



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: FEBRUARY 11, 2016
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on February 17, 2016 at 6:30 PM at
645 Pine St – Main Conference Room

1. Agenda
2. Consent Agenda
3. 199 South Union St - Appeal
4. FY'16 Workplan Progress Report
5. Annual Schedule of Commission Meetings
6. Draft Minutes of 1-20-16

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: February 11, 2016
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **February 17, 2016**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 Recognition of Service – Laurie Adams, Assistant Director Water Resources
- 4 ^{10 Min} Public Forum
- 5 ^{5 Min} Consent Agenda
 - A Accessible Space on Lake St
 - B State of Traffic Request Backlog
 - C Haswell Street Parking

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

- 6 15 Min 199 South Union St - Appeal
A Communication, W. Ward
B Commissioner Discussion
C Oral Presentation, Appellant
D Public Comment
E Action Requested – Vote
- 7 30 Min FY'16 Workplan Progress Report
A Communication, C. Spencer
B Commissioner Discussion
C Public Comment
D Action Requested –None
- 8 30 Min Annual Schedule of Commission Meetings
A Communication, C. Spencer
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 9 5 Min Draft Minutes of 1-20-16
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 Executive Session For Appeal
- 13 **Adjournment & Next Meeting Date – March 16, 2016**



MEMORANDUM

February 3, 2016

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician *DRR*
CC: Norm Baldwin, City Engineer
RE: New Accessible Space @ 60 Lake Street

Background:

Staff received a request from John Lincoln to install an on-street accessible parking in front of 60 Lake Street. Mr. Lincoln states that without an on-street accessible space with a nearby accessible ramp challenges disabled residents to access 60 Lake Street where multiple businesses and services are offered.

Observations:

Lake Street is a 27 foot wide collector roadway providing primary access to Burlington's waterfront and many other businesses. There are currently no on-street accessible spaces along Lake Street. The nearest accessible spaces are located in the adjacent parking lot just west of the Lake Street College Street intersection. Disabled residents using these spaces would have to travel approximately 200 feet to access the sidewalk in front of 60 Lake Street. The first space just north of College Street is located 45 feet from the nearest accessible ramp accessing the sidewalk in front of Lake Street, see attached drawing. This space offers a clear greenbelt for side deploying Accessible Vans and is currently metered.

Conclusions:

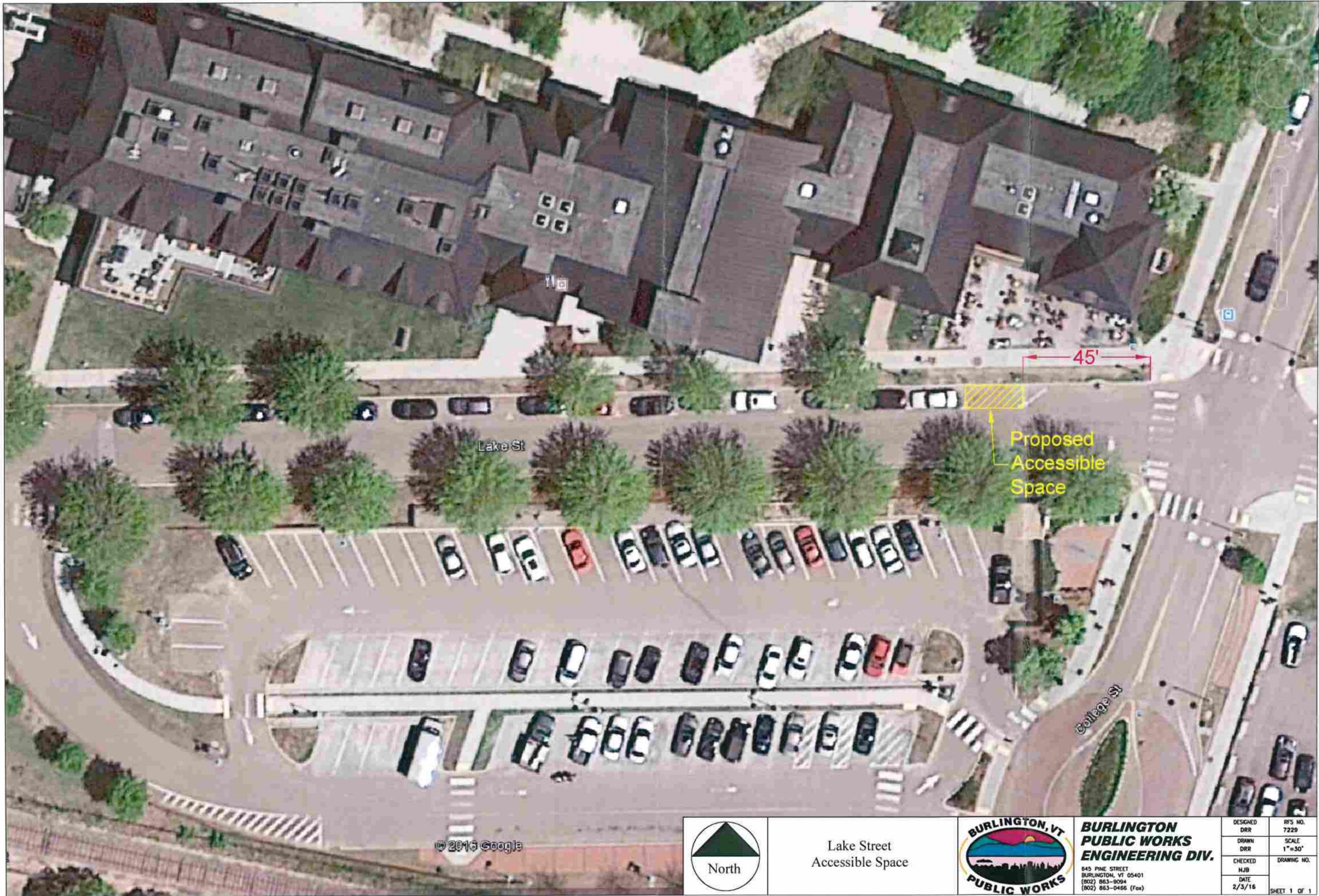
60 Lake Street contains a restaurant, a performing arts center, and several other businesses; having an accessible space in the most convenient location to these services would benefit the disabled community at the cost of losing one metered space.

NB 2/4/16

Recommendations:

Staff recommends that the Commission adopt:

- The addition of a new Accessible Space on the east side of Lake Street in the first space north of College Street.



© 2016 Google



Lake Street
Accessible Space



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. 7229
DRAWN DRR	SCALE 1"=30'
CHECKED NJB	DRAWING NO.
DATE 2/3/16	SHEET 1 OF 1



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: John R. Lincoln

Request Date: 05/15/2015 4:16

PM

Due Date: 7/14/2015

Address:

Phone Number:

Email Address: j546265n@gmail.com

Request

Location: 60 Lake St

Request Description: Per today's e-mail, requesting designated accessible parking spaces/curb cuts at 60 Lake St.: Good afternoon, My wife and I are going to attend an event this Saturday night on 60 Lake St, the Main St Landing Complex. Last winter we attended an art exposition opening there. I verified today that there are NO designated Accessible Parking spaces and no curb cuts on Lake St in front of the building. Last winter, the snow bank between the street made things very difficult for my wife to use her walker to get to the building entrance nearest the elevator. It is hard for my wife to go any distance so it was a challenge to get to the building. I am surprised that down on Lake St accessibility is not better like it is up in the Church St area. Are there any plans to improve the situation? Best regards, John R Lincoln Chapin responded: Hello John, Thank you for reaching out. I am copying Damian Roy who manages our traffic request program — and Customer Service (Helen, please enter this request into our Request For Service database). I will have Damian review the situation and get back to you. If an accessible space needs to be established or relocated, Damian will need to put together a written proposal for the DPW Commission to vote on. Damian can give you more information. As you probably know, you can park with a handicap placard in any metered space without feeding the meter. For Saturday night, you could look for a corner space near a curb ramp. Thanks again for the suggestion. Best, ~ Chapin

Assign History

Date	Assigned To	Description
5/15/2015 4:16:06 PM	Damian Roy	Request Assigned

Work History

STATE OF TRAFFIC RFS BACKLOG

2/8/2016
DRR

RFS BREAKDOWN BY TYPE*

In Development**

Accessible Space:	5	4
Resident Only Parking:	12	
Crosswalks:	18	2
Driveway Encroachments:	13	
Signage:	12	3
Loading Zone:	3	
Area/Intersection Study:	4	
Parking Prohibition:	19	7
Bus Stop:	2	2
Geometric Issues:	3	
Parking Meters:	2	
Other:	1	
<hr/>		
TOTAL:	94	18

* This list was updated 2/8/16 and accurately reflects what is currently in the system.

** This list shows what RFSs have received some level of development from Staff. Some of these have already been presented and decided on by the Commission and are awaiting installation.

MS 2/14/16



MEMORANDUM

February 10, 2016

TO: Public Works Commission
FROM: Damian Roy, Engineer Technician *DR*
CC: Norman Baldwin, City Engineer
RE: Haswell Street Parking

Background:

The Committee on Temporary Shelter (COTS) building at 95 North Avenue will be undergoing demolition and renovation beginning in March 2016. It has come to Staff's attention that construction fencing will be installed on the south side of Haswell Street to delineate the construction zone and to keep construction debris contained. The fencing will be installed onto the pavement tightly abutting the curb. Relocation of the parking from the south side of Haswell to the north side of Haswell would be contingent upon the COTS application for an encumbrance of the fenced area as previously described. The applicant currently has an approved 30 day temporary encumbrance that will begin at the end of February. The applicant is currently seeking City Council approval for the longer duration encumbrance needed for their project.

Observations:

Haswell Street is a 26 foot wide, two way local residential street with unrestricted parking on the south side and no parking on the north side. The south side of Haswell Street accommodates parking for 6 vehicles. The north side of the street can accommodate parking for 4 vehicles. Most residents on this street have off-street parking available. With the construction fence soon to be installed along the south side of the street, parked vehicles will not be able to park tight against the curb as the fence will prevent the vehicle from opening their doors. This will force vehicles to park up 3-5 feet away from the curb causing these parked vehicles to encroach into the travel lane. Staff distributed flyers on February 8th to the residents along Haswell Street and at the time of writing this memo, Staff had received no negative feedback.

NB 2/10/16

Conclusion:

Removing parking on the south side of the street and installing it on the north side will allow parked vehicles to maintain their standard distance from the curb while maintaining 9 foot travel lane widths. Based on Staff's measurements, this will result in a net loss of 2 parking spaces. Any displaced vehicles have the option of parking on Lakeview Terrace. Preliminary construction schedules show completion in December 2016, however parking relocation will run concurrent with the applicant's encumbrance dates. When this encumbrance permit expires and the construction fencing is removed, parking should be reverted back to the south side of the street.

Recommendation:

Staff recommends that the commission adopt:

- Restricting parking on the south side of Haswell Street.
- Installing unrestricted parking on the north side of Haswell Street.
- Restricting parking on the north side of Haswell Street when the construction of 95 North Avenue is completed.
- Installing unrestricted parking on the south side of Haswell Street when the construction of 95 North Avenue is completed.



**NO
PARKING
HERE TO
CORNER**

**NO
PARKING
HERE TO
CORNER**

Westbound Lane
Eastbound Lane
No Parking This Side of Street
Haswell St

18'

Lakeview Ter



Haswell Street Parking
Existing Conditions



**BURLINGTON, VT
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. N/A
DRAWN DRR	SCALE 1"=20'
CHECKED HJB	DRAWING NO.
DATE 2/9/16	SHEET 1 OF 2



Haswell Street Parking
Proposed Conditions



**BURLINGTON, VT
PUBLIC WORKS**

**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. N/A
DRAWN DRR	SCALE 1"=20'
CHECKED HJB	DRAWING NO.
DATE 2/9/16	SHEET 2 OF 2



Dear Haswell Street Residents,

COTS' redevelopment of their building on Haswell Street requires the contractor to install fencing up to the curb on the south side of the street. In response, the Department of Public Works (DPW) would like to shift parking to the north side of the street during construction. This will allow more room to exit out of vehicles and will keep vehicles parked close to the curb. After construction is complete parking would return to the south side of the street. The fence is scheduled to be installed on 2/29/16 and is likely to remain until the end of the year. This item will be included in the Public Works Commission meeting on February 17th at 6:30pm at 645 Pine Street. If you are opposed to this action, I strongly urge you to attend this meeting.

Thank you!

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Cell: 802.563.5353
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street
Post Office Box 849
Burlington, Vermont 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Norman J. Baldwin, P.E.
CITY ENGINEER/ASS'T DIRECTOR

February 11, 2016

TO: Public Works Commission

FROM: Norman Baldwin, P.E. *NB*
Assistant Director-Technical Services

RE: Appeal of Code Enforcement Order-199 South Union Street

The department has received an appeal from Mr. Chris Khamnei associated with his property at 199 South Union Street.

Mr.Khamnei is appealing item # 2 of the Code Enforcements Routine Inspection report dated December 15, 2015. Given this order relates to life safety requirements the Public Works Commissions is the governing body identified as the appeal board for this item to be heard.

As background Information, the Code Enforcement Office has ordered Mr.Khamnei to replace all smoke detectors at 199 South Union Street that have aged beyond the manufacturer's recommended useful life cycle. In response Mr.Khamnei has elected to appeal this order.

Mr.Khamnei was alerted to the appeal hearing date, time and location today by

- Phone
- Email correspondence
- and written notice sent by certified mail

I am currently waiting on a return call from Mr.Khamnei confirming his ability to attend. I have attached for your consideration my email, and written correspondence notifying Mr.Khamnei of the date time and location of the hearing.

c.c.Gene Bergman, Assistant City Attorney



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine Street
Post Office Box 849
Burlington, Vermont 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Norman J. Baldwin, P.E.
CITY ENGINEER/ASS'T DIRECTOR

February 10, 2016

Chris Khamnei
82 Overlake Park
Burlington, Vermont 05401

NOTICE OF HEARING

Pursuant to Burlington Code of Ordinances Chapter 18, Article III, Division 5, please take notice that the **Public Works Commission** will hold a hearing related to an appeal of a minimum housing code order regarding the fire safety division of the minimum housing code associated with 199 South Union at **6:30 p.m. on Wednesday, February 17, 2016 in the Front Conference Room of the Department of Public Works at 645 Pine St.** in Burlington, Vermont.

In order to expeditiously hear this appeal, the Commission needs and hereby notifies you as the appellant to provide it with a short and concise statement outlining the specific items to be heard and addressed by the Commission. This statement must reference the item number from the inspection report you are appealing. This statement must also specify the factual or legal basis of the appeal.

Each party will be given the opportunity to present the facts, as they believe them to be, and to make legal arguments. The Commission will hear testimony and take documentary evidence in support of each party's position. **Witnesses must be present**; the Commission will not accept written statements from absent witnesses, even in affidavit form. The Commission will resolve disputed questions of fact and apply the law governing the situation to those facts. If you intend to present documentary evidence, please bring 8 copies of each document to the hearing.

If you are the person who requested the hearing and you fail to appear, your case will be dismissed. If there are special circumstances as to why you cannot appear in person for a hearing, please call 863-9094. Postponement of your case will be permitted only for good cause. If settlement is reached, please notify the Commission immediately.

If you have any questions, please call 863-9094.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman J. Baldwin".

Norman J. Baldwin, P.E.
City Engineer/Ass't Director of Public Works

cc: Eugene Bergman, Assistant City Attorney
Chapin Spencer, Director of Public Works
Bill Ward, Director of Code Enforcement

Norm Baldwin

From: Norm Baldwin
Sent: Wednesday, February 10, 2016 11:08 AM
To: 'chris@rentinvt.com'; Chris C. Khamnei (chriskhamnei@gmail.com)
Cc: Eugene Bergman; Chapin Spencer; jeffpadgett10@gmail.com; Valerie Ducharme; William Ward
Subject: Notice of Appeal Hearing-199 South Union Street

Mr.Khamnei,

As staff to the Public Works Commission, I am attempting to provide you notice of the tentatively scheduled Appeal Hearing associated with 199 South Union Street. The appealing hearing is tentatively scheduled for Wednesday, February 17, 2016, 6:30 p.m., here at the Public Works Facility @645 Pine Street in Burlington.

Please confirm in writing your ability to attend. If you have an unavoidable conflict please let me know as soon as possible so we can make arrangements for your appeal to be postponed to be heard at some other future date.

A hard copy notice of the tentatively schedule appeal hearing will be sent to your address at 82 Overlake Park, Burlington, Vermont.

NOTICE OF HEARING

Pursuant to Burlington Code of Ordinances Chapter 18, Article III, Division 5, please take notice that the **Public Works Commission** will hold a hearing related to an appeal of a minimum housing code order regarding the fire safety division of the minimum housing code associated with 199 South Union at **6:30 p.m. on Wednesday, February 17, 2016 in the Front Conference Room of the Department of Public Works at 645 Pine St.** in Burlington, Vermont.

In order to expeditiously hear this appeal, the Commission needs and hereby notifies you as the appellant to provide it with a short and concise statement outlining the specific items to be heard and addressed by the Commission. This statement must reference the item number from the inspection report you are appealing. This statement must also specific the factual or legal basis of the appeal.

Each party will be given the opportunity to present the facts, as they believe them to be, and to make legal arguments. The Commission will hear testimony and take documentary evidence in support of each party's position. **Witnesses must be present;** the Commission will not accept written statements from absent witnesses, even in affidavit form. The Commission will resolve disputed questions of fact and apply the law governing the situation to those facts. If you intend to present documentary evidence, please bring 8 copies of each document to the hearing.

If you are the person who requested the hearing and you fail to appear, your case will be dismissed. If there are special circumstances as to why you cannot appear in person for a hearing, please call 863-9094. Postponement of your case will be permitted only for good cause. If settlement is reached, please notify the Commission immediately.

If you have any questions, please call 863-9094.

Norman J. Baldwin, P.E.
City Engineer/Ass't Director
Burlington Public Works Department
645 Pine Street
Burlington, Vermont 05401

V: 802.865.5826

F: 802.863.0466

EMAIL: nbaldwin@burlingtonvt.gov

Valerie Ducharme

From: William Ward
Sent: Wednesday, February 03, 2016 5:13 PM
To: Valerie Ducharme
Cc: Norm Baldwin
Subject: RE: List of Agenda Items Needed for Commission Meeting
Attachments: doc045106.pdf

Valerie,

I sent this appeal to Lisa Jones last Friday. It will be heard at the housing board of review in a few weeks. **Item 2 of 10 on the list is for expired smoke detectors**. That one item is subject to appeal to the DPW commission. The Housing Board of Review is set to hear the other 9 issues on February 16, 2016.

Inspector Ianelli found that some smoke detectors were beyond their 10 year manufacturer's expiration period. Her order required the expired smoke/CO detectors to be replaced.

The message from the property owner requesting the appeal follows my signature.

Bill

From: chriskhamnei@gmail.com [<mailto:chriskhamnei@gmail.com>] **On Behalf Of** Chris Khamnei
Sent: Friday, January 15, 2016 3:59 PM
To: William Ward
Cc: David; Patricia Wehman; Kim Ianelli
Subject: Re: 199 South Union Ext Denial in part

Bill,

We are appealing the order. The grounds for the appeal is that we disagree and have supporting evidence to prove that we meet the minimum housing standard. The relief requested is to vacate the reported deficiencies that constitute a violation.

Sincerely,
Chris

From: Valerie Ducharme
Sent: Tuesday, February 02, 2016 1:42 PM
To: William Burns; William Ward; Tim Hennessey; John Ryan; Brad Biggie; Ned Holt; Megan Moir; Steve Roy; David Allerton; Nicole Losch; Laura Wheelock; Damian Roy; Rob Green; Laurie Adams; Norm Baldwin; Chapin Spencer; Ben Tietze; David Allerton; Martin Lee
Subject: List of Agenda Items Needed for Commission Meeting

Hello,

It's that time of the month again! Does anyone have anything? If so..... Title, communication or presentation, length of time needed, who is presenting and if you are looking for a decision.....

Thanks,

Valerie Ducharme
DPW Customer Service
645 Pine St
802-863-9094 x 3– office
802-864-0166 – fax
www.burlingtonvt.gov/dpw



CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 849
Burlington, VT 05402-0849
VOICE (802) 863-0442
FAX: (802) 652-4221

December 15, 2015

Chris Khamnei
82 Overlake Park
Burlington, VT 05401

RE: Routine Inspection of 199 South Union Street, Inspection 301964

Dear Owner(s):

Thank you for your cooperation with the routine inspection I conducted on Monday, December 14, 2015 at 10:00:00 AM. My findings are included in this Order. Each deficiency listed must be corrected by the compliance date listed for that item.

A re-inspection has been scheduled for January 21, 2016 at 1:00:00 PM. Tenants must be notified at least 48 hours in advance. All areas of the property must be accessible. Please contact me at least 24 hours in advance, sooner if possible, if this needs to be rescheduled for any reason.

You may submit a written request for an extension of compliance date(s) if you need more time to complete repairs for a valid reason. Extension requests must include the reason the request is necessary and the extended compliance date requested for each item. **Requests must be submitting in writing on our extension request form; verbal requests will not be accepted.** You may obtain an extension request form by phone, at our Office, or on the web at <http://www.burlingtonvt.gov/codeenforcement>. The completed extension request, with all required information, must be approved by our office prior to the compliance date in order to avoid re-inspection fees. For this reason, and because application for an extension does not guarantee that it will be granted, you are encouraged to apply for an extension as early as possible if you anticipate difficulties with the Order compliance date(s).

For information only, please be advised that if this office is unable to verify compliance with the Order by the compliance date(s) and a written extension has not been granted, a \$60.00 re-inspection fee per unit will be charged. You may also be ticketed for the Minimum Housing Standards violations and the rental certificate of compliance may be revoked. Failure to comply with this Order is also a criminal offense.

The decisions stated in this Order and report may be appealed in writing within thirty (30) days of the date of this correspondence, addressed to the Director of the Code Enforcement Office.

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 863-0450 TTY.
An Equal Opportunity Employer

1/22/2016 199 South Union Street 301964

All plumbing, electrical, and building work performed must conform to applicable Codes and City Ordinances and necessary permits must be procured through the appropriate Inspection Services Office of the Public Works Department (863-9094). Any exterior repairs/modifications or change of use may also be subject to review by the Planning and Zoning Department (865-7188). It is your responsibility to check with these Departments regarding permit requirements. A copy of this Order must be presented at time of application for permits.

Safety codes protect everyone, and we appreciate your time and assistance in keeping Burlington a safe and attractive community. Please feel free to contact me at 802-652-4235 if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kim Ianelli".

Kim Ianelli
Minimum Housing Inspector

Unit/Area

All Units and hallway (Item 1 of 10)

Finding: No Inspection tag on units. All fuel burning heating systems must be inspected every 2 years and serviced and certified with a tag issued to the verified contractor by the Department of Public Works.(DPW)

Remedy: Have a certified technician inspect and certify that system is functioning and operating in a safe manner, with proof of inspection stated on tag issued by DPW and placed in a conspicuous place on the unit

Non Complied

Correct By: Jan 21, 2016

Code Section: Heating and cooking equipment

18-86 All cooking equipment shall be maintained so as to be free from fire, health and accident hazards.

All units except 4 and 8 (Item 2 of 10)

Finding: Smoke/CO detectors do not meet required standards: Depending on the manufacturer Smoke/co detectors have an average service life of 5-7 years from date of manufacture Smoke detectors have an average service life of 10 years from date of manufacture.

Remedy: Replace smoke/CO detectors to code. Carbon monoxide detectors must be UL 2034 listed or approved by a nationally recognized independent testing laboratory. Installation must be in the vicinity off sleeping areas and on every floor of the dwelling, in accordance with the manufacturer's instructions and State law. City of Burlington electrical permit required for electrical work.

Non Complied

Correct By: Jan 21, 2016

Code Section: Smoke detectors

18-99 Smoke detectors/alarms shall be properly installed and shall be maintained in good working condition.

Decks and Trim (Item 3 of 10)

Finding: Deteriorated painted surfaces found on more than 1 square foot (sf)(aggregate)

Remedy: Promptly and safely repair and/or stabilize deteriorated surfaces using lead safe work practices; do not use prohibited work practices; record repair on EMP compliance statement.

Non Complied

Correct By: Jun 1, 2016

Code Section: Paint

18-112 (a) (1), (2) The interior and exterior of pre-1978 rental housing shall be free from deteriorated painted surfaces more than 1 square foot (sf) in the aggregate;

Unit/Area

Fire Escape (Item 4 of 10)

Finding: Egress stairway without graspable handrail.

Remedy: Install graspable handrail to code: 34 to 38 inches above surface of tread, round 1 1/4 to 2 inches in diameter. Building permit may be required.

Non Complied

Correct By: Jan 21, 2016

Code Section: Means of egress

18-95 Egress paths shall be safe to use and shall conform to the requirements of the City building code.

Stairs to unit 11 (Item 5 of 10)

Finding: Exterior stairway lacks a graspable handrail

Remedy: Install exterior stairway graspable handrail to code: 34 to 38 inches above surface of tread, round 1 1/4 to 2 inches in diameter.

Non Complied

Correct By: Jan 21, 2016

Code Section: Stairways and porches

18-74 Every inside and outside stair, railing and any appurtenance thereto shall be safe to use and capable of supporting the load that normal use may cause to be put thereon and shall be kept in sound condition and good repair

Unit 10 (Item 6 of 10)

Wall near entrance

Finding: Interior wall/ceiling with cracked or loose plaster. Hole in wall near entrance.

Remedy: Repair any cracked or loose plaster, paint and maintain all interior surfaces smooth and in good repair to code.

Non Complied

Correct By: Jan 21, 2016

Code Section: Floors, interior walls and ceilings

18-72 Interior walls and ceilings shall be maintained in sound condition and good repair. Cracked or loose plaster and other deteriorated or damaged surface conditions shall be eliminated.

Unit/Area

Unit 12 (Item 7 of 10)

Bathroom

Finding: Plumbing fixture incorrectly installed or maintained. Loose toilet

Remedy: Repair or replace, and maintain plumbing fixture to code

Non Complied

Correct By: Jan 21, 2016

Code Section: General working conditions

18-104 Generally every supplied appliance, plumbing fixture, heating device or system, or utility which is required under this article, and every chimney and smoke pipe shall be so constructed and installed so that it will function safely and effectively and shall be kept in sound working condition.

Unit 3 (Item 8 of 10)

Kitchen Window

Finding: Exterior windowpane cracked in kitchen window.

Remedy: Replace windowpane. Maintain all windows weatherproof, in sound condition and good repair to code.

Non Complied

Correct By: Jan 21, 2016

Code Section: Exterior windows and doors

18-73 Every exterior window shall be maintained to prevent wind and water from entering the dwelling or structure. Every window shall be weather-tight. Every windowpane shall be fully and properly glazed.

Unit 4 (Item 9 of 10)

Below heater

Finding: Interior wall with cracked or loose plaster

Remedy: Repair any cracked or loose plaster, paint and maintain all interior surfaces smooth and in good repair to code

Non Complied

Correct By: Jan 21, 2016

Code Section: Floors, interior walls and ceilings

18-72 Interior walls and ceilings shall be maintained in sound condition and good repair. Cracked or loose plaster and other deteriorated or damaged surface conditions shall be eliminated.

IN: 301964

Inspection Detail for: 199 South Union Street

Inspection Date: Dec 14, 2015 Inspector: Kim Ianelli

Page 4 of 4

Unit/Area

Unit 9 (Item 10 of 10)

Bathroom

Finding: Plumbing drain with obstruction, leak or defect. Bathroom sink slow drain.

Remedy: Repair obstruction, leak or defect in plumbing drain and maintain in good working order to code.

Non Complied

Correct By: Jan 21, 2016

Code Section: Plumbing connections

18-79 Supply lines, plumbing fixtures, vents and drains shall be connected and maintained in good working order and kept free from obstructions, leaks and defects.

FY'16 Key Initiatives -- Burlington Department of Public Works -- Mid Year Review

	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & NOTES	COMMISSION ROLE	FY 16 Status
1	CT Office	Streamline procurement (RFQ, purchasing policies) and project accounting (multi-year capital budgets, grant reimbursements, etc)	✓			More efficient procurement of goods and services and more efficient management of capital projects.		City developed written contract approval process. CAO and auditor indicating support for multi-year capital
2	DPW-wide	Develop asset management plan to advance City's capabilities and lay the foundation for the implementation of a CMMS (computerized maintenance management system) with geo-referenced in-field data collection functionality	✓	✓	✓	Create asset mgmt plan mainly for the Water Resources, but that also includes a city-wide needs assessment. Funded from Water Division, CIP, and other departments (if they engage). Prepare procurement of the CMMS tool in FY'17.	Provide feedback on draft plan (Upcoming)	Phase 1A and Phase 1B (underway); see https://www.burlingtonvt.gov/AssetManagement
3	DPW-wide	Close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing strategies with stakeholders	✓			The city-wide capital plan shows optimal funding targets. Adequate capital funding levels will replace assets on schedule, increase service reliability and reduce costly emergency repairs. Advance strategies to close the funding gap between the capital plan and actual annual expenditures.	Evaluate and recommend funding sources (Ongoing)	For Stormwater and Wastewater, and to a lesser degree water, advancing this will require completion of capital plans (Initiative 25) and ideally further advancement of Asset management
4	DPW-wide	Manage finances within policy and budgetary parameters	✓	✓		Budget targets are met and there are no major audit findings.		Preliminary FY'15 year-end financials show all divisions beating budget. FY'15 audit had significant reduction in
5	DPW-wide	Strengthen operational policies and procedures (whether through APWA accreditation or not)	✓		✓	Outcome should be smooth internal operations with clear policies and procedures. Clear expectations about engaging other divisions and departments. Most of the cost will be existing staff time.		Developing many written operational policies and procedures -- many safety related.
6	DPW-wide	Enhance professional development program	✓	✓	✓	Further increase productivity of workforce, staff morale and internal promotions. Expectation is that every employee will take advantage of at least one prof. development opportunity each year.		Continuing to focus on professional development -- with a focus on safety. We have started to measure participation in FY'16.
7	DPW-wide	Refine key performance indicators (KPI's) and summarize results in annual report.	✓	✓		Staff managing to metrics and a public that is aware of our successes. Initial KPI's developed at end of FY'15. Small professional services contract to develop annual report.	Review, modify and monitor KPI's (upcoming)	
8	DPW-wide	Increase commitment to the City's diversity and equity goals	✓	✓	✓	DPW staff, Commission, and engaged community members reflect the diversity of our city. Staff continues to serve on City's Core Team for diversity and equity issues.	Help diversify commission (ongoing)	Continued participation on City's Diversity & Equity Core Team. Making significant effort to get job openings
9	DPW-wide	Strengthen safety program	✓	✓		Continue dept-wide safety committee efforts.		Number of incidents decreased from FY'14 (17) to FY'15 (6), but lost
10	DPW-wide, CEDO	Participate in city-wide public engagement and communications plan		✓	✓	Develop public engagement policies and procedures (incl. social media, NA News) to achieve a more informed and engaged community. May wait until FY'17 if not a FY'16 city priority.	Recommend Commission-related communication improvements (upcoming)	CEDO staff changes have delayed this effort. DPW may be able to bring on AmeriCorps member to assist with outreach in late winter / spring.
11	DPW-wide	Begin to measure department-wide customer service		✓	✓	More responsive department.		
12	IT Dept, P&Z, Assessor, DPW	Develop document management system that enables DPW to efficiently store and retrieve plans, permits, documents	✓			Greater protection of city records. Reduced staff time spent filing and searching.		City hired CIO. One of their tasks is to help departments address this. Initial work underway. Received presentations from various vendors.
13	ROW, Tech Services	Begin budgeted preventative maintenance program of pavement, guardrails, railings, fences and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Reference these costs in the city-wide capital plan.		Started sidewalk cutting last fall and will begin pavement crack sealing by end of fiscal year.
14	Tech Services	Develop engineering standards and street design guidelines	✓		✓	Contract out development of standards, guidelines that will efficiently direct future investments. May initially focus on downtown for TIF streetscape investments.	Recommend adoption of standards to Council (upcoming)	RFQ for "Great Streets" released; consultant procurement underway as of January 2016). Funding for citywide

FY'16 Key Initiatives -- Burlington Department of Public Works -- Mid Year Review

15	DPW-wide	Complete departmental re-organization and support teams through transition to best position DPW to respond to current and future needs	✓	✓	✓	High performing department effectively delivers projects and services. Be an employer of choice. Revised job descriptions and org charts will go to Board of Finance for approval.		Water Resources re-org completed 2/2016. Engineering re-organization underway.
16	Tech Services, Water Res.	Increase technical staff capacity in Technical Services and Water Resources	✓	✓		Teams have resources to tackle additional capital projects (incl downtown TIF) identified in the City's capital plan.		WR hired Water Resources Engineer 10/2015. Limited service Engineer for Great Streets will be going to City
17	Traffic	Advance major capital repairs in garages	✓	✓		Assessment-recommended capital repairs underway to extend lifespan of aging municipal garages. Plan for \$5M+ investments by end of 2016 construction season.	Review and provide input on funding strategy (upcoming)	Phase 1 capital repairs (\$1.6M) underway and will be completed in June. Phase 2 capital repairs in design
18	Traffic	Implement downtown parking improvements -- Phase II policy and funding recommendations from Downtown Parking Study	✓	✓		Improve the customer experience while also enhancing the sustainability of our parking system. Phase II proposed changes will be proposed by Fall 2015.	Review and approve changes (upcoming)	Major changes are on hold until new Assistant Director is on board (late March). Did implement pay-by-cell
19	Tech Services	Assist in permit reform planning process	✓	✓	✓	Led by CEDO. Inspection Services will be actively engaged.		RFP for plan consultant issued. Proposals received. Winning bidder approved by City Council on 2/8/16.
20	Traffic, Tech Services	Upgrade CNG filling station with larger compressor.	✓			Longer lifespan. Quicker fill-ups. Funded by existing FTA grant and matched by UVM.		Project advancing. Install in spring 2016 expected.
21	Traffic	Conduct a successful leadership transition in the Traffic Division when Pat retires.	✓			Goal is to provide a smooth transition with some overlap for Assistant Directors.		Transition took longer than expected, but Pat Cashman will be starting March
22	Traffic, CT office, Parks	Explore City-wide fleet model for managing City's vehicles			✓	Consultant reviews existing structure and makes recommendations for future to Administration & Council. May also include review of City's facility management structure. Need to determine who is project manager.	Review provide feedback on study (upcoming)	Preparing to share administrative fleets between Parks, DPW and possibly BED in FY'17. Consultant review expected in FY17
23	Traffic, Water Resources, CT office, Schools	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, end payment for parking enforcement, transfer crossing guard program to schools)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their systems.		Draft FY'17 budget reduces Traffic Fund payments for enforcement services.
24	Water Resources	Revise Chapter 26 Ordinance and Stormwater manual	✓			Be transparent, fair and flexible with development, without missing op's for capture and mitigation; incentivize management on private properties. Adoption of stormwater standards, with alternative compliance mechanisms; creation of Stormwater Manual.		Delayed until release of Vermont State Stormwater Manual. May start late FY 16, otherwise will be addressed as part of targeted strategies under Integrated Plan
25	Water Resources	Develop capital plans for stormwater and wastewater infrastructure - including a comprehensive assessment of existing assets and future biosolids handling/processing needs	✓			Stormwater portion can be CWSRF funded. Hire consultant to prioritize capital reinvestment. This will allow project, rate planning and coordination of work for collection system with capital street program. Work with CSWD to determine biosolids approach.	Review as part of City capital plan (reviewed water, with w/w and s/w upcoming)	Hired Dubois & King in FY16 for \$65,240 to develop 20 Yr Evaluation of all WW infrastructure, & 10 Yr prioritized capital reinvestment. Developing RFP for Pipe Condition assessments work for Stormwater and Wastewater (with CWSRF funding). Vast improvements in
26	Water Resources	Complete impervious billing update ; develop process/protocol for maintenance of impervious database	✓			Ensure that we have captured SW customers impervious correctly (as of 2013 fly over)		Underway. Goal of update occurring before end of FY 16.
27	Water Resources	Carry out EPA-funded Integrated Planning Initiative with consultant Tetra Tech	✓		✓	Develop project templates for an integrated planning implementation toolbox. EPA wants transferable tools for other communities. Will be helpful to know what the final TMDL requirements are before public process.		Grant work substantially complete as of January 2016 (draft deliverables under review). Advancing Integrated Planning process (see 27a)
28	Water Resources	Replace large aging water meters (can be done once ordinance is updated)	✓			Greater equity for water customers. Greater revenue stream for W/WW funds. This should generate revenue. Upfront cost will be staff time and purchase of new meters.		Awarded grant for \$100k of project needs. RFQ for consultant due for release by early February 2016.
29	Water Resources	Project and establish sustainable rate structure for Water, Wastewater and Stormwater	✓	✓		Develop a multi-year rate structure that will balance future budgets while accomplishing the division's goals. Most of the cost will be existing staff time.	Review proposed rate structure, recommend to Council (reviewed FY'16, future years upcoming)	Presented FY'16 rate structure to Commission that significantly increased capital funding for Water Resources. Produced an initial 10 year rate
30	Water Resources	Begin planning to comply with TMDL regulations (Total Maximum Daily Load) for phosphorous reduction	✓		✓	Regulatory changes expected and will need consultant to work through implementation decision making	Monitor policy and understand cost impact (upcoming)	Staff meeting biweekly to plan strategy. Began optimization at Main and North



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

DRAFT ANNUAL COMMISSION MEETING SCHEDULE

- WINTER: Receive notice from staff of potential funding gaps for coming fiscal year and provide guidance on options
- JANUARY: Mid-year progress report on annual workplan
- JANUARY / FEBRUARY: Approve paving and sidewalk program for next fiscal year
- MARCH: Chair reminds Commissioners to check whether their term is expiring and decide whether they want to re-apply
- APRIL: Review DPW Director, City Engineer
- JUNE: Finalize annual work plan for the Commission (date flexible)
- JULY: Election of Chair, Vice Chair, Clerk
- JULY: Finalize and sign annual report for the City Council
- AUGUST: Usual summer recess (no Commission meeting unless scheduled)
- AUGUST / SEPTEMBER: Presentation of annual report to the City Council

As space on each agenda allows, the Chair and Director will schedule an annual presentation from each of the department's four divisions to allow for Commission review of the divisions' performance vis a vis the department's goals and annual workplan.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 20 January 2016
645 Pine Street
(DVD of meeting may be on file at DPW)

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (*arrives at 6:34pm*); Solveig Overby; Jeff Padgett (Chair); Tom Simon. **Commissioners Absent:** None.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Commissioner Barr makes motion to accept Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Item 3 – Public Forum

Sharon Bushor, Ward 1, speaks on Agenda Item 5.

Joyce Walsleben, Ward 4, speaks on locked gate in street at Rivers Edge Dr and Northview Dr.

Sandy Wynne, Ward 1, speaks on Agenda Item 5 and the new 3-way stop at Loomis St and Mansfield Ave intersection.

Caryn Long, Ward 1, speaks on North Avenue Corridor Study and street plowing/parking bans.

Charles Simpson, Ward 6, speaks on Agenda Item 5.

Emily Lee, Ward 8, speaks on Agenda Item 5 and the North Avenue Corridor Study.

Item 4 – Consent Agenda

A. State of Traffic Request Program Update

B. “No Parking Here to Corner” Sign Relocation at Shore Rd/ North Ave Intersection

Commissioner Simon makes motion to adopt Consent Agenda and is seconded by Commissioner Barr.

Action taken: motion approved;

“Ayes” are unanimous.

Item 5 – Draft Residential Parking Management Plan

A) Staff Presentation by Director Chapin Spencer and Transportation Planner Nicole Losch who speak on the recommendations and strategies in the final draft of the Residential Parking Management Plan (RPMP).

B) Commission Questions (see video)

The commission asks questions with Director Spencer, Parking Enforcement Manager John King, and Planner Losch answering.

C) Public Comment

Richard Hillyard, Ward 1, speaks on Item 5.

Barbara Headrick, Ward 6, speaks on Item 5.

Meagan Tuttle, from Planning & Zoning, speaks on Item 5.

Emily Lee, Ward 8, speaks on Item 5.

Caryn Long, Ward 1, speaks on Item 5.

Adam Roof, Ward 8, speaks on Item 5.

Denise Noble, Ward 4, speaks on Consent Agenda Item B.

Mr. Messier, Ward 4, speaks on Consent Agenda Item B.

D) Commissioner Discussion (see video)

E) Motion made by Commissioner Alberry to accept staff’s recommendation.

Seconded by Commissioner Overby.

Discussion

The commission, Director Spencer, Manager King, and Planner Losch engage in a discussion over Item 5. Chair Padgett offers a suite of friendly amendments to the motion that one, has staff develop an implementation plan with measurable goals over a period of time presented to the commission; two, puts more teeth in the penalties for fraudulent activity; three, clearly expresses to permit holders that the issuance of the parking permit is subject to change and that they may not receive the same number of permits per dwelling unit at subsequent issuances; four, includes Commissioner Overby's proposed additions (pertaining to page 18 paragraph 2 of the RPMP); and five, includes the list of typos to be edited in the RPMP. Commissioners Alberry and Overby accept the friendly amendments to the motion.

Action taken: amended motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Simon: Nay

Item 6 – FY17 Street Paving & Complete Streets

A) Staff Presentation by Engineer Laura Wheelock who speaks on the city's complete streets and paving work plan for summer FY2017.

B) Commission Questions (see video)

Chair Padgett and Commissioner Overby ask questions with Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion (see video)

E) Motion made by Commissioner Alberry to accept plan.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

All Ayes are unanimous.

Item 7 – Traffic Request Program Minimum Requirement Proposal

A) Staff Presentation by Engineering Technician Damian Roy who speaks on staff's proposal for instating minimum requirement thresholds to initiate the traffic request program.

B) Commission Questions (see video)

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Gillman, Overby, and Simon ask questions with Director Spencer, City Engineer and Assistant Director of Technical Services Norm Baldwin, Engineer Wheelock, and Technician Roy answering.

C) Public Comment

D) Commissioner Discussion (see video)

E) Motion made by N/A.

Seconded by N/A.

Discussion

Action taken: no action taken.

Item 8 – Draft Minutes of 12-16-15

Commissioner Barr makes motion to accept minutes of 12-16-15 and is seconded by Commissioner Gillman.

Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: abstained (*due to absence at 12-16-15 meeting*)
Commissioner Barr: Aye
Commissioner Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: Aye
Commissioner Simon: Aye

Item 9 – Director’s Report

Director Spencer reports on the city’s water testing, the relining of the city’s reservoir, the hiring of the new Assistant Director, and the discussion going on between DPW and the Airport on the future management of the Airport Parking Garage with the possibility of the Airport taking over operations in FY17. Vice Chair Archambeau asks if transferring management would take the commission’s approval with Director Spencer answering that he’ll double check but approving the annual budget is the City Council’s responsibility, not the DPW Commission.

Item 10 – Commissioner Communications

Commissioner Simon comments on likely being unable to attend the 2-17-2016 commission meeting. Commissioner Overby asks about pending residential parking applications and what the process for them is and comments on the city’s permit reform effort with Director Spencer answering that Technician Roy could have the pending application information available at the next meeting. Chair Padgett comments on recently exiting the Marketplace Parking Garage with long lines because the automated lane was not easily accessible.

Item 11 – Adjournment & Next Meeting Date – February 17, 2016

Motion to adjourn made by Commissioner Barr and seconded by Vice Chair Archambeau.
Action taken: motion approved;
“Ayes” are unanimous.

Meeting adjourned at 10:00pm.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: February 10, 2016

THANK YOU TO ASSISTANT DIRECTOR LAURIE ADAMS

After an exceptionally successful 33 year run with Burlington Public Works, Laurie Adams has accepted another leadership opportunity outside of Vermont. It is hard for me to imagine our department without her steady and skilled leadership at the helm of Water Resources. She and the entire Water Resources team has accomplished so much over the past three decades. Her legacy will live on for many more. Laurie has graciously committed to a full month transition through March 5. We have been developing a transition plan and will have more news to share in the near future. Please join me in thanking Laurie for her remarkable service to our department and our community!

PROJECT UPDATES

- Turned on new signals at Pine & Lakeside intersection in January – post on the improvement was our most viewed Facebook post with 4,400 views.
- Maintenance Division upgraded screener to be able to re-use more of our own material – saving us thousands of dollars each year
- Council approved CHA contract amendment #8 for Champlain Parkway – 2/8/16
- Council approved Manhattan Drive West contract amendment to repair erosion that was threatening Route 127 – 2/8/16
- Discussions are continuing regarding FY'17 Airport garage operations with CAO Bob Rusten and Airport Director Gene Richards.
- Completed relining of Burlington's 2 reservoirs – replaced original liner from 1980's
- NNE residents petitioned to put an advisory question on the Town Meeting Day ballot regarding the design of North Avenue. It does not speak directly to the pilot project. As such, staff is proceeding with preparations for the North Avenue pilot project recommended in the North Avenue Corridor Study and approved by the City Council in 2014.

As always, feel free to reach out with any questions. See you next Wednesday.