



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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

## **M E M O R A N D U M**

To: Tenzin Chokden, Clerks Office  
From: Chapin Spencer, Director  
Date: September 13, 2018  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **September 19, 2018**  
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 Birchcliff Parkway No Parking Zone
  - B Parking Agreement for State of VT – 34 Spaces in Lakeview Garage
  - D Parking Agreement 247 Pearl St – 10 Meter Spaces to Replace Lost Space on Pearl St. (sending paperwork out later)

### Non-Discrimination

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

- 6 30 Min Proposed Wastewater & Stormwater Bond
  - A Communication, C. Spencer & M. Moir
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested – Vote
  
- 7 20 Min Mid-Season Construction Update
  - A Oral Communication, C. Spencer
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested –None
  
- 8 10 Min South Union St Demonstration Project
  - A Oral Communication, C. Spencer
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested –None
  
- 9 10 Min October Commission Meeting Date – Potential Change
  
- 10 5 Min Approval of Draft Minutes of 7-18-18
  
- 11 10 Min Director’s Report
  
- 12 10 Min Commissioner Communications
  
- 13 **Adjournment & Next Meeting Date – October 17, 2018**



September 11, 2018

**TO:** Public Works Commission

**FROM:** Phillip Peterson, DPW Engineer Technician *PMP 9/11/18*

**CC:** Nicole Losch PTP, Senior Transportation Planner *NL 9/11/18*

**RE:** Consent Agenda Item: Birchcliff Parkway "No-Parking" Zone

Recommendation:

Staff recommends that the Commission adopt

1. No person shall park a vehicle at the following locations: On the south side of Birchcliff Parkway beginning immediately west of the driveway to 750 Pine Street and extending west for 60 feet, between the hours of 7:00 a.m. and 10:00 a.m. Monday through Friday.

Purpose & Need:

The purpose of a time dependent "No-Parking" zone in this area would allow trucks to make deliveries to The Great Northern (restaurant), and Zero Gravity Brewery. The need is to prevent dangerous situations due to the trucks entering and exiting The Great Northern (restaurant), and Zero Gravity Brewery during delivery hours.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?		X		
Followed Public Engagement Plan?		X		This project falls under INVOLVE on the Spectrum of Engagement and minimum engagement strategies were met.

Summary and Conclusion:

The Department of Public Works (DPW) received a request from Zero Gravity Brewery to create a "No-Parking" zone on Birchcliff Parkway due to truck deliveries. The staff at Zero Gravity Brewery and The Great Northern believe there is not enough space for larger trucks entering or exiting their facility onto

Birchcliff Parkway. Staff conducted a site survey and turning template analysis, which confirmed the need for a "No-Parking" zone in this area.

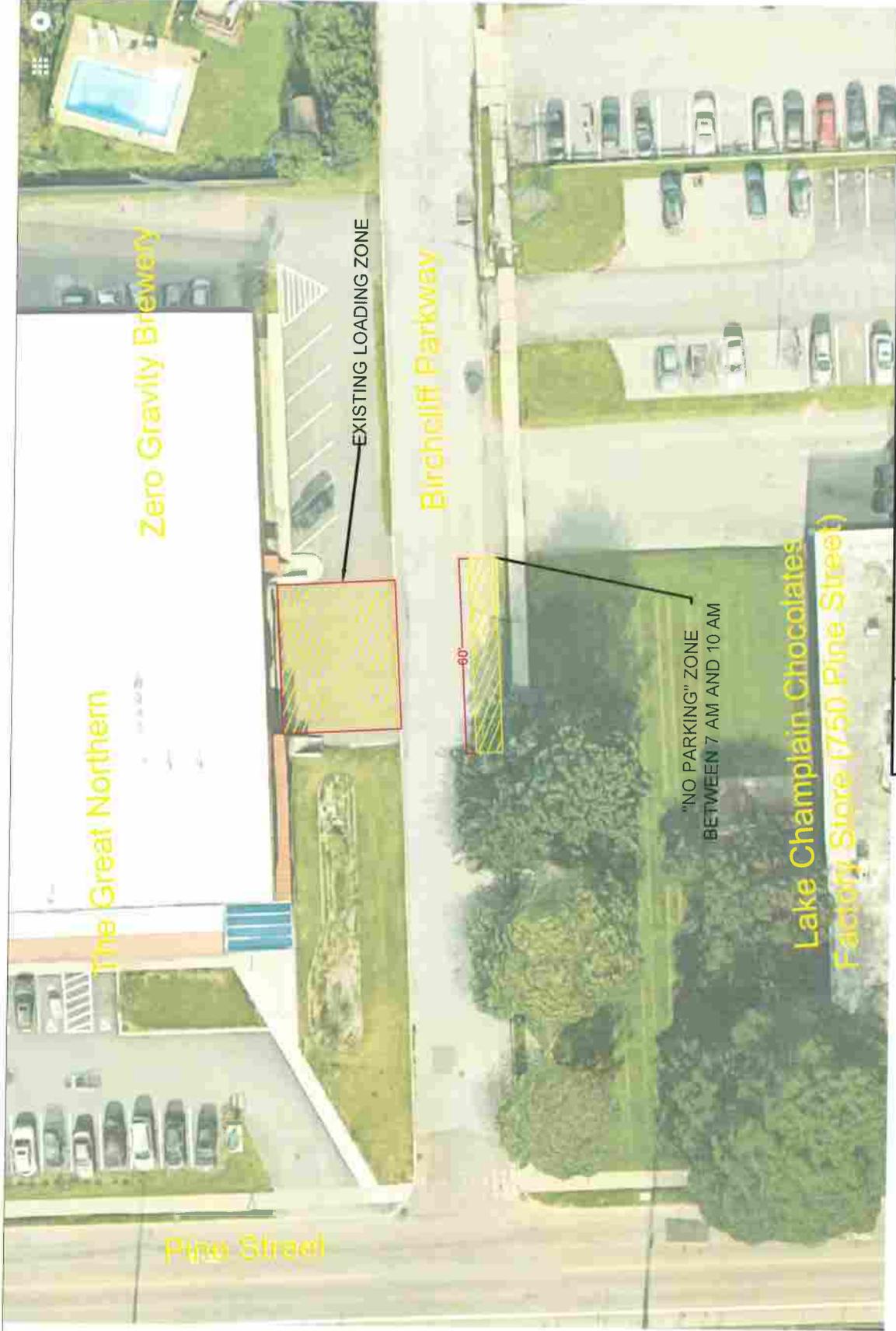
If cars are parked directly across the street from the loading docks for Zero Gravity or The Great Northern, delivery trucks cannot back into the loading docks nor can they make a safe turn onto Birchcliff Parkway after deliveries have been made. Therefore, staff recommend the "No-Parking" zone be on the south side of Birchcliff Parkway beginning immediately west of the driveway to 750 Pine Street and extending west for 60 feet, between the hours of 7:00 a.m. and 10:00 a.m. Monday through Friday.

Public Outreach:

Public outreach was conducted in accordance with the DPW Public Engagement Plan. There was no written feedback or phone calls received by DPW Staff. DPW Staff conducted informal on-site meetings with local business owners and managers to explain what was proposed. Specifically, Staff had discussions with Double G Auto, CrossFit Burlington, and Lake Champlain Chocolates. All managers and owners gave positive feedback to the proposed change.

Attachments:

1. Initial request
2. Site map



The Great Northern

Zero Gravity Brewery

Pine Street

EXISTING LOADING ZONE

Birchcliff Parkway

60'

'NO PARKING' ZONE  
BETWEEN 7 AM AND 10 AM

Lake Champlain Chocolates  
Factory Store (750 Pine Street)

NOT TO SCALE



BIRCHCLIFF PARKWAY  
PROPOSED "NO-PARKING" ZONE



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**  
100 STATE STREET, SUITE 200  
BURLINGTON, VT 05401  
PHONE: 802-255-3200 FAX: 802-255-3201

DATE	08/12/18
BY	JK
CHECKED BY	JK
SCALE	AS SHOWN
SHEET NO.	1 OF 1

**PARKING AGREEMENT**  
**City of Burlington**

This parking agreement (“Agreement”) is entered into by the City of Burlington (“City”), by and through its Department of Public Works (“DPW”), and the State of Vermont (“State”) by and through its Department of Building and General Services. The State and the City agree to the terms of this Agreement.

**1. RECITALS**

- A. Authority.** Authority to enter into this Agreement exists in the City Charter. Required approvals, clearance, and coordination have been accomplished from and within each Party.
- B. Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.
- C. Purpose.** The State seeks to purchase 34 parking licenses at the College Street or Lakeview parking garages owned by the City.

**2. EFFECTIVE DATE AND TERM**

- A. Effective Date.** This Agreement shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Agreement before the Effective Date and shall have no obligation for any performance prior to the Effective Date or after the expiration or termination of this Agreement.
- B. Term.** This Agreement and the Parties respective performance shall commence on the Effective Date and expire on October 1, 2019.
- C. Termination.** Either Party may terminate this Agreement for any reason upon giving 30 days written notice to the other Party.

**3. DEFINITION**

- A. “Effective Date”** means either October 1, 2018, or the date on which this Agreement is approved and signed by the City, as shown on the signature page of this Agreement, whichever date is later.
- B. “Party”** means the City or the State and “Parties” means both the City and the State.

**4. GRANT OF LICENSE**

- A. Use of Facilities.** The City shall provide the State with up to 34 parking licenses to be used by the State at the College Street Parking Garage or the Lakeview Parking Garage for the term of this Agreement as set forth in **§2.B**.
- B. Timing Restrictions.** The parking licenses granted under this Agreement shall only be valid Monday through Friday of each week. No overnight parking is permitted as part of this Agreement.

- C. **User Restrictions.** Only currently registered vehicles that are legally allowed to be operated on public streets and right of ways may be issued a parking license and utilize the parking garage privileges granted in this Agreement.
- D. **Identification of License.** All persons possessing parking licenses granted under this Agreement must display the appropriate means of identification that are issued to authorized permit holders to utilize the parking privileges granted herein. Such identification may include a card, decal, hangtag, entry on a license plate registry, or other means.

## 5. PAYMENT

- A. **License Fee.** The State shall pay the City \$80 per month for each parking license granted under this Agreement.
- B. **Billing.** The billable term of each issued license shall begin on the day the license is issued to the State.

## 6. PARKING CONDITIONS

- A. **Use of Parking Facilities.** The monthly parking licenses issue under this Agreement authorizes designated State employees to self-park and lock one vehicle in an available (i.e. not being used) parking space located within the Lakeview or College Street Parking Garage. If a license holder is unable to park in either facility due to full occupancy, the license holder shall be authorized to park in the Marketplace Garage at no additional cost. If all City-owned parking facilities are at capacity, the City and the State shall work together to develop a plan for parking in City-owned surface lots until capacity at a parking garage becomes available. Notwithstanding the foregoing, the City does not guarantee the availability of parking spaces under this Agreement and if all City-owned parking facilities are at capacity, license holders shall either wait their turn to gain entrance or find alternative parking at their own cost.
- B. **Management of Parking Facilities.** The City reserves the right to manage parking in its facilities in the best interests of the City. The State acknowledges and agrees that management of City facilities may require the holders of the parking licenses granted under this Agreement to use another parking facility or be relocated if necessary.
- C. **Removal.** The City may remove any vehicle granted parking privileges under this Agreement at the owner's sole expense if reasonable efforts were made by the City to notify the owner about the need to remove the vehicle from the premises within a reasonable time. The determination as to removal of a vehicle is at the sole discretion of the State and includes, but is not limited to, leaking of chemicals, oil, gas, or antifreeze from a vehicle. Notwithstanding the foregoing, in the event of a threat of imminent danger to life or property as determined by the City, a vehicle may be removed at the owner's sole expense without notification of the owner. The State is solely responsible for all losses, damages, claims, liabilities, judgments, costs, and expenses arising directly or indirectly during the term of this Agreement out of any act, omission, or negligence of the State or its license holders.
- D. **Acceptance of Risk.** Parking is at the State and its designated license holder's sole risk. The City shall not guard, assume care, custody, or control of any vehicle or its contents. The City shall not be responsible for any loss or damage caused to vehicles or their contents utilizing the City's parking facilities including fire, theft, damage, or loss directly resulting from the willful misconduct or negligence of the City. No bailment is created under this Agreement.

- E. Reporting.** The State shall require that as a condition of issuing a parking license granted herein, the license holder shall report any damage to the parking facility caused by the license holder's vehicle. Such damage includes, but is not limited to, the leaking of any chemicals, oil, gas, or antifreeze.
- F. Leaks.** If a vehicle is discovered to be leaking any chemical, oil, gas, or antifreeze, the City shall temporarily suspend the parking license privileges of the license holder until the license holder provides DPW with written proof that necessary repairs were made to prevent further leakage. Any suspension issued under this §6.F shall not suspend the license holder's obligation to pay the license fee set forth in §5.A. Any vehicle whose license to park is suspended may be removed at the owner's expense if the vehicle is found in a garage while the license is suspended.
- G. Limitation on Use.** The parking licenses granted herein are for the exclusive use of the assigned license holder. Parking licenses shall not be loaned, altered, transferred or sold. The State agrees that misuse of a license shall be deemed as theft of services and the licensee shall be locked out and parking privileges in the garages rescinded.
- H. Compliance.** The State shall inform its license holders that compliance with instructions for the use of licenses is a condition of its use. If a license holder fails to properly comply with use instructions the maximum daily fee will be assessed.
- I. Insurance.** The State shall ensure that all license holders possess minimum levels of automobile insurance as required by law.

## 7. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings of the Parties, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

## 8. MODIFICATION

Except as otherwise provided by this Agreement, any modification to this Agreement shall only be effective if agreed to in a formal amendment to this Agreement, properly executed and approved by the Parties.

## 9. THIRD PARTY BENEFICIARIES

This Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely for the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to the Agreement and do not create any right for such third parties.

## 10. WAIVER

A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power,

or privilege.

#### **11. CHOICE OF LAW**

Vermont law shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference which conflicts with Vermont law shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution.

#### **12. JURISDICTION**

All suits or actions related to this Agreement shall be filed and proceedings held in the State of Vermont.

#### **13. ASSIGNMENT**

The State's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior written consent of the City. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of the State's rights and obligations approved by the City shall be subject to the provisions of this Agreement.

**The remainder of this page intentionally left blank**

**14. SIGNATURE PAGE**

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

**The Parties hereto have executed this Parking Agreement**

**STATE OF VERMONT**

By: \_\_\_\_\_  
Christopher Cole, Commissioner  
Department of Building and General Services

Date: \_\_\_\_\_

**CITY OF BURLINGTON  
Department of Public Works**

By: \_\_\_\_\_  
Chapin Spencer, Director  
Department of Public Works

Date: \_\_\_\_\_

**Resolution Relating to**  
NOVEMBER 6, 2018 – SPECIAL CITY MEETING  
ISSUANCE OF REVENUE BONDS  
FOR WASTEWATER AND STORMWATER  
UTILITY PROJECTS

**RESOLUTION** \_\_\_\_\_  
Sponsor(s): \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Referred to: \_\_\_\_\_  
\_\_\_\_\_  
Action: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signed by Mayor: \_\_\_\_\_

**CITY OF BURLINGTON**

In the year Two Thousand Eighteen .....

Resolved by the City Council of the City of Burlington, as follows:

- 1 That WHEREAS, the City of Burlington Department of Public Works has identified needs for various capital  
2 improvements to its wastewater, stormwater and pollution control system, including capital improvements to  
3 its treatment plants, wastewater collection system, stormwater collection and treatment system, improvements  
4 to reduce combined sewer runoff, planning studies for programmatic improvements and improvements to its  
5 pollution control and asset management systems; and
- 6 WHEREAS, the City has determined that the costs of such improvements are too great to be paid out of the  
7 ordinary annual income and revenue of the Wastewater department and that, in order to fund the costs of such  
8 capital improvements, it will be necessary to incur indebtedness for that purpose; and
- 9 WHEREAS, it is expected that these improvements will benefit future ratepayers; and
- 10 WHEREAS, the City expects that a total of \$29,958,000 will be required over the next five years to make  
11 these capital improvements with approximately \$19,856,000 for the wastewater system and approximately  
12 \$10,102,000 for the stormwater system; and
- 13 WHEREAS, the City Charter and other applicable law provides that, with at least a majority vote of the City’s  
14 voters, the City shall have the authority to issue bonds, from time to time, for the purpose of financing the cost  
15 of any improvement to the City’s public utility systems, including the City’s wastewater system and the City’s  
16 stormwater system, with such bonds payable from the revenues of such public utilities; and
- 17 WHEREAS, the Board of Finance, at its September 5, 2018 meeting, has approved and recommended that the  
18 City Council advance the proposed revenue bonding for wastewater and storm water system improvements for  
19 City-wide consideration and a public vote at a City Special Meeting to be held on November 6, 2018;

**Resolution Relating to**

**NOVEMBER 6, 2018 – SPECIAL CITY MEETING  
ISSUANCE OF REVENUE BONDS  
FOR WASTEWATER AND STORMWATER  
UTILITY PROJECTS**

20 WHEREAS, the proposed financing of such capital improvements may be through a public or private issuance  
21 of bonds or notes, through the Vermont Municipal Bond Bank, or through the State of Vermont environmental  
22 revolving loan fund, or a combination thereof, and may be done in one or more series, and over multiple years;

23 NOW, THEREFORE, BE IT RESOLVED that the City Council hereby requests, pursuant to Sec. 25 of the  
24 City Charter, that the Mayor call a Special City Meeting to be held on November 6, 2018 and that the  
25 following question be placed on the ballot of that Special City Meeting:

26 “Shall the City be authorized to issue revenue bonds or notes in one or more series, in an  
27 amount not to exceed \$29,958,000 in the aggregate, to be issued pursuant to the City Charter  
28 and subchapter 2 of Chapter 53 of Title 24, Vermont Statutes annotated, and payable only from  
29 the net revenues of the wastewater system and stormwater system, as may be determined by the  
30 City Council, for the purpose of paying for capital additions and improvements to the City’s  
31 wastewater and stormwater systems, including (i) improvements to the wastewater treatment  
32 plants and disinfection systems, (ii) improvements to the wastewater and stormwater collection  
33 system, (iii) improvements for combined sewer runoff and overflow mitigation, treatment and  
34 runoff reduction, (iv) programmatic improvements, and implementation of a pollution control  
35 asset management system, and (v) funding debt service reserve funds and paying costs of  
36 issuance?”

37 Estimated total Project Costs: \$29,958,000  
38 City Share of Total Costs: \$29,958,000  
39  
40

41  
42  
43  
44 Assistant’s initials/atty’s initials/Resolutions 2018/Name Resolution  
45 Date  
46 7395450\_4:12576-00011

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 18 July 2018  
53 Lavalley Lane – Main Wastewater Treatment Plant

**Commissioners Present:** Robert Alberry (*arrives at 6:41pm*); Tiki Archambeau (Chair); Jim Barr; Chris Gillman (Clerk); Brendan Hogan; Solveig Overby. **Commissioners Absent:** Justine Sears (Vice Chair)

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

DPW Director Chapin Spencer calls meeting to order at 6:37pm and states that he will moderate the meeting until the Commission's officers are elected.

**Item 2 – Agenda**

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

Action taken: motion approved;  
“Ayes” are unanimous.

*\*\*Commissioner Alberry arrives\*\**

**Item 2 – Nominations for Chair, Vice Chair & Secretary**

Commissioner Barr nominates Commissioner Archambeau for Commission Chair, Commissioner Sears for Commission Vice Chair (with understanding that if the absent Commission Vice Chair nominee declines the position it can be re-filled at the next meeting), and Commissioner Gillman for Commission Clerk, and is seconded by Commissioner Hogan.

Discussion

Commissioners Archambeau, Gillman, and Overby all speak on the nominee for Commission Vice Chair.

Action taken: nominations approved;  
“Ayes” are unanimous.

Director Spencer passes the meeting gavel to elected Chair Archambeau to run the remainder of the meeting.

**Item 4 – Public Forum (3 minute per person time limit)**

Andrea Todd speaks on street sweeping, the Water Resources Division's patch repairs, and GMT (Green Mountain Transit) involvement in the department.

Mark Monaghan speaks on his business venture.

Dan Girard speaks on Intervale Rd conditions.

**Item 5 – Consent Agenda**

- A. Traffic Request Status Report
- B. Complete Streets CY18 Paving – Added Streets
- C. Great Streets – St. Paul Street Refine Ordinance Language
- D. Great Streets – St. Paul Street Temporary Construction Parking Changes
- E. Proposed Accessible Parking on Adams Court
- F. Proposed Truck loading Zone on College St
- G. Enforcement Authority for City-Leased & Managed Lots

Commissioner Barr makes motion to accept Consent Agenda and is seconded by Commissioner Alberry.

Discussion

Commissioner Overby speaks on Item G, specifically Appendix C and post-5:30pm parking rates; Director Spencer and Assistant DPW Director – Parking & Traffic Patrick Mulligan respond.

Action taken: motion approved.

“Ayes” are unanimous.

#### **Item 6 – Draft ADA Transition Plan**

A) Presentation by DPW Engineer Laura Wheelock and Associate Engineer Phillip Peterson who speak on the creation of an ADA (Americans with Disabilities Act) plan for the department.

B) Commission Questions

Clerk Gillman speaks on changes this plan will prioritize; Commissioner Hogan speaks on typos in the presentation and potential for penalties for non-ADA-compliant curb reconstructions; Commissioner Overby speaks on requirements in the Right of Way, public outreach, CIP abbreviation meaning, and vibrating pedestrian push buttons; Engineer Wheelock responds.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

#### **Item 7 – Update on Wastewater and Stormwater Management**

A) Presentation by Director Spencer and Assistant DPW Director – Water Resources Megan Moir who speak on departmental plans concerning recent wastewater and stormwater discharges.

B) Commission Questions

Chair Archambeau speaks on the reduction of CSOs (Combined Sewer Overflows), year-to-date gallons of discharge, BOD (Biochemical Oxygen Demand) increases, untreated discharge amounts decreasing, staffing increased costs, aging PLCs (Programmable Logic Controllers), infrastructure security considerations, and wastewater recovery potential; Clerk Gillman speaks on failure assessments, historical discharge comparisons, and the disinfection system detection systems; Commissioner Hogan speaks on historical severe weather planning comparisons and demands on infiltration systems; Commissioner Overby speaks on computerized control systems, warning sensors, CSO flow meters, and infiltration bump outs for Main St; Director Spencer, Assistant Director Moir, and Stormwater Program Manager Jenna Olson respond.

C) Public Comment

Andrea Todd speaks on stormwater requirements for new developments, increased population demands, water permitting for businesses, and the new marina’s effect on the lake with Assistant Director Moir responding.

D) Commissioner Discussion

Chair Archambeau speaks on scheduled public forums and public reactions; Director Spencer and Assistant Director Moir respond.

E) Action Requested – None.

#### **Item 8 – Approval of Draft Minutes of 6-20-18**

Commissioner Alberry makes motion to accept draft minutes of 6-20-18 and is seconded by Clerk Gillman.

Action take: motion approved;

Commissioner Alberry: Aye

Chair Archambeau: Aye

Commissioner Barr: *abstains*

Clerk Gillman: Aye

Commissioner Hogan: *abstains*

Commissioner Overby: Aye

Vice Chair Sears: *abstains*

**Item 9 – Director’s Report**

Director Spencer reports on Commissioner Hogan’s orientation, updating the construction portal, the annual report of the Commission to the City Council, no August Commission meeting, and the annual employee party occurring August 10.

**Item 10 – Commissioner Communications**

Chair Archambeau speaks on the next Permit Reform Committee meeting occurring in September; Commissioner Barr speaks on potential for climbing bike lane for Colchester Ave; Commissioner Hogan speaks on joining the Commission; Director Spencer and Senior Transportation Planner Nicole Losch respond.

**Item 12 – Adjournment & Next Meeting Date – September 19, 2018**

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:50pm.



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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Burlington, VT 05401  
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[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: September 13, 2018

**TRAFFIC REQUESTS:**

To save administrative effort and paper, staff is proposing to include the number of outstanding traffic requests in my Director's Report each month. As of 9/10/18, we had 51 requests in queue.

**PROPOSED WASTEWATER & STORMWATER BOND:**

After a number of wastewater equipment and process challenges at our plants this season, the Mayor and staff made the decision to expedite our capital planning work this summer to offer the City Council the opportunity to present voters in November with a reinvestment plan for our wastewater and stormwater systems. The Board of Finance reviewed our Proposal for a Resilient City – a \$29.9M bond that would represent Phase II of the City's Sustainable Infrastructure Plan – and they recommended approval to the City Council. They did amend the resolution to include a new whereas clause: "the City intends to study and adopt, effective FY21, an alternate rate structure for water and wastewater to relieve the cost burden on income-constrained, small users." All the materials presented to the Board of Finance are provided to the Commission for your upcoming meeting and Assistant Director Megan Moir and I will be available to answer any questions. If the Commission is so inclined, we would welcome the Commission recommending approval of the draft resolution to the full City Council. The City Council will decide whether or not to put the bond question on the November ballot at their September 24 meeting.

**SOUTH UNION STREET DEMONSTRATION PROJECT:**

A group of neighbors adjacent to Edmunds School, along with Local Motion, have applied to conduct the first resident-led demonstration project under the Commission-approved ordinance. As a reminder, the reason for the citizen-led demonstration projects is to allow the public to propose and test roadway treatments that may help address community concerns. This specific proposal seeks to turn South Union Street between Maple and King to one-way and install a northbound protected bike lane between Maple and Main streets. A combined bike lane / bus loading and unloading would be accommodated proximate to the Main St intersection. DPW staff is reviewing the current proposal along with the Police and Fire departments. If our departments approves a permit for their demonstration, the demonstration would happen in late September / early October. The applicants have requested to operate the demonstration for a month, but City ordinance language limits these demonstrations to one week. Based on the applicants commitment to: 1) monitor the demonstration every day to make sure all the signs, stripes and materials remain in their proper place, 2) to notify stakeholders in accordance with the requirements for a Director-approved pilot project (20-3 in City ordinance), and 3) to collect feedback from stakeholders, I am prepared to approve a two-week installation of this demonstration project under my pilot project authority. This written update is my required two-week advance notice to the Commission. If the Commission has any concerns about this additional one-week extension of the demonstration project, let me know at the September Commission meeting.

### **CONSTRUCTION SEASON UPDATE**

Overall, we are continuing to progress well with our coordinated paving and water main / sewer main contract work. We are expecting to hit our overall production targets for sidewalk construction, street paving and water main relining. Staff is managing a very challenging situation on Austin Drive where an unanticipated pipe condition required us to terminate our contract with a relining firm and pivot quickly to an open dig replacement of the sewer force main. Staff will be prepared to provide a quick overview at the meeting and answer any questions. We very much appreciate the patience that residents and property owners have shown during this intensive construction period. Information on this season's capital reinvestments can be found on our Construction Portal here: <https://www.burlingtonvt.gov/construction>.

### **A POTENTIAL SPECIAL OCTOBER COMMISSION MEETING**

DPW Water Resources staff are working with the Clerk/Treasurers Office on the upcoming water bond – different from the recently proposed \$30M wastewater/stormwater bond. As you may recall, for the last two years we've brought forward a request to have the Commission recommend the Council bond for water main improvements in the coming year. These recommendations have been within the total \$8.34 M that voters authorized in Nov 2016. We are needing to do that again in advance of the CY 2019 construction season. The way the bond markets work and to get the best rates, we need to get City Council approval at their Oct 15 meeting. To get the Commission's recommendation prior to the Council's action, as specified in ordinance, we'd need to have a special October Commission meeting. As such, we'd like to discuss with you having a special October meeting on Wednesday, October 10 (possibly in lieu of the regular October meeting). We will finalize our October meeting plan at the September meeting. Thank you for helping us work through this.

### **ANNUAL EMPLOYEE RECOGNITION & TEAM BUILDING EVENT**

Thank you to Commission Chair Archambeau for attending DPW's annual employee recognition event on August 10 at Oakledge Park. Tiki took the opportunity to thank the team for their work over the past year.

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