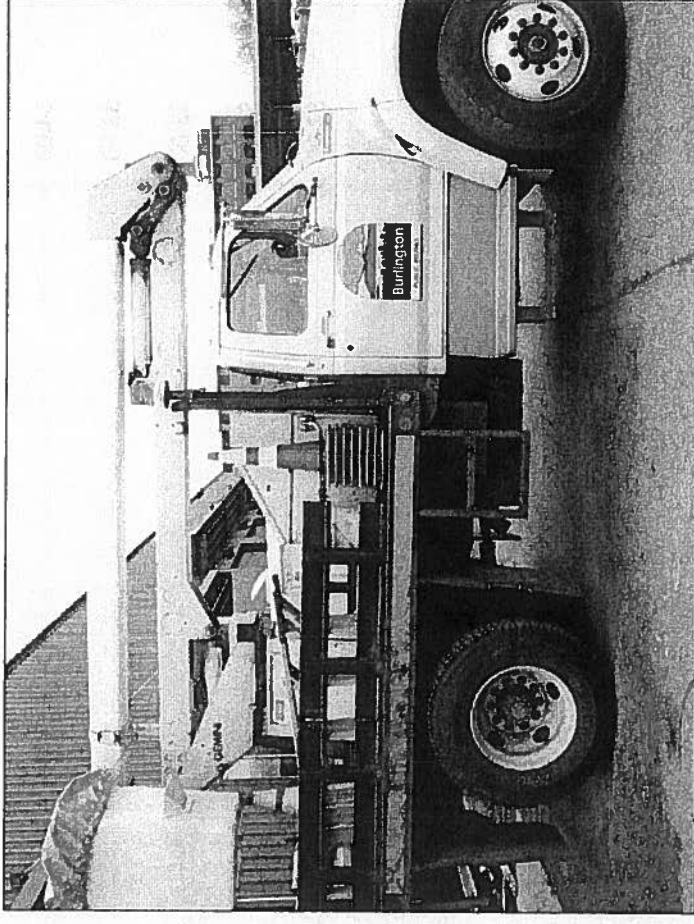
Fuels

Parking and Fleet Services provides fuel services for diesel, gas, and compressed natural gas vehicles for all city vehicles. The division is able to recap cost of fuel usage through sales. .

The Central Maintenance Facility has a Compressed Natural Gas (CNG) Fast Fill Station. This station is used to fuel 5 UVM on campus buses, 1 recycling truck using CNG, and several Honda Civics with CNG engines used by Police Enforcement Department, DPW Director, and Parks & Recreation. Burlington Electric currently fuels a bi-fuel CNG Pick-Up truck as well.

All diesel powered trucks used by DPW run on Biodiesel which decreases the need for oil changes and general maintenance. DPW also use synthetic oils that have further reduced the number of oil changes needed, reducing the amount of petroleum product used as well as the elimination of waste petroleum product disposal.

Parking and Fleet Services manages fuel distribution through a vehicle ID system. Each vehicle is assigned an ID key card which is swiped at the pump and each operator is assigned an individual pin number that must be punched after the key card is swiped. This allows the fuel to be tracked by vehicle and operator. Each city department is billed monthly for the actual amount of fuel used.

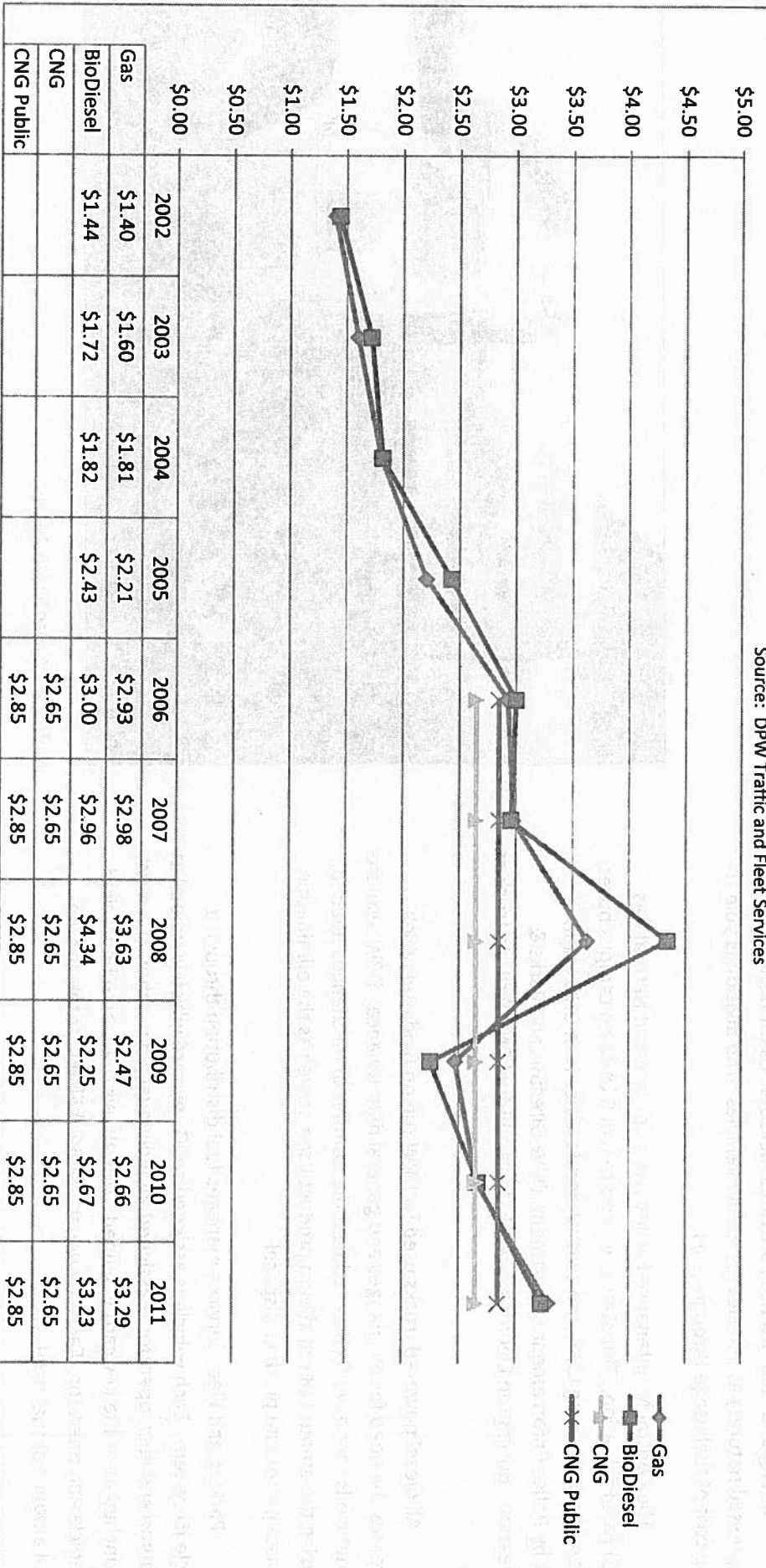


DPW Truck, Fueled by Bio-Diesel

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Fuel Price History

Source: DPW Traffic and Fleet Services



This graph shows the cost of fuels per gallon used by DPW over the last 9 years. Gas and Biodiesel have been steadily increasing while CNG fuel has remained at a steady rate. As the prices of gas and biodiesel continue to increase it will be important for the city of Burlington to consider replacing older vehicles with CNG fueled ones to capitalize with the cost savings associated with a natural gas engine.

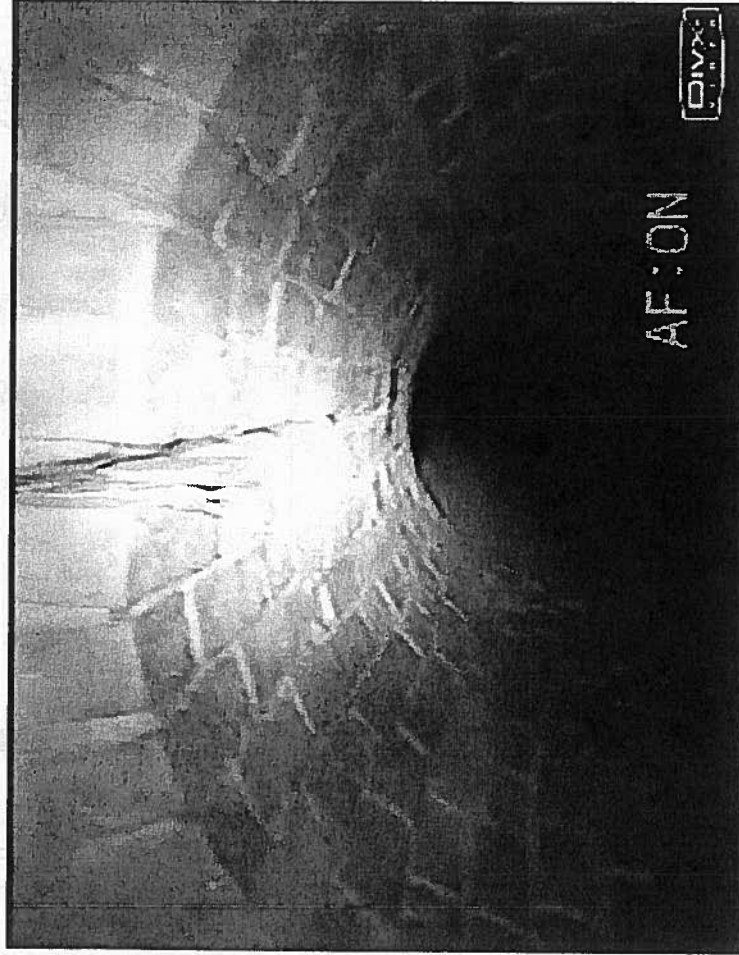
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Water & Wastewater

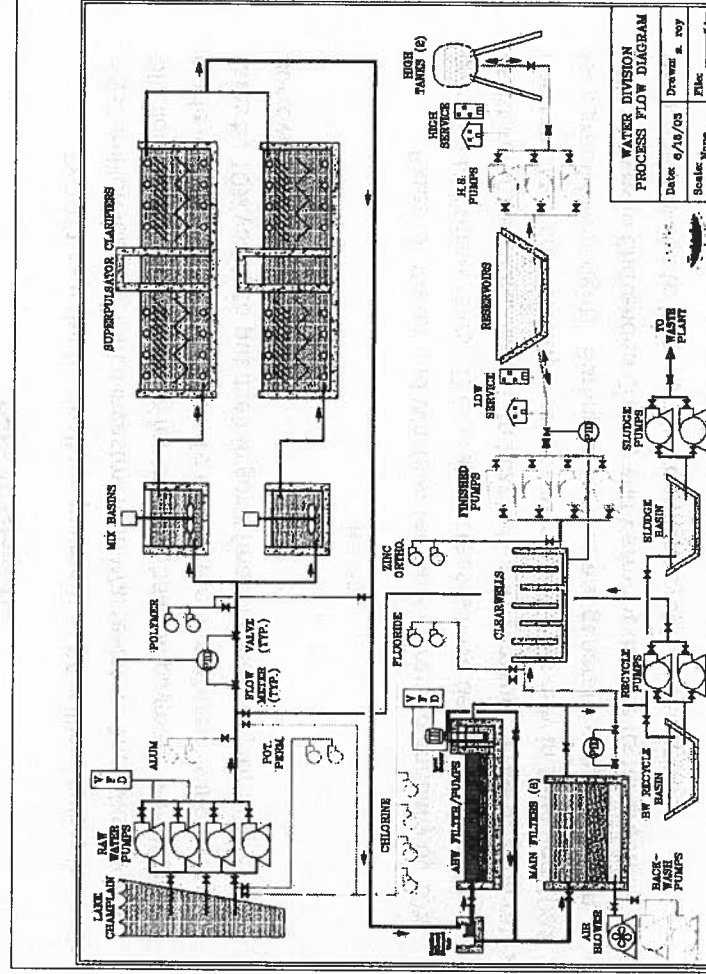
The Water/Wastewater divisions of DPW work to provide the citizens of Burlington with high quality potable drinking water, and ensure that wastewater is treated before it is discharged into the Winooski River and Lake Champlain. The Water plant produces an average of 4.5 million gallons per day for the residents of Burlington and Colchester FD#2. The plant is staffed 24/7 to ensure all treatment processes are in order.

The water treatment plant is comprised of two stage filtration that then pumps potable water continuously and is distributed to the high and low service systems via 110 miles of water mains, two covered storage reservoirs and two elevated water tanks.

Wastewater treatment capacity of 8.5 million gallons per day is achieved through three advanced secondary treatment plants collected from 49.7 miles of sanitary/combined sewers, 49.4 miles of sanitary only and 25 wastewater pump stations.



Inside of Brick Waste-Sewer Main, Battery St and King St



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Debt, Water

The Water Division is approaching the end of a 30 year debt payoff plan. Each year the Division pays \$1.3 million dollars, this will end in 2012. Since debt repayment accounts for substantial amount of the Water budget, the end of the repayment period will allow for more investment in water infrastructure. It is important to note that rates will need to remain static or increase in order to keep up with the need of improvements in infrastructure. The Water Division is gearing up for the 2013 budget and making allowances for the necessary improvements in infrastructure.

Debt, Wastewater

FY 2011 saw the first balloon payment of \$4 million dollars towards a \$52 million loan for initial investment in Wastewater. The Wastewater Division is currently preparing for the next balloon payment, which will be made in 2014, of \$14.6 million. To do this the department is increasing rates by 10% yearly to put itself in good financial standing for future borrowing.

Rates

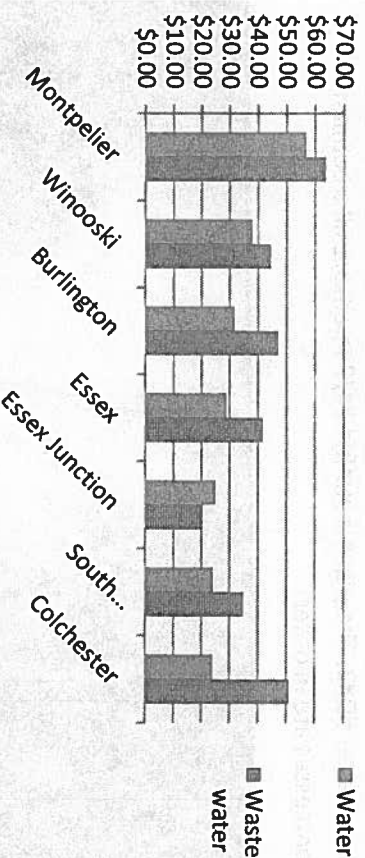
Rates for Water and Wastewater have increased annually by 10% over the last three years. These rate increases have been necessary to assist in the payment of debt and capital improvements. Prior to 2008 rates had remained consistently static, showing increases only in 1994 and 2004 (see graph lower right). Burlington's rates are generally consistent with other towns in Chittenden County and Vermont despite its far greater service needs due to larger population (see graph upper right).

The rate of inflation change between 1992 and 2011 is 61.7%. If the city had maintained the 1992 rate and only adjusted for inflation the water

rate today would be \$3.91, and waste water would be \$3.74 for a combined \$7.65. The increase in combined rates reflects a need for revenue to provide for capital improvements.

Water and Waste Water Rates per 1000 Cubic Feet

Source: Report of Vermont Towns Water & Wastewater Costs



History of Water and Waste Water Rates

Rates per 100 cubic feet

Source: Burlington, Water & Waste Water Division

	Water	Wastewater	Combined
1992	2.42	2.31	\$4.73
1993	2.42	2.82	\$5.24
2004	2.68	3.24	\$5.92
2008	2.62	3.89	\$6.51
2009	2.88	4.28	\$7.16
2010	3.17	4.71	\$7.88
2011	3.17	5.18	\$8.35

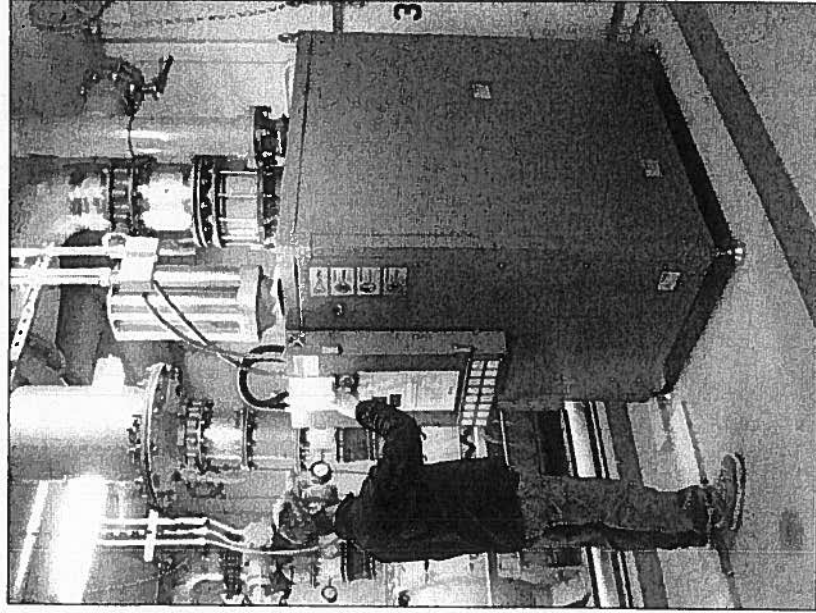
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Energy Efficiency

In FY 2011 Wastewater purchased a new Aeration Blower for its Main Plant through a grant from the American Recovery and Reinvestment Act. This blower pumps dissolved oxygen into the treatment system in order to sustain microorganisms that help treat the wastewater.

This new Aeration Blower is replacing one of the least efficient 200 hp blowers with a turbo blower. It is projected that the new blower will be 30% more efficient than the previous blower and is projected to save enough energy to power 30 to 45 homes. The Waste Water Division has gained considerable experience with the turbo blower efficiencies since installing a 50 hp turbo blower at the North Wastewater plant. To date the Waste Water Division is seeing a 24% reduction in aeration energy that amounts to approximately 193,000 KWh equivalent to \$24,000 annually.

The project also qualified for a significant cash rebate from Burlington Electric. Combined with the 50% ARRA, the rebate will reduce what would have been a 4.5 year payback to a less than one year payback period.



New Turbo Blower at Main Wastewater Plant

Waste Water Main Killowatt Hours Used By Month; 2010 to 2011

Source: Burlington Electric Department Bills to Wastewater Main

	Avg Monthly KWh FY 2010	Avg Monthly KWh FY 2011 (After Turbo Blower Installation)	Avg, Monthly Savings in KWh FY2010 - FY2011
July	178,080	152,880	25,200
August	158,520	150,240	8,280
September	169,800	165,360	4,440
October	159,000	148,080	10,920
November	154,800	147,720	7,080
December	179,760	154,800	24,960
January	149,880	144,000	5,880
February	144,000	122,040	21,960
March	169,800	150,360	19,440
April	163,320	156,720	6,600
May	179,520	159,840	19,680
June	174,480	170,160	4,320
Total	165,080	151,850	13,230

The chart above shows monthly usage of KWh for FY 2010 and FY 2011. The new turbo blower was installed July 2010.

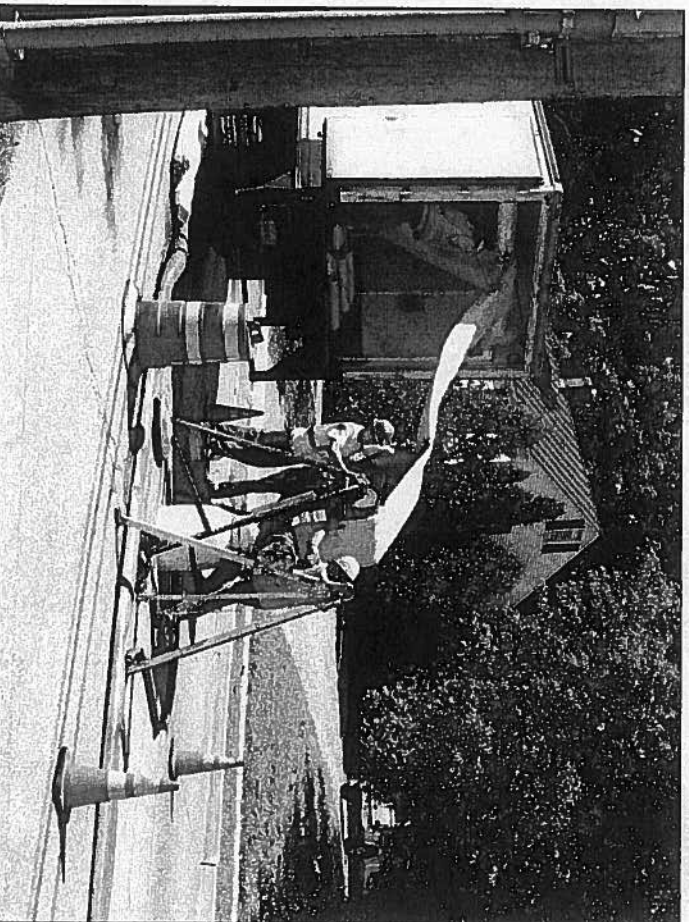
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Capital Improvements

This year wastewater lines running under Battery St and Colchester Avenue were relined using a Cast In Place Piping (CIPP). Using this technique DPW saved a combined \$140,078 versus traditional excavation techniques. The Colchester Ave project was completed in one day using CIPP versus an estimated two weeks for traditional excavation. The Battery St project was completed in 2 days using CIPP versus an estimated three weeks for traditional excavation.

The savings in time and costs can be attributed to the Wastewater Division in conjunction with the Engineering Division taking advantage of new technologies and implementing them effectively.

Installing of CIPP on Colchester Ave



Water Loss

Through a combination of hydrant flushing, water main breakage, general leaks and water meter inefficiency the Water Division loses a certain percentage of water produced each month. The Water Division tracks and reports this percentage in terms of total water consumed minus total water sold. The difference gives the number for water that was consumed through the system but unpaid for. Burlington's numbers are relatively high, this can be partly attributed to pipes breaking and leaking during the cold winter months, an aging water infrastructure system, and older water meters not recording all water used. The Water Division has set a goal of reducing the amount of water lost to between 10 – 15% from a current 12 month average of 19.5%. It will be necessary for the department to upgrade these systems in order to reach a lower amount of water lost per year.

In order to achieve the goal of 10-15% water loss the Water Division has developed a 30 year plan that has identified capital infrastructure upgrades aimed at making the system more efficient with less water loss. These projects have been ranked on a basis of probability of failure and treatment or supply risk. These projects include replacement of water valves and valve controllers, replacement of water mains, and upgrading of the filtration system.

Water Division, Consumption Sold vs Produced, FY 2011

Source: DPW Water Division

	Total Consumption	Total Sold	Total Lost	% Lost
1-Jul	19,986,364	17,405,853	2,580,511	13
Aug-10	19,275,936	15,299,032	3,976,904	20.63
Sep-10	18,292,380	15,881,923	2,410,457	13.18
Oct-10	16,858,690	13,942,151	2,916,539	17.3
Nov-10	15,460,428	12,540,627	2,919,801	18.89
Dec-10	14,827,406	13,311,895	1,515,511	10.22
Jan-11	16,318,048	11,721,108	4,596,940	28.17
Feb-11	15,635,294	12,588,159	3,047,135	19.49
Mar-11	17,016,310	12,747,456	4,268,854	25.09
Apr-11	17,620,053	13,231,258	4,388,795	24.91
May-11	17,451,337	13,209,651	4,241,686	24.31
Jun-11	17,517,914	14,230,290	3,287,624	18.77

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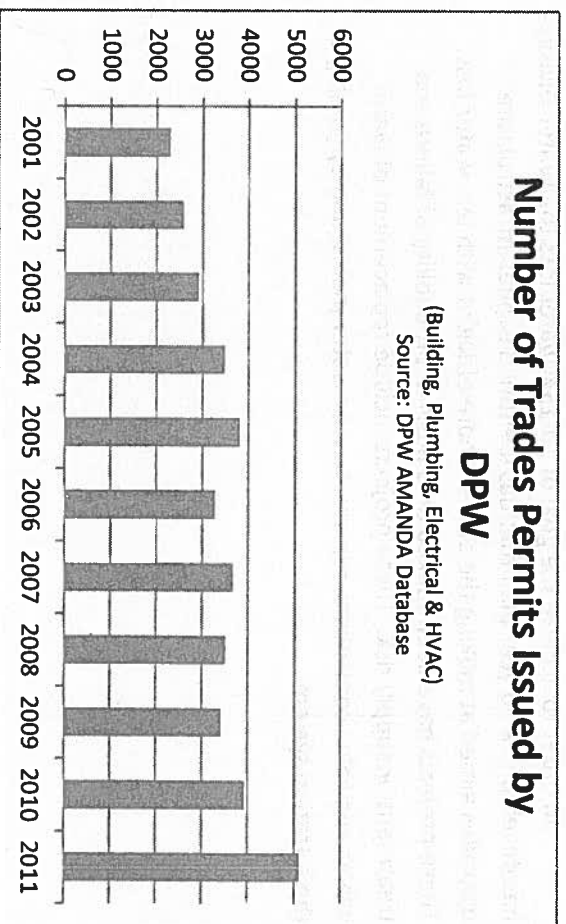
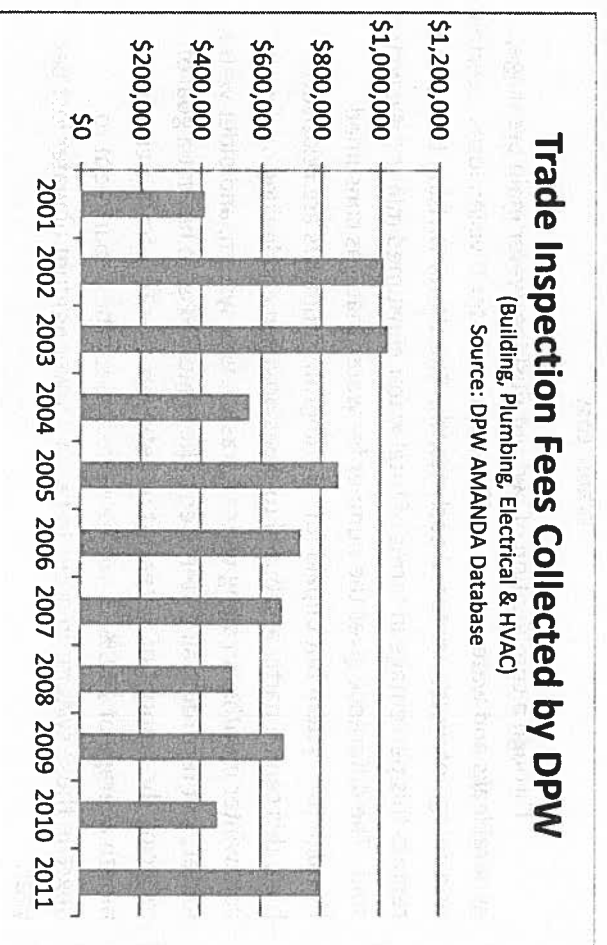
Inspection Services (DPW/ISD)

Burlington DPW Inspection Services Division employs three trade inspectors, one building, one electrical, and one plumbing and mechanical. The three trade inspectors conduct plan reviews, provide code consultation on structural and life safety codes, issue permits and conduct onsite inspections for the construction of all new commercial and residential buildings. This includes additions, alterations, repairs and demolitions to all underground and above ground structures. Inspectors are also responsible for ensuring the integrity and safety of components and elements associated to the building, electrical, plumbing, mechanical, sprinkler systems, fire alarms and fire suppression systems.

Funded by the revenues from permit fees; (building, plumbing, electrical, & HVAC, etc.) the division operates on a sustainable budget. Permitting fees are based on the estimated cost (time & material) of construction on a project. Currently at \$7.00 per \$1,000 of the value, the permit fees start increasing on those projects that meet and exceed \$3000.00. A thirty (\$30) dollar minimum permit fee (\$20 permit fee + \$10 recording fee) covers those projects less than \$2900.00 of estimated cost of construction.

Increase Trade Fees and Permits

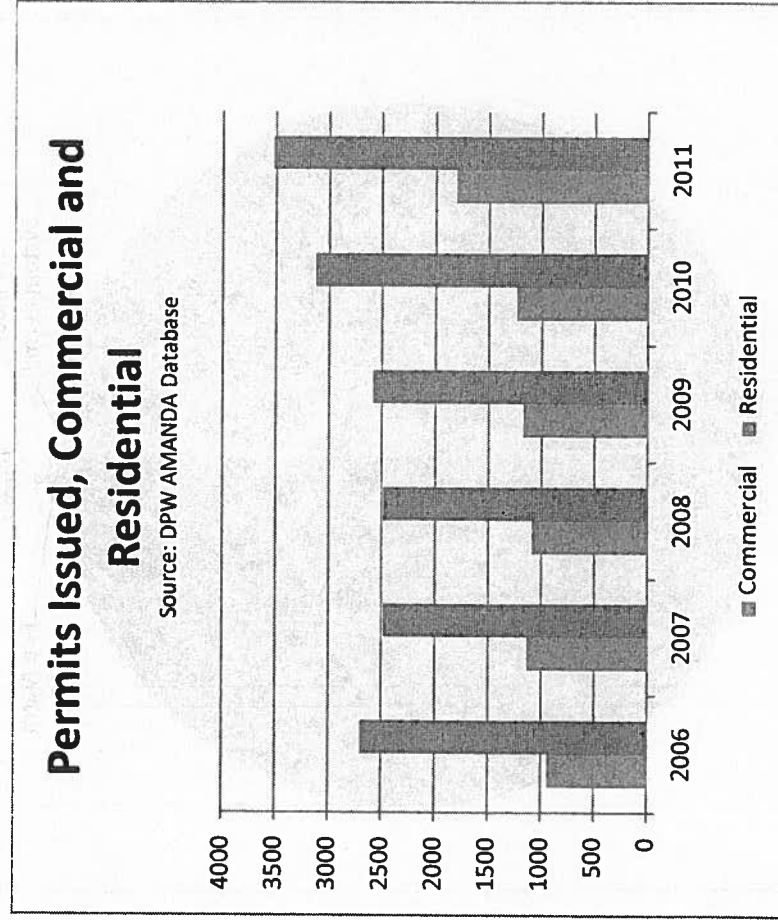
Driven by technology; in recent years there has been an increasing need for documentation from realtors, banks and other financial institutions for proper and complete documentation of construction activity to support clean title searches for related property transactions. Because of this increased need for documentation, the Inspection Services Division has experienced a rise in work activity to include property permit clean-up requests and number of permits issued per year. The number of trade permits issued in FY 2011 shows the greatest increase in permits issued within the last 10 years (see graph trade inspection fees collected by DPW).



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The increase in permit activity has led to an increase in fees collected, the highest amount since 2006. The large amount of fees collected in 2002-2005 can be attributed to the Renaissance Hospital Project. This is reflected by the low number of trade permits issued in those years.

The graph below shows the breakdown between residential and commercial permits issued per year. Residential permits have traditionally been double the amount of commercial permits. Again, the increase that we see in 2011 can be accounted for due to the pressure from financial institutions for thorough documentation.



Unified Certificate of Occupancy (UCO)

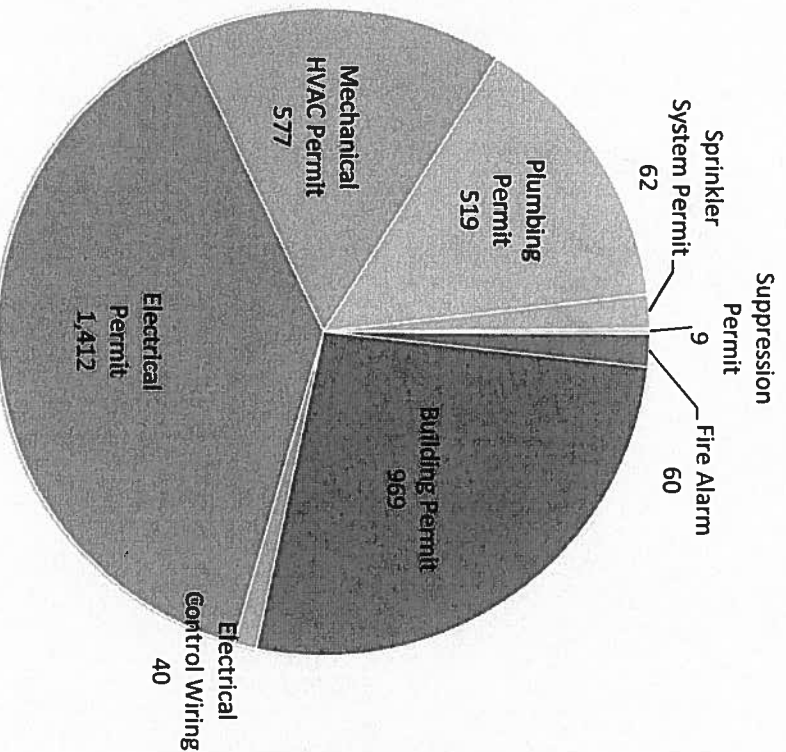
A 2009 Ordinance changed Burlington's permitting process merged the zoning and building certificate of occupancy documents into one document known today as the UCO. The consolidation of the two documents was implemented to improve the management of permits, streamline the processes, which expedites the closing of the permits related.



These two graphs represent the amount and types of trade permits issued by the Inspection Services Division in FY 2006 and FY 2011. The increase in building permits issued between 2006 and 2011 is more than 100%, again illustrating the point that proper documentation and certification is becoming more and more of an issue for owners. All categories of permits issued increased except for Electrical Permits, which dropped by 20%.

Permits Issued by Type: FY 2006

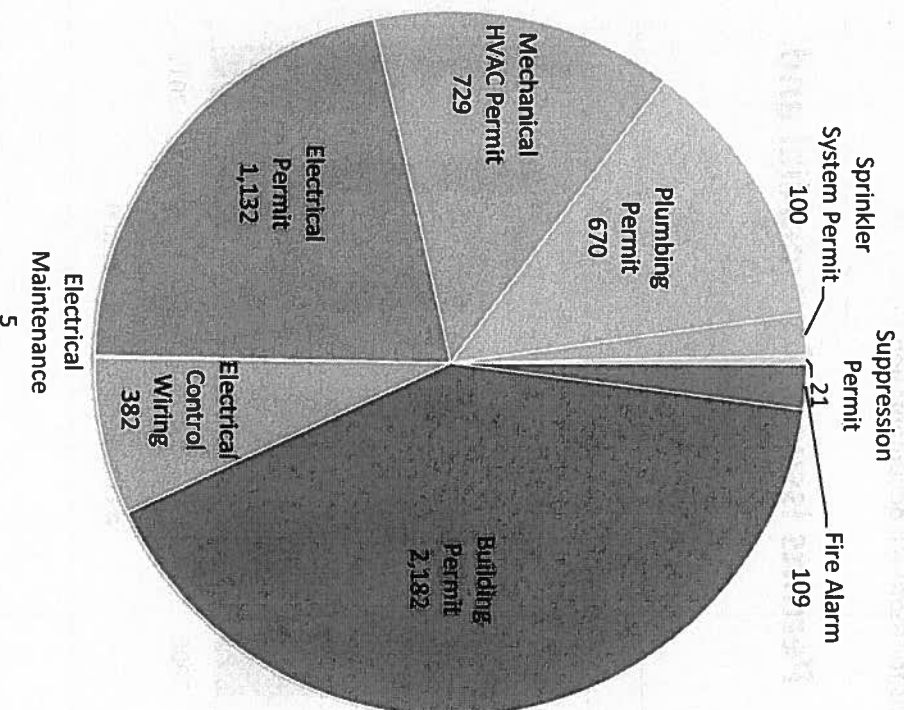
Source: DPW AMANDA Database



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Permits Issued by Type: FY 2011

Source: DPW AMANDA Database

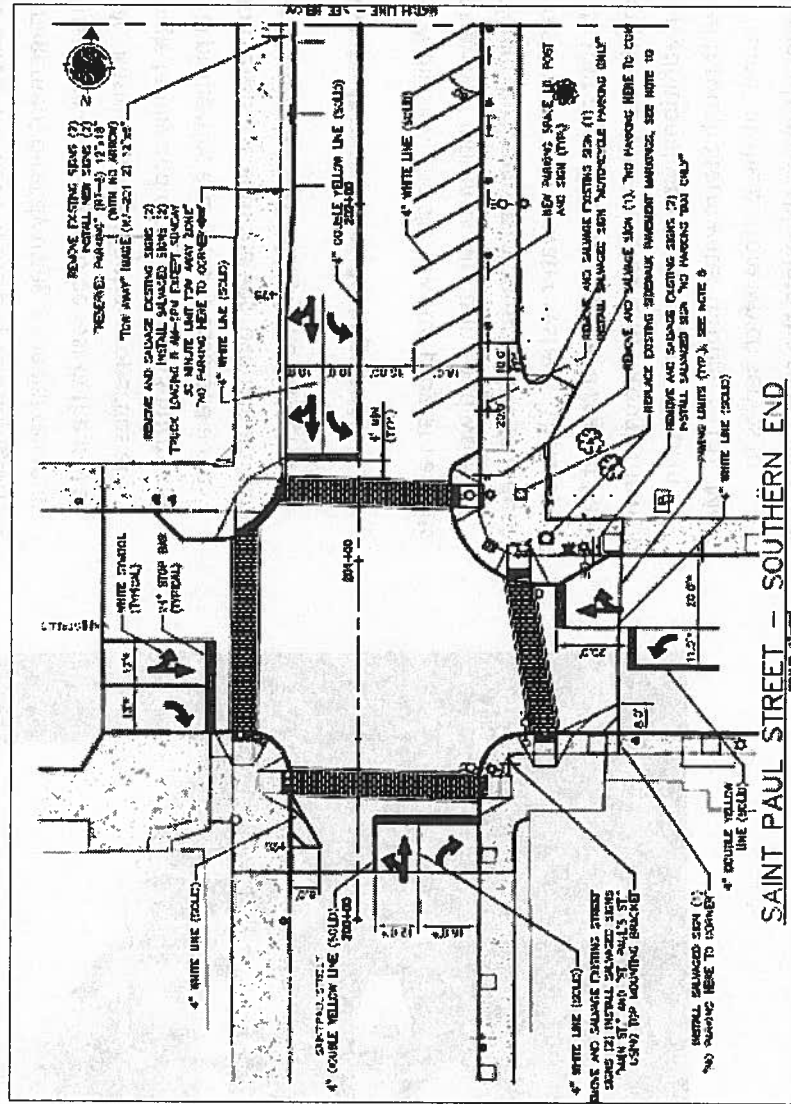


Planning & Engineering

The Engineering Division of the Public Works Department provides design, construction, management, and maintenance of the City's infrastructure. Including streets, sidewalks and pathways, sewers and storm drains, water and wastewater, public buildings and structures, traffic signals, and residential recycling. Engineering provides technical support in order to provide efficient operations in compliance with local, state, and federal regulations. Improvement of operations through maintenance and upgrades of infrastructure in order to advance environmental stewardship as well as improve system wide functionality is another goal of the Engineering Division.

The Engineering Division also operates and manages the Stormwater, Street Capital, City Capital, and Transportation Planning programs. These programs often work together or with the other DPW divisions to carry out capital improvement projects within the City.

Engineering is also responsible for acquiring federal and state funding for capital projects. By leveraging dollars from outside of the community the Engineering department eases the burden of tax payers in paying for many of the capital projects that occur in the city.



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Stormwater Program

The Burlington Stormwater Program was launched in 2009 as a result of a special taskforce assigned by the mayor to review the city's current stormwater policies and practices. While on a day to day basis, the stormwater program oversees and funds the maintenance, repair and enhancement of our existing stormwater infrastructure (catch basins, manholes, storm lines and outfalls), ultimately the goals of the Stormwater Program are to improve water quality in our surface waters and ensure compliance of the City with the various State and Federal Stormwater regulations.

Like many communities across the nation, the City of Burlington has chosen to fund stormwater management directly using a special revenue stream funded by user fees rather than allowing it to be lost in the day to day competing priorities of DPW. Residential residential properties are assessed a flat fee (\$3.00 for single family and duplexes and \$3.60/month for triplexes) whereas commercial properties are actually assessed a fee (\$1.17/1000 s.f. per month) commensurate with the approximate amount of impervious (rooftop, paved and unpaved surfaces) on the property

Public Stormwater Infrastructure Management

With the help of the ROW division, the stormwater program and its funds ensure that the City's stormwater infrastructure is in good working condition and that we are employing best management practices to reduce the amount of sediment being discharged to our water system. There are over 2000 catch basins in the city that need to be cleaned on a regular basis. In order to keep up with cleaning the stormwater program, through the help of a VTRANS grant, purchased an additional stormwater vector truck in FY 11 (with remaining debt financed through Stormwater through FY15). Most catch basins have a depression "sump" at the bottom which serves to capture sediments and prevent them from washing into the sewer lines and

our surface waters. These catch basins must be cleaned ("vactored") regularly to make sure that the sump is not full and can continue to capture sediment. In order to maximize use of the new vector, the stormwater program is also paying labor costs for two employees to inspect and clean catch basins between April -November. Over 1000 catch basins were inspected and cleaned this year, with approximately 270 tons of material removed. New for FY 2011 was the introduction of a catch basin inspection and cleaning form which can be used to track progress and also highlight basins which may be in need of repair.

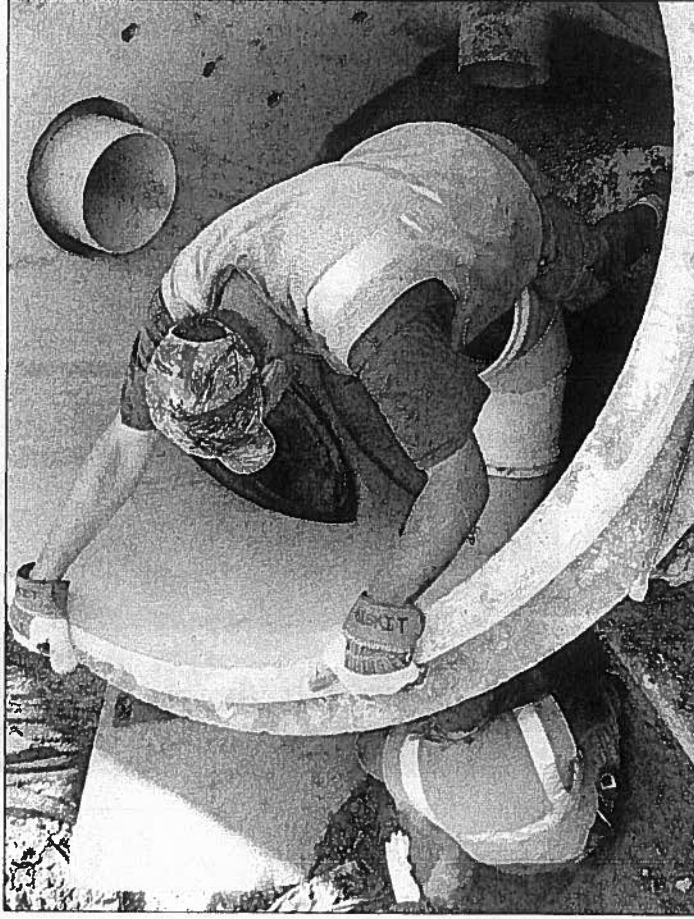
ROW employees cleaning a catch basin on Colchester Ave with the new Stormwater Vector Truck



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The ROW division also performed necessary repairs to approximately 120 basins this year, and completed the installation of several drainage improvement projects (Hayward/Howard, South Union, Flynn & Foster, Colchester Avenue) that were needed in locations with poor drainage.

R.O.W Worker Installing a New Catch Basin



Additional stormwater projects include the installation (by private contractor) of two 5,000 gallon stormwater storage tanks to reduce combined sewer basement flooding issues on South Prospect and the repair of a failed stormwater outfall pipe at Dale Road (by ROW). Of note was the combination of a traffic calming program project funding on Decatur Street with grant funding from VT DEC (\$10K) awarded to the stormwater program. By installing a rain garden in the traffic calming bumpout,

stormwater runoff is able to soak into the soil rather than reach the catch basin at the end of the street. This project achieved two goals – traffic calming as well as stormwater runoff reduction.

Rain Garden Traffic Calming Bumpout (Decatur Street)



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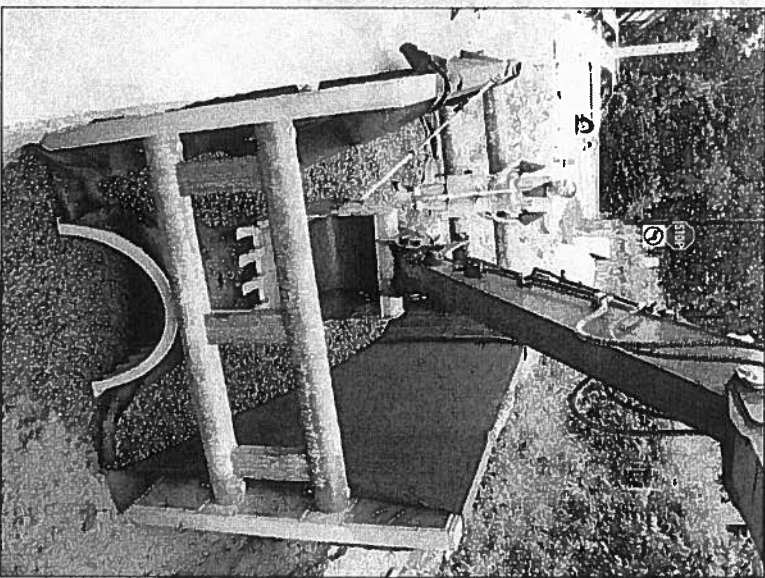
Special Project: Combined Sewer Stormwater Reduction Project

The City of Burlington's drainage system is comprised of approximately 60% combined sewers. This means that the stormwater runoff from the City's paved surfaces and rooftops (impervious surfaces) drains to the same pipe network as the sanitary sewer. The arrangement does provide certain benefits during very small storms, through treatment of that stormwater. However larger storm events can cause combined sewer overflows (CSOs) due to pipe restrictions in the system. The City has undertaken millions of dollars' worth of projects over the past 30 years to reduce the number of CSO points in the City, install separate storm sewers and to increase treatment capacity for these large storm events at the Main Waste Water Treatment Plant. Despite these efforts, as of 2009, overflows were still occurring at a frequency greater than that permitted by the State at the City's remaining 3 permitted combined sewer overflow outfalls – 2 off of Manhattan Drive (Park Street and North Champlain outfalls) and 1 off of Gazo Avenue.

With \$1.2 million in financial assistance from the ARRA program, the City of Burlington Department of Public Works accomplished significant reductions in the amount of stormwater draining to these outfalls (reduction of more than **260,000 gallons** to the Manhattan outfalls and **150,000 gallons** to the Gazo outfalls) through the construction of the following projects between April 2010 and September 2011.

- 13 Infiltration Systems throughout the Old North End
- Separation of roof drains at H. O. Wheeler with installation of pervious pavement parking spaces
- Separation of roof drain at C.P. Smith with peak attenuation storage
- Separation of roof drain at L.C. Hunt with stormwater re-use storage for irrigation

Infiltration System Installation at North Willard



These projects were designed by DPWs Technical Services Division and installed by the ROW Division. As the result of these efforts, the City now appears to be in compliance with the State's CSO Policy which prohibits overflows during smaller than a 2.5", 24-hour storm.

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Stormwater Education and Outreach

The Stormwater program continued its commitment to community outreach and education through the Chittenden County Regional Stormwater Education Program (RSEP). RSEP allows the City to contribute an annual fee of \$5000, along with the rest of the Chittenden County MS4s (Municipal Separate Storm Sewer System), to ensure consistent, quality education of the public via paid media and a website (www.smartwaterways.org). These media outreach efforts aim to educate the public about the effects of stormwater runoff on water bodies and the simple steps that can be taken to reduce these effects (Phase II Stormwater 2010 Annual Report).

Following on the success of the RSEP program, the MS4 (with Burlington on the steering committee) communities also launched a pilot project for the regionalization of Minimum Measure 2 which focuses on public involvement and workshops. The pilot created the Chittenden County Stream Team (CCST) which worked to promote workshops on how to disconnect stormwater runoff from storm drains, rain barrel fabrication, how to improve your driveway to reduce stormwater runoff, and how to build a rain garden. As part of this project, the Stormwater Program worked with the CCST to install a rain garden at Callahan Park which receives runoff from the roadway and allows it to infiltrate into the soil.

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Rain Garden Installation by SW Program and Chittenden County Stream Team Volunteers



Implementation of Chapter 26 Ordinance Stormwater Management in Private Development

As part of an increased focus and prioritization of stormwater management in Burlington, the City introduced protective language in Chapter 26 of the Burlington Code of Ordinances requiring that all projects disturbing more than 400 sq. ft. of earth be reviewed by the Stormwater Program prior to the issuance of any zoning or building permits. All projects over 400 sq. ft. must submit an Erosion Prevention and Sediment Control Plan which outlines the measures that will be employed on the site to prevent the runoff of sediment from the project into our stormwater system and our waterways. Additionally, all commercially zoned projects that are disturbing more than 400 sq. ft. and all residential projects that are

disturbing more than 400 sq. ft. and which have (or will have) greater than 2500 sq. ft. of impervious surface are reviewed to ensure that long term stormwater runoff from is minimized. For residential projects, the measures focus largely on impervious disconnection (letting runoff from impervious surfaces soak into vegetated areas), but have also included specifying ribbon driveways (two strips of pavement with grass strip in the middle) or pervious pavers for patio surfaces. For commercial projects (both new development as well as redevelopment), measures include bio-retention (rain gardens), tank storage, pipe storage, pervious pavers, tree plantings and green/living roofs.

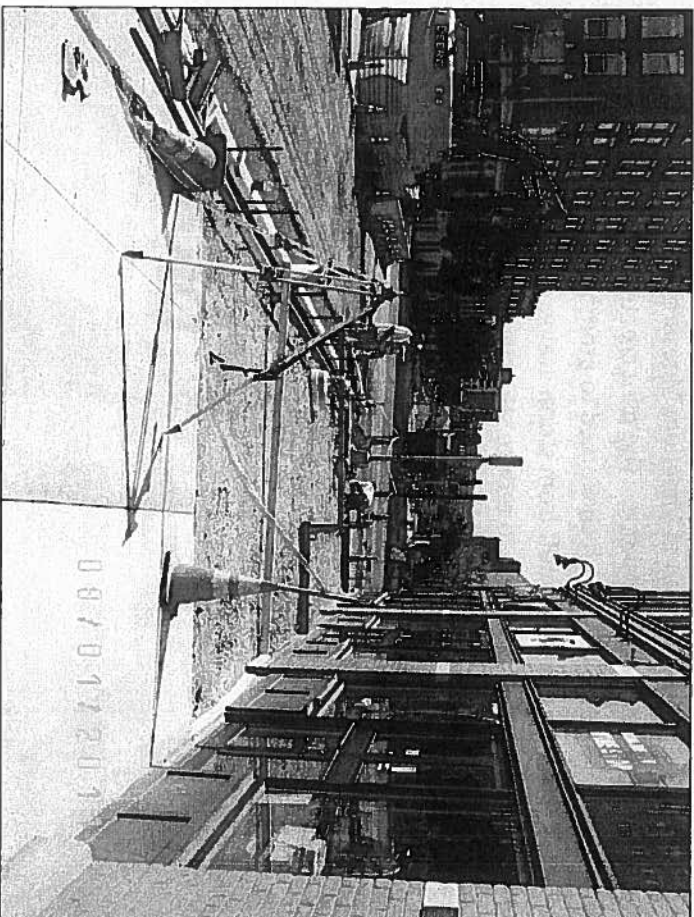
Chapter 26 implementation is on-going, with work still to be done on the workflow processes related to review and compliance tracking of these projects/approvals. As of FY 11, Erosion Prevention Sediment Control and Post Construction Stormwater reviews are being tracked in the AMANDA database which aids in coordination between the Stormwater Program, the Trades Inspectors, Planning & Zoning and Code Enforcement. #’s of projects



Capital Street Program

Street Capital is managed within the Engineering Division. Specific programs managed under Street Capital are street reconstruction, traffic calming, bike/pedestrian improvements, roadway repairs & patching, sidewalk and concrete work, and catch basin repair. The Street Capital division works closely with the R.O.W Division to ensure that these programs are designed and constructed as per plan.

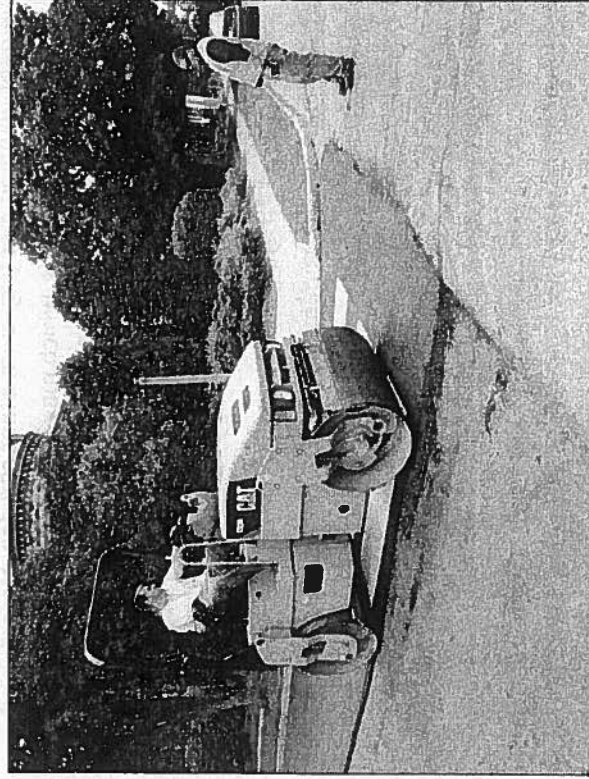
The Engineering Division manages specific projects which utilize and leverage Street Capital local match funds to perform large scale projects such as the College Street Improvements on the Waterfront, Lower Church St and St Paul St Improvement Project, Cherry St. at Church, Waterfront Access North, and Pearl St projects.



Street Paving

Burlington is currently embarking upon a 20 year plan to improve the condition of its streets. Prior to 2008 Burlington was spending \$700,000/year on street paving and the average Paving Condition Index (PCI), the standard measure of street quality, was at 62. An asset analysis showed that Burlington's average PCI would **decrease** by 2-3 points per year if paving continued at this rate. In 2008 voters approved a property tax increase in order to increase the paving budget from \$700,000 to \$3.2 million for 3 years, and then \$1.4 million for the next 17.

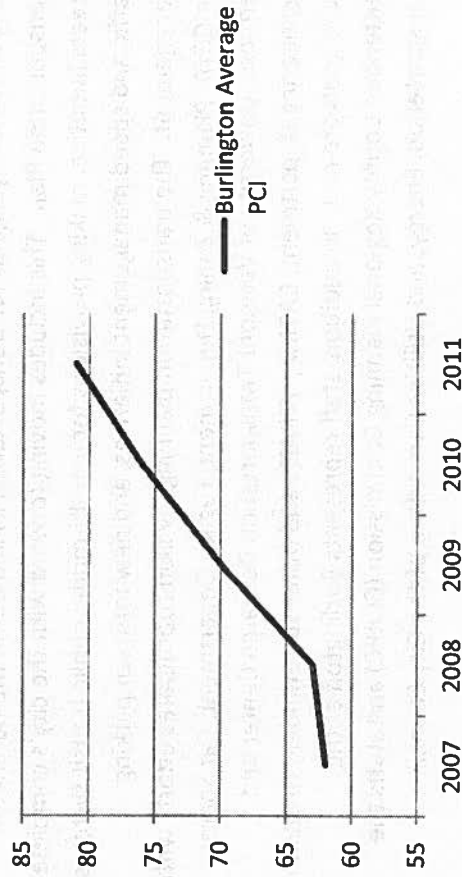
The DPW Engineering Division decided to spend \$3.2 million in the initial 3 years of the 20 year plan in order to mitigate future expenses. These 3 years, the Street Capital Program was able to pave approximately 10 miles of street a year. The graph right shows the average PCI of the Burlington Street system has been increasing due to the new funds available for street paving. This allows our transportation system to maintain an improved and sustainable level of service for bicycles, transit, vehicular traffic and pedestrians utilizing new ADA accessible crosswalks.



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Burlington Average PCI: 2007 - 2011

Source: DPW Street Capital Program



Transportation Planning

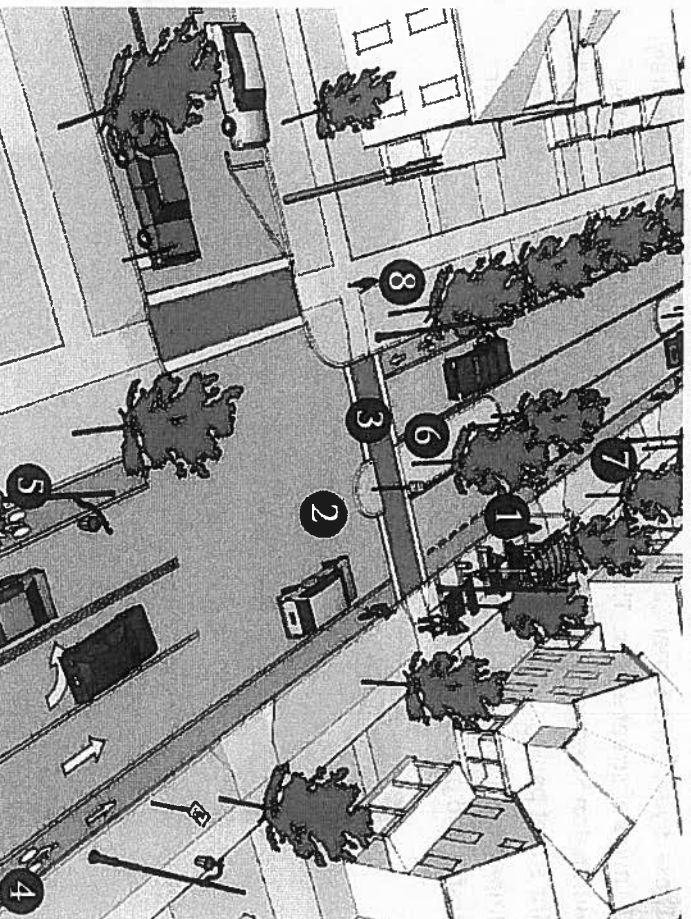
The Transportation Planning Program within the Engineering Division is responsible for keeping Burlington's transportation system on track with the city's goals for transportation as laid out in the Burlington Transportation Plan. This includes moving forward with the city's complete streets initiative, making provisions for a multi-modal public transit systems, traffic and speed management initiatives, and new forms of parking management. The transportation planning division coordinates efforts with the CCTA, Planning & Zoning Department, Legacy Department, Car Share Vermont, University of Vermont Transportation Research Center and Engineering Department, CATMA, VTRANS and other stakeholders to ensure these goals are met. In addition, staff represents Burlington at the Chittenden County Regional Planning Commission (CCRPC) and staffs the Transportation, Energy, and Utilities Committee of the City Council.

The Transportation Planners also coordinate annual Transportation Improvement Planning meetings with other city departments and coordinate grant applications, which may include Transportation Enhancements through Vtrans, Sidewalk Grants through the CCRPC, or other grant opportunities as they arise.

Traffic Calming

Street Capital Program works closely with the Transportation Planning division in traffic calming. Traffic Calming is generally done in response to requests by residents who feel their streets are unsafe due to driving conditions. The Street Capital and Transportation Planning Divisions will conduct a study of the street to determine the actual traffic conditions of the street and then create a plan for traffic calming if necessary. Some accepted Traffic Calming Techniques include street bump outs, shrinking of travel lanes, addition of bike lanes, and general configuration of the roadway. In FY 2011, the city requested Technical Assistance from the

Chittenden County Regional Planning Commission (CCRPC) to update Burlington's 2003 Traffic Calming and Neighborhood Enhancement Plan; work began in late FY 2011 and is not yet complete. In FY 2011, traffic calming was completed on Decatur Street and plans were approved by residents of Isham Street (construction will occur in FY 2012). In addition, data collection and/or neighborhood meetings began or continued on Hyde Street, Austin Drive, North Street, and Tracy Drive. Follow-up data collection was also scheduled for Decatur Street.



The Complete St. Transportation Plan

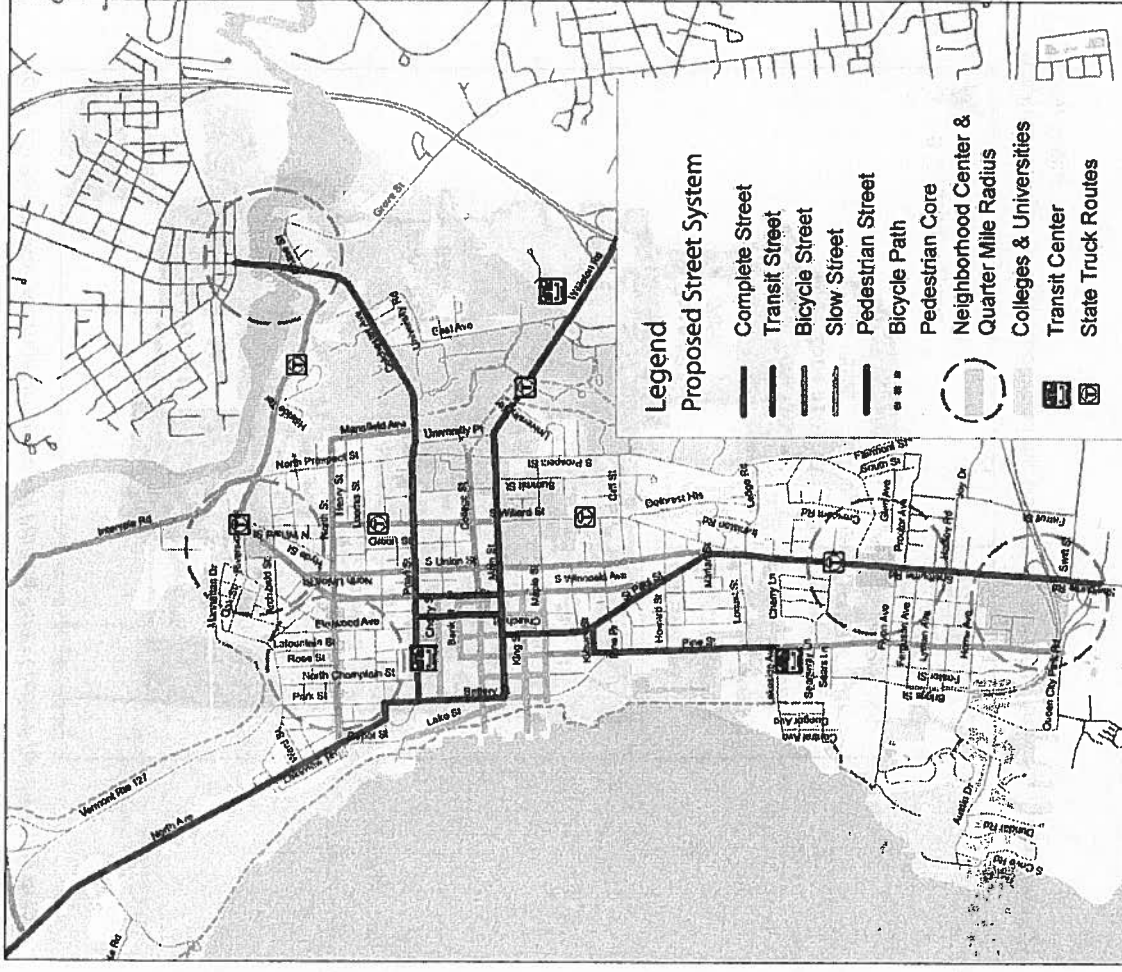
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Progress Indicators

As identified in the *Transportation Plan*, fourteen progress indicators will be tracked and reviewed annually. The indicators have been chosen because they are important to the goals of the *Plan*, and because they can be tracked at little or no additional cost. Some of the indicators have specific goals. For example, there is a long-term goal for the first indicator of completing 100 percent of the *Complete Streets* network. Other indicators do not have specific targets but are important to monitor. For example, if the volume of traffic entering and exiting the City is increasing but road capacity is not, action will be needed. These data can begin to be monitored and tracked.

Tracking the Progress Indicators

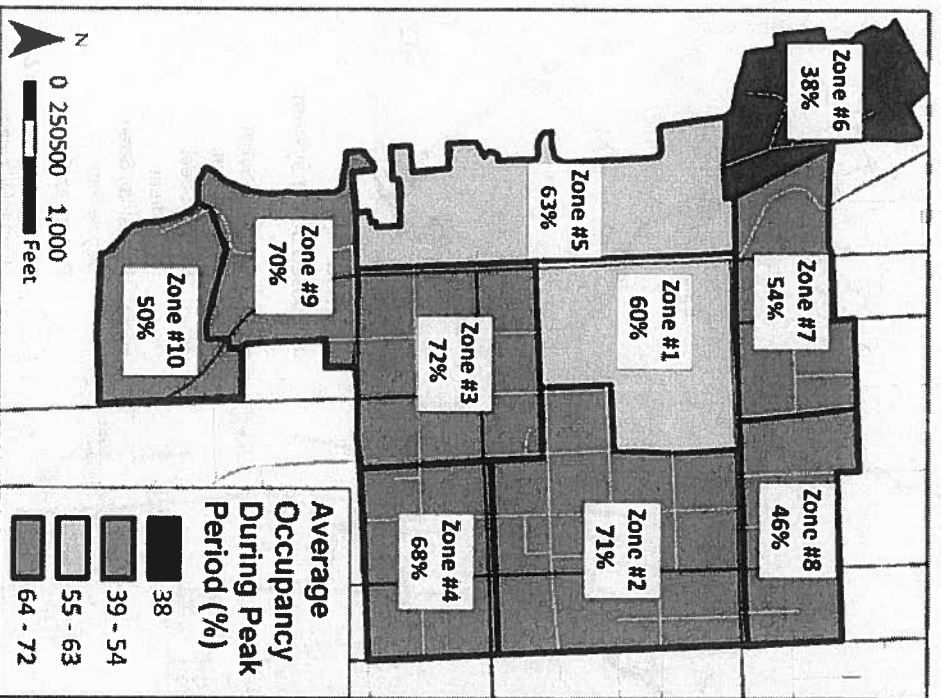
- 1) *Complete Streets* (percent completed);
 - 10%, Western Segment of Colchester Ave
- 2) *Transit Ridership* (annual);
 - 2,510,959
- 3) *Traffic Volumes into and out of the City* (vehicles per weekday);
 - Average Annual Daily Traffic Counts (AADT) taken at:**
 - Main St US 2, South of U Terrace – 29,500
 - Shelburne St, South of the Rotary – 19,440
 - Colchester Ave, East of Mansfield – 16,800
 - Beltline Rt 127, Exit for North Ave – 7,700
 - 4) *Accumulation of Cars* (estimated for weekdays from traffic volumes – an indication of parking demand); See Burlington Downtown + Waterfront Plan Transportation Study
 - 5) *Downtown/Waterfront Parking Spaces* (total public and private spaces);
 - 8,846 total parking spaces



Proposed Street System, Burlington Transportation Plan

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Figure 15: Peak Period Average Occupancy of Parking Zones Created for the Study Area



Graph Courtesy of RSG Transportation Inc, Downtown and Waterfront Plan Transportation Study, August 2011

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7. *Downtown On-Street Parking Utilization* (peak times on weekdays – part of parking pilot program described below);
 - **Peak Parking is between 1 -3pm on Fridays.**
8. *Parking Revenues* (annual City parking revenues from garages, surface lots, and on-street spaces);
 - **\$8.3 million**
9. *Maintenance Expense* (annual City budget as percent of needed maintenance budget – current spending is not keeping up with maintenance needs) :
 - **\$2,049,913**
10. *Number of Burlington Employees Covered by TMAs* (Total number in Transportation Management Associations including CATMA, a downtown TMA under discussion, and any other TMAs that might form); Contact Jennifer Greene
11. *TMA Employee Mode Shares* (percent walking, biking, using transit, carpooling); Contact Jennifer Greene
12. *Mode Shares for Students at Public Schools* (percent walking, biking, using transit, carpooling);
 - **83% of Elementary Schools Participate in a Safe Routes to Schools Program**
 - **50% of Middle Schools Participate in a Safe Routes to Schools Program**

13. *Traffic Crashes* (reported crashes per year, segmented by injury vs. property damage only, and whether pedestrians and cyclists were involved);

Total Crashes in Burlington VT, FY 2011

Source: Vermont Agency of Transportation
From 07/01/10 To 06/30/11 General Yearly Summaries
Information

Injury Crashes	158
Person Injuries	190
Property Damage Only	1415
Total Crashes FY 2011	1646
Total Bicycle Crashes	42
Total Pedestrian Crashes	27
Injury Crashes Bicycle	32
Injury Crashes Pedestrian	57
Property Damage Only Bikes	8
Property Damage Only Pedestrians	3
Total Ped Bike Crashes	69

14. *Energy Use/Greenhouse Gas Emissions* (estimated fuel consumption in City and by City residents by cars, trucks and buses. Legacy Plan

Bicycle and Pedestrian Planning

The Street Capital program allocates \$36,701 for bicycle planning annually. This budget can be devoted to infrastructure improvements, education, planning, or any other bicycle-specific project. In FY 2011, the bicycle program provided 11 u-racks to private businesses through the Bicycle Parking Assistance Program; provided long-term, secure bicycle parking in the bicycle lockers in the Marketplace Garage; printed the 3rd edition Burlington Bicycle Map; coordinated the first annual Walk Bike Meet-Up to bring the numerous Burlington-based pedestrian/bicycle advocacy groups together; purchased and installed new bicycle racks; and created the Burlington Walk Bike Council (BWBC) budget committee to assist in the prioritization of bicycle-related projects. In FY 2011, efforts and the associated budget focused on education (38% of annual funding), monthly BWBC meetings (2%), monthly BWBC meetings (2%), Plangineering staff training (2%), events (3%), bicycle parking infrastructure (16%), other infrastructure (9%), and miscellaneous or carryover projects (30%).

Pedestrian Planning is largely a coordination of efforts and attempts to have clear communication between the various divisions focused on pedestrian projects: annual sidewalk improvements (Street Capital and R.O.W.), pedestrian signal improvements (Traffic), and safety/encouragement (included in bicycle-related efforts). In addition, pedestrian-specific design is often the focus of Plangineering staff training.

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CCRPC / Technical Assistance

Burlington is fortunate to have a productive and cooperative relationship with the Chittenden County Regional Planning Commission, who provides technical assistance and grant opportunities on an annual basis. In FY 2011, Burlington requested technical assistance through the Unified Planning Work Program (UPWP). This included traffic counts, Colchester Avenue Corridor Study, Colchester Avenue Demonstration Project, downtown circulation and pedestrian signal timing, Main Street (Burlington/Winooski) Bridge evaluation, North Avenue Corridor Study, and North Winooski / Archibald Street intersection scoping. Some projects were moved into the FY 2012 UPWP.

Recycling and Solid Waste

The Transportation Planning division also coordinates the outreach efforts and schedules for residential recycling/R.O.W. special projects, including Leaf Collection, Christmas Tree Collection, and Green Up Day. Staff also assists with the annual licensing of solid waste collection haulers. In FY 2011, nine haulers were licensed to collect solid waste in Burlington. Haulers are required to abide by Chapters 14 and 21 of City Ordinance, governing solid waste collection operations, taxes, and noise control

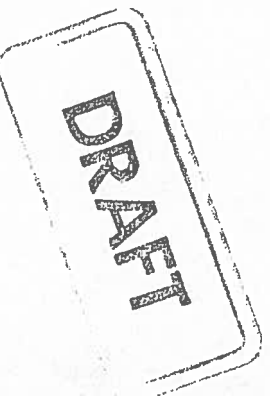
City Capital Program

In Fiscal Year 2008, the Department of Public Works took over management of the City's Capital Improvement Plan including the planning, prioritization, budgeting, and construction management of each capital project. The Capital Improvement Program (CIP), approved by the City Council in June 2007, included a description of how capital projects were to be identified, ranked, prioritized, and managed. Each year since then, the City Council has reviewed and approved an Annual Work Plan and Capital Improvement Plan five year plan in June.

City Capital Improvement projects are identified through meetings with the heads of all city departments. The department heads bring needed projects to the fund manager, where they are then scored and ranked based on a number of criteria, including: health and safety, essential to operations, required by federal or state mandate, will help avoid future costs, or have a local dollar match.

The City Capital Program aims to research and understand many of the city's facilities and operations in order to be better able to allocate the resources from the fund. In 2009 a city wide electrical and mechanical assessment was done in order to evaluate the electrical and mechanical status of city assets. This study provided the department with much information about energy efficiency, building code and operational issues that will allow the program to advance projects that are cost effective and have maximum benefit

The City Capital Program also identifies those projects that are above and beyond what can be funded by the General Fund in the next five years, at least. Many of these projects, without the assistance of grant and/or matching money are unlikely to become funded projects due to the ongoing need of the city's existing facilities.



To measure performance of a program like this it is necessary to look at plans for funds to be allocated and actual funds allocated. Below is a chart showing the proposed spending plan for FY 2011 and the actual spending for FY 2011.

For FY 2011, the City Capital Program was able to execute all projects programmed for FY 11. This indicates that the program is managing its resources well.

Project	Planned for in FY10	Programmed in FY11	Executed in FY 11
Memorial Exterior Repairs	Yes	Yes	Yes
Exterior Repairs to Carnegie	No	Yes	Yes
Electrical Upgrades	Yes	Yes	Yes
Mechanical Upgrades	Yes	Yes	Yes
Plumbing Upgrades	Yes	Yes	Yes
Moran Redevelopment	No	Yes	Yes
Route 127 Bike Path Entrance	No	Yes	Yes
Cemetery Road	Yes	Yes	Yes

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11-16-11.
DPW COMMISSION

GUEST SIGN-IN SHEET

✓ Steve Norman
✓ Jim Langan
✓ Andrea Racet
✓ Conor O'Loughlin
✓ Jennifer Simon
✓ Joe Kruff