



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: STEVEN GOODKIND, DIRECTOR
DATE: MAY 8, 2012
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on May 16, 2012 at 6:15 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. 62 Green St – Remove Handicap Parking
3. ADA Accessibility Grant Awards
4. 2011 Annual Stormwater Report
5. Minutes of 4/18/12

An Equal Opportunity Employer

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).



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M E M O R A N D U M

To: Martha Gile, Clerks Office
From: Steve Goodkind, Director
Date: May 8, 2012
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 16, 2012**
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 10 Min 62 Green St – Remove Handicap Parking
 - 3.10 Communication , J. Fleming
 - 3.20 Discussion
 - 3.30 Decision
- 4 15 Min Traffic Signals
 - 4.10 Oral Communication, S. Goodkind
 - 4.20 Discussion
- 5 5 Min ADA Accessibility Grant Awards
 - 5.10 Communication, N. Losch
 - 5.20 Discussion

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- 6 15 Min EPA Complete Streets Implementation Workshop - June
 - 6.10 Oral Communication, N. Losch
 - 6.20 Discussion

- 7 15 Min 2011 Annual Stormwater Report
 - 7.10 Communication, M. Moir
 - 7.20 Discussion

- 8 30 Min Performance Report
 - 8.10 Oral Communication, S. Goodkind
 - 8.20 Discussion

- 9 30 Min FY13 Budget
 - 9.10 Oral Communication, S. Goodkind
 - 9.20 Discussion

- 10 Minutes of 4/18/12

- 11 Chair's Report

- 12 Director's Report

- 13 Commissioner Communications

- 14 Committee Reports

- 15 Policy Update

- 16 Adjournment



MEMORANDUM

May 8, 2012

TO: Public Works Commission
FROM: Joel Fleming JF
RE: Handicapped Space on Greene Street

Background:

Staff received a request to remove the handicapped parking space in front of 61 Greene Street. Jack Dretore, a handicapped resident recently moved out of his apartment on Greene Street. Jack was the resident who requested the handicapped space to be put in back in January of 2012.

Observations:

Staff received a call from the resident asking to remove the sign that had been installed in front of their residence this past February. Staff has talked the owner of the building and he has expressed his concern for available parking in his neighborhood. He explained to staff that since Jack has moved out the space has not been used once. The sign has been stolen once already and the owner expressed concern that it will be stolen again because the lack of use of the space.

Conclusions:

This neighborhood is extremely tight with on street parking. This space is no longer used and is only taking up a valuable parking space.

Recommendations:

Staff recommends that the space in front of 61 Greene Street becomes an unrestricted parking space like the rest of the spaces on the street.

Loomis Street



71
69

67

63

61
59

55

51

Greene Street

Remove
Horizontal
Parking
Space

72

68

64

58

54

Isham Street

Hickock place



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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
City Engineer

Memo

Date: May 8, 2012

*To: Public Works Commission
Church Street Marketplace Commission
Chittenden County Transportation Authority*

*Cc: Warren Spinner, Parks and Recreation Department
Bruce Bourgeois, Burlington Fire Department*

From: Nicole Losch, Transportation Planner / Bicycle and Pedestrian Program Mgr.

Subject: Grant Award for Pedestrian Improvements for ADA Accessibility

The Department of Public Works, Church Street Marketplace, CCTA, Department of Planning & Zoning, Community and Economic Development Department, and AARP met in early 2012 to discuss project candidates for the Vermont Downtown Program's and Agency of Transportation's grant application for ADA accessibility improvements within downtown Burlington. The city applied for nine projects, and we recently received notification that all nine projects will be funded, managed, and constructed through this grant program.

The projects include:

1. Improve the entrances to 144 – 152 Church Street
2. Improve the bus stop landing pad at 235 College Street (Fletcher Free Library)
3. Replace the tree wells in front of the parking lot of 210 College Street (between 93 South Winooski Avenue and College Street)
4. Replace the pedestrian signal pushbuttons at the southeast and northeast corners of Pearl Street and Winooski Avenue
5. Replace the curb ramps at the southeast corner of St. Paul Street and Maple Street
6. Replace the sidewalk adjacent to and south of 136 South Winooski Avenue (Fire Department) and in front of the entrance to the municipal parking lot at Main Street/South Winooski Avenue.
7. Replace the pedestrian push buttons and curb ramps at the southeast and northeast corners of Pearl Street and North Champlain Street.
8. Replace the southern curb ramp at the mid-block crosswalk at Pearl Street and George Street.
9. Replace the sidewalk adjacent to the Browns Court municipal parking lot, on the east side of St. Paul street south of King Street.



CITY OF BURLINGTON

PHASE II STORMWATER
2011 ANNUAL REPORT

General Permit #3-9014
NPDES Permit #VTR040000

Submitted by:
The City of Burlington
Stormwater Management Program
Burlington Public Works

April 2012

A. INTRODUCTION

This report is being submitted as part of the City of Burlington's Phase II Stormwater Plan per the NPDES (National Pollution Discharge Elimination System) requirements. It follows the same format used in previous years and includes the following information as discussed in Section H of the city's plan:

- Status of compliance with permit conditions.
- Results of information collected.
- A summary of stormwater activities planned for the next annual cycle.
- Any proposed changes as outlined in Section F of the stormwater plan.
- If applicable, provide notice as to whether or not another entity is responsible for any of the permit obligations.

Happy highlights of 2011 include the launch of a City wide update of GIS data for stormwater, wastewater and water infrastructure. This update, which includes attention toward using GIS for asset management (tracking of maintenance records), is a critical step in increasing the efficiency of our maintenance and planning activities. In October we kicked off a wetland restoration/water quality improvement feasibility, design and implementation project for a small Lake Champlain tributary ("Oakledge" tributary which drains to Blanchard Beach). Implementation is scheduled for late summer 2012.

Not-so happy highlights of 2011 include, of course, extreme rainfall events and unfavorable antecedent moisture conditions, all of which contributed to highlighting the challenges of aging infrastructure and the need for proactive assessment and repair planning. Included in the damage was the failure of a section of corrugated metal outfall pipe which was replaced late spring 2011. There were also numerous sinkholes and catch basin failures and several slope failures (due to toe scour from the Lake) along the Burlington bike path. This, combined with frequent calls from citizens as the result of historically high groundwater tables, made for a very very busy (storm)water related year.

B. STATUS OF COMPLIANCE WITH PERMIT CONDITIONS AND INFORMATION RESULTS

This section outlines efforts taken by the City of Burlington under each of the six minimum control measures in accordance with our revised Stormwater Management Plan (2008).

1. Public Education/Outreach Program

The City of Burlington continues to be a participant in the Chittenden County Regional Stormwater Education Program (RSEP) in accordance with section E1 of the stormwater plan.

During the 2011-2012 program year (March 1, 2011 through February 29, 2012), the Regional Stormwater Educational Program (RSEP) focused on using paid media and a drive to website to educate the public about the effects of stormwater runoff on water bodies and the simple steps that the public can take to reduce these effects. As in previous years, key messages of the campaign have remained the same, and include stormwater runoff and stormwater systems education, tips on prevention methods related to pet waste, car washing, fertilizer/chemicals, and home construction erosion or debris. The focus of this program year was to reduce fertilizer use and runoff through the use of soil testing to determine if fertilizer was needed. Marketing Partners, Inc. continues to work on a contract basis with RSEP to implement the public outreach campaign. The complete 2011 Summary can be found in Appendix A, pages 11-12.

The City undertook several other efforts to educate and communicate with the public regarding stormwater, including an educational presentation on stormwater issues and on the ongoing development of the Burlington stormwater program at the Neighborhood Planning Assemblies (NPAs) in 6 of the 7 wards.

- Ward 4 & 7, April 19, 2011
- Ward 6, June 2, 2011
- Ward 2 & 3, June 9, 2011
- Ward 5, July 26, 2011

Additionally, the following presentations were given:

- Training on Low Impact Development and BMPS to Burlington Planning Commission (January 6, 2011)
- EPSC and SW Management training for Chittenden County based Green Building course (October 26, 2011)

The Burlington Stormwater Management Program (BSWMP) and the Department of Public Works continues to use social media tools (Front Porch Forum, FaceBook – 149 likes and Twitter – 479 followers) to communicate information about projects and share information about workshops and meetings. Follow us at @btvdpw on Twitter or <http://www.facebook.com/BTVDPW> on Facebook.

Our Stormwater website has been updated to include a specific “Get Involved” link where we display stormwater related workshops, grant or volunteer opportunities:

<http://burlingtonvt.gov/DPW/Stormwater/Get-Involved!/>

2. Public Involvement/Participation

On May 7, 2011 the Community and Economic Development Office (CEDO) once again played a key role in sponsoring Green Up Day in Burlington. In total, volunteers collected 3.0 tons of garbage and 91 tires and 0.5 cubic yards of scrap metal. As in previous years, the Englesby Brook watershed was also targeted on Green Up Day.



Englesby Ravine gets Greened Up

The BSWMP also encouraged participation in the “Make Your Own Rain Barrel” Workshops offered by Resource, Inc. on Pine Street in Burlington by co-promoting the workshops and offering a \$40 discount on the

\$60 price of the workshop for Burlington residents who filled out the Discount Program application (see Appendix B, page 13)

Burlington citizens also participated in the stream clean-up of Sunderland Brook led by the Official (vs. Pilot) Chittenden County Stream Team October 22, 2011. The BSWMP looks forward to more CCST events and co-promoting those learning and ACTION opportunities via our social media outlets (Appendix B, pages 14-17).

3. Illicit Discharge and Elimination (and Outfall Inspections)

We have completed inspection and performed optical brightener testing for 43 of our 45 mapped outfalls. The remaining 2 will be inspected and sampled in 2012. All outfalls were negative for optical brighteners. However, a number of outfalls were identified as being in poor or failed condition, with conditions likely exacerbated by the extreme storm conditions of 2011. These outfalls have been identified for additional study using planning money from the Clean Water SRF in 2012, and repair/stabilization design in 2012/2013 and implementation in 2013.

Additionally, due to our mapping update, which involved review of the last 30 years of record drawings, as well as “field luck”, we have added an additional 27 outfalls to our outfall list. Some of these outfalls are owned/operated by other City departments, but from now, will be inspected by the BSWMP to ensure compliance of all City departments with the MS-4 permit. These “new” outfalls will be fully inspected, added to our GIS database, and tested for OB in 2012.

Our regular semi-annual Wastewater Division sewer dye testing IDDE work (a requirement of our WWTP NPDES permits) related to sewer line crossing of streams and rivers continues to occur. This involves adding a strong concentration of dye upstream of the crossing and placing optical brightener (OB) pads in multiple spots downstream to pick up fluorescence from the dye. All the streams and rivers tested negative for dyes during the regular semi-annual testing for 2011.

4. Construction Site Stormwater Runoff Control

Article 3 of Chapter 26 of the City Ordinance “Wastewater, Stormwater and Pollution Control” continues to provide for stronger local regulatory oversight of projects engaging in earth disturbance. Specifically, all projects disturbing greater than 400 sq. ft. are reviewed by BSWMP for compliance with minimum Erosion Prevention and Sediment Control measures.

Project Review

In 2011, approximately **78 projects** were reviewed and accepted under this program. All projects are reviewed for compliance with State jurisdictional triggers related to earth disturbance, thus ensuring that the project complies with VT DEC requirements.

At minimum, projects must submit a “Small Erosion and Sediment Control Form” which is reviewed by DPW (see [link](#) on DPW website¹). Projects subject to Major Impact, Subdivision or Planned Unit Development zoning permit review must submit a more formal EPSC plan typical of that which is submitted to the State. As part of approval of the small project plan, a moderate plan or a major plan, a formal acceptance letter and notice has been established to clearly outline any additional conditions and inspections that may be required

¹ <http://www.burlingtonvt.gov/DPW/Stormwater/Stormwater-Management/>

(see 2009 Annual Report for an example). If the project requires a state CGP or INDC, applying for and providing proof of coverage prior to construction is included in the conditions of the City Stormwater Approval.

Projects that are reviewed are entered into and tracked in the City's land record based permitting database currently used by the Planning & Zoning, Code Enforcement and Trades Inspection programs. Code enforcement has been working with the BSWMP to ensure that sites have been stabilized prior to issuance of certificates of occupancy.

Programmatic Development

Work is underway to refine the level of review based on the risk (disturbance area predominantly, though slope and proximity to waters will also play a factor) in order to simplify the review, documentation and close out process in favor of more frequent inspections and compliance follow up.

5. Post-Construction Stormwater Management in New Development and Redevelopment

Project Review

In 2011, approximately **40 projects** were formally reviewed and accepted. All projects are reviewed for compliance with State jurisdictional triggers related to the creation of new impervious or redevelopment of impervious, thus ensuring that the project complies with VT DEC requirements. Residential (single family or duplex) properties with total proposed impervious surface greater than 2500 s.f. (the average amount of impervious for these uses) are required to submit a "stormwater questionnaire" to evaluate whether or not they are increasing the amount of connected impervious substantially (Appendix C, pages 18 - 19). Technical assistance and a site visit are often necessary to help the homeowners fill out the form as well as to help them minimize the amount of connected impervious. BMPs for mitigation of residential impervious include disconnected downspouts, strip driveways and rain barrels.



Strip driveway instead of full width paving

Commercial projects with increases in impervious or significant redevelopment are reviewed and are required to treat/detain (depending on the sewershed/watershed) 100% of the net new impervious as well as a significant portion (25-50%+) of existing/redeveloped impervious. Typical stormwater BMPs include pervious pavers, pipe storage, sand filters and tree plantings.

If the project requires a state stormwater 9015 or INDS permit, applying for and providing proof of coverage prior to construction is included in the conditions of the City Stormwater Approval.

Projects that are reviewed are entered into and tracked in the City's land record based permitting database currently used by the Planning & Zoning, Code Enforcement and Trades Inspection programs.

Programmatic Development

While all projects disturbing 400 sq. ft. of earth are eligible for stormwater review by the BSWMP, in practice we are focusing predominantly on 1) commercial properties that are increasing impervious surface and/or undergoing significant redevelopment and 2) residential projects where the property has, or will be creating, more than the average amount of impervious associated with single family homes or duplexes (~2500 s.f.)

Work is on-going to document and codify jurisdictional triggers for the various levels of stormwater review and the specific runoff management standards and to eventually incorporate these formally into Chapter 26. The developing jurisdictional framework is based a combination of use (residential vs. commercial), amount of total impervious on the property and amount of net new impervious and redevelopment. The standards that must be met vary slightly based on whether the project discharges to the separate storm system vs. the combined sewershed, and then for projects in the separate storm sewer, whether they are discharging to Lake Champlain, the Winooski River, an impaired stream or an unnamed tributary (many of which are experiencing erosion).

6. Pollution Prevention and Good Housekeeping for Municipal Operations

Catch Basin Maintenance and Infrastructure Repair

In our first full year of non-contracted catch basin cleaning since the grant (SAFETEA-LU) assisted purchase of a dedicated Stormwater Vac-Con the Street Maintenance group was able to inspect and clean over **1000** of our 2200 + catch basins. Approximately **270 tons** of material was removed as a result of these activities.



"George" the SW Vac-Con and chief handler Bill Geehan

Approximately **120 catch basins were repaired** over the course of 2011, and an outfall pipe (Dale Road outfall) was replaced after a failure of an existing corrugated metal pipe.

Street Sweeping

As in all years, the City's 96 lane miles of roadway are swept at least once annually, with many areas swept more frequently. Additionally, every spring Operation Clean Sweep occurs. This uses the city's snow/maintenance lights to get parked cars off the streets, and involves three to four sweepers working nights to thoroughly clean every street. Street sweeping removed approximately **337² tons** of material from the roadway system in 2011, for a **total of 607 tons of grit/sediment** total removed with catch basin and street sweeping activities.

Mapping:

All catch basin and manholes in the City ROW were captured using a high resolution GPS over the course of 2011 and incorporated into a draft Geodatabase using the ESRI infrastructure template. As part of the preparation, record drawings from the past 30 years were scanned and delivered to the mapping contractor for inclusion in the database. This includes records from the sewer separation project implemented in the late 1980s which had yet to be fully incorporated into the GIS.



GPS mounted on moped for efficiency

Pollution Prevention:

While installation has been delayed until 2012 due to our busy 2011 season, we have completed the design, purchased the sedimentation tanks and Koala oil/grit separation system and permitted (Planning & Zoning) a much improved vehicle wash area for our DPW yard.

The Department of Parks and Recreation continues to manage 12 dog bag stations across the city; average annual bag usage is 110,000 dog poop bags.

² CB and street sweeping grit totals (1120 tons) reported in the Annual 2010 report were substantially greater than the total amount of grit removal reported by the street maintenance division in 2011 (607 tons). This could be due to the intense CB cleaning effort undertaken in 2009 (after a long period of infrequent cleaning) and the timing of grit disposal at the landfill. We are working to standardize the timing of the handling of the grit to ensure that we have accurate totals for both the fiscal year time period (July 1 – June 30) and the calendar year period so that we can use the grit removal data to evaluate the effectiveness of these BMPs.



Oakledge Park Poop Scooping Station

Employee Education

Employees of the Department of Public Works regularly attended a variety of trainings/presentations and a conference during 2011 to gain additional information related to the various minimum measures:

- Municipal Employee Training – “Spill Prevention and Mitigation” – September 15, 2011 (6 employees)
- Philly LID Symposium – September 25 – 28, 2011 (1 employee)

C. ACTIVITIES PLANNED FOR THE CURRENT ANNUAL CYCLE

All activities starting in 2012 shall be in accordance with the current management plan. This includes training, construction site review and monitoring, post-construction review of new projects and monitoring of completed projects, and continued review of municipal operations.

Additional activities planned for 2012:

MM1:

- Increase use of social media to communicate with citizens regarding stormwater topics including homeowner stormwater management tips, workshop opportunities and driving traffic to Stormwater website and Smartwaterways.org
- Maintain a dynamic City Stormwater website to include information on stormwater related workshops and presentations (“Get Involved”) and stormwater related projects (“Projects”)
- Update “Stormwater Links” on City Stormwater website to include more up-to-date and interesting links
- Present to City Council on progress to date (2009 – 2012) of BSWMP – will be broadcast on Channel 17

MM2:

- Promote the rain barrel making workshops being held at Resource via outreach mechanisms above. Subsidize cost for Burlington residents to attend workshop.
- Promote the WNRCD “Let It Rain” program; provide additional subsidies for Burlington citizens if fiscally possible
- Explore possibility of providing rebates to homeowners who are installing stormwater management practices (rain barrel, rain garden, pervious pavement etc.)

MM3

- Complete outfall inspection, IDDE and high resolution mapping for “new” outfalls.
- Perform additional IDDE testing on any questionable connections found as part of mapping/inventory

update

MM4:

- Revise construction stormwater review process in AMANDA permit database to streamline review and project signoff based on project “risk”
- Develop “sample applications” for small projects
- Develop EPSC project forms/checklists for moderate and major projects **[Continue]**
- Increase # of field inspections, minimum 25% of projects **[Continue]**

MM5:

- Revise post construction stormwater management review process in AMANDA permit database to streamline review and project signoff based on project impact (amount of total and new impervious)
- Inspect/obtain inspection certification from minimum of 50% of projects with stormwater management installed under Chapter 26 (Continue)
- Finalize jurisdictional guidelines and management plan standards for all projects
- Implement grant funds from VTDEC (\$45K) and LCBP (\$25K) to provide water quality improvements for the southern outfall to Blanchard Beach (drains Flynn Avenue and City Public Oakledge Park) **[Continue]**
 - Final Design and Construction
- Design and Install a SilvaCell Tree/SW trench on Upper Cherry Street

MM6:

- Update stormwater infrastructure maps through SAFETEA-LU Stormwater Mitigation Grant; develop a GIS database with the potential for city wide asset management and hydrologic/hydraulic modeling. Prioritize complete mapping, inventory and development of H/H modeling for Englesby watershed in preparation for Flow Restoration Plan development **[Continue]**
 - Evaluate technology options for seamless update of GIS database catch basin service records from field
- Upgrade GPS unit to enhance ability to maintain an updated GIS database
- Clean a minimum of 850 catch basins (~1/3 of city’s CBs) with an emphasis on MS4 basins vs. catch basins draining to the combined sewer; record inspection data on CB inspection and cleaning form
 - If possible, enter previous years’ inspection data into new GIS asset database for historical record
- Develop a map of known corrugated metal stormwater pipes in system; begin video assessment of these pipes (estimate 10% - 25% of network to be video’d) for incorporation into SW infrastructure capital improvement plan
- Using Clean Water SRF, prioritize outfall repair list for outfalls in poor condition and begin design for repair for implementation in 2013
- Inspect, inventory and test outfalls not previously identified in the SW Plan (“new”) and update GIS outfall database
- Implement vehicle wash area design to maximize oil/grease/sediment removal before discharge to the Pine Barge Canal **[Continue]**
- Develop method (forms/GIS) for tracking street sweeping activities **[Continue]**
- Evaluate barriers to increasing street sweeping frequency
- Update City impervious data for ISU rate study in late 2012 in preparation of FY14 budget development and possible rate increase to more appropriately fund the BSWMP

D. PROPOSED CHANGES TO THE STORMWATER PLAN OR TIMELINE

Our MM2 compliance will be fulfilled, in part, by our participation and payment into the Chittenden County Stream Team. However, we will continue to support Green Up Day and will also look for other opportunities to increase public participation, including promoting and, where possible, subsidizing Burlington citizens participation in workshops (Resource make your own rain barrel workshops) and grant opportunities (Let It Rain).

Additionally, while will continue to ensure that outfalls are inspected and sampled twice in a permit cycle, we anticipate staggering the inspections so that approximately half are inspected and tested each year. At the end of each 2 year cycle, all outfalls will have been inspected and tested. We may also identify outfalls that need to be inspected yearly due to their condition.

We will document this plan/schedule more fully in our SWMP for the new MS-4 permit once it is released.

The contact for general correspondence should be changed to:


Megan Moir
Stormwater Plangineer
234 Penny Lane
Burlington, Vermont 05401
mmoir@ci.burlington.vt.us
802-540-1748 (ph)
802-734-4595 (cell)

E. CHANGE IN RESPONSIBILITY FOR PERMIT OBLIGATIONS

No changes are proposed at this time.

F. CERTIFICATION

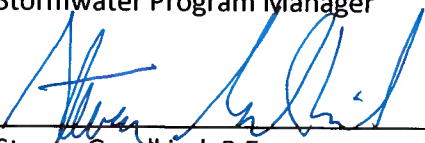
"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."



Megan Moir, CPESC, CPSWQ,
Stormwater Program Manager

5/7/12

Date Signed



Steven Goodkind, P.E.
Director of Public Works

5/7/12

Date Signed

APPENDIX A – PUBLIC OUTREACH AND EDUCATION

Chittenden County Regional Stormwater Educational Program Annual Review: 2011- 2012 Program Year Summary

The 2011-2012 program year (March 1, 2011 through February 29, 2012) of the Regional Stormwater Educational Program (RSEP) maintained a consistent stream of public education and outreach. This year's program focused on using paid media and a drive to website to educate the public about the effects of stormwater runoff on water bodies and the simple steps that the public can take to reduce these effects. Given the record flooding of Lake Champlain in the spring and the widespread effects of Tropical Storm Irene in many parts of the state in late summer and fall, stormwater runoff and its impact on Vermont's water bodies has never been more apparent.

As in previous years, key messages of the campaign have remained the same, and include stormwater runoff and stormwater systems education, and tips on prevention methods related to fertilizer/chemicals. The focus of this program year was to reduce fertilizer use and runoff through the use of soil testing to determine if fertilizer was needed.

Marketing Partners, Inc. continues to work on a contract basis with RSEP to implement the public outreach campaign. RSEP Communications Plan goals achieved in 2011-2012 have included:

- Updated television media from analog to digital and closed-captioning, update print ads for new year of campaign.
- Extension of the "Soil Test" campaign in partnership with the University of Vermont (UVM) Agricultural Testing Lab to provide residents within the MS4 a free soil test. The ad campaigns drove people to the RSEP website where 163 eligible residents downloaded a printable coupon during this program year. UVM continues to track the number of coupons redeemed during paid media campaigns running in the spring and fall. Thirty-six tests were submitted (an increase of 11 from 2010).
- The 2011 spring media campaign included four weeks of radio spots on VPR, WCPV, and WEZF; four weeks of cable TV spots in the Chittenden County area; four weeks of spots during local news on broadcast TV; print ads in member community newspapers; and three weeks of advertising on Front Porch Forum (an opt-in community e-newsletter). The spring 2011 media budget totaled \$19,353, an increase from 2010.
- Another paid media campaign was completed throughout Chittenden County in fall of 2011 that consisted of two weeks of print ads in member community newspapers; two weeks of radio spots on VPR, WCPV, and WEZF; two weeks of cable TV spots in the Chittenden County area; two weeks of spots during local news on broadcast TV; and two weeks of placement on Front Porch Forum. The fall 2011 ad campaign budget totaled \$10,000. This also represents an increase in media budget compared to fall 2010.
- Continued to compile website visibility tracking data and coupon download and redemptions in order to monitor outreach effectiveness.
- Continued to collaborate with partners in furthering stormwater education outreach.

APPENDIX A – PUBLIC OUTREACH AND EDUCATION

Gross Impressions/Audience Reach Chittenden County Regional Stormwater Educational Program Annual Review: 2010-2011 Program Year Summary

1. Unpaid Media (Public Relations)

In program year 2010-2011, there was no public relations effort. There were no impressions measured.

2. Total Paid Media Impressions, 2010-2011 (Spring and Fall campaigns)

The 2010-2011 paid media budget was less than half of the previous program year. The number of media spots, time period that paid media appeared, and the number of media outlets were reduced.

Print: 509,569*

Cable TV: 15,444 (Nielsen program ratings)

Radio: 130,172 (based on Arbitron ratings of adult listeners age 25-54, M-F 6a – midnight)

Online: 67,800 (based on circulation reported by media outlet)

Total impressions: 722,985

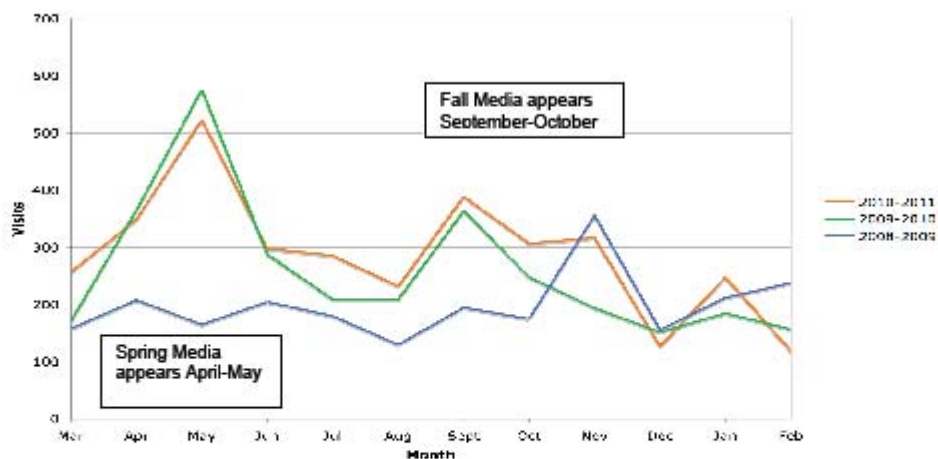
**Impressions are based on circulation as reported by outlet and an average readership of 2.34 per issue for community newspapers.*

3. Website

Below is the website visitor information for 2010, as compared to the two most recent preceding years. Website traffic increases are marked in conjunction with paid media campaigns.

Smartwaterways.org Website Visits

3-Year Comparison



NOTE: This chart includes data Google Analytics for reporting. In program years 2004-5 to 2007-8, Urchin website pageviews were reported. As noted previously, Google Analytics provides a more accurate picture of actual website traffic, hence the switch in 2008.

Prepared by Marketing Partners, Inc.

APPENDIX B – PUBLIC PARTICIPATION AND WORKSHOPS



City of Burlington Stormwater Program "Make Your Own Rain Barrel Workshop" Discount Program

Note: You must be a City of Burlington resident to be eligible for the \$40 discount. This applies only to the "Make Your Own Rain Barrel" workshop offered by ReSOURCE. (Limit 30 participants) The rain barrel must be installed at a Burlington address.

Discount Recipient Information:

Name: _____

Mailing address: _____

Installation Address (if different): _____

Phone #: _____ Email Address: _____

Survey:

Type of structure: ☐ Single family ☐ Duplex ☐ Multi-Family ☐ Commercial

Is the gutter system that you will use to drain stormwater runoff to your rain barrel?:

☐ Already installed ☐ To be installed within 30 days of the workshop

Prior to hooking up your rain barrel, where does the roof downspout drain to?

☐ Paved Driveway ☐ Lawn or Landscaping ☐ Other: _____

What is the main reason for installing your rain barrel?

☐ To save \$ on water bill (water reuse) ☐ To reduce stormwater runoff ☐ To increase groundwater recharge

How did you hear about this opportunity? _____

How much did this discount opportunity influence your decision to take the workshop and install a rain barrel?

☐ Completely ☐ Somewhat ☐ Not at all; I was planning on taking the workshop anyway

Disclaimer:

As a recipient of the "Make Your Own Rain Barrel Workshop" discount, I have read, understand and agree to the following terms and conditions:

- I agree that I am a City of Burlington resident.
- I understand and agree that the City of Burlington does not provide any warranties or guaranties (expressed or implied) in relation to the rain barrels and makes no claims as to the safety or reliability of the installed barrels or the resulting water. The City of Burlington is not responsible for any damage or liability that may result from the making of or use of the rain barrel.
- I understand that the water collected in the rain barrel is to be used for non-potable uses only.
- I understand that it is prohibited to sell my rain barrel for profit.
- I agree that the rain barrel will be installed at the installation location above, which is located in the City of Burlington. I understand that if I transfer the rain barrel to an address other than the listed address, or donate or give the rain barrel to another person or entity, the rain barrel will be installed and operational at an address located in the City of Burlington.
- I certify that the information I have presented in this application is accurate.

Signature: _____

Date: _____

Thank you for your help in reducing stormwater runoff in the City of Burlington

APPENDIX B – PUBLIC PARTICIPATION AND WORKSHOPS

MCM #2

Chittenden County Stream Team

Summary of Activities: July – December 2011

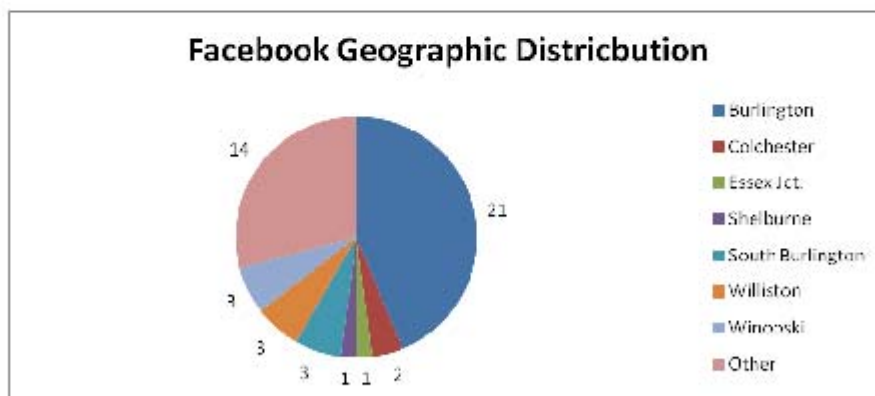
Prepared by Winooski Natural Resources Conservation District

In the fall of 2009, nine MS4 communities and three non-traditional MS4s located in Chittenden County began to discuss a potential collaborative approach to fulfilling their Minimum Control Measure #2 requirement. At the request of these MS4s, the Chittenden County Regional Planning Commission (CCRPC) applied for and received two grants totaling \$22,500. Using these grants, CCRPC implemented a regional pilot project called the Chittenden County Stream Team (CCST) from spring 2010 through May 2011. In its pilot year, CCST created a logo, launched a website and Facebook page, surveyed local residents, hosted a number of workshops, and completed a variety of local projects.

The success of the pilot project led to the formal adoption of the CCST program by eleven of the twelve MS4 permittees starting in July 2011 as their means of compliance with the Minimum Control Measure #2, Public Involvement and Participation. The program was put out to bid and awarded to the Winooski Natural Resources Conservation District (WNRCD), a regional entity focused on natural resource protection and management. With support from CCRPC and the participating MS4s, WNRCD worked to expand the reach of CCST. This was done by focusing efforts in three main areas: Social Media, Projects, and Outreach/Events. Note that at this time Colchester has elected not to join the CCST effort.

Social Media

Facebook – Facebook is just one of the tools that CCST uses to disseminate information to the public about workshops, events, and projects. It is updated on a regular basis and continues to grow at a steady pace. During the latter half of 2011, the number of 'likes' received on the CCST Facebook page grew to 48. This is a 50% increase from the pilot project. The majority of followers are in the 25-54 age groups. Current geographic distribution is as follows.



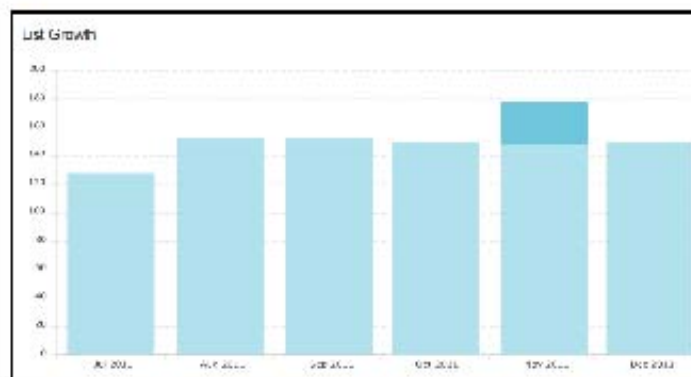
CCST Website – The website went through a significant overhaul in late 2011 and continues to change based on feedback from program partners and citizens. The website is the primary means by which individuals learn about CCST and as such, it was redesigned to provide users with easier access to information. The website includes information about the CCST program, impaired watersheds, events and workshops, volunteer opportunities, and helpful resources. Similar to the Facebook page, the website is updated on a regular basis.

APPENDIX B – PUBLIC PARTICIPATION AND WORKSHOPS

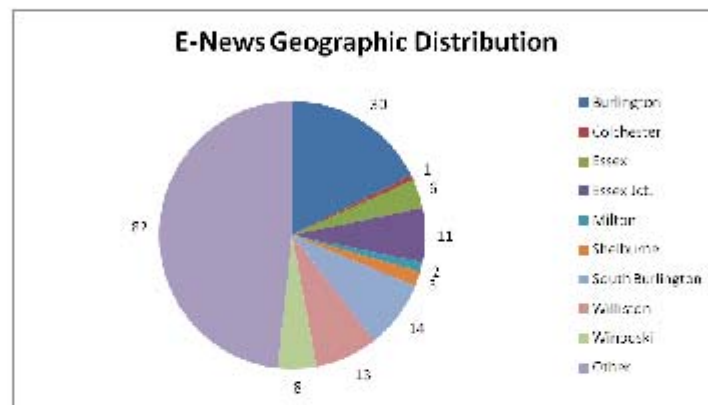
In an effort to gain a better understanding of how the public uses the website, we began tracking access using Google Analytics in December of 2011. Below is a subset of the data collected throughout the month. In total, there were 15 unique visitors with an average amount of time spent on the site tracked at 4 minutes and 15 seconds. The full set of data is below.



E-News – Periodic emails are another way by which CCST connects with the public. Emails, using *Mailchimp*, are typically sent out quarterly and include regional news, information about upcoming events and volunteer opportunities, and tips and resources. It is one of the more effective ways of getting information out to those who have expressed an interest in CCST's mission. At the end of 2011, the list totaled 170 subscribers, which was a slight increase over the six-month period. In general, the open rate for E-News is high at 38 - 40%. The typical open rate for similar industries is between 20-25% according to research completed by *Mailchimp*. The geographic distribution is moderate and should be expanded in future years.



APPENDIX B – PUBLIC PARTICIPATION AND WORKSHOPS



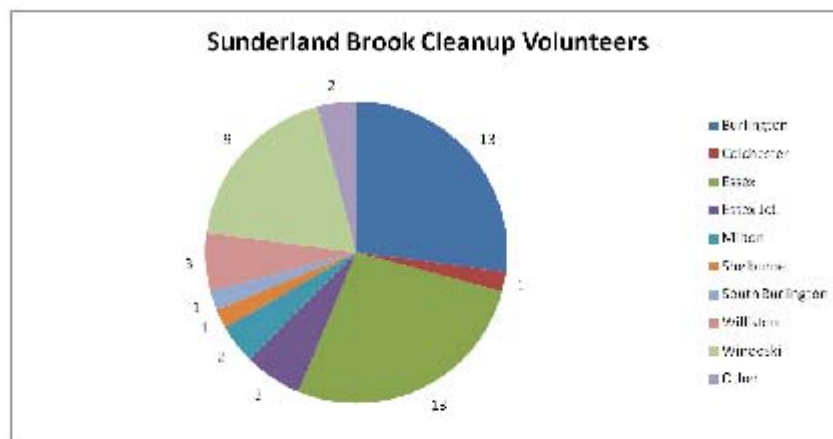
Projects

Chamberlin School Rain Garden – A rain garden at the Chamberlin School in South Burlington was constructed on September 6 and 7. The garden is 210 square feet in size and includes at least 49 native plants. The garden captures and treats stormwater from the adjacent roof. Previously the water was channeled to the parking lot through a gutter downspout. The project was completed with assistance from 42 students, six teachers, and two volunteers. The garden will continue to serve as an educational tool for the school in future years. A story about this project was included in *"The Other Paper"* which serves South Burlington.



APPENDIX B – PUBLIC PARTICIPATION AND WORKSHOPS

Sunderland Brook Cleanup – CCST organized a cleanup of Sunderland Brook with assistance from the Town of Essex and Village of Essex Junction on October 22. Sunderland Brook is listed as an impaired waterway on the EPA 303(d) list. This event was very well attended with 48 volunteers from around the MS4 area (see below). Together these volunteers managed to remove 1.16 tons of trash and other material from the brook and adjacent landscape. Removed items included beverage containers, shopping carts, tires, wood stoves, shingles, etc.



Longmeadow - In the spring of 2011, during the pilot project CCST began a project to monitor stormwater flow from the Longmeadow neighborhood in Shelburne into Monroe Brook. In theory, once baseline data was established, the data would show reductions in stormwater flow as residents installed low impact development practices on their properties. A letter was sent to 77 landowners in the neighborhood explaining the project and how they could be involved. A water level logger, barometric pressure gauge, and weir were purchased for citizen monitoring. Monitoring will begin in 2012.

Outreach

Williston Fourth of July – CCST set up a booth at the Williston Fourth of July festivities on the Williston green. A number of people stopped by the booth and received information about CCST. Eleven of those signed up for the e-news and were added to the list. They included nine people from Williston, one from Burlington, and one from Essex Junction.

Kickoff Event – A kickoff event was hosted at Battery Park in Burlington in the evening on July 8. The purpose of the event was to expose people to CCST and educate them about stormwater issues in their community. The event included a discussion about stormwater and a chance to play the watershed game which was facilitated by staff from UVM Sea Grant. One person attended the event.

Maritime Festival – CCST tabled at the Maritime Festival at the Burlington Waterfront on August 13. Three volunteers from Burlington assisted by talking with and handing information out to passersby. A rain chain and a sample of pervious concrete were on display. Over 15 people stopped by the booth.

APPENDIX C – POST CONSTRUCTION SW MANAGEMENT

Burlington Department of Public Works
Stormwater Program
 645 Pine Street
 Burlington, VT 05401
 PH: 802-540-1748 Email: mmoir@ci.burlington.vt.us



Residential (R1 & R2) Stormwater Management Plan

This questionnaire is required for single family detached dwellings or duplex properties where additional impervious surface is proposed and the total lot impervious surface area is greater than 2500 sq. ft. This form should be submitted directly to the DPW Stormwater Program above. If you need help completing this form, please contact mmoir@ci.burlington.vt.us or 540-1748 for technical assistance.

YOU MUST INCLUDE A SKETCH OR SITE PLAN OF YOUR EXISTING AND PROPOSED SITE AND INCLUDE THE EXISTING AND PROPOSED FLOW PATHS OF STORMWATER ON YOUR PROPERTY

Project Location: _____

Impact Review: Impervious Surface Area Breakdown

Type of Surface	Area (sq. ft.)	
	Existing	Proposed
Total impervious surface		
Change in Total impervious surface		
Connected Impervious Surfaces		
Rooftop area that drains to impervious surface and runoff reaches city street or property boundary		
Driveway area that drains directly to city street or property boundary		
Walkway/Patio/Deck/other area that drains to impervious surface and runoff reaches city street or property boundary		
Total connected impervious		
Change in total connected impervious (proposed – existing)		
Disconnected Impervious Surfaces		
Rooftop area that drains to pervious surface where runoff soaks in		
Driveway area that drains to pervious surface where runoff soaks in before reaching the city street or the property boundary (or a driveway made of pervious material)		
Walkway/Patio/Deck/Other area that drains to pervious surface where runoff soaks in before reaching the city street or the property boundary (or is made of pervious material)		
Total disconnected impervious		
Change in total disconnected impervious (proposed – existing)		

Impervious surfaces are areas that prevent the infiltration of water into the ground and shall include, but not be limited to, roofs, patios, garages, storage sheds and similar structures. Impervious surfaces also include compacted dirt and gravel surfaces. Decks that allow water to seep through onto pervious surfaces can be considered disconnected.

Pervious surfaces are areas such as grass, clean gravel, pervious concrete, permeable pavers that allow water to infiltrate rather than runoff.

APPENDIX C – POST CONSTRUCTION SW MANAGEMENT

For Property at: _____

Residential Stormwater Management Plan
Page 2

Mitigation Review:

The Burlington Stormwater Program reserves the right to request that specific measures or a specified volume of stormwater runoff be mitigated based on the overall impact of connected impervious on the site.

Is this a new home (including tear down and replacement)? Yes ☐ No ☐

If yes, complete information below and contact mmoir@ci.burlington.vt.us or 540-1748 for a required technical assistance meeting.

If no, please feel free to contact the Burlington Stormwater Program for additional technical assistance, but at a minimum, you must complete the information requested below:

How will increased stormwater runoff from any increase in impervious surface be managed to the maximum extent practicable? For information regarding these and other stormwater management practices visit:

http://www.vtwaterquality.org/stormwater/html/sw_LID.htm

- ☐ Removal of other impervious surface balances out addition
- ☐ Installation of green roof will minimize runoff from rooftop
- ☐ Runoff from rooftops will be directed to pervious green space
- ☐ Runoff from rooftops will be directed to rain barrels* for storage and gradual release or use
- ☐ Runoff from impervious surfaces will be directed to a rain garden*
- ☐ Driveway is/will be permeable (permeable pavers, grass pavers, pervious gravel driveway)
- ☐ Walkways is/will be permeable (permeable pavers, grass pavers, pervious gravel driveway)
- ☐ Driveway impervious surface and connectivity has been/will be minimized with use of strip driveway
(2 strips of asphalt with grass strip down middle)
- ☐ Connected Impervious surface has been minimized (please explain)

☐ Other, please attach explanation

OWNER AGREEMENT

I attest that the information above is correct to the best of my understanding and that I will install the measures I have indicated or manage the runoff in a way to minimize the amount of stormwater runoff from my property. I understand that the City has the right to inspect my property to ensure that the measures have been installed and that failure to abide by the measures above may constitute a violation of Chapter 26 and my authorization to discharge stormwater to the City Stormwater conveyance system.

By:

Printed Name

Signature

Date

Plan Approved by: _____
Megan J. Moir, CPESC, CPSWQ

Date: _____

* Visit www.ci.burlington.vt.us/stormwater/getinvolved for stormwater workshops and/or rebate opportunities that may assist in the installation/purchase of these stormwater management measures.

BURLINGTON PUBLIC WORKS COMMISSION

645 Pine Street

Minutes – April 18, 2012

Broadcast live by CCTV

DVD of this meeting is on file at DPW

Commissioners present: Robert Alberry, Margaret Gundersen, Nathan Lavery, Solveig Overby (joined the Commission on April 16th), Mark Porter, Marc Sherman and Jared Wood

Commissioner Alberry called the meeting to order at 6:16 p.m.

Item 1: AGENDA: No changes.

Item 2: PUBLIC FORUM

John Roos, M.D. – Planned changes for the traffic and pedestrian lights at the intersection of Church and Pearl Streets; concerned about the effect those changes may have on the safety of crossing pedestrians, including his patients (his practice is located at the top of Church Street). Formally requests and suggests that the traffic light be left as it currently is (red light when pedestrians press signal to cross). Feels this will increase the safety of pedestrians overall (noted poor lighting in the area and differing attitudes in yielding to pedestrians. Has a meeting scheduled for tomorrow with Director Goodkind to discuss further.

Commissioner Gundersen supported Dr. Roos' opinion and stated that the planned changes are a mistake. Commissioner Overby, a frequent walker, was concerned over the planned changes when it was first brought up and states that she does not support them, preferring to keep the red light at the Church/Pearl Streets intersection.

Commissioner Porter requested that this item be added to a future meeting, with DPW staff in attendance (with documentation). No work is planned on the project in the next few weeks.

John Sealy – After undergoing an operation last year, experienced difficulty when keeping appointments with Dr. Roos in crossing Pearl Street without the traffic light working.

Jane Mekkelson – Spouse of Mr. Sealy, concurred that crossing Pearl Street without a functioning traffic signal was scary and she did not feel safe.

Item 3: MAIN STREET AND ST. PAUL STREET PARKING CHANGE

(Joel Fleming, Public Works Engineer)

See Commission Packet: April 9, 2012 Memorandum from Joel Fleming.

This summer, the Farmers' Market will move their Saturday morning sales to St. Paul Street - from Main to College Streets - to accommodate the Parks Department's planned improvements to City Hall Park. DPW staff is recommending that the parking space reserved for the Mayor be moved to St. Paul Street, and the Car Share VT space be moved to Main Street at St. Paul Street. This is the first time an ordinance has been passed formally identifying the Mayor's parking space.

Commissioner Sherman moved to accept staff's recommendation; Commissioner Gundersen seconded. Unanimous approval.

Discussion: Commissioner Porter expressed concern over the number of parking spaces (25?) lost to the general public during Farmers' Market hours. Further discussion on this matter will take place at a later time.

Item 4: NORTH UNION AT LOOMIS STREET MID-BLOCK CROSSING

(Joel Fleming, Public Works Engineer)

See Commission Packet: April 9, 2012 Memorandum from Joel Fleming.

Traffic Foreman Billy Burns brought to Mr. Fleming's attention that, while there was a handicap-accessible ramp at the North Union/Loomis Street intersection, there was no crosswalk. After reviewing the area, staff recommends that two (2) parking spaces be removed from the west side of North Union Street (for adequate site distance) in order to put in a mid-block crossing at Loomis and North Union Streets.

Commissioner Gundersen moved to accept staff's recommendations; Commissioner Sherman seconded. Unanimous approval.

Discussion: Commissioner Wood asked that staff look into the fact that the three (3) crossings in the Champlain College area: the crossing in front of Champlain College and two crossings around the corner on Maple Street.

Item 5: 116 UNIVERSITY PLACE – ADD A GREYHOUND BUS STOP

(Joel Fleming, Public Works Engineer)

See Commission Packet: April 9, 2012 Memorandum from Joel Fleming.

Per request from Greyhound Lines, Inc. and with support from the University of Vermont, staff recommends placing a bus stop (not specific to any one bus company) in front of 116 University Place/Royal Tyler Theater.

Commissioner Gundersen moved to accept staff's recommendation; Commissioner Wood seconded. Unanimous approval.

Discussion: Commissioner Gundersen asked Mr. Fleming to look into the possibility of building a bus shelter at that site and report back to the Commission at the May meeting. Commissioner Sherman: The bus companies are privately owned, so the bus companies would be responsible for building shelters, with UVM's approval. Commissioner Overby: Concerned about overlapping schedules of Greyhound and Mega Bus at this site.

Item 6: CORNER OF BATTERY STREET AND KING STREET PARKING CHANGES

(Joel Fleming, Public Works Engineer)

See Commission Packet: April 9, 2012 Memorandum from Joel Fleming.

Per ICV, owner of newly built building at this southeast corner: Requesting that staff establish parking that includes a handicap-accessible parking space and 30' vehicle loading zone in the area that fronts the Battery Street side of the building; specifically, the 145' section between King Street and ICV's southernmost driveway on Battery Street. DPW staff recommends that the handicap-accessible parking space, 30' vehicle loading zone and three (3) metered parking spaces be allowed.

Commissioner Porter: This additional request should have been brought before the Planning Commission during the planning approval process. Will continue discussion during the Commissioners' Communications portion of the meeting. Commissioner Sherman: Consider locating the proposed handicap-accessible space around the corner on King Street in order to serve the greater block. Also consider an impact fee if the Commission approves the dedication of the requested loading zone. Director Goodkind: The perimeter of a block should have one (1) dedicated handicap-accessible parking space per every twenty-two (22) general parking spaces.

Commissioner Gundersen moved to table this discussion until the May meeting. Also asks staff to look into whether these requests were brought up before the Planning Commission. Commissioner Lavery seconded the motion to table this until next month's meeting. Unanimous approval.

Discussion: Commissioners Porter and Sherman advocated for a Parking Plan. Commissioner Wood suggested developing a Parking Policy; Commissioners Porter and Sherman agreed. Commissioner Lavery asked Mr. Fleming to, once alternative options to this proposal have been compiled, solicit input from area businesses, particularly concerning the handicap-accessible space.

Item 7: 127 BANK STREET – ADD 15 MINUTE PARKING SPACE

(Mr. Joel Fleming, DPW Engineer)

See Commission Packet: March 8, 2012 Memorandum from Joel Fleming.

Per owner of Left Bank Home and Garden: Request a 15-minute parking meter across the street from their store in order to provide a quick turnover parking space.

Commissioners Porter and Sherman again advocated for a Parking Policy to set a general standard/ordinance for requests from individual residents and business owners with regards to 15-minute parking metered spaces (proactive approach, per Commissioner Sherman). Director Goodkind: The City is constantly changing with businesses opening, closing and moving, and such requests are decided upon at the time the business owners bring them up (reactive approach, per Commissioner Sherman).

Commissioner Porter moved to table this discussion until staff can provide more information about the parking availability behind the building. Commissioner Wood seconded. Unanimous approval.

Item 8: CONCEPTUAL APPROVAL FOR CCTA TRANSIT STATION ON ST. PAUL STREET

(Aaron Frank, Assistant General Manager, CCTA; Chapin Spencer, one of two Burlington Commissioner chosen by the Council to represent the City's interest; and Steve Carlson, CCTA Project Manager)

See Commission packet: April 10, 2012 letter from Mr. Frank and attachments.

Mr. Frank presented an update on the study of the new transit center. A new site must be declared by June 30, 2012 or CCTA will lose Federal funding. Tonight, Mr. Frank is looking for *conceptual approval* from the Commission; a motion and a vote. They will then go through more formal traffic studies and processes to make this a closure, and update the Traffic Study, sharing it with DPW. Then, they will inform their Advisory Committee and Board that the plan works for the City and move forward with a more detailed design. The goal they set for completion would be the year 2015.

Out of thirty-seven (37) sites studied, nine (9) were chosen as finalists. "Site B" (on St. Paul Street between Cherry and Pearl Streets) is the most viable, location-wise for passengers, and from a cost perspective. The site sits in the right-of-way, and would affect only one driveway/curb cut (State office building underground parking). The buses would not cross Church Street on their routes to and from the station. Commissioner Alberry to Director Goodkind: Is the parking garage under the State Office Building open to the general public around Christmas time? Director Goodkind: Open to the public off-hours. CCTA hopes to continue to accommodate this tradition.

Commissioner Sherman: Supports the plan for Site B; questions loss of parking spaces on St. Paul, Pearl and Cherry Streets. It is a net parking loss, in the long term, of 19 spaces (16 from St. Paul Street and 4 from the north side of Cherry Street). Eighteen (18) spaces would be restored on the south side of Cherry Street. Battery Street would be the major egress for the buses exiting town.

Commissioner Sherman: Concerned about this plan affecting the already-planned changes to the Pearl/Church Street intersection. Mr. Frank has some information about a traffic study done in that area. Director Goodkind said that there will still be two full lanes on Pearl Street at the top of Church Street. The goal of the bump-outs is to slow cars down as they approach that area.

Commissioner Wood is concerned about the congestion on Pearl Street at the intersection of Union Street and suggested that Mr. Frank look at that area.

Commissioner Porter is concerned about the loss of 19 parking spaces and the effect those losses will have on the surrounding neighborhoods.

Commissioner Lavery moved for *conceptual approval* of the St. Paul Street Transit Mall.

Commissioner Sherman seconded. Commissioner Porter voted against the motion; the other six commissioners voted in favor.

Item 9: 2012 OPERATION CLEAN SWEEP (Director Steven Goodkind)

See Commission packet for Clean Sweep Street Sweeping routes.

Director Goodkind: Street sweeping begins next Wednesday night. Vehicles are banned from parking on the streets by zones in order for DPW to effectively clean the streets. Some spot street sweeping has begun to get a jump on the task where there are no vehicles present. Reminder fliers will be placed on car windshields the night before that street is to be swept. Parking ban lights will flash in the zones that will be swept. Large painted wooden signs have been posted at major entrances to the City. Announcements have been posted in The North Avenue News and through social media, and routes and schedules are posted on the DPW website.

Item 10: SIDEWALK PLOWING (Director Steven Goodkind)

Commissioner Wood had requested that this item be added to the Agenda. He had concerns about the condition of the sidewalks after 3-4 snowstorms where pedestrians had trampled down the snow and it froze. He felt the sidewalk plows couldn't effectively clear the sidewalks because of the ice, and requested that in the future when snow and freezing temperatures are predicted, DPW staff spread salt prior to snowfall, and remove the melting snow prior to it freezing (particularly in the central part of the City).

Item 11: TRAFFIC SIGNAL PLAN

(Traffic Signal Technician Dave Garen and Director Steven Goodkind)

See two handouts distributed at the meeting ("Pedestrian Signal Infrastructure in Burlington, Vermont, As of April, 2012" and "Signalized Crosswalks in Burlington, April 17, 2012").

Two months ago, Mr. Garen and Director Goodkind presented the background of how they begin to approach issues with traffic signals (vehicular and pedestrian issues). Tonight's presentation focused on specifics of crosswalks, pedestrian crossing signals and system modification considerations when major problems arise. Some of the newer technology will be applied to the top 11 most difficult intersections identified by staff.

Commissioner Gundersen: Some traffic and pedestrian crossing signals are not in sync (vehicular traffic is given the green turn light at the same time the pedestrian crossing signal indicates that pedestrians may begin to cross the street). Areas of concern include: College Street and Winooski Avenue, Bank and Winooski Avenue, Main Street and Winooski Avenue, and St. Paul and Main Streets (southwest side of

intersection). Expressed frustration that she has brought this issue up for seven years to various people and there has been no change. Director Goodkind assured the Commission that staff is working on these problem areas. Staff follows the *Manual on Uniform Traffic Control Devices* (MUTCD), nationally recognized standards. Commissioners felt that pedestrian and driver education is an essential component to the location and timing of the traffic and pedestrian crossing signals, with DPW and the City responsible for a share of those education efforts. Commissioner Wood to Mr. Garen: Add to his list of areas of concern, Colchester Avenue/East Avenue intersection, suggesting a longer crossing time for pedestrians or a longer yellow light. Commissioner Overby: Elmwood Avenue/North Street intersection has improved in the past twenty years in regards to the duration of time that cars have to wait at a red light. She also noticed that even if she does not press the pedestrian cross signal, it still operates. There are new signals at that 5-way intersection. Commissioner Wood to Director Goodkind: Would like more uniformity in blinking traffic lights at night. Director Goodkind: The heavy traveled streets typically have blinking amber lights and the side streets have red blinking lights.

Mr. Garen will present at the May Commission meeting to talk in more detail the handout titled, “Signalized Crosswalks in Burlington, April 17, 2012” and where we compare to the MUTCD standards.

Item 13: MINUTES OF 2/15/12 AND 3/21/12 (Moved up to accommodate Commissioner Gundersen’s need to leave early, as she is recovering from a concussion)

Minutes of February 15th: A motion had been made at the March 21st meeting to accept the minutes pending Commissioner Wood’s approval.

Commissioner Wood: The Minutes (specifically, Item 7) do not reflect what was said by Rich Goodwin, Assistant CAO for Finance, Clerk/Treasurer’s Office: That a bond issue was set up so that an amount was set aside each month. When it ballooned, we would have enough money to pay it off without raising the rates. Somehow, that got stopped; why? What happened to the money already set aside?

Commissioner Wood claims that Mr. Goodwin did not address these questions in his presentation at the February meeting.

Director Goodkind: There was never any money set aside; it was never stopped because it was never started. There was a plan that was never implemented. To Commissioner Wood’s question of who made the decision, Director Goodkind replied the City Treasurer or City Council; not DPW.

Commissioner Porter suggested that Mr. Goodwin could be invited back for further clarification. Because only four (4) commissioners (Commissioners Lavery, Porter, Tracy and Wood) have the authority to pass the Minutes, they cannot pass without Commissioner Wood’s approval.

Commissioner Wood does not approve the Minutes.

Commissioner Sherman moved to archive without accepting the Minutes of 2/15/12; Commissioner Gundersen approved. The Minutes will be posted to the DPW website as “Not approved by the Commission.”

Discussion: Commissioner Sherman suggested that Commissioner Wood watch the recording of the February meeting to listen again to what Mr. Goodwin said, and to add a comment in this evening’s Commissioners’ Communication, that Commissioner Wood goes on record as saying that he approves what was in the Minutes was what happened in the meeting, but absolutely disapproves the way that it was gone about. Commissioner Wood agreed to this.

Commissioner Alberry asked for formal approval of the February Minutes from Commissioner Wood. Commissioner Wood said that he “will agree” (to approve the Minutes), and will add an additional comment under Commissioners’ Communication.

Minutes of March 21st: **Commissioner Lavery moved** to approve the Minutes; Commissioner Gundersen seconded. Unanimous approval.

Commissioner Gundersen excused herself from the remainder of the meeting. Before leaving, she expressed disappointment that the Performance Report was scheduled so late on the Agenda.

Commissioner Porter moved to postpone Item 12 (Performance Report) until the next meeting and schedule it earlier on the Agenda. Commissioner Sherman seconded. Unanimous approval. The commissioners already have copies of the Performance Report.

Commissioner Gundersen also asked for a status report on the following:

- Update by Mr. Fleming on the status of Lyman Avenue and Pine Street (next month's meeting);
- Update by Mr. Fleming after talking with Church Street Marketplace staff about a loading zone request by Dobra Tea owner (still in discussion with Ron Redmond);
- UNH study on the toxic seal coat e-mailed to Director Goodkind;
- Pearl and Union Streets intersection: Director Goodkind: changes have been made to the signal. Staff has given it a protected pedestrian phase.
- Per the bottom line of Page 6 in the Minutes of March 7th: Status requested on Commissioner Tracy's concern that when cars are driving north on Union Street and come to the Pearl Street intersection, and they wish to turn left, the signage for the left-hand turn lane is not visible in its current location and is partially obstructed by a parked car;
- Update on TruGreen solicitation Commissioner Gundersen received at her home address. This was forwarded to the Code Enforcement office. Commissioner Gundersen will follow up directly with that office.
- Follow-up on the discussion from Items 5 and 6 of the February meeting. Mr. Goodwin was scheduled to appear on this month's Agenda but was unable to attend due to budget workload. Director Goodwin hopes that Mr. Goodwin will be able to attend the May meeting.

Item 12: PERFORMANCE REPORT (Director Steven Goodkind)

As per motion made in Item 13, postponed until the May meeting.

Item 14: CHAIR'S REPORT (No report)

Item 15: DIRECTOR'S REPORT (Steven Goodkind, Director)

- Hopes to present on the new Customer Service IT tracking system at a future meeting (Commissioner Porter offered some metrics about customer service which he will forward to Director Goodkind);
- Crosswalk on Grove Street at Schmanska Park, part of the joint discussion with Parks Commission during the March DPW Commission meeting: Staff has evaluated the area. They will connect the two sidewalks that end abruptly, work with the Burlington Electric Department to add overhead street lighting (a pole is already in place), install a ramp and do striping. Staff is also reviewing zoning plans which included S.D. Ireland's installation of sidewalks, to find out whether the sidewalk work is complete in that area, or they still have more to install;
- Spring and summer work will include, after further evaluation, adding striping on St. Paul Street in the area of Kilburn Street and Smalley Park;
- Discussion will continue about Dr. Roos' concern for pedestrian safety as a result of planned improvements on Pearl Street at the top of Church Street. Commissioner Porter reminded the Commission that this has already been discussed and can be reviewed in the past meeting Minutes;

- Budgets: The Mayor's intention is to not have a tax increase this year. DPW staff is working with the Administration to identify how money might be saved this year (e.g., snow removal savings or possible extra revenue from Trades), or next year;
- College Street: Sewer line and a brick manhole collapsed. Staff had not noticed anything unusual a couple of weeks prior when they were cleaning them. A possible back-up investigation two weeks later revealed major damage (concrete pipe instead of the recorded reinforced concrete was used), and many utilities had been run over that pipe. A pipe bursting technique was used. As of today, things look good. Staff is closing the site up and plan to begin paving on Monday.
 - Areas where commissioners identified a sewer-type odor:
 - Pearl Street Beverage area, going east to west on Union Street, halfway across;
 - Greene Street/Pearl Street area;
 - Grate next to the funeral home on South Union at the bottom of Bradley Street;

Item 17: COMMISSIONERS' COMMUNICATIONS

Commissioner Porter

- Northeast corner of North and Prospect Streets (coming down North Street and take a right onto Prospect Street), there is a pothole near a catchbasin, quite deep;
- Requests an estimate for removing the bump-out on Brookes Avenue (due to lack of parking) and an investigation into alternative traffic calming measures;
- Requests that Director Goodkind approaches the Planning Commission and tell them not to approve any new buildings unless the question has been asked, "Will you require anything special for off-street parking." (ICV's request in Item 6 of tonight's Agenda is one example.)
- Requests that Director Goodkind return to next month's meeting with more information on how parking needs are processed during planning phases of new construction, and ultimate approval by the Planning Commission, so that DPW can be more involved in up-front consideration of parking needs.
- Would like the Commission and DPW staff to begin to build a Parking Policy which could serve as a screening tool when parking requests come before the Commission. Director Goodkind suggested that through the NPO a consultant could offer an overview on previous policies used;
- Asked for history on how the Farmers' Market's new location this summer (St. Paul Street). Director Goodkind: The Burlington Police Department has the power to decide on allowing events to occur in the right-of-way. They have the authority to grant permission to use sidewalks and streets for events. DPW has an agreement with the Farmers' Market wherein they agree to pay for the use of the metered parking spaces and will rent meter hoods to reserve metered parking spaces for loading and unloading on College Street. Commissioner Porter would like the Commission to be part of the conversation as they were caught off guard by the decision to move the Farmers' Market for this summer and possibly on a permanent level, even though DPW has no decision-making power. The ordinance grants the BPD authority to make such decisions.

Commissioner Wood

- Items 5 and 6 of the February Minutes: If the Minutes said that the City agreed to set aside money and then decided not to, in order to pay for it (balloon payment), then he is amazed that that was accepted as standard procedure. He admitted that he wasn't sure that that is what Mr. Goodwin said at the February meeting but is disappointed that that decision was made twenty years ago.
- Parking at Willard Street Market: Delivery trucks frequently double-park and block off the street. Director Goodkind recommended that Commissioner Wood call the police when he witnesses this happening, as DPW has no authority to ticket the illegal parking.

- East side sidewalk in front of Mater Christi School (Mansfield Avenue) needs repair. Director Goodkind said that it is on this year's list.

Commissioner Lavery

- Budgets: Attended the Department review which included the Mayor and interim CAO, etc. All departments will be asked for suggestions on closing gaps, and where spending hasn't reached expected expenditures; those funds may be used to offset FY13 gaps.

Item 18: COMMITTEE REPORTS: No reports.

Item 19: POLICY UPDATE: No policy updates.

Item 20: ADJOURNMENT: Commissioner Wood moved to adjourn the meeting at 9:10 p.m.; Commissioner Sherman seconded. Unanimous approval.