



Office of Mayor Miro Weinberger

FOR IMMEDIATE RELEASE

August 5, 2013
Contact: Mike Kanarick
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Mayor Miro Weinberger Appoints Assistant Director of Public Works Norman J. Baldwin, P.E. as City Engineer and Surveyor

Burlington, VT – Mayor Miro Weinberger today announced the appointment of Norman J. Baldwin, P.E., a 22-year veteran of the Department of Public Works (DPW) as City Engineer and Surveyor. Baldwin currently serves as Assistant Director of Public Works for DPW’s Technical Services Division. The City Engineer and Surveyor position will become open on August 26, 2013 upon the retirement of current DPW Director Steve Goodkind. Goodkind, who has served as DPW Director since 1999, also has served as City Engineer and Surveyor since 1983. Weinberger has asked the City Council to approve Baldwin’s appointment at its August 12, 2013 meeting. If approved, Baldwin would begin serving on August 26, 2013, the same day on which Chapin Spencer begins work as the new DPW Director.

“Norm is highly-qualified for this appointment and has a proven track record as a dedicated and focused leader who understands our City’s infrastructure and knows how to play a key role in moving complex projects from start to finish,” said Weinberger at an afternoon announcement at DPW’s Pine Street facility. “I am confident that Norm will do a great job taking on the added responsibilities that come with the City Engineer and Surveyor position, and his appointment will give DPW and the City important continuity during a time of transition at the Director level.”

“I am both humbled and honored that Mayor Weinberger has the confidence in me to tackle the added duties as City Engineer and Surveyor,” said Baldwin. “I am very fortunate to have learned so much about our Department and this new role from Director Steve Goodkind, and I thank him for his guidance over the years. I look forward to continuing to serve our City as an Assistant Director and as City Engineer and Surveyor and to continuing to work with our talented DPW team and will do all I can to help ensure a smooth transition for incoming Director Chapin Spencer.”

Although out of town and unable to attend today’s announcement, retiring DPW Director Steve Goodkind shared: “Norm is a first-rate public servant. He’s smart, talented, cares about our City and understands how our City infrastructure works. I know he will make a fine City Engineer and Surveyor – Burlington will be in good hands with Norm as our City Engineer.”

At today's announcement, incoming DPW Director Chapin Spencer added: "For more than two decades, Norm has served our community through his work at DPW, rising through the ranks to earn a top leadership spot as one of DPW's assistant directors, a position he has held for the past 13 years. I feel fortunate that Norm will be handling the important responsibilities that come with the City Engineer and Surveyor post."

Also not present for the announcement was Nathan Lavery, Chair of the Burlington Public Works Commission, who stated: "Norm Baldwin is the right choice at this time to serve as Burlington's City Engineer and Surveyor. His skills have been honed by years of hard work as one of our City's engineers – the move to City Engineer makes sense and will serve our City well."

Please see attached documents, including:

- *Memorandum from Mayor Miro Weinberger to City Councilors requesting approval of the appointment of Norman J. Baldwin, P.E. as City Engineer and Surveyor*
- *Relevant City Charter provisions, including those that detail the responsibilities of the City Engineer and Surveyor*
- *Resume of Norman J. Baldwin, P.E.*

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Office of Mayor Miro Weinberger

MEMORANDUM

To: City Councilors
From: Mayor Miro Weinberger
Date: August 4, 2013
Re: Appointment of City Engineer and Surveyor

I respectfully submit for your consideration and approval Norman J. Baldwin, P.E. as the City Engineer and Surveyor for the City of Burlington. I am requesting City Council approval of this appointment at your August 12, 2013 meeting.

This appointment is necessitated by the approaching retirement of current Department of Public Works (DPW) Director and City Engineer and Surveyor Steven Goodkind. Steve has had a long and dedicated career serving our City. Steve's appointment as City Engineer and Surveyor began in 1983, and he continued fulfilling the duties of City Engineer and Surveyor described in the City Charter when he later was promoted to be the Director. (The relevant City Charter sections listing these duties are attached.)

Norm is highly qualified for this appointment. In his current Assistant Director role, he has worked very closely with Steve, advising and consulting with him on City Engineering and Surveying decisions. Norm also has extensive experience with and understanding of the City's infrastructure. Since graduating from the University of Vermont with a B.S. in Civil Engineering in 1990, Norm has spent his entire career in Burlington's DPW in a variety of roles demonstrating outstanding commitment to the City. (Norm's resume is attached.)

This appointment will give the department and the City important continuity during a time of transition at the Director level.

If confirmed, Norm will assume the City Engineer and Surveyor responsibilities when Steve's retirement becomes effective on August 26, 2013, and he will perform them while continuing to serve as DPW's Assistant Director of Public Works -Technical Services.

The Mayor's Office has worked closely with Norm throughout my time in office on the restoration of the Bike Path, Waterfront Access North, the Champlain Parkway, and other

important projects. I have great personal confidence that Norm will succeed in this new role. In addition, I have consulted on this decision with both Steve and incoming DPW Director Chapin Spencer, as well as with Public Works Commission Chair Nathan Lavery. All three are highly supportive of Norm's appointment as City Engineer and Surveyor.

Therefore, I am requesting that the Council take two formal actions with respect to this appointment:

- 1) Confirm Norman J. Baldwin, P.E. as City Engineer and Surveyor; and
- 2) Reclassify the Assistant Director of Public Works -Technical Services position to acknowledge the additional responsibilities Norm will be handling.

The reclassification will include a \$4,429 annualized salary increase for the position, which will be covered by the \$7,611 savings realized by the new DPW Director being placed at step one of the salary range (\$88,845) while the outgoing Director was at step six (\$96,456), resulting in a net savings of \$3,182.

In the event the duties of City Engineer and Surveyor subsequently are assigned to another position(s) within DPW, the Assistant Director of Public Works -Technical Services position will be returned to its current classification. Additional information on the reclassification can be found in the attached materials from Human Resources.

Thank you for your consideration of Norm Baldwin as Burlington's next City Engineer and Surveyor.

Burlington, Vermont, Code of Ordinances
Part I – Charter and Related Laws
Subpart A – Charter
Title V – Officers

ARTICLE 38. - OFFICERS APPOINTED BY MAYOR

§ 122. - Enumerated.

(a) On the first Monday in June 1998, the mayor shall appoint a city assessor and a director of the human resources department for a one-year term commencing July 1, 1998. Commencing on the first Monday in June 1999, and biannually thereafter, the mayor shall appoint such city assessor and human resources director for a term of two years commencing on the first day of July following the appointment, and until their successors have been appointed and qualified. The mayor shall appoint on the first Monday of June, 1998 and annually thereafter, and whenever a vacancy occurs, a chief administrative officer, a city attorney and one or more assistant city attorneys, a city constable and a second, third and fourth constable, **a city engineer and surveyor**, a city grand juror and assistant city grand juror, a harbor master, a poundkeeper or a firm or corporation to provide the services of such, a director of the community and economic development office, a director of Burlington city arts and civil defense director. All of the above-referenced appointments shall require the approval of a majority of the city council. Additionally, commencing on the first Monday in June 2002, and whenever a vacancy occurs, the mayor shall appoint a director of aviation, a cemetery superintendent, an executive director of the Church Street marketplace district, a general manager/superintendent of the electric department, a chief engineer of the fire department, a librarian(s) of the Fletcher Free Library, a superintendent of the parks and recreation department, a police chief and a superintendent/director of the public works department. The first two appointments of an individual to serve in any such position shall be for one-year terms. After an individual has served in a position for two successive years, the mayor may thereafter appoint such person to serve terms of not more than three years, except that in no case shall an appointment be valid for more than fifteen months following the election of a new mayor. In all cases, such appointments shall continue until their successors have been appointed and qualified. The mayor shall also have the authority to appoint the superintendent/director of any city department which may hereafter be created by the city council. (Emphasis added.)

(b) The appointments described in subsection (a) of this section shall require the approval of a majority of the whole number of the city council. In cases where the mayor appoints an individual for a term longer than one year, the city council must also approve the duration of such term.

ARTICLE 55. - CITY ENGINEER AND SURVEYOR

§ 153. - Duties.

The city engineer and surveyor shall be assigned to the public works department. He or she shall make all public surveys of the streets and public grounds of said city, and shall perform such other services as may be required by the director of public works.

ARTICLE III. CITY ENGINEER*

Sec. 2-35Duties.

The city engineer shall:

- (a) Perform all the engineering services for the city that are required to be performed by him in the city charter;
- (b) Advise the city council on questions relating to all public works or improvements;
- (c) Have charge of all the public works of the city in all the various departments;
- (d) Prepare all necessary plans, specifications, estimates and contracts for any proposed construction, extension or improvement of streets or sewers;
- (e) Be responsible for the execution of work in accordance with the plans, specifications and contracts prepared by him;
- (f) Have charge of all surveys relating to the laying out, widening, extending and grading of the streets, sidewalks, curbs, gutters, sewers and drains of the city;
- (g) Prepare and preserve in his office all books, plats, plans, surveys, specifications, notes, memoranda, estimates and other papers and files required for the use or business of his department, and on the expiration of his term of office deliver the same to his successor;

*Charter references—Authority to appoint, § 122; term of office, § 127; filling vacancy in office, § 130.

Cross references—Buildings and construction, Ch. 8; city engineer to approve plans for construction of illuminated signs, § 8-91; streets and sidewalks, Ch. 27; subdivisions, Ch. 28.

- (h) Make a thorough examination of all the bridges in the city at least twice each year, and more often if he deems it necessary, and report the condition of the same to the street commissioners and board of aldermen, and also include his findings in his annual report;
- (i) Make a thorough inspection of the reservoirs and pumping plant of the city water department once every three (3) months, and more often if directed by the water commissioners or the board of aldermen, and make a report of the condition of the same to the board of aldermen; and
- (j) Perform such other duties as the board of aldermen may direct.

(Rev. Ords. 1962, §§ 371, 373)

Charter reference—Duties generally, § 153.

Sec. 2-36. Compensation.

The city engineer shall receive a salary, without fees, for all work done by himself for the city.
(Rev. Ords. 1962, § 374)

Sec. 2-37. Account of expenses to be kept; bills for work.

The city engineer shall keep an account of the expense of his office, including all labor and supplies, and shall render a bill monthly for all work done and all labor and materials furnished for each department.
(Rev. Ords. 1962, § 374)

Sec. 2-38. Maps of pipes, conduits and other construction.

Before any public or private water pipe, gas pipe, sewer pipe, conduit or other construction is permitted to be placed in any street, lane or alley of the city, the city engineer shall designate a proper location and shall plot the same on a map to be kept in his office. Each pipe, conduit or other construction shall be placed according to the plot and as directed by the city engineer.
(Rev. Ords. 1962, § 375)

Cross references—Gas, Ch. 15; sewers and sewage disposal, Ch. 26; water, Ch. 31.

Sec. 2-39. Map of pipes and other construction below surface of street to be made before paving.

Before paving or macadamizing any street, lane, alley or public way, the city engineer shall make an accurate survey of said street, lane, alley or public way and shall plot on a map the location of all sewer pipes, gas pipes, public or private water pipes, conduits, culverts or any other construction below the surface of the street.

(Rev. Ords. 1962, § 376)

Cross reference—Streets and sidewalks, Ch. 27.

Sec. 2-40. Supervision of curbing and guttering.

All curbing and guttering ordered by the board of aldermen shall be placed by the superintendent of streets under the direction of the city engineer.
(Rev. Ords. 1962, § 376)

Cross reference—Sidewalks, curbs and gutters to conform to specifications, § 27-14.

Sec. 2-41. Record of grades of streets, ways and sewers.

The city engineer shall establish and put on record the grades of all streets, lanes, alleys, public ways and sewers hereafter laid out, accepted or constructed by the city, before said streets, lanes, alleys, public ways or sewers are opened for public use. No pavement shall be placed on any street, lane, alley or public way which has heretofore been accepted or laid out, until the grade of said street, lane, alley or public way has first been established by the city engineer and placed on record.

(Rev. Ords. 1962, § 377)

Cross references—Public records generally, § 2-18 et seq.; books containing surveys, maps or grades adopted as public records, § 27-12; street grades not to be changed without notice, § 27-13.

Sec. 2-42. Giving street or sewer line or grade to resident upon request.

The city engineer shall, upon request of any resident of the city, give the street line or grade, or both, or the sewer line or grade, or both, for use in

setting any building or making any private improvements, or for constructing any curbing or sidewalk not ordered by the city.
(Rev. Ords. 1962, § 378)

Norman Joseph Baldwin, P.E.

Objective

To serve in a technical leadership role in support of Municipal Capital Projects and Programs that will ultimately provide the greatest benefit to the community I serve.

Experience

July 2000–Present Burlington Public Works Department Burlington, VT

Assistant Director of Public Work-Technical Services

- Responsible for providing leadership to Engineering and Planning Personnel serving as Municipal Project Managers seeking to advance City Capital Projects and Programs.
- Responsible for providing leadership to the City's Trades Inspection Program that is responsible for the plan review, permitting and inspection of construction projects.

Feb 1991–July 2000 Burlington Public Works Department Burlington, VT

Traffic Division Head

- Responsible for providing leadership and oversight to Municipal Attended Parking Facilities. A system that included facilities located in the downtown and the airport.
- Responsible for providing leadership in managing the city's municipal traffic operations that included traffic signalization, traffic control and parking sign systems, and pavement markings.
- Responsible for providing leadership in managing the city's municipal fire alarm systems.
- Responsible for providing leadership in managing the city's crossing guard program.

Nov 1990–Feb 1991 Burlington Public Works Department Burlington, VT

Traffic Field Engineer

- Worked in the field to develop or redevelop Traffic Signalized Intersections.
- Worked in the field to respond and repair traffic signal trouble calls.
- Prepared bid documents, procured and managed traffic capital improvement projects.
- Annual development of the Traffic Budget that included the operational budget and a 5 year capital improvement plan for the city's traffic signal system, structured parking facilities, and surface parking lots.


Educ. & Licensure

Fall 1985–Spring 1990 University of Vermont
B.S., Civil Engineering

Burlington, VT

February 7, 2002 State of Vermont
Professional Civil Engineer, License #018.007986

Fall 2006–Spring 2011 Champlain College
Certificate in Software Development

Burlington, VT

Interests

Skiing, Golf, Travel and time spent with family and friends