



**CITY OF BURLINGTON, VERMONT  
CITY COUNCIL TRANSPORTATION, ENERGY &  
UTILITIES COMMITTEE**

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**Councilor Maxwell Tracy, Chair** *WARD 2*  
**Councilor Richard Dean,** *East District*  
**Councilor Ali Dieng,** *WARD 7*

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**Transportation, Energy and Utilities Committee of the City Council**  
**Wednesday, September 13th, 2017 at 5:30 PM**

**Department of Public Works – Street Assignment Conference Room**  
**645 Pine Street – Burlington, VT**

Members Present: Councilor Max Tracy, TEUC Chairperson Councilor Richard Deane, TEUC Member  
Councilor Ali Dieng, TEUC Member

Other Councilors Present: Kurt Wright, Jane Knodell

City Staff Present: Chapin Spencer, DPW Nicole Losch, DPW Phillip Peterson, DPW Robert Goulding, DPW  
Kirsten Shapiro, CEDO Meagan Tuttle, Planning and Zoning

Residents Present: See Attendance Sheet

**1. Agenda**

- a. Councilor Tracy called the meeting to order at 5:53 pm

**2. Public Forum**

- a. Laurie Smith (local resident), positive response to The Wiggle and Plan Bike Walk BTV, see attached.

**3. Minutes of 08/09/2017**

- a. Councilor Tracy moved for a motion on the minutes, Councilor Deane moved to approve the minutes and Councilor Dieng seconded. All in favor.

**4. Public Engagement Plan for DPW Projects – 60 minutes**

- a. Nicole Losch, Rob Goulding and Chapin Spencer presented, see attached
- b. 60-minute duration
- c. General discussion,
  - i. Councilor Deane recommends staff add more specifics.

- ii. Councilor Dieng recommends staff keep good data on how well different methods of communication work. Chapin: DPW staff welcomes any guidance from the public on what the best communication methods are.
- iii. Councilor Wright: How will local residents be viewed versus the entire city population? Will local residents be given any preference? Will the city council be informed of all projects? Rob: City Council will be notified under CONSULT project types.
- iv. Councilor Wright: How will you ensure safe and efficient flow of traffic? Chapin: The plan is focused on public engagement.
- v. Councilor Knodell: The Wiggle is a traffic request at this point? Nicole: The Wiggle hits a variety of project types.
- vi. Councilor Tracey: DPW should have a specific set of guidelines for the public engagement plan. DPW needs clear accountability. Chapin: some prescribed processes already have Standard Operating Procedures (SOP's). It may get complicated to give a ton of detail. We do not want to make a plan too complicated. Nicole: we need to recognize the challenges of being too prescriptive.
- vii. Councilor Wright: DPW should be vigilant in making sure project data collected for any project is objective.
- viii. Laurie Smith (local resident): The public engagement plan is excellent. Add resident and property owners, they are two different things. Chapin has handled things very well; the City of Burlington is in good hands.
- d. Action: DPW use recommendations, Chapin: Staff would like at least a month to finalize the plan. The TEUC will meet 10/17/17 at 6:30 pm in the DPW Front Conference Room.

**5. Asset Management Program Draft Resolution – 20 minutes**

- a. Chapin Spencer presenting, see attached.
- b. 20-minute duration
- c. General discussion,
  - i. Councilor Deane what resources do you need and why? Chapin: Maintenance is a major factor behind this plan.
  - ii. Councilor Dieng: What do you do with old resources? Chapin: We recycle and resell as much as we can. The city's water main in some places is as old as 75 years. Preventative maintenance is very important. An asset management program would be setting up a computer management system. Focus on preventative maintenance.
- d. Action: Chapin Spencer will follow up with other city departments and see if they are willing to participate.

**6. Councilors' Update**

- a. Councilor Deane: The work being done by the City looks great, especially the new waterfront project.
  - b. Councilor Dieng: Some residents need help with sewer breaks, CEDO used to do the work.  
Chapin: We are meeting with a company which provides insurance for these issues.
7. **Adjourn (7:22 pm)**
- a. Councilor Tracy motioned to adjourn and Councilor Deane seconded. Meeting was adjourned at 7:22 PM.