



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849  
802.863.9094 x3 VOICE  
802.863.0466 FAX  
802.863.0450 TTY  
[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

# MEMORANDUM

TO: PUBLIC WORKS COMMISSION  
FM: CHAPIN SPENCER, DIRECTOR  
DATE: JUNE 9, 2016  
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on June 15, 2016 at 6:30 PM at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. Sidewalk Program
4. 1-7 Johnson Street Appeal
5. Draft Minutes of 5-18-16

**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.



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**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: June 9, 2016  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **June 15, 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 10 Min Public Forum
- 4 5 Min Consent Agenda
  - A Traffic Request Status Report
  - B Fire Hydrant Ordinance Amendment
  - C Accessible Space Relocation on Cedar St
  - D New Accessible Space on Lyman Ave
  - E Champlain College Loading Zone on Maple Street
  - F Champlain College Accessible Space on Maple Street

### Non-Discrimination

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- 5 45 Min Sidewalk Program  
A Communication, L. Wheelock  
B Commissioner Discussion  
D Public Comment  
E Action Requested – Vote
- 6 10 Min 2016 Vermont Bicycle & Pedestrian Program Public Hearing  
A Oral Communication, N. Losch  
B Commissioner Discussion  
D Public Comment  
E Action Requested –None
- 7 30 Min 1-7 Johnson St - Appeal – **\*\*7:45 Time Certain\*\***  
A Oral Presentation, Appellant  
B Communication, N. Baldwin & T. Hennessey  
C Commissioner Discussion  
D Public Comment  
E Action Requested – Vote
- 8 10 Min Approval of FY'17 DPW Workplan  
A Oral Communication, N. Losch  
B Commissioner Discussion  
D Public Comment  
E Action Requested –None
- 9 5 Min Draft Minutes of 5-18-16
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 Executive Session For Appeal
- 13 **Adjournment & Next Meeting Date – July 20, 2016**



MEMORANDUM

June 7, 2016

**TO:** Public Works Commission  
**FROM:** Damian Roy, DPW Engineering Technician *DRR*  
**CC:** Norman Baldwin, City Engineer  
**RE:** Traffic Request Status Report

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New Requests since 5/11/16 = 7  
Requests closed since 5/11/16 = 6  
Requests reassigned since 5/11/16 = 2

**RFS BREAKDOWN BY TYPE\***

Accessible Space: 4  
Resident Only Parking: 15  
Crosswalks: 17  
Driveway Encroachments: 16  
Signage: 13  
Loading Zone: 5  
Area/Intersection Study: 4  
Parking Prohibition: 10  
Bus Stop:  
Geometric Issues: 3  
Parking Meters: 2  
Other:  

---

TOTAL: 89

*NB 6/9/16*



MEMORANDUM

May 16, 2016

**TO:** Public Works Commission  
**FROM:** Damian Roy, DPW Engineer Technician *DR*  
**CC:** Norm Baldwin, City Engineer  
**RE:** Fire Hydrant Parking Prohibition Ordinance Amendment

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**Background:**

Staff has received questions from residents and city officials regarding the language used to describe the no parking prohibition near fire hydrants. Currently the ordinance reads:

**20-55 General prohibitions.**

(a) No operator or driver of any vehicle shall stop, stand or park the same in any of the following places, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or official traffic sign or except momentarily to pick up or discharge a passenger:

(3) Within six (6) feet of a fire hydrant, or within a designated fire lane;

The verbiage used does not adequately describe the spirit of intent of this prohibition and has proved challenging to legally defend in the past. Staff seeks to amend this ordinance to properly describe this prohibition so that it is understandable, uniformly applicable, and reliably defensible.

**Observations:**

According to BCO 20-55(a)(3) as it is currently written, no vehicle shall park within 6 feet of a fire hydrant. This language may imply that a 6 foot radius circle around the fire hydrant should remain clear but does not clearly indicate that 6 feet of clear curb line is needed as is the intent.

*NB 5/23/16*

There are locations in the city where the fire hydrant is set back from the curb 6 or more feet rendering the parking prohibition ineffective as written. When strictly following the language of this ordinance it would appear legal for a vehicle to park along the curb line directly perpendicular to a fire hydrant if it was situated more than 6 feet off the curb line. In this scenario, Fire Department personnel access to the hydrant would be compromised. See the attached drawing illustrating the existing fire hydrant parking prohibition.

Staff contacted Barry Simays of the Burlington Fire Department who specified that BCO 13-13(a) should be followed. This ordinance reads:

**13-13 Obstructions to fire protection systems, fire department connections or hydrants.**

(a) No person shall tamper with or, by means of a vehicle, tree, landscaping, lumber, brick or building material of any kind, or other article of hindrance, obstruct the access to fire protection systems or hydrants connected with any water pipe within any street, alley or public place. Access to fire department connections or hydrants is defined as a six-foot circle around the device and a six-foot wide continuous path to the center of the public way, with the hydrant or fire protection system being at the center of this six-foot path.

The latter half of this ordinance specifies that a parking prohibition of six feet of curb line as measured from the center of the hydrant is needed for safe and unobstructed access to fire hydrants.

**Conclusions:**

The fire hydrant parking prohibition's original intent was to restrict parking along the adjacent curb line by 3 feet in each direction creating a 6 foot wide clear path allowing safe access to the hydrant for Fire Department personnel. As 22-55(a)(3) is currently written, no vehicle may park within 6 feet from a hydrant, this is inaccurate as it implies a 6 foot radius circle prohibition that does not clearly translate to a curb line prohibition. Staff recommends amending this ordinance so that it accurately describes the original intent of the prohibition. See the attached drawing illustrating the proposed fire hydrant parking prohibition.

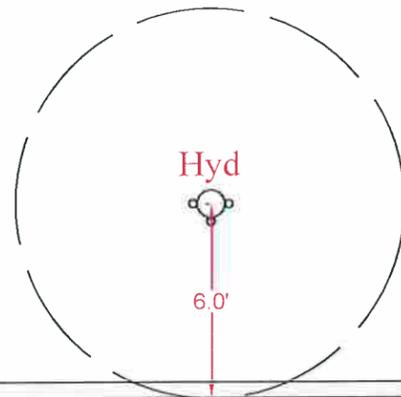
**Recommendations:**

Staff recommends that the Commission amend section 20-55(a)(3) to read:

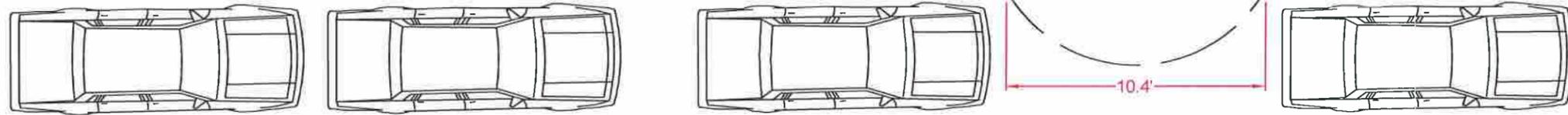
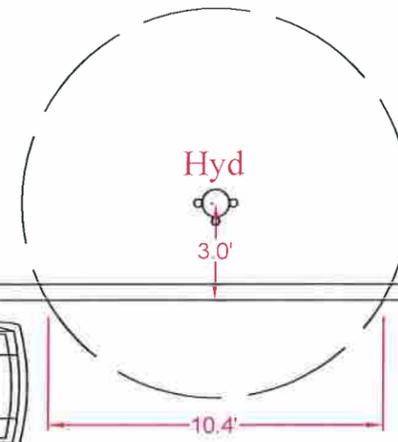
- Within a six-foot diameter circle centered around a fire hydrant and a six-foot wide continuous path to the center of the public way with the hydrant or fire protection system being at the center of this six-foot path, or within a designated fire lane.

### Existing Fire Hydrant Parking Prohibition

Per existing ordinance, the parking prohibition is indefensible when the hydrant is 6 or more feet from the curb.

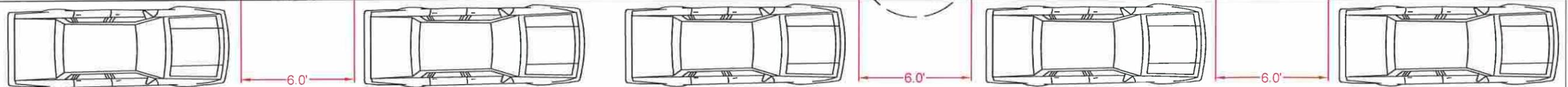
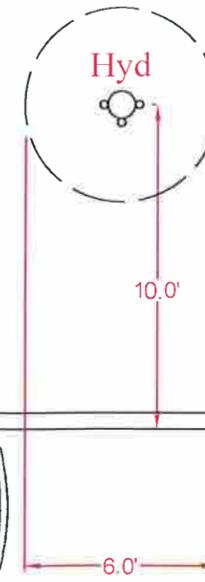
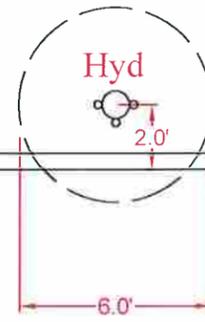
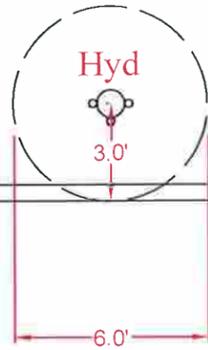


Per existing ordinance, the parking prohibition is unclear when the hydrant is 6 or less feet from the curb.



### Proposed Fire Hydrant Parking Prohibition

The proposed ordinance amendment maintains a 6 foot wide parking prohibition regardless of the hydrant's distance from the curb.



Fire Hydrant  
Parking Prohibition  
Amendment



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

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

DESIGNED DRR	REFS NO. N/A
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 5/17/2016	SHEET 1 OF 1



MEMORANDUM

May 16, 2016

**TO:** Public Works Commission  
**FROM:** Damian Roy, DPW Engineer Technician *DRR*  
**CC:** Norm Baldwin, City Engineer  
**RE:** Accessible Space Relocation on Cedar Street

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**Background:**

Staff was notified by City Arborist Warren Spinner of a potential conflict between an existing accessible parking sign and a proposed tree location. Mr. Spinner is looking to install a new tree in front of 63 Cedar Street but due to existing underground utilities the tree would have to be planted very close to an existing accessible space sign. Mr. Spinner asked staff if it would be possible to move the sign westward one space to be in front of 59 Cedar Street. He says that the resident using the space lives at 59 Cedar Street, and provided a name and number to call.

**Observations:**

Staff called Lori Billings of 59 Cedar Street to confirm that she is currently using the accessible space in front of 63 Cedar Street. Ms. Billings stated that she was and provided staff with VT Disabled Placard ID # P78625. This number was confirmed by the Burlington Police Department to belong to Ms. Billings.

**Conclusions:**

Ms. Billings is a registered disabled resident using the existing accessible space at 63 Cedar Street. No negative impact to area residents are anticipated by relocating this accessible space westward to the space in front of 59 Cedar Street. This puts the space closer to Ms. Billings residents and clears the greenbelt for Mr. Spinner's new tree.

**Recommendations:**

Staff recommends that the Commission adopt:

- The relocation of the accessible space in front of 63 Cedar Street to the space in front of 59 Cedar Street.

*NB 5/23/16*

Existing Accessible Space in front of  
63 Cedar to be relocated westward  
one space in front of 59 Cedar Street.



Accessible Space  
Relocation on Cedar Street



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**  
100 W. WASHINGTON ST. SUITE 200  
BURLINGTON, VT 05401  
(802) 253-2000 (ext)  
(802) 253-2004 (fax)

DESIGNED	DATE	SCALE	DATE
DRAWN	DATE	CHECKED	DATE
DATE	DATE	DATE	DATE
PROJECT NO.			4/18/2018
SHEET 1 OF 1			

## Damian Roy

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**From:** Philippa Owens <philippa.b.owens@gmail.com>  
**Sent:** Saturday, May 14, 2016 3:33 PM  
**To:** Warren Spinner  
**Cc:** Damian Roy  
**Subject:** RE: Tree

Hi Damian,  
My neighbor is Lori, her number is 657-4010. I spoke with her about this so she knows you may be calling. Might you be able to move the sign in front of her house (59 Cedar)?  
Thanks!  
Philippa Owens

On May 13, 2016 1:12 PM, "Warren Spinner" <[WSpinner@burlingtonvt.gov](mailto:WSpinner@burlingtonvt.gov)> wrote:

Hi Philippa,

I've been communicating with Damian Roy from the city's Public Works department on getting the sign moved. He is in the process of investigating the moving of this sign. Perhaps you can give Damian your neighbors contact information which may help the process move along.

Best, Warren



**Warren Spinner, Certified Arborist**

City Arborist

Burlington Parks, Recreation & Waterfront

645 Pine Street

Burlington, VT 05401

[802-862-8245](tel:802-862-8245)



## Damian Roy

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**From:** King, John J. <jking@bpdvt.org>  
**Sent:** Monday, May 16, 2016 9:45 AM  
**To:** Damian Roy  
**Subject:** RE: VT Disabled ID verify

Permit is issued to Billings at that address.

---

**From:** Damian Roy [<mailto:droy@burlingtonvt.gov>]  
**Sent:** Monday, May 16, 2016 9:37 AM  
**To:** King, John J.  
**Subject:** VT Disabled ID verify

John,

Can you verify:

Lori Billings, 59 Cedar St.  
VT Placard # P78625

Thank you

Damian Roy, Engineering Technician  
Burlington Public Works Department  
645 Pine St. Burlington VT 05401  
Desk: 802.865.5832  
Cell: 802.598.8356  
Email: [droy@burlingtonvt.gov](mailto:droy@burlingtonvt.gov)  
Web: [www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)



MEMORANDUM

June 1, 2016

**TO:** Public Works Commission  
**FROM:** Damian Roy, DPW Engineer Technician *DRR*  
**CC:** Norm Baldwin, City Engineer  
**RE:** New Accessible Space @ 57 Lyman Ave

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**Background:**

Staff received a request from Holly LaFrance of 57 Lyman to install an on-street accessible parking in front of her residence. Ms. LaFrance presented VT Disable Parking ID Placard P74997 which has been verified by the Burlington Police Department.

**Observations:**

Lyman Ave is classified as a local residential roadway. The roadway has unrestricted parking available on the north and south sides. There are currently no accessible spaces or other restrictions on Lyman Avenue. There is space for a single accessible space immediately in front of 57 Lyman Ave that would best serve Ms. LaFrance. *See attached drawing showing the requested space.* On June 1st Staff notified the residents of Lyman Ave via flyers requesting feedback on Ms. LaFrance's request. Staff has received no negative feedback from this public outreach.

**Conclusions:**

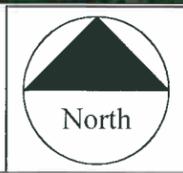
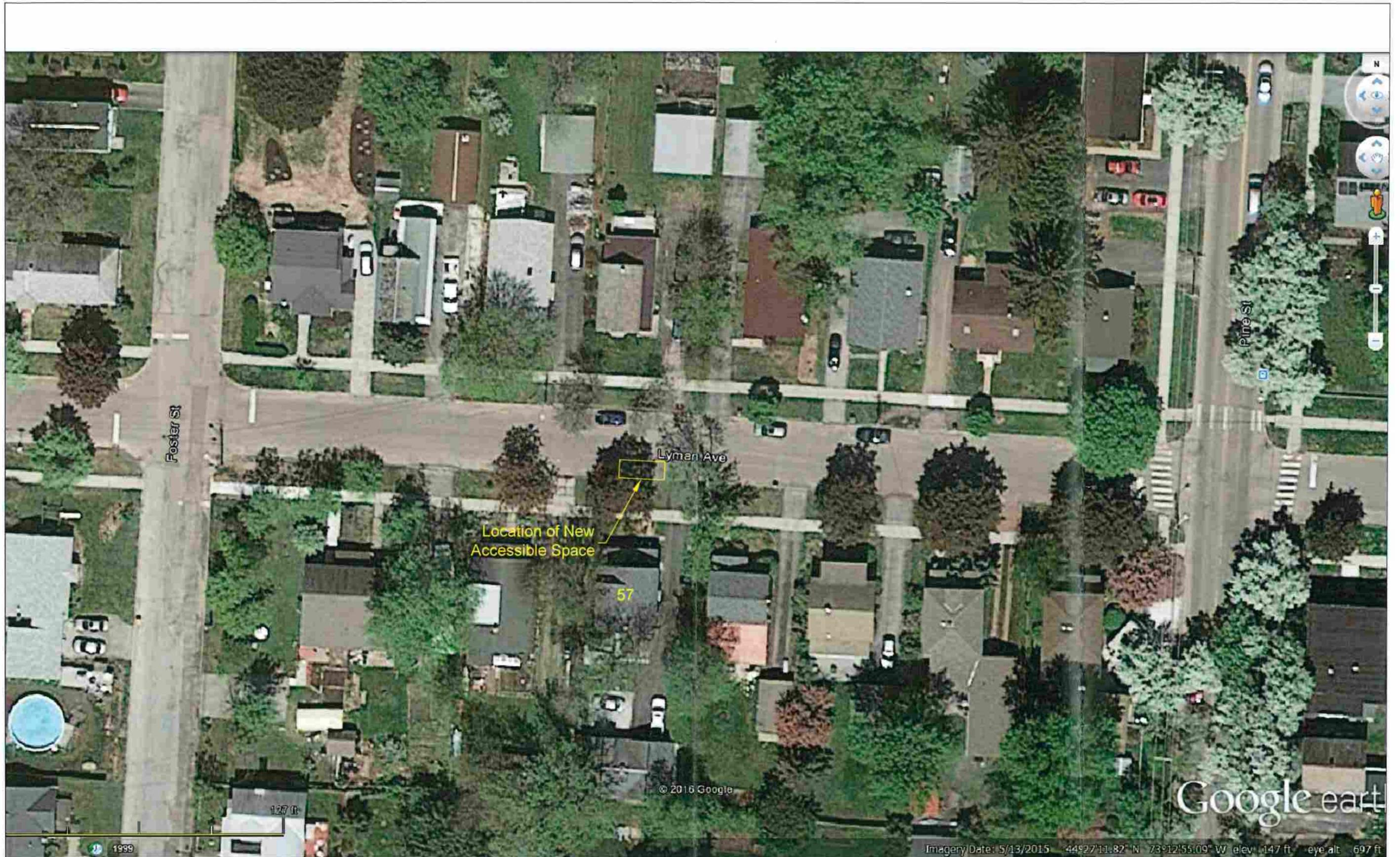
Ms. LaFrance is a registered disabled resident in need of on-street accessible parking. No negative impact to area residents is anticipated by installing this accessible space.

**Recommendations:**

Staff recommends that the Commission adopt:

- The addition of a new Accessible Space on the south side of Lyman Avenue in front of 57 Lyman Avenue.

*NR 6/2/16*



New Accessible Space  
on Lyman Avenue



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

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

DESIGNED DRR	RFS NO. 11264
DRAWN DRR	SCALE 1"=40'
CHECKED HJB	DRAWING NO.
DATE 6/1/2016	SHEET 1 OF 1

## Requests for Service (/Main.aspx)

#11264 Assigned New  
 Technical Services Traffic Requests

**Location:** 53 Lyman Avenue

This is to request the spot in front of my house at 57 Lyman Avenue become a handicap only spot. I as well as my partner are handicapped. I have attached a picture of the street in front of my house. This is very typical, most of the time I am unable to park in front of my house. Thank you for your consideration in this matter.

**Assigned to:** Damian Roy **Requested by:** Holly LaFrance  
**Opened:** 5/20/2016 **Entered By:** Holly Lane

**Due:** 7/19/2016

**Work History** Add Work History

Date	Staff Person	Description
06/01/2016	Damian Roy	Staff called Ms. LaFrance to let her know that her request will be evaluated and presented at the Jun PWC. Details

#### Attachments

Attach Date	Staff	Attachment
05/20/2016 10:04 AM	Holly Lane	View File (/Attachments /2886.pdf)
05/20/2016 9:59 AM	Holly Lane	View File (/Attachments /2885.pdf)
05/20/2016 9:49 AM	Holly Lane	View File (/Attachments /2884.jpg)
05/20/2016 8:54 AM	Holly Lane	View File (/Attachments /2883.jpg)

Browse... No file selected.

Upload Attachment

IMPORTANT: REMOVE BEFORE DRIVING VEHICLE

P74997

Disabled Parking Identification



EXPIRES:

NO EXPIRATION

VERMONT PERMANENT

Disabled Parking Placard Application



DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

120 State Street  
Montpelier, Vermont 05602-0001  
802.248.2900  
www.dirv.state.vt.us

- This certifies that the individual/organization whose name appears below has been issued a Disabled Parking Placard as specified under 23 V.S.A. §3084 of Vermont Statutes Annotated.
- This certifies that the non-profit organization whose name appears below has been issued a (Volunteer Driver) Disabled Parking Placard as specified under 23 V.S.A. §3084 of Vermont Statutes Annotated.
- PLEASE NOTE: THE PLACARD MAY ONLY BE USED (DISPLAYED) WHEN THE VEHICLE IS PARKED

Name: Avery LeFranc

Street: 52 Lyman Ave State: VT Zip: 05401

City: Barre

Refer all inquiries and correspondence to:  
Registration/License Information  
(802) 828-2000

Placard Expiration Date: Year: 0 Month: 0

RECEIVED

MAY 19 2016

BURLINGTON PUBLIC WORKS

05/19/2016 08:02:19 P74997.F \$0.00



## Dear Lyman Avenue Residents,

The Department of Public Works (DPW) received a request from a disabled resident asking to install a Accessible Parking Space in front of 57 Lyman Avenue. At this time, DPW does not see an issue making a recommendation to the Public Works Commission to grant this request but we would like to give the residents of Lyman Avenue the opportunity to voice any concerns they might have. Please contact me with any concerns or questions regarding this before Monday June 6th.

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](mailto:droy@burlingtonvt.gov)  
Web: [www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)



MEMORANDUM

June 6, 2016

**TO:** Public Works Commission  
**FROM:** Damian Roy, DPW Engineer Technician *DRK*  
**CC:** Norman Baldwin, City Engineer  
**RE:** Champlain College 30-minute Loading Zone on Maple

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**Background:**

The Department of Public Works (DPW) has received a request from Nic Anderson, the Sustainable Transportation Coordinator for Champlain College, to install a loading zone in the pull-off adjacent to the newly constructed Champlain College Media Center (CCM) promenade entrance on Maple Street. Currently the 25 foot pull-off space is unsigned and is utilized as regular unrestricted parking by default.

**Observations:**

Staff visited the site and met with Mr. Anderson to discuss the current conditions. Mr. Anderson states that FedEx, UPS, Pepsi and Coca-Cola vendors along with at least 8 mail deliveries from 4 different carriers make stops to the CCM building every day. With the nearest loading zone inconveniently located 230 feet uphill on Maple Street, delivery trucks instead park off-street on the one-way promenade blocking other vehicles from using the promenade. This practice disrupts the Lakeside and Spinner Shuttle performing pick-up and drop-off services every 7 minutes throughout the day as vendors and mail carriers struggle to find a space to park and unload their goods. Mr. Anderson provided a written description of this request with pictures supporting his statements, see attached.

John Caulo of Champlain College Campus Planning and Auxiliary Services contacted Engineering Ventures at Staff's request to determine the original design intent behind the pull-off. Engineering Venture engineer Jeff Zweber responded that the pull-off was intended to serve as a loading zone set back from the travel lane to enable authorized vehicles access to the promenade.

*NB 6/9/16*

Staff also contacted Burlington Fire Marshall Barry Simays regarding fire access to the CCM promenade should a delivery truck be present in the loading zone. Mr. Simays responded that he would have no concerns for fire apparatus access under these conditions.

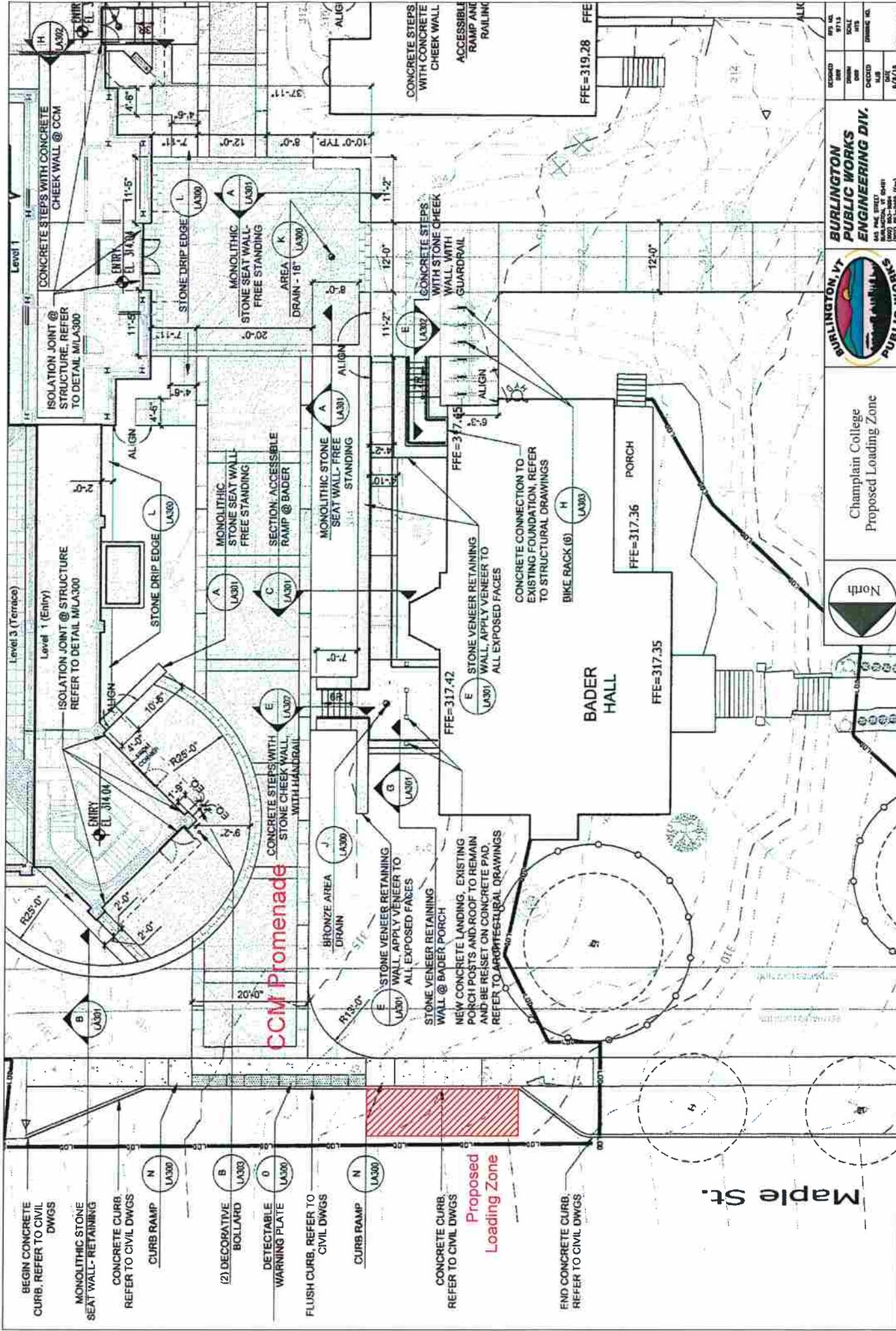
**Conclusions:**

The Lakeside and Spinner Place Shuttle service is essential in providing staff, faculty, and student's access to the Champlain College campus and helps reduce parking and traffic impact within the street system. With these shuttles operating on a 7 minute loop, even a short delay at one of their stops significantly disrupts their schedule. If those who rely on this shuttle service deem this service too unreliable then an increase in traffic and parking adjacent to the campus may result. If the pull-off was designated a loading zone then vendor and mail deliveries would not disrupt these shuttle services. Staff recommends installing a 30-minute loading zone in the 25 foot pull-off space at the Champlain College promenade entrance on Maple Street.

**Recommendations:**

Staff recommends that the Commission adopt:

- The installation of a 30-Minute Vehicle Loading and Unloading Zone in the 25 foot long pull-off west of the Champlain College promenade entrance on Maple Street.



BEGIN CONCRETE CURB, REFER TO CIVIL DWGS

MONOLITHIC STONE SEAT WALL-RETAINING

CONCRETE CURB, REFER TO CIVIL DWGS

CURB RAMP

(2) DECORATIVE BOLLARD

DETECTABLE WARNING PLATE

FLUSH CURB, REFER TO CIVIL DWGS

CURB RAMP

CONCRETE CURB, REFER TO CIVIL DWGS

**Proposed Loading Zone**

END CONCRETE CURB, REFER TO CIVIL DWGS

Maple St.

Level 3 (Terrace)

Level 1 (Entry)

ISOLATION JOINT @ STRUCTURE REFER TO DETAIL MILA-300

STONE DRIP EDGE

MONOLITHIC STONE SEAT WALL- FREE STANDING

SECTION, ACCESSIBLE RAMP @ BADER

MONOLITHIC STONE SEAT WALL- FREE STANDING

CONCRETE STEPS WITH STONE CHEEK WALL WITH HANDRAIL

BRONZE AREA DRAIN

STONE VENEER RETAINING WALL, APPLY VENEER TO ALL EXPOSED FACES

NEW CONCRETE LANDING, EXISTING PORCH POSTS AND ROOF TO REMAIN AND BE RESET ON CONCRETE PAD. REFER TO ARCHITECTURAL DRAWINGS

STONE VENEER RETAINING WALL, APPLY VENEER TO ALL EXPOSED FACES

CONCRETE CONNECTION TO EXISTING FOUNDATION, REFER TO STRUCTURAL DRAWINGS

BIKE RACK (6)

PORCH

BADER HALL

CONCRETE STEPS WITH CONCRETE CHEEK WALL @ CCM

ISOLATION JOINT @ STRUCTURE REFER TO DETAIL MILA-300

DATE	11/15
SCALE	1/8" = 1'-0"
CHECKED BY	MLB
DESIGNED BY	MLB
PROJECT NO.	1000-0000-0000
DATE	11/15
SCALE	1/8" = 1'-0"
CHECKED BY	MLB
DESIGNED BY	MLB
PROJECT NO.	1000-0000-0000

**BURLINGTON, VT**

**BURLINGTON PUBLIC WORKS ENGINEERING DIV.**

1000-0000-0000

Champlain College  
Proposed Loading Zone



## Proposed “Vehicle Loading & Unloading” Space on Maple Street

### Background

When the CCM project was completed, the street was configured to include a large bump-in to the west of the entrance to the CCM Promenade. See the approved plan showing this space below. Also included are photos of the space (1 and 2 below). This space is not needed for our shuttle turning radius or needed for sight lines since it is an entrance to a one way promenade. The space is 25ft long. The promenade is used by our Lakeside Shuttles, which enter and pick/up and drop off every 7 minutes. If anyone pulls into this area and blocks it for only a few minutes, this affects our shuttle loop timing for the whole day.

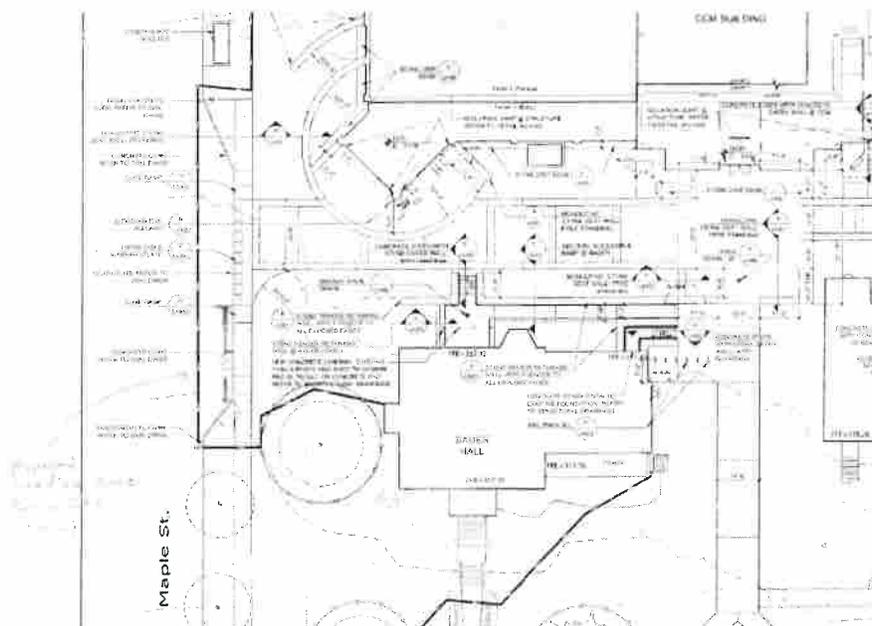
### Current Use

Currently the space gets primarily used by a private vehicle as normal street parking, sometimes for 8 hours at a time. On rare occasion (when there is no car there) it gets used by a vendor, Fed Ex or UPS (see images 3, 4 and 5 below). There is no current sign denoting any use or non-permitted use, so the default is understood right now to be regular parking. This is not considered to be the highest and best use.

### Proposed Use

**It is requested that this space be designated an official “Vehicle Loading & Unloading” space.** At present, there are many conflicts with our shuttles and our mail vendors. There are around 8 trips to this building between the 4 mail carriers, per day (sometimes more). The building contains the main Campus Store as well as the Mail Center for the entire campus. Vendors such as Pepsi and CocaCola and mail carriers double park in the promenade blocking the Lakeside shuttle, double park in front of the maple st bus shelter blocking the spinner shuttle stop and even park on the grass to the west of the shelter. Every day I get phone calls from my shuttle drivers asking for me to enforce it so that they do not get off schedule (every 7 minutes, so 1-2 minute wait can impact the system pretty quickly).

It seems like **the most logical and simplest solution is to designate this space as a “Vehicle Loading & Unloading” zone**, that mail carriers, food and drink vendors etc could use to access the rest of campus without creating double parking conflicts on street and on Champlain property.





Sign Example



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

# Requests for Service (/Main.aspx)

#9713 Assigned New

Technical Services      Traffic Requests

**Assigned to:** Damian Roy    **Requested by:** Nic Anderson

**Opened:** 12/7/2015      **Entered By:** Damian Roy

**Location:** 361-369 Maple St

**Due:** 4/5/2016

Nic wants to install a 30-minute Vehicle Loading/Unloading zone on Maple just north of S Willard. See attachment.

**Work History**      [Add Work History](#)

No Work History

### Attachments

Attach Date	Staff	Attachment
12/07/2015 9:34 AM	Damian Roy	View File (/Attachments /2320.pdf)

Browse... No file selected.

[Upload Attachment](#)

## Damian Roy

---

**From:** John Caulo <jcaulo@champlain.edu>  
**Sent:** Monday, June 06, 2016 11:29 AM  
**To:** Damian Roy  
**Cc:** Nic Anderson  
**Subject:** Fwd: CCM -- widened pavement area along Maple St  
**Attachments:** winmail.dat

Hi Damian:

Subsequent to our meeting, I asked the Jeff Zweber of Engineering Ventures, the civil engineering firm responsible for the CCM design, to investigate the rationale behind the vehicular layout of the Maple Street entrance to the project (see email below).

As we surmised when we met several weeks ago, the design allows short term parking/loading along Maple Street as well as providing an expanded turning radius for larger motor vehicles entering the promenade.

Please contact either Nic or myself if you have further questions. thanks. -john

----- Forwarded message -----

From: **Jeff Zweber** <[jeffz@engineeringventures.com](mailto:jeffz@engineeringventures.com)>  
Date: Mon, Jun 6, 2016 at 11:04 AM  
Subject: CCM -- widened pavement area along Maple St  
To: "John Caulo ([jcaulo@champlain.edu](mailto:jcaulo@champlain.edu))" <[jcaulo@champlain.edu](mailto:jcaulo@champlain.edu)>

John,

The design intent for the widened pavement area along Maple Street near CCM was to allow parking or loading along Maple Street. Widening the pavement in this area allows vehicles to be set back from the travel lane to establish an appropriate turning radius for authorized vehicles to enter the drive-isle between CCM and Bader Hall.

Jeff Zweber, PE  
Civil Engineer  
Engineering Ventures, PC  
STRUCTURAL & SITE ENGINEERING  
802-863-6225 X-289  
[www.engineeringventures.com](http://www.engineeringventures.com)

--

**John Caulo** - Associate Vice President | Campus Planning & Auxiliary Services

802.865.5470 (direct)  
802.233.6640 (mobile)

**Champlain College** | PO Box 670 | BTV | 05402-0670  
[www.champlain.edu](http://www.champlain.edu)



## Damian Roy

---

**From:** Barry Simays  
**Sent:** Monday, June 06, 2016 11:09 AM  
**To:** Damian Roy  
**Subject:** Re: New Loading Zone on Maple

Damian,

The proposed designated loading zone as highlighted in yellow on the site plan does not appear to interfere with the access path (load bearing) on the west side of CCM, which was designed to afford emergency vehicle access to that side of the building.

Based on the information you have provided, I have no concerns over marking this space as a loading/unloading zone with 30 minute duration with respect to fire department emergency vehicle access.

Thank you,

BC Barry Simays, CFI, IAAI-FIT  
Fire Marshal  
Burlington Fire Department  
132 North Avenue  
Burlington, VT 05401  
(802) 864-5577  
(802) 658-7665 (Fax)  
[bsimays@burlingtonvt.gov](mailto:bsimays@burlingtonvt.gov)

---

**From:** Damian Roy  
**Sent:** Thursday, June 2, 2016 9:35:50 AM  
**To:** Barry Simays  
**Subject:** New Loading Zone on Maple

Hi Barry,

Can you give this attached proposal for a new loading zone a quick look and let me know if there are any concerns of fire apparatus access onto Champlain College's property if a FedEx or UPS truck was present?

Thank you,  
Damian

Damian Roy, Engineering Technician  
Burlington Public Works Department  
645 Pine St. Burlington VT 05401  
Desk: 802.865.5832  
Cell: 802.598.8356  
Email: [droy@burlingtonvt.gov](mailto:droy@burlingtonvt.gov)  
Web: [www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)



MEMORANDUM

June 6, 2016

**TO:** Public Works Commission

**FROM:** Damian Roy, DPW Engineer Technician *DRR*

**CC:** Norman Baldwin, City Engineer

**RE:** Champlain College Loading Zone removal and Accessible Space on Maple

---

**Background:**

The Department of Public Works (DPW) received a request from Nic Anderson, the Sustainable Transportation Coordinator for Champlain College, to remove the existing loading zone on Maple Street located 230 feet east of the newly constructed entrance to the CCM promenade and install an accessible space in its stead. The installation of an accessible space was first requested by Mr. Anderson during the July 2015 Public Works Commission meeting as an add-on to the installation of the bus stop just east of the CCM entrance. During that discussion, the accessible space was requested to be located immediately east of the bus stop. This request relates to Champlain College's other request on this month's agenda as the loading zone being requested in the pull-off adjacent to the CCM entrance would replace this existing loading zone.

**Observations:**

Staff visited the site and met with Mr. Anderson to discuss the current parking conditions around the entrance to the CCM building. This 25 foot loading zone is located uphill and to the east of the CCM entrance on Maple Street and is adjacent to the Hauke Center and Stiller building entrance, see the attached drawing. The loading zone is currently not being utilized according to Mr. Anderson.

With Staff recommending a new loading zone be installed in the pull-off at the CCM entrance, this loading zone would no longer be needed. Mr. Anderson has expressed Champlain College's need for an accessible space where the existing loading zone is. This location would be ideally situated as it has a clear green belt for side-deploying accessible van ramps and is adjacent to curb cut for easy rear-deploying ramps.

*NB 6/9/16*

In August of 2015, Staff distributed flyers to nearby properties notifying them of the requested addition of the accessible space. Staff received no replies from this notification and does not anticipate any negative feedback for the accessible space at this location.

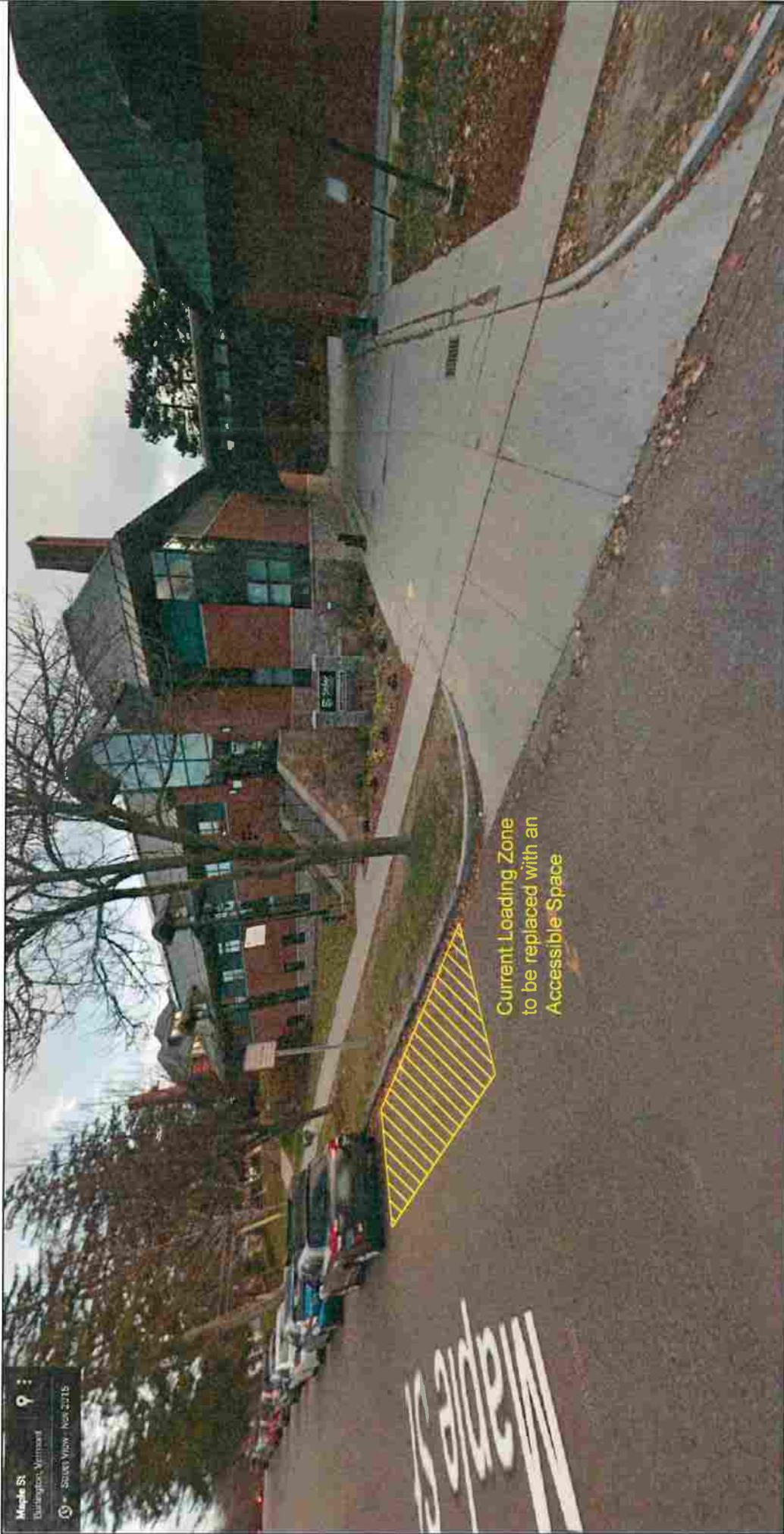
**Conclusions:**

With the assumption that the Public Works Commission adopts Staff's recommendation of installing a new loading zone in the pull-off at the CCM entrance, this existing loading zone will no longer be needed and should be removed. The existing loading zone's is also an ideal location for the requested accessible space. Staff recommends removing this loading zone and installing an accessible space.

**Recommendations:**

Staff recommends that the Commission adopt:

- The removal of the loading zone located immediately east of the Champlain College Hauke Family Center curb cut.
- The installation of an accessible space located immediately east of the Champlain College Hauke Family Center curb cut.



Maple St  
Burlington, Vermont  
Shovel's View - Post 2215

Current Loading Zone  
to be replaced with an  
Accessible Space

DESIGNED DWR DRAWN DWR CHECKED MJB DATE 6/9/16	<b>BURLINGTON PUBLIC WORKS ENGINEERING DIV.</b> <small>645 PINE STREET SUITE 100 BURLINGTON, VT 05401 (802) 243-2000 (802) 243-2005 (Fax)</small>		Champlain College Loading Zone Removal and Accessible Space Installation	SHEET 1 OF 1
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# **City of Burlington**

## **Vermont**



**Department Of Public Works**

**SIDEWALK PROGRAM**

**May 2016**

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## 1.0 PURPOSE

The Sidewalk Program is a multimodal system of maintaining and enhancing the City of Burlington's sidewalk network in the most efficient, effective and equitable manner possible. Through the use of empirical data and analysis, this program focuses on continuous preventative maintenance of existing sidewalks and the enhancement of the network through new sidewalk construction.

## 2.0 BACKGROUND

The City of Burlington has an extensive transportation network containing over 130 miles of sidewalks. These sidewalks range in age from brand new to 60 years old or older. The design life for a segment of concrete sidewalk is 40-50 years. The current sidewalk budget allows for replacement of roughly 1 mile per year, which means that the City is replacing sidewalk on average every 130 years, much more than the 40 year design life.

In 2009, the City of Burlington completed its first inventory of the sidewalk system and launched a Sidewalk Strategic Plan. Prior to this, sidewalk funding was allocated by City Ward and improvements were scheduled as complaints were received. The first inventory used DPW staff and community volunteers to walk the City's sidewalks and make note of their deficiencies in block segments. These deficiencies were then combined with a Pedestrian Potential Index (PPI), which was used to show the usage of the sidewalk, to create a Sidewalk Condition Index (SCI). The goal was to look at the sidewalk network as a whole across the City similar to the paving program and to no longer use a Ward by Ward approach.

While the 2009 inventory and Sidewalk Strategic Plan were a huge step forward in identifying sidewalk sections in need of repair and increasing repair rates; they did not adequately meet all of their goals. Some shortfalls included the inability to identify severity of deficiencies within a block of sidewalk, the inability to use the data to have a more pro-active planning process, and inconsistent and subjective data collection process.

In 2014 the City of Burlington contracted Sally Swanson Architects to create an updated inventory of the entire sidewalk network. Working closely with staff, the consultant provided a GIS database that would allow the City to continuously track the conditions and needs of the sidewalk network. This data was collected empirically using a sidewalk profiler equipped with GPS. This allowed the creation of an accurate and consistent record of sidewalk deficiencies throughout the City. The deficiency data was combined with an updated Pedestrian Potential Index and used to create a map and database of all sections of sidewalk in the City.

Using this sidewalk database the City will be better able to effectively, efficiently and equitably maintain and enhance the current sidewalk network.

### 3.0 OBJECTIVES

The objectives of this program are to:

1. Manage the total sidewalk network in a way that ensures safe and hazard free routes for pedestrian traffic.
2. Ensure that sidewalks within the right of way meet ADA standards and PROWAG guidelines.
3. Maintain a complete record of Burlington Sidewalks and their condition evaluated on a 5-10 year rotating schedule.
4. Define types of sidewalk deficiencies and their priority for repair.
5. Determine a predictive work plan for long run replacement of sidewalks.
6. Use various methods of repair to ensure the most efficient, effective and equitable use of funding.
7. Utilize alternative funding sources to construct new sidewalk.
8. Identify sidewalk enhancement projects as called for in the PlanBTV Walk/Bike Plan.

## 4.0 INVENTORY MANAGEMENT

### 4.1 PURPOSE

In order to maintain and manage the sidewalk network a complete inventory of all existing sections of sidewalk had to be created. This was done empirically using GPS technology and data collector to create a GIS database. This database allows for a graphical representation of the sidewalk network and condition.

When repairs are made to a given section of sidewalk, the inventory will be updated to reflect these repairs, otherwise sidewalk sections are only evaluated every 5-10 years.

### 4.2 BARRIER SCORE

The barrier score is used to determine the level of deficiencies in a given section of sidewalk. A number of factors were taken into consideration: running slope, cross slope, vertical offset, and puddling.

*Table 1: Barrier Score Factors*

Barrier Type	Weight	Quantity	Value	Score
Minor Heaving(<0.75")	10	1-2 incidents	30%	3
		3-5 incidents	60%	6
		6 + incidents	100%	10
Major Heaving(>0.75")	20	1-2 incidents	30%	6
		3-5 incidents	60%	12
		6 + incidents	100%	20
Cross Slope Low (2%-6%)	5	10' or less	50%	2.5
		> 10'	100%	5
Cross Slope Medium (6%-10%)	10	10' or less	50%	5
		> 10'	100%	10
Cross Slope High (>10%)	15	10' or less	50%	7.5
		> 10'	100%	15
Running Slope Low (5%-8%)	2.5	10' or less	50%	1.25
		> 10'	100%	2.5
Running Slope Medium (8%-11%)	5	10' or less	50%	2.5
		> 10'	100%	5
Running Slope High (>11%)	7.5	10' or less	50%	3.75
		> 10'	100%	7.5
Puddling	25	1 incident	50%	12.5
		3+ incidents	100%	25

Notes: Sidewalk puddles are evaluated during the year when the ground is not frozen. To determine where year-round drainage issues occur. Under full-funding, puddles will begin to be evaluated during winter months to address maintenance as well as drainage issues.

### 4.3 ACTIVITY SCORE

The activity score is used to estimate the level of activity that a given section of sidewalk might see. This is the equivalent of the Pedestrian Propensity (Potential) Index. The following table shows what factors are considered and how they are weighted to compute an activity score.

Table 2: Activity Score Factors

CRITERIA LAYER	SUB CATERGORY	WEIGHT	CATEGORY	VALUE	ADUSTED SCORE
STREETS	ARTERIAL	10	ADJACENT ARTERIAL STREET	100%	10
	COLLECTOR		ADJACENT COLLECTOR STREET	50%	5
	LOCAL		ADJACENT LOCAL STREET	25%	2.5
TRANSIT STOPS		5	WITHIN 1/4 MILE OF TRANSIT STOP	100%	5
SCHOOLS	ELEMENTARY SCHOOL	12	WITHIN 1/4 MILE OF ELEMENTARY SCHOOL	100%	12
	MIDDLE OR HIGH SCHOOL		WITHIN 1/2 MILE OF MIDDLE OR HIGH SCHOOL	67%	8
	COLLEGE		WITHIN 1 MILE OF COLLEGE	42%	5
PARKS/PATH	LARGE	10	WITHIN 1/2 MILE OF PARK	100%	10
	MEDIUM		WITHIN 1/2 MILE OF PARK	50%	5
	SMALL		WITHIN 1/4 MILE OF PARK	50%	5
CITY ATTRACTORS	DOWNTOWN DESIGNATION	12	WITHIN 1/4 MILE OF DOWNTOWN AREA	100%	12
	NEIGHBORHOOD ACTIVITY CENTER		WITHIN 1/4 MILE OF NEIGHBORHOOD ACTIVITY CENTER	67%	8
PEDESTRIAN GENERATORS	SENIOR CENTER	12	WITHIN 1/4 MILE OF SENIOR CENTER	100%	12
	COMMUNITY CENTER		WITHIN 1/4 MILE OF COMMUNITY CENTER	67%	8
	EMPLOYMENT CENTER		WITHIN 1/2 MILE OF LARGE EMPLOYER	42%	5
	MEDICAL OR SOCIAL SERVICES		WITHIN 1/4 MILE OF MEDICAL OR SOCIAL SERVICES	100%	12
POPULATION DENSITY		12	CATEGORIES LOOSELY BASED ON "NATURAL BREAKS" CLASSIFICATIONS	0%	0
				30%	4
				60%	7
				100%	12
ELDERLY POPULATION DENSITY		12	CATEGORIES LOOSELY BASED ON "NATURAL BREAKS" CLASSIFICATIONS	0%	0
				30%	4
				60%	7
				100%	12

#### 4.4 PRIORITY SCORE:

The priority score or SCI (Sidewalk Condition Index) is the final score that determines the order in which whole segments of sidewalks come up for replacement. This score combines the barrier and activity score to give us an objective idea of how important replacing each segment of sidewalk is. Higher scores mean segments in greater need of repair, lower scores mean less need of repair. The equation for the priority score is as follows:

$a = \text{Activity Score}$

$b = \text{Barrier Score}$

$p = \text{Priority Score}$

$$\begin{aligned} \text{If } a \leq 2b; & \quad p = b + a \\ \text{If } a > 2b; & \quad p = b + 2b \end{aligned}$$

## 5.0 REPAIR METHODOLOGY

### 5.1 LONG RUN REPAIRS

1. Based on the Sidewalk Condition Index (SCI)
2. Repaired in order of score (highest to lowest)

### 5.2 LOCALIZED REPAIRS

1. Localized repairs occur where the entire segment of a sidewalk doesn't qualify for replacement in the near future, but a smaller section within that segment may warrant some.
2. Identification of Localized Repairs
  - a. Coordinated work with other departments
  - b. Project related work
  - c. To improve conditions on a low scoring sidewalk segment
  - d. Requested
    1. RFS (Request for Service)
    2. SCF (See-Click-Fix)
    3. DPW customer service
    4. Other

### 5.3 SAFETY HAZARD REPAIRS

1. A sidewalk safety hazard is an extant condition in a sidewalk that causes it to be difficult to traverse for a pedestrian.
2. Sidewalks deemed to be a safety hazard are eligible for repair outside the normal work plan for sidewalk improvements through an expedited system.
3. Identification of Safety Issues
  - a. After safety incident

- b. Requested
  - 1. RFS (Request for Service)
  - 2. SCF (See-Click-Fix)
  - 3. DPW customer service
  - 4. Other
- c. Identified via inventory

#### 5.4 ALTERNATIVE REPAIRS

- 1. Sidewalks that do not qualify as safety hazards or localized repairs and are not planned to be repaired within the current fiscal year may qualify.
- 2. Alternative repairs include sidewalk sawcutting, asphalt patching, mudjacking, tree root trimming, sidewalk bridging, etc.

## 6.0 SAFETY HAZARD CRITERIA

### 6.1 DEFINITION OF SAFETY HAZARD

A safety hazard within the sidewalk program is a physical feature of a sidewalk that causes it to be hazardous to traverse for an average person.

### 6.2 QUALIFICATION OF SAFETY HAZARD

**For a sidewalk to be considered a safety hazard it must meet at least one of the following conditions:**

- A sidewalk panel rocks when walked across.
- The sidewalk contains an instance of 2” or greater vertical displacement
- There is at least a 1” offset within a single panel due to cracking or deterioration of part or all of the slab
- The panel is producing granular material in such quantity and size that it is causing a tripping hazard. (>1” diameter pieces)
- Large unstable broken chunks of sidewalk
- There is a gap between panels 2” or greater with some amount of vertical displacement
- Cross Slope greater than 10%
- Running Slope greater than 20% or greater than 11% from road grade

**Conditions that do not, in themselves, constitute a sidewalk safety hazard:**

- A panel surface has started to deteriorate or appears to be “down to dirt”, but appears in decent condition after loose material has been removed.
- Two sidewalk panels have grass growing between them.
- The sidewalk is severely cracked, but has no vertical displacements.

- The sidewalk is being lifted by tree roots.
- Spalling along the edges of a panel that does not create a vertical change of greater than 2 inches.

NOTE: Sidewalks showing these conditions will be evaluated for inclusion in the localized replacement list.

## 7.0 BUDGET

### 7.1 BACKGROUND

Previously, the sidewalk funding came entirely from the Street Capital budget and consisted of no more than \$500,000 per year. More recently funds from alternative sources including the Capital Improvement Program have been made available and the sidewalk repair budget has increased to between \$500,000 and \$700,000 annually. Enhancement projects have been funded through State and Federal Grants as well as adjacent private development.

### 7.2 PROGRAM LEVEL BUDGET

Budgetary considerations and outline to adequately support the maintenance portion of the City of Burlington's Sidewalk Program. The sustainably funded program assumes a design life of 40 years for concrete sidewalk.

Definition of a sustainably funded program:	≥ \$1,500,000.00
Definition of a modestly funded program:	≥ \$750,000.00
Definition of a minimally funded program:	< \$750,000.00

Under a sustainably funded program, work sufficient to cover annual ROW department budget will be assigned to ROW department. All other sidewalk work will be contracted out.

### 7.3 PROJECT LEVEL BUDGET

The percentage of funds allocated to various types of repairs will vary based on the funding level of the program.

Under a sustainably funded or modestly funded program, the project funding breakdown is as follows:

Type of Repair	% of Funds Allocated
Long Runs	≥ 75%
Short Runs (non-safety)	≤ 10%
Short Runs (Safety)	≤ 15%

Under a minimally funded program, the project funding breakdown is as follows:

Type of Repair	% of Funds Allocated
Long Runs	$\geq 40\%$
Short Runs (non-safety)	$\leq 15\%$
Short Runs (Safety)	$\leq 45\%$

The budget for the Sidewalk Sawcutting Program will consist of no more than 10% of the budget allocated to Long Run repairs in a given fiscal year.

## 8.0 SIDEWALK ENHANCEMENTS

DISCLAIMER: This section is currently in draft form and will be expanded on in the future.

### 8.1 Identification

Sidewalk enhancements constitute construction of new pedestrian facilities within the right-of-way. The 2014 sidewalk inventory is intended to be used to assess where sidewalk enhancement projects would be most effective within the whole sidewalk network.

### 8.2 Prioritization

The priority of sidewalk enhancements will be determined by a combination of these factors

- Activity Score
- PlanBTV Walk/Bike Plan
- Visual inspection for signs of pedestrian usage.
- Existence of sidewalk on part of the street.
- Existence of sidewalk on opposite side of street.

Steve Goodkind  
645 Pine Street  
Burlington, Vermont 05401

REC'D - PUBLIC  
Aug 22, 2013

Re: 1-7 Johnson Street

I had a problem in Apartment 1A Johnson Street with a bad Electric- Back wired outlet. This was replaced, along with all the other back- wired outlets in the apartment. At this time the Electric Inspector suggested, but did not require that all the back- wired outlets in the other seven apartments be replaced. After hiring three electricians and other persons to move beds, dressers, and etc., and also spending over \$3,000, all back- wired outlets were replaced. I agreed that this needed to be done and was an excellent suggestion. In the process of closing out the electrical permit, the inspector noticed that the ground wires did not have the green wire nuts on them, and is now requiring that we install the green wire nuts on all the outlets. If this were done, it would require spending approximately the same amount of time and money as it took to replace all of the outlets. Not only would this result in another large expenditure of time and money; it should not be done, because it could result in degrading the grounding system in the whole building.

This building was rewired about 30 years ago using romex wire. All the ground wires were put together using about eight tightly, twisted turns in each outlet box. All the outlets now test perfect. Installing green wire nuts at this time would require removing the single ground wire from each outlet screw, straighten the wire using lineman's pliers; installing the green wirenut over the ground wire, then bending the wire again to fit around the grounding screw. This double bending of the ground wire could cause a weak spot in the wire at the ground screw and jeopardize the ground connection. If a break in the short grounding wire did happen and the wire had to be cut to eliminate the break, it would be too short to attach to the grounding screw.

The only problem in this 30 year old wiring job has been the inferior back-wired outlets which were installed at that time, and have now been replaced.

We are sending you this letter to appeal the Electrical Inspector's order to install green wire nuts to the already ground connections.

Thank you.

*Richard A. Rooney*  
Richard A. Rooney, Landlord

Roland Levesque, Electrician

*Roland Levesque*  
SM-1960

RICHARD A. ROONEY  
P.O. BOX 3243  
BURLINGTON, VT 05408  
862-7386



F5-2440

8-23-13: Mr. Rooney called for Steve. BK it's Steve's last day, Steve wasn't sure he would be able to address this issue. He said that the appeal period is most likely passed, + perhaps Shelley could help.

I relayed the message to Mr. Rooney + told him I would forward this letter to Shelley though Mr. Rooney said she probably wouldn't be able to help him.

Helen Plumley

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

1500 S. ARIZONA  
PHOENIX, AZ 85018  
1500 S. ARIZONA



9590 9402 1443 5329 8599 15

2. Article Number (Transfer from service label)

7015 0640 0003 0628 2820

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  Agent  
*[Signature]*  Addressee

B. Received by (Printed Name)  Date of Delivery  
*[Signature]*  5-16-16

D. Is delivery address different from item 1?  Yes  
if YES, enter delivery address below:  No

3. Service Type

<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™
<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Insured Mail	<input type="checkbox"/> Signature Confirmation Restricted Delivery (over \$500)
<input type="checkbox"/> Insured Mail Restricted Delivery	

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Friday, May 13, 2016

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May 14, 2016, 7:56 am	Available for Pickup	BURLINGTON, VT 05408
May 13, 2016, 7:56 am	Out for Delivery	BURLINGTON, VT 05401
May 13, 2016, 7:52 am	Arrived at Unit	BURLINGTON, VT 05408
May 13, 2016, 7:46 am	Sorting Complete	BURLINGTON, VT 05401
May 13, 2016, 2:32 am	Departed USPS Facility	ESSEX JUNCTION, VT 05452
May 11, 2016, 7:04 pm	Arrived at USPS Facility	ESSEX JUNCTION, VT 05452

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together and to the supply system grounded equipment in a manner that creates a low-impedance path for ground-fault current that is capable of carrying the maximum fault current likely to be imposed on it.

**(3) Bonding of Electrically Conductive Materials and Other Equipment.** Electrically conductive materials that are likely to become energized shall be connected together and to the supply system grounded equipment in a manner that creates a low-impedance path for ground-fault current that is capable of carrying the maximum fault current likely to be imposed on it.

**(4) Path for Fault Current.** Electrical equipment, wiring, and other electrically conductive material likely to become energized shall be installed in a manner that creates a low-impedance circuit from any point on the wiring system to the electrical supply source to facilitate the operation of overcurrent devices should a second ground fault from a different phase occur on the wiring system. The earth shall not be considered as an effective fault-current path.

#### 250.6 Objectionable Current.

**(A) Arrangement to Prevent Objectionable Current.** The grounding of electrical systems, circuit conductors, surge arresters, surge-protective devices, and conductive normally non-current-carrying metal parts of equipment shall be installed and arranged in a manner that will prevent objectionable current.

**(B) Alterations to Stop Objectionable Current.** If the use of multiple grounding connections results in objectionable current, one or more of the following alterations shall be permitted to be made, provided that the requirements of 250.4(A)(5) or (B)(4) are met:

- (1) Discontinue one or more but not all of such grounding connections.
- (2) Change the locations of the grounding connections.
- (3) Interrupt the continuity of the conductor or conductive path causing the objectionable current.
- (4) Take other suitable remedial and approved action.

**(C) Temporary Currents Not Classified as Objectionable Currents.** Temporary currents resulting from abnormal conditions, such as ground faults, shall not be classified as objectionable current for the purposes specified in 250.6(A) and (B).

**(D) Limitations to Permissible Alterations.** The provisions of this section shall not be considered as permitting electronic equipment from being operated on ac systems or branch circuits that are not connected to an equipment grounding conductor as required by this article. Currents that introduce noise or data errors in electronic equipment

shall not be considered the objectionable currents addressed in this section.

**(E) Isolation of Objectionable Direct-Current Ground Currents.** Where isolation of objectionable dc ground currents from cathodic protection systems is required, a listed ac coupling/dc isolating device shall be permitted in the equipment grounding conductor path to provide an effective return path for ac ground-fault current while blocking dc current.

#### 250.8 Connection of Grounding and Bonding Equipment.

**(A) Permitted Methods.** Equipment grounding conductors, grounding electrode conductors, and bonding jumpers shall be connected by one of the following means:

- (1) Listed pressure connectors
- (2) Terminal bars
- (3) Pressure connectors listed as grounding and bonding equipment
- (4) Exothermic welding process
- (5) Machine screw-type fasteners that engage not less than two threads or are secured with a nut
- (6) Thread-forming machine screws that engage not less than two threads in the enclosure
- (7) Connections that are part of a listed assembly
- (8) Other listed means

**(B) Methods Not Permitted.** Connection devices or fittings that depend solely on solder shall not be used.

**250.10 Protection of Ground Clamps and Fittings.** Ground clamps or other fittings shall be approved for general use without protection or shall be protected from physical damage as indicated in (1) or (2) as follows:

- (1) In installations where they are not likely to be damaged
- (2) Where enclosed in metal, wood, or equivalent protective covering

**250.12 Clean Surfaces.** Nonconductive coatings (such as paint, lacquer, and enamel) on equipment to be grounded shall be removed from threads and other contact surfaces to ensure good electrical continuity or be connected by means of fittings designed so as to make such removal unnecessary.

## II. System Grounding

**250.20 Alternating-Current Systems to Be Grounded.** Alternating-current systems shall be grounded as provided for in 250.20(A), (B), (C), or (D). Other systems shall be permitted to be grounded. If such systems are grounded, they shall comply with the applicable provisions of this article.

ing of exposed surfaces shall be installed so that room airflow over such surfaces is not prevented by walls or by adjacent installed equipment. For equipment designed for floor mounting, clearance between top surfaces and adjacent surfaces shall be provided to dissipate rising warm air.

Electrical equipment provided with ventilating openings shall be installed so that walls or other obstructions do not prevent the free circulation of air through the equipment.

**110.14 Electrical Connections.** Because of different characteristics of dissimilar metals, devices such as pressure terminal or pressure splicing connectors and soldering lugs shall be identified for the material of the conductor and shall be properly installed and used. Conductors of dissimilar metals shall not be intermixed in a terminal or splicing connector where physical contact occurs between dissimilar conductors (such as copper and aluminum, copper and copper-clad aluminum, or aluminum and copper-clad aluminum), unless the device is identified for the purpose and conditions of use. Materials such as solder, fluxes, inhibitors, and compounds, where employed, shall be suitable for the use and shall be of a type that will not adversely affect the conductors, installation, or equipment.

Connectors and terminals for conductors more finely stranded than Class B and Class C stranding as shown in Chapter 9, Table 10, shall be identified for the specific conductor class or classes.

Informational Note: Many terminations and equipment are marked with a tightening torque.

**(A) Terminals.** Connection of conductors to terminal parts shall ensure a thoroughly good connection without damaging the conductors and shall be made by means of pressure connectors (including set-screw type), solder lugs, or splices to flexible leads. Connection by means of wire-binding screws or studs and nuts that have upturned lugs or the equivalent shall be permitted for 10 AWG or smaller conductors.

Terminals for more than one conductor and terminals used to connect aluminum shall be so identified.

**(B) Splices.** Conductors shall be spliced or joined with splicing devices identified for the use or by brazing, welding, or soldering with a fusible metal or alloy. Soldered splices shall first be spliced or joined so as to be mechanically and electrically secure without solder and then be soldered. All splices and joints and the free ends of conductors shall be covered with an insulation equivalent to that of the conductors or with an insulating device identified for the purpose.

Wire connectors or splicing means installed on conductors for direct burial shall be listed for such use.

**(C) Temperature Limitations.** The temperature rating associated with the ampacity of a conductor shall be selected

and coordinated so as not to exceed the lowest temperature rating of any connected termination, conductor, or device. Conductors with temperature ratings higher than specified for terminations shall be permitted to be used for ampacity adjustment, correction, or both.

**(1) Equipment Provisions.** The determination of termination provisions of equipment shall be based on 110.14(C)(1)(a) or (C)(1)(b). Unless the equipment is listed and marked otherwise, conductor ampacities used in determining equipment termination provisions shall be based on Table 310.15(B)(16) as appropriately modified by 310.15(B)(6).

(a) Termination provisions of equipment for circuits rated 100 amperes or less, or marked for 14 AWG through 1 AWG conductors, shall be used only for one of the following:

- (1) Conductors rated 60°C (140°F).
- (2) Conductors with higher temperature ratings, provided the ampacity of such conductors is determined based on the 60°C (140°F) ampacity of the conductor size used.
- (3) Conductors with higher temperature ratings if the equipment is listed and identified for use with such conductors.
- (4) For motors marked with design letters B, C, or D, conductors having an insulation rating of 75°C (167°F) or higher shall be permitted to be used, provided the ampacity of such conductors does not exceed the 75°C (167°F) ampacity.

(b) Termination provisions of equipment for circuits rated over 100 amperes, or marked for conductors larger than 1 AWG, shall be used only for one of the following:

- (1) Conductors rated 75°C (167°F)
- (2) Conductors with higher temperature ratings, provided the ampacity of such conductors does not exceed the 75°C (167°F) ampacity of the conductor size used, or up to their ampacity if the equipment is listed and identified for use with such conductors

**(2) Separate Connector Provisions.** Separately installed pressure connectors shall be used with conductors at the ampacities not exceeding the ampacity at the listed and identified temperature rating of the connector.

Informational Note: With respect to 110.14(C)(1) and (C)(2), equipment markings or listing information may additionally restrict the sizing and temperature ratings of connected conductors.

**110.15 High-Leg Marking.** On a 4-wire, delta-connected system where the midpoint of one phase winding is grounded, only the conductor or busbar having the higher phase voltage to ground shall be durably and permanently marked by an outer finish that is orange in color or by other

TO BURLINGTON CODE ENFORCEMENT

I CERTIFY THAT ALL THE GROUND CONNECTIONS IN THE APARTMENT HOUSE

AT 1-7 JOHNSON STREET ARE SAFE AND SECURE.

ALL THE ELECTRICAL OUTLETS IN THE SIX GOVERNMENT SUBSIDIZED UNITS

IN THIS BUILDING HAVE PASSED INSPECTIONS BY THEIR SECTION 8 INSPECTORS.

ROLAND LEVESQUE

MASTER ELECTRICIAN

LICENSE NUMBER SM-1960

*Roland Levesque* DATE 4/5/2016

RICHARD A. ROONEY, LANDLORD

*Richard A. Rooney* DATE 4/5/2016





City of Burlington  
Department of Public Works  
Office of Planning  
645 Pine Street, Suite A  
Burlington, VT 05402  
802.863.9094 P  
802.863.0466 F  
802.863.0450 TTY  
[www.burlingtonvt.GOV](http://www.burlingtonvt.GOV)

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Chapin Spencer  
*DIRECTOR OF PUBLIC WORKS*

Norman J. Baldwin, P.E.  
*ASSISTANT DIRECTOR OF PUBLIC  
WORKS*

City of Burlington  
City Engineer  
**Appeal of Electrical Inspector Order**

This appeal by Richard Rooney of a decision by Burlington electrical inspector Shelley Warren regarding EP 2011-140410 for work done at 1-7 Johnson St. has come to the City Engineer pursuant to § 12-9 of the Burlington Code of Ordinances (BCO). The previous Electrical Inspector, Shelley Warren had noted improper splicing of the grounding conductors to the various receptacles throughout the building and had refused to close the permit until the deficiencies were corrected. In response to Electrical Inspector Shelley Warren's order, Mr. Rooney submitted his appeal to the attention of the City Engineer.

Since receiving the appeal Electrical Inspector Shelley Warren had resigned her position and her replacement Electrical Inspector Tim Hennessey assumed her duties. Prior to hearing the appeal, Inspector Tim Hennessey was asked to review the file and render a determination to continue with the order or to agree with the appellant and close the permit. Electrical Inspector Hennessey determined he was in agreement with Electrical Inspector Warren's order and would continue forward with defending the order and Mr. Rooney elected to continue with his appeal.

As such the appeal hearing was held on April 5, 2016.

Mr. Rooney and Master Electrician Roland Levesque testified and provided evidence in support of Rooney's appeal

Mr. Rooney's appeal is based on two arguments, (1) that the electrical code was wrong to allow the back stabbed connections that were present in the units before the work was done, and he shouldn't be made to bring the work that was done to replace the backstab connections into compliance with the code, and (2) that the grounding system passed a

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grounding resistance test so there is no need to have the work done in compliance with the code's requirements..

Inspector Hennessey testified on his own behalf and also presented evidence. Electrical Inspector Hennessey referenced Article 110, section 110.14(B) of the National Electrical Code currently adopted by the state of Vermont.

The following documents were submitted and considered as evidence: a letter of appeal from Rooney; a certification from licensed electrician Roland Levesque on the safety of the ground connections; and a copy of the National Electrical Code section on electrical connections

### **Findings**

Based on the undisputed evidence, I find that:

1. New outlets were installed under EP # 2011-140410.
2. The connections of the grounds to the outlets were made by twisting the circuit grounding wire to the grounding wire to the receptacle in a tightly wound counter-clockwise direction.
3. The electrical inspectors, first Shelly Warren and now Tim Hennessey, found that the twisted wire connections violated the electrical code in effect at the time the work was done. They ordered that the connections be made code compliant and have not closed the permit.
4. Mr.Rooney appealed this order and asked that no changes be made to the wiring.
5. BCO § 12-1 adopts the National Electrical Code (NEC) currently adopted by the state of Vermont as the City's adopted electrical code.
6. The 2011 NEC is the adopted code that is applicable to this appeal.
7. Section 110.14(B) of the 2011 NEC requires conductors to be spliced or joined with splicing devices for the use or by brazing, welding, or soldering with a fusible metal or alloy.
8. The work making the connections in the conductors under EP # 2011-140410 are not compliant with the electrical code.
9. The non-compliance was not disputed by Rooney and was agreed to by Levesque. Mr.Rooney does not care about the code; in his words, "I don't give a damn about the Code."
10. The applicable code allows the connections to be made by a barrel connector that slides over the wires and can be crimped. This means of connection can be used on the connections in these apartments and using it would eliminate the need to undo the existing connections. It would not loosen the connections. It would make the electrical system safer if the connections were spliced correctly, in addition to making the connections code compliant.
11. The inspections done by the Burlington Housing Inspectors are irrelevant to this appeal. The inspectors did not inspect to the applicable electrical code. They did not inspect the work done under EP # 2011-140410 for compliance with the code. They did not open up the outlets to examine the connections for compliance with the code.

### **Conclusions**

Inspector Hennessey's decision is supported by the findings and the code and should be upheld. The code requires that new electrical work be done in conformance with

the adopted electrical code. The connections to the new outlets that were installed under EP # 2011-140410 were new electrical work. The code does not accept the twisted wire method of connection used by in the installation of the outlets; the work must be made code compliant. There is a simple means of making the work code compliant which will not cause the existing connections to be made unsafe. Section 12-9 allows the City Engineer to modify the inspector's order but any modification must fall within the express or necessarily implied provisions of the code. The code does not allow the method of connection in the outlets. There is no reasonable basis to vacate or modify Hennessey's decision, which was and is a correct application of the adopted electrical code.

### **Decision**

For the reasons stated above, I, Norman Baldwin, City Engineer for the City of Burlington, uphold the order of Electrical Inspector Tim Hennessey requiring Mr. Rooney to bring the work done on EP # 2011-140410 into compliance with the National Electrical Code's requirement on electrical connections.

### **Appeal Rights**

Pursuant to BCO § 12-9(c), a person aggrieved by this decision may request that this appeal be heard by the Public Works Commission for review under BCO § 8-8. Section 8-8(a) requires that an appeal be made by filing a notice of appeal stating in detail the grievances with the decision. This notice must be filed with the administrator of the Department of Public Works within ten (10) days of receiving actual notice of this decision.

Dated this 3rd day of May, 2016 in Burlington, VT.

  
\_\_\_\_\_  
Norman J. Baldwin, City Engineer  
City of Burlington, VT



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS Request # 2440

# SERVICE REQUEST

**Name and Address**

Name: Richard Rooney

Request Date: 08/22/2013 10:08 AM  
Due Date: 9/21/2013

Address: PO Box 3243

Phone Number: 862-7386

Email Address:

**Request**

Location: 1A Johnson Street

Request Description: Appealing decision about Shelley for Electrical Work that needs to be done

**Assign History**

Date	Assigned To	Description
8/22/2013 10:08:49 AM	Norm Baldwin	Request Assigned

**Work History**

**Customer Service**

Status: New  
Request created by: Holly Lane

Print Date: 8/22/2013 10:15:20 AM

Steve Goodkind  
645 Pine Street  
Burlington, Vermont 05401

Aug 22, 2013

Re: 1-7 Johnson Street

I had a problem in Apartment 1A Johnson Street with a bad Electric- Back wired outlet. This was replaced, along with all the other back- wired outlets in the apartment. At this time the Electric Inspector suggested, but did not require that all the back- wired outlets in the other seven apartments be replaced. After hiring three electricians and other persons to move beds, dressers, and etc., and also spending over \$3,000, all back- wired outlets were replaced. I agreed that this needed to be done and was an excellent suggestion. In the process of closing out the electrical permit, the inspector noticed that the ground wires did not have the green wire nuts on them, and is now requiring that we install the green wire nuts on all the outlets.

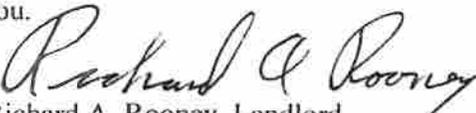
If this were done, it would require spending approximately the same amount of time and money as it took to replace all of the outlets. Not only would this result in another large expenditure of time and money; it should not be done, because it could result in degrading the grounding system in the whole building.

This building was rewired about 30 years ago using romex wire. All the ground wires were put together using about eight tightly, twisted turns in each outlet box. All the outlets now test perfect. Installing green wire nuts at this time would require removing the single ground wire from each outlet screw, straighten the wire using lineman's pliers, installing the green wirenut over the ground wire, then bending the wire again to fit around the grounding screw. This double bending of the ground wire could cause a weak spot in the wire at the ground screw and jeopardize the ground connection. If a break in the short grounding wire did happen and the wire had to be cut to eliminate the break, it would be too short to attach to the grounding screw.

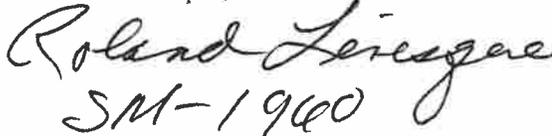
The only problem in this 30 year old wiring job has been the inferior back-wired outlets which were installed at that time, and have now been replaced.

We are sending you this letter to appeal the Electrical Inspector's order to install green wire nuts to the already ground connections.

Thank you.

  
Richard A. Rooney, Landlord

Roland Levesque, Electrician

  
SM-1960

RICHARD A. ROONEY  
P.O. BOX 3243  
BURLINGTON, VT 05408  
862-7386

PT5-2--0

TO BURLINGTON CODE ENFORCEMENT

I CERTIFY THAT ALL THE GROUND CONNECTIONS IN THE APARTMENT HOUSE  
AT 1-7 JOHNSON STREET ARE SAFE AND SECURE.

ALL THE ELECTRICAL OUTLETS IN THE SIX GOVERNMENT SUBSIDIZED UNITS  
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ROLAND LEVESQUE

MASTER ELECTRICIAN

LICENSE NUMBER SM-1960

*Roland Levesque* DATE *4/5/2016*

RICHARD A. ROONEY, LANDLORD

*Richard A. Rooney* DATE *4/5/2016*

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(a) Termination provisions of equipment for circuits rated 100 amperes or less, or marked for 14 AWG through 1 AWG conductors, shall be used only for one of the following:

- (1) Conductors rated 60°C (140°F).
- (2) Conductors with higher temperature ratings, provided the ampacity of such conductors is determined based on the 60°C (140°F) ampacity of the conductor size used.
- (3) Conductors with higher temperature ratings if the equipment is listed and identified for use with such conductors.
- (4) For motors marked with design letters B, C, or D, conductors having an insulation rating of 75°C (167°F) or higher shall be permitted to be used, provided the ampacity of such conductors does not exceed the 75°C (167°F) ampacity.

(b) Termination provisions of equipment for circuits rated over 100 amperes, or marked for conductors larger than 1 AWG, shall be used only for one of the following:

- (1) Conductors rated 75°C (167°F)
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**(2) Separate Connector Provisions.** Separately installed pressure connectors shall be used with conductors at the ampacities not exceeding the ampacity at the listed and identified temperature rating of the connector.

Informational Note: With respect to 110.14(C)(1) and (C)(2), equipment markings or listing information may additionally restrict the sizing and temperature ratings of connected conductors.

**110.15 High-Leg Marking.** On a 4-wire, delta-connected system where the midpoint of one phase winding is grounded, only the conductor or busbar having the higher phase voltage to ground shall be durably and permanently marked by an outer finish that is orange in color or by other

#451K

Roland Larosque  
Dick Rancey  
Tim Hennessy  
Gene Bergman

At Burlington Housing Authority. Was tester  
to check plenty.

Can sell cant borrow money on that.

would twisted in a counter delkwise

crimp not a twisted wire

How much to put on barrel connectors \$4.5K

How many units &

Receptacles in each unit 30 approximately in each unit.  
240 total  
3 weeks long  
(240)(15)

May 23, 2016

To Chapin Spencer

Director of Public Works

I am requesting an appeal of Norm Baldwin's decision not to close out the electrical permit at 1-7 Johnson Street.

The tightly twisted ground wires that were in the outlet boxes were not disturbed when the defective backwired outlets were replaced.

The Electrical System which includes the grounding system has been approved by my electrician and the Section 8 Inspectors which represent the State of Vermont and the U.S. Government.

The method of twisting the ground wires together in several tightly twisted turns was the procedure used several years ago. Shelley Warren, the Electrical Inspector, told me the Electrical Code does not require you to replace the defective backwired outlets. She told me I cannot make you change the outlets but I strongly recommend that you do it.

I agreed it was a good idea and changed all the outlets. The code was going to allow the defective outlets to remain in service, which was clearly a FIRE HAZARD. All outlets now test normal.

I am being penalized for correcting a FIRE HAZARD, by not closing out my Electrical Permit by referring to a electrical code that would allow a very serious Fire Hazard to exist.

This Electrical Code should be modified to require an Electrical Inspector, who has knowledge of a Fire Hazard, to mandate corrective action be taken immediately to eliminate the Fire Hazard.

This was the case of 1-7 Johnson Street. The code would have allowed the Fire Hazard to exist.

Sincerely,

  
Richard A Rooney

RICHARD A. ROONEY  
P.O. BOX 3243  
BURLINGTON, VT 05408  
862-7386



English

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Richard Kliney  
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**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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

---

**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

**Norman J. Baldwin, P.E.**  
*ASSISTANT DIRECTOR OF PUBLIC WORKS  
CITY ENGINEER*

June 2, 2016

Richard A. Rooney  
P.O. Box 3243  
Burlington, Vermont 05408

Sent: Certified Mail & Email

**NOTICE OF HEARING**

Pursuant to Burlington Code of Ordinances Chapter 12 Electricity, the **Public Works Commission** will hold a hearing related to an appeal of:

- The City Engineer May 3, 2016 decision to uphold the electrical Inspector's order related to 1-7 Johnson Street.

The appeal heard and upheld by the City Engineer, was associated with the Electrical Inspector identifying an electrical system installation deficiency for an electrical project at 1-7 Johnson Street. The Electrical Inspector had noted improper splicing of the grounding conductors to the various receptacles throughout the building, furthermore stating the electrical permit could not be closed until the splices were corrected.

The Public Works Commission is the second and next level of appeal for this order. The second stage of appeal is now being scheduled to be heard by the Public Works Commission, **6:30 p.m. on Wednesday, June 15, 2016 in the Front Conference Room of the Department of Public Works at 645 Pine Street** 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 also specify the factual or legal basis of the appeal.

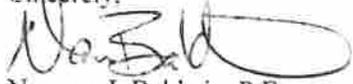
Each party will be given the opportunity to present the facts, as they believe them to be, and to make legal arguments. The Commission will hear testimony and take documentary evidence in support of each party's position.

You are welcome to provide supporting documentary evidence in advance of the hearing. **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 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". The signature is fluid and cursive, with a large loop at the end.

Norman J. Baldwin, P.E.

Ass't Director/City Engineer

C.C Eugene Bergman, Assistant City Attorney  
Chapin Spencer, Director of Public Works  
Valerie Ducharme, Customer Service Representative



CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS

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

---

Chapin Spencer  
DIRECTOR OF PUBLIC WORKS

Norman J. Baldwin, P.E.  
ASSISTANT DIRECTOR OF PUBLIC WORKS  
CITY ENGINEER

June 3, 2016

Richard A. Rooney  
P.O. Box 3243  
Burlington, Vermont 05408

Sent: Certified Mail & Email

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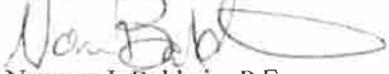
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Sincerely,

A handwritten signature in black ink, appearing to read "Norm Baldwin", with a large, sweeping flourish at the end.

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

C.C Eugene Bergman, Assistant City Attorney  
Chapin Spencer, Director of Public Works  
Valerie Ducharme, Customer Service Representative

Cash



Permit No: 2011 140410 00000 EP

Department of Public Works

**ELECTRICAL PERMIT**

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

*Working Together for Burlington - Preserving, Improving our Community*

<b>Fees</b>	
	\$20.00
Admin Fees	\$ .00
Recording Fees	\$10.00
	<hr/>
	\$30.00

Date: 8/19/2011

Street Address: 1-7 Johnson ST

Estimated Cost \$1,000.00

Construction Starting Date: 8/19/2011

Owner

RICHARD A ROONEY  
7 LAKEWOOD PW  
BURLINGTON, VT05408

Tel No:

Electrical Contractor

LEVESQUE ELECTRICAL SERVICE  
  
1975 BARTLETT BAY RD  
JEFFERSONVILLE, VT

Tel No: (802)644-2229

**DESCRIPTION OF WORK**

CODE ID: GFCI

Replace basement recep. with GFCI s. Replace recep through out house as needed due to "backwiring". Per NEC 2011

**CONDITIONS OF PERMIT:** All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE:

LICENSE #:

SM-1960

- CALL FOR ROUGH INSPECTION
- CALL FOR FINAL INSPECTION

Inspector

Date

8-19-11



## **8-8 Appeals from order.**

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(a) Any owner of a building or structure, or any other interested person, including any official of the city, may appeal to the board of appeals any action or failure to act by a building inspector, except as provided in Section 8-47 in an abatement action. A request for appeal shall be made by filing a notice of appeal with the administrator of the department of public works within ten (10) days of receiving actual notice of the order or action complained of setting forth in detail his or her grievances. The administrator of the department of public works shall notify the chairperson of the appeals board of the notice of appeal forthwith. The board shall meet upon notice of the chairperson within forty-five (45) days of the filing of the notice of appeal. All hearings shall be public, and all interested parties shall be given an opportunity to be heard and to present evidence and arguments.

(b) The board of appeals shall consist of the members of the public works commission and shall each have terms on the board of appeals concurrent with their individual terms as commissioners.

The board shall select one (1) of its members to serve as secretary chair who shall call and chair meetings and who shall keep a detailed record of all proceedings on file.

A member of the board shall not pass on any question in which that member has any fiduciary, personal, or financial interest, or which otherwise constitutes a conflict of interest.

(c) Four (4) members of the board must be present to constitute a quorum. That board shall affirm, modify or reverse an action appealed by a majority vote of the members present. A tie vote shall be an affirmance of the decision from which the appeal is taken. The board shall give written notice of its decision, which shall include findings of fact and all necessary orders, to all interested parties no later than thirty (30) days after the date of the hearing. The building inspector may take action in accordance with the decision of the board immediately upon the sending of the written decision to all interested parties.

(d) Any interested person may appeal a decision of the board of appeals by instituting relief in the Chittenden Superior Court under V.R.C.P. 74

(Rev. Ords. 1962, § 706; Ord. of 10-18-82; Ord. of 5-23-83; Ord. of 9-24-84; Ord. of 1-11-93; Ord. of 5-20-13)

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## **12-1 Code adopted.**

(a) For the purpose of establishing uniform rules and regulations for electrical wiring and apparatus, the city hereby adopts that code known as the National Electric Code, as currently adopted by the State of Vermont. There is also adopted those codes known as the National Electrical Safety Code, as currently adopted by the State of Vermont, the Lightning Protection Code, as currently adopted by the State of Vermont, and the Residential Safety Code, as currently adopted by the State of Vermont. The city also adopts the set of rules known as The Vermont Electrical Safety Rules as currently adopted and amended from time to time hereafter. The same are hereby adopted and incorporated as fully as if set out at length herein, and the provisions thereof shall be controlling in the construction or alteration or repair of all buildings and structures within the corporate limits of the city.

(b) In the event there is a conflict between the provisions of the code adopted by reference within this section and the other provisions of this Code or ordinances of the city, the other provisions of this Code or ordinances of the city shall prevail.

(Ord. of 3-10-86; Ord. of 3-7-88; Ord. of 1-11-93; Ord. of 11-8-93; Ord. of 5-20-96; Ord. of 10-27-03, eff. 11-26-03; Ord. of 12-01-03, eff. 12-31-03; Ord. of 12-11-06, eff. 1-10-07)

**Cross reference**—Building code adopted, § 8-2; BOCA Basic Fire Code adopted, § 13-1; gas codes adopted, §§ 15-1, 15-2; minimum standards for housing, § 18-70 et seq.

## **12-9 Appeals.**

(a) If any person feels aggrieved by an order of the electrical inspector made in accordance with the provisions of this chapter she or he or his or her contractor may appeal by way of a petition in writing to the city engineer setting forth his or her reasons.

(b) The city engineer may affirm such order of the inspector or may modify the same, but such modification shall fall within the express or necessarily implied provisions of this chapter relating to such subject matter so considered. (c) A person aggrieved by the decision of the city engineer may request that this appeal be heard by the public works commission. In such case the city engineer shall forward the appeal to the commission chairperson for review under the authority of section 3-8 of the Burlington Code of Ordinances. (Rev. Ords. 1962, § 835; Ord. of 3-10-86; Ord. of 1-11-93; Ord. of 10-27-03, eff. 11-26-03)



# VERMONT

## ELECTRICAL SAFETY RULES

# 2011

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*the Vermont Electricians' Licensing Board  
and the Vermont Department of Public Safety  
Division of Fire Safety*

*Effective June 1, 2011*





# VERMONT

## ELECTRICAL SAFETY RULES

# 2014

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*The Vermont Electricians' Licensing Board  
and the Vermont Department of Public Safety  
Division of Fire Safety*

*Effective July 1, 2014*



City of Burlington

# Sidewalk Program

1. Purpose
2. Background
3. Objective
4. Inventory Management
  - a) Barrier Score
  - b) Activity Score
  - c) Priority Score
5. Repair Definition and Methodology
  - a) Long Run Repair
  - b) Short Run Repair
  - c) Safety Hazard Repair
6. Funding Impacts

# Purpose

- The Sidewalk Program is a multimodal system of maintaining and enhancing the City of Burlington's sidewalk network in the most efficient, effective, and equitable manner possible. Through the use of empirical data and analysis, this program focuses on continuous preventative maintenance of existing sidewalks and enhancement of the network through new sidewalk construction.

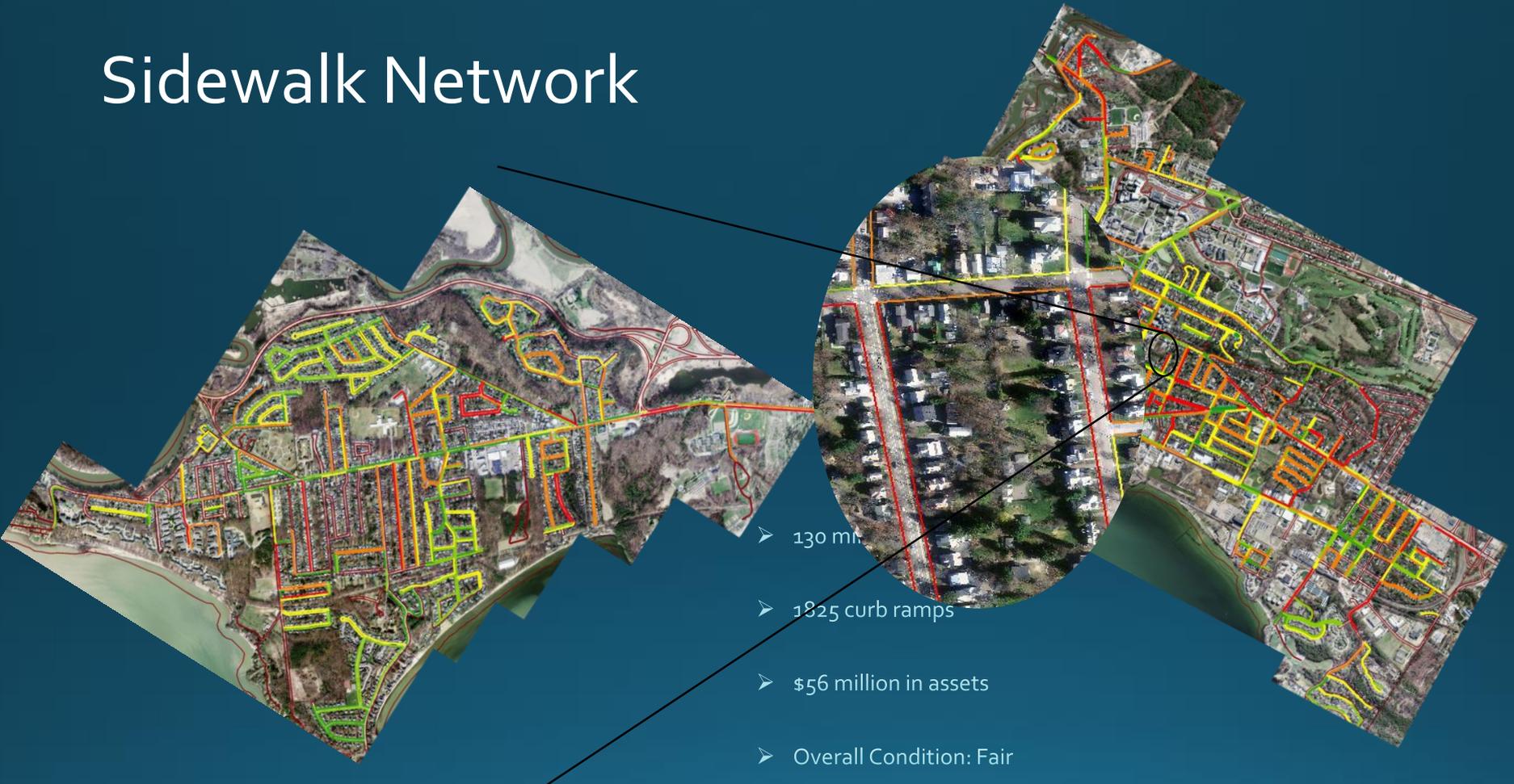
# Background

- Design Life
  - Target 40 years
  - Current 130 years
- Many sidewalks in Burlington are over 60 years old
- Preventative maintenance required to meet 40 year design life



Manhattan Drive

# Sidewalk Network



- 130 miles
- 1825 curb ramps
- \$56 million in assets
- Overall Condition: Fair

# Objectives

1. Manage the total sidewalk network in a way that ensures safe and hazard free routes for pedestrian traffic.
2. Ensure that sidewalks within the right of way meet ADA standards and PROWAG guidelines.
3. Maintain a complete record of Burlington Sidewalks and their condition evaluated on a 5-10 year rotating schedule.
4. Define types of sidewalk deficiencies and their priority for repair.

# Objectives

5. Determine a predictive work plan for long run replacement of sidewalks.
6. Use various methods of evaluation and repair to ensure the most economical use of sidewalk funding.
7. Utilize alternative funding sources to construct new sidewalk.
8. Identify sidewalk enhancement projects as called for in the PlanBTV Walk/Bike Plan.

# Inventory Management

- In 2014 Sally Swanson Architects was hired to perform data collection along entire sidewalk network
- Data collected using GPS technology
- Evaluated sidewalk for vertical offsets, cross slope, and running slope
- Provided GIS database of entire network



Used with permission of SSA

# Barrier Score

- Determine level of deterioration of sidewalk segments
- Calculated empirically using GPS technology and data collector
- Categories based on PROWAG guidelines

Barrier Type	Weight	Quantity	Value	Score
Minor Heaving*	10	1-2 incidents	30%	3
		3-5 incidents	60%	6
		6 + incidents	100%	10
Major Heaving*	20	1-2 incidents	30%	6
		3-5 incidents	60%	12
		6 + incidents	100%	20
Cross Slope Low	2.5	10' or less	50%	1.25
		> 10'	100%	2.5
Cross Slope Medium	5	10' or less	50%	2.5
		> 10'	100%	5
Cross Slope High	15	10' or less	50%	7.5
		> 10'	100%	15
Running Slope Low	1.25	10' or less	50%	0.625
		> 10'	100%	1.25
Running Slope Medium	2.5	10' or less	50%	1.25
		> 10'	100%	2.5
Running Slope High	5	10' or less	50%	2.5
		> 10'	100%	5
Puddles/Drainage	25	1-2 incidents	50%	12.5
		3+ incidents	100%	25

\*Minor heaving is an offset of 0.25 in to 0.5 in, Major heaving is anything over 0.5 in

# Barrier Score Examples

54.75/86.25



Converse Court

Theoretical highest score: 86.25  
Actual highest score: 67.375

3.75/86.25



Browns Court

# Activity Score

➤ Formerly the Pedestrian Propensity (Potential) Index

Criteria Layer	Sub Category	Weight	Category	Value	Score
Streets	Arterial	10	Adjacent Arterial Street	100%	10
	Collector		Adjacent Collector Street	50%	5
	Local		Adjacent Local Street	25%	2.5
Transit Stops		10	Within 1/4 mile of a transit stop	100%	10
Schools	Elementary School	12	Within 1/4 mile of elementary school	100%	12
	Middle or High School		Within 1/2 mile of middle or high school	100%	12
	College		Within 1 mile of a college	100%	12
			Within 1/2 mile of Park	100%	10



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Within 1  
Within 1/4 m  
Categories need to be  
4 categories loosely b  
Categories need to be  
4 categories loosely b  
Adjacent incc

# Sidewalk Condition Index (SCI)

- Also known as the Priority Score
- Combination of Activity Score and Barrier Score
- Used to create work plan for sidewalk reconstruction

*a = Activity Score*  
*b = Barrier Score*  
*p = Priority Score*

*If  $a \leq 2b$ ;  $p = b + a$*   
*If  $a > 2b$ ;  $p = b + 2b$*

# Questions

Barrier Type	Weight	Quantity	Value	Score
Minor Heaving*	10	1-2 incidents	30%	3
		3-5 incidents	60%	6
		6 + incidents	100%	10
Major Heaving*	20	1-2 incidents	30%	6
		3-5 incidents	60%	12
		6 + incidents	100%	20
Cross Slope Low	2.5	10' or less	50%	1.25
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Cross Slope Medium	5	10' or less	50%	2.5
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Cross Slope High	15	10' or less	50%	7.5
		> 10'	100%	15
Running Slope Low	1.25	10' or less	50%	0.625
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Criteria Layer	Sub Category	Weight	Category	Value	Score
Streets	Arterial	10	Adjacent Arterial Street	100%	10
	Collector		Adjacent Collector Street	50%	5
	Local		Adjacent Local Street	25%	2.5
Transit Stops		10	Within 1/4 mile of a transit stop	100%	10
Schools	Elementary School	12	Within 1/4 mile of elementary school	100%	12
	Middle or High School		Within 1/2 mile of middle or high school	100%	12
	College		Within 1 mile of a college	100%	12
Parks/Path	Large	10	Within 1/2 mile of Park	100%	10
	Medium		Within 1/2 mile of Park	100%	10
	Small		Within 1/4 mile of Park	100%	10
City Attractors	Downtown Designation	12	Within 1/4 mile of Downtown Area	100%	12
	Neighborhood Activity Center		Within 1/4 mile of Neighborhood Activity Center	100%	12
Pedestrian Generators	Senior Center	12	Within 1/4 mile of a Senior Center	100%	12
	Community Center		Within 1/4 mile of Community Center	100%	12
	Employment Center Large		Within 1/2 mile of Large Employer	100%	12
	Employment Center Medium		Within 1/4 mile of Medium Employer	100%	12
Population Density		12	Categories need to be set on case by case basis. Break data into 4 categories loosely based on "Natural Breaks" classification.	0%	0
				30%	3.6
				60%	7.2
				100%	12
Elderly Population Density		12	Categories need to be set on case by case basis. Break data into 4 categories loosely based on "Natural Breaks" classification.	0%	0
				30%	3.6
				60%	7.2
				100%	12
No Sidewalk		10	Adjacent incorporated street with no Sidewalk	100%	10

## Example Case 1: St Paul Street

*Activity Score = 43*  
*Barrier Score = 66.25*

*In this case, the activity score is less than twice the barrier score, therefore the equation uses the true activity score*

$$66.25 + 43 = 109.25$$

*Priority Score = 109.25*



## Example Case 2: N Winooski Avenue

*Activity Score = 86*  
*Barrier Score = 6.875*

*In this case, the activity score is more than twice the barrier score, therefore it is limited to twice the barrier score.*

$$6.875 + 2 * 6.875 = 20.625$$

*Priority Score = 20.625*



## Example Case 3: Austin Drive

*Activity Score = 21.5*  
*Barrier Score = 64.25*

*In this case, the activity score is more than twice the barrier score, therefore it is limited to twice the barrier score.*

$$21.5 + 64.25 = 85.75$$

*Priority Score = 85.75*

*Note: Activity score alone for N Winooski ranks that sidewalk higher than this section*



# Long Run Repairs

- Primary type of repair
- Deficiencies exist in more than 30% of sidewalk segment
- Replace majority of sidewalk segment to achieve a barrier score of zero



Lakeview Terrace

# Short Run Repairs

- Secondary type of repair
- Deficiencies exist in less than 30% of sidewalk segment
- Replace small segments of sidewalk containing deficiencies to improve priority score



North Street

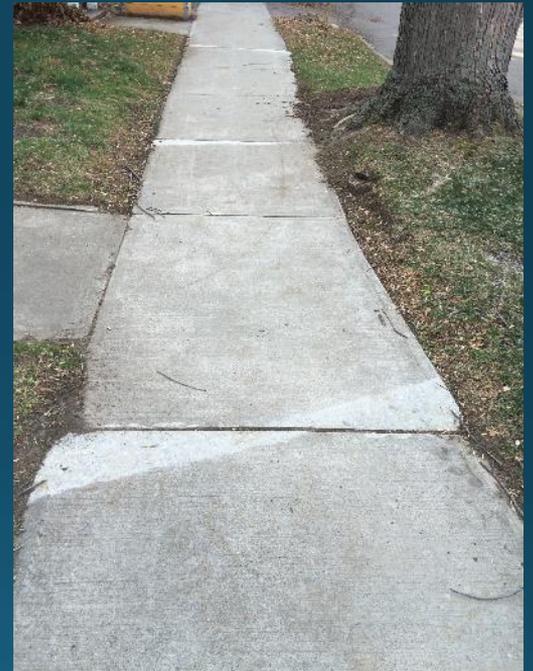
# Alternative Repairs (Sawcutting)



College St and Central St



Sawcutting Process



Conger Ave

# Safety Hazards

Cross Slope  
>10%



South Union Street

>2" Vertical  
Offset



Hyde Street

>1" Offset Within Slab

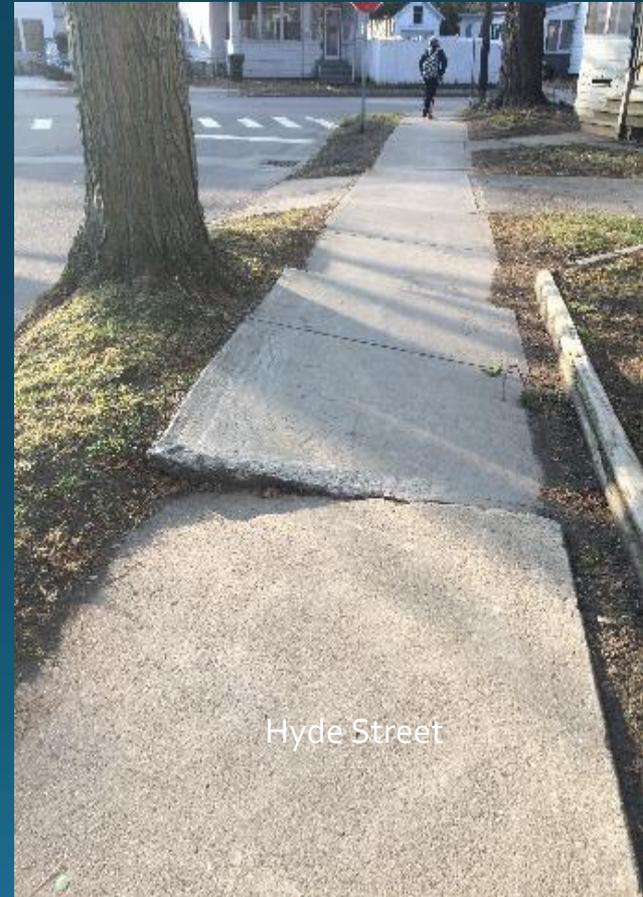


Marble Avenue

## Additional Safety Hazards

- A sidewalk panel rocks when walked across.
- The panel is producing granular material in such quantity and size that it is causing a tripping hazard. (>1" diameter pieces)
- Large unstable broken chunks of sidewalk
- There is a gap between panels 2" or greater with some amount of vertical displacement
- Running Slope greater than 20% or greater than 11% from road grade

## Combination Hazard



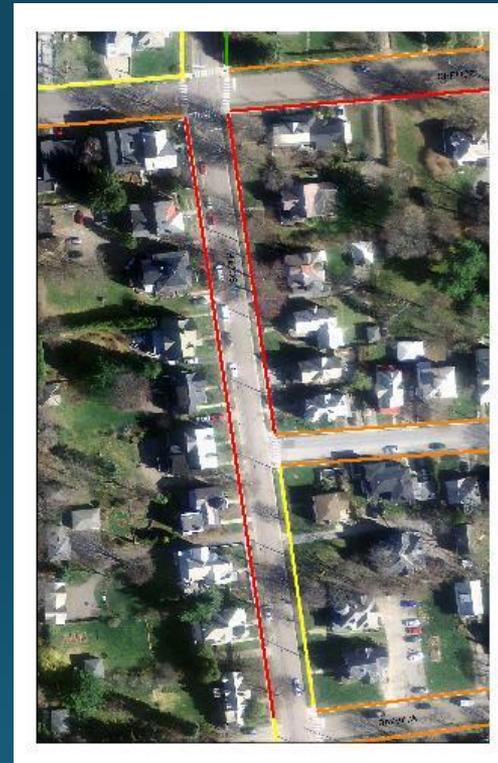
## Creation of the Work Plan

- Utilize GIS to create a master map that includes SCI and all sidewalk RFS's
- Develop graphical output and accompanying work plan for Right-of-Way crews to follow



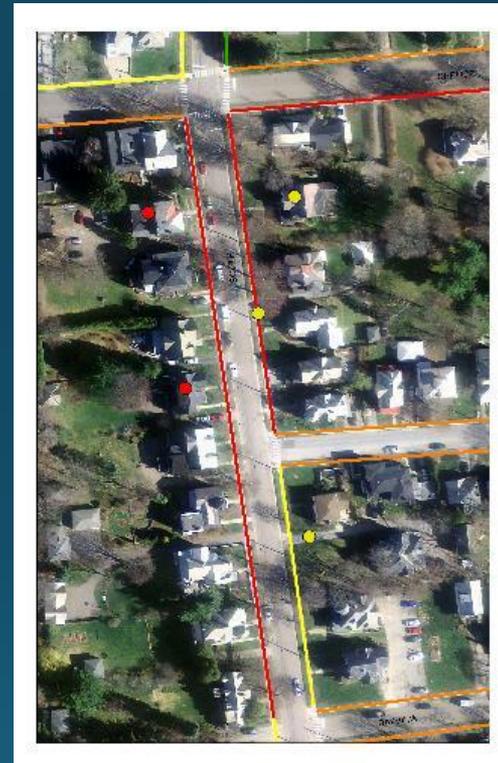
## Creation of the Work Plan

- Each sidewalk segment is input into the map.
- Segments colors are then displayed based on their priority score.
- Red is the highest priority; green is the lowest.



## Creation of the Work Plan

- All Requests for Service (RFS) are recorded and geocoded into the map.
- Red points represent safety hazards
- Yellow points represent non-safety replacements



## Creation of the Work Plan

- Clusters of red points and segments show high priority repair areas.
- A work plan layer is then added to the map.
- Allows for coordination of work with other departments.



# Funding Impacts

- Annual funding for maintenance
- Program needs \$750,000 to be considered moderately funded
- Program needs \$1.5m to be considered sustainably funded
- Alternative repairs like saw cutting are allocated from the Long Run Budget

## Modestly/Sustainably Funded Program Budget Breakdown

Types of Repair	Percent of Funds Allocated
Long Runs	≥ 75%
Short Runs	≤ 10%
Safety Hazard	≤ 15%

## Minimally Funded Program Budget Breakdown

Types of Repair	Percent of Funds Allocated
Long Runs	≥ 40%
Short Runs	≤ 15%
Safety Hazard	≤ 45%

# Questions



Burlington Department of Public Works Commission Meeting  
Draft Minutes, 18 May 2016  
645 Pine Street

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr, Chris Gillman; Solveig Overby; Jeff Padgett (Chair); Tom Simon

**Item 1 – Call to Order – Welcome – Chair Comments**

Chair Padgett calls meeting to order at 6:30p.m. and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr made motion to accept the agenda with the following amendments:

- #3 – Remove Resident Parking on South Prospect Street item for more discussion with the residents of the area
- #5 – Add action (voting to the Tactical Urbanism Presentation & Input item
- #7 – Add action (voting) to the Draft FY'17 Key Initiatives

Commissioner Gillman seconded  
Motion approved - unanimous

*\*\*Chair Padgett summarizes items on the Consent Agenda Item 4 – prior to Item 3 – Public Forum\*\**

**Item 3 – Public Forum**

Joyce Walsleben resident of River's Edge was present for a follow up on opening the gate at the end of River's Edge. Assistant Director Baldwin stated he had a copy of a letter from the Mayor's Office and is going to share this with the Commission in the Director's Report section.

**Item 4 – Consent Agenda**

- A. Traffic Request Status Report
- B. No Parking Here to Corner Signs on Manhattan Drive
- C. Loading Zone Removal at 145 North Winooski Avenue
- D. 15 Minute Parking Removal at 272 Church Street
- E. Resident Parking Eligibility Amendment on Colchester Avenue

Commissioner Alberry made a motion to approve the Consent Agenda. Commissioner Barr seconded.  
Action taken: motion approved;  
“Ayes” are unanimous.

**Item 5 – Memorial Auditorium Meter Reduction – Martha Keenan**

Staff recommends reconfiguring parking around Memorial Auditorium to address public safety concerns. Block off 14 parking spots, 7 of which are metered, on the north side of the building as this is the side where there is the most deterioration to the building. The revenue from these meters amounts to approximately \$3000.00 a year. The department proposes to temporarily bag three additional metered spaces to accommodate existing tenants spaced until their lease is up at the end of the year.

There is a fire escape where The Generator, a tenant of the building, goes under this fire escape to unload and load their trucks.

Commissioner Archambault asked some questions about who determined that the building was not safe and Ms. Keenan gave her explanation from the company who did the investigation.

The reason parking needs to be eliminated around the building is because of the deterioration, possible bricks falling off.

Commissioner Overby made a motion to accept staff's recommendation with the amendment that plywood be installed on the fire escape. Commissioner Barr seconded.

Commissioner Archambault suggested that there be some vertical plywood placed on the fire escape so debris bounces it will not go over the side and hit anything.

Action Taken – motion approved - Unanimous

**Item 6 Tactical Urbanism Presentation & Input – Nicole Losch**

Nicole presented the draft Tactical Urbanism manual. There was discussion about bike lane installations on streets in the city. For neighborhood projects where residents want to test improvements to their neighborhoods it is recommended that there be a city ordinance to get permits for the projects.

Commissioner Barr made a motion to accept staff's proposal to seek an ordinance change.

Commissioner Overby seconded. Vote was unanimous

**Item 7 – E-911 Coordinator & Street Numbering Authority – Norman Baldwin**

Department staff suggests that the authority for addressing properties be transferred from Streets Commission, as currently described in ordinance, to the Planning Department as new development projects starts with Planning. Planning is currently doing most of the numbering now City staff recommends changing the City Code to unite several related functions with the City's E911 Coordinator

Commissioner Alberry made a motion to accept proposal. Commissioner Barr seconded.

Unanimous approval

**Item 8 – Draft FY'17 Key Initiatives**

Commissioner Padgett spoke to the Commission's authority as described Gene Bergman's 2012 memorandum. The Commission reviewed staff's proposed FY'17 Key Initiatives.

**Item 9 – Draft Minutes 4/20/16**

Commissioner Archambeau stated the minutes are not done up to par for communication. He suggested that there be a guide for help on doing the minutes. Commissioner Overby stated that there are important points that should be in the minutes but are not and feels these need to be reflected. We can tell what points should be in minutes.

Commissioner Alberry made a motion to approve the draft minutes

Commissioner Barr seconded

Unanimous approval

**Item 10 – Director's Report – Norm Baldwin**

Resident Joyce Walsleben wants to open Rivers Edge to public traffic between North Avenue and Plattsburg Avenue. There is a gate at one end of the development that is always kept closed.

There is a whole process that people have to go through and the City must do the research to see if this would be feasible. Please see the memo handed out from the Mayor's Office for further information.

There will be a separate public meeting to update the community on the Shelburne Street roundabout in the coming month.

Repairs to Manhattan Drive slope failure have begun. Repairs are also planned for the nearby Route 127 bike path that has also experienced slope failure. There will be some bike path closures during the repair.

It will impact the traffic study on North Avenue. There will be two lanes of traffic at all times. This will be an eight week process.

Megan Moir has been hired to fill the Assistant Director Water Resources vacancy.

The consultant contract to begin design work for the Great Streets initiative recently went to City Council for approval, the first phase of the effort will include redesign and eventually reconstruction of St. Paul Street, Main Street, and City Hall Park. Laura Wheelock will be the project manager.

#### **Item 11 – Commissioner’s Communication**

Commissioner Overby reported that she went to River’s Edge and walked around the area and noticed there was an upgraded stop light at Plattsburgh Avenue. She gets suggestions from people who live there and will support this idea.

Traffic coming off George Street has their view blocked to oncoming traffic due to CCTA bus stops on Pearl Street. CCTA has been alerted to this issue and is working on making it better.

Commissioner Archambeau asked if Post Office vehicles are subject to the same parking issues as the public. He congratulated Megan Moir on her new position as Assistant Director.

Commissioner Barr asked about the pipe laying on Colchester Avenue by Ireland for their project. Staff confirmed that the developer is responsible for paving Colchester Avenue when they are done working in roadway. Residents would like the entire section done not just that little section to make it all even. It was explained that each utility is responsible for repairing their patches.

Commissioner Padgett stated he went to City Council on Monday and presented the Commission’s Annual Report. He stated that we were looking for transparency with the budget to the public. He would like to see the position of secretary come back to the Commission.

#### **Item 12 – Adjournment**

Commissioner Barr made a motion to adjourn at 8:10 p.m.

Commissioner Alberry seconded

Unanimous



**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](http://www.burlingtonvt.gov/dpw)

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To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **Director's Report**  
Date: June 8, 2016

### **FY'17 KEY INITIATIVES**

Staff presented the DPW Commission a draft version of our upcoming fiscal year workplan last month. We use this document to identify our objectives for the upcoming year and make sure our budget aligns with these priorities. This document also identifies the Commission role in these initiatives. We are bringing a final draft for your approval to the June Commission meeting.

### **FY'17 BUDGET**

The department submitted our requested FY'17 budget in late May. DPW's budget reduces its net reliance on the General Fund for FY'17 by \$500,000 (~20%). The Mayor's recommended budget will be out soon. If interested, Commissioners can view the Department's recommended General Fund, Water Resources and Traffic and Capital budgets here:

- General Fund:  
<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=A9WPF85C49EE>
- All Others:  
<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=AA5MUF56C830>

### **CSWD REPRESENTATION – TRANSITION & VACANCY**

I have asked Assistant Director Rob Green to apply to serve as Burlington's next representative on the Chittenden Solid Waste District's board of directors. I have completed my two year term and looking ahead at future CSWD opportunities, I believe Rob will well represent Burlington's interests on this important regional board. Rob submitted his application to the Clerk Treasurer's Office and the City Council will be making appointments later this month. Burlington also has an alternate position on this board as well – and it is currently vacant. As the City's goal is to have boards represent the diversity of our community, I'd welcome Commissioners' outreach to encourage members of our community from diverse backgrounds to consider this opportunity.

### **CCTA REPRESENTATION – VACANCY**

I have applied to continue my service on the CCTA Board of Commissioners. There is a second board position for Burlington that is vacant. As the City's goal is to have boards represent the diversity of our community, I'd welcome Commissioners' outreach to encourage members of our community from diverse backgrounds to consider this opportunity.

## PROJECT UPDATES

- The **construction season is fully underway**. Construction updates are posted on DPW's website at: <https://www.burlingtonvt.gov/DPW/CONSTRUCTION-UPDATES>.
- City Engineer and Inspection Services quickly and effectively responded to the embankment failure on Plattsburgh Ave that threatens the residence at **292 Plattsburgh Avenue**.
- Repair to the **Manhattan Drive slope failure** is underway. The Route 127 bike path is closed as it is being used as the access to the bottom of the slope.
- The public information meeting for the **Shelburne Street Roundabout** project will be scheduled for the end of June – likely either June 28 or 29. The date and location will be finalized by the Commission meeting so it can be announced at that time.
- It is looking increasingly likely that the City will be transferring **Airport parking garage** operations from DPW to the Airport in the coming months. The most important component is to make sure the transition is as smooth as possible for our staff. We are actively working with Human Resources and have a meeting with the union next week.
- The final work items are being completed at **Waterfront Access North**. DPW staff will be working to tie up financial and administrative tasks over the coming months. One key step will be to formally dedicate Lake Street Extension as a City Street, part of our Right Of Way. Meters will be added to this parking lot as well in the coming months.
- Staff is completing final preparations for the **North Avenue pilot project** which will begin in mid to late June (depending on the weather since striping requires a dry road surface). DPW hosted a public forum on June 7<sup>th</sup> to update the community on the pilot plans. Approximately 40 people attended. If you missed the meeting, CCTV recorded it and it will be posted on their website in the coming days at: <https://www.cctv.org/watch-tv/programs/north-avenue-pilot-community-meeting>.
- Thanks to financial support from Chittenden Solid Waste District, we are continuing to offer a **50% discount on recycling totes while supplies last**. There are only 16 left at this price. The totes have larger capacity than recycling bins and limit wind-blown litter. <https://www.burlingtonvt.gov/sites/default/files/u127/CART%20BROCHURE%20GREEN%20UP%20DAY.pdf>. This offer won't last much longer, so spread the word!
- Utilization of the **Park Mobile** pay by cell app for downtown meters is continuing to see greater usage. Last month we had over 12,000 transactions – over 500 per day. 14% of revenue is currently coming through this portal. Over the last two years we've expanded the ways to pay for on-street meters to include credit cards and cellular payments.
- Following up from the sewage backup at **184 Church Street** that migrated into the right-of-way this spring, a bill for our services to contain the sewage and protect the public was sent to the property owner and it has been fully paid.
- There is a public meeting for the **South Prospect Street** residential permit parking request set for June 21, 6:30pm at 645 Pine Street. This item was removed from the Commission's May agenda at the request of residents who sought additional public process.

See everyone next Wednesday. Don't hesitate to follow up with me to get further updates on these or any other topics.

## Draft Burlington Dept. of Public Works FY'17 Key Initiatives

	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & NOTES	COMMISSION ROLE	METRICS
1	DPW-wide, CIO	<b>Conduct Project Management pilot</b> across City government with support of a PM consultant.	✓			Completion of pilot. Determination of next investment to strengthen City's PM capabilities and systems across City.		Updated policies.
2	DPW-wide	<b>Complete asset management plan</b> to advance City's capabilities and begin implementation of a CMMS (computerized maintenance management system)	✓	✓	✓	Create asset mgmt plan mainly for the Water Resources that also includes a city-wide needs assessment. Procure CMMS tool in FY'17.	Provide feedback on draft plan	Completion of plan. Number of service interruptions, service complaints. Will develop and refine operational metrics through plan development.
3	DPW-wide	<b>Continue to close capital funding gaps</b> across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing strategies with stakeholders	✓			The city-wide capital plan sets funding targets. Adequate capital funding levels replace assets on schedule, increase service reliability and reduce costly emergency repairs.	Evaluate and recommend funding sources	Annual capital expenditures vs.the total annual capital needs for each asset class
4	DPW-wide	<b>Manage finances within policy and budgetary parameters</b>	✓	✓		Budget targets are met and there are no major audit findings.		Financials meet or exceed budgeted targets across all funds, Fund balances % of goal.
5	DPW-wide	<b>Strengthen operational policies and procedures</b>	✓		✓	All DPW operational policies located in central folder. Smooth internal operations with clear policies and procedures. Clear expectations about engaging other divisions and departments.		At least 10 new written policies / procedures approved by Director or Assistant Directors
6	DPW-wide	<b>Increase employee participation in professional development opportunities</b>	✓	✓	✓	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.		At least 90% of staff that took advantage of professional development opportunity over last year
7	DPW-wide	<b>Refine key performance indicators (KPI's)</b> 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	Existence and use of KPI's
8	DPW-wide	<b>Increase commitment to the City's diversity and equity goals</b>	✓	✓	✓	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	Utilize metrics developed by City's Diversity & Equity Core Team
9	DPW-wide	<b>Strengthen safety program</b>	✓	✓		Safety Manual completed in FY'16, printed in FY'17. Actively participate in citywide risk management effort. DPW Safety Team meets at least quarterly. Host voluntary Project Worksafe Audit.		Number of workdays lost to work-related injuries
10	CEDO, CIO, DPW-wide	<b>Participate in city-wide public engagement and communications plan</b>		✓	✓	Assist City in developing Civic Engagement Plan (incl. social media) to achieve a more informed and engaged community. May wait until FY'18, dependant on other departments.	Recommend Commission-related communication improvements	Completion of plan
11	DPW-wide	<b>Begin to measure department-wide customer service</b>		✓	✓	More responsive department. Begin customer service surveys in FY'17.		Response time for a subset of Request For Service categories
12	IT, P&Z, Assessor, DPW	With CIO, <b>develop document retention policy and document management system</b> that enables DPW to efficiently store and retrieve plans, permits, documents	✓			Greater protection of city records. Reduced staff time spent filing and searching.		Electronic document management system for plans, permits
13	ROW, Tech Services	<b>Expand preventative maintenance program</b> of pavement, sidewalk, guardrails, railings, fences and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Reference costs in the city-wide capital plan.		Activities are budgeted for and completed. Number of potholes, sewer plugs, main breaks decrease.
14	Tech Services, Water Res.	<b>Develop engineering standards and street design guidelines</b>	✓		✓	Contract out development of standards, guidelines that will efficiently direct future investments. Initially focus on downtown for TIF streetscape investments.	Recommend adoption of standards to Council	Adoption of standards

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15	Tech Services	<b>Complete division re-organization</b> and support teams through transition to best position Division 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 go to Board of Finance and Council for approval.		Re-organization accomplished.
16	Tech Services	<b>Increase technical staff capacity</b> in Technical Services	✓	✓		Team has resources to tackle additional capital projects (including downtown TIF) identified in the City's capital plan.		Staffing needs met with appropriate staff resources. Additional metric forward could include report on projects completed.
17	Tech Services	<b>Advance high priority capital projects</b> in accordance with project schedules	✓			High priority projects (Champlain Parkway, Great Streets, PlanBTV Walk/Bike implementation, Railyard Enterprise Project) advance on schedule.		Projects advance according to project schedules.
18	Traffic	<b>Substantially complete Phase II of major capital repairs in garages</b>	✓	✓		Assessment-recommended capital repairs underway to extend lifespan of aging municipal garages. Complete \$6M+ investments by end of FY'17.	Review and provide input on funding strategy	Short term capital repairs completed
19	Traffic	<b>Implement comprehensive upgrade to garage operations including an enhanced PARCS system</b>				New PARCS system allows for greater automation of garages, transition of attendants to ambassadors, new validation program, and new lease options for customers.	Review and approve new lease and rate changes	Enhanced PARCS system installed. Begin to see increased net income from the garages.
20	Traffic	<b>Implement downtown parking and transportation improvements -- Phase II policy and funding recommendations from Downtown Parking Study</b>	✓	✓		Improve customer experience while also enhancing the sustainability of our parking system. Begin to have Traffic Fund support broader downtown transportation and related infrastructure needs.	Review and approve changes	Phase II policy and rate changes implemented
21	CIO, Tech Services	<b>Assist completion of permit reform report and begin implementation</b>	✓	✓	✓	Led by CIO. Inspection Services will be actively engaged.		Plan substantially complete
22	Maintenance, CT, Parks	<b>Explore City-wide fleet model</b> for managing City's vehicles			✓	Launch pilot to share DPW and Parks admin fleet. Review existing structure and make recommendations to Administration. May include review of City's facility maintenance structure and BSD fleet.	Review provide feedback on study	Study of fleet (and facility?) structure underway in FY'17
23	Traffic, Water Resources, CT office, Schools	<b>Improve cost allocations</b> between DPW and other departments (ie. have Water credited for fire protection service, contain growth of PILOT payments, 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 aging systems.		FY'18 budget has fairer allocation of costs
24	Water Resources	<b>Develop capital plans</b> for stormwater and wastewater infrastructure -- including a comprehensive assessment of existing assets and future biosolids handling/processing needs	✓			This will allow project, rate planning and coordination of work for collection system with capital street program. Procure consultant to determine how best to deal with biosolids (in partnership with CSWD).		Capital plans complete for Wastewater and Stormwater
25	Water Resources	<b>Integrated Water Quality Management Plan development</b>	✓		✓	Advance planning necessary to develop an Integrated Water Quality Management Plan which outlines how the City will meet its various Clean Water Act regulatory obligations and its local water quality priorities.	Review interim elements and final Integrated Plan	Obtain SRF funding. Completion of interim project milestones such as: Wet weather/stormwater master plan, selection of 35 high priority projects, completion of financial capability analysis.
26	Water Resources	<b>Project and establish sustainable rate structure</b> for Water, Wastewater and Stormwater	✓	✓		Develop a multi-year rate structure that will balance future budgets while accomplishing the division's goals.	Review proposed rate structure, recommend to Council	Rates clearly tied to need and adopted.
27	Water Resources	<b>Comply with TMDL (Total Maximum Daily Load) regulations --</b> continue chemical trial at Main & North W/W plants to determine ability to meet TMDL regulations for phosphorous reduction through optimization	✓		✓	Obtain reasonable Main WW discharge permit in early FY'17. Continue optimization efforts to help us reach compliance.	Monitor policy and understand cost impact	Track/develop cost per pound of P removed via Ferric versus Alum.
28	Water Resources	<b>Improve compliance with Stormwater sections of Chapter 26 ordinance</b> through increased site inspections of construction sites and post-construction practices.	✓	✓		Through poss. increase of staff resources, inc. compliance inspections for construction EPSC practices. Complete formal process of recording maint. and access agreements for post-const. practices. Ensure public projects are compliant with Chapter 26.		# of construction and post-construction compliance inspections.