



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: May 9, 2019
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 15, 2019**
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 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Proctor Place Parking Prohibition

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, crime victim 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 (802) 540-2505.

- 5 20 Min Flynn Ave Safer Biking Infrastructure & Parking Adjustments
A Communication, N. Losch & E. Gohringer
B Commissioner Discussion
C Public Comment
D Action Requested –Vote
- 6 10 Min Colchester Ave Safety Improvements & Parking Adjustments
A Communication, N. Losch & E. Gohringer
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 7 20 Min Main St. & S. Winooski Ave Surface Lot RFP
A Presentation, CEDO
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 8 15 Min Pipe Assessment Public Hearing
A Communication, G. Johnson
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 9 5 Min Approval of Draft Minutes of 4-16-19
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 Executive Session - Director & City Engineer Annual Reviews
- 13 **Adjournment & Next Meeting Date – June 19, 2019**
-
-



Memo

Date: May 15, 2019

To: Public Works Commission

From: Madeline Suender, Associate Engineer

CC: John Adams-Kollitz, Parks Project Coordinator
Ashley Toof, Public Works Engineer
Laura Wheelock P.E., Senior Public Works Engineer

Subject: Proctor Place Parking Prohibition

Recommendations to the DPW Commission:

7 No-parking area.

No person shall park any vehicle at any time in the following location:

- On Proctor Place.

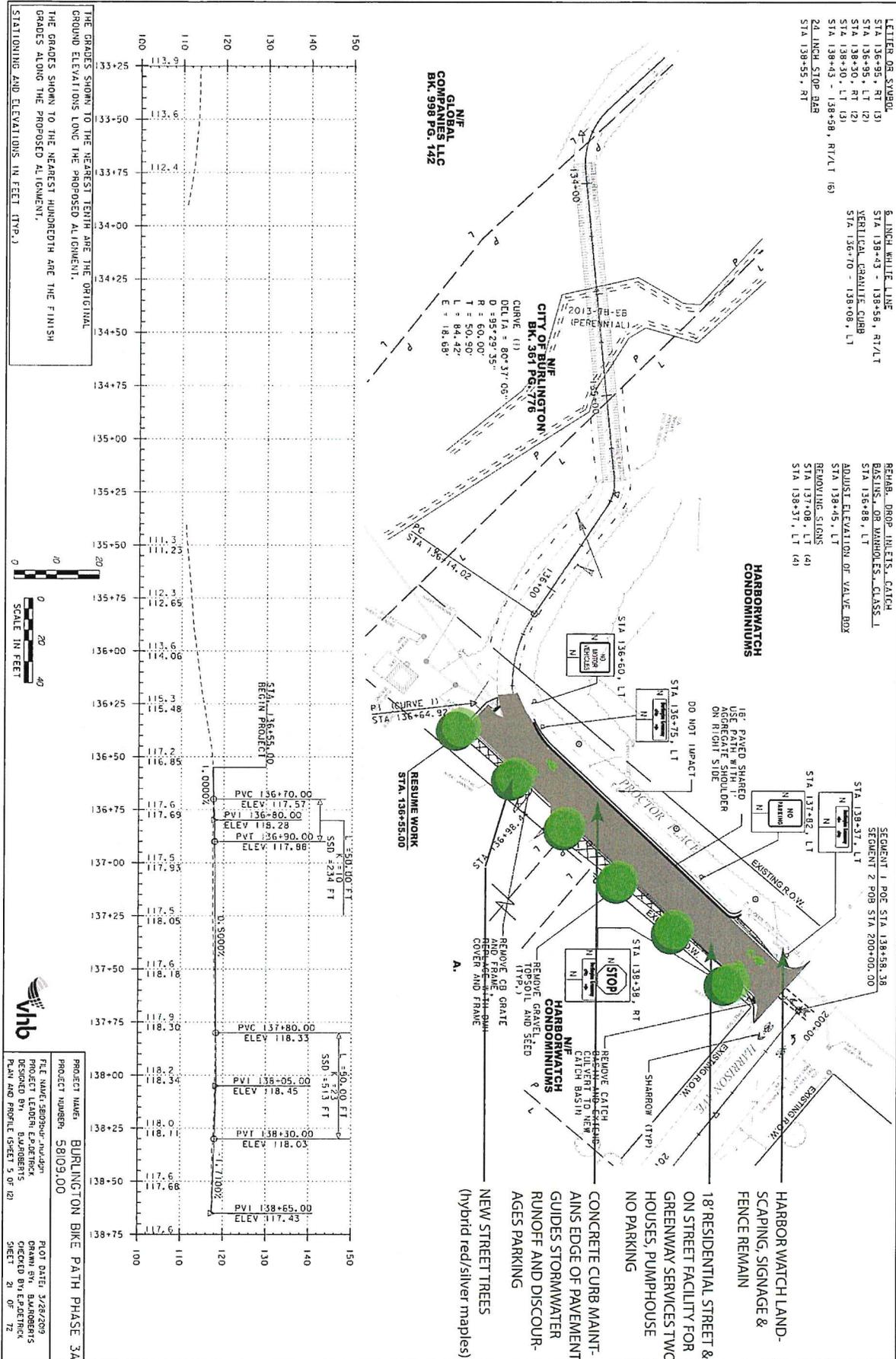
Purpose & Need:

The purpose of the recommended traffic regulation amendment is to allow adequate effective travel width (14ft minimum for Burlington Fire Department) on Proctor Place after construction of the roadway improvements proposed as part of the Burlington Bike Path Rehabilitation Project Phase 3A. The project will include bike path changes and the addition of a curb on Proctor Place which will narrow the street width from 26ft to 18ft. Creating a parking prohibition will address the need to allow large vehicles such as emergency services, plow trucks, trash and recycling trucks to access the road while maintaining two travel lanes.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		National Fire Protection Codes (Chapter-18), AASHTO, and the MUTCD
Aligns with City plans?		X		DPW Yield and Narrow Streets Policy
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Attachment 1: Site Map



LETTER OR SYMBOL:
 STA 136+95, RT (3)
 STA 136+95, LT (2)
 STA 138+30, RT (2)
 STA 138+30, LT (3)
 STA 138+43 - 138+58, RT/LT (6)
 STA 138+55, RT

6. JUNCTION, WHITE LINE
 STA 138+43 - 138+55, RT/LT
 VERTICAL CURVE, CLASS 1
 STA 136+70 - 138+08, LT

REPAIR, PROP. JUNCTION, CATCH BASINS, OR MANHOLES, CLASS 1
 STA 136+88, LT
 ADJUST ELEVATION OF VALVE BOX
 STA 138+45, LT
 REMOVING SIGNS
 STA 137+08, LT (4)
 STA 138+37, LT (4)
 STA 138+55, RT

RESUME WORK
 STA. 136+55.00
 BEGIN PROJECT

RESUME WORK
 STA. 136+55.00

THE GRADES SHOWN TO THE NEAREST TENTH ARE THE ORIGINAL GROUND ELEVATIONS LONG THE PROPOSED ALIGNMENT. THE GRADES SHOW TO THE NEAREST HUNDRETH ARE THE FINISH GRADES ALONG THE PROPOSED ALIGNMENT.
 STATIONING AND ELEVATIONS IN FEET (TYP.)

SCALE IN FEET
 0 20 40



PROJECT NAME: BURLINGTON BIKE PATH PHASE 3A
 PROJECT NUMBER: 58109.00
 FILE NAME: 3803ur-nurjun
 PROJECT LEADER: EAPDETICK
 DESIGNED BY: EAPDETICK
 PLAN AND PROFILE (SHEET 5 OF 12)
 PLOT DATE: 3/28/2019
 DRAWN BY: BAMBORGIS
 CHECKED BY: EAPDETICK
 SHEET 21 OF 72

RESUME WORK
 STA. 136+55.00

Attachment 2: Public Correspondence

4/8/19

Dear Madeline,

I live at [REDACTED] and just received your letter regarding removing parking from Proctor Place as you repair the bike path.

I do understand the need to make the area better defined. It is currently difficult for bike path users to understand that there is also a road but losing parking will be difficult

In the summer there is a great deal of parking on Proctor Place as they use this parking to access Oakledge Park. If you remove the parking from Proctor Place it will push the need for parking to Harrison and Central Ave which will make it difficult for local residents. I hope these residents have been informed as well.

I would ask you to consider possible putting 2 parking spaces at the end of the road to provide overflow parking for 6 and 8 proctor place and one designated for the city so they can always have access to the pump station. (3 total).

Sincerely,

4/9/19

Hi Madeline,

By way of introduction, I am writing on behalf of myself and [REDACTED]. We live at [REDACTED]. I have also cc'ed our landlord and fellow Lakeside resident, [REDACTED], and our neighbor at [REDACTED].

We received your letter yesterday describing the motivation and impacts of the bike path redesign along Proctor Place. We appreciate how clearly the letter explained the goals, and what that would require to maintain emergency vehicle access. We are big fans of the bike path project and support improvements to the Proctor Place section. We would like to know more about the specific site plans. Some of our concerns are minimizing the reduction of available parking, how the no-parking areas will be signed and/or enforced on busy summer weekends, etc.

Is there a time we can meet and look at the site plan? We would be able to come to the DPW office, but perhaps it would be more useful to walk around Proctor Place and we can share our observations of how people move through and use the space.

Best Regards,

4/12/19

I totally support this change. Proctor Place needs to be safe, and it is not safe now. The congestion with multiple cars, and poor access with fire trucks for residents are good reasons to ban the parking. I also support narrowing the street as outlined.

Thank you, [REDACTED], resident of the Lakeside Neighborhood

4/12/19

Dear Ms. Suender:

I am in complete agreement with the decision of DPW's decision to exclude parking along Proctor Place. We live close to this stretch of the bike path as it emerges onto Harrison Avenue, at a spot that already has to handle traffic along this street as well as all those entering or exiting from the bike path: a vibrant and sizable mix of children and adults on scooters, bikes, strollers and on foot.

Those vehicles turning into Harrison to park along its eastern side pose a threat to pedestrians and add to the congestion at this dead end section of the street.

With my thanks for this thoughtful intention,

4/15/19

Hello Madeline!

Thank you for your recent email requesting feedback on the city's plan to reduce the width of Proctor Place, and thereby eliminate on-street parking along Proctor Place.

Between April and October, the Lakeside neighborhood has many motorist visitors who utilize the free parking on Proctor Place, Harrison Avenue and Central Avenue and walk to Oakledge Park. By doing so, they avoid a parking fee at Oakledge Park). This same phenomenon is also experienced at Lakeside Park, where visitors enjoy free parking on the neighborhood streets in order to engage in various sporting activities at the park (soccer, little league, hoops, etc). Still other visitors will drive to the neighborhood with bicycles in tow, take advantage of the free parking in Lakeside, and ride the bikepath which, as you pointed out, bi-sects the neighborhood.

Given that many of the residential homes in the historic Lakeside neighborhood do not have sufficient off-street parking (the neighborhood was constructed before the motor age, this parking dynamic creates a negative impact on the neighborhood who often find there is no parking available near their homes. With the implementation of the proposed design changes you described, this problem will only get worse. In short, the high cost of free on-street parking is borne by the Lakeside residents alone, and not by the broader community.

With the former Blodgett factory being converted to a co-working facility (and despite the fact the Project will have almost 400 parking spaces on site), pressure on the limited amount of on-street parking resources in the neighborhood will be further strained.

the City is serious about restricting the width of Proctor Place and, in the process, eliminating parking spaces, it is time for the City to consider a "Resident Parking Only" program similar to

those established in other neighborhoods (Summit Street; Harrington Terrace; So. Willard, etc) that provides residents adequate protection for parking in front of their own homes.

Thanks for listening, and I look forward to your ideas on how best to address this challenge!

4/16/19

Dear Ms. Suender,

On behalf of the Harbor Watch Association board, we generally support your plan to restrict parking on Proctor Place. However, we have serious concerns that this restriction will only drive to increase the parking on the southwest corner of Harrison. We think this corner of the bike path is already quite busy. With cars blocking sight lines and pulling in and out, it would be great safety concern. Therefore, we feel the parking restriction should include the last block of Harrison on both sides as well. The people who live in this neighborhood do not use or need this block for parking.

No parking on the last block of Harrison would provide a much calmer and safer path for all the runners, bikers, and walkers on the bike path as well as for the residents who live in this neighborhood.

Sincerely,

Harbor Watch Board of Directors



May 7, 2019

TO: Public Works Commission

FROM: Elizabeth Gohringer, Associate Planner
Madeline Suender, Associate Public Works Engineer
Nicole Losch, PTP, Senior Planner

RE: Flynn Ave Safer Biking Infrastructure and Parking Adjustments

Recommendations

Staff recommends that the Commission adopt:

Appendix C, No person shall park any vehicle at any time in the following locations:

- On the north side of Flynn Avenue, starting at the driveway to 300 Flynn Avenue and continuing west until the first driveway to 208 Flynn Avenue

(167) On the south side of Flynn Avenue from Briggs Pine Street to Oakledge Park.

(66) ~~At 288 Flynn Avenue specifically in front of the westernmost driveway extending twenty (20) feet on both sides of the driveway.~~

(164) ~~On the north side of Flynn Avenue, beginning immediately east of the easternmost driveway of 208 Flynn Avenue and extending east for eighty (80) feet.~~

Purpose & Need

Prohibit parking for portions of Flynn Ave in order to install bike lanes in both directions, as per *planBTV WalkBike*.

Introduction

In April 2017, City Council approved *planBTV WalkBike*, Burlington's first comprehensive plan to improve walking and biking in Burlington, with the goal of making streets and travel safer. Hundreds of interviews were conducted with Burlington residents as part of the plan. Improving east/west roads in the South End was identified as a way to help safely connect fragmented bike networks and pedestrian infrastructure. Flynn Ave has the ability to act as an ideal connector street, bridging Oakledge Park and the waterfront with Pine Street and Shelburne Street, allowing for safe City Market trips by bike, and making biking a more viable option for students commuting to school.

Public Engagement

This project falls under "Involve" on the Spectrum of Engagement.

- The design was informed by the Burlington Walk Bike Council
 - City Market, St. Anthony Catholic Church, Redstone, and the Howard Center were directly engaged to better understand how these plans would impact their operations.
 - A letter was mailed to residents and property owners along Flynn Avenue and a Front Porch Forum post was sent out to the neighborhood outlining proposed changes and soliciting feedback.
 - DPW staff attended the March 21st Ward 5 NPA meeting to hear local residents' feedback on the proposed changes.
 - Flyers were distributed at properties adjacent to the proposed crosswalk at the intersection of Foster St and Flynn Ave.
1. Who is positively impacted?
 - People bicycling on Flynn Ave would have facilities where none previously existed. Residents will have an east-west bikeway in their neighborhood.
 2. Who may be negatively impacted and for how long?
 - The residents and businesses in the project area that currently use the parking spaces will no longer have those on-street parking spaces. This would be a permanent impact.
 3. What are the main concerns, issues, and interests of the community?
 - City Market and The Howard Center want to ensure that their staff and guests have adequate parking. Both agree that the proposed changes meet their needs.
 - Some area residents are concerned about losing on-street parking.
 4. Will any individuals, institutions, or groups be disproportionately impacted?
 - The staff/clients/guests who go to the businesses/residences directly adjacent to the project area will be most impacted.
 5. Was the project recommended in earlier planning studies which included public engagement? Is additional public input needed or required?
 - This project was recommended in *planBTV WalkBike*, which included public engagement. Additional direct outreach was required to advance the parking changes as per the Public Engagement Plan.
 6. Are there any linguistic or cultural barriers to engaging with impacted residents?
 - There are no known linguistic or cultural barriers within the project area.
-
-

Observations and Considerations

Parking Counts

47 total parking spaces from Pine St to Briggs St

	Sat, 4/27/19	Tues, 4/30/19	Wed, 5/1/19
6AM	North: 0 South: 4 Total: 4 % utilization: 8.5%	North: 1 South: 6 Total: 7 % utilization: 14.9%	North: 0 South: 5 Total: 5 % utilization: 10.6%
10AM	North: 0 South: 6 Total: 6 % utilization: 12.8%	North: 7 South: 13 Total: 20 % utilization: 42.6%	North: 11 South: 21 Total: 32 % utilization: 68.1%
7PM	North: 4 South: 3 Total: 7 % utilization: 14.9%	North: 0 South: 1 Total: 1 % utilization: 2.1%	North: 1 South: 5 Total: 6 % utilization: 12.8%

All Work Planned from Pine St to Briggs St

The complete scope of work being completed in this area of Flynn Ave includes:

- Between Pine Street and Foster Street, formalize parking adjacent to the sidewalk on the north side, improve sidewalks on the north side, add curbing on the north side, and add bike lanes in each direction. The Commission's support on this project will allow new curb construction to occur for notched in parking to replace the existing greenbelt, where people currently are parking. The Howard Center staff have been receiving parking tickets from Burlington Police Department for parking in the greenbelt. By formalizing the parking here, future parking conflicts can be avoided, while accommodating bike lanes in each direction.
- Between Briggs Street and Foster Street: add bike lanes in each direction.
- Add new crosswalk across Flynn Ave at Foster St. - DPW has received a request to install a crosswalk at the intersection of Flynn Ave and Foster St. To facilitate a safe crossing, DPW requires that parking be restricted on the north side of Flynn Ave for 20 feet to the east and 20 feet to the west of the proposed crosswalk. This parking restriction will improve sight lines between pedestrians and motorists and increase safety for those interacting with the crosswalk. The proposed parking restrictions listed under the "Recommendations" section will encompass this area.
- The Champlain Parkway's alignment and future intersection at Flynn Avenue will require full on-street parking removal between Briggs St and Foster St, so removing the parking now is consistent with future parking restrictions here.
- We are trying to preserve and work around street trees and utility poles whenever possible between The Howard Center driveway (300 Flynn Ave) and the Housing Coop driveway (288 Flynn Ave).
- Paving and water line work will be coordinated with the curb work, bike lanes, and crosswalk.

Parking Alternatives

Ample street parking is available on side streets, which branch off Flynn Ave to the south. Businesses and homes also have parking lots.

Feedback

- At the Ward 5 Neighborhood Planning Assembly meeting attended by DPW staff on 3/21/19, we heard unanimous support for parking removal in exchange for bike lanes going in both directions on Flynn Ave.
- Staff spoke directly with City Market, St. Anthony Catholic Church, Redstone and the Howard Center to understand how this plan would impact their operations. All stakeholders were comfortable with the changes proposed in this section west of Pine Street, except St. Anthony's who has not responded to our request for feedback.
- Staff heard from residents of the Flynn Ave Housing Coop regarding the parking removal around the proposed crosswalk and they were supportive of the parking removal to improve safety.
- Feedback received by email has been mixed. Those who are opposed generally described skepticism for bike lanes on Flynn Avenue. Of the 18 emails received, 3 were concerned with parking removal.

Next Steps

With approval to remove on-street parking between Pine Street and Briggs Street, curb work can begin in advance of paving. Staff's initial proposal was to retain parking on the north side of Flynn Avenue between Pine Street and Shelburne Street and to continue an eastbound bike lane until more connectivity is planned near Shelburne Street. However, there seems to be more disagreement on whether or not to remove some or all parking on Flynn Ave between Pine St to Shelburne St, so we will continue neighborhood conversations and return to the Commission in June with a recommendation for that section. Any changes to line striping on Flynn Ave will still be coordinated with paving work this summer.

Staff will be sending out another mailing to the neighborhood on Flynn Ave between Pine St and Shelburne St to try to get a better sense of the opinion of the neighborhood.

Conclusions

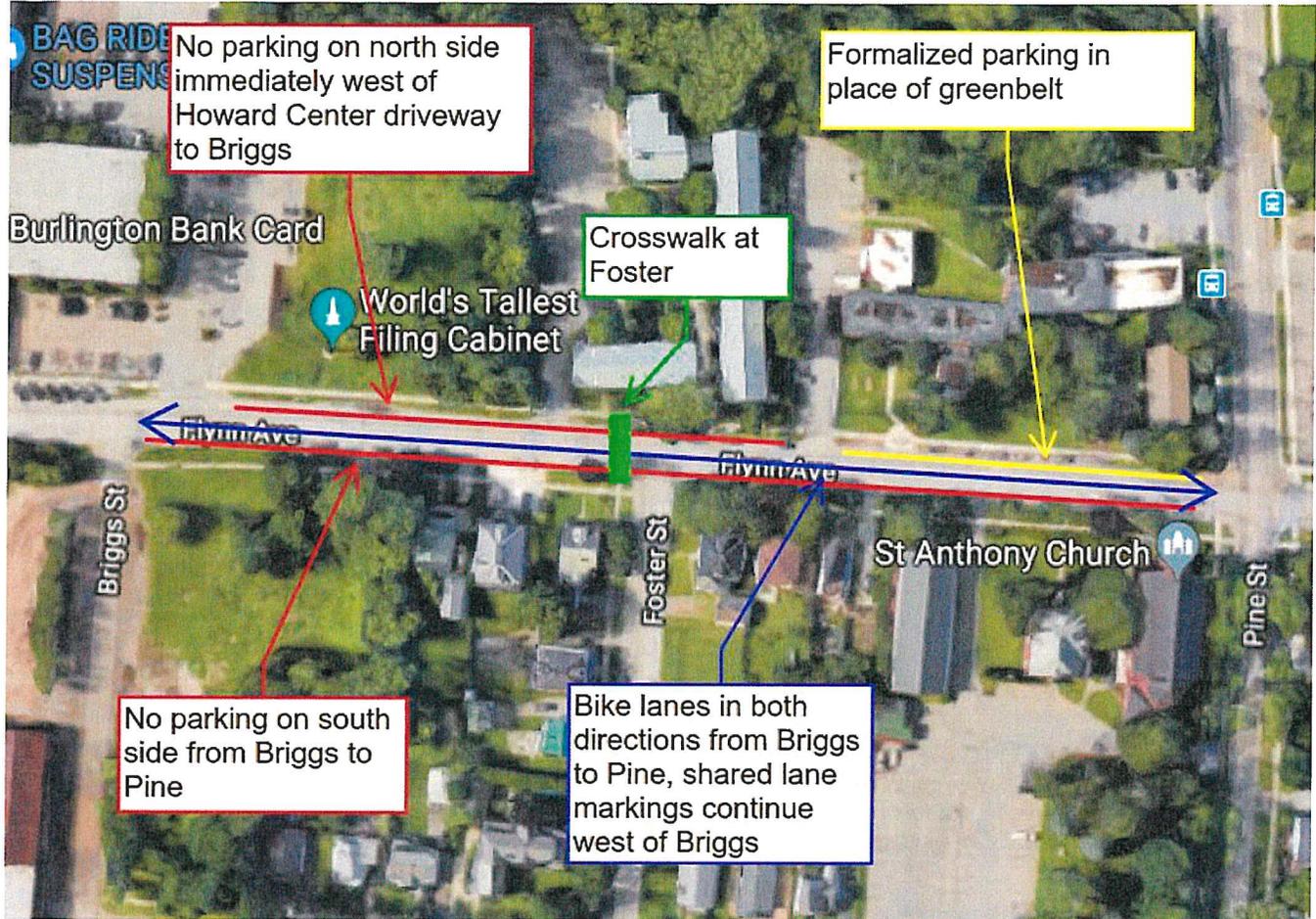
Burlington has a long history as a vibrant, progressive city. Just as we take care of our roads and sidewalks, we know that a safe, connected bike network has numerous health and economic benefits for our City.

Public Works values all road users and works hard to create an equitable, balanced transportation network. We also strive to include a wide-range of voices and perspectives in all our decisions, especially from residents, business owners, and property owners that are directly impacted by local infrastructure changes.

Attachments

1. Recommended Changes in Project Area
 2. Initial Request for Foster St Crosswalk
-
-
-

Attachment 1: Recommended Changes in Project Area



Attachment 2: Initial Request for Foster St Crosswalk

SECLICKFIX ID
3844861

PRIORITY
Normal

REQUEST TYPE
Other

ADDRESS
275 Flynn Ave Burlington, VT

ASSIGNEE
DPW Engineering MS

SLA EXPIRES
11/27/2017 - 09:34AM
over 1 year late

REPORTED
11/03/2017 - 09:34AM

SECONDARY QUESTIONS

LOCATION



SUMMARY & DESCRIPTION

Crosswalk needed across Flynn Ave at Foster intersection

It's near impossible to cross the street here safely. With the increase in traffic on the way it really needs a crosswalk. The sidewalk already appears ready for it with the yellow textured ends. Can DPW spare a little paint?

Reported by: Kathlin 11/03/2017 - 09:34AM

MEDIA

No images available.

TIMESTAMP	INTERNAL COMMENT	COMMENTER
11/03/2017 09:34AM	Code Enforcement assigned this issue to Bill Ward Director of Code Enforcement	Code Enforcement
11/03/2017 09:34AM	Another person wants this fixed!	Kathlin
11/03/2017 09:45AM	RFS 19326 assigned. If received outside of normal business hours, we will investigate this issue on the next business day.	IT Department
11/03/2017 10:03AM	Another person wants this fixed!	Jim
11/03/2017 10:04AM	Agreed. Also at Richardson and Morse. Wouldn't hurt to do the same along Home Ave. With stop signs.	Jim
11/03/2017 10:39AM	Another person wants this fixed!	Alice
11/03/2017 10:45AM	Another person wants this fixed!	jbvt
11/03/2017 10:47AM	Issue acknowledged assigning to Technical Services	CodeSC

TIMESTAMP	INTERNAL	COMMENT	COMMENTER
11/03/2017 10:47AM		CodeSC assigned this issue to CodeSC	CodeSC
11/03/2017 09:46PM		Another person wants this fixed!	RJ Lalumiere
11/05/2017 06:26AM		Another person wants this fixed!	Jane Hendley
11/05/2017 02:20PM		Another person wants this fixed!	ChrisR
11/05/2017 06:17PM		Another person wants this fixed!	Laura
11/16/2017 01:35PM		First day our new neighbor is open. Already a lot more traffic making crossing more difficult. Are there plans for any more Flynn Ave crosswalks?	Kathlin
11/28/2017 02:38PM		To process traffic requests DPW requires contact information from the requester. Please provide your name, address, phone number, and email address via email (dpw-pinecustomerservice@burlingtonvt.gov) or by calling customer service at 863-9094 (3).	CodeSC
11/30/2017 01:10PM		Just called and gave them my info	Kathlin
11/30/2017 01:11PM		Contact information received.	CodeSC
11/30/2017 07:29PM		I agree. It could definitely use one new crosswalk. The bumpers are already there. Just slap some paint down. Lot of kids that cars have a hard time seeing. Thank you.	Errol
12/18/2017 11:34AM	Yes	DPW Pine Customer Service assigned this issue to DPW Engineering PP	DPW Pine Customer Service
01/12/2018 02:59PM	Yes		DPW Engineering PP
03/19/2018 08:07AM		Another person wants this fixed!	Valerie
05/15/2018 02:05PM		We could really use a crosswalk	Kathlin
01/30/2019 11:54AM	Yes	DPW Engineering PP assigned this issue to DPW Engineering MS	DPW Engineering PP



May 7, 2019

TO: Public Works Commission

FROM: Elizabeth Gohringer, Associate Planner
Nicole Losch, PTP, Senior Planner

RE: Colchester Ave Safety Improvements and Parking Adjustments Update

Recommendations

No action is requested at this time.

Introduction

DPW staff have been evaluating safety concerns regarding the constrained roadway on Colchester Ave between East Ave and the Greenmount Cemetery. We have been conducting outreach with residents on and off the corridor, property owners, emergency response personnel and GMT, and local business owners. DPW staff also held a public neighborhood meeting on April 23rd to discuss the neighborhood's experience traveling and parking on corridor and what changes they would like to see.

At that meeting and in the communications that we have received following the meeting, DPW staff have heard strong support for removing one or both sides of parking between the Cemetery and East Ave, as well as for removing the parking on the west side of Colchester Ave between Barrett St and the Cemetery. Initially, DPW's proposal was to retain some on-street parking by keeping parking on one side of Colchester Ave between East Ave and the Cemetery and to retain parking between Barrett St and the Cemetery.

Due to the strong support that staff are hearing for more parking changes, staff have decided to postpone bringing a recommendation to the Commission this month. Staff are going to work with the broader neighborhood, including the side streets off of Colchester Ave who were not included in the original mailings, to discuss these potential changes and try to identify ways to mitigate parking loss to those who live on Colchester Ave.

This will require a bigger neighborhood conversation, and therefore more time, than we had originally anticipated when we began investigating the safety concerns on Colchester Ave. According to the Public Engagement Plan, staff are required to, at minimum, notify residents and property owners within the estimated area of effect. Staff have not yet had a chance to engage the people who live and own property on the side streets off of Colchester Ave or who live between Barrett St and the Cemetery.

Staff are still planning to coordinate pavement markings for this project with paving work this construction season. Any markings applied on Colchester Ave between Barrett St and East Ave before a decision has been made on this topic will be temporary markings that should be easy to remove. The intent is still to complete final pavement markings this season. Staff will return to a future Commission meeting with a recommendation on parking changes for Colchester Ave.



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: Burlington Public Works Commission

From: Greg Johnson, DPW - Water Resources, Infrastructure Asset Manager
Megan Moir, Assistant DPW Director Water Resources

Date: May 8, 2019

RE: CWSRF Pipe Assessment and Rehabilitation Project – Public Meeting

Introduction & Background:

The City of Burlington owns and maintains approximately 53 miles of stormwater pipes, 46 miles of sanitary sewers, and 46 miles of combined sewer pipes. While we do not have a comprehensive age distribution of our sewer collection system, many sewers are over 100 years old and are nearing the end of their expected useful life. Sewer and combined sewer collection system failures often lead to costly environmental, economic, and social consequences. Specifically, collection system failures can result into discharges of wastewater into adjacent water bodies (SSO), roadway failures, and backflow into adjacent buildings.

As part of DPW's commitment to stewardship of the environment and our infrastructure, Water Resources is wrapping up the first phase of its Gravity Pipe Assessment and Rehabilitation Project, previously approved by Board of Finance and City Council on May 12th of 2016. This project is funded by a Step 1 planning loan, administered through the Clean Water State Revolving Fund (CWSRF). The City received a total of \$997,204 from Vermont Municipal Bond Bank to fund the project.

Wright-Pierce was selected as the qualified engineering firm to manage and administer this first phase of the project. To recap, the primary goals of the project were to:

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, crime victim 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 (802) 540-2505.

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

1. Perform a desktop risk prioritization assessment of the City's sewer and stormwater collection system (gravity pipes and manholes).
2. Solicit CCTV contractors to conduct manhole and sewer line inspection of the top 20% most critical (highest consequence of failure) mains and manholes.
3. Perform a risk assessment on assets inspected, and develop alternatives for rehabilitation, re-inspection and/or cleaning
4. Prepare a multi-phased rehabilitation program, Preliminary Engineering Report (PER) and Environmental Information Document for VT CWSRF approval

Discussion:

Wright-Pierce has completed all the tasks required by the Engineering Services Agreement (ESA) and have done so, on time and under-budget.

The condition assessment data collected (informing likelihood of pipeline failure) in combination with the desktop assessment (informing consequence of failure) has provided Burlington DPW with a defensible, risk-based strategy to move forward with a large scale sewer and stormwater collection system rehabilitation plan. From an asset management perspective, this project is helping DPW shift from a predominantly an ad-hoc approach (emergency repairs, emergency rehabilitation contracts) to a proactive approach (rehabilitation prior to failure, increased maintenance and inspections).

The sewer and stormwater rehabilitation project resides under the larger Clean Water Resiliency Plan effort (bond vote approval November 6th, 2018). It is DPW Water Resources intention to take the results and deliverables from this planning project and apply for Step 3 Construction loan funding through CWSRF. The Step 3 loan would be utilized to rehabilitate sewer and stormwater assets that were identified for Short Term Rehabilitation. The anticipated rehabilitation cost for both the sewer collection and stormwater collection system over the next 5 years is approximately \$5.1M.

For more details about the final results of the Step 1 project, please see the links below for the Final Preliminary Engineering Report and Appendices at the end of this document.

Summary and Conclusion:

One of the final requirements of the FED Step 1 Planning Loan is to hold a warned, public meeting. Water Resources has chosen the DPW Commission meeting on 05/15/19 as the venue to satisfy the public meeting requirement. We plan to share a short 10 minute presentation at the upcoming DPW Commission meeting on the condition assessment findings and our proposed rehabilitation efforts to provide context for any public input at the meeting.

There are no requested action items by the Commission related to this project at this time. Rather, time allotted during the meeting specific to this project will be used to showcase an overview of the project results, anticipated next steps to move towards construction, and allow both members of the commission as well as the public to provide comments or ask questions.

Links to Reports:

Final Preliminary Engineering Report (PER)

<https://drive.google.com/open?id=1jRgdmGbLXPgRH8W45n0gEoK-Fs4HY8kB>

Final Preliminary Engineering Report Appendices

<https://drive.google.com/open?id=1-ivAryxlyBFHAMZYFbOX5VABTgYk8nbD>

Environmental Review Document

https://drive.google.com/open?id=1GTqR2jTevk_TkOC6itFhAsv7jYu2x9ob

Environmental Review Appendix

<https://drive.google.com/open?id=1Ta5M4aznaLK8Q-e9khL1TA5L19kKea9I>

Thank you for the opportunity to host this public hearing at the May Commission meeting. Please feel free to reach out to either of us before the meeting with any questions.

Burlington Department of Public Works Commission Meeting
Draft Minutes April 16, 2019
645 Pine Street – Main Conference Room

Commissioners Present: Commissioner Alberry, Commissioner Archambeau, Commissioner Barr, Commissioner Hogan, Commissioner O’Neill-Vivanco

Commissioner Absent: Commissioner Gillman, Commissioner Overby

Item 1 – Call to Order – Commissioner Archambeau called the meeting to order at 6:35 p.m.

Item 2 – Agenda -

Commissioner Barr made a motion to accept the agenda

Commissioner O’Neill seconded

Director Spencer had a request that Item A, Proctor Place Parking Restriction, be taken off, as there were residents that may have some concerns but were unable to attend the meeting to discuss.

Commissioner Barr amended his motion to take off Item A

Commissioner Alberry seconded

Unanimous approval.

Item 3 – Public Forum (3 minute per person time limit)

Jason Stuffle, Drew Pollock-Bruce, Jason Segelman, David Cawley and Nancy Kirby are all residents of the Colchester Avenue area, and agree that parking should be removed from Colchester Avenue to connect bike infrastructure.

David Kerr is a South Champlain Street resident who has no driveway or place to park on South Champlain Street since parking was removed on one side of the street.

Eric Brotz supports the earlier comments on Colchester Avenue. On Flynn Avenue the removal of four parking spots on Pine Street.

Rick Sharp stated we need painted lines, need to create separate pathways for bicycles.

Martha Lang wants to keep parking on Colchester Avenue because many people depend on these parking spaces.

Allegra Williams of Local Motion put up a petition on line to remove parking on Colchester Avenue.

Sharon Bushor, City Councilor, stated that down past the cemetery at 407 Colchester Avenue they are experiencing vibrations when cars and trucks go by and they have stuff falling off the mantel. She also summarized a recent Ward 1/8 NPA resolution where residents have asked that that resources be allocated to spot repairs for sidewalks and not just full runs. If you eliminate parking there are some houses with no driveways and no place to park

Bill Mahoney part owner of Kampus Kitchen stated they rely on two parking spots in front of store.

Item 4 – Consent Agenda

- A. Proctor Place Parking Restriction**
- B. Latham Court Temporary Construction Parking**
- C. Electric Vehicle Charging & Car Share EV Pilot on Main**
- D. Plan BTV Walk Bike Implementation – Parking Revision on Austin Dr**
- E. Flynn Avenue Safer Biking Infrastructure Update**
- F. Colchester Ave Safer Biking Infrastructure Update**
- G. 15 minutes Parking at Champlain Elementary**

Commissioner Barr made a motion to accept the agenda.

Commissioner O'Neill seconded.

Director Spencer stated that some residents asked that Item A Proctor Place Parking Restriction be removed because they have some questions but not able to make the special meeting.

Commissioner Barr made a motion to accept the agenda with Item A removed

Commissioner Alberry seconded.

Unanimous Approval.

Item 5 Crosswalk Guideline Presentation, M. Suender

Power Point Presentation

There are 32 request in queue mostly for midblock crosswalks and for enhancement of crosswalks.

Commissioner Hogan asked that the power point be posted and stated that we were working on some bold projects.

Commissioner O'Neill stated that there were no more right turn signals at the intersection with traffic lights. School Department is evaluating safety corridors for bike traffic and pedestrians. Mr. Baldwin stated we currently run the Crossing Guard program and stated that there are a lot of challenging intersections and then drop off and parking by schools has to be an effort between the School Department and Public Works Department.

Commissioner Archambeau asked about the RRFB's on North Avenue and was informed that the project would start at the end of the month and be done before the start of the school year.

Item 6 – Narrow Streets Update

Mr. Peterson gave a presentation on the Narrow Streets policy implementation. He showed a picture of a recycling truck which couldn't get through Russell Street due to the snow on the sides of the roads and the cars that were parked on both sides of the road. Emergency vehicles could never make it down the roadway either with parking on both sides.

Commissioner O'Neill and Barr stated that this is an area where there is a lot of student parking and there is not enough parking in the yards or driveways. Mr. Peterson stated that they are going to have a neighborhood meeting with the Fire Department and Public Works to try and solve this issue.

Item 7– 2019 Construction Overview

Robert Goulding had a power point presentation for this item. He shared an update on the ongoing and upcoming construction season that DPW has planned. This includes capital projects, transportation projects, upcoming community relations activities and resources.

Item 8 – Approval of Draft Minutes

Commissioner Archambeau stated that Commissioner Overby's name should be added to the list of Commissioner's Present.

Commissioner O'Neill made a motion to accept minutes with Commissioner's Overby's name added.

Commissioner Barr seconded

Unanimous approval

Item 9 – Director's Report

Department Head Spencer stated that the City Council has delayed the Water Resources changes for two weeks to get public input, this is rescheduled for April 29th.

Bike and Scooter – working through a proposal to bring e-bikeshare to Burlington this summer and e-scooter-share as a future pilot.

Ned Holt has retired after 32 years of service with the Department of Public Works
Rob Green will leaving at the end of next week for a new career in St. Albans.

Item 10 – Commissioner Communication

Commissioner O'Neill-Vivanco sked about the one year pilot project for EV charging for Car Share.

Commissioner Hogan stated the Great Street Main Street is a complete rehabilitation – and asked if the charging station will be removed and replaced.

Commissioner Archambeau stated at the May 15th meeting there will be an Executive Session after the regular meeting to evaluate the Director and City Engineer.

Item 11 – Adjournment and Next Meeting Date – May 15, 2019

Commissioner Barr made a motion to adjourn
Commissioner O’Neill seconded
Unanimous approval

Meeting adjourned at 9:10 pm.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Burlington, VT 05401
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www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: May 9, 2019

WATER RESOURCES UPDATES:

Thank you for the Commission's strong support for our Water Resources re-organization. Phase I was approved by the City Council on April 29, 2019. We have already posted for the Stormwater Coordinator position and look forward to making the other moves as quickly as possible. Please contact DPW Division Director – Water Resources Megan Moir (mmoir@burlingtonvt.gov) or me for more information.

GMT NEWS – NEXT GEN IMPLEMENTATION JUNE 17

After completing a two year planning process, Green Mountain Transit (GMT) is modernizing transit in our region starting on June 17. There will be three large improvements:

- Routes will be updated to be straighter and long to assist with more direct, one-seat rides.
- An industry-leading App providing real time information will be launched
- Mobile ticketing will be offered for customers to purchase tickets on their mobile phones

In addition, GMT will be adding two all-electric buses to its fleet this fall thanks to a partnership with BED and VTrans. One frequent question we've been getting is whether the College St Shuttle will remain fare free. The answer is that it will be fare free in Burlington for the foreseeable future. The route will be interlined (connected) to the South Burlington circulator route providing one-seat rides to the Airport. GMT charges a fare on the SB portion of the route, but given the strong support in Burlington for the Shuttle to remain fare free, this longer route will remain free in Burlington for the foreseeable future and until there is some future public process that could consider changes. For more information on the Next Gen route and schedule changes, click here: www.ridegmt.com.

Finally, there will be at least one seat up on the GMT Board of Commissioners for Burlington – and likely two alternates. If you, or someone you know, are potentially interested in a GMT Commission position, please feel free to contact Lori Olberg (lolberg@burlingtonvt.gov) in the Clerk/Treasurers Office.

BIKE & SCOOTER SHARE:

Building on last year's bike share program, the City and partners (South Burlington, Winooski, UVM, Champlain College, CATMA and the CCRPC) are planning expanded shared mobility program in 2019. We presented our revised proposal to the Council's Transportation Energy & Utilities Committee (TEUC) on May 7 – and they are seeking to review the draft contract. We are aiming to have another TEUC meeting in late May where we will be looking to get their recommendation of approval for the City Council. More info is at: <https://www.burlingtonvt.gov/DPW/Transportation/ETransportation>.

FY'20 BUDGETS:

DPW is preparing to present our proposed FY'20 budgets to the City Council later this month. We will be presenting our General Fund budget on May 16 and the Water, Traffic and Capital budgets on May 22. We've attached our General Fund budget presentation here. More detail on the meetings can be found on the City's online meeting calendar. Since the Council is the entity that approves

DPW's many budgets, we have not provided a detailed presentation to the DPW Commission, but if new Commissioners or the Commission overall would like to be briefed on our budget, please let me know.

TRAFFIC REQUESTS:

As of 05/03/19, we have 33 traffic requests in queue. This is up slightly from the 31 requests in queue last month. With the Commission's feedback on the City's crosswalk guidelines last month, we are gearing up to address a number of related outstanding requests.

INTERIM ASSISTANT DIRECTOR LEE PERRY:

With Rob Green's last day on April 26, Street Maintenance Manager Lee Perry has ably stepped up to be our Interim Assistant Director overseeing the Maintenance Division. Thank you Lee! I am reviewing the job description to see if it warrants updating before starting the hiring process.

2019 CONSTRUCTION SEASON:

The construction season is fully underway! Our 2019 construction projects are up on the refreshed Construction Portal: <https://www.burlingtonvt.gov/DPW/Reinvestment>.

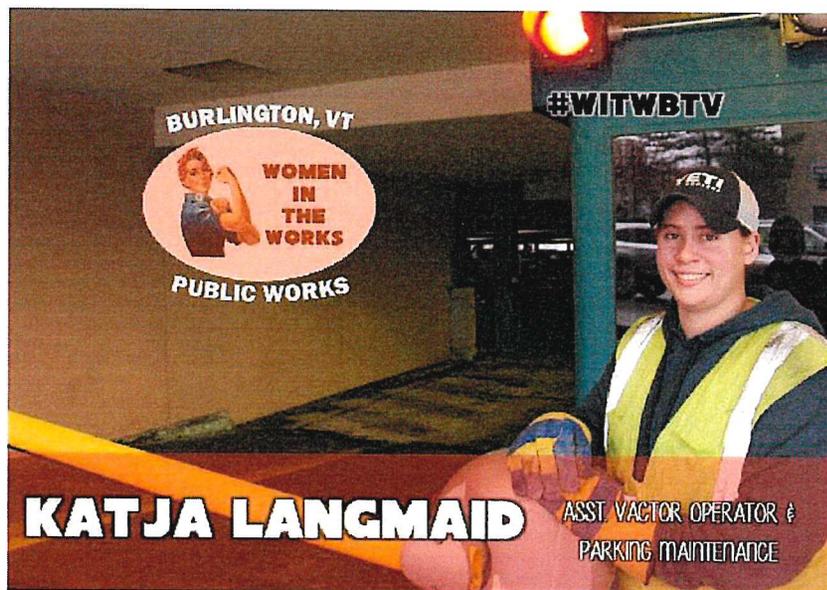
Feel free to reach out with any questions prior to Tuesday's Commission meeting. Thank you.

BURLINGTON PUBLIC WORKS



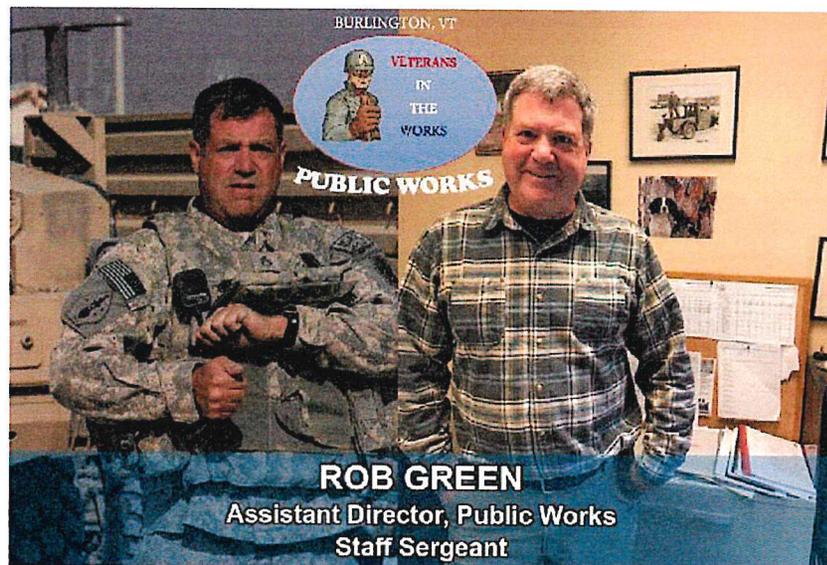
FY'20 DPW General Fund Budget Presentation May 2019





DPW Mission Statement

We steward Burlington's infrastructure and environment by delivering efficient, effective and equitable public services



Departmental Goals

Operational Excellence
Exemplary Customer Service
Culture of Innovation



Departmental Overview

- DPW manages the following budgets:
 - **\$7M General Fund**
 - \$16M Water / Wastewater / Stormwater Funds
 - \$5M Traffic / Parking Facilities Funds
 - \$42M Citywide GF Capital Projects
- Four divisions
- 125 staff

Burlington Public Works – Four Divisions



Water Resources Division

Water
Wastewater
Stormwater

Megan Moir
Assistant Director

Technical Services Division

Engineering / Trans.
Planning
Capital Projects &
Planning
Inspection Services

Norm Baldwin, P.E.
Assistant Director

Traffic Division

Parking
Signals, Signs, Lines
Crossing Guards

Jeff Padgett
Interim Assistant
Director

Maintenance Division

Street Maintenance
Fleet Maintenance
Recycling

Lee Perry
Interim Assistant
Director

- Blue highlights – General Fund programs
- Capital projects will be presented later this month
- Inspection Services moving to Permitting & Inspections Dept.

Burlington Public Works: By the Numbers



- **95** miles of roadway
- **130** miles of sidewalk
- **75** signalized intersections
- **1** water plant
- **110** miles of water mains
- **3** Wastewater Treatment Plants
- **49** miles of sanitary sewer
- **45** miles of combined sewer
- **37** miles of storm sewer
- **25** pump stations
- **102** storm water outfalls
- **3,200** catch basins
- **900** fire hydrants
- **12,000** residential units served by recycling service
- **1,053** parking meters
- **3** parking garages and **4** surface parking lots
- **300+** city vehicles serviced and maintained
- **2** post-closure landfills
- **1** methane powered generating station
- **33** crossing guards
- **541** excavation, obstruction permits / yr
- **76** traffic requests received / yr
- **3,000+** requests for service / yr
- **3,500** tons of salt / year
- **3** fuels supplied at fueling station
- **1,014** crosswalks, stop bars, arrows painted
- **\$40M+/-** of capital projects managed
- **1 great team that makes it all happen!**

High Level FY'20 GF Budget Goals:



- ✓ **Continue to deliver on expanded Sustainable Infrastructure Plan** (water, streets, sidewalks, buildings, fleet) by aligning resources and coordinating projects -- including completion of ~\$2M paving program to address another winter of freeze/thaw deterioration
- ✓ **Complete St Paul Great Streets project and begin Champlain Parkway construction** in FY'20
- ✓ **Coordinate 645 Pine St redesign** and related projects to provide a welcoming, efficient location for Permitting & Inspections customers, other departments and staff
- ✓ **Implement third year PlanBTV Walk/Bike workplan** with many new mid-block crosswalks, enhanced painting, and new bike lanes
- ✓ **Complete consolidated collection study** to provide City policy options on how to manage solid waste and recycling streams
- ✓ **Substantially increase proactive fleet maintenance work** while reducing reactive repair work through improved fleet management strategies
- ✓ **Reduce injuries and expand safety culture** through enhanced training, tools, and safety committee activities
- ✓ **Complete project accounting review** to improve City capital project accounting
- ✓ **Strengthen our asset management program** to extend the life cycle of our assets, minimize failures and reduce overall costs

High Level FY'20 GF Budget Goals:



1/21/19

DPW FY'20 GF Budget:



	FY'16 Budget	FY'17 Budget	FY'18 Budget	FY'19 Budget	FY'20 Budget w/ ISD*	Change ('16-'20)	FY'20 Budget w/o ISD
Rev	\$4,685,706	\$4,859,074	\$5,240,836	\$5,674,321	\$5,649,262	+ 20.6%	\$4,132,262
Exp	\$7,716,815	\$7,388,610	\$7,141,538	\$7,347,065	\$7,886,964	+ 2.2%	\$7,501,579
Net	(\$3,031,109)	(\$2,529,536)	(\$1,900,702)	(\$1,672,744)	(\$2,237,702)	- 26.2%**	(\$3,369,317)

* FY'20 Budget shown with Inspection Services Division in DPW for comparison purposes.
Last column (without ISD) is our proposed budget.

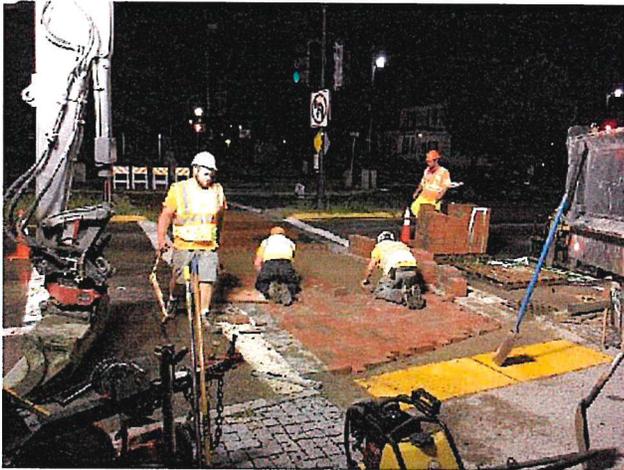
** Net draw on the GF has reduced 26% since FY'16

Key Drivers -- Revenues



- **Loss of Permit Revenue:** With trades transitioning to a new department, DPW's GF budget no longer includes building permit and property research \$ (decreased ~\$1.5M)
- **More Billable Engineering Work:** With a fully-staffed engineering team, we are able to bill more for capital and project work to offset increase in staff wages (budgeted earned revenue increased ~\$420,000 or 62.2% since FY'16)
- **Lower Street Maintenance Earned Revenue:** We set ambitious targets for billable work from our internal construction teams, but we've not been able to meet these targets for the last four years so we are recalibrating our projections by ~11% (decreased \$145,000)
- **Use of GF Fund Balance:** One time funds will be used for completing the consolidated collection study (~\$35K) and providing expanded safety training and equipment for GF departments (increased \$20K)

Key Drivers -- Expenses



- **Absorb increased tip fee at CSWD material recovery facility (~\$30K)**
- **Complete study of consolidated collection of trash, recycling and organics (~\$35K paid from unassigned fund balance)**
- **Establish GF safety budget to provide GF Safety Manager with dedicated funds for increased training and safety equipment (\$20K)**
- **Add Asset Management Coordinator to lead General Fund's Asset Management initiative (funded by CIP)**
- **Review several key job descriptions and determine whether reclassifications are necessary**
- **Modest expense changes in several budgets:**
 - - 4.7% in Recycling
 - + 1.5% in Street Maintenance
 - + 3.5% in Equipment Maintenance

How Budget Responds to Past Surpluses:



- 1. We've reduced line items that have historically had surpluses**
 - ✓ Budgeting tighter to past year's actuals
 - ✓ FY'19 expenses are trending right on budget
 - ✓ Accounting for \$110K of staff transitions (attrition)
- 2. We're maintaining the \$250K reserve fund established with a portion of the FY'16 surplus to protect against swings in line items that are weather / commodity dependent**
 - ✓ Salt
 - ✓ Overtime (for plowing)
 - ✓ Fuel (for entire City fleet)
- 3. We're pooling GF fleet replacement funding to be able to coordinate reinvestments across entire City fleet and not have each department reserve funding for their estimated need**

How does FY'20 set up FY'21 and beyond:



- **Continued Capital Reinvestment:** FY'20 is the third year of the Sustainable Infrastructure Plan and major increases in streets, sidewalks, buildings, fleet, water, etc. A Capital Committee is regularly reviewing our 5-year capital plan and determining how best to resource upcoming needs. The FY'20 capital budget is currently balanced, but significant shortfalls are projected in FY'21 and FY'22.
- **Exploring a Centralized Fleet:** We are currently evaluating the pros and cons of centralizing the City's fleet. We have taken a significant step forward by pooling fleet funding and prioritizing replacements across City departments.
- **Implementing a Citywide Asset Management System:** A key recommendation of the FY'19 asset management plan is the utilization of a Computerized Maintenance Management System (CMMS) across asset classes. Some asset classes are already managed within a CMMS such as city facilities (Facility Dude). This needs to be a funded, multi-year, cross departmental effort to be successful. The proposed Asset Management Coordinator would lead this effort for the GF.

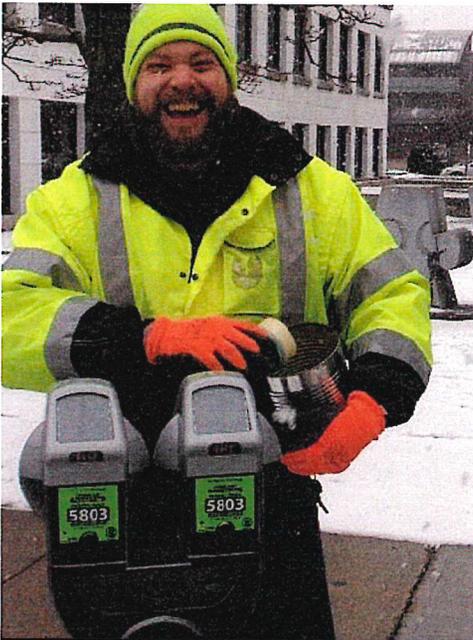
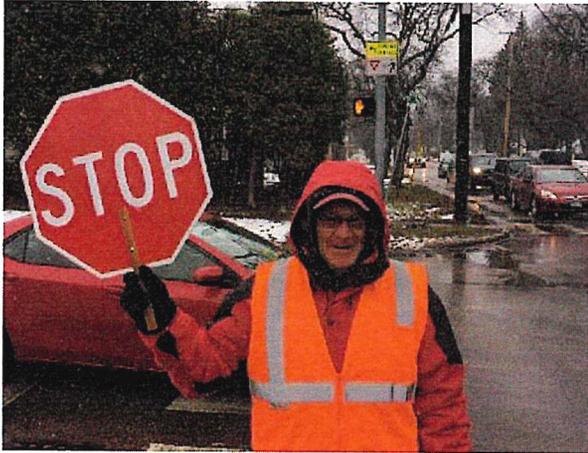


A Partner in Other Department's Priorities:



- Managing the City's General Fund capital improvement program
- Coordinating Great Streets and City Hall Park improvement projects with Parks, Church St Marketplace, CEDO, Burlington Electric, Burlington City Arts and others
- Providing project management support for facility projects (Leddy Maintenance Facility, City Hall, etc.)
- Offering technical expertise for other departments' projects
- Coordinating door access and video systems
- Bringing asset management planning across the City
- Providing project review and coordinating City's capital projects with numerous private development projects
- Operating and funding the Crossing Guard program for the school district

Burlington Public Works



FY'20 General Fund
Budget Presentation

Questions?

