



## Public Works Commission

**Wednesday, April 16, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM**

**6:30 pm, Main Conference Room, 645 Pine St OR Remotely via ZOOM:**

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/83495330508>

**Or Telephone: Dial US: 301-715-8592 Webinar ID: 834 9533 0508**

**Channel 17 also often livestreams this on their YouTube channel and airs it over the air at a later date.**

**Note that comments on YouTube are not monitored.**

### **1. Call to Order**

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### **2. Agenda - 5 Minutes**

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**2.1. Motion to amend/adopt agenda**

### **3. Public Forum - 3 Minutes per Person Time Limit - 10 Minutes**

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**3.1. Verbal Comments**

### **4. Consent Agenda - 5 Minutes**

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**4.1. Approval of Draft Minutes of 3-19-25**

**4.2. Bank St Traffic Regs near City Place**

**4.3. Archibald Street Parking Space Removal**

**Subject**

**4.4. Approval of Consent Agenda**

Meeting

April 16, 2025 - Public Works Commission - Wednesday, April 16, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category

4. Consent Agenda - 5 Minutes

Department

Public Works Department

Type

Action (Consent)

Recommended Action

Motion to Approve Consent Agenda

### **5. Vacant Building Appeal - 112 Spruce St**

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**Subject**

**5.1. Communication, W. Ward & Appellant**

Meeting

April 16, 2025 - Public Works Commission - Wednesday, April 16, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 5. Vacant Building Appeal - 112 Spruce St  
Department Public Works Department  
Type Action  
Recommended Action Motion to Approve Vacant Building Status

## **6. Elmwood Lot Lease - 15 Minutes**

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**Subject 6.1. Communication, B. Pine**  
Meeting April 16, 2025 - Public Works Commission - Wednesday, April 16, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM  
Category 6. Elmwood Lot Lease - 15 Minutes  
Department Public Works Department  
Type Action  
Recommended Action Motion to Approve

## **7. Proposed Next Steps on Recycling - 20 Minutes**

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**Subject 7.1. Information, C. Spencer & L. Perry**  
Meeting April 16, 2025 - Public Works Commission - Wednesday, April 16, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM  
Category 7. Proposed Next Steps on Recycling - 20 Minutes  
Department Public Works Department  
Type Information  
Recommended Action None

## **8. Great Streets Main Street Update - 15 Minutes**

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**Subject 8.1. Information, C. Spencer & Tech Services**  
Meeting April 16, 2025 - Public Works Commission - Wednesday, April 16, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM  
Category 8. Great Streets Main Street Update - 15 Minutes  
Department Public Works Department  
Type Information  
Recommended Action None

## **9. Director's Report - 10 Minutes**

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**Subject 9.1. Communication, C. Spencer**

Meeting April 16, 2025 - Public Works Commission - Wednesday, April 16, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 9. Director's Report - 10 Minutes

Department Public Works Department

Type Discussion

**10. Commissioner Items**

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**11. DPW Director & City Engineer Annual Review - Executive Session**

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**12. Adjournment & Next Meeting Date - May 21, 2025**

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**12.1. Motion to adjourn**

DEPARTMENT OF PUBLIC WORKS  
645 PINE STREET  
BURLINGTON, VERMONT 05401  
COMMISSION MEETING MARCH 19, 2025  
DRAFT MINUTES

For video of the meeting, please visit Town Meeting TV's YouTube Channel:

<https://us02web.zoom.us/j/83495330508>

Commissioners Present: Commissioner Barr, Vice Chair Fox, Commissioner Davis,  
Commissioner O'Neill-Vivanco

Commissioner Absent: Chair Damiani, Commissioner Munteanu

**ITEM 1 – CALL TO ORDER**

**Vice Chair Fox** called the meeting to order at 6:30 p.m.

**ITEM 2 – AGENDA**

**Commissioner Barr** made a motion to approve the agenda  
**Commissioner O'Neill-Vivanco** seconded.  
Unanimous Approval.

**ITEM 3 – PUBLIC FORUM**

Sharon Bushor called to inquire about the removal of parking on North Winooski Avenue creates tension. There has been a lot of conversation on metered parking in residential parking only area. Pedestrians are the weakest link in the bike/walk proposal.

Linda Risi and Maddy Posk are residents of Hungerford Terrace and are questioning why there is going to be a chicane in their neighborhood, there is not a lot of traffic and not a lot of speeding.

**ITEM 4 – CONSENT AGENNDA**

Director Spencer stated the consent agenda included the Hungerford Terrace parking chicane you can pull that off if you would like.

- 4.1 Approval of Draft Minutes 2-19-25
- 4.2 Hungerford Terrace Parking Chicane
- 4.3 No Turn on Red at Shelburne St. and Home Ave

**Commissioner Barr** made a motion to accept the consent agenda with removing the Hungerford Terrace issue  
**Commissioner O'Neill-Vivanco** seconded  
Unanimous Approval

**ITEM 4.5 – HUNGERFORD TERRACE PARKING CHICANE**

City Engineer Jack Keller stated that there was a request from a resident for traffic calming on this street. Putting in a chicane is a solution that is not too expensive and has shown to be effective. This also increases parking on the street for residents. Senior Transportation Engineer Philip Peterson stated that driving have parking adjacent. We did meet public engagement. The public feedback was positive.

**Commissioner Barr** stated that chicanes had been installed on Chase Street and they do work. I am in support of this.

**Commissioner O’Neill-Vivanco** stated this was an informal bike corridor and appreciates the traffic calming. She is concerned about the clearance of the driveways for the rubbish trucks. She also had a concern for parking when visitors go where they cars park. Commissioner O’Neill Vivanco also had questions about when this was going to roll out.

**Information Officer Rob Goulding** stated that he had a good working relationship with the UVM Life Office and he will speak with their office and ask if they could help with getting this information out to the students.

**Commissioner Davis** inquired about the speed component.

City Transportation Engineer Julia Ursaki stated that the speed limit is 24 mph. We installed this on Buell Street to reduce speed on a low volume street. This is a less low cost solution.

Commissioner Davis stated that he was an advocate for the chicanes for the pedestrian crash but Hungerford had only one crash.

City Engineer Julia Ursaki stated that the crashes on Hungerford Terrace are mostly property damage and there has been only one pedestrian crash.

**Commissioner Fox** supports this. It is inexpensive, nimble and does work change.

**Commissioner Barr** made a motion to accept staff’s recommendation

**Commissioner O’Neill-Vivanco** seconded

**Unanimous approval**

## **ITEM 5 – BATTERY STREET PREFERRED ALTERNATIVE APPROVAL**

The Project Advisory Committee and Project Team recommend a two way separated bike lanes along the west side of Battery Street as the preferred alternative. This will include lane reconfiguration that reduces the lanes of lanes, shortens the pedestrian crossings, traffic signal improvements and space for additional Great Streets designs elements like green storm water infrastructure, trees, benches and public art.

The purpose of this is to improve corridor and intersection safety for all users.  
Enhance comfort and accessibility for pedestrians along Battery Street  
Provide end-to-end bicycle facilities and connections  
Integrate street ecology into Battery Street’s overall design  
Provide acceptable mobility for all modes of transportation along Battery Street

Transportation Engineer Julia Ursaki stated that this item would be going before City Council for approval on April 14<sup>th</sup>.

Commissioner O’Neill-Vivanco has questions about signaling for the cyclist to cross from west side of Battery. Engineer Ursaki stated that there will be a box for bikes coming southbound to que up.

Commissioner O’Neill-Vivanco asked if there was any plans to advocate for bike parking at the businesses on Battery Street. Engineer Ursaki stated they will add this to the list. Commissioner O’Neill-Vivanco asked about the maintenance and was informed that the two lanes will make it easier to plow.

**Commissioner Davis** stated that Alternative 2 is great the turns and interaction which will help people know what to expect. Is there a scoping study on construction effects on people traveling on Battery Street.

**Commissioner Fox** is excited about the project. She did inquire about signage and bike parking.

Commissioner Bar made a motion to approve  
Commissioner O’Neil-Vivanco seconded  
Unanimous approval

## **ITEM 6 – 2025 PAVING UPDATE**

Associate Engineer Caleb Manna stated that there was extra money left over from last year’s contract and we will be paving the Beltline from Manhattan Drive just before the North Avenue exit.

The paving contract went out to bid and SD Ireland won the bid as they were in line with previous year’s budget. I have included that areas of paving that we will be doing this year. The sidewalks are in bad shape and when we do a sidewalk we will fix the ADA crossing to become compliant.

**Commissioner Fox** asked of the managing contractor will communicate as much in advance as possible.

**Senior Engineer Cory Mims** stated that SD Ireland is managing the Main Street and Pearl Street and will also include this.

**Commissioner O’Neill-Vivanco** asked if there has been contact with the Burlington School District

**Senior Transportation Engineer** Philip Peterson stated there is a bi weekly with the Burlington School District.

**Commissioner Davis** about speed tables. Senior Transportation Engineer Philip Peterson stated that funding for calming is out of the transportation budget. Senior Engineer Mims stated that funding for both points is in the contact.

## **ITEM 7 – DIRECTOR’S REPORT**

- 2025 TMD Capital bond requests all passed on Town Meeting Day
- Battery Street Corridor study preferred alternative has made good progress and has a proposed preferred alternative to improve the safety and accessibility for all users.
- FY’26 Budget and the future of municipal recycling collections. We will come to the commission in April to discuss strategies to close the gap. This will likely include how recycling will be collected in the Queen City.
- Traffic Calming advancing a permanent traffic calming installations on Ethan Allen Parkway and Archibald Street.

- Route 127 improvements DPW installed 2 radar speed feedback signs on the high speed portion of 127. We are reviewing the crash reports along with the history of prior fatalities. We will be exploring potential automated traffic enforcement.

#### **ITEM 8 - COMMISSIONER ITEMS**

Commissioner Davis stated the Pine Street cutoff communication is awesome. The Champlain Parkway right turn green arrow signal does exist works. Someone south on Parkway Briggs Street went in drainage cut off area. Appreciate the thought that went into Home Avenue and Home Avenue.

Commissioner O'Neill-Vivanco inquired about the drainage fixed at Summit Ridge before paving. She also asked about the South Union by Edmunds signal coming soon. Director Spencer state he will check in for an installation time

Commissioner Barr asked if the sweeper broke as it left dirt in th bike lane along Colchester Avenue by Nash Place.

Commissioner Fox inquired if Clean Sweep was going to happen this year. Information Officer Rob Goulding stated that there is a meeting coin up.

#### **ITEM 9 – ADJOURNMENT AND NEXT MEETING MARCH 19, 2025**

Commissioner Barr made a motion to adjourn  
Commissioner O'Neill-Vivanco seconded.  
Unanimous approval

**Meeting adjourned at 8:47 p.m.**



**Memorandum**

*Date:* April 16, 2025

*To:* Public Works Commission

*From:* Calvin Wuthrich, Seasonal Associate Public Works Transportation Engineer  
 Julia Ursaki, PE, Public Works Engineer

*CC:* Peter Procaccio, PE, Senior Public Works Engineer  
 Laura Wheelock, PE, City Engineer/Division Director of Technical Services  
 Phillip Peterson, P.E., Senior Transportation Planner

*Subject:* Bank Street Traffic Regulations for CityPlace Public Improvements

**Staff recommends the DPW Commission approve the changes to City ordinances laid out in Attachment-1.**

Final language of the amended regulations is subject to the review and approval of the City Attorney's Office.

**Purpose & Need:**

The purpose of these regulation changes is to align City ordinances with current plans for Bank Street (between Pine Street and Saint Paul Street) as part of the Reconnecting Bank & Cherry project. These changes include the addition and modification of loading zone spaces, the removal of school loading zone spaces, the removal of a bus stop, and the designation of a parking meter zone, all aimed at improving the safety, accessibility, and vibrancy of the downtown area.

**Project Checklist:**

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		MUTCD, ADA
Aligns with City plans?		X		Great Streets Standards
Followed Public Engagement Plan?		X		

**Background:**

The Reconnecting Bank & Cherry project is part of the City's Great Streets Initiative to increase the vibrancy and accessibility of our downtown. The completed project will extend Pine Street and Saint Paul Street north past their intersections with Bank Street, connecting Bank Street and Cherry Street and allowing Pine Street to continue to its intersection with Pearl Street. It will also reconstruct the entirety of Bank Street and Cherry Street, as [presented to the Public Works Commission on June 26, 2024](#).

The phase of this project that is currently under construction, known as the "CityPlace Public Improvements," is reconstructing the sidewalk and streetscape between the face of the new CityPlace buildings and the curb on the north side of Bank Street.

This summer, Bank Street will reopen as a two-way street between Pine Street and Saint Paul Street with parking on the north side of the street. Opening of the CityPlace south tower is planned for Summer 2025, which includes new housing units, retail space, and a hotel.

As part of our work on the CityPlace Public Improvements, DPW staff seek to amend City ordinances to align with proposed changes to parking on Bank St included within the project plans. These changes are laid out in Attachment-1.

**Changes being requested include:**

1. Addition of a loading zone on the north side of Bank Street (4 spaces).
2. Designation of a parking meter zone on the north side of Bank Street.
3. Removal of a school loading zone of the north side of Bank Street.
4. Removal of a bus stop on the south side of Bank Street.
5. Removal of no parking areas on the south side of Bank Street and on the north side of Bank Street within 50 feet of Pine Street and Saint Paul Street.

There are currently eleven (11) parking spaces on this block of Bank Street, including five (5) vehicle loading spaces and six (6) regular unrestricted metered spaces. The proposed configuration will also have eleven (11) parking spaces, with five (5) loading spaces (four on the east end in front of CityPlace, and one on the west end in front of the 100 Bank Street building) and six (6) unlimited metered spaces.

**Implementation (see Attachment-2):**

Changes to signage and street markings, if approved, are planned for implementation in the coming months along with the reopening of two-way travel on this section of Bank Street. Changes to City ordinances (see Attachment-1) serve to reflect these changes.

Here's a summary of the proposed changes to each section:

## Traffic Regulation Adjustments:

### Proposed Configuration

- **Addition of 15-Minute Loading Zone (4 spaces):** This loading zone, located on the north side of Bank Street the four spaces east of St. Paul Street, will allow vehicles that are loading and unloading to occupy these spaces for up to 15 minutes. With the opening of the hotel as part of the CityPlace south tower, the addition of these spaces will help meet increased demands for loading and unloading areas on Bank Street.
- **Addition of Parking Meter Zone (6 spaces):** Adding parking meters for the unrestricted spaces on the north side of Bank Street between Pine Street and St Paul Street will help this street to match the character of the majority of the City's downtown area. These meters are proposed to have no maximum time limit, which will provide greater flexibility to visitors or workers using these spaces. There will be 6 metered spaces.
- **Modifications to Existing Loading Zone:** The existing 30-minute loading zone on the west end of Bank Street in front of the 100 Bank Street building will be modified to include longer hours when the loading zone is in effect (now 6 a.m. – 9 p.m.). The description of the loading zone's location will also be altered to reflect its planned slight movement after the construction of the CityPlace driveway and installation of new curb on the north side of Bank Street.

### Updating the Existing Regulations

- **Removal of Time-Limited Loading Zone:** The vehicle loading zone on the north side of Bank Street between Pine Street and St. Paul Street, which is currently in effect during school drop-off and pickup hours, was implemented due to the adjacent Burlington High School site downtown. Burlington High School no longer requires these spaces, so their removal will allow for additional unrestricted parking to be added to Bank Street.
- **Removal of Fifteen-Minute Parking:** As part of the State Revolving Fund (SRF) sewer replacement on Pine Street last year, up to two 15-minute metered spaces were designated on Bank Street between Pine Street and St. Paul Street. Now that the SRF project is complete, the 15-minute limits on these spaces are no longer necessary.
- **Removal of Bus Stop:** Removal of the bus stop on the south side of Bank Street just east of Pine Street will help keep City ordinances up to date, as this bus stop location is not currently used by GMT or BSD vehicles.
- **Removal of No Parking Areas:** Parking is currently prohibited for 50 feet east of Pine Street and for 50 feet west of St Paul Street under current ordinances. However, a citywide blanket ordinance already designates no parking in areas within 50 feet of any corner, where signage is posted. Removing this ordinance removes this redundancy and prevents any conflicts with other ordinances on this street.

## Future Changes:

The next phase of the Reconnecting Bank & Cherry project will also bring forward proposed changes to City ordinances. These changes are anticipated to begin in 2027.

**Engagement and Collaboration:**

Business owners on Bank Street were notified of these proposed ordinance changes on April 10, 2025. DPW staff has been dedicated to engaging the broader community, property owners, businesses, leaders, and other key stakeholders in the Downtown area and across the City in the changes made as part of the Reconnecting Bank & Cherry project. Changes to ordinances reflect design decisions that have been subject to public input and approval as part of the broader Reconnecting Bank & Cherry engagement process.

**Attachments:**

1. Traffic Regulation Amendment
2. Map of Ordinance Changes
3. Reconnecting Bank & Cherry Plans

**Attachment 1: Traffic Regulation Amendment.**

**CITY OF BURLINGTON**

**In the Year Two Thousand Twenty-five**

**A Regulation in Relation to**

Rules and Regulations of the Traffic Commission—  
7; No parking areas,  
9; Fifteen-minute parking,  
12-1; No parking except vehicles loading or unloading,  
16; Bus stops,  
17; Designation of parking meter zones.

Sponsor(s): <u>Public Works Commission</u> Action: <u>Approval</u> Date: <u>4/16/2025</u> Attestation of Adoption:  <hr/> <i>Phillip Peterson, PE</i> <i>Senior Transportation Planner, Technical Services</i> Published: _____ Effective: _____
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**It is hereby Ordained** by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 7 No parking areas., 9 Fifteen-minute parking., 12-1 No parking except vehicles loading and unloading., 16 Bus stops., 17 Designation of parking meter zones., of the Code of Ordinances of the City of Burlington is hereby amended as follows:

.....  
**7 No parking areas.**  
.....

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

- (1) – (4) As written.
- (5) ~~On the north side of Bank Street for 50 feet east of Pine Street and 50 feet west of St. Paul Street.~~
- (6) – (591) As written.

.....  
**9 Fifteen-minute parking.**  
.....

(a) No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted, in the following areas:

- (1) – (10) As written.
- (11) ~~Up to two spaces in the first two metered spaces on Bank Street just east of Pine Street for the extents of SRF construction.~~
- (12) – (126) As written.
- (b) – (c) As written.

.....  
**12-1 No parking except vehicles loading or unloading.**  
.....

No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

(1)– (9) As written.

(10) ~~Reserved.~~ On the north side of Bank Street in the first four (4) spaces west of Saint Paul Street for a maximum time limit of fifteen (15) minutes.

(11) – (17) As written.

(18) ~~On the north side of Bank Street for approximately forty (40) feet in the first space east of Pine Street between the hours of 8:00 a.m. to 6:00 a.m. and 5:00 p.m. to 9:00 p.m., for a maximum time limit of thirty (30) minutes.~~

(19) – (50) As written.

(51) ~~On the north side of Bank Street beginning directly east of the vehicle loading zone and extending east four (4) parking spaces, effective between the hours of 7:00 a.m. to 10:00 a.m. and 2:00 p.m. to 4:00 p.m. Monday through Friday, from August 20 of any year to June 20 of the succeeding year. Reserved.~~

(52) – (54) As written.

.....  
**16 Bus stops.**  
.....

(a) The following spaces are hereby designated as bus stops:

(1) – (3) As written.

(4) ~~Reserved. On the south side of Bank Street, for fifty (50) feet east of Pine Street.~~

(5) – (25) As written.

(b) – (c) As written.

.....  
**17 Designation of parking meter zones.**  
.....

(a) – (f) As written.

(g) Designated streets with no time limit metered parking: The following streets or portions of streets are hereby designated as no time restriction metered parking zones:

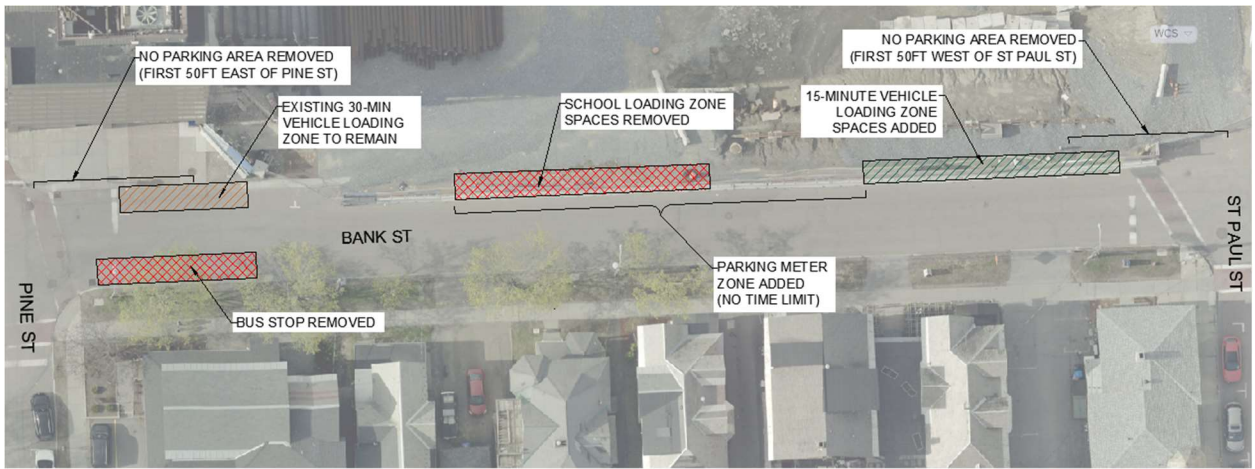
(1) – (12) As written.

(13) On the north side of Bank Street beginning one hundred forty (140) feet west of Saint Paul Street and extending west one hundred fifteen (115) feet.

\*\* Material stricken out deleted.

\*\*\* Material underlined added.

## Attachment 2: Map of Ordinance Changes



### **Attachment 3: Reconnecting Bank & Cherry Plans**

DURABLE 4 INCH WHITE LINE  
 TEMPORARY 4 INCH WHITE LINE, PAINT  
 (PARKING STALLS/EDGELINES AS SHOWN)  
 STA. 50+68 TO 53+25, SOLID LT & RT  
 STA. 51+80 TO 51+92, SOLID LT (DIAGONALS)

DURABLE 4 INCH YELLOW LINE  
 TEMPORARY 4 INCH YELLOW LINE, PAINT  
 STA. 50+47 TO 50+97, SOLID LT & RT  
 STA. 53+17 TO 53+25, SOLID LT & RT

DURABLE CROSSWALK MARKING  
 TEMPORARY CROSSWALK MARKING  
 STA. 50+30 LT & RT  
 STA. 60+85 LT & RT

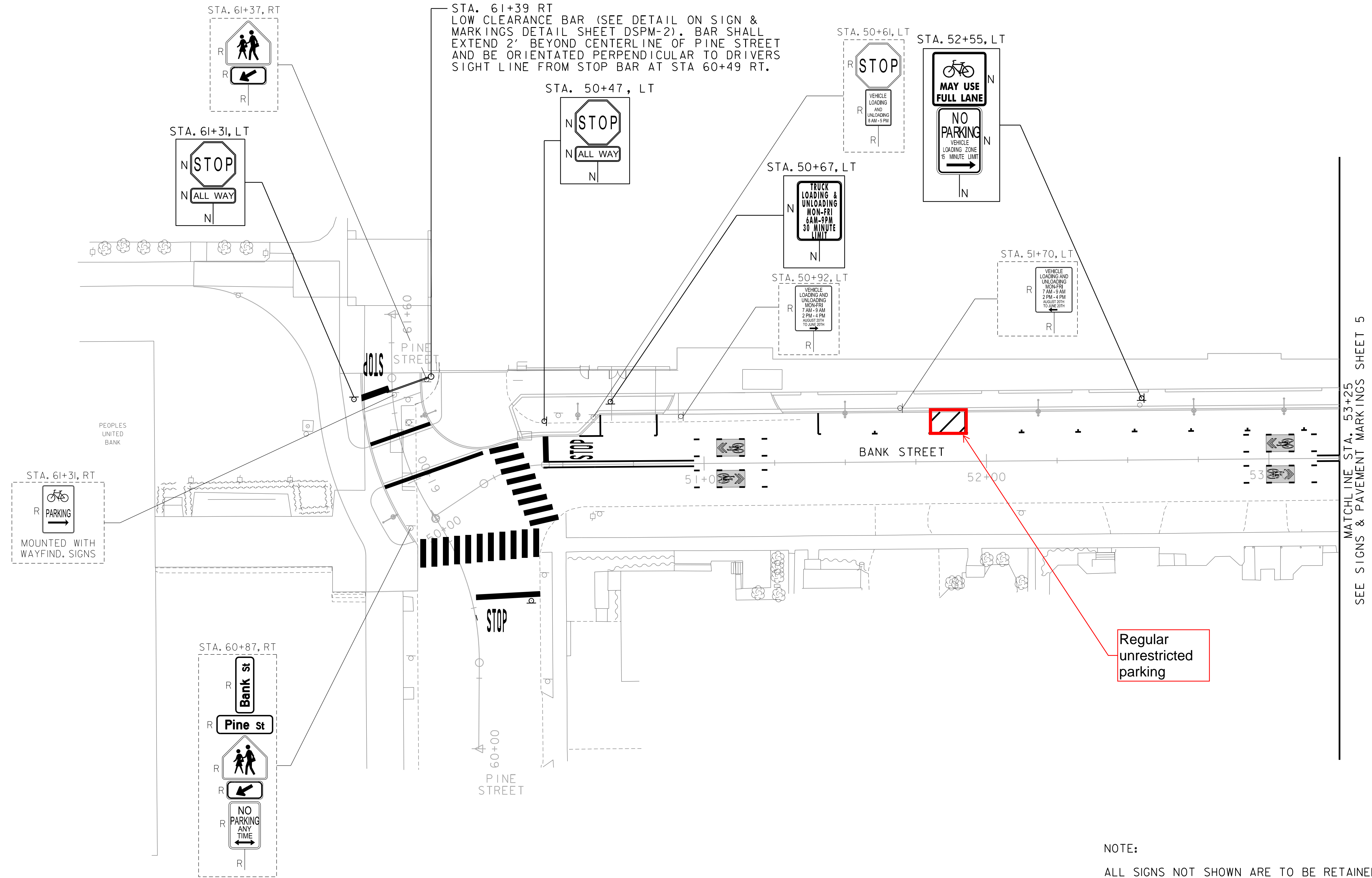
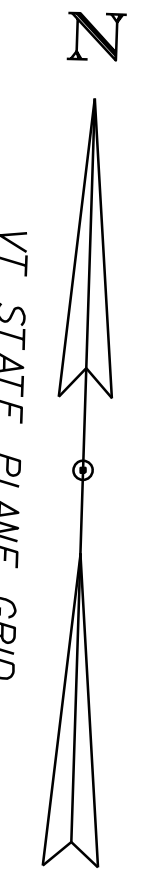
DURABLE 12 INCH WHITE LINE  
 TEMPORARY 12 INCH WHITE LINE, PAINT  
 STA. 60+62 TO 60+64, SOLID RT TO LT  
 STA. 60+75 TO 60+82, SOLID RT TO LT  
 STA. 60+99 TO 61+02, SOLID RT TO LT  
 STA. 61+16 TO 61+19, SOLID LT TO RT  
 STA. 50+20 TO 50+25, SOLID RT TO LT  
 STA. 50+38 TO 50+44, SOLID LT TO RT

DURABLE 24 INCH STOP BAR  
 TEMPORARY 24 INCH STOP BAR, PAINT  
 STA. 60+47, RT (PINE ST.)  
 STA. 61+30, LT (PINE ST.)  
 STA. 50+46, LT

DURABLE LETTER OR SYMBOL  
 TEMPORARY LETTER OR SYMBOL, PAINT  
 STA. 60+38, RT "STOP" (PINE ST.)  
 STA. 61+42, LT "STOP" (PINE ST.)  
 STA. 50+56, LT "STOP"  
 STA. 51+09, LT SUPER SHARROW  
 STA. 51+09, RT SUPER SHARROW  
 STA. 52+02, RT HANDICAP SYMBOL  
 STA. 53+04, LT SUPER SHARROW  
 STA. 53+04, RT SUPER SHARROW

REMOVING SIGNS  
 AS SHOWN - 24

RESETTING SIGNS  
 AS SHOWN - 8



MATCHLINE STA. 53+25  
 SEE SIGNS & PAVEMENT MARKINGS SHEET 5

NOTE:  
 ALL SIGNS NOT SHOWN ARE TO BE RETAINED.

PROJECT NAME:	GREAT STREETS-BANK & CHERRY
PROJECT NUMBER:	195311541
FILE NAME:	11541bdr_spm.dgn
PROJECT LEADER:	G. GOYETTE
DESIGNED BY:	K. RICHARDSON
SIGNS & PAVEMENT MARKINGS PLAN SMP-4	
PLOT DATE:	6/19/2024
DRAWN BY:	J. BURKE
CHECKED BY:	G. GOYETTE
SHEET	30 OF 149



DURABLE 4 INCH WHITE LINE  
 TEMPORARY 4 INCH WHITE LINE, PAINT  
 (PARKING STALLS/EDGELINES AS SHOWN)  
 STA. 53+25 TO 54+90, SOLID LT & RT  
 STA. 53+25 TO 53+55, SOLID LT (DIAGONALS)

DURABLE 4 INCH YELLOW LINE  
 TEMPORARY 4 INCH YELLOW LINE, PAINT  
 STA. 53+25 TO 53+67, SOLID LT & RT  
 STA. 54+50 TO 55+00, SOLID LT & RT

DURABLE 12 INCH WHITE LINE  
 TEMPORARY 12 INCH WHITE LINE, PAINT  
 STA. 53+70, SOLID LT TO RT  
 STA. 53+86, SOLID LT TO RT  
 STA. 149+65 TO 149+68, SOLID RT TO LT  
 STA. 149+76 TO 149+78, SOLID RT TO LT  
 STA. 150+21 TO 150+24, SOLID RT TO LT  
 STA. 150+32 TO 150+35, SOLID RT TO LT  
 STA. 54+31, SOLID LT TO RT  
 STA. 54+47, SOLID LT TO RT

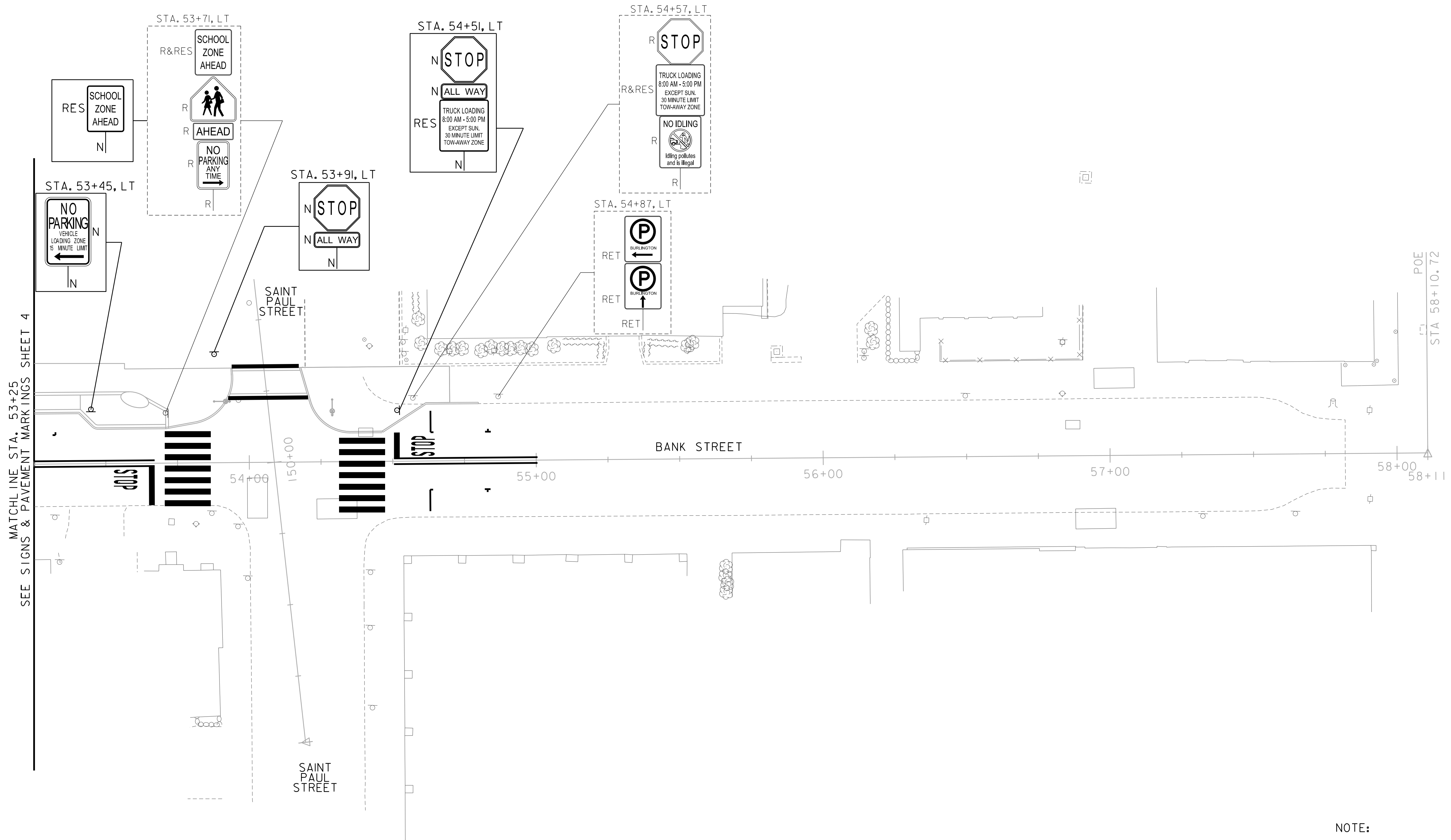
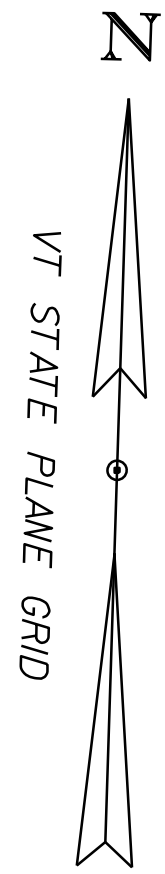
DURABLE 24 INCH STOP BAR  
 TEMPORARY 24 INCH STOP BAR, PAINT  
 STA. 53+67, RT  
 STA. 54+50, LT

DURABLE CROSSWALK MARKING  
 STA. 53+70 TO 53+86, RT TO LT  
 STA. 54+31 TO 54+47, RT TO LT

DURABLE LETTER OR SYMBOL  
 TEMPORARY LETTER OR SYMBOL, PAINT  
 STA. 53+56, LT "STOP"  
 STA. 54+61, LT "STOP"

REMOVING SIGNS  
 AS SHOWN - 15

RESETTING SIGNS  
 AS SHOWN - 4



MATCHLINE STA. 53+25  
 SEE SIGNS & PAVEMENT MARKINGS SHEET 4

NOTE:  
 ALL SIGNS NOT SHOWN ARE TO BE RETAINED.

PROJECT NAME: GREAT STREETS-BANK & CHERRY	
PROJECT NUMBER: 195311541	
FILE NAME: I1541bdr_spm.dgn	PLOT DATE: 6/19/2024
PROJECT LEADER: G. GOYETTE	DRAWN BY: J. BURKE
DESIGNED BY: K. RICHARDSON	CHECKED BY: G. GOYETTE
SIGNS & PAVEMENT MARKINGS PLAN SMP-5	SHEET 31 OF 149





## Memorandum

*Date:* April 16, 2025  
*To:* Public Works Commission  
*From:* Calvin Wuthrich, Seasonal Associate Public Works Transportation Engineer  
*CC:* Phillip Peterson, P.E., Senior Transportation Planner  
*Subject:* Archibald Street Parking Space Removal

**DPW Staff recommend the DPW Commission approve the following amendment:**

### **Appendix C, 7-479; No parking areas.**

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

- On the south side of Archibald Street between the driveway to 41 Archibald Street and the driveway to 45 Archibald Street.

Final language of the amended ordinances is subject to the review and approval of the City Attorney's Office. (See Attachment-1.)

### **Purpose & Need:**

The purpose of the recommended parking removal in front of 41 Archibald Street is to allow for the addition of a crosswalk and the construction of a curb extension in this space, which will connect the south side of Archibald Street to St. Louis Street. The addition of a crosswalk in this location is intended to increase pedestrian connectivity to Saint Louis Street, which serves as a key route to Roosevelt Park and the Boys & Girls Club. The implementation of a curb extension will allow pedestrians to be more visible to drivers, provide a shorter crossing distance, and will visually narrow the roadway, which can help reduce vehicle speeds.

### **Project Checklist:**

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		planBTV Walk Bike, VTrans Guidelines for Pedestrian Crossing Treatments
Aligns with City plans?		X		planBTV Walk Bike
Followed Public Engagement Plan?		X		

**Background:**

DPW received a traffic calming request from a resident on Archibald Street, who has observed excessive speeds outside the daycare she operates. Data collected on this street reinforces these concerns, showing an 85<sup>th</sup> percentile speed of 29 miles per hour and high crash rates, including both bicycle and pedestrian injury crashes in the last five years. This summer, the Department of Public Works will be paving Archibald Street and implementing multiple traffic calming features designed to reduce vehicle speeds and increase bicycle and pedestrian safety along this roadway. DPW has chosen to strategically coordinate the construction of traffic calming features with paving in order to help reduce costs associated with traffic calming and will lessen additional impacts to traffic flow on Archibald Street during construction.

Currently, there is no designated pedestrian crossing of Archibald Street between Walnut Street and Intervale Avenue, leaving many pedestrians traveling to or from St. Louis Street with the option to either cross Archibald Street unsafely or walk hundreds of feet out of their way to cross at one of the existing crosswalks. DPW's observations have shown that the former is far more common. St. Louis Street serves as a key connection for students traveling to and from the Integrated Arts Academy, as well as a primary point of access for Roosevelt Park and the Boys & Girls Club of Burlington. Improving pedestrian safety and connectivity by installing a crosswalk and curb extension at this intersection is thus a priority for DPW.

**Summary and Conclusion:**

Based on current speed and crash data, there is a need to improve pedestrian safety and reduce speeds along Archibald Street. Implementing a crosswalk and curb extension at the intersection of Archibald Street & St. Louis Street will help DPW to improve pedestrian safety by meeting existing demands for pedestrian crossings in this location with proven pedestrian infrastructure.

Implementing this traffic regulation amendment is important in fostering a safer and more welcoming environment for pedestrians on Archibald Street and throughout its surrounding neighborhoods. With Archibald Street serving as one of the primary routes to the adjacent Integrated Arts Academy, and with St. Louis Street acting as a key connection to Roosevelt Park and the Boys & Girls Club, improving pedestrian connectivity and visibility at this location reinforces the community's commitment to prioritizing the safety of its youngest members.

**Public Engagement:**

DPW Staff presented details about the traffic calming and paving work taking place on Archibald Street this summer at the Ward 2 NPA meeting on April 10<sup>th</sup>, 2025. The information presented included designs for the curb extension and crosswalk at St. Louis St and notice of the removal of one parking space. Many attendants of this meeting expressed their support for the project.

Leading up to the Ward 2 NPA meeting, DPW Staff distributed flyers to Archibald Street residents and businesses, which included information about the traffic calming improvements and the parking removal, as well as information about the Ward 2 NPA Meeting and the Public Works Commission Meeting. DPW Staff also emailed City Councilors Grant, Kane, and Bergman with descriptions about the upcoming changes to Archibald Street and notification of the Ward 2 NPA meeting presentation.

DPW Staff has received two responses from the public via email; both were supportive of the project.

**Attachments:**

1. Traffic Regulation Amendment.
2. Public Input Correspondence.
3. Designs for Traffic Calming Features.

**Attachment 1: Traffic Regulation Amendment.**

**CITY OF BURLINGTON**

**In the Year Two Thousand Twenty-five**

**A Regulation in Relation to**

Rules and Regulations of the Traffic  
Commission—  
7; No parking areas.

Sponsor(s): <u>Public Works Commission</u> Action: <u>Approval</u> Date: <u>04/16/2025</u> Attestation of Adoption:  <hr/> <i>Phillip Peterson, PE</i> <i>Senior Transportation Planner, Technical Services</i> Published: _____ Effective: _____
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**It is hereby Ordained** by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 7 No parking areas., of the Code of Ordinances of the City of Burlington is hereby amended as follows:

.....  
**7 No parking areas.**  
.....

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

(1)-(478) As written

- (479) ~~Reserved.~~ On the south side of Archibald Street between the driveway to 41 Archibald Street and the driveway to 45 Archibald Street.

(480) – (591) As written.

\*\* Material stricken out deleted.

\*\*\* Material underlined added.

/ER: BCO Appx.C, Section 7  
04/16/25

## **Attachment 2: Public Input Correspondence**

**Wednesday, April 2, 2025**

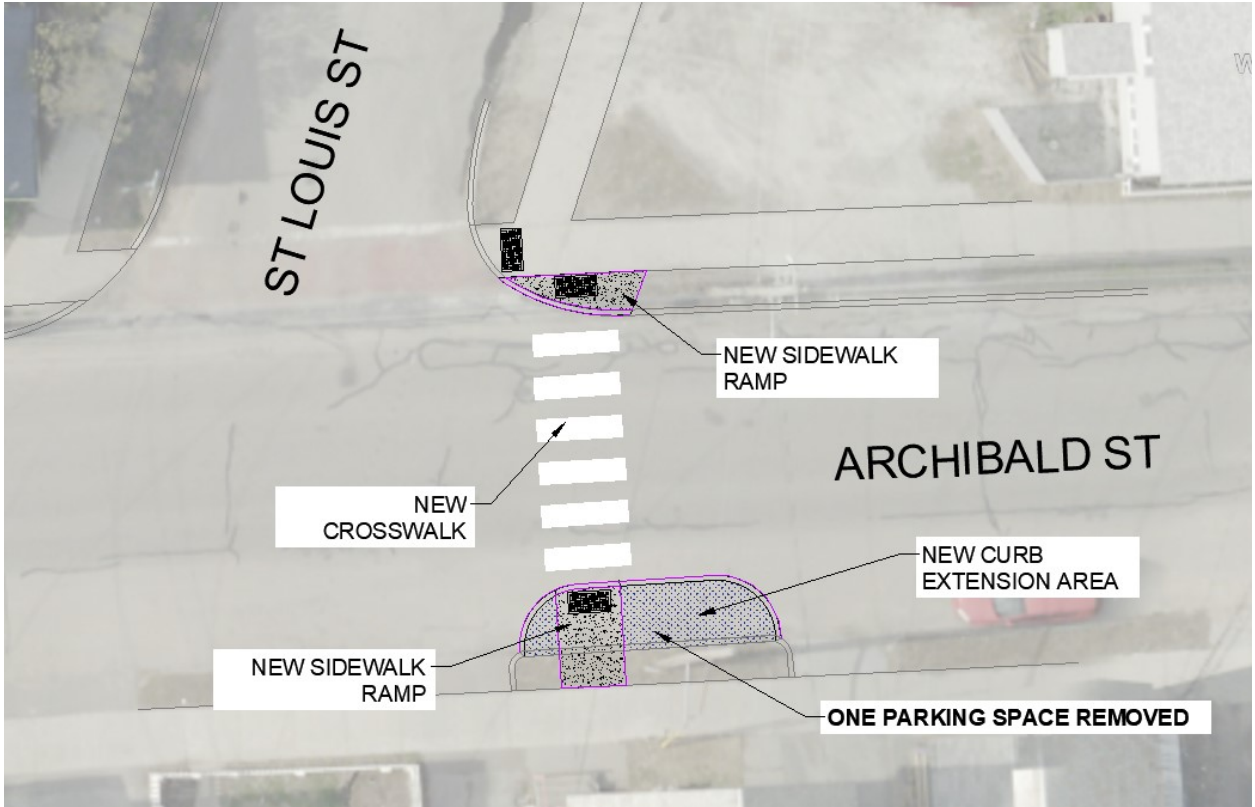
Hello all,

1. Please provide more options for people to write in with feedback. Requiring people to come in person artificially limits the scope of the information you can get. A survey monkey poll, for example, would work well.
2. I am very pro- this project! We need traffic calming, we REALLY need more street cover/shade, and we need this neighborhood to be more walkable and safer for students, elders, bikers, pets, and wildlife. Keep up the good work!

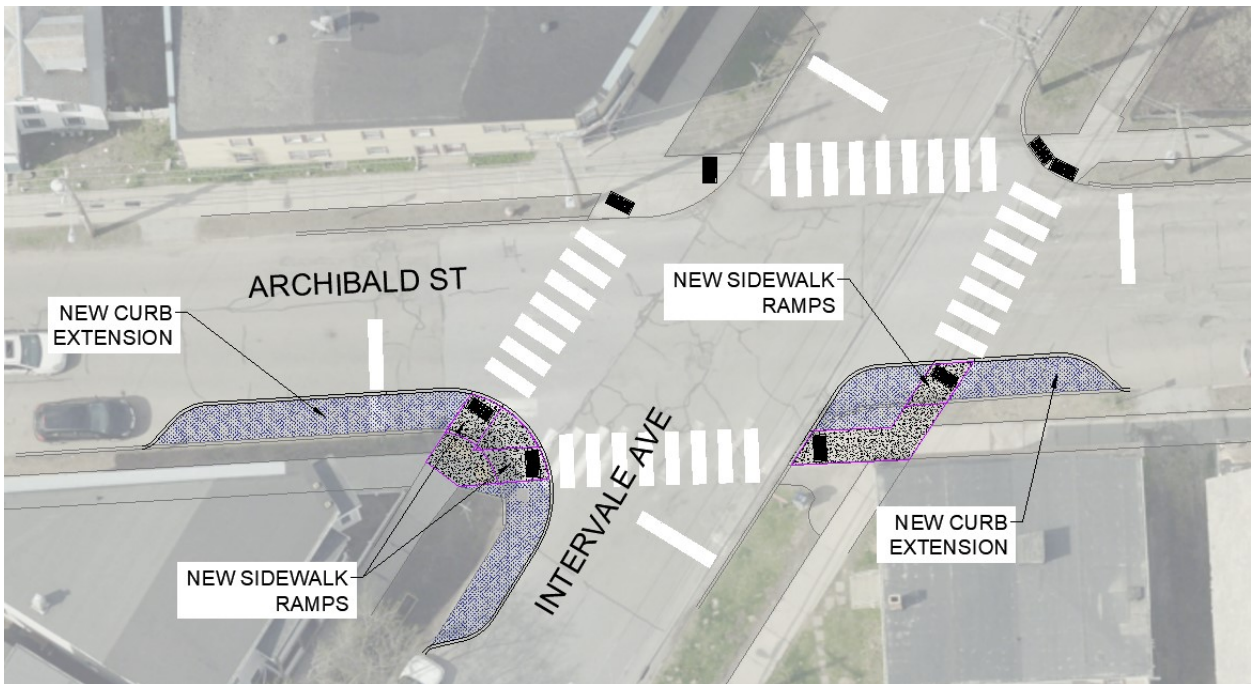
**Thursday, April 3, 2025**

I am very excited about these improvements and am in support of any future public investment in Archibald Street- sidewalks, pocket parks, cross walks, the seasonal cement planters, etc. Thank you for prioritizing this street.

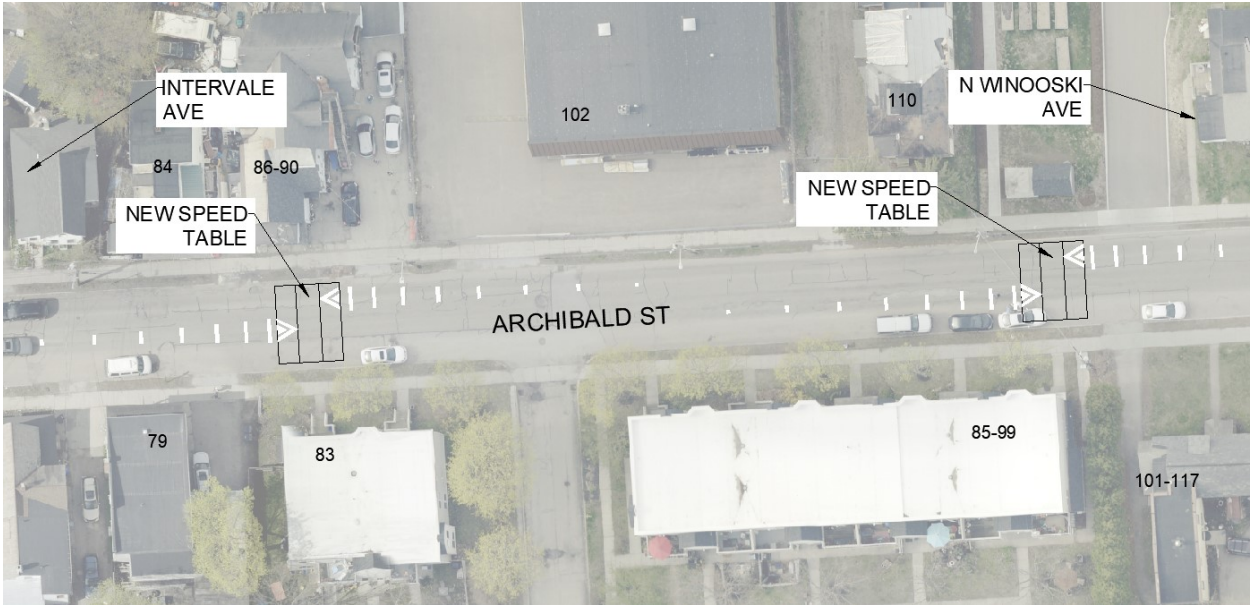
**Attachment 3: Designs for Traffic Calming Features**



**Crosswalk and curb extension at Archibald St & St. Louis St, which requires the removal of the one parking space mentioned above.**



**Curb extensions at Archibald St & Intervale Ave, which will not involve any changes to City ordinances.**



**Speed tables on Archibald St between Intervale Ave & N Winooski Ave.**



## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401  
(802) 865-7144 • (802) 865-7024 (FAX)  
[www.burlingtonvt.gov/cedo](http://www.burlingtonvt.gov/cedo)

**To:** Public Works Commission

**From:** Brian Pine, CEDO Director  
Sarah Russel, Special Assistant to End Homelessness, CEDO  
Zach Nersinger, Senior Projects & Policy Specialist, CEDO

**Date:** April 16, 2025

**Subject:** Renewed Approval for Temporary Decommissioning of Elmwood Avenue Parking Lot

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### Background

On March 16, 2022 the Public Works Commission adopted an amendment to Code of Ordinances Appendix C, Rules and Regulations of the Traffic Commission, Section 18: Parking facility designations for the parking lot located at 51 Elmwood Avenue (“Elmwood Lot”). The amendment stated “The designated use of the Elmwood lot is hereby suspended until April 30, 2025, at which time such suspension will cease to exist.” The Commission also adopted an amendment to Section 19: Parking Rates that, in summary, allowed for the lessees of the parking spaces at the Elmwood Lot to be relocated to the College Street/Lakeview/Westlake Parking Garage Facility at a reduced rate of \$55.00 per month until April 30, 2025.

Following the Commission’s approvals, in July of 2022, CEDO received approvals from the Development Review Board for the conditional use of an Emergency Shelter at Elmwood Lot. Shortly after the site work commenced and in February of 2023 the Elmwood Community Shelter became operational for the Burlington community.

The number of people experiencing houselessness and housing insecurity continues to be almost triple those levels from pre-pandemic, and access to emergency housing is critically restricted. On December 16<sup>th</sup>, 2021, then Mayor Weinberger released an action plan to fulfill the promise of housing as a human right. The ten-point plan included a number of initiatives including the creation of a new low-barrier shelter pod community in Burlington. In response, CEDO was tasked with developing an in-depth plan to procure shelter pods and associated infrastructure, find a suitable location within the City, and engage a trusted community partner to manage the project and ensure the delivery of social services.

At the time of opening, there were between 40-60 people living outside in Chittenden County. Amidst changes to the General Assistance Emergency Housing Program, coupled with a severe lack of affordable housing, the number of people experiencing unsheltered homelessness has grown to over 250 during colder months to as many as 400 people in warmer months. While we

wait for the development of new affordable housing online, the need for emergency shelter is critical in our homeless response system. The Elmwood Community Shelter is a key piece of this harm-reduction-based work and has been instrumental in supporting over 20 households into permanent housing; countless more shelter guests have been connected to recovery, mental health, and medical services, obtained employment, accessed legal support, and have reconnected to our community in very meaningful ways.

The shelter module approach has proven effective in acting as a bridge to permanent housing in cities across the United States and is an efficient and cost-effective tool for sheltering the most vulnerable in the near future. As the Commission may recall, the shelter modules range in size from 60 to 85 square feet and are designed to provide heat and electricity (no plumbing), a place to sleep and space to store belongings. Some modules are designed to accommodate a single person while others could accommodate partners and pets.

### **Request**

After nearly three (3) of service, the Elmwood Community Shelter continues to provide a critical need to the community and those experiencing homelessness. The shelter provides 30 pods, a community resource center and a bathhouse for its residents. The shelter is operated by our partners at Champlain Housing Trust. The location is an asset that helps meet the needs of the target population because of its proximity to transportation, services and amenities.

The City is proposing is proposing to use the Elmwood lot for an additional 36 months to serve as a location for this emergency shelter.

Under the original request in 2022, CEDO worked directly with DPW to understand the use and condition of the Elmwood Lot where there were 70 permitted parking spaces for use Monday through Friday for \$55 per month. DPW had verified that the Lakeview and College Street Garage had the capacity to house the current permit holders at the Elmwood Lot. It should be noted that the loss in revenue from the suspension of Elmwood Lot's operation was significantly mitigated by permit holders largely moving to rent spaces in the City's Downtown Garage.

### **Motions**

1. To authorize and adopt the proposed changes outlined in Attachment A to Appendix C, Chapter 18, which would temporarily decommission 51 Elmwood Avenue ("Elmwood Avenue Lot" the city-owned lot on the west side of Elmwood Avenue near the intersection of Grant St) as a designated parking lot within the City of Burlington for the period inclusive of May 1, 2025 to June 30, 2028, conditioned upon the City Council's designation of the property as the location for temporary, emergency shelter from May 1, 2025 to June 30, 2028.

### **Attachment**

- Attachment A: Appendix C, Section 18 Draft Changes: The temporary decommissioning of the Elmwood Avenue Lot

CITY OF BURLINGTON

In the Year Two Thousand Twenty Five

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—
Section 18, Parking facility designations.

Sponsor(s): Department of Public Works
Action:
Date:
Attestation of Adoption:
Phillip Peterson, PE
Senior Transportation Planner, Technical Services
Published:
Effective:

It is hereby Ordained by the Public Works Commission of the City of Burlington as follows:

1 That Appendix C, Rules and Regulations of the Traffic Commission, Section 18: Parking
2 facility designations, of the Code of Ordinances of the City of Burlington is hereby amended as
3 follows:

4 Section 18: Parking facility designations.

5 (a) As written.

6 (b) Permit lot locations:

7 (1) The city-owned lot on the west side of Elmwood Avenue near the intersection of
8 Grant Street, known as the Elmwood lot.2

9 (2)-(5) As written.

10 (c)-(d) As written.

11
12 2The designated use of the Elmwood lot is hereby suspended until April 30, 2025-June 30,
13 2028, at which time such suspension will cease to exist.

14
15 \*\* Material stricken out deleted.

16 \*\*\* Material underlined added.

17
18 JP/hm: BCO Appx.C, Ch. 18
19 04/16/2025



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine St. Suite A  
Burlington, VT 05401  
802.865.7200 VOX  
802.863.0466 FAX  
802.863.0450 TTY

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

**Lee Perry**  
*DIVISION DIRECTOR  
DPW MIANTENANCE DIVISION*

## **MEMORANDUM**

To: City Council  
Public Works Commission

From: Chapin Spencer, DPW Director  
Lee Perry, DPW Division Director DPW Maintenance

CC: Colby Delaire, AFSCME President, Local 1343  
Hunter Ducharme, AFSCME Union Steward, Local 1343  
Katherine Schad, Chief Administrative Officer, Clerk/Treasurer's Office  
Erin Jacobsen, Chief of Staff, Mayor's Office  
Rob Goulding, DPW Public Information & Customer Service Manager

Date: April 14, 2025

Re: **City of Burlington Recycling & Solid Waste Collection Proposal**

### **Executive Summary:**

DPW will be coming to the April 14 City Council meeting and the April 16 DPW Commission meeting to provide an update on the City's Recycling Program along with recommendations for the future of solid waste collection in the short- and medium-term. Team DPW is seeking to address internal operational, financial and prioritization challenges while helping to move the City towards a more sustainable and efficient collection system for all solid waste streams. In summary, the recommendations include:

- **SHORT-TERM:** Through an open bid process this calendar year, DPW proposes to contract with one or two private haulers to pick up recycling from residential units within the City for a proposed three-year period (2026-2028). The City would pay the selected haulers through revenues from the Solid Waste Generation Tax.
- **MEDIUM-TERM:** Through ongoing collaboration with the Council and Commission, the City would move to implement a fully consolidated collection model for trash, recycling and compost for residential customers by 2029. The City would establish geographic zones and through an open selection process, award a franchise for each zone to a selected hauler to pick up the three solid waste streams in that area.

DPW plans to return to the City Council on April 28 to get additional feedback on proposed next steps.

## **BACKGROUND**

### **There are three main ways communities manage the collection of solid waste:**

- **Subscription Service** – This is where individual households select a private hauler to pick up one or more of their waste streams. Burlington residents currently do this for their trash and compost services.
- **Franchised Consolidated Collection** – This is where a municipality contracts with one or more private haulers to collect curbside trash, recycling, and compost. This model was studied by consultant GBB for Burlington and South Burlington in 2019 and 2020. The Vermont communities that have consolidated collection (Westford, Brattleboro, etc.) use this model. See the 2020 GBB study on DPW’s recycling webpage for a more detailed analysis of this approach.
- **Municipal Consolidated Collection** – This is where the municipality itself provides all aspects of trash, recycling, and compost collection, including oversight, customer service, scheduling, and billing. This operation would look similar to the City’s current recycling program, but would be larger and more complex because the model would encompass both trash and compost, as well. See the 3-23-21 staff memo on DPW’s recycling webpage for a more detailed analysis of this approach.

### **Burlington’s current solid waste collection system is fragmented:**

- For trash, individual residential property owners subscribe with a private hauler for solid waste services, or they choose to bring their trash to Chittenden Solid Waste Districts (CSWD) Drop-Off Center (DOC) located at 339 Pine Street.
- For organics, residents choose one of three options - subscribing with a private hauler to pick up organics, bringing organics to CSWD’s Burlington DOC or composting in their backyards.
- For recycling, collection is currently consolidated through a municipally operated system that was established in the 1990’s.

### **Problems with the current fragmented solid waste system include:**

- Confusing pick-up schedules with households managing pick-ups of the various waste streams two or three different days of the week.
- More truck traffic, emissions and road damage from multiple haulers servicing the same streets. There are currently five trash haulers and several additional compost haulers servicing City residential properties.
- More costly service due to multiple trash and compost haulers servicing the same streets.

### **Burlington’s Current Recycling Program is Challenged**

The City’s Recycling Program has been under-resourced, which has put a burden on existing Recycling staff, the Street Maintenance team, and the department overall. Issues include:

- **High Turnover**: There have been 20 Recycling workers over the last 10 years with an average tenure of 11 months.
- **High Vacancy Rate**: We have not been able to consistently fill positions which leads to re-assigning ROW Field Technicians in Street Maintenance to pick-up recycling – leaving other projects (plowing, sidewalk construction, bike lane sweeping, etc.) short staffed. Currently 1 out of 4 Recycling positions is filled.

- High Injury Rates: We struggled with high rates of injuries among Recycling workers for many years – and at a high cost. The deliberate policy direction requiring toters has reduced injuries, but it is still a higher risk workgroup.
- Inadequate Resourcing: Even after raising the Solid Waste Generation Tax by 106% in the last 10 years (\$3.35 in FY'15 and \$6.90 in FY'25), the Recycling Program still does not cover its full indirect costs for fleet repair, fuel, customer service and administrative/managerial support.
- Low Staff Morale: With the challenges above, the daily efforts to staff the collection routes, handle the reported missed pick-ups, repair the aging trucks, problem solve the reported stolen/damaged toters, continually advertise/interview/hire positions, maintain the CNG fueling facility, and respond to angry drivers around our vehicles drains the morale from our team. It is the daily grind of a must-do service that saps resources and focus from other groups.

**City actions to address these challenges have not materially improved conditions:**

- 2021: Offered hiring bonuses to attract Recycling applicants
- 2021: Reclassified Recycling workers from Grade 12 to Grade 14 positions
- 2021: Added a fourth Recycling position to try and limit re-assignments from Street Maintenance when Recycling staffers were on leave, sick or the positions were simply vacant
- 2023: Required all Recycling customers to stop using blue bins and move to toters
- 2025: Posted temporary Recycling positions at \$28/hr – above the hourly wage of full-time staff – to try and attract applicants

**FY'26 Budgeting & Modern Gov Consider a Recycling Transition:**

With the City's budgetary challenges and Modern Gov's focus on honing service delivery, the future of the Recycling Program and solid waste collection is being revisited. As mentioned at the 3-24-25 Modern Gov Council presentation, the expected benefits of transferring recycling collection to other haulers in the short term include:

- Reducing employee injuries
- Improving employee morale by not having Right of Way (ROW) Field Technicians needing to fill in for open/absent recycling positions and employees.
- Allowing Fleet Maintenance Technicians and ROW Field Technicians to do more billable work
- Improving the General Fund budget by \$50K-\$200K annually
- Enabling DPW to focus on other responsibilities such as maintaining important City infrastructure

After hearing public and Councilor feedback on the initial discussion, DPW staff have honed the proposal for the City Council's and DPW Commission's consideration.

**THE PROPOSAL**

**Short-Term Recommendation: Franchise Recycling Collection**

Through an open selection process this calendar year, DPW proposes to contract with one or two private haulers to pick up recycling from residential units within the City for a proposed three-year period (2026-2028). The City would pay the selected haulers through revenues from the Solid Waste Generation Tax. The three-year period would be a helpful initial pilot for a more comprehensive franchised consolidated collection system.

This interim pilot can get set up quickly as it would:

- Not require any change for Burlington households. Customers would still use their same trash hauler as they have today and pay the Solid Waste Generation Tax (funding the Recycling Program) through their trash bill as they currently do.
- Not require a discussion of opt-outs. Currently all residential trash customers in Burlington pay the SWGT and therefore all residential trash customers have access to the recycling program. Residents who self-haul their trash pay the SWGT when they go to the CSWD Drop-Off Center.
- Not require haulers to make significant administrative changes. Under this structure they would not need to set up thousands of new billing accounts or make large customer service modifications.
- Have limited City administrative burden. The one or two franchised recycling haulers would bill the City each month and we would pay for the service out of SWGT revenues.

It is expected that in these ~3 years, customers will see an overall increase in their SWGT payment due to additional urgent solid waste projects that the City needs to tackle with SWGT revenues – in addition to maintaining the recycling collection service.

SWGT USES - PRIOR TO FY'26	SWGT USES - FY'26 - FY'28
<ul style="list-style-type: none"> <li>• Recycling Program – Municipally run</li> </ul>	<ul style="list-style-type: none"> <li>• Recycling Program - Contracted</li> <li>• Post-Closure Landfill Maintenance</li> <li>• Soil Management Facility @ 201 Flynn Av</li> <li>• CSWD Drop Off Center Expansion</li> </ul>

These three additional needs in FY'26-FY'28 are largely one-time needs to be paid over multiple fiscal years due to significant deferred investment in these assets. Once the reinvestments are made, there will not be such large expenditures needed for many years. These upcoming reinvestments have public benefits such as making the Manhattan Dr landfill “solar ready” and expanding public services at the CSWD Drop Off Center (339 Pine St).

This proposal would also directly address DPW’s front line workers’ interest to transition away from operating the recycling program so we can improve safety, focus our efforts on maintaining infrastructure and retain our talented workforce.

**Medium-Term Proposal: Fully Franchise Recycling/Trash/Compost Collection**

Through ongoing collaboration with the Council and Commission, the City would move to implement a fully consolidated collection model for trash, recycling and compost for residential customers by 2029. The City would establish geographic zones and through an open selection process, and would award a franchise for each zone to a selected hauler to pick up the three solid waste streams in that area.

In our previous conversations with consultant GBB, we understood that this would take approximately 3 years for a community starting to implement a fully consolidated collection system as it requires significant policy and development work:

- Opt-Outs: The City will need to make a policy decision on whether it will allow households to opt-out of a consolidated collection system, and if so, what the maximum percentage of opt-outs would be to provide bidders a reasonable expectation of the scope of work. DPW staff recommends opt-outs be accommodated, but further work is needed to set a maximum percentage of opt-outs.

- Determine Terms: The City will need to decide on the number of zones, the length of the contracts, the performance metrics, the general contract terms, etc.
- Hauler Mobilization: Once the haulers are selected by district and franchises are awarded, haulers need significant time (~8-12 months) to acquire equipment, hire staff, implement the billing approach before service starts.

### **The Consolidated Collection Payoff**

If we can do the hard work to get to this fully consolidated system established in three years, we can expect to reap significant benefits:

- Dramatic Emissions and Truck Traffic Reductions: Consultant GBB estimated a 2/3 reduction in greenhouse gases from trash and compost collection if we can consolidate the collection of those streams. They also project a similar reduction in hauler-related truck traffic in neighborhoods.
- Long Term Cost Savings: Consultant GBB estimated cumulative savings of millions of dollars each year for Burlington households if we can move all residential solid waste to a consolidated collection model. Yes, we are projecting a couple year increase in the Solid Waste Generation Tax to get through the deferred solid waste projects, but getting these projects done and implementing a full consolidated collection is expected to save Burlington households on future hauler bills in a few years.
- Simplicity for the Customer: One hauler collecting all three waste streams on the same day of the week. Only one bill and one customer service team. This will simplify managing a household's trash, recycling and compost.

### **A Decision for Now While Preserving Future Flexibility**

There has been a desire expressed by some members of the City Council and the general public for a municipally-run consolidated collection system for all three waste streams. The justifications are that while a franchised consolidated collection system may achieve the reduction in truck traffic and emissions – and be more efficient and cost-effective than the current fragmented collection system – municipal operation could provide greater public control and more public-sector jobs.

DPW staff is not recommending municipal operation at this time as standing up a new, complex business unit is simply beyond the current capacity of the City:

- The City currently has limited staffing bandwidth and resources to maintain existing municipal enterprises – even less for launching new expanded services. DPW directors and project managers are fully subscribed with large upcoming capital projects (totaling more than half a billion dollars) including implementation of enhanced paving, sidewalk and project work coming out of the 2025 GO bond approval. DPW operations staff are busy keeping our existing aged infrastructure operating. Staff in other departments would have to be very involved (CT Office, City Attorney, Mayor's Office, Human Resources) and we understand that there are major capacity constraints in those departments as well.
- Setting up a new, better-resourced municipally-operated consolidated collection business unit would require the unit to be established as an enterprise fund like Water Resources, Burlington Electric or the Airport. This would require a Charter change, a positive vote of the Burlington electorate and approval of the Legislature and Governor. This is a heavy lift that would take years and is beyond the capacity of the City at this time.
- Capitalizing a new municipally-run consolidated collection business unit was projected to cost at least \$6M five years ago, but the total now is likely much more. The City has urgent existing capital needs (streets, sidewalks, buildings, parks, etc.) that are stretching the City's current bonding capacity.

All this said, it is important to recognize that by implementing a franchised consolidated collection system, the City does not lose the future opportunity to consider a municipally-run system at a later time. Franchise agreements for consolidated collection are often 4-7 years, and the City in some future year could choose to take back the work. The City has the clear authority to do so under Chapter 14 of Burlington City Ordinance. While some have likened the current decision on recycling as a “Burlington Telecom moment” that won’t be able to be revisited in the future, that is not the case.

There are benefits to considering a municipally-run consolidated collection system in the future. It can provide good Union public sector positions. It can provide the greatest level of public control. If run well, it can efficiently and cost-effectively deliver a dependable core service. This said, to successfully stand up such a publicly-run business in the future, it would need to be established as an enterprise fund, be fully capitalized on the front end, be only one of a few municipal priorities to ensure adequate development support and have solid political and community support to ensure a viable long-term operation.

The three years of consolidated collection planning that was undertaken between 2018 and 2021 came to a halt due to a political impasse at the City Council with no consensus on the path forward. DPW staff is willing to pick up the ball again and help our City move towards a more efficient and cost-effective consolidated collection model for all residential solid waste, but it must be a pragmatic path that can be accomplished within the City’s current constraints.

Thank you!



**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)

To: DPW Commissioners  
Fr: Chapin Spencer, Director ([cspencer@burlingtonvt.gov](mailto:cspencer@burlingtonvt.gov))  
Re: **DPW Director's Report**  
Date: April 16, 2025

**MAIN STREET UPDATES & ADDITIONAL MITIGATION:**

The March 28 business meeting was well attended by 50-60 people. While the overall project is still on schedule, and may even finish ahead of schedule, I acknowledge that the ravine sewer bypass work took longer than expected. Based on business feedback and desire for additional mitigation, we are adding additional items:

- A mid-week parking promotion requested by businesses. 2 hour free parking the next four Wednesdays and Thursdays at all downtown street meters.
- A partnership with Front Porch Forum in Burlington to provide impacted Main St businesses free posts – and a paid county-wide promotional campaign.

These additional measures are funded by Water Resources. I am pleased to report that as of this morning, the last major connection was made on the ravine sewer bypass and ravine sewer flows are now flowing through the City's new sewer mains under streets, not under buildings between the Fire Station and King Street.

More info: Peter Procaccio, [pprocaccio@burlingtonvt.gov](mailto:pprocaccio@burlingtonvt.gov) and <https://greatstreetsbtv.com/>.



**2025 COMMISSION REVIEW OF DPW DIRECTOR**

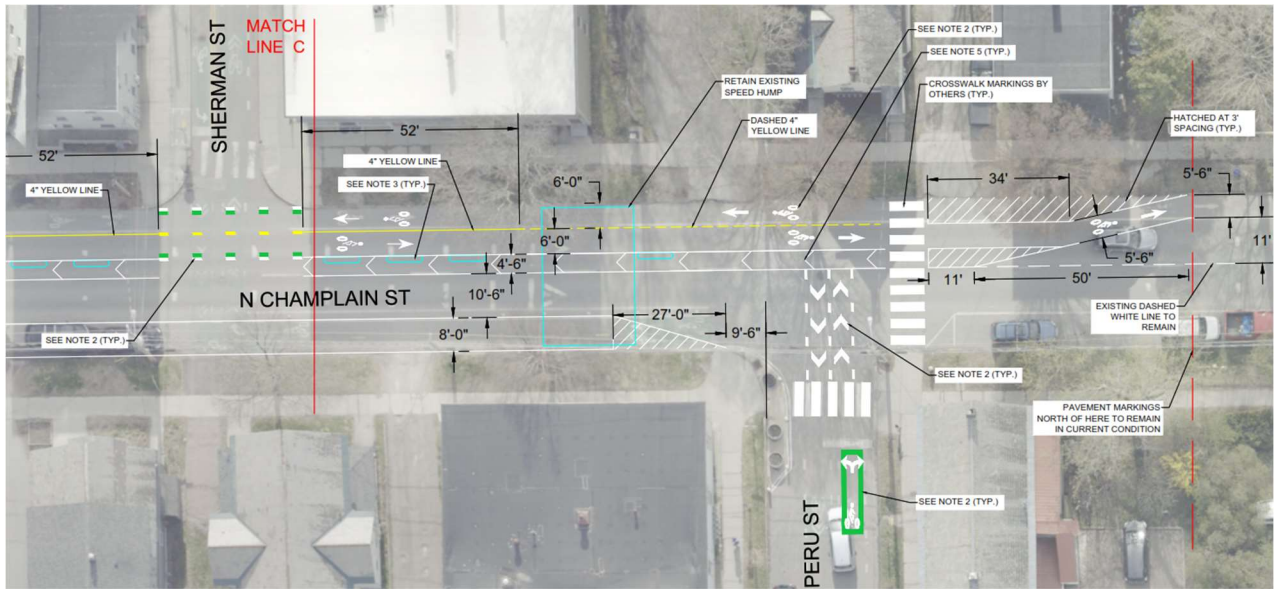
An updated progress report of DPW Director's FY'25 Goals & Objectives is attached. I find it a clear testament to our collective productivity. I hope it provides a helpful way for the Commission to review the department's progress over the year. This year the Mayor's Office has updated their Commission direction to only review the Director position and not the City Engineer position as well. City Charter only requires the department heads to be reviewed by their commissions, and since City Engineer Laura Wheelock has done such a good job delegating Commission work to her staff, the Commission hasn't had much interaction with the City Engineer this year. I hope this makes sense. Reach out with any questions or concerns.

**2025 BIKEWAYS PROJECT**

DPW's Transportation Planning team is advancing a number of key connections to construction in the City's bike lane network in the coming months. Improvements include:

- Installation of bike lanes on Home Avenue – connecting Pine Street bike lanes to the South Burlington shared use path along Farrell Street (with a new ramp connection to Market 32)
- Restriping on Manhattan Drive to get cyclists through the Route 127 intersection

- A protected bike lane on North Champlain Street, from Pearl to Sherman – connecting the Pearl Street bike lanes to the ONE Greenway



In addition to this early season work, our sidewalk contractor and DPW Street Maintenance will be putting in permanent curbing for the Old North End Greenway so that the temporary planters and bollards can be removed. More info: Phillip Peterson, [ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov).

**BATTERY STREET CORRIDOR STUDY PREFERRED ALTERNATIVE**

Thank you for the Commission’s support of the Battery Street corridor study’s preferred alternative last month. Your recommendation, along with the TUEC’s same recommendation, heads to the City Council on Monday, April 14. More info: Phillip Peterson, [ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov).

**FY’26 BUDGET AND THE FUTURE OF MUNICIPAL RECYCLING COLLECTION**

I talked briefly at the last meeting about staff’s evaluation of the City’s municipal recycling program. We have put together a lengthy memo for this month’s packet outlining staff’s recommendation for the future. The Chair and I have created time at the April meeting to have a substantive conversation about staff’s proposal. We are scheduling public meetings over the coming weeks before a final decision is made on the future direction of this program. More info: Lee Perry, [lperry@burlingtonvt.gov](mailto:lperry@burlingtonvt.gov).

See you all next Wednesday!

# Public Works FY'25 Goals Objectives

**Our Mission:** To steward Burlington's infrastructure and environment by providing efficient, effective and equitable public services



FY'25 OBJECTIVES	DPW GOALS			MAYOR'S GOALS	METRICS	DIVISION	COMMISSION ROLE	CURRENT STATUS (Last Updated April 2025)
	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation					
<b>DPW-wide Objectives</b>								
1	<b>Strengthen asset management program</b> to advance City's data-driven stewardship of City's assets	✓	✓	✓	Affordability Expand utilization of Enterprise Asset Management (EAM) / Commuterized Maintenance Management System (CMMS) tool in FY'25 including data-driven decision making. Each workgroup has strategic goals for Asset Management.	DPW-wide	Review performance reports and provide feedback to department	Progressing. Using AM system well for managing service requests and workorders, but starting to strengthen use for risk management, capital priority prioritization, etc. Presented to Commission Nov 2023, all-staff meeting in March 2024. 80% of Maintenance Div service requests met within service level agreement in January 2025 (up from 64% in July 2023). Proposing to transfer recycling operation to private haulers so City staff can better focus on maintaining infrastructure.
2	<b>Continue to close capital funding gaps</b> across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing funding strategies with stakeholders	✓			Affordability, Equity & Inclusion Continue updating City's multiple year Capital Plan. Budgeted Funding vs. Actual investments vs. funding targets for each asset class. Service reliability (number of main breaks / year). Bring ballot items in March 2025 to close funding gaps.	DPW-wide	Evaluate and recommend funding strategies	Strong continued success in securing major partnerships, grants, bond votes: \$34M in grants for GS Bank & Cherry, \$35M TIF funding for GS Main St, major State/Fed participation in Parkway, Winooski Bridge, etc. Three very positive, large bond votes at 2025 Town Meeting Day (\$20M Water bond, \$152M Lake bond, \$20M GO bond).
3	<b>Grow diverse and skilled workforce within department</b> through filling open positions, professional development, succession planning, etc. to best position DPW to meet the future needs of City	✓	✓	✓	Equity & Inclusion % of positions that are filled internally. Advance tiering, classification reviews. Increase number of women and BIPOC employees.	DPW-wide		Annual reviews for all Director's direct reports are underway (2 of 5 fully completed).
4	<b>Increase engagement of under-represented constituencies</b> through enhanced outreach efforts while also ensuring capital project and maintenance prioritization does not inadvertently underinvest in these areas of the community	✓	✓	✓	Equity & Inclusion Implement City's new Equity Toolkit. Capital project, program and maintenance prioritization evaluated for equity. DPW staff and engaged community members reflect the diversity of our city. Be an active participant in reshaping our workplace culture to strengthen equity and inclusion for both internal and external customers.	DPW-wide		Continued progress. Using Telanguage/Propio for real-time translation services. Translated key DPW materials for snow bans, Clean Sweep, toter requirements, boil water notices, big planning studies (Battery St.) etc. Filled out Equity Toolkit for new projects such as the Railyard Enterprise Project. Implementing City's Language Access Plan.
5	<b>Reduce injuries</b> through strengthened safety program that includes active safety committee and online Learning Management System	✓	✓		Operation DPW Safety Team meets monthly. Department meets majority of FY'25 safety goals. Reduction in recordable incidents and lost time injuries.	DPW-wide		Strong progress. Recordable injuries down from 17 in 2023 to 3 in 2024!!! Safety Committee meets regularly and has good participation across the organization.

6	<b>Expand preventative maintenance program</b> of pavement, pavement markings, sidewalk, guardrails, railings, fences, valves, hydrants, sewer mains, fleet and other infrastructure that has historically not been adequately maintained -- and better prepare the department to maintain new assets	✓			Equity & Inclusion	Number of potholes, sewer plugs, main breaks decrease. Percent of fleet PMs to repairs increases. Maintenance crews trained and provide maintenance schedule for new assets. New Asset Management program will better capture these metrics.	DPW-wide		Mixed progress. Staff maximizing effectiveness within funding constraints. Water main renewal reducing breaks (15 in 2023, 40 breaks/yr on avg a decade ago). Even with recent bond vote, it will be a challenge to reach sustainable street/sidewalk production levels (3 miles of sidewalk and 4 miles of paving streets) with smallish bond amount and inflationary pressures. Proposing to add 1 Street Maintenance Worker (16 to 17) if we can transfer last recycling employee to Streets. Asset Management program continues to improve our operational efficiencies.
7	<b>Provide effective coordination with private projects</b> through project review, and coordinated investments to address infrastructure constraints.	✓	✓		Equity & Inclusion	Timely project review responses. Assist applicants with helpful guidance. Cambrian Rise, CityPlace, SECORD, former YMCA redevelopment, VFW project progress according to timelines.	DPW-wide		Successfully ongoing. Coordinating currently with CityPlace, Cambrian Rise, new BHS, former YMCA, Post Apartments (former VFW), Memorial Aud. Block, Lakeside/Sears South End development planning, etc.
<b>Cross-Division Objectives</b>									
8	<b>Advance high priority capital projects</b> (Champlain Parkway, PlanBTV Walk/Bike, Railyard Enterprise, Downtown Great Streets, Calahan Storage Tank, 195-201 Flynn Ave) in accordance with project schedules	✓			Equity & Inclusion	Projects advance according to project schedules. Annually budgeted capital projects completed. Adjust staffing to increase project management resources.	Tech Services, Water Resources	Review and approve ordinance changes related to projects.	Many successes: Shelburne St Roundabout, Amtrak, University Place, N Winooski bike lanes, Plattsburg Ave bike lanes all completed. Champlain Parkway, Great Streets Main Street, W/WWW pipe rehabilitation underway. Great Streets Bank & Cherry and Main WWTP upgrades in design.
9	<b>Improve solid waste and soil management facilities</b> through purchase of 195-201 Flynn Avenue, relocation of soil management activities, and expansion of the CSWD Drop Off Center at 339 Pine St.	✓		✓	Equity & Inclusion	Get signed purchase and sale agreement by 9-30-24. Secure funding for lease purchase.	Tech Services, Water Resources, Maintenance		Proceeding well. Closed on property on January 31, 2025. Signed new tenant lease with 50% rent increase. Beginning design work for soil management facility in next couple of months.
10	<b>Support high priority slope stability projects</b> in partnership with other departments and external stakeholders	✓			Climate, Equity & Inclusion	Coordinate stormwater outfall repair work and provide technical support to Permitting & Inspections in buying out 505 Riverside Avenue.	Tech Services, Water Resources, P&I	Review and provide feedback on general slope stability strategy	Advancing Hazard Mitigation Grant Program (HMGP) application for 505 Riverside Avenue. Secured TEUC support in March 2025, going to Council April, 14 2025. Water Resources has VHB doing alternatives analysis for 505 Riverside Ave outfall repair. DPW supporting Dept. of Permitting & Inspections with HMGP implementation at 389 Riverside Ave.
<b>Division Objectives</b>									
11	<b>Modernize City signal systems</b> to provide more reliable, responsive multi-modal operations	✓	✓	✓	Equity & Inclusion	Number of signals upgraded with real time, multi-modal actuation. Number of RRFB and other warning devices installed. Amount of grant / State funding secured to leverage additional work.	Parking & Traffic	Provide feedback on overall modernization strategy.	5 signals upgraded in FY'24. More signals will be upgraded through Great Streets and Champlain Parkway. Will need to find additional sources of funding as impact fees will be spent down. Main St SS4A grant could be at risk due to Federal review. Actively evaluating several resident RRFB requests.
12	<b>Unify parking resources</b> within DPW, branded as ParkBurlington, providing a singular parking resource		✓		Equity & Inclusion	Continue integration DPW-managed, Parks-managed and third party parking assets unthe the management of Park Burlington. Number of non-DPW owned parking facilities receiving support from ParkBurlington.	Parking & Traffic	Review and approve parking operations agreements and policy changes	Progress. The ParkBurlington Brand is now owned by DPW and Parking Services is providing all backend parking product sales for BPRW. In addition, DPW is now providing enforcement in BPRW lots. DPW now providing 85 spaces at Courthouse Plaza at City rates.

13	<b>Improve parking experience</b> through new services, technology and metrics management.	✓	✓		Equity & Inclusion	Provide improved signage, communication tools and service (online and in person). Metrics dashboard for on-street and off-street parking system. Enhance interactive online parking map.	Parking & Traffic	Review and provide input	Ongoing maintenance has improved the appearance and customer experience in garages. Upgraded interactive parking map live. Several new parking products approved by Commission (introductory 50% off permits in Downtown Garage, monthly permits in Marketplace Garage, etc). Next goal is to bring more new products with implementation of license plate recognition software (LPR).
14	<b>Increase City's EV Fleet</b> and reduce the fleet's carbon footprint in accordance with Burlington's Net Zero Goals.			✓	Climate, Equity & Inclusion	Percentage of EV/Hybrid vehicles purchased over fiscal years. Gallons of gas and diesel purchased annually.	Maintenance		Number of electric vehicles increasing by year. Now approximately 20% of total City Fleet. GO Bond approval will help fund some fleet replacement, but still have major funding gap. Need ~\$3M/year to sustainably fund GF fleet.
15	<b>Expand use of transportation options</b> while increasing safety of system and reducing overall environment impact consistent with City plans			✓	Climate	Complete City TDM study. Expand low-cost traffic calming implementations and reduce waiting list. Grants for bike/pedestrian infrastructure secured. Non-SOV mode share increases. Annual # of crashes with injuries decreases.	Technical Services	Review and approve ordinance changes related to projects.	Continued progress. Secured 3 grants for Intervale Rd sidepath, Lake St bike/ped connection, Queen City Park Rd path, but still working to address funding gaps. GO Capital Bond approval will fund more sidewalk reconstruction, paving, traffic calming and traffic safety installations. Advancing 2025 Bikeway project to add critical bike lane connections in 3 locations in late spring/early summer. Completing permanent installation of ONE Greenway this year.
16	<b>Implement last phase of Clean Water Resiliency Plan capital upgrades in FY'25</b> and get voter support in March 2025 for next Water, WW and SW capital investments	✓			Climate	Complete Manhattan Dr outfall repairs. Complete design and initiate construction for Stage 0 of Main Wastewater Treatment Plant upgrade. Bring bond proposal for Phase 1 & 2 to voters in March 2025.	Water Resources	Recommend approval of CWSRF and DWSRF borrowing to City Council.	Stage 0 Headworks project contract signed. Work underway late summer/fall 2025. Voters resoundingly approved \$152M LAKE bond and \$20 WATER bond. Thank you for Commission's feedback and support.
17	<b>Propose second phase of rate restructuring and affordability program</b> for Water, Wastewater and Stormwater utilities prior to 2025 Town Meeting Day bond vote	✓	✓		Operation, Equity & Inclusion	Percent increase of affordability program utilization by customers. Present affordability options for renters to the Commission.	Water Resources	Review any affordability program modifications, recommend to Council	First phase of affordability programs implemented. Actively working on expanded program including an affordability option for renters in partnership with BED. Planning to implement next phase of affordability programs in FY'26.
18	<b>Advance next phase of Water Resources staffing plan</b> for increased operational sustainability	✓	✓		Equity & Inclusion	Advance next phase of WR Re-org with restructuring of Water Plant and WW Plant leadership as we prepare for generational upgrades, etc.	Water Resources		Continued progress. Secured Council approval for several changes including stronger management for WWTPs and Water Plant, and a new meter-to-cash workgroup. Director advancing market factor request for Division Director position to Council 4-14-25 meeting.
19	<b>Complete Integrated Water Quality Management Plan</b> for how City will meet its Clean Water Act regulatory obligations and its local water quality priorities & begin implementation	✓		✓	Climate, Equity & Inclusion	Acceptance of Plan by DEC. Secure Integrated Permit. Advance first phase recommendations.	Water Resources	Review and provide feedback on final draft of Integrated Plan	Continued progress. Integrated Plan approved by DEC. With voter approval, we now have funding for Stage 1 that includes significant upgrades to Main WWTP including tertiary treatment. Plan at: <a href="https://www.burlingtonvt.gov/water/integratedplan">https://www.burlingtonvt.gov/water/integratedplan</a> .

20	<p><b>Improve cost allocations</b> between DPW and other departments (ie. have Water credited for fire protection service, contain growth of Payment In Lieu Of Taxes (PILOT) payments, negotiate new Franchise Fee agreement for Water) and consider fees for service such as connection and impact fees</p>	✓			Operation	<p>More appropriate cost allocations between departments / funds. Would enable Water Resources Division to better reinvest in aging systems.</p>	Water Resources, CT Office		<p>DPW supporting Impact Fee study that has resulted in proposals reviewed by Council this spring. Expect updated Water/WW/Traffic impact fees in FY'26. CT Office and DPW recently agreed to conduct a study on how to contain future PILOT growth for Water Resources through an updated Franchise Fee agreement. DPW appreciates CT's openness to addressing this issue.</p>
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