Board of Finance

Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Join from PC, Mac, iPad, or Android:
https://zoom.us/j/98116280860
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****CCTV link: https://www.youtube.com/playlist?list=PLljLFn4BZd2PwCge7lNoKug676jIf_iUA ****

1. Agenda

Subject	**1.1. Motion to adopt agenda**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

2. Public Forum

Subject	**2.1. Verbal Comments**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	2. Public Forum
Department	Council and Board

Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Consent Agenda

Subject	**3.1. Motion to adopt the consent agenda and take the actions indicated**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	**3.2. Feburary 17, 2026 Board of Finance Meeting Minutes - DFA**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Minutes Information
Recommended Action	approve the minutes
Subject	**3.3. ASW Juneteenth Mural - REIB**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	move to approve and recommend the City Council approve the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of $3,500 to Arts So Wonderful to support the creation of three community murals and, in addition, touch ups and conditioning of the 2024 and 2025 Juneteenth murals from the Community Celebrations GL
Subject	**3.4. Acceptance of Pomerleau Foundation Donation, Construction Contract Authorization, and Budget Amendment Authorization for the Lobby Construction Project at the Burlington Police Department - BPRW/DFA**

Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize the following in support of the Lobby Remodel Construction project at the Burlington Police Department: the Director of Parks, Recreation, and Waterfront, or designee to execute a contract and all other documents necessary or convenient to carrying out the project with Farrington Construction, for a price not to exceed $134,575 plus a contingency amount of $13,000, for a total authorized contract expenditure not to exceed $147, 575; the acceptance of the donation from the Pomerleau Foundation in the amount of $31,275; and the Chief Administrative Officer, or her designee, to effect necessary budget amendments and transfers of funds associated with the donation amount noted above
Subject	**3.5. Winooski River Bridge Easements - DPW**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	1. To approve and recommend that the City Council authorize the Mayor to sign the Deed for the City owned land described as Parcel #4, pending any necessary FERC approvals/conditions and subject to review of the Office of the City Attorney. 2. To approve and recommend that the City Council authorize the Mayor to sign the Deed for the City owned land described as Parcel #5, subject to review of the Office of the City Attorney. 3. To approve and recommend to the City Council appropriate funds received to the Burlington Electric Department Fund.
Subject	**3.6. Lease of 339 Pine Street to ReSOURCE - CEDO**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	to approve the lease of 339 Pine Street to ReSOURCE, subject to final review and approval by the City Attorney’s office
Subject	**3.7. Conservation Legacy Fund Nature Based Solutions (CLF NBS) Grant: recommendation for funding - DPI**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category	3. Consent Agenda
Department	Permitting & Inspections
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve disbursement of $68,000 in Conservation Legacy Fund monies via grant awards to Vermont Garden Network ($12,500), Intervale Center ($29,502), Burlington Wildways ($12,463) and Rock Point Commons ($13,535) as recommended by the Conservation Board and Parks Commission
Subject	**3.8. City Council Initiative Request "Know Your Rights" event**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent)
Recommended Action	approve and recommend that the City Council approve the expenditure of $550 in Council Initiative Funds for the Arts So Wonderful “Know Your Rights” event on Saturday, March 14

4. Deliberative Agenda

Subject	**4.1. Authorization to Execute SS4A Grant Agreement - DPW**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	1. To authorize the Director of Public Works to accept and execute the SS4A Planning and Demonstration Grant in the amount of $1,471,00 with a required local match of $294,000 and subject to review of the Office of the City Attorney. 2. To authorize the Chief Administrative Offices, or her designee, to effectuate necessary budget amendments and transfers of funds to create the project budget(s) of $1,471,00.
Subject	**4.2. Parking Service Agent Tiering - DPW/Parking Services Division**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action

Recommended Action	to approve and recommend that the City Council authorize: 1. The reclassification of the Parking Services Agent position from a Full-time, Non-exempt, AFSCME, Grade 11 position to the Parking Services Agent I position, a Full-time, Non-exempt, AFSCME, Grade 11 position, and the Parking Services Agent II position, a Full-time, Non-exempt, AFSCME, Grade 12 position. The reclassification of the Parking Services Agent position from a Part-time, Non-exempt, AFSCME, Grade 11 position to the Parking Services Agent I position, a Part-time, Non-exempt, AFSCME, Grade 11 position, and the Parking Services Agent II position, a Part-time, Non-exempt, AFSCME, Grade 12 position.
Subject	**4.3. Title Change and Downward Reclassification of Special Assistant to End Homelessness - CEDO**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	move to approve and recommend City Council approve the retitling and regrading of the special assistant to end homelessness, a regular, full-time, non-union, exempt, Grade 21 position to the homelessness and public health manager, a regular, full-time, non-union, exempt, Grade 20 position
Subject	**4.4. Reclassification Request — Executive Manager, Command Assistant, and Community Support Supervisor to Crisis, Advocacy, Intervention Program (CAIP) Manager - BPD**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Police Department
Type	Action
Recommended Action	To approve and recommend that the City Council approve and authorize the reclassification and retitling of the Community Support Supervisor position, a Regular, Full-time, Exempt, NonUnion, Grade 20, position to the to the Crisis, Advocacy, Intervention Program (CAIP) Manager, a Regular, Full-time, Exempt, Non-Union, Grade 21 within the Burlington Police Department; and To approve and recommend that the City Council approve and authorize the Elimination of the Assistant Director CAIP position, a Regular, Full-time, Exempt, Non-Union, grade 24 position within the Burlington Police Department. To approve and recommend that the City Council approve and authorize the reclassification of the Executive Manager position, a Regular, Full-time, Exempt, Non-Union, Grade 21 position to a Regular, Full-time, Exempt, Non-Union, Grade 22 within the Burlington Police Department. To approve and recommend that the City Council approve and authorize the reclassification of the Command Assistant position, a Regular, Full-time, Non-Exempt, Non-Union, Grade 15 position to a Regular, Full-time, Non-Exempt, Non-Union, Grade 16 within the Burlington Police Department.
Subject	**4.5. Reclassification of the Airport Ambassador Position - Airport**

Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Airport
Type	Action
Recommended Action	to approve and recommend that the City Council approve the proposed reclassification of the Airport Ambassador position from Grade 9 to Grade 11, with corresponding changes to the job description for the position

5. FY27 Budget Update

Subject	**5.1. FY27 Budget Update**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. FY27 Budget Update
Department	Department of Finance and Administration
Type	Information Discussion Presentation

6. Adjournment

Subject	**6.1. Motion to adjourn**
Meeting	March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	6. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
February 17, 2026

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:02 pm.
Members present: Mayor Mulvaney-Stanak, CAO Schad, City Council President Traverse, Councilors Carpenter and Barlow (all in person); Councilor Neubieser (online)
Others present: Colby Delaire (AFSCME), Lee Perry, Chapin Spencer, City Attorney Brown, Interim COS Alnasrawi, Bruce Britch, Corey Mims, Darren Springer and Emily Stebbins-Wheelock

Subject	**1.1. Motion to adopt agenda**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

1.1. Motion to adopt agenda
Motion made by City Council President Traverse, seconded by Councilor Carpenter, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject	**2.1. Verbal Comments**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	2. Public Forum
Department	Council and Board
Type	Action Procedural

Recommended Action	open Public Forum close Public Forum

2.1. Verbal Comments
Eliana Fox: DPW Commissioner
Bruce Britch: fleet maintenance worker
Sharon Bushor: excellent audit report/timely entry of journals-how big is prob? has it been improving?/value city - provided recycling service

3. Consent Agenda

3. Consent Agenda

Subject	**3.1. Motion to adopt the consent agenda and take the actions indicated**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated

3.1. Motion to adopt the consent agenda and take the actions indicated
Motion made by City Council President Traverse, seconded by Councilor Barlow, to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

Subject	**3.2. February 9, 2026 Board of Finance Meeting Minutes - DFA**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes

3.2. February 9, 2026 Board of Finance Meeting Minutes - DFA

Subject	**3.3. Church Street and Love Burlington Giveaway Prizes January - December 2026 - CEDO**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda

Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	to approve and authorize Samantha McGinnis, Church Street Marketplace Director/Assistant Director CEDO, to accept and distribute donated gifts over $50.00 and under $500.00 for the purpose of marketing and giveaways during the 2026 calendar year

3.3. Church Street and Love Burlington Giveaway Prizes January - December 2026 - CEDO

Subject	**3.4. 2026 VTRANS Certificate of Highway Mileage - DPW**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2026 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council and to take such further actions, and execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby

3.4. 2026 VTRANS Certificate of Highway Mileage - DPW

4. Deliberative Agenda

4. Deliberative Agenda

Subject	**4.1. Acceptance and use of Congressionally Directed Spending for Post Building Fit-up - CEDO**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	To approve and recommend to City Council for approval the following: 1) Retroactive approval to receive federal grant funds in the amount of $300,000 from Congressionally Directed Spending through the Byrne Discretionary Grant Program. 2) A lease amendment to effectuate the transfer of $300,000 with Champlain Housing Trust or its subsidiary to assist in the City-owned fit-up of the commercial space at 782 South Winooski Avenue (also known as the Post Apartments).

3) To allow the Chief Administrative Officer and her staff to make a $300,000 budget adjustment to bring the CDS grant funds into the FY26 budget.

4.1. Acceptance and use of Congressionally Directed Spending for Post Building Fit-up - CEDO
Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

Subject	**4.2. Request for Exemption from the City's Livable Wage Ordinance requirement for Paid Vacation - Burlington Lead Program**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	to approve and refer to City Council for approval that the Burlington Lead Program be allowed to solicit bids from and contract out with JM Environmental with a waiver of the paid vacation portion of the livable wage ordinance

4.2. Request for Exemption from the City's Livable Wage Ordinance requirement for Paid Vacation - Burlington Lead Program
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

Subject	**4.3. 7-Year Plan for Residential Recycling Collection & Consolidated Collection Study - DPW**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action Resolution
Recommended Action	To approve the attached resolution and recommend that the City Council waive the reading and adopt the resolution.

4.3. 7-Year Plan for Residential Recycling Collection & Consolidated Collection Study - DPW
Motion made by Councilor Barlow, seconded by City Council President Traverse, to approve the motion as presented. Motion passed 4:1 (no: Councilor Neubieser)

Subject	**4.4. CY26 Paving Contract - Authorization to Award - DPW**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department

Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources, as further detailed in the attached CY26 paving project budget, in the amount of $1,517,155.6 , with an additional $187,844.4 in contingency funds, equaling a total authorized expenditure of $1,705,000.00 for the RE: CY26 Paving Contract February 17, 2026 projected construction costs to complete the CY26 Paving project. 2. To approve and recommend the City Council authorize the Director of Public Works, or their designee, to execute a construction contract with Pike Industries Inc. for the CY26 Paving project in the amount of $1,517,155.6 , with an additional $187,844.4 in contingency funds, equaling a total authorized expenditure of $1,705,000.00, subject to the final review and approval by the Office of the City Attorney.

4.4. CY26 Paving Contract - Authorization to Award - DPW
Motion made by Councilor Barlow, seconded by City Council President Traverse, to approve the motion as presented. Motion passed unanimously.

Subject	**4.5. Supplemental Resolution No. 20 To The General Bond Resolution Adopted By The Board of Electric Commissioners On October 7, 1981, As Amended - BED**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Burlington Electric Department
Type	Action Resolution
Recommended Action	to waive the reading and recommend that the City Council adopt the resolution

4.5. Supplemental Resolution No. 20 To The General Bond Resolution Adopted By The Board of Electric Commissioners On October 7, 1981, As Amended - BED
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

5. Presentation of Draft Audit Results

5. Presentation of Draft Audit Results

Subject	**5.1. Presentation of Draft Audit Results**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Presentation of Draft Audit Results
Department	Department of Finance and Administration

Type	Information Presentation

5.1. Presentation of Draft Audit Results
Alina Korsak, managing director/lead auditor and Brad Kukenberger, director of finance, spoke to this agenda item.

6. Adjournment

6. Adjournment

Subject	**6.1. Motion to adjourn**
Meeting	February 17, 2026 - Board of Finance Meeting - Tuesday, February 17, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	6. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

6.1. Motion to adjourn
Mayor Mulvaney-Stanak adjourned the meeting at 6:09 pm.

MEMORANDUM

Date: March 9th, 2026 and March 23rd, 2026
To: Board of Finance and City Council

From: Kelli Perkins, Director of Racial Equity, Inclusion, and Belonging
CC: Katherine Schad, Chief Administrative Officer

Re: **ASW Juneteenth Mural**

Request

The Office of Racial Equity, Inclusion, and Belonging (REIB) is seeking approval and authorization to execute a sponsorship agreement subject to review and approval of the City Attorney's Office, granting City funds as follows: $3,500 to Arts So Wonderful in support of the creation of three community murals.

Background

The REIB seeks to sponsor Arts So Wonderful to produce three community murals and to condition and touch up the two previous year's Juneteenth murals. The REIB and City Council have supported the creation of Arts So Wonderful's Juneteenth Mural Celebration for the last two years. Ongoing support of the Juneteenth Mural Celebration meets the goals of the REIB as this support is essential in cultivating a more inclusive and welcoming community.

The Juneteenth Mural Celebration is an interactive event where community members can participate in the creation of Juneteenth murals. The murals and celebration serve to honor the history and significance of Juneteenth. They will acknowledge the legacy of slavery and the ongoing fight for freedom and justice. Artists will work to create the murals days in advance and finish the murals after Juneteenth for display in Burlington.

Funding for Project

Art so Wonderful's grant from the REIB is $3,500 and is included in REIB's FY26 Community Celebrations GL.

Department Contact

If you have any questions, please contact Kelli Perkins, Director of Racial Equity, Inclusion, and Belonging at kperkins@burlingtonvt.gov.

Motions

The Office of Racial Equity, Inclusion, and Belonging requests the Board of Finance and City Council approve the following motions:

1. Board of Finance Motion:

   Move to approve and recommend the City Council approve the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of $3,500 to Arts So Wonderful to support the creation of three community murals and, in addition, touch ups and conditioning of the 2024 and 2025 Juneteenth murals from the Community Celebrations GL.

2. City Council Motion:

   Move to approve the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of $3,500 Arts So Wonderful to support the creation of three community murals and, in addition, touch ups and conditioning of the 2024 and 2025 Juneteenth murals from the Community Celebrations GL.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: REIB Submitter: Vicky Luciano

Title/Subject: ASW Juneteenth Mural

Approval Requested:		Meeting Date:
☒	Board of Finance	3/9/2026
☒	City Council	3/23/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	2/23/2026	Kelli Perkins
Mayor's Office	Yes	2/27/2026	Kara Alnasrawi
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	2/27/2026	Emmett Wood
City Attorney's Office for memo and motion(s) or resolution(s)	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO for budget, financing, and memo	Yes	2/26/2026	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

BURLINGTON
PARKS
RECREATION
WATERFRONT

To: Board of Finance and City Council

From: Kim Bleakley, Central Facilities Manager

CC: Phil Lewis, Department Head Parks Recreation & Waterfront
Deryk Roach, Parks and Central Facilities Division Director
Ashley Parker, Capital Program Director

Date: March 9, 2026

Re: Acceptance of Pomerleau Foundation Donation, Construction Contract Authorization, and Budget Amendment Authorization for the Lobby Construction Project at the Burlington Police Department

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Executive Summary:

Burlington Parks, Recreation & Waterfront ("BPRW") seeks approval to execute all necessary contracts, budget amendments, and acceptance of donation funding to remodel the lobby in the Burlington Police Department (BPD). After receiving bids for the construction work, BPRW identified a low bid of $147,575 (including contingency), creating a total project budget of $190,775. The City has already set aside $150,000 of General Fund Capital Bond proceeds (Bond Series 2023A), and supported the initial design costs ($9,500) with General Fund revenues. This leaves a funding gap of $31,275, which the Pomerleau Foundation has offered to fund via a donation. This donation will allow the City to complete the lobby remodel at the BPD, thereby creating a safe and welcoming reception space for a person that will provide direction and other services to those entering the BPD.

Background:

Our Police Department, located at 1 North Avenue, was originally built in 1929-1930, and was renovated in 1995 when the Burlington Police moved into the building. To better serve the public in Burlington, the BPD is in the process of hiring a receptionist. This position was recommended per the Mayor's Safety Advisor meetings and the City needs to create a safe, secure space for this employee. The addition of a secure receptionist area in the lobby of the Police Department will create a clear, welcoming, and controlled point of contact between the public and law enforcement and provides improved access to services and reduces confusion for those entering the building during normal business hours. The Executive Manager of the Police Department and the Central Facilities Manager met with local

architecture firm Dore + Whittier to plan for this new upgraded space. A formal RFPQ for the construction was published on December 23, 2025. We had (2) construction companies attend the pre bid meeting and submit bids. We intend to award the project to the low bidder, Farrington Construction. The matrix below shows two safety alternates to include a fire extinguisher and AED machine which we will accept for the project. Please see bid matrix:

Constuction Bid Matrix			
Burlington Police Department Lobby			
Company	Base Bid	Alt 1: Add Fire Extinguisher	Alt 2: Add AED	Total
Farrington Construction	$131,875	$500	$2,200	$134,575
ReArch Construction	$223,453	$1,550	$3,041	$228,044

Financial Impact:

The initial conception work was completed and paid for through the General Fund ($9,500). The matrix below shows a total project cost, including construction at a total of $ 181,275. In FY26, Council approved an annual Capital Budget that authorized the use of $150,000 from Capital Contingency for the Lobby project. This leaves a variance to complete the project in the amount of $31,275. The Pomerleau Foundation has offered a generous donation in the amount of $31,275 in order to complete this project.

BPD Lobby Construction Expenses 2026					
Item		Cost	PO Created	Complete	Source
Preliminary Design		9,500	2026-1264	Yes	GF Budget
Final Design & Architectural PM		33,700	2026-2386	No	810 - PD Const
Construction		134,575	NA	No	
Construction Contingency		13,000	NA	NA	
Hazmat Testing & Removal		11,000 EST	NA	NA	
Permits		0	NA	NA	
Furniture		8,000 EST	NA	NA	
Moving of BPD Items		NA	NA	NA	
Security		6,000 EST	No	NA	
Signage		1,000 EST	No	NA	
Computer Phone & Tech		20,000 EST	No	NA	
Total:		190,775			
GF	9,500				
Capital	181,275				
Revenues Available for Project					
Capital Contingency (FY26)	Approved & Transferred to 810	$150,000.00			
Variance		($31,275.00)			

Motions:

Board of Finance Motion

To approve and recommend that the City Council authorize the following in support of the Lobby Remodel Construction project at the Burlington Police Department: the Director of Parks, Recreation, and Waterfront, or designee to execute a contract and all other documents necessary or convenient to carrying out the project with Farrington Construction, for a price not to exceed $134,575 plus a contingency amount of $13,000, for a total authorized contract expenditure not to exceed $147, 575; the acceptance of the donation from the Pomerleau Foundation in the amount of $31,275; and the Chief Administrative Officer, or her designee, to effect necessary budget amendments and transfers of funds associated with the donation amount noted above.

City Council Motion

To approve and authorize the following in support of the Lobby Remodel Construction project at the Burlington Police Department: the Director of Parks, Recreation, and Waterfront, or designee to execute a contract and all other documents necessary or convenient to carrying out the project with Farrington Construction, for a price not to exceed $134,575 plus a contingency amount of $13,000, for a total authorized contract expenditure not to exceed $147, 575; the acceptance of the donation from the Pomerleau Foundation in the amount of $31,275; and the Chief Administrative Officer, or her designee, to effect necessary budget amendments and transfers of funds associated with the donation amount noted above.

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GRANT AGREEMENT

This Grant Agreement (this "Agreement") is entered as of March __, 2026 (the "Effective Date"), between the City of Burlington, a Vermont municipal corporation (the "City"), with a mailing address of 149 Church Street, Burlington, VT 05401, and the Antonio B and Rita M. Pomerleau Foundation, a Vermont domestic nonprofit corporation ("Foundation"), with a mailing address of 69 College Street, Burlington, VT 05402, with respect to the following facts:

A. The City's police station, located at 1 North Avenue, needs certain capital improvements, including a project to construct a new reception desk inside the lobby of the police department (the "Lobby") as the Mayor's Community Safety Advisory Team recommended a position to provide direction to those needing services at the Police Department in Fall 2024. Plans for the Lobby have been developed by a City-procured consultant, are on file with the City, and went out to bid on December 23, 2025.

B. The Foundation was established to provide charitable capital to support healthy and vital communities. The Foundation desires to provide financial support for the completion of the Lobby project.

C. The City has identified an estimated budget for the Lobby of $190,775 and has secured $150,000 in Capital Bond Proceeds (Series 2023A) proceeds as approved by City Council through the FY2026 Budget, and $9,500 from BPRW General Fund Operating for design costs, leaving a gap in project funding of $31,275. The City will engage with a qualified Contractor to implement the project pursuant to the City's purchasing policy.

D. The Foundation desires to donate $31,275 (the "Grant") to fill the budget gap for the project so that the Lobby can be completed. The City desires to accept the Grant, on terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The foregoing recitals are true and correct and are incorporated herein by this reference.

2. As a condition precedent to the City's obligations hereunder, the Foundation shall make the Grant to the City within a reasonable time following the Effective Date.

3. As soon as reasonably practicable after receiving the Grant, the City will negotiate a construction contract with a selected Contractor per the City's procurement process using the City's standard forms for construction contracts of this size.

4. If the City is unable to negotiate a construction contract within the project budget total project budget, then, after meeting and conferring in good faith with the Foundation to explore options, the City may refund the Grant to the Foundation and terminate this Agreement without any further obligations hereunder.

5. Any unused amount of the Grant shall be returned to the Foundation within a reasonable time after the work is completed.

6. Nothing in this Agreement shall affect in any manner whatsoever the City's building, land use, and other municipal authority over the Lobby project, and nothing herein shall be deemed to waive any zoning or other City requirements applicable thereto.

7. The term of this Agreement shall continue until each party has satisfied its obligations hereunder.

8. The parties are independent contractors, and neither party is the agent or principal of the other. By entering this Agreement, neither party intends to form a partnership, joint venture, or similar enterprise.

9. There are no third-party intended beneficiaries of this Agreement.

10. Both parties shall be excused from performance hereunder that is not reasonably practicable due to facts or circumstances beyond that party's control; provided, however, that notice of any such circumstance shall be given to the other party in a timely manner.

11. This Agreement shall not be construed against either party, but instead any ambiguity shall be construed liberally in favor of the Agreement's objects and purposes.

12. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings relating to the same, whether written, oral, or implied.

13. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall continue in force to the extent necessary to effectuate the original intent of the parties as closely as possible.

14. Neither party shall assign this Agreement without the written consent of the other party. No waiver of this Agreement shall be valid unless in writing, notwithstanding the passage of time, and no waiver shall constitute a continuing waiver of the same or another provision. This Agreement may not be amended except in a writing signed by both parties.

15. This Agreement shall be construed according to Vermont law, notwithstanding conflicts of law principles. Venue for this Agreement shall be proper in Chittenden County, Vermont, notwithstanding any law to the contrary.

16. Neither party shall file any litigation arising from this Agreement without first attempting in good faith to resolve the parties' dispute through negotiated settlement or mediation; provided, however, that any applicable statute of limitations shall toll during any period in which the parties are actively and mutually engaged in dispute resolution; and provided further that nothing herein shall prevent either party from seeking emergency relief in appropriate circumstances from a court of competent jurisdiction. In case of any litigation arising from this Agreement, the prevailing party shall be entitled to recover attorneys' fees and costs.

17. Any notice required under this Agreement shall be given to the receiving party at the address in the opening paragraph, unless another address is given by notice. In case of personal delivery, notice shall be deemed given upon receipt. In case of notice by U.S. mail, notice shall be deemed given three (3) days after deposit in the mail. In case of notice by overnight courier, notice shall be deemed given the day after deposit with a reputable courier. In case of notice by electronic means, notice shall be deemed given upon written acknowledgment of receipt.

18. This Agreement may be executed in counterparts, each of which shall be deemed an original. This Agreement may be executed electronically, and an electronic copy or other facsimile shall be treated as an original. The signatories of this Agreement represent and warrant their authority to bind their respective parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed as of the Effective Date.

City of Burlington	Antonio B and Rita M. Pomerleau Foundation
By: _____	By: _____
Chief Executive Officer	First Authorized Officer
	By: _____
	Second Authorized Officer

Board of Finance and City Council Submission Checklist

Department: BPRW Submitter: Kim Bleakley

Title/Subject: Acceptance of Donation from the Pomerleau Foundation for Lobby Construction Project in Burlington Police Department

	Approval:	Meeting Date:
☒	Board of Finance	3/9/2026
☒	City Council	3/23/2026
☐	Concurrent	

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	2/11/26	Phil Lewis
Mayor's Office informed and approved memo	Yes	2/26/26	Kara Alnaswari
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	2/20/26	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	2/26/26	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Attorney Approved Grant Agreement
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

Memo

Date: March 9th, 2026; March 23, 2026

To: Board of Finance; City Council

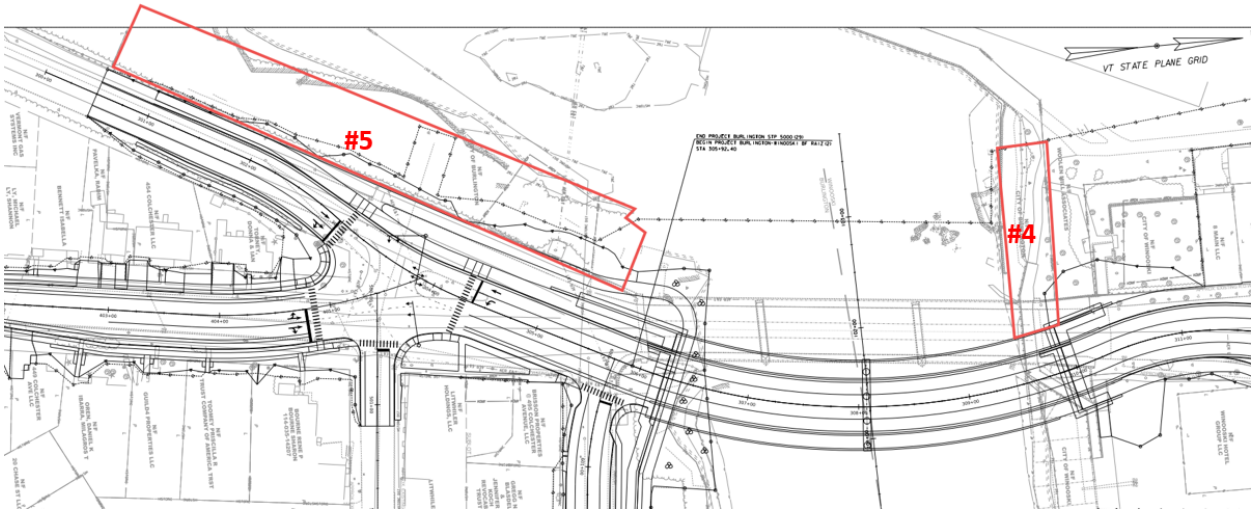
From: Madeline Suender, Public Works Engineer
Laura Wheelock P.E., City Engineer

CC: Chapin Spencer, Director Public Works
Darren Springer, BED General Manager

Subject: Winooski River Bridge Easements

Background:
We are currently moving forward with the Burlington Winooski Bridge reconstruction (Bridge Project) and Colchester/Riverside/Barrett Intersection replacement (Intersection Project) Right of Way (ROW) process. This process identifies if there are any temporary or permanent property rights that are needed to construct the proposed project(s). There are various parcels being impacted by the two projects, two of which are City owned. Of these two, one is within the City of Burlington (COB) along Riverside (#5) and the other is COB property within Winooski associated with the Winooski One Hydro dam (#4). See Figure 1 for approximate locations (see Attachment 2 for more specifics on City Parcels). The project team is currently working to gain temporary/construction and permanent easements on all impacted parcels (see Attachment 1).

Figure 1: Map of City of Burlington Owned Parcels



Offer Status:
VTrans is leading the ROW process and making offers to property owners. Parcels are split out by impacts from the Intersection Project or the Bridge Project.

The status, as of 2/20/26, of the offers to the 14 total property owners for the intersection:

- 7 parcels signed
- 2 have options awaiting payment in exchange for deed
- 5 unsigned due to:
    - Communication problems (2)
    - Awaiting Change Order and acceptance of changes by owner
    - Requested changes by owner
    - Signature is imminent

The status, as of 2/25/26, of the offers to the 7 total property owners (9 parcels) for the bridge (within both Burlington and Winooski):

- 2 parcels signed
- 7 parcels unsigned
    - 2 parcels are COB and 2 are City of Winooski
    - Unsigned non-municipal parcels are waiting on:
        - Design and cost estimates for work within parcel
        - Awaiting counter offer

City of Burlington Parcels:
The two parcels were originally purchased using Burlington Electric Department (BED) enterprise funds in 2014 during the acquisition of the Winooski One Hydro Plant. The resolution which authorized this in Attachment 6.

Parcel 4
Parcel #4 is located in the City of Winooski and is associated with the Hydro Plant and therefore subject to jurisdiction of the Federal Energy Regulation Commission (FERC). The ROW easement that is being sought is on a small portion of the parcel that currently serves as an under-bridge multiuse path. This area is largely associated with maintenance/access in relation to the dam. The land would ultimately not change after construction and would be restored to its park-like designation. Largely, the easement is needed for access during construction and any future maintenance of the bridge. The permanent section of the easement will become City of Winooski ROW. **This easement includes language to satisfy that the use complies with FERC rules and regulations within BED's license to ensure the parcel is in compliance in perpetuity.** As needed, the easement will be presented to the FERC for approval where BED is not authorized as the licensee. If the FERC has substantial changes to the easement documents, staff will bring the updated documents back to BOF for final approval.

Parcel 5
Parcel #5 is a very large parcel on the Burlington side of the bridge extending down Riverside Ave along the river. The highways easement that is part of this request does not impact BED's FERC license. The easement locations are related to utility easements that currently exist and will allow for relocation of utilities and the potential for an under-bridge path that connects Riverside Ave and the Chase Mill.

The allocating of City owned parcels to ROW often occurs without providing compensation to the City itself, however, clauses in the Finance and Maintenance (F&M) agreement are such that the project through VTrans will need to provide compensation to the City for the easements. Additionally, these parcels were acquired with enterprise funds and therefore it is appropriate to reimburse BED for the requested easements. The valuation of each easement is low as these are City parcels and therefore their taxable value is low. This impacts the overall assessment and as such has left little room for negotiation. The method in which VTrans determined the compensation is in the attached waiver valuations (Attachment 3).

The compensation offer is $1,000 for the easement on Parcel 4, and $7,550 for the easement on Parcel 5.

Other Impacted Parcels:
All impacted parcels are shown in Attachment 1. The project will need both temporary construction easements and permeant highway and utility easements. These easements accommodate new bridge/intersection/road geometry, retaining wall, sidewalk as well as utility changes/connections for water/sewer or electrical/communication undergrounding. Many of these easements for utilities are related to utility easements that already exist. Both types of easements are highlighted in the attachment.

Timeline:
While the Bridge and Intersection Projects are separate Federally funded projects, the project team is advancing them together to maximize efficiencies and reduce impacts of the work. The Bridge Project has a stricter funding timeline that is dictating the schedule – some of the funding has a date constraint to obligate construction funds by September 15th 2026. Baring this obligation, justifiable means would need to be presented for why this deadline could not be met and an extension is needed. The following process outlines the steps taken thus far and next steps that align with meeting this September 2026 timeline. This timeline ensures that we are able to move the project along at no fault of the City of Burlington.

<u>Overall Right-of-Way Process:</u>

- Property owner meetings (Spring ’25)
- Property owners received offers (Aug./Sept. ’25)
- Subsequent property owner meetings (Ongoing)
- Necessity Process starts (April 13th 2026 CC Meeting)
- Compensation Hearing (Starts once Necessity is determined and ends mid-June to meet project timeline)
- VTrans compiles ROW files and submits documents to Federal Highway (FHWA) (July 31, 2026)
- FHWA reviews documents and submits project change of status to obligate the Construction Phase funding (no later than Sept 15, 2026)

VTrans is still able to negotiate and settle with property owners throughout the Necessity and Compensation Process. Only at the conclusion of Compensation does the negotiations process conclude and compensation is determined for any parcels that have not already settled. FHWA requires that the Compensation Hearing be closed to allow VTrans to advance the project. Any

additional appeals can be handled through the court process as the project advances and construction obligation is met for funding.

Furthermore, as the Intersection Project is a different funding source that does not have the same timeline, if parcels associated with that project are held up, the bridge could still advance and funding would not be jeopardized for either project.

City Parcel Impact Process:
Process/Timeline needed prior to getting Mayor signature on the below outlined documents:

- Feb 19th Transportation Energy and Utility Committee – informational
- March 9th Board of Finance
- March 23rd City Council
- FERC as needed

The goal is to get our ROW offer to be accepted before asking the CC to start a necessity process for other parcels involved in the project which we hope to begin at the April 13th meeting.

Motions:

Board of Finance
1. To approve and recommend that the City Council authorize the Mayor to sign the Deed for the City owned land described as Parcel #4, pending any necessary FERC approvals/conditions and subject to review of the Office of the City Attorney.
2. To approve and recommend that the City Council authorize the Mayor to sign the Deed for the City owned land described as Parcel #5, subject to review of the Office of the City Attorney.
3. To approve and recommend to the City Council appropriate funds received to the Burlington Electric Department Fund.

City Council
1. To authorize the Mayor to sign the Deed for the City owned land described as Parcel #4, pending any necessary FERC approvals/conditions and subject to review of the Office of the City Attorney.
2. To authorize the Mayor to sign the Deed for the City owned land described as Parcel #5, subject to review of the Office of the City Attorney.
3. To appropriate funds received to the Burlington Electric Department Fund.

Attachments:

Document	**Description**	**Mayor Signature Required**
1. Overall Project Parcel Map	This shows the full ROW plans and parcels we are working to get permanent and construction easements.	
2. City Parcel Plans	These show both the permanent and temporary construction easements needed for each City property.	
3. Waiver Valuations	These show the associated breakdown of the total $8,500 VTrans is offering to pay for the easements for these two	

	parcels. In similar scenarios, no payment is received so we feel these values are adequate and not worth negotiating further.	
4. Deed	Conveyed rights for permanent and temporary construction easements from the City to VTrans. To be filed in Land Records	Yes
5. Project Renderings	Show the latest renderings of the Base Technical Concept Plans. These do not have full detail but are intended to show the general layout of where the current design stands.	
6. 01.13.24 CC Resolution	This shows the resolution where CC authorized the purchase of Parcels #4 and #5 with enterprise funds.	

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: DPW Technical Services Submitter: Madeline Suender

Title/Subject: Burlington - Winooski Bridge Project and Colchester/Barrett/Riverside City Parcel Easements

Approval Requested:		Meeting Date:
☒	Board of Finance	3/9/2026
☒	City Council	3/23/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

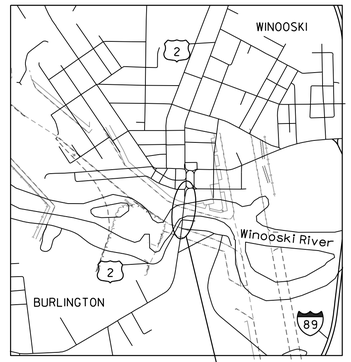
Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	2/25/2026	C. Spencer
Mayor's Office	Yes	2/26/2026	K. Alnasrawi
Board/Commission	N/A	2/19/2026	TEUC – Informational
City Attorney's Office for memo and contracts or legal documents	Yes	2/23/2026	E. Ramakrishnan
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	2/23/2026	E. Ramakrishnan
CAO for budget, financing, and memo	Yes	2/26/2026	K. Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.

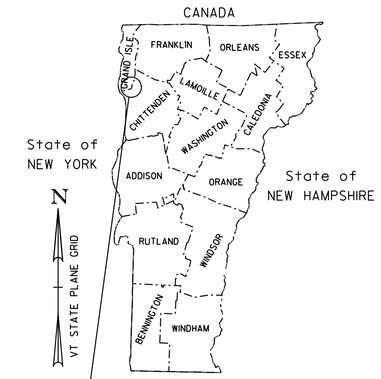
R. O. W. PLANS

INDEX OF SHEETS

1	TITLE
2	LEGEND
3	DETAIL
4-5	LAYOUT SHEETS
6	PRELIMINARY INFORMATION
7-8	TIE SHEETS

STATE OF VERMONT
AGENCY OF TRANSPORTATION





N

VT STATE PLANE GRID

BURLINGTON-WINOOSKI
STP 5000(29) & BF RAIZ(2)

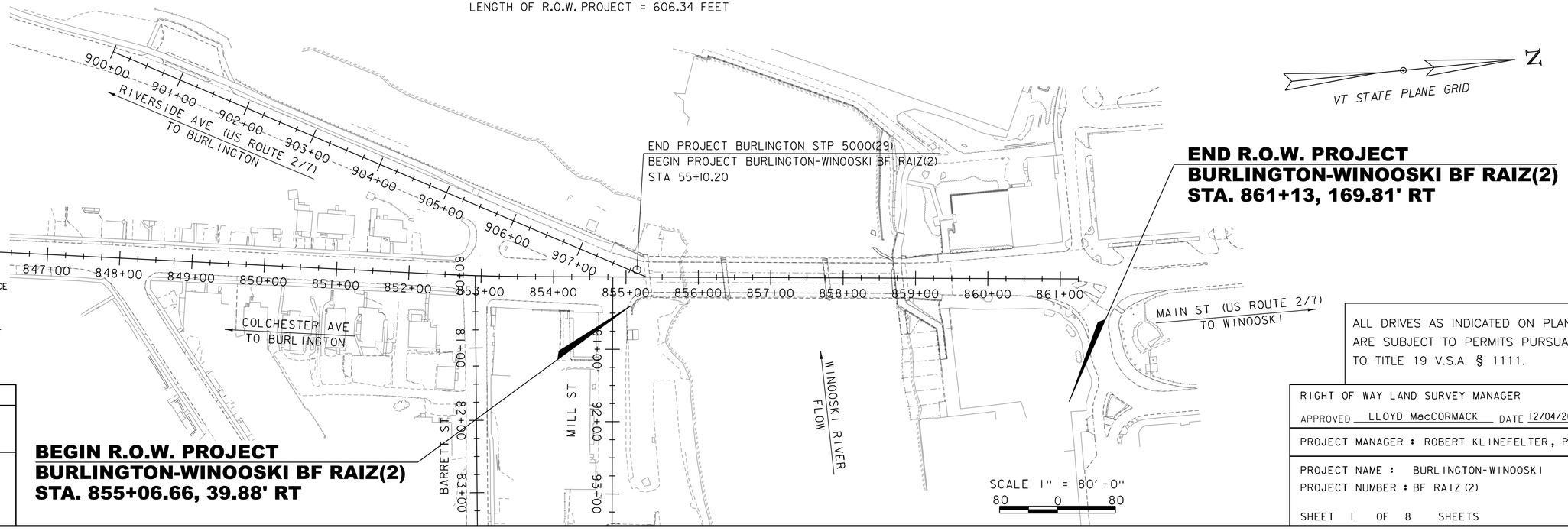
PROPOSED IMPROVEMENT
CITIES OF BURLINGTON AND WINOOSKI
COUNTY OF CHITTENDEN
COLCHESTER AVE & RIVERSIDE AVE
(US ROUTE 2 & 7) - PRINCIPAL ARTERIAL

BRIDGE NO: 150

PROJECT LOCATION: LOCATED IN THE COUNTY OF CHITTENDEN, IN THE CITIES OF BURLINGTON AND WINOOSKI, ON COLCHESTER AVE AND RIVERSIDE AVE (US ROUTES 2 AND 7). THE INTERSECTION AND THE BRIDGE ARE LOCATED APPROXIMATELY 1.2 MILES SOUTH OF THE JUNCTION WITH INTERSTATE 89, EXIT 16.

PROJECT DESCRIPTION: FULL REPLACEMENT OF THE EXISTING BRIDGE WITH ASSOCIATED ROADWAY AND CHANNEL WORK, RECONSTRUCTION OF THE INTERSECTION INCLUDING REALIGNMENT OF THE RIVERSIDE AVE APPROACH, INSTALLATION OF NEW TRAFFIC SIGNAL EQUIPMENT, CONSTRUCTION OF PEDESTRIAN AND BICYCLE FACILITIES, AND REPLACEMENT AND/OR RELOCATION OF DRAINAGE AND UTILITIES.

LENGTH OF R.O.W. PROJECT = 606.34 FEET



CONSTRUCTION IS TO BE CARRIED ON IN ACCORDANCE WITH THESE PLANS AND THE STANDARD SPECIFICATIONS FOR CONSTRUCTION DATED 2018, AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION ON APRIL 13, 2018 FOR USE ON THIS PROJECT, INCLUDING ALL SUBSEQUENT REVISIONS AND SUCH REVISED SPECIFICATIONS AND SPECIAL PROVISIONS AS ARE INCORPORATED IN THESE PLANS.

ALL DRIVES AS INDICATED ON PLANS ARE SUBJECT TO PERMITS PURSUANT TO TITLE 19 V.S.A. § 1111.

QUALITY ASSURANCE PROGRAM : LEVEL 2

SURVEYED BY : VTRANS
SURVEYED DATE : JUNE 2023

DATUM
VERTICAL NAVD 88
HORIZONTAL NAD 83 (2011)

RIGHT OF WAY LAND SURVEY MANAGER
APPROVED LLOYD MacCORMACK DATE 12/04/2024

PROJECT MANAGER : ROBERT KLINEFELTER, P.E.

PROJECT NAME : BURLINGTON-WINOOSKI
PROJECT NUMBER : BF RAIZ(2)

SHEET 1 OF 8 SHEETS

GENERAL INFORMATION

SYMBOLOGY LEGEND NOTE

THE SYMBOLOGY ON THIS SHEET IS INTENDED TO COVER STANDARD CONVENTIONAL SYMBOLOGY. THE SYMBOLOGY IS USED FOR EXISTING & PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROJECT ANNOTATION, AS NOTED ON PROJECT PLAN SHEETS. THIS LEGEND SHEET COVERS THE BASICS. SYMBOLOGY ON PLANS MAY VARY, PLAN ANNOTATIONS AND NOTES SHOULD BE USED TO CLARIFY AS NEEDED.

R.O.W. ABBREVIATIONS (CODES) & SYMBOLS

POINT	CODE	DESCRIPTION
	BF	BARRIER FENCE
	CH	CHANNEL EASEMENT
	CONST	CONSTRUCTION EASEMENT
	CUL	CULVERT EASEMENT
	D&C	DISCONNECT & CONNECT
	DIT	DITCH EASEMENT
	DR	DRAINAGE EASEMENT
	DRIVE	DRIVEWAY EASEMENT
	EC	EROSION CONTROL
	HWY	HIGHWAY EASEMENT
	I&M	INSTALL & MAINTAIN EASEMENT
	LAND	LANDSCAPE EASEMENT
	PDF	PROJECT DEMARCATION FENCE
	R&RES	REMOVE & RESET
	R&REP	REMOVE & REPLACE
	R.T. & I.	RIGHT, TITLE, AND INTEREST
	SR	SLOPE RIGHT
	UE	UTILITY EASEMENT
	(P)	PERMANENT EASEMENT
	(T)	TEMPORARY EASEMENT
■	BNDNS	BOUND SET
⧈	BNDNS	BOUND TO BE SET
◎	IPNF	IRON PIN FOUND
●	IPNS	IRON PIN TO BE SET
☒	CALC	EXISTING ROW POINT
○	PROW	PROPOSED ROW POINT
[LENGTH]		LENGTH CARRIED ON NEXT SHEET

COMMON TOPOGRAPHIC POINT SYMBOLS

POINT	CODE	DESCRIPTION
	APL	BOUND APPARENT LOCATION
	BM	BENCHMARK
	BND	BOUND
	CB	CATCH BASIN
	COMB	COMBINATION POLE
	DITHR	DROP INLET THROATED DNC
	EL	ELECTRIC POWER POLE
	FPOLE	FLAGPOLE
	GASFIL	GAS FILLER
	GP	GUIDE POST
	GSO	GAS SHUT OFF
	GUY	GUY POLE
	GUYW	GUY WIRE
	GV	GATE VALVE
	H	TREE HARDWOOD
	HCTRL	CONTROL HORIZONTAL
	HVCTRL	CONTROL HORIZ. & VERTICAL
	HYD	HYDRANT
	IP	IRON PIN
	IPIPE	IRON PIPE
	LI	LIGHT - STREET OR YARD
	MB	MAILBOX
	MH	MANHOLE (MH)
	MM	MILE MARKER
	PM	PARKING METER
	PMK	PROJECT MARKER
	POST	POST STONE/WOOD
	RRSIG	RAILROAD SIGNAL
	RRSL	RAILROAD SWITCH LEVER
	S	TREE SOFTWOOD
	SAT	SATELLITE DISH
	SHRUB	SHRUB
	SIGN	SIGN
	STUMP	STUMP
	TEL	TELEPHONE POLE
	TIE	TIE
	TSIGN	SIGN W/DOUBLE POST
	VCTRL	CONTROL VERTICAL
	WELL	WELL
	WSO	WATER SHUT OFF

THESE ARE COMMON VAOT SURVEY POINT SYMBOLS FOR EXISTING FEATURES, ALSO USED FOR PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROPOSED ANNOTATION.

PROPOSED GEOMETRY CODES

CODE	DESCRIPTION
PC	POINT OF CURVATURE
PI	POINT OF INTERSECTION
CC	CENTER OF CURVE
PT	POINT OF TANGENCY
PCC	POINT OF COMPOUND CURVE
PRC	POINT OF REVERSE CURVE
POB	POINT OF BEGINNING
POE	POINT OF ENDING
STA	STATION PREFIX
AH	AHEAD STATION SUFFIX
BK	BACK STATION SUFFIX
D	CURVE DEGREE OF (100FT)
R	CURVE RADIUS OF
T	CURVE TANGENT LENGTH
L	CURVE LENGTH OF
E	CURVE EXTERNAL DISTANCE
CB	CHORD BEARING

UTILITY SYMBOLOGY

UNDERGROUND UTILITIES

- UTILITY (GENERIC-UNKNOWN)
- TELEPHONE
- ELECTRIC
- CABLE (TV)
- ELECTRIC+CABLE
- ELECTRIC+TELEPHONE
- CABLE+TELEPHONE
- ELECTRIC+CABLE+TELEPHONE
- GAS LINE
- WATER LINE
- SANITARY SEWER (SEPTIC)

ABOVE GROUND UTILITIES (AERIAL)

- UTILITY (GENERIC-UNKNOWN)
- TELEPHONE
- ELECTRIC
- CABLE (TV)
- ELECTRIC+CABLE
- ELECTRIC+TELEPHONE
- ELECTRIC+TELEPHONE
- CABLE+TELEPHONE
- ELECTRIC+CABLE+TELEPHONE
- UTILITY POLE GUY WIRE

PROJECT CONSTRUCTION SYMBOLOGY

PROJECT DESIGN & LAYOUT SYMBOLOGY

- CZ — CLEAR ZONE
- PLAN LAYOUT MATCHLINE

PROJECT CONSTRUCTION FEATURES

- TOP OF CUT SLOPE
- TOE OF FILL SLOPE
- STONE FILL
- BOTTOM OF DITCH ℄
- CULVERT PROPOSED
- STRUCTURE SUBSURFACE
- PROJECT DEMARCATION FENCE
- BARRIER FENCE
- TREE PROTECTION ZONE (TPZ)
- STRIPING LINE REMOVAL
- SHEET PILES

CONVENTIONAL BOUNDARY SYMBOLOGY

BOUNDARY LINES

- TOWN BOUNDARY LINE
- COUNTY BOUNDARY LINE
- STATE BOUNDARY LINE
- PROPOSED STATE R.O.W. (LIMITED ACCESS)
- PROPOSED STATE R.O.W.
- STATE ROW (LIMITED ACCESS)
- STATE ROW
- TOWN ROW
- PERMANENT EASEMENT LINE (P)
- TEMPORARY EASEMENT LINE (T)
- SURVEY LINE
- PROPERTY LINE (P/L)
- SLOPE RIGHTS
- 6F PROPERTY BOUNDARY
- 4F PROPERTY BOUNDARY
- HAZARDOUS WASTE

EPSC LAYOUT PLAN SYMBOLOGY

EPSC MEASURES

- FILTER CURTAIN
- SILT FENCE
- SILT FENCE WOVEN WIRE
- CHECK DAM
- DISTURBED AREAS REQUIRING RE-VEGETATION
- EROSION MATTING

SEE EPSC DETAIL SHEETS FOR ADDITIONAL SYMBOLOGY

ENVIRONMENTAL RESOURCES

- WETLAND BOUNDARY
- RIPARIAN BUFFER ZONE
- WETLAND BUFFER ZONE
- SOIL TYPE BOUNDARY
- T&E — THREATENED & ENDANGERED SPECIES
- HAZARDOUS WASTE AREA
- AG — AGRICULTURAL LAND
- HABITAT — FISH & WILDLIFE HABITAT
- FLOOD PLAIN — FLOOD PLAIN
- OHW — ORDINARY HIGH WATER (OHW)
- STORM WATER
- USDA FOREST SERVICE LANDS
- WILDLIFE HABITAT SUIT/CONN

ARCHEOLOGICAL & HISTORIC

- ARCH — ARCHEOLOGICAL BOUNDARY
- HISTORIC DIST — HISTORIC DISTRICT BOUNDARY
- HISTORIC — HISTORIC AREA
- (H) HISTORIC STRUCTURE

CONVENTIONAL TOPOGRAPHIC SYMBOLOGY

EXISTING FEATURES

- ROAD EDGE PAVEMENT
- ROAD EDGE GRAVEL
- DRIVEWAY EDGE
- DITCH
- FOUNDATION
- FENCE (EXISTING)
- FENCE WOOD POST
- FENCE STEEL POST
- GARDEN
- ROAD GUARDRAIL
- RAILROAD TRACKS
- CULVERT (EXISTING)
- STONE WALL
- WALL
- WOOD LINE
- BRUSH LINE
- HEDGE
- BODY OF WATER EDGE
- LEDGE EXPOSED

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351legend.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: M. LONGSTREET
CONVENTIONAL SYMBOLOGY LEGEND

PLOT DATE: 4-DEC-2024
DRAWN BY: M. LONGSTREET
CHECKED BY: M. LONGSTREET
SHEET 2 OF 8

STATE OF VERMONT
AGENCY OF TRANSPORTATION

RIGHT - OF - WAY DETAIL SHEET

TABLE OF PROPERTY ACQUISITION

PARCEL NO.	PROPERTY OWNER	ROW LAYOUT NO.	BEGINNING STATION	ENDING STATION	FEE ACQUISITION	REMAINDER	RIGHT			RECORDING DATA					REMARKS
					AREA±	AREA±	TYPE	T / P	AREA ±	TITLE	DATE	TOWN / CITY	BOOK	PAGE	
1	WELLS, MICHAEL J.	1	TH-282 91+81± RT	TH-282 93+22± RT			ALL R.T. & I.	P	2,817 SF						EXISTING EASEMENT RECORDED IN BOOK 998/199
			TH-282 91+77± RT	TH-282 91+90± RT			UTILITY	P	290 SF						
			TH-282 91+80± RT	TH-282 92+58 RT			CONSTRUCTION	T	194 SF						INCL. BF, PDF & EC
			TH-282 93+25± RT	TH-282 93+72 RT			UTILITY	P	786 SF						
2	CATAMOUNT HOLDING CO.	1	TH-282 91+81± RT	TH-282 93+22.61 LT			HIGHWAY	P	0.18 A						8.008 SF±
			TH-282 92+90± LT	TH-282 92+99± LT			CONSTRUCTION	T	99 SF						INCL. BF, PDF & EC
			TH-282 92+99± LT	TH-282 93+24± LT			ACCESS	T	417 SF						
3	CHACE MILL PARKING LLC	1	855+06.66 RT	TH-282 92+90± LT			HIGHWAY	P	0.24 A						10,443 SF±
			TH-282 91+42.37 LT	TH-282 93+01± LT			CONSTRUCTION	T	0.21 A						INCL. BF, PDF & EC; 9,003 SF±
			TH-282 91+80.34 LT	TH-282 92+11± LT			CULVERT	P	1,608 SF						
			TH-282 93+00 LT	TH-282 93+23± LT			ACCESS	T	1,509 SF						
4	CITY OF BURLINGTON	2	858+52± LT	858+99.62 LT			HIGHWAY	P	1,437 SF						
			858+49 LT	858+97± LT			CONSTRUCTION	T	0.10 A						INCL. BF, PDF & EC; 4,554 SF±
5	THE WOOLEN MILL ASSOCIATES	2	858+90± LT	860+24± LT	0.14 A										6,195 SF±
			858+87± LT	860+22± LT			CONSTRUCTION	T	896 SF						INCL. BF, PDF & EC
			859+02 LT	860+92± LT			ACCESS	T	2,928 SF						
6	CITY OF WINOOSKI	2	859+32± LT	860+34.52 LT			HIGHWAY	P	2,269 SF						
			859+25± LT	860+33± LT			CONSTRUCTION	T	0.18 A						INCL. BF, PDF & EC; 7,723 SF±
7	CITY OF WINOOSKI	2	858+77± RT	860+81.86 RT			HIGHWAY	P	0.11 A						4,666 SF±
			858+95± RT	861+13 RT			CONSTRUCTION	T	0.36 A						INCL. BF, PDF & EC; 15,741 SF±
8	WINOOSKI HOTEL GROUP, LLC	2	860+11 RT	861+10 RT			CONSTRUCTION	T	0.18 A						INCL. BF, PDF & EC; 7,943 SF±
9	BURLINGTON ELECTRIC DEPARTMENT		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
10	BURLINGTON TELECOM		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
11	CITY OF BURLINGTON		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
12	CITY OF WINOOSKI		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
13	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
14	CONSOLIDATED COMUNICATIONS OF VERMONT COMPANY, LLC		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
15	FIRSTLIGHT FIBER, INC.		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
16	GREEN MOUNTAIN POWER CORPORATION		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
17	LUMEN TECHNOLOGIES		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
18	VERMONT GAS SYSTEMS, INC.		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
19	VERMONT TELEPHONE COMPANY, INC.		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.

TABLE OF REVISIONS

REVISION NO.	ROW SET SHEET #	DESCRIPTION	DATE
1	3, 4	PO 2 - CATAMOUNT HOLDING CO.	06/30/25
		CHANGE CONSTRUCTION(T) END STA	
		FROM TH-282 93+03 LT TO TH-282 92+99±	
		LT, CHANGE AREA FROM 133 SF TO 99 SF,	
		CHANGE ACCESS(T) AREA FROM 383 SF	
		TO 417 SF.	
		REV BY: MT CO 10809 APPR BY: AP	
2	3, 4	PO 3 - CHACE MILL PARKING LLC	06/30/25
		CHANGE CONSTRUCTION(T) END STA	
		FROM TH-282 93+00± LT TO TH-282	
		91+81± LT, AREA FROM 7,556 SF (0.17A)	
		TO 1,949 SF; ADD DRAINAGE(P) BEGIN	
		STA TH-282 91+80.34 LT TO END STATION	
		TH-282 92+11± LT, AREA 1,608 SF; ADD	
		CONSTRUCTION(T) BEGIN STA TH-282	
		92+10.35 LT TO END STA TH-282	
		93+01± LT, AREA 5,446 SF± (0.13A);	
		CHANGE ACCESS(T) BEGIN STA FROM	
		TH-282 92+76 LT TO STA TH-282 93+00 LT	
		AND END STA TH-282 93+26± LT TO	
		TH-282 93+23± LT, AREA FROM 3,514 SF	
		TO 1,509 SF.	
		REV BY: MT CO 10810 APPR BY: AP	
3	3, 5	PO 5 - THE WOOEN MILL ASSOCIATES	06/30/25
		DELETE FEE 858+91± LT TO 859+33± LT,	
		2,413 SF; CHANGE HIGHWAY(P) TO FEE,	
		CHANGE BEGIN STA 858+97± LT TO	
		858+90± LT, CHANGE END STA 859+35.62	
		LT TO 860+24± LT, CHANGE AREA FROM	
		1,083 SF TO 6,195 SF± (0.14A), CHANGE	
		CONSTRUCTION(T) END STA FROM	
		860+25± LT TO 860+22± LT, CHANGE AREA	
		FROM 3,580 SF TO 896 SF; CHANGE	
		ACCESS(T) AREA FROM 4,074 SF TO	
		2,928 SF.	
		REV BY: MT CO 10811 APPR BY: AP	
4	3, 5	PO 6 - CITY OF WINOOSKI	06/30/25
		CHANGE HIGHWAY(P) BEGIN STA FROM	
		859+33± LT TO 859+32± LT.	
		REV BY: MT CO 10812 APPR BY: AP	
5	3, 4	PO 3 - CHACE MILL PARKING LLC	08/08/25
		CHANGE CONST(T) AT END STA.	
		TH-282 91+81± LT TO TH-282 93+01± LT;	
		CHANGE AREA FROM 1,949 SF TO 0.21A	
		AND ADD 9,003 SF± TO REMARKS;	
		CHANGE DRAINAGE(P) TO CULVERT(P)	
		AT STA. TH-282 91+80.34 LT; DELETE	
		CONST(T) BEGIN STA. TH-282 92+10.35 LT	
		TO END STA. TH-282 93+01± LT.	
		REV BY: MT CO 10814 APPR BY: AP	
6	3, 4	PO 1 - WELLS, MICHAEL J.	09/11/25
		CHANGE UTILITY(P) BEGIN STA 91+78±RT	
		TO STA 91+77± RT, END STA 91+91.18 RT	
		TO STA 91+90± RT; CHANGE AREA FROM	
		102 SF TO 290 SF; ADD UTILITY(P) BEGIN	
		STA 93+25± RT TO END STA 93+72± RT;	
		ADD AREA 786 SF.	

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351detail.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: A. EGIZI
R.O.W. DETAIL SHEET

PLOT DATE: 11-SEP-2025
DRAWN BY: M. TROTTIER
CHECKED BY: A. PROULX
SHEET 3 OF 8

BEGIN R.O.W. PROJECT
BURLINGTON-WINOOSKI BF RAIZ(2)
STA. 855+06.66, 39.88' RT

TABLE 1	
A-B	120'± ALONG ORDINARY HIGH WATER TIE LINE N89°54'30"E, 103.26'
C-D	S31°35'47"E, 17.34'
D-E	S07°19'21"E, 13.33'
E-F	S07°19'21"E, 12.71'
F-G	S84°15'33"E, 29.65'
G-H	S07°22'18"W, 35.45'
H-I	S07°22'18"W, 20.24'
I-J	N73°38'36"W, 33.72'
K-L	N07°38'38"E, 20.01'
L-M	N07°38'38"E, 29.52'
M-N	N07°08'02"E, 6.69'
O-E	N82°24'02"E, 9.72'
P-H	S73°48'36"E, 32.44'

Permanent Highway Easement

Temporary Construction Easement

FOR R.O.W. USE ONLY

LINES SHOWN ON THIS PLAN AS EXISTING PROPERTY LINES P/L ARE BELIEVED TO BE ACCURATE BUT SHOULD NOT BE RELIED UPON FOR PURPOSES UNRELATED TO THE STATE OF VERMONT'S ACQUISITION OF LAND AND RIGHTS FOR THIS PROJECT.

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351lay1.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: HNTB
R.O.W. LAYOUT SHEET 1

PLOT DATE: 11-SEP-2025
DRAWN BY: A. EGIZI
CHECKED BY: A. PROULX
SHEET 4 OF 8

Permanent Highway Easement

Temporary Construction Easement

TABLE 1

A-B	N88°48'38"W, 31.98'
B-C	N05°47'20"E, 45.00'
C-D	N89°03'30"W, 31.99'
C-E	S05°47'20"W, 35.58'
E-F	N89°29'42"E, 28.51'
G-H	N89°57'48"E, 15.56'

THE WOOLEN MILL ASSOCIATES (5)

ACCESS(T)

GMP ACCESS EASEMENT Bk.10 Pg.209

10' ROW Bk.32 Pg.475 MAP 5-35

CONST(T)

858+90± 148.25' LT

S01°25'22"E 133.17'

860+22± 164.96' LT

N88°54'19"E 21.88'

N/F 12 WEST CANAL STREET LLC

APPROX. EXISTING TOWN R.O.W.

S00°02'04"E 100.20'

860+24± 143.24' LT

859+25± 133.07' LT

N89°03'30"W 86.56'

N89°29'42"E 71.51'

WOOD

CITY OF WINOOSKI (6)

N/F 8 MAIN LLC

N/F JLF LLC

CITY OF BURLINGTON (4)

THE WOOLEN MILL ASSOCIATES (5)

858+52± 62.00' LT

858+97± 62.00' LT

HWY(P)

N05°47'20"E 51.16'

N09°16'21"E 49.37'

860+33± 59.00' LT

859+32± 62.00' LT

859+83.66 62.00' LT

N00°06'08"E 99.72'

APPROX. EXISTING TOWN R.O.W.

858+54± 30.12' LT

N05°47'19"E 45.14'

N00°10'11"E 36.18'

860+34.52 43.52' LT

N67°54'57"E 101.27' TIE LINE

858+99.62 30.12' LT

859+35.62 33.67' LT

N/F FARRELL VERMONT LLC

N/F 28 MAIN STREET WINOOSKI LLC

24" RCP

858+00 859+00 860+00 861+00

S78°05'19"W 73.48' TIE LINE

858+77± 39.88' RT

N05°47'19"E 35.90'

N00°32'49"E 45.86'

N09°09'43"E 87.21'

860+81.86 46.00' RT

859+85.72 56.50' RT

S00°26'38"E 96.71'

CITY OF WINOOSKI (7)

S16°02'19"E 98.17'

858+95± 93.00' RT

CITY OF WINOOSKI (7)

WINOOSKI HOTEL GROUP, LLC (8)

CONST(T)

APPROX. EXISTING TOWN R.O.W.

12" CPEP

15" CPEP

18" RCP

VT STATE PLANE GRID

TABLE 3

I-J	R=68.66', L=37.23' N13°52'51"E, 36.78'
K-L	61'± ALONG ORDINARY HIGH WATER TIE LINE S77°17'34"W, 56.02'

END R.O.W. PROJECT
BURLINGTON-WINOOSKI BF RAIZ(2)
STA. 861+13, 169.81' RT

SCALE 1" = 20'-0"
20 0 20

LINES SHOWN ON THIS PLAN AS EXISTING PROPERTY LINES P/L ARE BELIEVED TO BE ACCURATE BUT SHOULD NOT BE RELIED UPON FOR PURPOSES UNRELATED TO THE STATE OF VERMONT'S ACQUISITION OF LAND AND RIGHTS FOR THIS PROJECT.

FOR R.O.W. USE ONLY

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351lay2.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: HNTB
R.O.W. LAYOUT SHEET 2

PLOT DATE: 2-JUL-2025
DRAWN BY: A. EGIZI
CHECKED BY: A. PROULX
SHEET 5 OF 8

STATE OF VERMONT
AGENCY OF TRANSPORTATION

PRELIMINARY INFORMATION SHEET (BRIDGE)

Version
LRFD

FINAL HYDRAULIC REPORT

TRAFFIC DATA

YEAR	ADT	DHV	%D	%T	ADTT
2022	20437	2077	57	2.2	592
2042	22133	2249	57	2.2	641

20 year ESAL for flexible pavement from 2022 to 2042 : 0

40 year ESAL for flexible pavement from 2022 to 2062 : 0

Design Speed : 25 mph

AS BUILT "REBAR" DETAIL

LEVEL I	LEVEL II	LEVEL III
TYPE:	TYPE:	TYPE:
GRADE:	GRADE:	GRADE:

LRFR LOAD RATING FACTORS

LOADING LEVELS	TRUCK						
	H-20	HL-93	3S2	6 AXLE	3A. STR.	4A. STR.	5A. SEMI
TONNAGE	**20**	**36**	**36**	**66**	**30**	**34.5**	**38**
INVENTORY							
POSTING							
OPERATING							
COMMENTS:							

TRAFFIC MAINTENANCE NOTES

1. MAINTAIN VEHICULAR TRAFFIC ON AN OFF SITE DETOUR DURING BRIDGE DEMOLOTION AND SLIDE OPERATIONS. MAINTAIN TWO-WAY TRAFFIC ON EXISTING OTHERWISE.
2. PEDESTRIAN TRAFFIC MAINTAINED THROUGH CONSTRUCTION OPERATIONS
3. TRAFFIC SIGNALS ARE NOT NECCESARY.

DESIGN VALUES

1. DESIGN LIVE LOAD		HL-93
2. FUTURE PAVEMENT	d_P:	3.0 INCH
3. ABUTMENT BEARING TO BEARING LENGTH (TWO SPANS) (175.00 - 175.00) FT	L:	350.00 FT
4. MIN. MID-SPAN POS. CAMBER @ RELEASE (PRESTRESSED UNITS)	Δ:	---
5. PRESTRESSING STRAND	f_y:	---
6. PRESTRESSED CONCRETE STRENGTH	f'_c:	---
7. PRESTRESSED CONCRETE RELEASE STRENGTH	f'_{ci}:	---
8. HIGH PERFORMANCE CONCRETE, CLASS PCD	f'_c:	4.0 KSI
9. HIGH PERFORMANCE CONCRETE, CLASS PCS	f'_c:	3.5 KSI
10. CONCRETE HIGH PERFORMANCE, CLASS SCC	f'_c:	4.0 KSI
11. CONCRETE, CLASS C	f'_c:	3.0 KSI
12. REINFORCING STEEL	f_y:	60 KSI
13. STRUCTURAL STEEL AASHTO M270 (WEATHERING)	f_y:	50 KSI
14. NOMINAL BEARING RESISTANCE OF SOIL	q_n:	---
15. SOIL BEARING RESISTANCE FACTOR (REFER TO AASHTO LRFD)	ϕ:	---
16. NOMINAL BEARING RESISTANCE OF ROCK	q_n:	---
17. ROCK BEARING RESISTANCE FACTOR (REFER TO AASHTO LRFD)	ϕ:	---
18. PILE RESISTANCE FACTOR	ϕ:	---
19. LATERAL PILE DEFLECTION	Δ:	---
20. BASIC WIND SPEED	V_{3s}:	---
21. MINIMUM GROUND SNOW LOAD	p_g:	---
22. SEISMIC DATA PGA: ---	S_s:	---
	S_1:	---
23.		
24.		---
25.		---
26.		---

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351pi.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: HNTB
PRELIMINARY INFORMATION SHEET

PLOT DATE: 4-DEC-2024
DRAWN BY: HNTB
CHECKED BY: HNTB
SHEET 6 OF 8

PRIMARY CONTROL

HVCTRL #1
VSE 502
NORTH = 726565.5930
EAST = 1461318.6980
ELEV. = 188.300

TO REACH FROM THE I-89 INTERSTATE BRIDGES OVER ROUTES 2 AND 7 AT EXIT 16 IN COLCHESTER, GO SOUTH ON ROUTES 2 AND 7 FOR 0.9 MI (1.4 KM) TO THE INTERSECTION OF SPRING ST. CONTINUE STRAIGHT AHEAD ON 2 AND 7 FOR 0.30 MI (0.5 KM) TO THE ENTRANCE OF A TRAFFIC CIRCULATOR AND THE SITE OF THE MARK ON THE LEFT IN THE TRAFFIC DIVIDER.

THE MARK IS A MAG NAIL SET FLUSH IN THE CONCRETE SURFACE.

IT IS 10.0 M (32.8 FT) NORTH-NORTHEAST OF THE SOUTH END OF THE TRAFFIC DIVIDER, 3.7 M (12.1 FT) WEST OF THE EAST END OF THE DIVIDER AND 6.2 M (20.3 FT) SOUTHEAST OF A LUMEN.

HVCTRL #2
VSE 501
NORTH = 726171.545
EAST = 1461291.422
ELEV. = 165.464

TO REACH FROM THE I-89 INTERSTATE BRIDGES OVER ROUTES 2 AND 7 AT EXIT 16 IN COLCHESTER, GO SOUTH ON ROUTES 2 AND 7 FOR 0.9 MI (1.4 KM) TO THE INTERSECTION OF SPRING ST. CONTINUE STRAIGHT AHEAD ON 2 AND 7 FOR 0.35 MI (0.6 KM) TO THE EXIT OF A TRAFFIC CIRCULATOR AND THE SITE OF THE MARK ON THE LEFT IN THE TRAFFIC DIVIDER.

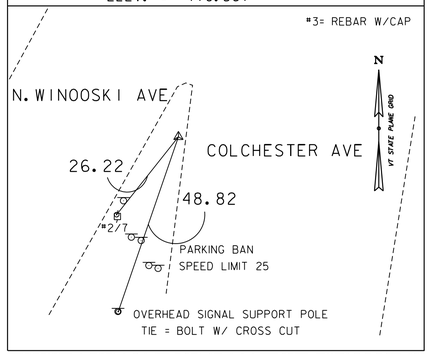
THE MARK IS A 3/4 INCH (19 MM) REBAR WITH YELLOW CAP SET FLUSH WITH THE GROUND SURFACE.

IT IS 4.1 M (13.5 FT) NORTH OF THE SOUTH END OF THE TRAFFIC DIVIDER, 10.5 M (34.4 FT) WEST OF THE EAST END OF THE DIVIDER AND 7.85 SOUTHWEST OF A LUMEN.

SECONDARY CONTROL

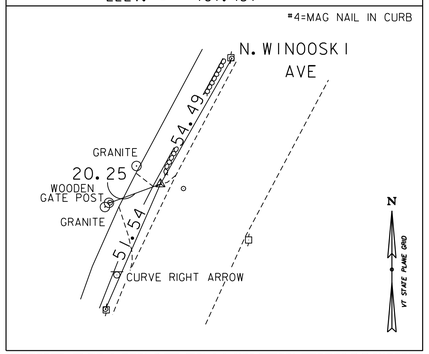
HVCTRL #3

NORTH = 725425.363
EAST = 1461183.604
ELEV. = 170.561



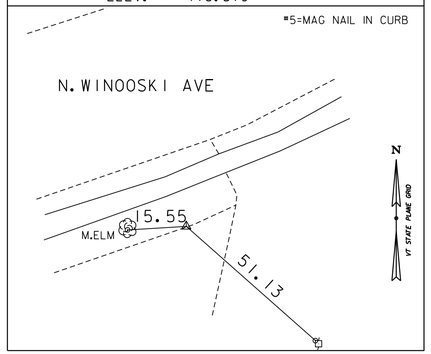
HVCTRL #4

NORTH = 724937.800
EAST = 1460863.108
ELEV. = 187.431



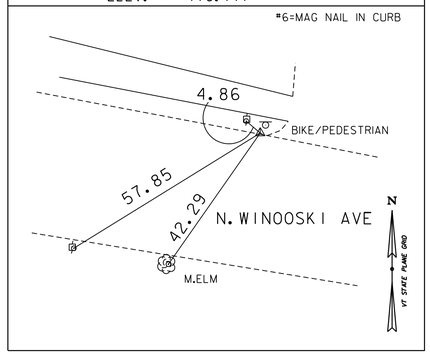
HVCTRL #5

NORTH = 724573.397
EAST = 1460682.567
ELEV. = 178.579



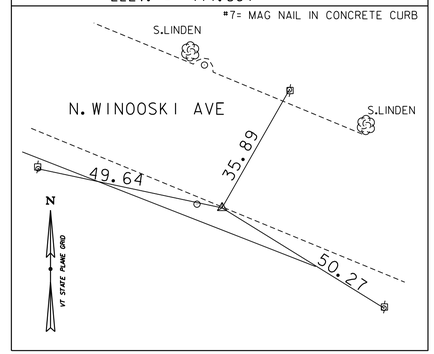
HVCTRL #6

NORTH = 724823.126
EAST = 1460008.524
ELEV. = 170.717



HVCTRL #7

NORTH = 724912.428
EAST = 1459473.735
ELEV. = 171.564

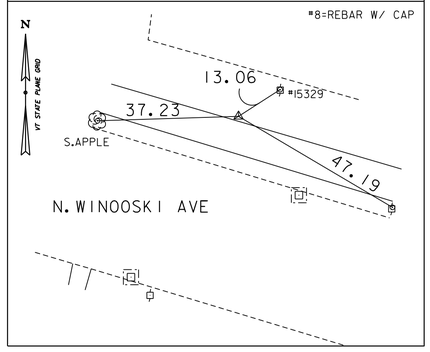


* MAIN TRAVERSE COMPLETED ON 3/11/2020 BY R.GILMAN, T.CATTANEO, B.HERRING AND H.MCGOWAN

SECONDARY CONTROL

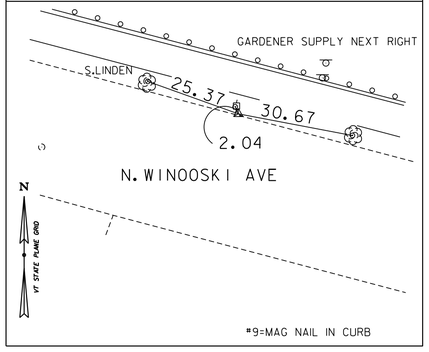
HVCTRL #8

NORTH = 725348.900
EAST = 1458778.960
ELEV. = 186.011



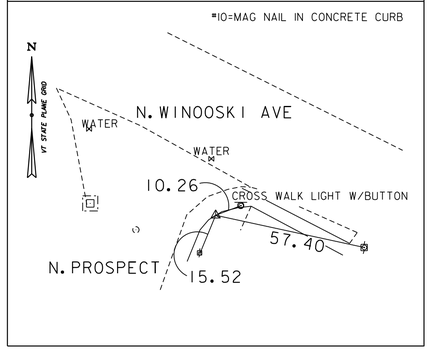
HVCTRL #9

NORTH = 725527.232
EAST = 1457792.074
ELEV. = 217.454



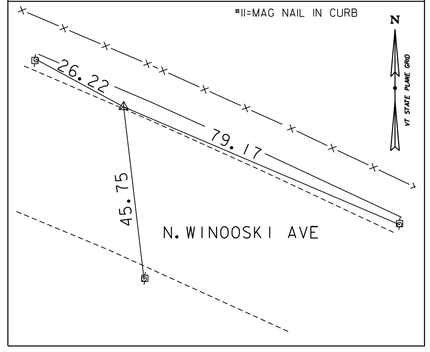
HVCTRL #10

NORTH = 725691.427
EAST = 1457159.799
ELEV. = 231.530



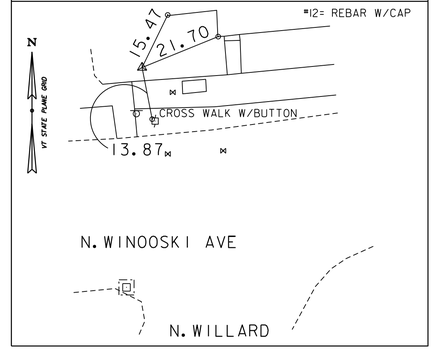
HVCTRL #11

NORTH = 725950.444
EAST = 1456761.001
ELEV. = 234.487



HVCTRL #12

NORTH = 726052.050
EAST = 1456278.895
ELEV. = 241.456



DATUM

VERTICAL	NAVD 88
HORIZONTAL	NAD83 (2011)
ADJUSTMENT	LEAST SQUARES

PROJECT NAME:	BURLINGTON-WINOOSKI
PROJECT NUMBER:	BF RAIZ(2)

FILE NAME: r22j351tie.dgn		PLOT DATE:	4-DEC-2024
PROJECT LEADER:	R. KLINEFELTER	DRAWN BY:	H. McGOWAN
DESIGNED BY:	VTRANS	CHECKED BY:	R. GILMAN
TIE SHEET 1		SHEET	7 OF 8

PRIMARY CONTROL

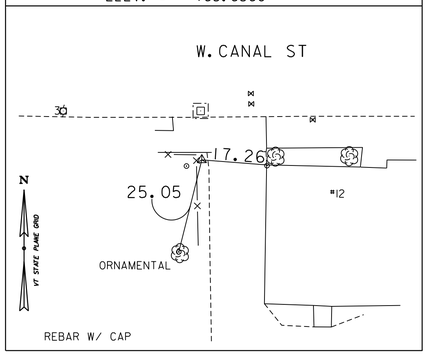
BM #10969
WINOOSKI
NORTH=725571.7831
EAST=1461194.0493
ELEV=168.2874

GENERAL LOCATION, BURLINGTON, VT. THE MARK IS SET ON THE TOP OF THE ABUTMENT AT THE SOUTHWEST CORNER OF THE U.S. ROUTES 2+7 BRIDGE OVER THE WINOOSKI RIVER BETWEEN WINOOSKI AND BURLINGTON. IT IS 9.8 M (32.2 FT) WEST OF THE CENTERLINE OF U.S. ROUTES 2+7, 12.6 M (41.3 FT) NORTH OF THE SOUTH END OF THE CONCRETE BRIDGE RAIL, AND 1.1 M (3.6 FT) SOUTHWEST OF A 3 M (9.8 FT) HIGH CONCRETE POST AT AN ANGLE POINT IN THE BRIDGE RAIL.

SECONDARY CONTROL

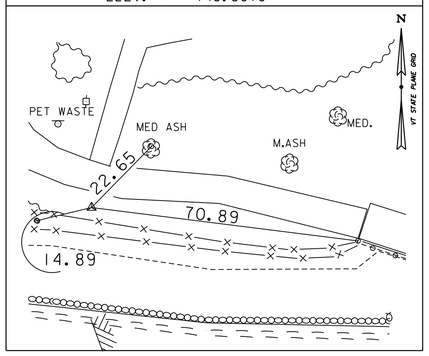
HVCTRL #20

NORTH = 726151.0920
EAST = 1461095.2590
ELEV. = 163.6360



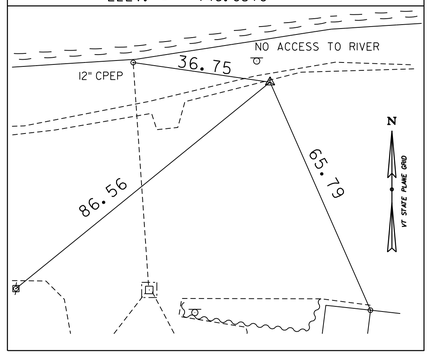
HVCTRL #21

NORTH = 725933.2633
EAST = 1461126.6596
ELEV. = 148.8010



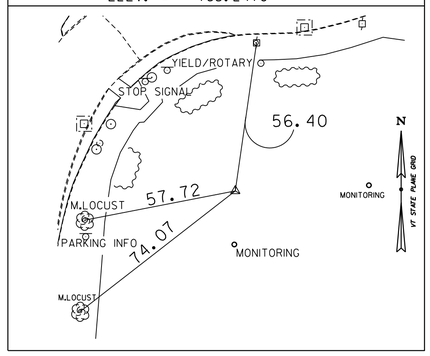
HVCTRL #22A

NORTH = 725616.4290
EAST = 1461572.585
ELEV. = 146.0310



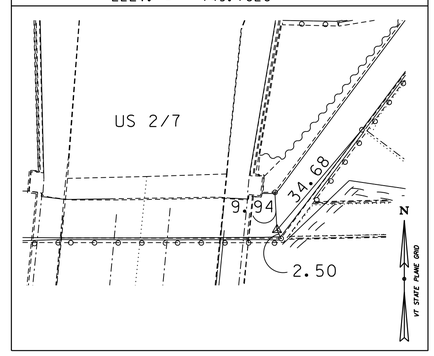
HVCTRL #23

NORTH = 726114.4320
EAST = 1461369.1860
ELEV. = 163.2470



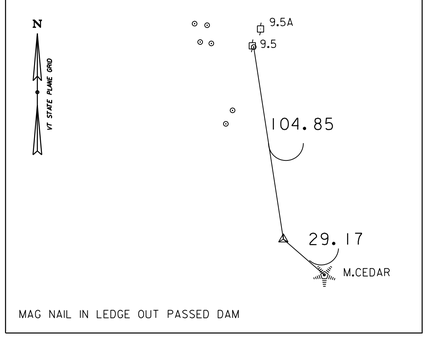
HVCTRL #25

NORTH = 725917.7030
EAST = 1461295.6400
ELEV. = 149.7020



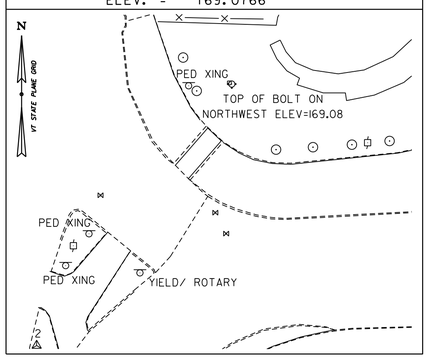
HVCTRL #26

NORTH = 725456.0540
EAST = 1460870.7770
ELEV. = 127.1510



BM #3520

NORTH = 726238.4272
EAST = 1461341.3218
ELEV. = 169.0766



NORTH =
EAST =
ELEV. =

NORTH =
EAST =
ELEV. =

NORTH =
EAST =
ELEV. =

DATUM

VERTICAL NAVD 88
HORIZONTAL NAD83 (2011)
ADJUSTMENT COMPASS

* MAIN TRAVERSE COMPLETED ON 3/11/2020 BY R.GILMAN, T.CATTANEO, B.HERRING AND H.MCGOWAN
ADDITIONAL TRAVERSE COMPLETED ON 3/24/2023 BY B.HERRING , T.CATTANEO, R.GAUVIN, T.BABCZAK

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351tie.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: VTRANS
TIE SHEET 2

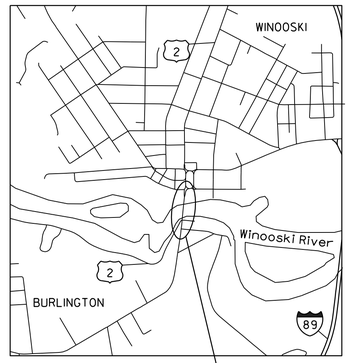
PLOT DATE: 4-DEC-2024
DRAWN BY: H. McGOWAN
CHECKED BY: R. GILMAN
SHEET 8 OF 8

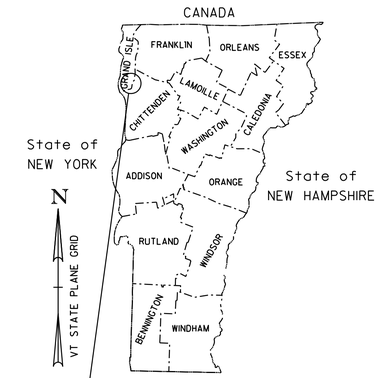
R. O. W. PLANS

INDEX OF SHEETS

1	TITLE
2	LEGEND
3-4	DETAILS
5-6	LAYOUTS
7-8	TIE SHEETS

STATE OF VERMONT
AGENCY OF TRANSPORTATION





BURLINGTON-WINOOSKI
STP 5000(29) & BF RAIZ(2)

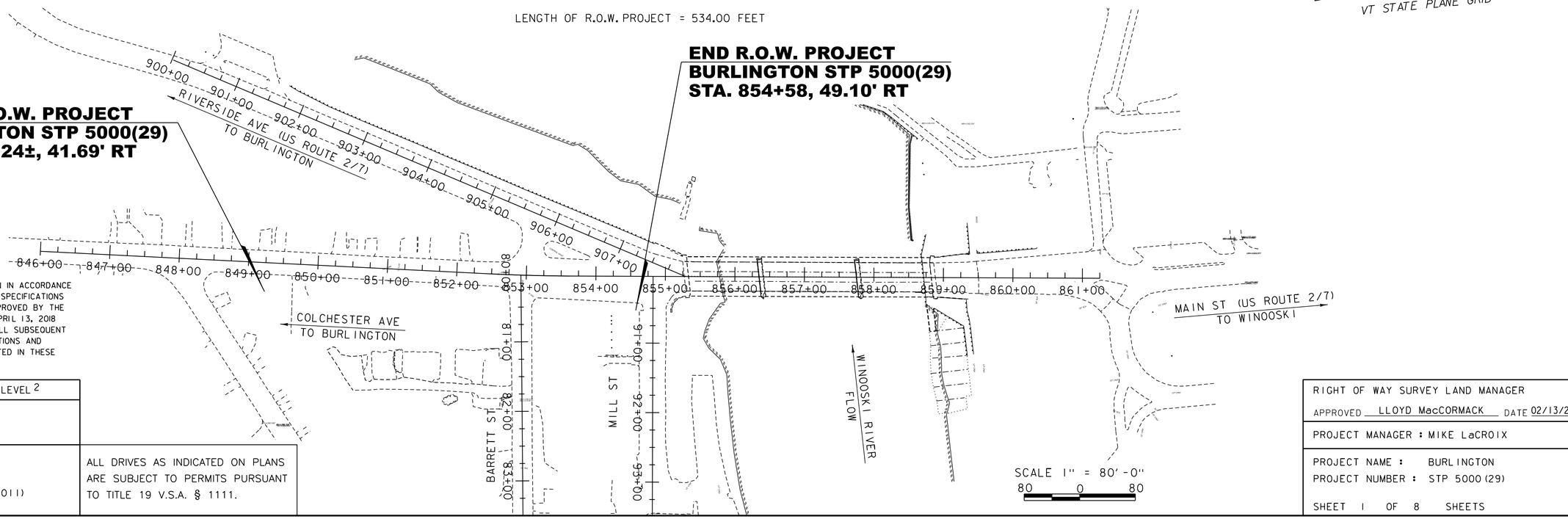
PROPOSED IMPROVEMENT
CITIES OF BURLINGTON AND WINOOSKI
COUNTY OF CHITTENDEN
COLCHESTER AVE & RIVERSIDE AVE
(US ROUTE 2 & 7) - PRINCIPAL ARTERIAL

BRIDGE NO: 150

PROJECT LOCATION: LOCATED IN THE COUNTY OF CHITTENDEN, IN THE CITIES OF BURLINGTON AND WINOOSKI, ON COLCHESTER AVE AND RIVERSIDE AVE (US ROUTES 2 AND 7). THE INTERSECTION AND THE BRIDGE ARE LOCATED APPROXIMATELY 1.2 MILES SOUTH OF THE JUNCTION WITH INTERSTATE 89, EXIT 16.

PROJECT DESCRIPTION: FULL REPLACEMENT OF THE EXISTING BRIDGE WITH ASSOCIATED ROADWAY AND CHANNEL WORK, RECONSTRUCTION OF THE INTERSECTION INCLUDING REALIGNMENT OF THE RIVERSIDE AVE APPROACH, INSTALLATION OF NEW TRAFFIC SIGNAL EQUIPMENT, CONSTRUCTION OF PEDESTRIAN AND BICYCLE FACILITIES, AND REPLACEMENT AND/OR RELOCATION OF DRAINAGE AND UTILITIES.

LENGTH OF R.O.W. PROJECT = 534.00 FEET



CONSTRUCTION IS TO BE CARRIED ON IN ACCORDANCE WITH THESE PLANS AND THE STANDARD SPECIFICATIONS FOR CONSTRUCTION DATED 2018, AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION ON APRIL 13, 2018 FOR USE ON THIS PROJECT, INCLUDING ALL SUBSEQUENT REVISIONS AND SUCH REVISED SPECIFICATIONS AND SPECIAL PROVISIONS AS ARE INCORPORATED IN THESE PLANS.

QUALITY ASSURANCE PROGRAM : LEVEL 2	
SURVEYED BY :	VTRANS
SURVEYED DATE :	JUNE 2023
DATUM	
VERTICAL	NAVD 88
HORIZONTAL	NAD 83 (2011)

ALL DRIVES AS INDICATED ON PLANS ARE SUBJECT TO PERMITS PURSUANT TO TITLE 19 V.S.A. § 1111.

RIGHT OF WAY SURVEY LAND MANAGER

APPROVED LLOYD MacCORMACK DATE 02/13/2025

PROJECT MANAGER : MIKE LaCROIX

PROJECT NAME : BURLINGTON

PROJECT NUMBER : STP 5000(29)

SHEET 1 OF 8 SHEETS

GENERAL INFORMATION

SYMBOLOGY LEGEND NOTE

THE SYMBOLOGY ON THIS SHEET IS INTENDED TO COVER STANDARD CONVENTIONAL SYMBOLOGY. THE SYMBOLOGY IS USED FOR EXISTING & PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROJECT ANNOTATION, AS NOTED ON PROJECT PLAN SHEETS. THIS LEGEND SHEET COVERS THE BASICS. SYMBOLOGY ON PLANS MAY VARY, PLAN ANNOTATIONS AND NOTES SHOULD BE USED TO CLARIFY AS NEEDED.

R.O.W. ABBREVIATIONS (CODES) & SYMBOLS

POINT	CODE	DESCRIPTION
	BF	BARRIER FENCE
	CH	CHANNEL EASEMENT
	CONST	CONSTRUCTION EASEMENT
	CUL	CULVERT EASEMENT
	D&C	DISCONNECT & CONNECT
	DIT	DITCH EASEMENT
	DR	DRAINAGE EASEMENT
	DRIVE	DRIVEWAY EASEMENT
	EC	EROSION CONTROL
	HWY	HIGHWAY EASEMENT
	I&M	INSTALL & MAINTAIN EASEMENT
	LAND	LANDSCAPE EASEMENT
	PDF	PROJECT DEMARCATION FENCE
	R&RES	REMOVE & RESET
	R&REP	REMOVE & REPLACE
	R.T. & I.	RIGHT, TITLE, AND INTEREST
	SR	SLOPE RIGHT
	UE	UTILITY EASEMENT
	(P)	PERMANENT EASEMENT
	(T)	TEMPORARY EASEMENT
■	BNDNS	BOUND SET
⧈	BNDNS	BOUND TO BE SET
◎	IPNF	IRON PIN FOUND
●	IPNS	IRON PIN TO BE SET
☒	CALC	EXISTING ROW POINT
○	PROW	PROPOSED ROW POINT
⌊LENGTH⌋		LENGTH CARRIED ON NEXT SHEET

COMMON TOPOGRAPHIC POINT SYMBOLS

POINT	CODE	DESCRIPTION
	APL	BOUND APPARENT LOCATION
	BM	BENCHMARK
	BND	BOUND
	CB	CATCH BASIN
	COMB	COMBINATION POLE
	DITHR	DROP INLET THROATED DNC
	EL	ELECTRIC POWER POLE
	FPOLE	FLAGPOLE
	GASFIL	GAS FILLER
	GP	GUIDE POST
	GSO	GAS SHUT OFF
	GUY	GUY POLE
	GUYW	GUY WIRE
	GV	GATE VALVE
	H	TREE HARDWOOD
	HCTRL	CONTROL HORIZONTAL
	HVCTRL	CONTROL HORIZ. & VERTICAL
	HYD	HYDRANT
	IP	IRON PIN
	IPIPE	IRON PIPE
	LI	LIGHT - STREET OR YARD
	MB	MAILBOX
	MH	MANHOLE (MH)
	MM	MILE MARKER
	PM	PARKING METER
	PMK	PROJECT MARKER
	POST	POST STONE/WOOD
	RRSIG	RAILROAD SIGNAL
	RRSL	RAILROAD SWITCH LEVER
	S	TREE SOFTWOOD
	SAT	SATELLITE DISH
	SHRUB	SHRUB
	SIGN	SIGN
	STUMP	STUMP
	TEL	TELEPHONE POLE
	TIE	TIE
	TSIGN	SIGN W/DOUBLE POST
	VCTRL	CONTROL VERTICAL
	WELL	WELL
	WSO	WATER SHUT OFF

THESE ARE COMMON VAOT SURVEY POINT SYMBOLS FOR EXISTING FEATURES, ALSO USED FOR PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROPOSED ANNOTATION.

PROPOSED GEOMETRY CODES

CODE	DESCRIPTION
PC	POINT OF CURVATURE
PI	POINT OF INTERSECTION
CC	CENTER OF CURVE
PT	POINT OF TANGENCY
PCC	POINT OF COMPOUND CURVE
PRC	POINT OF REVERSE CURVE
POB	POINT OF BEGINNING
POE	POINT OF ENDING
STA	STATION PREFIX
AH	AHEAD STATION SUFFIX
BK	BACK STATION SUFFIX
D	CURVE DEGREE OF (100FT)
R	CURVE RADIUS OF
T	CURVE TANGENT LENGTH
L	CURVE LENGTH OF
E	CURVE EXTERNAL DISTANCE
CB	CHORD BEARING

UTILITY SYMBOLOGY

UNDERGROUND UTILITIES

- UGU — UTILITY (GENERIC-UNKNOWN)
- UT — TELEPHONE
- UE — ELECTRIC
- UC — CABLE (TV)
- UEC — ELECTRIC+CABLE
- UET — ELECTRIC+TELEPHONE
- UCT — CABLE+TELEPHONE
- UECT — ELECTRIC+CABLE+TELEPHONE
- G — GAS LINE
- W — WATER LINE
- S — SANITARY SEWER (SEPTIC)

ABOVE GROUND UTILITIES (AERIAL)

- AGU — UTILITY (GENERIC-UNKNOWN)
- T — TELEPHONE
- E — ELECTRIC
- C — CABLE (TV)
- EC — ELECTRIC+CABLE
- ET — ELECTRIC+TELEPHONE
- AER E&T — ELECTRIC+TELEPHONE
- CT — CABLE+TELEPHONE
- ECT — ELECTRIC+CABLE+TELEPHONE
- UTILITY POLE GUY WIRE

PROJECT CONSTRUCTION SYMBOLOGY

PROJECT DESIGN & LAYOUT SYMBOLOGY

- CZ — CLEAR ZONE
- PLAN LAYOUT MATCHLINE

PROJECT CONSTRUCTION FEATURES

- TOP OF CUT SLOPE
- TOE OF FILL SLOPE
- STONE FILL
- BOTTOM OF DITCH ℄
- CULVERT PROPOSED
- STRUCTURE SUBSURFACE
- PDF — PDF — PROJECT DEMARCATION FENCE
- BF — BF — BARRIER FENCE
- TREE PROTECTION ZONE (TPZ)
- STRIPING LINE REMOVAL
- SHEET PILES

CONVENTIONAL BOUNDARY SYMBOLOGY

BOUNDARY LINES

- TOWN LINE — TOWN BOUNDARY LINE
- COUNTY LINE — COUNTY BOUNDARY LINE
- STATE LINE — STATE BOUNDARY LINE
- PROPOSED STATE R.O.W. (LIMITED ACCESS)
- PROPOSED STATE R.O.W.
- STATE ROW (LIMITED ACCESS)
- STATE ROW
- TOWN ROW
- PERMANENT EASEMENT LINE (P)
- TEMPORARY EASEMENT LINE (T)
- SURVEY LINE
- P/L — PROPERTY LINE (P/L)
- SR SR SR — SLOPE RIGHTS
- 6f — 6f — 6F PROPERTY BOUNDARY
- 4f — 4f — 4F PROPERTY BOUNDARY
- HAZ — HAZ — HAZARDOUS WASTE

EPSC LAYOUT PLAN SYMBOLOGY

EPSC MEASURES

- FILTER CURTAIN
- SILT FENCE
- SILT FENCE WOVEN WIRE
- CHECK DAM
- DISTURBED AREAS REQUIRING RE-VEGETATION
- EROSION MATTING

SEE EPSC DETAIL SHEETS FOR ADDITIONAL SYMBOLOGY

ENVIRONMENTAL RESOURCES

- WETLAND BOUNDARY
- RIPARIAN BUFFER ZONE
- WETLAND BUFFER ZONE
- SOIL TYPE BOUNDARY
- T&E — THREATENED & ENDANGERED SPECIES
- HAZ — HAZ — HAZARDOUS WASTE AREA
- AG — AGRICULTURAL LAND
- HABITAT — FISH & WILDLIFE HABITAT
- FLOOD PLAIN — FLOOD PLAIN
- OHW — ORDINARY HIGH WATER (OHW)
- STORM WATER
- USDA FOREST SERVICE LANDS
- WILDLIFE HABITAT SUIT/CONN

ARCHEOLOGICAL & HISTORIC

- ARCH — ARCHEOLOGICAL BOUNDARY
- HISTORIC DIST — HISTORIC DISTRICT BOUNDARY
- HISTORIC — HISTORIC AREA
- Ⓗ — HISTORIC STRUCTURE

CONVENTIONAL TOPOGRAPHIC SYMBOLOGY

EXISTING FEATURES

- ROAD EDGE PAVEMENT
- ROAD EDGE GRAVEL
- DRIVEWAY EDGE
- DITCH
- FOUNDATION
- FENCE (EXISTING)
- FENCE WOOD POST
- FENCE STEEL POST
- GARDEN
- ROAD GUARDRAIL
- RAILROAD TRACKS
- CULVERT (EXISTING)
- STONE WALL
- WALL
- WOOD LINE
- BRUSH LINE
- HEDGE
- BODY OF WATER EDGE
- LEDGE EXPOSED

PROJECT NAME:	BURLINGTON
PROJECT NUMBER:	STP 5000(29)
FILE NAME: r21t471legend.dgn	PLOT DATE: 13-FEB-2025
PROJECT LEADER: M. LaCROIX	DRAWN BY: M. LONGSTREET
DESIGNED BY: M. LONGSTREET	CHECKED BY: M. LONGSTREET
CONVENTIONAL SYMBOLOGY LEGEND SHEET	SHEET 2 OF 8

STATE OF VERMONT
AGENCY OF TRANSPORTATION

RIGHT - OF - WAY DETAIL SHEET

TABLE OF PROPERTY ACQUISITION

PARCEL NO.	PROPERTY OWNER	ROW LAYOUT NO.	BEGINNING STATION	ENDING STATION	FEE ACQUISITION	REMAINDER	RIGHT			RECORDING DATA					REMARKS
					AREA±	AREA±	TYPE	T / P	AREA ±	TITLE	DATE	TOWN / CITY	BOOK	PAGE	
1	BENNETT, ISABELLA B.	1	849+77± LT	850+30± LT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			849+77± LT	850+30± LT			CONSTRUCTION	T	312 SF						INCL. EC & RESTORATION OF DRIVEWAY, WALKWAY, YARD & WOODEN STAIRS
2	PAVELKA, RADIM	1	850+21± LT	850+71± LT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+29± LT	850+71± LT			CONSTRUCTION	T	238 SF						INCL. EC & RESTORATION OF DRIVEWAY & WOODEN WALL
3	454 COLCHESTER, LLC	1	850+42± LT	851+43± LT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+70± LT	851+43± LT			CONSTRUCTION	T	579 SF						INCL. EC & RESTORATION OF DRIVEWAY, WALKWAY, YARD & SEPARATION WALL
			850+94 LT				REMOVE & RESET	T							MAILBOX
4	TORNEY, DONNA & IAN	1	TH-4 904+43.82 RT	TH-4 905+41.45 RT			HIGHWAY	P	1,553 SF						
			TH-4 903+79± RT	TH-4 905+41.45 RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			TH-4 903+79± RT	852+21.08 LT			CONSTRUCTION	T	1,555 SF						INCL. EC & RESTORATION OF DRIVEWAY, WALKWAYS & YARD
5	CITY OF BURLINGTON	1	TH-4 902+70± LT	TH-4 907+70.45 LT			HIGHWAY	P	0.27 A						11,772 SF±
			TH-4 902+70± LT	TH-4 907+70.45 LT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			TH-4 907+31 LT	TH-4 907+69.97 LT			CONSTRUCTION	T	1,166 SF						INCL. EC
6	445 COLCHESTER PROPERTY LLC	2	849+20± RT	849+70± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			849+24± RT	849+69± RT			CONSTRUCTION	T	714 SF						INCL. EC & RESTORATION OF WALKWAY, YARD & CONCRETE WALL
7	449 COLCHESTER AVE., LLC	2	849+65± RT	850+14± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			849+65± RT	850+14± RT			CONSTRUCTION	T	924 SF						INCL. EC & RESTORATION OF DRIVEWAY & STAIRS
			849+80.55 RT	850+14± RT			INSTALL & MAINTAIN	P	105 SF						RETAINING WALL & STAIRS WITHIN WALL
8	OREN, DANIEL K. & IBARRA, MILAGROS T.	2	850+03± RT	850+75± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+13± RT	850+75± RT			CONSTRUCTION	T	607 SF						INCL. EC & RESTORATION OF YARD
			850+13± RT	850+75± RT			INSTALL & MAINTAIN	P	720 SF						RETAINING WALL & STAIRS WITHIN WALL
			850+40± RT	850+75± RT			DRIVE	T	334 SF						PAVED
			850+40± RT	850+75± RT			UTILITY	P	334 SF						
9	GUILD4 PROPERTIES, LLC	2	850+75± RT	851+24± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+75± RT	851+23± RT			INSTALL & MAINTAIN	P	573 SF						RETAINING WALL & STAIRS WITHIN WALL
			850+75± RT	851+24± RT			UTILITY	P	610 SF						
			850+75± RT	851+24± RT			DRIVE	T	535 SF						PAVED
			851+00 RT	851+16± RT			CONSTRUCTION	T	99 SF						INCL. EC & RESTORATION OF WALKWAY & YARD
			851+17 RT	851+23± RT			CONSTRUCTION	T	47 SF						INCL. EC & RESTORATION OF WALKWAY & YARD

TABLE OF REVISIONS

REVISION NO.	ROW SET SHEET #	DESCRIPTION	DATE
1	3, 6	PO 9 - GUILD4 PROPERTIES, LLC	11/06/25
		CHANGE INSTALL & MAINTAIN(P) AREA	
		FROM 500 SF TO 573 SF; CHANGE	
		UTILITY(P) AREA FROM 535 SF TO 610 SF;	
		CHANGE CONST(T) END STA 851+23± RT	
		TO STA 851+16 RT, AREA FROM 172 SF	
		TO 99 SF; ADD CONST(T) BEGIN	
		STA 851+17 RT TO END STA 851+23± RT,	
		AREA 47 SF, INCL EC & RESTORATION	
		OF WALKWAY & YARD IN REMARKS.	
		REV BY: MT CO 10821 APP BY: AP	
2	4, 6	PO 10 - BURLINGTON ESTATES, LLC	11/06/25
		CHANGE CONST(T) AREA FROM 490 SF	
		TO 712 SF; CHANGE INSTALL & MAINT(P)	
		AREA FROM 564 SF TO 445 SF; CHANGE	
		UTILITY(P) AREA FROM 604 SF TO 680 SF.	
		REV BY: MT CO 10822 APP BY: AP	
3	4, 6	PO 12 - LITWHILER HOLDINGS, LLC	11/06/25
		CHANGE UTILITY(P) BEGIN STA 853+78± RT	
		TO STA 853+65.19 RT, AREA FROM 35 SF	
		TO 509 SF; CHANGE CONST(T) BEGIN	
		STA 853+17 RT TO 853+72 RT, END STA	
		854+15± RT TO 853+82 RT, AREA 456 SF	
		TO 431 SF; CHANGE UTILITY(P) BEGIN	
		STA 853+76.91 RT TO 853+81.68 RT, AREA	
		247 SF TO 90 SF; CHANGE UTILITY(P) END	
		STA 853+88± RT TO 854+15±, AREA 100 SF	
		TO 997 SF; ADD CONST(T) BEGIN STA	
		853+85± RT TO END STA 854+14± RT,	
		AREA 624 SF, INCL. EC & RESTORATION	
		OF YARD.	
		REV BY: MT CO 10823 APP BY: AP	
4	4, 6	PO 13 - BRISSON PROPERTIES @ 495	11/06/25
		COLCHESTER AVENUE, LLC	
		CHANGE UTILITY(P) END STA 853+88± RT	
		TO 853+85± RT, AREA 47 SF TO 19 SF;	
		CHANGE CONST(T) BEGIN STA TH-282	
		91+18 RT TO TH-282 91+10 RT, AREA	
		16 SF TO 323 SF.	
		REV BY: MT CO 10824 APP BY: AP	
5	4, 6	PO 14 - BLASDEL & KOCH - TRUSTEES	11/06/25
		CHANGE UTILITY(P) END STA 853+89± RT	
		TO STA 853+85± RT, AREA 442 SF TO	
		139 SF; CHANGE CONST(T) AREA FROM	
		334 SF TO 375 SF.	
		REV BY: MT CO 10825 APP BY: AP	
6	4, 6	PO 14 - BLASDEL & KOCH - TRUSTEES	11/25/25
		CHANGE OWNER NAME TO: JENNIFER A.	
		KOCH, TRUSTEE OF THE GREGG N.	
		BLASDEL AND JENNIFER A. KOCH	
		REVOCABLE TRUST, U/T/A DATED	
		MARCH 13, 2018.	
		REV BY: MT CO 10826 APP BY: AP	

PROJECT NAME: BURLINGTON
PROJECT NUMBER: STP 5000(29)

FILE NAME: r2lt47ldetail.dgn
PROJECT LEADER: M. LaCROIX
DESIGNED BY: A. EGIZI
R.O.W. DETAIL SHEET 1

PLOT DATE: 25-NOV-2025
DRAWN BY: M. TROTTIER
CHECKED BY: A. PROULX
SHEET 3 OF 8

STATE OF VERMONT
AGENCY OF TRANSPORTATION

RIGHT - OF - WAY DETAIL SHEET

TABLE OF PROPERTY ACQUISITION

PARCEL NO.	PROPERTY OWNER	ROW LAYOUT NO.	BEGINNING STATION	ENDING STATION	FEE ACQUISITION	REMAINDER	RIGHT			RECORDING DATA					REMARKS
					AREA±	AREA±	TYPE	T / P	AREA ±	TITLE	DATE	TOWN / CITY	BOOK	PAGE	
10	BURLINGTON ESTATES, LLC	2	851+23± RT	851+86± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			851+23± RT	851+82± RT			CONSTRUCTION	T	712 SF						INCL. EC & RESTORATION OF YARD
			851+23± RT	851+82± RT			INSTALL & MAINTAIN	P	445 SF						RETAINING WALL & STAIRS WITHIN WALL
			851+23± RT	851+86± RT			DRIVE	T	604 SF						PAVED
			851+23± RT	851+86± RT			UTILITY	P	680 SF						
11	BOURNE, RENE P. & SHARON MEYER	2	851+82± RT	852+75± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			851+82± RT	852+69 RT			CONSTRUCTION	T	983 SF						INCL. EC & RESTORATION OF WALKWAY, YARD & WOODEN RETAINING WALL
			851+82± RT	852+69.10 RT			INSTALL & MAINTAIN	P	581 SF						RETAINING WALL & STAIRS WITHIN WALL
			851+85± RT	852+75± RT			UTILITY	P	551 SF						
			851+85± RT	852+75± RT			DRIVE	T	551 SF						PAVED
12	LITWHILER HOLDINGS, LLC	2	853+17 RT	854+15± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			853+72 RT	853+82 RT			CONSTRUCTION	T	431 SF						INCL. EC & RESTORATION OF YARD
			853+70 RT	854+10 RT			REMOVE & REPLACE	T							CHAIN LINK FENCE
			853+81.68 RT	853+88.93 RT			UTILITY	P	90 SF						
			853+65.19 RT	853+82± RT			UTILITY	P	509 SF						
			853+82± RT	854+15± RT			UTILITY	P	997 SF						
			853+85± RT	854+14±RT			CONSTRUCTION	T	624 SF						INCL. EC & RESTORATION OF YARD
			853+88 RT	854+15± RT			REMOVE & RESET	T							WOOD FENCE & DOMINOS SIGN
13	BRISSON PROPERTIES @	2	853+71± RT	854+58 RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
	495 COLCHESTER AVENUE, LLC		853+82± RT	853+85± RT			UTILITY	P	19 SF						
			854+14± RT	854+58 RT			CONSTRUCTION	T	445 SF						INCL. EC & RESTORATION OF SIDEWALK
			854+14± RT	854+23 RT			REMOVE & RESET	T							WOOD FENCE
			TH-282 91+10 RT	TH-282 91+26± RT			CONSTRUCTION	T	323 SF						INCL. EC & RESTORATION OF DRIVEWAY & WALKWAY
14	JENNIFER A. KOCH, TRUSTEE OF THE	2	853+71± RT	854+57 RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
	GREGG N. BLASDEL & JENNIFER A. KOCH		853+78± RT	853+85± RT			UTILITY	P	139 SF						
	REVOCABLE TRUST, U/T/A dated		TH-282 91+25± RT	TH-282 91+81± RT			CONSTRUCTION	T	375 SF						INCL. EC & RESTORATION OF DRIVEWAY, WALKWAY & YARD
	MARCH 13, 2018														
15	BELIVEAU, LEO & DONNA	2	850+49± RT	852+75± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+49± RT	852+75.52± RT			UTILITY	P	2,685 SF						
			850+49± RT	852+75.52± RT			DRIVE	T	2,685 SF						PAVED
	BURLINGTON ELECTRIC DEPARTMENT		849+24± RT	854+58 RT											UTILITY
	CONSOLIDATED COMMUNICATIONS OF VERMONT COMPANY, LLC		849+24± RT	854+58 RT											UTILITY
	GREEN MOUNTAIN POWER CORPORATION		849+24± RT	854+58 RT											UTILITY
	AT&T CORPORATION		849+24± RT	854+58 RT											UTILITY
	BURLINGTON PUBLIC WORKS		849+24± RT	854+58 RT											UTILITY
	FIRSTLIGHT FIBER, INC.		849+24± RT	854+58 RT											UTILITY
	LIMEN TECHNOLOGIES		849+24± RT	854+58 RT											UTILITY
	VERMONT GAS SYSTEMS, INC.		849+24± RT	854+58 RT											UTILITY

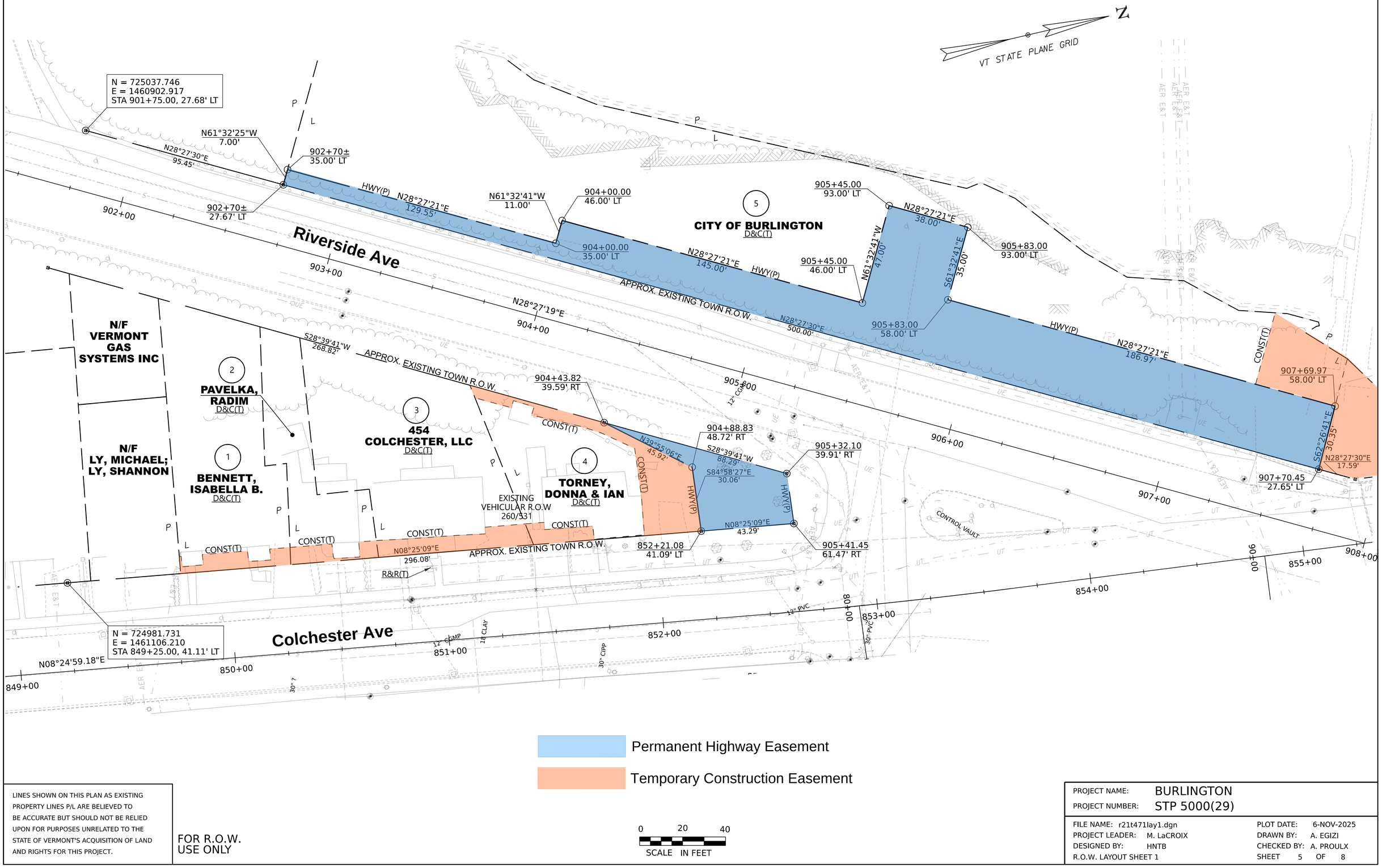
TABLE OF REVISIONS

REVISION NO.	ROW SET SHEET #	DESCRIPTION	DATE

PROJECT NAME: BURLINGTON
PROJECT NUMBER: STP 5000(29)

FILE NAME: r2it47ldetail.dgn
PROJECT LEADER: M. LaCROIX
DESIGNED BY: A. EGIZI
R.O.W. DETAIL SHEET 2

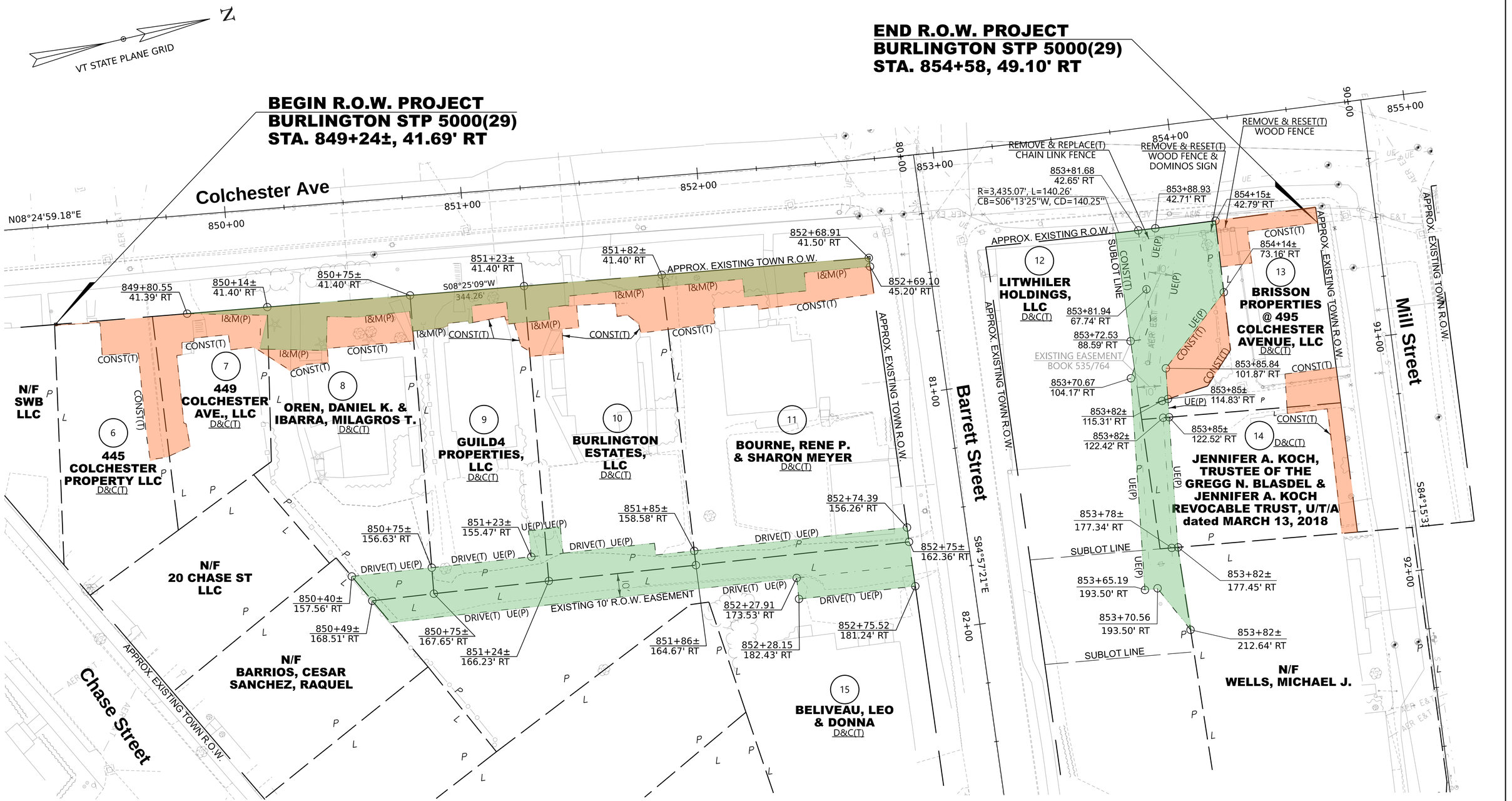
PLOT DATE: 25-NOV-2025
DRAWN BY: M. TROTTIER
CHECKED BY: A. PROULX
SHEET 4 OF 8



LINES SHOWN ON THIS PLAN AS EXISTING PROPERTY LINES P/L ARE BELIEVED TO BE ACCURATE BUT SHOULD NOT BE RELIED UPON FOR PURPOSES UNRELATED TO THE STATE OF VERMONT'S ACQUISITION OF LAND AND RIGHTS FOR THIS PROJECT.

FOR R.O.W.
USE ONLY

PROJECT NAME:	BURLINGTON
PROJECT NUMBER:	STP 5000(29)
FILE NAME: r21t471lay1.dgn	PLOT DATE: 6-NOV-2025
PROJECT LEADER: M. LaCROIX	DRAWN BY: A. EGIZI
DESIGNED BY: HNTB	CHECKED BY: A. PROULX
R.O.W. LAYOUT SHEET 1	SHEET 5 OF 8



LINES SHOWN ON THIS PLAN AS EXISTING PROPERTY LINES P/L ARE BELIEVED TO BE ACCURATE BUT SHOULD NOT BE RELIED UPON FOR PURPOSES UNRELATED TO THE STATE OF VERMONT'S ACQUISITION OF LAND AND RIGHTS FOR THIS PROJECT.

FOR R.O.W. USE ONLY

PROJECT NAME:	BURLINGTON
PROJECT NUMBER:	STP 5000(29)
FILE NAME: r21t471lay2.dgn	PLOT DATE: 25-NOV-2025
PROJECT LEADER: M. LaCROIX	DRAWN BY: A. EGIZI
DESIGNED BY: HNTB	CHECKED BY: A. PROULX
R.O.W. LAYOUT SHEET 2	SHEET 6 OF 8

PRIMARY CONTROL

HVCTRL #1
VSE 502
NORTH = 726565.5930
EAST = 1461318.6980
ELEV. = 188.300

TO REACH FROM THE I-89 INTERSTATE BRIDGES OVER ROUTES 2 AND 7 AT EXIT 16 IN COLCHESTER, GO SOUTH ON ROUTES 2 AND 7 FOR 0.9 MI (1.4 KM) TO THE INTERSECTION OF SPRING ST. CONTINUE STRAIGHT AHEAD ON 2 AND 7 FOR 0.30 MI (0.5 KM) TO THE ENTRANCE OF A TRAFFIC CIRCULATOR AND THE SITE OF THE MARK ON THE LEFT IN THE TRAFFIC DIVIDER.

THE MARK IS A MAG NAIL SET FLUSH IN THE CONCRETE SURFACE.

IT IS 10.0 M (32.8 FT) NORTH-NORTHEAST OF THE SOUTH END OF THE TRAFFIC DIVIDER, 3.7 M (12.1 FT) WEST OF THE EAST END OF THE DIVIDER AND 6.2 M (20.3 FT) SOUTHEAST OF A LUMEN.

HVCTRL #2
VSE 501
NORTH = 726171.545
EAST = 1461291.422
ELEV. = 165.464

TO REACH FROM THE I-89 INTERSTATE BRIDGES OVER ROUTES 2 AND 7 AT EXIT 16 IN COLCHESTER, GO SOUTH ON ROUTES 2 AND 7 FOR 0.9 MI (1.4 KM) TO THE INTERSECTION OF SPRING ST. CONTINUE STRAIGHT AHEAD ON 2 AND 7 FOR 0.35 MI (0.6 KM) TO THE EXIT OF A TRAFFIC CIRCULATOR AND THE SITE OF THE MARK ON THE LEFT IN THE TRAFFIC DIVIDER.

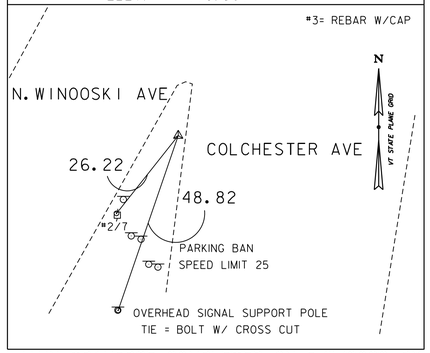
THE MARK IS A 3/4 INCH (19 MM) REBAR WITH YELLOW CAP SET FLUSH WITH THE GROUND SURFACE.

IT IS 4.1 M (13.5 FT) NORTH OF THE SOUTH END OF THE TRAFFIC DIVIDER, 10.5 M (34.4 FT) WEST OF THE EAST END OF THE DIVIDER AND 7.85 SOUTHWEST OF A LUMEN.

SECONDARY CONTROL

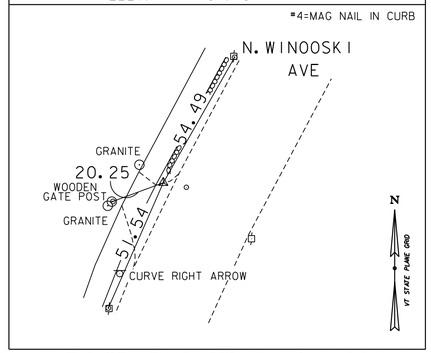
HVCTRL #3

NORTH = 725425.363
EAST = 1461183.604
ELEV. = 170.561



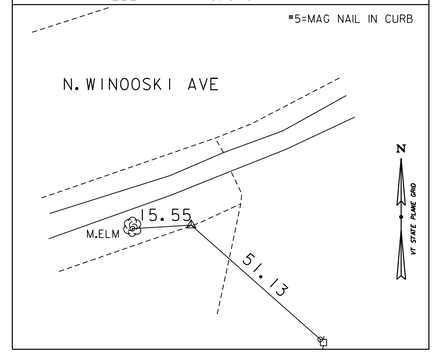
HVCTRL #4

NORTH = 724937.800
EAST = 1460863.108
ELEV. = 187.431



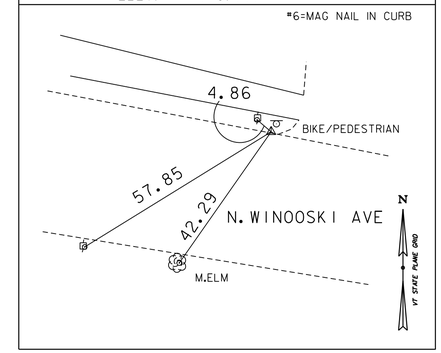
HVCTRL #5

NORTH = 724573.397
EAST = 1460682.567
ELEV. = 178.579



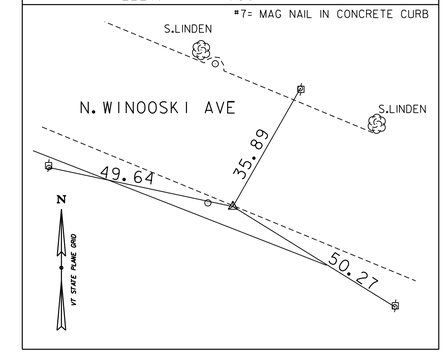
HVCTRL #6

NORTH = 724823.126
EAST = 1460008.524
ELEV. = 170.717



HVCTRL #7

NORTH = 724912.428
EAST = 1459473.735
ELEV. = 171.564

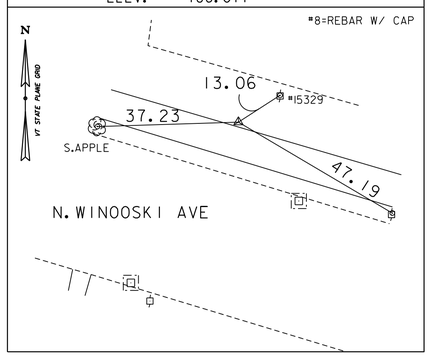


* MAIN TRAVERSE COMPLETED ON 3/11/2020 BY R.GILMAN, T.CATTANEO, B.HERRING AND H.MCGOWAN

SECONDARY CONTROL

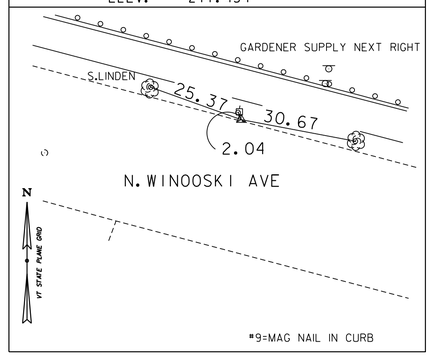
HVCTRL #8

NORTH = 725348.900
EAST = 1458778.960
ELEV. = 186.011



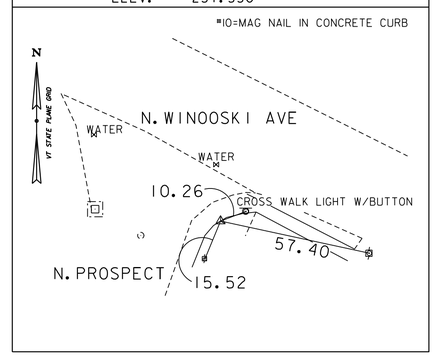
HVCTRL #9

NORTH = 725527.232
EAST = 1457792.074
ELEV. = 217.454



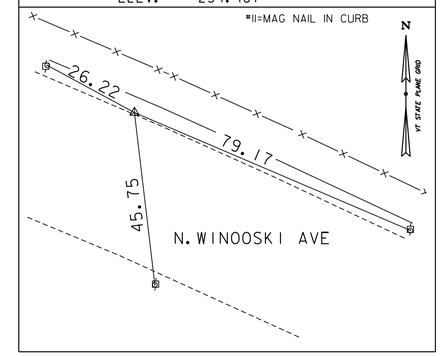
HVCTRL #10

NORTH = 725691.427
EAST = 1457159.799
ELEV. = 231.530



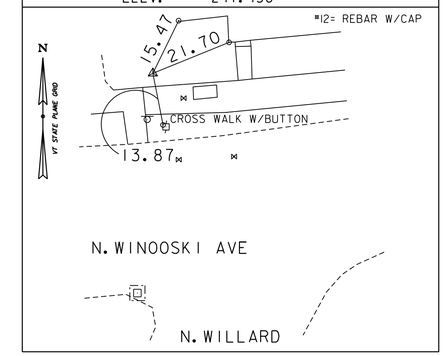
HVCTRL #11

NORTH = 725950.444
EAST = 1456761.001
ELEV. = 234.487



HVCTRL #12

NORTH = 726052.050
EAST = 1456278.895
ELEV. = 241.456



DATUM
VERTICAL NAVD 88
HORIZONTAL NAD83 (2011)
ADJUSTMENT LEAST SQUARES

PROJECT NAME: BURLINGTON
PROJECT NUMBER: STP 5000(29)

FILE NAME: r21t471tie1.dgn
PROJECT LEADER: M. LaCROIX
DESIGNED BY: VTRANS
TIE SHEET 1

PLOT DATE: 13-FEB-2025
DRAWN BY: H. McGOWAN
CHECKED BY: R. GILMAN
SHEET 7 OF 8

PRIMARY CONTROL

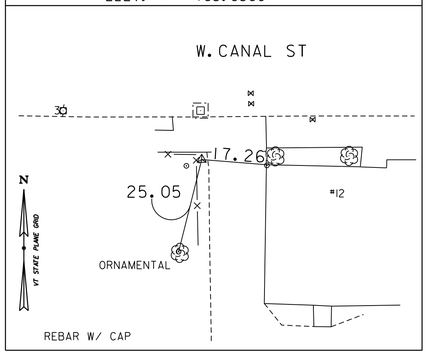
BM #10969
WINOOSKI
NORTH=725571.7831
EAST=1461194.0493
ELEV=168.2874

GENERAL LOCATION, BURLINGTON, VT. THE MARK IS SET ON THE TOP OF THE ABUTMENT AT THE SOUTHWEST CORNER OF THE U.S. ROUTES 2+7 BRIDGE OVER THE WINOOSKI RIVER BETWEEN WINOOSKI AND BURLINGTON. IT IS 9.8 M (32.2 FT) WEST OF THE CENTERLINE OF U.S. ROUTES 2+7, 12.6 M (41.3 FT) NORTH OF THE SOUTH END OF THE CONCRETE BRIDGE RAIL, AND 1.1 M (3.6 FT) SOUTHWEST OF A 3 M (9.8 FT) HIGH CONCRETE POST AT AN ANGLE POINT IN THE BRIDGE RAIL.

SECONDARY CONTROL

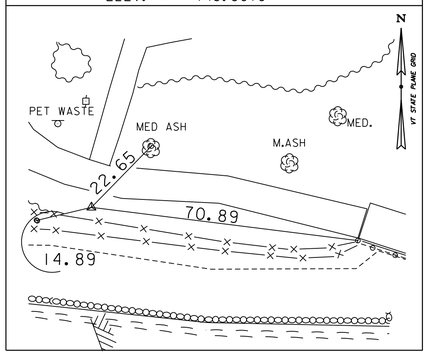
HVCTRL #20

NORTH = 726151.0920
EAST = 1461095.2590
ELEV. = 163.6360



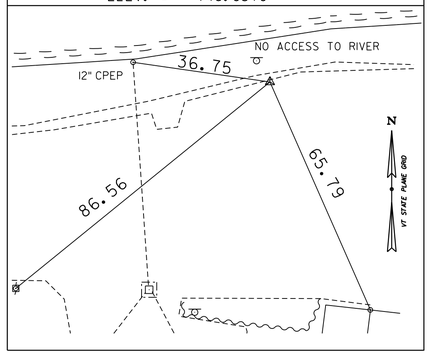
HVCTRL #21

NORTH = 725933.2633
EAST = 1461126.6596
ELEV. = 148.8010



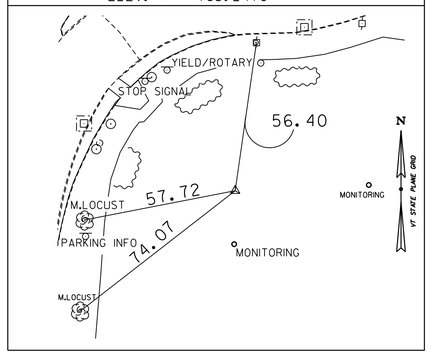
HVCTRL #22A

NORTH = 725616.4290
EAST = 1461572.585
ELEV. = 146.0310



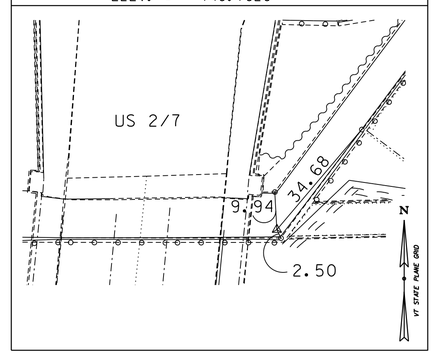
HVCTRL #23

NORTH = 726114.4320
EAST = 1461369.1860
ELEV. = 163.2470



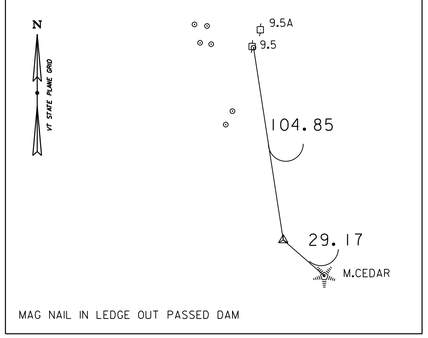
HVCTRL #25

NORTH = 725917.7030
EAST = 1461295.6400
ELEV. = 149.7020



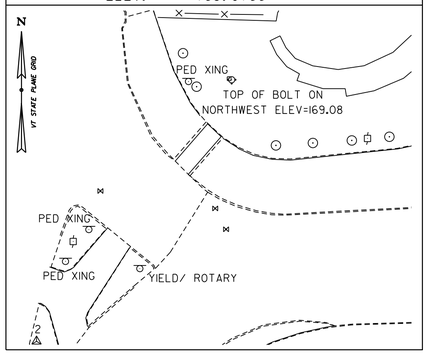
HVCTRL #26

NORTH = 725456.0540
EAST = 1460870.7770
ELEV. = 127.1510



BM #3520

NORTH = 726238.4272
EAST = 1461341.3218
ELEV. = 169.0766



NORTH =
EAST =
ELEV. =

NORTH =
EAST =
ELEV. =

NORTH =
EAST =
ELEV. =

DATUM
VERTICAL NAVD 88
HORIZONTAL NAD83 (2011)
ADJUSTMENT COMPASS

* MAIN TRAVERSE COMPLETED ON 3/11/2020 BY R.GILMAN, T.CATTANEO, B.HERRING AND H.MCGOWAN
ADDITIONAL TRAVERSE COMPLETED ON 3/24/2023 BY B.HERRING , T.CATTANEO, R.GAUVIN, T.BABCZAK

PROJECT NAME: BURLINGTON
PROJECT NUMBER: STP 5000(29)

FILE NAME: r21t471tie2.dgn
PROJECT LEADER: M. LaCROIX
DESIGNED BY: VTRANS
TIE SHEET 2

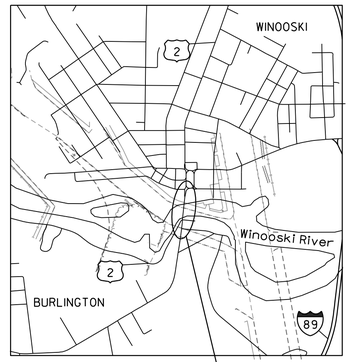
PLOT DATE: 13-FEB-2025
DRAWN BY: H. McGOWAN
CHECKED BY: R. GILMAN
SHEET 8 OF 8

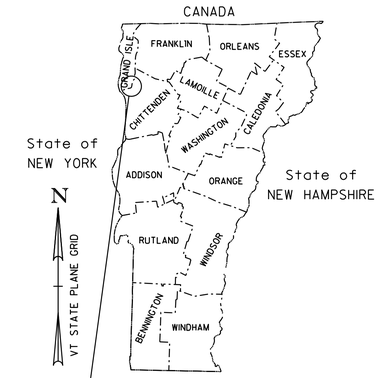
R. O. W. PLANS

INDEX OF SHEETS

1	TITLE
2	LEGEND
3	DETAIL
4-5	LAYOUT SHEETS
6	PRELIMINARY INFORMATION
7-8	TIE SHEETS

STATE OF VERMONT
AGENCY OF TRANSPORTATION





N

VT STATE PLANE GRID

BURLINGTON-WINOOSKI
STP 5000(29) & BF RAIZ(2)

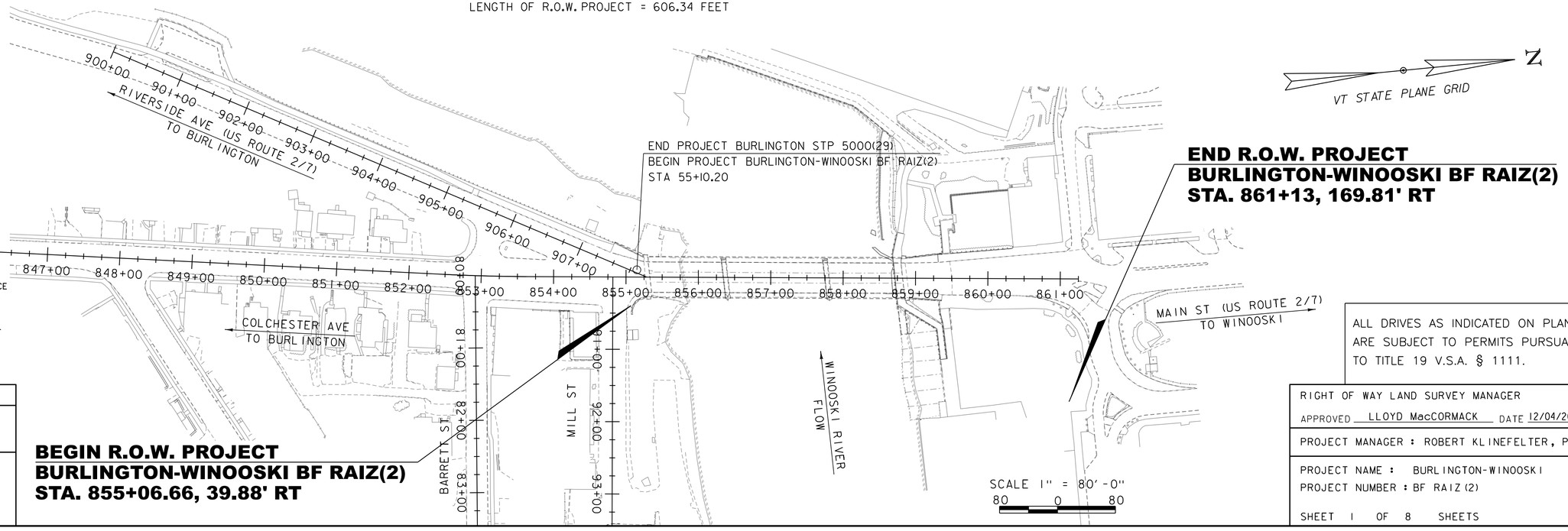
PROPOSED IMPROVEMENT
CITIES OF BURLINGTON AND WINOOSKI
COUNTY OF CHITTENDEN
COLCHESTER AVE & RIVERSIDE AVE
(US ROUTE 2 & 7) - PRINCIPAL ARTERIAL

BRIDGE NO: 150

PROJECT LOCATION: LOCATED IN THE COUNTY OF CHITTENDEN, IN THE CITIES OF BURLINGTON AND WINOOSKI, ON COLCHESTER AVE AND RIVERSIDE AVE (US ROUTES 2 AND 7). THE INTERSECTION AND THE BRIDGE ARE LOCATED APPROXIMATELY 1.2 MILES SOUTH OF THE JUNCTION WITH INTERSTATE 89, EXIT 16.

PROJECT DESCRIPTION: FULL REPLACEMENT OF THE EXISTING BRIDGE WITH ASSOCIATED ROADWAY AND CHANNEL WORK, RECONSTRUCTION OF THE INTERSECTION INCLUDING REALIGNMENT OF THE RIVERSIDE AVE APPROACH, INSTALLATION OF NEW TRAFFIC SIGNAL EQUIPMENT, CONSTRUCTION OF PEDESTRIAN AND BICYCLE FACILITIES, AND REPLACEMENT AND/OR RELOCATION OF DRAINAGE AND UTILITIES.

LENGTH OF R.O.W. PROJECT = 606.34 FEET



N

VT STATE PLANE GRID

CONSTRUCTION IS TO BE CARRIED ON IN ACCORDANCE WITH THESE PLANS AND THE STANDARD SPECIFICATIONS FOR CONSTRUCTION DATED 2018, AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION ON APRIL 13, 2018 FOR USE ON THIS PROJECT, INCLUDING ALL SUBSEQUENT REVISIONS AND SUCH REVISED SPECIFICATIONS AND SPECIAL PROVISIONS AS ARE INCORPORATED IN THESE PLANS.

ALL DRIVES AS INDICATED ON PLANS ARE SUBJECT TO PERMITS PURSUANT TO TITLE 19 V.S.A. § 1111.

QUALITY ASSURANCE PROGRAM : LEVEL 2

SURVEYED BY : VTRANS
SURVEYED DATE : JUNE 2023

DATUM
VERTICAL NAVD 88
HORIZONTAL NAD 83 (2011)

RIGHT OF WAY LAND SURVEY MANAGER
APPROVED LLOYD MacCORMACK DATE 12/04/2024

PROJECT MANAGER : ROBERT KLINEFELTER, P.E.

PROJECT NAME : BURLINGTON-WINOOSKI
PROJECT NUMBER : BF RAIZ(2)

SHEET 1 OF 8 SHEETS

GENERAL INFORMATION

SYMBOLOGY LEGEND NOTE

THE SYMBOLOGY ON THIS SHEET IS INTENDED TO COVER STANDARD CONVENTIONAL SYMBOLOGY. THE SYMBOLOGY IS USED FOR EXISTING & PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROJECT ANNOTATION, AS NOTED ON PROJECT PLAN SHEETS. THIS LEGEND SHEET COVERS THE BASICS. SYMBOLOGY ON PLANS MAY VARY, PLAN ANNOTATIONS AND NOTES SHOULD BE USED TO CLARIFY AS NEEDED.

R.O.W. ABBREVIATIONS (CODES) & SYMBOLS

POINT	CODE	DESCRIPTION
	BF	BARRIER FENCE
	CH	CHANNEL EASEMENT
	CONST	CONSTRUCTION EASEMENT
	CUL	CULVERT EASEMENT
	D&C	DISCONNECT & CONNECT
	DIT	DITCH EASEMENT
	DR	DRAINAGE EASEMENT
	DRIVE	DRIVEWAY EASEMENT
	EC	EROSION CONTROL
	HWY	HIGHWAY EASEMENT
	I&M	INSTALL & MAINTAIN EASEMENT
	LAND	LANDSCAPE EASEMENT
	PDF	PROJECT DEMARCATION FENCE
	R&RES	REMOVE & RESET
	R&REP	REMOVE & REPLACE
	R.T. & I.	RIGHT, TITLE, AND INTEREST
	SR	SLOPE RIGHT
	UE	UTILITY EASEMENT
	(P)	PERMANENT EASEMENT
	(T)	TEMPORARY EASEMENT
■	BNDNS	BOUND SET
⧈	BNDNS	BOUND TO BE SET
◎	IPNF	IRON PIN FOUND
●	IPNS	IRON PIN TO BE SET
☒	CALC	EXISTING ROW POINT
○	PROW	PROPOSED ROW POINT
[LENGTH]		LENGTH CARRIED ON NEXT SHEET

COMMON TOPOGRAPHIC POINT SYMBOLS

POINT	CODE	DESCRIPTION
	APL	BOUND APPARENT LOCATION
	BM	BENCHMARK
	BND	BOUND
	CB	CATCH BASIN
	COMB	COMBINATION POLE
	DITHR	DROP INLET THROATED DNC
	EL	ELECTRIC POWER POLE
	FPOLE	FLAGPOLE
	GASFIL	GAS FILLER
	GP	GUIDE POST
	GSO	GAS SHUT OFF
	GUY	GUY POLE
	GUYW	GUY WIRE
	GV	GATE VALVE
	H	TREE HARDWOOD
	HCTRL	CONTROL HORIZONTAL
	HVCTRL	CONTROL HORIZ. & VERTICAL
	HYD	HYDRANT
	IP	IRON PIN
	IPIPE	IRON PIPE
	LI	LIGHT - STREET OR YARD
	MB	MAILBOX
	MH	MANHOLE (MH)
	MM	MILE MARKER
	PM	PARKING METER
	PMK	PROJECT MARKER
	POST	POST STONE/WOOD
	RRSIG	RAILROAD SIGNAL
	RRSL	RAILROAD SWITCH LEVER
	S	TREE SOFTWOOD
	SAT	SATELLITE DISH
	SHRUB	SHRUB
	SIGN	SIGN
	STUMP	STUMP
	TEL	TELEPHONE POLE
	TIE	TIE
	TSIGN	SIGN W/DOUBLE POST
	VCTRL	CONTROL VERTICAL
	WELL	WELL
	WSO	WATER SHUT OFF

THESE ARE COMMON VAOT SURVEY POINT SYMBOLS FOR EXISTING FEATURES, ALSO USED FOR PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROPOSED ANNOTATION.

PROPOSED GEOMETRY CODES

CODE	DESCRIPTION
PC	POINT OF CURVATURE
PI	POINT OF INTERSECTION
CC	CENTER OF CURVE
PT	POINT OF TANGENCY
PCC	POINT OF COMPOUND CURVE
PRC	POINT OF REVERSE CURVE
POB	POINT OF BEGINNING
POE	POINT OF ENDING
STA	STATION PREFIX
AH	AHEAD STATION SUFFIX
BK	BACK STATION SUFFIX
D	CURVE DEGREE OF (100FT)
R	CURVE RADIUS OF
T	CURVE TANGENT LENGTH
L	CURVE LENGTH OF
E	CURVE EXTERNAL DISTANCE
CB	CHORD BEARING

UTILITY SYMBOLOGY

UNDERGROUND UTILITIES

- UTILITY (GENERIC-UNKNOWN)
- TELEPHONE
- ELECTRIC
- CABLE (TV)
- ELECTRIC+CABLE
- ELECTRIC+TELEPHONE
- CABLE+TELEPHONE
- ELECTRIC+CABLE+TELEPHONE
- GAS LINE
- WATER LINE
- SANITARY SEWER (SEPTIC)

ABOVE GROUND UTILITIES (AERIAL)

- UTILITY (GENERIC-UNKNOWN)
- TELEPHONE
- ELECTRIC
- CABLE (TV)
- ELECTRIC+CABLE
- ELECTRIC+TELEPHONE
- ELECTRIC+TELEPHONE
- CABLE+TELEPHONE
- ELECTRIC+CABLE+TELEPHONE
- UTILITY POLE GUY WIRE

PROJECT CONSTRUCTION SYMBOLOGY

PROJECT DESIGN & LAYOUT SYMBOLOGY

- CZ — CLEAR ZONE
- PLAN LAYOUT MATCHLINE

PROJECT CONSTRUCTION FEATURES

- TOP OF CUT SLOPE
- TOE OF FILL SLOPE
- STONE FILL
- BOTTOM OF DITCH ℄
- CULVERT PROPOSED
- STRUCTURE SUBSURFACE
- PROJECT DEMARCATION FENCE
- BARRIER FENCE
- TREE PROTECTION ZONE (TPZ)
- STRIPING LINE REMOVAL
- SHEET PILES

CONVENTIONAL BOUNDARY SYMBOLOGY

BOUNDARY LINES

- TOWN BOUNDARY LINE
- COUNTY BOUNDARY LINE
- STATE BOUNDARY LINE
- PROPOSED STATE R.O.W. (LIMITED ACCESS)
- PROPOSED STATE R.O.W.
- STATE ROW (LIMITED ACCESS)
- STATE ROW
- TOWN ROW
- PERMANENT EASEMENT LINE (P)
- TEMPORARY EASEMENT LINE (T)
- SURVEY LINE
- PROPERTY LINE (P/L)
- SLOPE RIGHTS
- 6F PROPERTY BOUNDARY
- 4F PROPERTY BOUNDARY
- HAZARDOUS WASTE

EPSC LAYOUT PLAN SYMBOLOGY

EPSC MEASURES

- FILTER CURTAIN
- SILT FENCE
- SILT FENCE WOVEN WIRE
- CHECK DAM
- DISTURBED AREAS REQUIRING RE-VEGETATION
- EROSION MATTING

SEE EPSC DETAIL SHEETS FOR ADDITIONAL SYMBOLOGY

ENVIRONMENTAL RESOURCES

- WETLAND BOUNDARY
- RIPARIAN BUFFER ZONE
- WETLAND BUFFER ZONE
- SOIL TYPE BOUNDARY
- T&E — THREATENED & ENDANGERED SPECIES
- HAZARDOUS WASTE AREA
- AG — AGRICULTURAL LAND
- HABITAT — FISH & WILDLIFE HABITAT
- FLOOD PLAIN — FLOOD PLAIN
- OHW — ORDINARY HIGH WATER (OHW)
- STORM WATER
- USDA FOREST SERVICE LANDS
- WILDLIFE HABITAT SUIT/CONN

ARCHEOLOGICAL & HISTORIC

- ARCH — ARCHEOLOGICAL BOUNDARY
- HISTORIC DIST — HISTORIC DISTRICT BOUNDARY
- HISTORIC — HISTORIC AREA
- (H) HISTORIC STRUCTURE

CONVENTIONAL TOPOGRAPHIC SYMBOLOGY

EXISTING FEATURES

- ROAD EDGE PAVEMENT
- ROAD EDGE GRAVEL
- DRIVEWAY EDGE
- DITCH
- FOUNDATION
- FENCE (EXISTING)
- FENCE WOOD POST
- FENCE STEEL POST
- GARDEN
- ROAD GUARDRAIL
- RAILROAD TRACKS
- CULVERT (EXISTING)
- STONE WALL
- WALL
- WOOD LINE
- BRUSH LINE
- HEDGE
- BODY OF WATER EDGE
- LEDGE EXPOSED

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351legend.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: M. LONGSTREET
CONVENTIONAL SYMBOLOGY LEGEND

PLOT DATE: 4-DEC-2024
DRAWN BY: M. LONGSTREET
CHECKED BY: M. LONGSTREET
SHEET 2 OF 8

STATE OF VERMONT
AGENCY OF TRANSPORTATION

RIGHT - OF - WAY DETAIL SHEET

4

TABLE OF PROPERTY ACQUISITION

PARCEL NO.	PROPERTY OWNER	ROW LAYOUT NO.	BEGINNING STATION	ENDING STATION	FEE ACQUISITION	REMAINDER	RIGHT			RECORDING DATA					REMARKS
					AREA±	AREA±	TYPE	T / P	AREA ±	TITLE	DATE	TOWN / CITY	BOOK	PAGE	
1	WELLS, MICHAEL J.	1	TH-282 91+81± RT	TH-282 93+22± RT			ALL R.T. & I.	P	2,817 SF						EXISTING EASEMENT RECORDED IN BOOK 998/199
			TH-282 91+78± RT	TH-282 91+91.18 RT			UTILITY	P	102 SF						
			TH-282 91+80± RT	TH-282 92+58 RT			CONSTRUCTION	T	194 SF						INCL. BF, PDF & EC
2	CATAMOUNT HOLDING CO.	1	TH-282 91+81± RT	TH-282 93+22.61 LT			HIGHWAY	P	0.18 A						8,008 SF±
			TH-282 92+90± LT	TH-282 93+03 LT			CONSTRUCTION	T	133 SF						INCL. BF, PDF & EC
			TH-282 92+99± LT	TH-282 93+24± LT			ACCESS	T	383 SF						
3	CHACE MILL PARKING LLC	1	855+06.66 RT	TH-282 92+90± LT			HIGHWAY	P	0.24 A						10,443 SF±
			TH-282 91+42.37 LT	TH-282 93+00± LT			CONSTRUCTION	T	0.17 A						INCL. BF, PDF & EC; 7,556 SF±
			TH-282 92+76 LT	TH-282 93+26± LT			ACCESS	T	3,514 SF						
4	CITY OF BURLINGTON	2	858+52± LT	858+99.62 LT			HIGHWAY	P	1,437 SF						
			858+49 LT	858+97± LT			CONSTRUCTION	T	0.10 A						INCL. BF, PDF & EC; 4,554 SF±
5	THE WOOLEN MILL ASSOCIATES	2	858+91± LT	859+33± LT	2,413 SF										
			858+97± LT	859+35.62 LT			HIGHWAY	P	1,083 SF						
			858+87± LT	860+25± LT			CONSTRUCTION	T	3,580 SF						INCL. BF, PDF & EC
			859+02 LT	860+92± LT			ACCESS	T	4,074 SF						
6	CITY OF WINOOSKI	2	859+33± LT	860+34.52 LT			HIGHWAY	P	2,269 SF						
			859+25± LT	860+33± LT			CONSTRUCTION	T	0.18 A						INCL. BF, PDF & EC; 7,723 SF±
7	CITY OF WINOOSKI	2	858+77± RT	860+81.86 RT			HIGHWAY	P	0.11 A						4,666 SF±
			858+95± RT	861+13 RT			CONSTRUCTION	T	0.36 A						INCL. BF, PDF & EC; 15,741 SF±
8	WINOOSKI HOTEL GROUP, LLC	2	860+11 RT	861+10 RT			CONSTRUCTION	T	0.18 A						INCL. BF, PDF & EC; 7,943 SF±
9	BURLINGTON ELECTRIC DEPARTMENT		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
10	BURLINGTON TELECOM		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
11	CITY OF BURLINGTON		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
12	CITY OF WINOOSKI		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
13	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
14	CONSOLIDATED COMUNICATIONS OF VERMONT COMPANY, LLC		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
15	FIRSTLIGHT FIBER, INC.		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
16	GREEN MOUNTAIN POWER CORPORATION		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
17	LUMEN TECHNOLOGIES		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
18	VERMONT GAS SYSTEMS, INC.		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.
19	VERMONT TELEPHONE COMPANY, INC.		855+06.66 RT	861+13 RT			ALL R. T. & I.								UTILITY EASEMENTS INSIDE R.O.W.

TABLE OF REVISIONS

REVISION NO.	ROW SET SHEET #	DESCRIPTION	DATE

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351detail.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: A. EGIZI
R.O.W. DETAIL SHEET

PLOT DATE: 4-DEC-2024
DRAWN BY: M. TROTTIER
CHECKED BY: A. PROULX
SHEET 3 OF 8

TABLE 1

A-B	N88°48'38"W, 31.98'
B-C	N05°47'20"E, 45.00'
C-D	N89°03'30"W, 31.99'
C-E	S05°47'20"W, 35.58'
E-F	N89°29'42"E, 28.51'
G-H	N89°57'48"E, 15.56'

THE WOOLEN MILL ASSOCIATES (5)

ACCESS(T)

CONST(T)

N/F 12 WEST CANAL STREET LLC

APPROX. EXISTING TOWN R.O.W.

858+91± 130.00' LT

N00°32'48"E 33.65'

859+25± 133.07' LT

CONST(T)

N/F 8 MAIN LLC

N/F JLF LLC

6 CITY OF WINOOSKI

N/F FARRELL VERMONT LLC

N/F 28 MAIN STREET WINOOSKI LLC

VT STATE PLANE GRID

N89°03'30"W 68.24'

N89°29'42"E 71.51'

4 CITY OF BURLINGTON

5 THE WOOLEN MILL ASSOCIATES

858+52± 62.00' LT

858+97± 62.00' LT

HWY(P)

B

C

N05°47'20"E 51.16'

E

859+32.50 62.00' LT

859+33± 62.00' LT

N09°16'21"E 49.37'

860+33± 59.00' LT

G

H

858+54± 30.12' LT

N05°47'19"E 45.14'

A

D

N00°10'11"E 36.18'

F

N00°06'08"E 99.72'

APPROX. EXISTING TOWN R.O.W.

858+99.62 30.12' LT

859+35.62 33.67' LT

860+34.52 43.52' LT

N67°54'57"E 101.27' TIE LINE

858+00 859+00 860+00 861+00

S78°05'19"W 73.48' TIE LINE

858+77± 39.88' RT

L

N05°47'19"E 35.90'

HWY(P)

N00°32'49"E 45.86'

N09°09'43"E 87.21'

I

860+81.86 46.00' RT

J

7 CITY OF WINOOSKI

859+85.72 56.50' RT

S00°26'38"E 96.71'

S16°02'19"E 98.17'

858+95± 93.00' RT

K

7 CITY OF WINOOSKI

8 WINOOSKI HOTEL GROUP, LLC

CONST(T)

APPROX. EXISTING TOWN R.O.W.

TABLE 3

I-J	R=68.66', L=37.23' N13°52'51"E, 36.78'
K-L	61'± ALONG ORDINARY HIGH WATER TIE LINE S77°17'34"W, 56.02'

END R.O.W. PROJECT
BURLINGTON-WINOOSKI BF RAIZ(2)
STA. 861+13, 169.81' RT

SCALE 1" = 20'-0"
20 0 20

LINES SHOWN ON THIS PLAN AS EXISTING PROPERTY LINES P/L ARE BELIEVED TO BE ACCURATE BUT SHOULD NOT BE RELIED UPON FOR PURPOSES UNRELATED TO THE STATE OF VERMONT'S ACQUISITION OF LAND AND RIGHTS FOR THIS PROJECT.

FOR R.O.W. USE ONLY

PROJECT NAME: BURLINGTON-WINOOSKI
PROJECT NUMBER: BF RAIZ(2)

FILE NAME: r22j351lay2.dgn
PROJECT LEADER: R. KLINEFELTER
DESIGNED BY: HNTB
R.O.W. LAYOUT SHEET 2

PLOT DATE: 4-DEC-2024
DRAWN BY: A. EGIZI
CHECKED BY: A. PROULX
SHEET 5 OF 8

Flags and Plaque to be Removed and Reset

CONCEPTUAL TEMPORARY CONSTRUCTION LIMITS (TYP)

THE WOOLEN MILL ASSOCIATES

5

ACCESS(T)

CONST(T)

N/F 12 WEST CANAL STREET LLC

N/F 8 MAIN LLC

N/F JLF LLC

6

CITY OF WINOOSKI

4

CITY OF BURLINGTON

5

THE WOOLEN MILL ASSOCIATES

HWY(P)

PROPOSED BRIDGE BOUNDARY

W CANAL ST TO BURLINGTON

N/F FARRELL VERMONT LLC

N/F 28 MAIN STREET WINOOSKI LLC

Note: The proposed work shown on this sheet is not complete and subject to minor changes. Park features, path alignment, and other details are not fully shown.

VT STATE PLANE GRID

MAIN ST (US ROUTE 2/7)

END APPROACH
STA 225+30
MATCH EXISTING

N00°39'22.42"E

224+00

225+00

226+00

223+00

222+00

7

CITY OF WINOOSKI

END APPROACH
MATCH EXISTING

PROPOSED RETAINING WALL

8

WINOOSKI HOTEL GROUP, LLC

CITY OF WINOOSKI

PROPOSED BRIDGE BOUNDARY

PATH AND OVERLOOK RECONSTRUCTION, LAYOUT AND FINAL LIMITS T.B.D.

FERC BOUNDARY (TYP.)

END R.O.W. PROJECT
BURLINGTON-WINOOSKI BF RAIZ(2)
STA. 861+13, 169.81' RT

HNTB

PROJECT NAME:	BURLINGTON-WINOOSKI
PROJECT NUMBER:	STP 5000(29) & BF RAIZ(2)

FILE NAME: z22j351_bdr_ROW.dgn	PLOT DATE: 25-AUG-2025
PROJECT LEADER: J. OLUND	DRAWN BY: E. DAVIDSON
DESIGNED BY: E. DAVIDSON	CHECKED BY: S. SPEAR
LAYOUT SHEET	SHEET 1 OF 1

Note: The proposed work shown on this sheet is not complete and subject to minor changes. Park features, path alignment, and other details are not fully shown.

VT STATE PLANE GRID

N

Temporary Easement for Construction and Slope Grading

Permanent Easement

CONCEPTUAL TEMPORARY CONSTRUCTION LIMITS (TYP)

THE WOOLEN MILL ASSOCIATES (5)

CONST(T)

ACCESS(T)

N/F 12 WEST CANAL STREET LLC

CITY OF BURLINGTON (4)

THE WOOLEN MILL ASSOCIATES (5)

CITY OF WINOOSKI (6)

N/F 8 MAIN LLC

N/F JLF LLC

W CANAL ST TO BURLINGTON

N/F FARRELL VERMONT LLC

N/F 28 MAIN STREET WINOOSKI LLC

HWY(P)

PROPOSED BRIDGE BOUNDARY

MAIN ST (US ROUTE 2/7)

END APPROACH
STA 225+30
MATCH EXISTING

N00°39'22.42"E

222+00

223+00

224+00

225+00

226+00

CITY OF WINOOSKI (7)

END APPROACH
MATCH EXISTING

PROPOSED RETAINING WALL

WINOOSKI HOTEL GROUP, LLC (8)

CITY OF WINOOSKI (7)

PATH AND OVERLOOK RECONSTRUCTION, LAYOUT AND FINAL LIMITS T.B.D.

FERC BOUNDARY (TYP.)

END R.O.W. PROJECT
BURLINGTON-WINOOSKI BF RAIZ(2)
STA. 861+13, 169.81' RT

PROJECT NAME:	BURLINGTON-WINOOSKI
PROJECT NUMBER:	STP 5000(29) & BF RAIZ(2)

FILE NAME: z22j351_bdr_ROW.dgn		PLOT DATE:	25-AUG-2025
PROJECT LEADER:	J. OLUND	DRAWN BY:	E. DAVIDSON
DESIGNED BY:	E. DAVIDSON	CHECKED BY:	S. SPEAR
LAYOUT SHEET		SHEET	1 OF 1

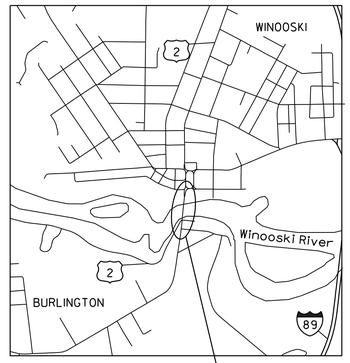
HNTB

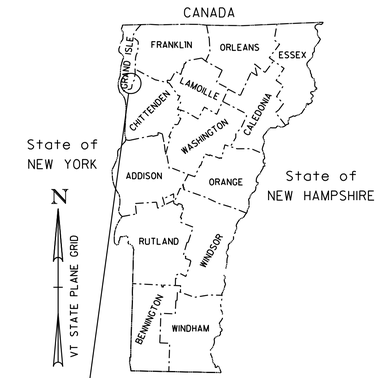
R. O. W. PLANS

INDEX OF SHEETS

1	TITLE
2	LEGEND
3-4	DETAILS
5-6	LAYOUTS
7-8	TIE SHEETS

STATE OF VERMONT
AGENCY OF TRANSPORTATION





BURLINGTON-WINOOSKI
STP 5000(29) & BF RAIZ(2)

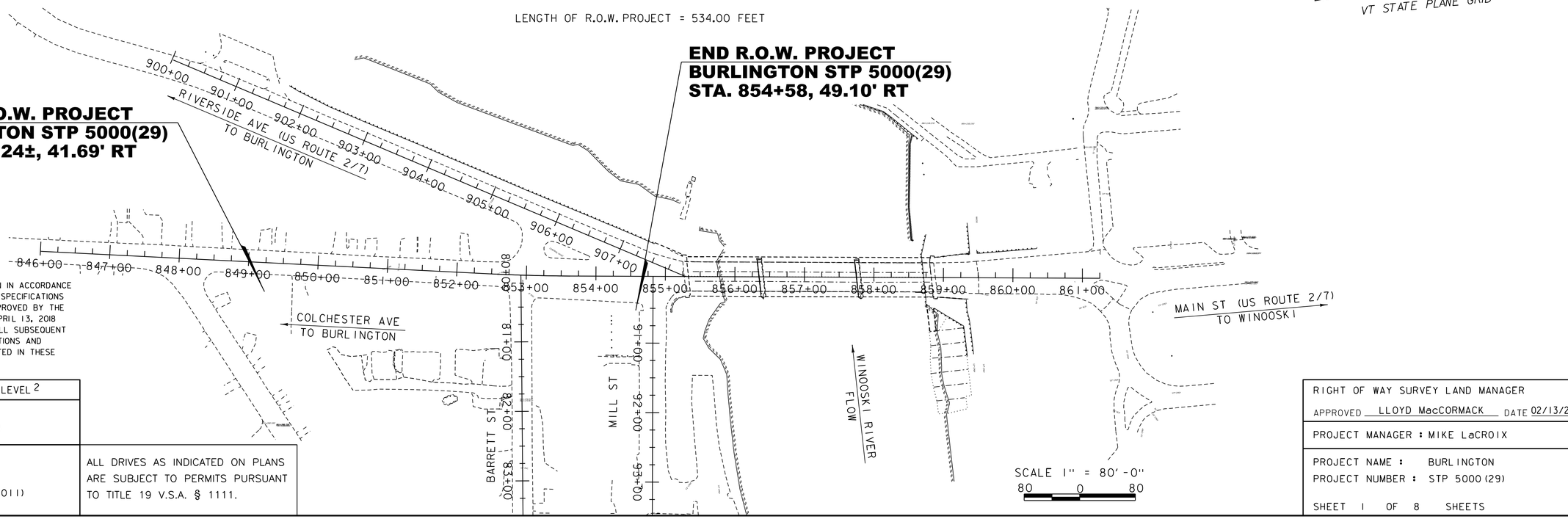
PROPOSED IMPROVEMENT
CITIES OF BURLINGTON AND WINOOSKI
COUNTY OF CHITTENDEN
COLCHESTER AVE & RIVERSIDE AVE
(US ROUTE 2 & 7) - PRINCIPAL ARTERIAL

BRIDGE NO: 150

PROJECT LOCATION: LOCATED IN THE COUNTY OF CHITTENDEN, IN THE CITIES OF BURLINGTON AND WINOOSKI, ON COLCHESTER AVE AND RIVERSIDE AVE (US ROUTES 2 AND 7). THE INTERSECTION AND THE BRIDGE ARE LOCATED APPROXIMATELY 1.2 MILES SOUTH OF THE JUNCTION WITH INTERSTATE 89, EXIT 16.

PROJECT DESCRIPTION: FULL REPLACEMENT OF THE EXISTING BRIDGE WITH ASSOCIATED ROADWAY AND CHANNEL WORK, RECONSTRUCTION OF THE INTERSECTION INCLUDING REALIGNMENT OF THE RIVERSIDE AVE APPROACH, INSTALLATION OF NEW TRAFFIC SIGNAL EQUIPMENT, CONSTRUCTION OF PEDESTRIAN AND BICYCLE FACILITIES, AND REPLACEMENT AND/OR RELOCATION OF DRAINAGE AND UTILITIES.

LENGTH OF R.O.W. PROJECT = 534.00 FEET



CONSTRUCTION IS TO BE CARRIED ON IN ACCORDANCE WITH THESE PLANS AND THE STANDARD SPECIFICATIONS FOR CONSTRUCTION DATED 2018, AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION ON APRIL 13, 2018 FOR USE ON THIS PROJECT, INCLUDING ALL SUBSEQUENT REVISIONS AND SUCH REVISED SPECIFICATIONS AND SPECIAL PROVISIONS AS ARE INCORPORATED IN THESE PLANS.

QUALITY ASSURANCE PROGRAM : LEVEL 2	
SURVEYED BY :	VTRANS
SURVEYED DATE :	JUNE 2023
DATUM	
VERTICAL	NAVD 88
HORIZONTAL	NAD 83 (2011)

ALL DRIVES AS INDICATED ON PLANS ARE SUBJECT TO PERMITS PURSUANT TO TITLE 19 V.S.A. § 1111.

RIGHT OF WAY SURVEY LAND MANAGER

APPROVED LLOYD MacCORMACK DATE 02/13/2025

PROJECT MANAGER : MIKE LaCROIX

PROJECT NAME : BURLINGTON
PROJECT NUMBER : STP 5000(29)

SHEET 1 OF 8 SHEETS

GENERAL INFORMATION

SYMBOLOGY LEGEND NOTE

THE SYMBOLOGY ON THIS SHEET IS INTENDED TO COVER STANDARD CONVENTIONAL SYMBOLOGY. THE SYMBOLOGY IS USED FOR EXISTING & PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROJECT ANNOTATION, AS NOTED ON PROJECT PLAN SHEETS. THIS LEGEND SHEET COVERS THE BASICS. SYMBOLOGY ON PLANS MAY VARY, PLAN ANNOTATIONS AND NOTES SHOULD BE USED TO CLARIFY AS NEEDED.

R.O.W. ABBREVIATIONS (CODES) & SYMBOLS

POINT	CODE	DESCRIPTION
	BF	BARRIER FENCE
	CH	CHANNEL EASEMENT
	CONST	CONSTRUCTION EASEMENT
	CUL	CULVERT EASEMENT
	D&C	DISCONNECT & CONNECT
	DIT	DITCH EASEMENT
	DR	DRAINAGE EASEMENT
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	LAND	LANDSCAPE EASEMENT
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	SR	SLOPE RIGHT
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	(P)	PERMANENT EASEMENT
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⧈	BNDNS	BOUND TO BE SET
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●	IPNS	IRON PIN TO BE SET
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○	PROW	PROPOSED ROW POINT
⌊LENGTH⌋		LENGTH CARRIED ON NEXT SHEET

COMMON TOPOGRAPHIC POINT SYMBOLS

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	APL	BOUND APPARENT LOCATION
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	GP	GUIDE POST
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	GUY	GUY POLE
	GUYW	GUY WIRE
	GV	GATE VALVE
	H	TREE HARDWOOD
	HCTRL	CONTROL HORIZONTAL
	HVCTRL	CONTROL HORIZ. & VERTICAL
	HYD	HYDRANT
	IP	IRON PIN
	IPIPE	IRON PIPE
	LI	LIGHT - STREET OR YARD
	MB	MAILBOX
	MH	MANHOLE (MH)
	MM	MILE MARKER
	PM	PARKING METER
	PMK	PROJECT MARKER
	POST	POST STONE/WOOD
	RRSIG	RAILROAD SIGNAL
	RRSL	RAILROAD SWITCH LEVER
	S	TREE SOFTWOOD
	SAT	SATELLITE DISH
	SHRUB	SHRUB
	SIGN	SIGN
	STUMP	STUMP
	TEL	TELEPHONE POLE
	TIE	TIE
	TSIGN	SIGN W/DOUBLE POST
	VCTRL	CONTROL VERTICAL
	WELL	WELL
	WSO	WATER SHUT OFF

THESE ARE COMMON VAOT SURVEY POINT SYMBOLS FOR EXISTING FEATURES, ALSO USED FOR PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROPOSED ANNOTATION.

PROPOSED GEOMETRY CODES

CODE	DESCRIPTION
PC	POINT OF CURVATURE
PI	POINT OF INTERSECTION
CC	CENTER OF CURVE
PT	POINT OF TANGENCY
PCC	POINT OF COMPOUND CURVE
PRC	POINT OF REVERSE CURVE
POB	POINT OF BEGINNING
POE	POINT OF ENDING
STA	STATION PREFIX
AH	AHEAD STATION SUFFIX
BK	BACK STATION SUFFIX
D	CURVE DEGREE OF (100FT)
R	CURVE RADIUS OF
T	CURVE TANGENT LENGTH
L	CURVE LENGTH OF
E	CURVE EXTERNAL DISTANCE
CB	CHORD BEARING

UTILITY SYMBOLOGY

UNDERGROUND UTILITIES

- UGU — UTILITY (GENERIC-UNKNOWN)
- UT — TELEPHONE
- UE — ELECTRIC
- UC — CABLE (TV)
- UEC — ELECTRIC+CABLE
- UET — ELECTRIC+TELEPHONE
- UCT — CABLE+TELEPHONE
- UECT — ELECTRIC+CABLE+TELEPHONE
- G — GAS LINE
- W — WATER LINE
- S — SANITARY SEWER (SEPTIC)

ABOVE GROUND UTILITIES (AERIAL)

- AGU — UTILITY (GENERIC-UNKNOWN)
- T — TELEPHONE
- E — ELECTRIC
- C — CABLE (TV)
- EC — ELECTRIC+CABLE
- ET — ELECTRIC+TELEPHONE
- AER E&T — ELECTRIC+TELEPHONE
- CT — CABLE+TELEPHONE
- ECT — ELECTRIC+CABLE+TELEPHONE
- UTILITY POLE GUY WIRE

PROJECT CONSTRUCTION SYMBOLOGY

PROJECT DESIGN & LAYOUT SYMBOLOGY

- CZ — CLEAR ZONE
- PLAN LAYOUT MATCHLINE

PROJECT CONSTRUCTION FEATURES

- TOP OF CUT SLOPE
- TOE OF FILL SLOPE
- STONE FILL
- BOTTOM OF DITCH ℄
- CULVERT PROPOSED
- STRUCTURE SUBSURFACE
- PDF — PDF — PROJECT DEMARCATION FENCE
- BF — BF — BARRIER FENCE
- TREE PROTECTION ZONE (TPZ)
- STRIPING LINE REMOVAL
- SHEET PILES

CONVENTIONAL BOUNDARY SYMBOLOGY

BOUNDARY LINES

- TOWN LINE — TOWN BOUNDARY LINE
- COUNTY LINE — COUNTY BOUNDARY LINE
- STATE LINE — STATE BOUNDARY LINE
- PROPOSED STATE R.O.W. (LIMITED ACCESS)
- PROPOSED STATE R.O.W.
- STATE ROW (LIMITED ACCESS)
- STATE ROW
- TOWN ROW
- PERMANENT EASEMENT LINE (P)
- TEMPORARY EASEMENT LINE (T)
- SURVEY LINE
- P/L — PROPERTY LINE (P/L)
- SR SR SR — SLOPE RIGHTS
- 6f — 6f — 6F PROPERTY BOUNDARY
- 4f — 4f — 4F PROPERTY BOUNDARY
- HAZ — HAZ — HAZARDOUS WASTE

EPSC LAYOUT PLAN SYMBOLOGY

EPSC MEASURES

- FILTER CURTAIN
- SILT FENCE
- SILT FENCE WOVEN WIRE
- CHECK DAM
- DISTURBED AREAS REQUIRING RE-VEGETATION
- EROSION MATTING

SEE EPSC DETAIL SHEETS FOR ADDITIONAL SYMBOLOGY

ENVIRONMENTAL RESOURCES

- WETLAND BOUNDARY
- RIPARIAN BUFFER ZONE
- WETLAND BUFFER ZONE
- SOIL TYPE BOUNDARY
- T&E — THREATENED & ENDANGERED SPECIES
- HAZ — HAZ — HAZARDOUS WASTE AREA
- AG — AGRICULTURAL LAND
- HABITAT — FISH & WILDLIFE HABITAT
- FLOOD PLAIN — FLOOD PLAIN
- OHW — ORDINARY HIGH WATER (OHW)
- STORM WATER
- USDA FOREST SERVICE LANDS
- WILDLIFE HABITAT SUIT/CONN

ARCHEOLOGICAL & HISTORIC

- ARCH — ARCHEOLOGICAL BOUNDARY
- HISTORIC DIST — HISTORIC DISTRICT BOUNDARY
- HISTORIC — HISTORIC AREA
- Ⓗ — HISTORIC STRUCTURE

CONVENTIONAL TOPOGRAPHIC SYMBOLOGY

EXISTING FEATURES

- ROAD EDGE PAVEMENT
- ROAD EDGE GRAVEL
- DRIVEWAY EDGE
- DITCH
- FOUNDATION
- FENCE (EXISTING)
- FENCE WOOD POST
- FENCE STEEL POST
- GARDEN
- ROAD GUARDRAIL
- RAILROAD TRACKS
- CULVERT (EXISTING)
- STONE WALL
- WALL
- WOOD LINE
- BRUSH LINE
- HEDGE
- BODY OF WATER EDGE
- LEDGE EXPOSED

PROJECT NAME:	BURLINGTON		
PROJECT NUMBER:	STP 5000(29)		
FILE NAME:	r21t471legend.dgn	PLOT DATE:	13-FEB-2025
PROJECT LEADER:	M. LaCROIX	DRAWN BY:	M. LONGSTREET
DESIGNED BY:	M. LONGSTREET	CHECKED BY:	M. LONGSTREET
CONVENTIONAL SYMBOLOGY LEGEND SHEET		SHEET 2 OF 8	

STATE OF VERMONT
AGENCY OF TRANSPORTATION

RIGHT - OF - WAY DETAIL SHEET

5

TABLE OF PROPERTY ACQUISITION

PARCEL NO.	PROPERTY OWNER	ROW LAYOUT NO.	BEGINNING STATION	ENDING STATION	FEE ACQUISITION	REMAINDER	RIGHT			RECORDING DATA					REMARKS
					AREA±	AREA±	TYPE	T / P	AREA ±	TITLE	DATE	TOWN / CITY	BOOK	PAGE	
1	BENNETT, ISABELLA B.	1	849+77± LT	850+30± LT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			849+77± LT	850+30± LT			CONSTRUCTION	T	312 SF						INCL. EC & RESTORATION OF DRIVEWAY, WALKWAY, YARD & WOODEN STAIRS
2	PAVELKA, RADIM	1	850+21± LT	850+71± LT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+29± LT	850+71± LT			CONSTRUCTION	T	238 SF						INCL. EC & RESTORATION OF DRIVEWAY & WOODEN WALL
3	454 COLCHESTER, LLC	1	850+42± LT	851+43± LT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+70± LT	851+43± LT			CONSTRUCTION	T	579 SF						INCL. EC & RESTORATION OF DRIVEWAY, WALKWAY, YARD & SEPARATION WALL
			850+94 LT				REMOVE & RESET	T							MAILBOX
4	TORNEY, DONNA & IAN	1	TH-4 904+43.82 RT	TH-4 905+41.45 RT			HIGHWAY	P	1,553 SF						
			TH-4 903+79± RT	TH-4 905+41.45 RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			TH-4 903+79± RT	852+21.08 LT			CONSTRUCTION	T	1,555 SF						INCL. EC & RESTORATION OF DRIVEWAY, WALKWAYS & YARD
5	CITY OF BURLINGTON	1	TH-4 902+70± LT	TH-4 907+70.45 LT			HIGHWAY	P	0.27 A						11,772 SF±
			TH-4 902+70± LT	TH-4 907+70.45 LT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			TH-4 907+31 LT	TH-4 907+69.97 LT			CONSTRUCTION	T	1,166 SF						INCL. EC
6	445 COLCHESTER PROPERTY LLC	2	849+20± RT	849+70± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			849+24± RT	849+69± RT			CONSTRUCTION	T	714 SF						INCL. EC & RESTORATION OF WALKWAY, YARD & CONCRETE WALL
7	449 COLCHESTER AVE., LLC	2	849+65± RT	850+14± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			849+65± RT	850+14± RT			CONSTRUCTION	T	924 SF						INCL. EC & RESTORATION OF DRIVEWAY & STAIRS
			849+80.55 RT	850+14± RT			INSTALL & MAINTAIN	P	105 SF						RETAINING WALL & STAIRS WITHIN WALL
8	OREN, DANIEL K. & IBARRA, MILAGROS T.	2	850+03± RT	850+75± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+13± RT	850+75± RT			CONSTRUCTION	T	607 SF						INCL. EC & RESTORATION OF YARD
			850+13± RT	850+75± RT			INSTALL & MAINTAIN	P	720 SF						RETAINING WALL & STAIRS WITHIN WALL
			850+40± RT	850+75± RT			DRIVE	T	334 SF						PAVED
			850+40± RT	850+75± RT			UTILITY	P	334 SF						
9	GUILD4 PROPERTIES, LLC	2	850+75± RT	851+24± RT			DISCONNECT & CONNECT	T							UTILITY CONNECTIONS
			850+75± RT	851+23± RT			INSTALL & MAINTAIN	P	500 SF						RETAINING WALL & STAIRS WITHIN WALL
			850+75± RT	851+24± RT			UTILITY	P	535 SF						
			850+75± RT	851+24± RT			DRIVE	T	535 SF						PAVED
			851+00 RT	851+23± RT			CONSTRUCTION	T	172 SF						INCL. EC & RESTORATION OF WALKWAY & YARD

TABLE OF REVISIONS

REVISION NO.	ROW SET SHEET #	DESCRIPTION	DATE

PROJECT NAME: BURLINGTON
PROJECT NUMBER: STP 5000(29)

FILE NAME: r2lt47ldetail.dgn
PROJECT LEADER: M. LaCROIX
DESIGNED BY: A. EGIZI
R.O.W. DETAIL SHEET 1

PLOT DATE: 16-JUL-2025
DRAWN BY: M. TROTTIER
CHECKED BY: A. PROULX
SHEET 3 OF 8

N

VT STATE PLANE GRID

N = 725037.746
E = 1460902.917
STA 901+75.00, 27.68' LT

N61°32'25"W
7.00'

N28°27'30"E
95.45'

902+70±
35.00' LT

902+70±
27.67' LT

902+00

HWY(P) N28°27'21"E
129.55'

N61°32'41"W
11.00'

904+00.00
46.00' LT

904+00.00
35.00' LT

5

CITY OF BURLINGTON
D&C(T)

N28°27'21"E
145.00'

HWY(P)

905+45.00
93.00' LT

905+45.00
46.00' LT

N28°27'21"E
38.00'

N61°32'41"W
47.00'

S61°32'41"E
35.00'

905+83.00
93.00' LT

905+83.00
58.00' LT

903+00

APPROX. EXISTING TOWN R.O.W.

N28°27'30"E
500.00'

HWY(P)

N28°27'21"E
186.97'

CONST(T)

907+69.97
58.00' LT

N28°27'19"E

904+00

S28°39'41"W
268.82'

APPROX. EXISTING TOWN R.O.W.

904+43.82
39.59' RT

905+00

12" CSP

CONST(T)

N39°55'06"E
45.92'

904+88.83
48.72' RT

S28°39'41"W
88.29'

S84°58'27"E
30.06'

905+32.10
39.91' RT

906+00

907+00

S62°26'41"E
30.35'

N28°27'30"E
17.59'

907+70.45
27.65' LT

CONTROL VAULT

N/F
VERMONT
GAS
SYSTEMS INC

2

PAVELKA,
RADIM
D&C(T)

3

454
COLCHESTER, LLC
D&C(T)

N/F
LY, MICHAEL;
LY, SHANNON

1

BENNETT,
ISABELLA B.
D&C(T)

4

TORNEY,
DONNA & IAN
D&C(T)

EXISTING
VEHICULAR R.O.W
260/331

CONST(T)

HWY(P)

HWY(P)

N08°25'09"E
43.29'

852+21.08
41.09' LT

905+41.45
61.47' RT

CONST(T)

N08°25'09"E
296.08'

R&R(T)

APPROX. EXISTING TOWN R.O.W.

N = 724981.731
E = 1461106.210
STA 849+25.00, 41.11' LT

N08°24'59.18"E

849+00

850+00

851+00

852+00

853+00

854+00

855+00

908+00

90+00

80+00

12" PVC

30" PVC

12" CMP

18" CLAY

30" CIPP

AER E&T

LINES SHOWN ON THIS PLAN AS EXISTING PROPERTY LINES P/L ARE BELIEVED TO BE ACCURATE BUT SHOULD NOT BE RELIED UPON FOR PURPOSES UNRELATED TO THE STATE OF VERMONT'S ACQUISITION OF LAND AND RIGHTS FOR THIS PROJECT.

FOR R.O.W.
USE ONLY

0 20 40
SCALE IN FEET

PROJECT NAME: BURLINGTON
PROJECT NUMBER: STP 5000(29)

FILE NAME: r21t471lay1.dgn
PROJECT LEADER: M. LaCROIX
DESIGNED BY: HNTB
R.O.W. LAYOUT SHEET 1

PLOT DATE: 13-FEB-2025
DRAWN BY: A. EGIZI
CHECKED BY: A. PROULX
SHEET 5 OF 8

VERMONT
AGENCY OF TRANSPORTATION

RIGHT-OF-WAY
WAIVER VALUATION ESTIMATE FORM

PARCEL DATA

Project / PIN	Burlington-Winooski BF RAIZ(2) / 22j351		
Property Owner(s)	City of Burlington		
Property Location	1 Winooski River, Winooski, VT	**Parcel No.**	4

This is a waiver valuation estimate as defined in 49 CFR Part 24.2(a). Per this definition, a waiver valuation is not an appraisal. This form is intended to comply with the acquisition policy as described in 49 CFR Part 24 102(c)(2)(ii). Per this regulation, the property owner has the option of requesting an appraisal from the Agency if the waiver valuation exceeds $15,000.

__ Land value taken from town assessment card.
__ Additional data attached.
__ Comparable sales:
_x_ Minimum valuation (no sales data necessary)

DESCRIPTION OF ACQUISITION

The subject property is an irregularly shaped 4.28-acre parcel along the Winooski River that is used as a hydro-electric station and is part of the Winooski River Walk. The main impact to the property is a highway easement along the frontage of the lot and a temporary construction easement which includes a barrier fence, a project demarcation fence and erosion control. The construction season is three years.

BASIS OF VALUATION

All Right, Title & Interest*	Acre(s)	SF				Total	Rounded
						$ -	$ -
						$ -	$ -
					All Right, Title & Interest Total =		$ -

Land Acquisition	SF	$ / SF				Total	Rounded
						$ -	$ -
						$ -	$ -
					Land Acquisition Total =		$ -

Permanent Right(s)	SF	$ / SF	% of fee			Total	Rounded
Highway	1,437	Nominal Assignment of Value				$ 500	$ 500
						$ -	$ -
					Permanent Rights Total =		$ 500

Temporary Right(s)	SF	$ / SF	% of fee	# of year(s)		Total	Rounded
Construction (0.10 A)	4,554	Nominal Assignment of Value				$ 500	$ 500
						$ -	$ -
					Temporary Rights Total =		$ 500

Cost to Cure Item(s)			$ -
		Grand Total Rounded =	**$ 1,000**

NOTES

Generally, Nominal Assignments of Value are given to items without a square footage or rights that do not have a negative impact on the property. There is no assessed value for the property as it is owned by the City of Burlington and is tax exempt. The project will have minimal negative impact to the property and a Nominal Assignment of Value was deemed appropriate.

CERTIFICATION

I hereby certify that this waiver was prepared in conformity with the Uniform Act, appropriate State laws, regulations, policies and procedures. I certify that due diligence was made regarding the subject property of this valuation, to provide an accurate estimate based on all relevant data available for the property. I likewise affirm that I have no direct or indirect present or contemplated future personal interest in this property or in any benefit from the acquisition of this property.

Effective Date	December 26, 2024	**Waiver Preparer**	
Date of Report	December 26, 2024	**Printed Name**	Gosia Carr

VERMONT
AGENCY OF TRANSPORTATION

RIGHT-OF-WAY
WAIVER VALUATION ESTIMATE FORM

PARCEL DATA

Project / PIN	Burlington STP 5000(29) / 21t471		
Property Owner(s)	City of Burlington		
Property Location	1 Riverside Ave, Burlington, VT	**Parcel No.**	5

This is a waiver valuation estimate as defined in 49 CFR Part 24.2(a). Per this definition, a waiver valuation is not an appraisal. This form is intended to comply with the acquisition policy as described in 49 CFR Part 24 102(c)(2)(ii). Per this regulation, the property owner has the option of requesting an appraisal from the Agency if the waiver valuation exceeds $15,000.

_x_ Land value taken from town assessment card.
__ Additional data attached.
__ Comparable sales:
__ Minimum valuation (no sales data necessary)

DESCRIPTION OF ACQUISITION

The subject property is 1.16-acre vacant lot owned by the City of Burlington. The lot is low-utility sloping land that backs to the Winooski River. The main impact to the lot is a permanent 0.27-acre highway easement along the frontage of the lot. There is a temporary disconnect & connect utility easement and a temporary construction easement that includes erosion control. The construction season is three years.

BASIS OF VALUATION

Lot Size	Assessed LV	CLA	CLA Adj. LV	$/Acre	$/SF	Rounded
1.16	$ 26,100	0.8176	$ 31,923	$27,520	$0.63	$0.63

All Right, Title & Interest*	Acre(s)	SF				Total	Rounded
						$ -	$ -
						$ -	$ -
					All Right, Title & Interest Total =		$ -

Land Acquisition	SF	$ / SF				Total	Rounded
						$ -	$ -
					Land Acquisition Total =		$ -

Permanent Right(s)	SF	$ / SF	% of fee			Total	Rounded
Highway (0.27 A)	11,772	$0.63	95%			$ 7,046	$ 7,100
					Permanent Rights Total =		$ 7,100

Temporary Right(s)	SF	$ / SF	% of fee	# of year(s)		Total	Rounded
Disconnect & Connect		Nominal Assignment of Value				$ 100	$ 100
Construction	1,166	$0.63	10%	3		$ 220	$ 300
						$ -	$ -
						$ -	$ -
					Temporary Rights Total =		$ 400

Cost to Cure Item(s)			$ -
		Grand Total Rounded =	**$ 7,500**

NOTES

The current CLA of 81.76% would increase the assessed value from $26,100 to $31,923. Nominal Assignments of Value are given to items without a square footage or rights that do not have a negative impact on the property.

CERTIFICATION

I hereby certify that this waiver was prepared in conformity with the Uniform Act, appropriate State laws, regulations, policies and procedures. I certify that due diligence was made regarding the subject property of this valuation, to provide an accurate estimate based on all relevant data available for the property. I likewise affirm that I have no direct or indirect present or contemplated future personal interest in this property or in any benefit from the acquisition of this property.

Effective Date	July 23, 2025	**Waiver Preparer**	
Date of Report	July 23, 2025	**Printed Name**	Gosia Carr

CITY OF WINOOKSI

QUIT-CLAIM DEED OF EASEMENT

KNOW ALL TO WHOM THESE PRESENTS COME:

THAT It, the City of Burlington, a Vermont Municipal Corporation, in the County of Chittenden and State of Vermont, hereinafter referred to as "Grantor", in consideration of Ten and No/100 Dollars ($10.00) and other good and valuable consideration paid to its full satisfaction by the City of Winooski, a Vermont Municipal Corporation, with its situs in the County of Chittenden and State of Vermont, Grantee, has REMISED, RELEASED AND FOREVER QUIT-CLAIMED unto the City of Winooski, and its successors and assigns, all right, title and interest which the City of Burlington, has in, and to, certain easements and/or rights therein located in the City of Winooski, in the County of Chittenden and State of Vermont described as follows, viz:

Being part of the same land and premises conveyed to the City of Burlington, by the Warranty Deed of Green Mountain Power Corporation, dated January 20, 1998, and recorded in Book 69, Page 65 of the City of Winooski land records being more particularly described as follows:

Being Parcel #4, consisting of easements and rights therein as shown on Right of Way Detail Sheet 1 and Layout Sheet 2 of the plans of Transportation Project Burlington-Winooski BF RAIZ(2), ("the Transportation Project"), to be recorded in the office of the Clerk of the City of Winooski.

In connection with the above parcel the following easements and/or rights are conveyed:

A permanent easement for constructing, maintaining, and servicing a highway and all improvements and appurtenances thereto in an area of 1,437 square feet, more or less, left of and between approximate stations 858+52± and 858+99.62 of the established centerline of the Transportation Project.

A temporary easement, during the period of construction, to enter upon land of the Grantor, for construction purposes, including the right to cut and dispose of all trees, down timber, stubs, brush, bushes, and debris, install barrier fence, project demarcation fence and erosion control barriers, together with the right to keep the erosion control barriers clear of debris and functioning properly throughout project construction, as necessary and as noted on the Transportation Project plans, and undertake general construction functions in an area of 0.10 acres (4,554 square feet), more or less, left of and between approximate stations 858+49 and 858+97 of the established centerline of the Transportation Project.

The rights and interests conveyed hereby are granted AS-IS, WITH ALL FAULTS. Any use of land within the permanent and temporary easements shall comply with the current terms and conditions in Article 417 of the City of Burlington's FERC license.

The easements and/or rights to be conveyed herein may also be subject to easements, rights of way, restrictions, obligations, municipal, state, and other regulatory permits as may appear of record in the City of Winooski land records.

Any permanent easement conveyed herein includes the right for Grantee and its successors and assigns, in its or their sole discretion, as may be needed for transportation purposes, to construct, inspect, maintain, reconstruct, and replace all project-related improvements located within the permanent easement area.

TO HAVE AND TO HOLD, all of the City of Burlington's right and title in and to the quit-claimed rights and easements, with the appurtenances thereof, to the City of Winooski, and its successors and assigns forever.

AND FURTHERMORE, it, the City of Burlington, does for itself and its successors and assigns covenant with the City of Winooski, its successors and assigns, that from and after the ensealing of these presents it, the City of Burlington will have and claim no right in, or to, the said quit-claimed easements.

IN WITNESS WHEREOF, the City of Burlington, has caused its name to be hereunto subscribed at _____, in the County of Chittenden and State of Vermont, on this, the ____ day of_____, 2026, by the hand of _____, its duly authorized agent.

CITY OF BURLINGTON

By:_____

Its:_____
and duly authorized agent

STATE OF VERMONT
CHITTENDEN COUNTY, SS.

At _____, on this, the _____day of_____, 2026, personally appeared _____ and acknowledged this instrument, by them as_____ of the City of Burlington, to be their free act and deed and the free act and deed of the City of Burlington.

Before me,

_____
Signature of Notary Public

_____
Print name of Notary Public
Commission No. _____
(My commission expires _____)

CITY OF BURLINGTON

QUIT-CLAIM DEED OF EASEMENT

KNOW ALL TO WHOM THESE PRESENTS COME:

THAT It, the City of Burlington, a Vermont Municipal Corporation, in the County of Chittenden and State of Vermont, hereinafter referred to as "Grantor", in consideration of Ten and No/100 Dollars ($10.00) and other good and valuable consideration paid to its full satisfaction by the City of Burlington, a Vermont Municipal Corporation, with its situs in the County of Chittenden and State of Vermont Grantee, has REMISED, RELEASED AND FOREVER QUIT-CLAIMED unto the City of Burlington, and its successors and assigns, all right, title and interest which the City of Burlington, has in, and to, certain easements and/or rights therein located in the City of Burlington, in the County of Chittenden and State of Vermont described as follows, viz:

Being part of the same land and premises conveyed to the City of Burlington by the Warranty Deed of Green Mountain Power Corporation, dated January 20, 1988, and recorded in Book 375, Page 678 of the City of Burlington land records being more particularly described as follows:

Being Parcel #5, consisting of easements and rights therein as shown on Right of Way Detail Sheet 1 and Layout Sheet 2 of the plans of Transportation Project Burlington STP 5000(29), ("the Transportation Project"), to be recorded in the office of the Clerk of the City of Burlington.

In connection with the above parcel the following easements and/or rights are conveyed:

A permanent easement for constructing, maintaining, and servicing a highway and all improvements and appurtenances thereto in an area of 0.27 acres (11,772 square feet), more or less, left of and between approximate stations 902+70± and 907+70.45 of the TH-4 centerline of the Transportation Project.

A temporary easement to enter upon the land of the Grantor, during the period of construction, to disconnect and connect utility connections, left of and between approximate stations 902+70± and 907+70.45 of the TH-4 centerline of the Transportation Project.

A temporary easement, during the period of construction, to enter upon land of the Grantor, for construction purposes, including the right to cut and dispose of all trees, down timber, stubs, brush, bushes, and debris, install erosion control barriers, together with the right to keep the erosion control barriers clear of debris and functioning properly throughout project construction, as necessary and as noted on the Transportation Project plans, and undertake general construction functions in an area of 1,166 square feet, more or less, left of and between approximate stations 907+31 and 907+69.97 of the TH-4 centerline of the Transportation Project.

The easements and/or rights to be conveyed herein may also be subject to easements, rights of way, restrictions, obligations, municipal, state, and other regulatory permits as may appear of record in the City of Burlington land records.

3Any permanent easement conveyed herein includes the right for Grantee and its successors and assigns, in its or their sole discretion, as may be needed for transportation purposes, to construct, inspect, maintain, reconstruct, and replace all project-related improvements located within the permanent easement area.

TO HAVE AND TO HOLD, all of the City of Burlington's right and title in and to the quit-claimed rights and easements, with the appurtenances thereof, to the City of Burlington, and its successors and assigns forever.

AND FURTHERMORE, it, the City of Burlington, does for itself and its successors and assigns covenant with the City of Burlington, its successors and assigns, that from and after the ensealing of these presents it, the City of Burlington will have and claim no right in, or to, the said quit-claimed easements.

IN WITNESS WHEREOF, the City of Burlington, has caused its name to be hereunto subscribed at _____, in the County of Chittenden and State of Vermont, on this, the ____ day of_____, 2025, by the hand of _____, its duly authorized agent.

CITY OF BURLINGTON

By:_____

Its:_____
and duly authorized agent

STATE OF VERMONT

CHITTENDEN COUNTY, SS.

At _____, on this, the _____day of_____, 2025, personally appeared _____
and acknowledged this instrument, by them as_____
of the City of Burlington, to be their free act and deed and the free act and deed of the City of Burlington.

Before me,

_____
Signature of Notary Public

_____
Print name of Notary Public
Commission No. _____
(My commission expires _____)

BURLINGTON-WINOOSKI BF RAIZ(2)
BURLINGTON STP 5000 (29)

ALIGNMENT SHIFT - CURVED 1 CONCEPT

* THE IMAGES SHOWN REFLECT CONCEPTUAL BRIDGE AND INTERSECTION LAYOUTS AND ARE INTENDED FOR COMPARISON BETWEEN ALTERNATIVES. FEATURES SUCH AS LANDSCAPING, PARK RESTORATION, STRIPING AND SIGNAGE FOR BIKE AND PEDESTRIAN FACILITIES, LIGHTING AND RAILINGS, AND WALL FINISHES ARE NOT FINAL AND/OR ARE NOT SHOWN.



BURLINGTON-WINOOSKI BF RAIZ(2)
BURLINGTON STP 5000 (29)

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RESOLUTION 5.03

Sponsor(s): Councilors Shannon, Bushor, Knodell: Bd. of Finance

Introduced: 1/13/2014

Referred to:

Action: Adopted

Date: 01/13/14

Signed by Mayor: 01/20/14

Resolution Relating to

AUTHORIZATION FOR BURLINGTON ELECTRIC DEPARTMENT TO PURCHASE THE WINOOSKI ONE HYDROELECTRIC GENERATING FACILITY AND TO PLACE REFERENDUM FOR ISSUANCE OF REVENUE BONDS ON THE BALLOT OF THE 2014 ANNUAL MEETING

CITY OF BURLINGTON

In the year Two Thousand Fourteen.....

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

That WHEREAS, in September 2012, the City Council passed a Resolution by which it authorized Burlington Electric Department ("BED") to issue written notice to Winooski One Partnership ("WOP") of its intent to exercise its option to purchase the hydroelectric generating facility spanning the Winooski River between the Cities of Winooski and Burlington ("Facility") at "fair market value" pursuant to the terms of an Amended and Restated Agreement between the parties dated December 12, 1991 ("Agreement"), and to make a deposit of one hundred thousand dollars ($100,000) pursuant to the terms of the Agreement; and

WHEREAS, pursuant to the City Council Resolution, BED timely sent WOP written notice of its intent to exercise its option to purchase the Facility, and deposited one hundred thousand dollars ($100,000) in an interest-bearing account; and

WHEREAS, when the parties were unable to agree on the Facility's fair market value, WOP and BED submitted the question to a panel of three arbitrators for determination pursuant to the Agreement; and

WHEREAS, on December 10, 2013, the Final Award of Arbitrators was issued establishing a fair market value for the Facility of Sixteen Million Dollars ($16,000,000); and

Resolution Relating to
AUTHORIZATION FOR BURLINGTON ELECTRIC DEPARTMENT TO PURCHASE THE WINOOSKI ONE HYDROELECTRIC GENERATING FACILITY AND TO PLACE REFERENDUM FOR ISSUANCE OF REVENUE BONDS ON THE BALLOT OF THE 2014 ANNUAL MEETING

WHEREAS, BED staff has determined that purchase of the Facility for $16,000,000, plus the cost of bond issuance and the establishment of a debt service reserve fund, estimated at Two Million Dollars ($2,000,000), would be beneficial to City of Burlington ratepayers; and

WHEREAS, BED staff has further determined that its cash reserves are such that it can accomplish the purchase by limiting the issuance of bonds to Twelve Million Dollars ($12,000,000); and

WHEREAS, at its regular meeting on December 11, 2013, the Board of Electric Commissioners voted to approve BED's purchase of the Facility for $16,000,000, and to proceed before the Board of Finance and the City Council for approval of the purchase;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington that BED is hereby authorized to take all actions necessary to purchase the Facility pursuant to the terms of the Agreement; and

BE IT FURTHER RESOLVED by the City Council that the following referendum question be placed upon the ballot of the Annual City Meeting to be held March 4, 2014:

REFERENDUM - ISSUANCE OF REVENUE BONDS FOR THE PURCHASE OF THE WINOOSKI ONE HYDROELECTRIC FACILITY

"Shall the City Council be authorized to issue revenue bonds or notes in one or more series pursuant to the City Charter on behalf of the Electric Light Department in an amount not to exceed $12,000,000, payable from the revenues derived from the electric system, for the acquisition of the Winooski One Hydroelectric Facility, including the cost of bond issuance and the establishment of any debt service reserve fund?"

* * * * * * * * * * * * * *

ORIGINAL

DISTRIBUTION:

I hereby certify that this resolution has been sent to the following department(s) on

BED
Ken Nolan

RESOLUTION RELATING TO

Authorization for Burlington Electric Department to Purchase The Winooski One Hydroelectric Generating Facility and to Place Referendum for Issuance of Revenue Bonds on the Ballot Of The 2014 Annual Meeting

Adopted by the City Council

January 13th, 2014

..... Clerk

Approved January 20, 2014

..... Mayor

Vol. ..... Page .....

Attest:

Lori Olberg
Licensing, Voting & Records Coordinator

* * * * * * * * * * * * * *

STATE OF VERMONT

CHITTENDEN COUNTY, ss.

I, ACAO Schrader City Clerk of the City of Burlington within said County and State, and having by law the custody of the seal, records and files of said City, do hereby certify that I have compared the foregoing copy of Resolution Relating to Authorization for Burlington Electric Department to Purchase The Winooski One Hydroelectric Generating Facility and to Place Referendum for Issuance of Revenue Bonds on the Ballot of The 2014 Annual Meeting, as duly warned and adopted,

with the original record thereof now being and remaining in this office, and that the same is a true and correct transcript therefrom, and of the whole and every part thereof.

IN TESTIMONY WHEREOF, I hereunto affix the seal of said City and subscribe my name, at Burlington in said County and State, this 26th day of August, 20 14

ACAO
City Clerk

To: Burlington Board of Finance and Burlington City Council
From: Will Clavelle, Interim Director, CEDO
CC: Johanna Schneider, Small Business Support Specialist, CEDO

Re: Lease of 339 Pine Street to ReSOURCE

Background:

The City of Burlington has leased the property at 339 Pine Street to ReSOURCE, a non-profit operating a reuse program, since 2001. Over the past decades, in addition to the important community benefit they provide in the reuse center, ReSOURCE has also increased their programs at 339 Pine to include many valuable workforce training programs, including Youth Build, and those in partnership with CEDO for the RAISE 2023 grant, including Construction 101, Weatherization, HVAC, Heat Pump, and Forklift Certification.

Historically the lease of 339 Pine Street to ReSOURCE did not include any rent payment as the building condition is very poor and as per their lease agreement, they were responsible for all maintenance, improvements, and capital repairs. Over the course of their time at 339 Pine, ReSOURCE has made significant improvements to the building, including electrical upgrades, lights, and replacement of windows, and doors. In total, they have well invested over $300,000 in maintaining and improving the building structure.

ReSOURCE's most recent lease term ended in July 2023, and they became a holdover tenant under the same terms in a month-to-month lease. In November 2025 the management of this lease was transferred from the Department of Public Works to CEDO. ReSOURCE requested a new, longer-term lease, as substantial repairs are needed to the roof, as well as the need for an additional bathroom, heat source, insulation, and doors to fit up space for their Youth Build programs. ReSOURCE will need to invest over $85,000 in the coming year.

In consideration of the important community benefit provided by ReSOURCE, as well as the significant investments they have made and will need to make to the property, CEDO proposes a new five-year lease with a monthly rent of $1,000 be executed with them. Similar to past leases, all capital repairs, improvements and general maintenance will continue to be the responsibility of the lessee while a new rent fee will contribute to covering the cost of CEDO employee time spent managing city leases.

Recommendation:

It is recommended that the lease is approved as is.

Additional Documents

Draft Lease Agreement

Board of Finance Motion:
To approve the lease of 339 Pine Street to ReSOURCE, subject to final review and approval by the City Attorney's office.

City Council Motion:
To approve the lease of 339 Pine Street to ReSOURCE, subject to final review and approval by the Board of Finance and the City Attorney's office.

CITY OF BURLINGTON
DRAFT LEASE AGREEMENT
WITH
ReSOURCE

This Lease Agreement ("Lease") is entered into by and between the City of Burlington, acting by and through the Community and Economic Development Office ("City"), and Lessee, ReSOURCE ("Lessee"), a Vermont non-profit enterprise in the State of Vermont with a principal place of business at 329 Harvest Lane, Suite 200, Williston, VT 05495. The City and Lessee agree to the terms and conditions of this Lease.

1. EFFECTIVE DATE AND NOTICE OF NONLIABILITY

This Lease shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Lease before the Effective Date and unless otherwise agreed to in writing, shall have no obligations for performance or expenses incurred before the Effective Date or after the expiration or termination of this Lease.

2. RECITALS

A. Authority. Authority to enter into this Lease 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 Lease.

C. Purpose. The City owns the property known as the City Garage located at 339 Pine Street in Burlington, Vermont (hereafter the "Premises"). The City and Lessee wish to enter into an agreement leasing certain portions of the premises to Lessee to further and carry out the purposes of the operation of a Reuse Enterprise. This Lease establishes the conditions and terms of Lessee's use of the Leased Premises.

D. References. All references in this Lease to sections (whether spelled out or using the § symbol), subsections, exhibits, or other attachments, are references to sections subsections, exhibits, or other attachments contained herein or incorporated as part of this Lease, unless otherwise noted.

3. DEFINITIONS

A. "Leased Premises" means the City-owned building and ground space known and numbered as 339 Pine Street in Burlington, Vermont, which consists of approximately 9,200 square feet of building space. A description and map of the Leased Premises are included as Attachment A.

B. "Effective Date" means the date on which this Lease is approved and signed by the City, as shown on the signature page of this Lease.

C. "Hazardous Substance" means and includes, but shall not be limited to, any element, substance, compound or mixture, including disease-causing agents, which after release into the environment or work place and upon exposure, ingestion, inhalation or assimilation into any organism, either directly or indirectly, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, including malfunctions in reproduction or

physical deformations in such organisms or their offspring, and all hazardous and toxic substances, wastes or materials, any pollutants or contaminants (including, without limitation, asbestos and raw materials which include hazardous constituents), or any other similar substances, or materials which are included under or regulated by any local, state or federal law, rule or regulation pertaining to environmental regulation, contamination, clean-up or disclosure, including, without limitation, CERCLA, and regulations adopted pursuant to such Acts, the Toxic Substances Control Act of 1976, as heretofore or currently in effect ("TSCA") and the Resource Conservation and Recovery Act of 1976, as heretofore or currently in effect ("RCRA").

D. "Lease" means this Lease Agreement, its terms and conditions, attachments, and documents incorporated by reference under the terms of this Lease.

E. "Party" means the City or Lessee and "Parties" means the City and Lessee.

F. "Termination Event" means any event described in Section 16.B.i. (Termination by the City – Breach)

4. TERM AND RENEWAL TERM(S)

A. Initial Term. This Lease and the Parties' respective performance shall commence on the Effective Date and expire on March 31, 2031.

5. LEASE—USES AND PURPOSES

The City hereby leases to Lessee for its exclusive use the right to access and occupy the Leased Premises, subject to the terms of this Lease and the following conditions:

A. Use. Unless otherwise approved in writing by the City, Lessee shall use and occupy the Leased Premises as depicted in Attachment A, to maintain and operate a "Re-Use Zone" and agrees to the following operational terms:

a. Lessee staff will decide which items are acceptable for donation, and deemed reusable;
b. Lessee will continue to track, and provide quarterly updates to Lessor of materials diverted from the landfill through the Re-Use Zone;
c. Lessee will provide, and maintain signage directing customers to the Re-Use area within their facility;
d. Lessor will provide signage to direct customers to the Re-Use Zone outside of the facility attached to the fence located at the entrance to CSWD's Burlington Drop Off Center;
e. Lessee will have full use of the storage shed located to the West of the building in the fenced in area to store materials that need to be kept out of the elements, e.g. lumber, toilets etc.; and
f. Lessee will provide a lock for the access gate to the storage area/shed, and Lessor will receive a key for that lock to maintain access to the storage area/shed.
g. Lessee shall use the Premises in such a manner as to not impair the operation of Chittenden Solid Waste Facility, Burlington City Arts authorized artist space, or any other use or operation authorized by the City of Burlington on the Premises including but not limited to the use associated with the construction of the Southern Connector and the Grant of Environmental Restrictions and Right of Access.
h. Lessee acknowledges, accepts, and agrees that some or all of the Premises, including the

Premises may be needed for the Champlain Parkway Project, the Rail yard Enterprise Project, or some other municipal development project or need, and that in such circumstance, Lessor may limit Lessee's use or occupancy of Premises according to Sections I. B. and 3. B. In such circumstance, Lessee agrees to waive any right to quiet enjoyment of affected Premises. Lessor agrees to make a good faith effort to minimize any such limitation of use or occupancy of premises.

i. The parties acknowledge that an environmental easement encumbers the Premises, restricting uses and activities and requiring that a right to access the Premises at all reasonable times be given to the State of Vermont Agency of Natural Resources and the United States Environmental Protection Agency for the purpose of conducting the activities related to the Consent Decree filed in connection with the Record of Decision for the Pine Street Canal Superfund Site in the case of United States of America and the State of Vermont v. Green Mountain Power Corporation et al. with a portion of such easement attached to this agreement for the convenience of the Parties as **Attachment B**

j. Lessee acknowledges that because some or all of the Premises may be needed for the construction of the highway project formerly known as the Southern Connector and now known as the "Champlain Parkway" or for the project known as the Railyard Enterprise Project or to be used for some other City development project or need, Lessor cannot unconditionally commit to either a long term lease or unfettered access to the outside area of the Premises currently used by Lessee for parking, storage, and associated operational uses and needs; and

B. Upkeep and Utilities. Lessee shall furnish to the Leased Premises and pay all charges for telephone service, sewage service, stormwater, trash and/or hazardous waste removal, janitorial service, water, electric power, heat, gas, air conditioning and other utilities of every kind.

C. Condition. Lessee shall keep and maintain all parts of the Leased Premises—including related and associated appurtenances—in good condition and in a clean, orderly and sanitary manner during the term of this Lease. Such actions include but are not limited to: painting, lighting, removal of ground side snow and garbage, landscaping, replacement of broken glass with glass the same size and quality of that broken, and utility services.

D. Damage. Lessee shall be responsible to Lessor for damage caused to the Premises by the acts or omissions of its officers, agents, servants, employees, contractors, guests, or invitees.

E. This Agreement incorporates by reference the terms of the environmental Easement and§ IX of the Consent Decree entered on February 11, 2000 in the case of United States of America and the State of Vermont v. Green Mountain Power Corporation et al, Civil Action No. 1 :99-CV-366 (D. Vt.). The permitted use of the Premises is encumbered by such terms and conditions related to the rights of access to and use restrictions on the Premises necessary to implement the Record of Decision for the purposes of protecting human health and the environment. The Grant of Environmental Restrictions and Right of Access is recorded in the Burlington Land Records in volume 877 pages 29-75. Pages 27-40 are attached hereto for the Parties' convenience. Lessee shall permit access to the Premises as set forth in the Grant and shall not perform any activities or uses which violate one or more of the conditions set forth in the Grant, including but not limited to Section 4, Restricted Uses and Activities, recorded in volume 877 pages 31-32 of the Burlington Land Records and attached hereto in **Attachment B**

F. Impact of Municipal Projects on Leased Premises. Lessee acknowledges, accepts, and agrees

that some or all of the Premises, including the Premises may be needed for the Champlain Parkway Project, the Rail yard Enterprise Project, or some other municipal development project or need, and that in such circumstance, Lessor may limit Lessee's use or occupancy of Premises. In such circumstance, Lessee agrees to waive any right to quiet enjoyment of affected Premises. Lessor agrees to make a good faith effort to minimize any such limitation of use or occupancy of premises.

G. Sublease. Lessee shall not sublease any portion of the Leased Premises without the express prior written approval of the City

H. Compliance with Law. Lessee shall observe and comply with any and all present and future requirements of the constituted public authority and with all federal, state, or local statutes, ordinances, regulations, standards, conditions, and agreements applicable to Lessee for its use of the Leased Premises, including, but not limited to, ordinances, rules and regulations promulgated from time to time by or at the direction of the City. Further, Lessee shall—at its own expense—submit to and comply with the requirements of all state and federal regulatory agencies or municipal boards having jurisdiction over the construction of any fixed improvements on the Leased Premises, including, but not limited to, any Environmental Board or Board of Health.

I. ADA. Lessee shall—at its own expense—comply with the standards for accessible design known as the Americans with Disabilities Act ("ADA") Accessibility Guidelines in connection with any new construction or alteration of the Leased Premises. Lessee shall bear the burden of this obligation regardless of whether any such Agency or Board shall require that the City be the applicant of record.

J. Waste and Nuisance. Lessee shall not make any actionable waste or nuisance upon the Leased Premises and shall not do or permit to be done anything which may result in the creation, commission, or maintenance of any such waste or nuisance on said premises. Lessee shall properly handle, remove, and dispose of any and all lubricants and/or hazardous waste and maintain the Leased Premises in a clean and safe condition.

K. "As-is". Lessee acknowledges, accepts, and agrees that it is taking the Premises "as is" without any warranties of habitability or compliance with applicable codes by Lessor. Lessee acknowledges, accepts, and agrees that it may only use the Premises in accordance and compliance with applicable building, life safety, fire, health, zoning, and other applicable codes related to health, safety, and environmental protections. Lessee acknowledges, accepts, and agrees to the restrictions on uses and activities set forth in the Grant of Environmental Restrictions and Right of Access (see Attachment B).

L. Improvements. Should Lessee desire to make infrastructure and Lessee-specific modifications or improvements to the Leased Premises, Lessee shall obtain advanced written approval by the City. Lessee shall be solely responsible for all costs associated with improvements without reimbursement or further consideration from the City. All approved additions or improvements must comply with the standards for accessible design known as the Americans with Disabilities Act Accessibility Guidelines and shall, on expiration or termination of this Lease, belong to the City without compensation to Lessee. All improvements shall be made in accordance with building, fire, health, zoning, and other applicable codes and permits for such work much be obtained if required by code.

M. Capital Repairs and Replacements. Lessee shall, at its sole cost and expense, be responsible for all capital repairs and replacements to the Premises during the Term of this Lease subject to a written and signed addendum to this document. Capital repairs include, but are not limited to

replacement of the roof, structural components, foundation, exterior walls, windows, HVAC systems, plumbing, electrical systems, and other major building systems, regardless of whether such repair or replacement is ordinary, extraordinary, foreseen, or unforeseen. All such work shall be subject to prior written approval by the City, comply with all applicable laws, codes, and permitting requirements, and be completed by properly licensed and insured contractors.

All capital repairs and replacements shall become the property of the City upon installation and shall not be removed at the expiration or earlier termination of this Lease.

N. Supervision. Lessee shall ensure that the management, maintenance, and operation of the Leased Premises shall at all times be under the supervision and direction of an active, qualified, competent representative of Lessee, and Lessee shall identify its representative, and any successor, in writing to the City.

6. RENT

Lessee shall, in accordance with the provisions of this section, pay the City rent and other amounts due hereunder in the amounts and using the methods set forth below:

A. Leased Space Rent. Lessee shall pay the City rent for access and use of the Leased Premises at a rate of one thousand dollars ($1,000.00) per month, which represents approximately $0.11 per square foot per month for the 9,200 square feet of the Premises.

B. Time for Payment. Lessee shall make the rental payment due under this **§7** on or before the first day of each calendar month during the term of this Lease. Payment shall be made to:

City of Burlington, Community and Economic Development Office, 149 Church Street, Burlington, Vermont 05401.

C. Electronic Payment. The City shall have the right, on not less than thirty (30) days prior written notice to Lessee (the "Electronic Payment Notice"), to require Lessee to make subsequent payments of monthly rent, any additional back rent, and other monies due pursuant to the terms of this Lease by means of electronic funds transfer determined by the City in its sole and absolute discretion (the "Electronic Payment"). The Electronic Payment Notice shall set forth the proper bank ABA number, account number and designation of the account to which such Electronic Payment shall be made. Lessee shall promptly notify the City in writing of any additional information that will be required to establish and maintain Electronic Payment from Lessee's bank or financial institution. The City shall have the right, after at least ten (10) days prior written notice to Lessee, to change the name of the depository for receipt of any Electronic Payment and to discontinue payment of any sum by Electronic Payment."

D. Late Payment. Any required payment which has not been paid when due shall incur interest at the rate of 1.5% per month, in addition to a 5% penalty. Any amounts owed with penalty thereon for a period in excess of one year shall be increased by additional eighteen (18%) applied annually to the total amount owed.

7. CITY OBLIGATIONS

A. Access. The City shall ensure reasonable ingress and egress to and from the Leased Premises.

B. Snow Removal. The City shall provide for snow removal from access roads.

C. Notice. In the event that some or all of the Premises may be needed for the Champlain Parkway Project, the Railyard Enterprise Project, or some other municipal development project or need, the Lessor shall provide the Lessee with 6 month notice of any and all limitations on Lessee's use and occupancy.

8. ENTRY OF LEASED PREMISES

The City and its authorized officers, employees, agents, contractors, sub-contractors and other representatives shall have the right to enter upon the Leased Premises for the following purposes:

A. Inspection. Lessee shall permit Lessor or Lessor's agents to enter the Premises at reasonable times and upon reasonable notice for the purpose of inspecting the Premises and making certain that Lessee is meeting all of its obligations under this Lease. The Parties acknowledge that an environmental easement encumbers the Premises, restricting uses and activities and requiring that a right to access the Premises at all reasonable times be given to the State of Vermont Agency of Natural Resources and the United States Environmental Protection Agency for the purpose of conducting the activities related to the Consent Decree filed in connection with the Record of Decision for the Pine Street Canal Superfund Site in the case of United States of America and the State of Vermont v. Green Mountain Power Corporation et al. with a portion of such easement attached to this agreement for the convenience of the Parties as **Attachment B.**

B. Facilities. To perform essential maintenance, repair, relocation or removal of existing underground or overhead wires, pipes, drains, cables and conduits now located on or across the Leased Premises, and to construct, maintain, repair, relocate and remove such facilities in the future if necessary to carry out the master plan of development of the City provided Nothing herein shall be construed to impose upon the City any obligations to construct or maintain or to make repairs, replacements, alterations or additions, or shall create any liability for any failure to do so. Lessee is and shall be in exclusive possession of the Leased Premises and the City shall not, in any event, be liable for any damage to the premises or any property of Lessee or any other persons located in or thereupon, other than to repair or remedy such damage as may be occasioned by negligence of the City, its employees or agents.

9. TAXES AND ASSESSMENTS

A. Direct Tax. Lessee shall pay directly to the taxing authority any and all personal property inventory taxes or assessments which may be assessed against the Leased Premises and its contents during the term hereof or any renewal term.
Lessee shall be responsible for paying all applicable property taxes for the Property during the term of this Lease Agreement. For the entire term of this lease agreement, all the appropriate fiscal year property taxes for the Property, as listed on the Property Tax Payment Schedule set by the City Council and located at 339 Pine Street, shall be paid by Lessee to the CITY when a bill for said taxes is presented.

10. INSURANCE

Lessee shall provide a certificate of insurance including relevant endorsements in accordance with Attachment D hereto.

11. INDEMNIFICATION & LIABILITY

A. ***Indemnification.*** Lessee shall indemnify, defend, and hold harmless the City, its officers, agents and employees, their successors and assigns, individually or collectively, from and against all liability and any claims, suits, expenses, losses, judgments, proceedings, damages, expenses, demands, suits, costs (including costs of defense, reasonable attorney fees, and reasonable professional fees incurred in defense or incurred in enforcement of this indemnity), and causes of action, including but not limited to, claims arising out of or in connection to the following:

1. This Lease;
2. The Leased Premises;
3. Actions on the Leased Premises;
4. Lessee's possession, use, occupation, or control of the Leased Premises ;
5. Actions or omissions of the Lessee, its agents, employees, licensees, visitors, or contractors;
6. Breach or default of this Lease by Lessee, its agents, employees, licensees, or contractors.

Lessee shall give prompt and timely notice to the City (and copying the Burlington City Attorney's Office) of any claim made or suit instituted which, in any way, directly or indirectly, contingently or otherwise, affects or may affect the City, the Leased Premises.

Lessee shall reimburse the City for costs associated with violations issued by state and federal regulatory authorities resulting from Lessee's misconduct, incompetence, or negligence as determined by the City.

B. Liability. The City shall not be liable to the Lessee, any assignees claiming by, through, or under Lessee, any subtenants claiming, by, through, or under Lessee, and any of their respective agents, contractors, employees, and invitees, for any injury to or death of any person or persons or the damage to or theft, destruction, loss, or loss of use of any property or inconvenience (collectively and individually a "loss") caused by casualty, theft, fire, third parties, repair, or failure to repair, or alteration of any part of this building, or any other cause, unless due to the negligence or willful misconduct of any indemnified party, in whole or in part.

12. HAZARDOUS WASTES

A. Disposal. Lessee shall properly handle, remove, and dispose of any and all lubricants, grease, and/or hazardous waste and shall maintain the Leased Premises in a clean and safe condition.

B. Hold Harmless. Without any limitation to Lessee's indemnification and defense obligations hereunder, Lessee shall indemnify, defend, and hold harmless the City, its officers, and employees

from and against all loss, cost and expense (including, without limitation, attorney fees) of whatever nature suffered or incurred by the City on account of the existence, release, or discharge of Hazardous Substances on or from the Leased Premises including, without limitation, any claims, costs, losses, liabilities, and expenses arising from the violation (or claimed violation) of any environmental laws or the institution of any action by any party against the City or the Leased Premises based upon nuisance, negligence or other tort theory alleging liability due to the improper generation, storage, disposal, removal, transportation or treatment of Hazardous Substances or the imposition of a lien on any part of the Leased Premises under the Comprehensive Environmental Response Compensation and Liability Act of 1980, 42 U.S.C. Section 9601, et seq., as amended ("CERCLA"), or any other laws pursuant to which a lien may be imposed due to the existence of Hazardous Substances. Lessee further unconditionally, absolutely, and irrevocably guarantees the payment of any fees and expenses incurred by the City in enforcing or seeking enforcement of the liability of Lessee under this indemnification.

13. WARRANTIES AND REPRESENTATIONS

A. Regarding the Leased Premises. The City represents that it is the owner of the Leased Premises or the authorized representative or agent of said owner. During the terms of this Lease, the City represents and warrants that the Lessee may have, hold, and enjoy peaceful and uninterrupted possession of the Leased Premises and rights herein leased and granted, subject to performance by Lessee of its obligations herein.

B. Regarding Legal Authority. Lessee warrants that it possesses the legal authority to enter into this Lease and that it has taken all actions required by its procedures, by-laws, and/or applicable laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Lease and to bind Lessee to its terms. The person signing and executing this Lease on behalf of Lessee hereby represents, warrants, and, guarantees that they have full authorization to do so. If requested by the City, Lessee shall provide the City with proof of Lessee's authority to enter into this Lease within 15 days of receiving such a request.

14. CASUALTY

If the Leased Premises are damaged by fire, flood, or another casualty, either Party may terminate this Lease within 30 days of the date the terminating Party becomes aware of such occurrence if, in the opinion of the terminating Party, the Leased Premises have been so damaged as to render them wholly or partially untenantable or unfit for the Lessee's purposes. If so elected, the terminating Party shall give the other Party written notice to the City and termination shall be effective 30 days from the date of mailing of the notice of termination.

If the Parties elect not to terminate this Lease, the City shall reasonably estimate the time, restoration work, and commencement date that the City reasonably anticipates is required for the performance of restoration work. Lessee's obligation to pay rent shall equitably and proportionately abate with respect to the damaged portion of the Leased Premises from the date of damage until restoration is sufficiently complete to enable Lessee to recommence its use and occupancy of the Leased Premises for the purposes set forth in this Lease.

15. TITLE TO IMPROVEMENTS

Upon the expiration or termination of this Lease, all permanently fixed improvements made upon the

Leased Premises by Lessee shall become a part of the realty and remain on the Leased Premises as the property of the City. Lessee shall not be entitled to compensation of any kind for such improvements nor shall the City be required to provide Lessee with any consideration of any kind for such improvements.

16. TERMINATION

In addition to the termination rights granted in other sections of this Lease, the Parties may terminate this Lease in accordance with this **§16**.

A. Breach. The failure of either Party to perform any of its material obligations hereunder in whole or in part or in a timely or satisfactory manner constitutes a breach.

B. Termination by the City.

(i) Municipal Development. In the event that the leased premises are needed for the completion of a municipal construction project, the City may terminate this Lease subject to proper notice delivered no less than six (6) months in advance of the date of termination.

(ii) Breach. The City may terminate this Lease, if Lessee fails to perform any of its material obligations hereunder in whole or in part or in a timely or satisfactory manner, including, but not limited to, the following conditions:

a. Past Due. If Lessee fails to pay required rental charges or money payments more than thirty (30) days after a due date.

b. Abandonment. If Lessee or any approved sub-lessee voluntarily abandons or discontinues operations at the Premises for a continuous period of sixty (60) days.

c. Bankruptcy. The institution of proceedings under any bankruptcy, insolvency, reorganization or similar law, by or against Lessee, or the appointment of a receiver or similar officer for Lessee or any of its property, which is not vacated or fully stayed within twenty (20) days after the institution or occurrence thereof, shall constitute a breach.

d. Public safety. If terminating the lease is reasonably necessary to preserve public safety or to prevent an immediate public crisis.

(iii) Notice and Cure Period. In the event of a breach, notice of such shall be given in writing by the aggrieved Party to the other Party. If such breach is not cured within 30 days of receipt of written notice, or if a cure cannot be completed within thirty (30) days, or if a cure of the breach has not begun within 30 days and pursued with due diligence, the non-breaching Party may terminate this Lease by sending a notice of termination, which shall be effective thirty (30) days after the notice of termination is sent. Notwithstanding anything to the contrary herein, the City, in its sole discretion, need not provide advance notice or a cure period and may immediately terminate this Lease in whole or in part if reasonably necessary to preserve public safety or to prevent an immediate public crisis.

(iv) Repeated Breaches. If the same Termination Event has occurred on four separate occasions

during any rolling 12-month period (having been duly remedied or waived on each occasion), a cure period for remedying the next occurrence of such Termination Event occurring within the relevant 12-month rolling period will only be available if City so permits in its sole discretion.

(v) Rights and Remedies Not Exclusive. The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

C. Termination by Lessee. Lessee may terminate this Lease upon thirty (30) days' advance written notice to the City under the following conditions:

(i) Injunction. The issuance by any court of competent jurisdiction of an injunction, order, or decree preventing or restraining the use by Lessee of all or any substantial part of the Leased Premises or preventing or restraining the use of the Premises for usual purposes in its entirety, or the use of any part thereof which may be used by Lessee and which is necessary for Lessee's operations on the Premises which remains in force, unvacated or unstayed for a period of at least sixty (60) days.

D. Damage to Improvements. Either Party may terminate this Lease upon providing thirty (30) days' written notice to the other Party if the fixed improvements upon the Leased Premises are so totally destroyed or so extensively damaged that it would be impracticable or uneconomical to restore the same to their previous condition.

17. CONDITION ON TERMINATION

At the termination or expiration of this Lease, Lessee shall surrender and deliver the Leased Premises in as substantially good order and condition as exists at the inception hereof; excepting, however, loss by fire, inevitable accident, act of God, and ordinary wear and tear.

18. LIENS

Lessee shall cause to be removed any and all mechanic's or materialman's liens of any nature arising out of or because of any construction performed by Lessee upon the Leased Premises or arising out of or because of the performance of any work or labor upon or the furnishing of any materials for use at the Leased Premises, by or at the direction of Lessee within a reasonable time not to exceed six (6) months from the completion of any such construction.

19. HOLDING OVER

In the event Lessee shall hold over and remain in possession of the Leased Premises after cancellation or termination of this Lease, such holding over shall not be deemed to operate as a renewal or extension of this Lease, but rather shall only create a tenancy from month-to-month which the City may terminate at any time upon thirty (30) days' advance written notice.

20. FORCE MAJEURE

Neither Party shall be deemed to have breached this Lease if it is prevented from performing any of its obligations hereunder by reason of acts of God, acts of the public enemy, acts of superior governmental

authority, weather conditions, riots, rebellion, sabotage, or any other circumstances for which it is not responsible or which is not under its control, and the Party experiencing force majeure gives written notice to the other party identifying the nature of such force majeure, and when it began. The Party experiencing force majeure shall take immediate action to attempt to remove such causes of force majeure as may occur from time to time and its operations under this Lease shall be resumed immediately after such cause has been removed, provided that neither Party shall be required to settle any labor dispute except upon terms that the Party deems acceptable. The suspension of any obligations under this section shall not cause the term of this Lease to be extended and shall not affect any rights accrued under this Lease prior to the occurrence of the force majeure. The Party giving notice of the force majeure shall also give notice of its cessation.

21. PUBLIC EMERGENCIES

Lessee must comply with all local, state, federal orders, directives, regulations, guidance, advisories during public emergencies. Public emergencies include, but are not limited to, national, state and local security emergencies; public health emergencies and pandemics; evacuations; chemical spills; shelter-in-place alerts; severe weather advisories; boil water advisories; and roadway interruptions. A Lessee's failure to comply with any local, state, federal orders, directives, regulations, guidance, or advisories during a public emergency shall constitute a breach of the Lease pursuant to Section 17 (Termination). The City shall have sole discretion in determining if Lessee is compliant with the above. If a public emergency is declared, the City will not be responsible for any expenses or losses incurred as a result of any public emergency.

22. DISPUTE RESOLUTION

The Parties shall make their designation representative available to meet within a reasonable time to discuss issues relating to the Lease or the Leased Premises. Each Party shall take such actions as reasonably necessary to address any issues within a reasonable time.

Either Party may enforce this Lease and/or seek appropriate remedies in Chittenden Superior Court under the laws of the State of Vermont.

23. NOTICES AND REPRESENTATIVES

Each individual identified below is the principal representative of the designating Party. All notices required to be given hereunder shall be hand delivered with receipt required or sent by certified or registered mail to such Party's principal representative at the address set forth below. In addition to, but not in lieu of a hard-copy notice, notice also may be sent by e-mail to the e-mail addresses, if any, set forth below. Either Party may from time to time designate by written notice substitute addresses or persons to whom such notices shall be sent. Unless otherwise provided herein, all notices shall be effective upon receipt.

For the City: Kara Alnasrawi
149 Church Street, Burlington, VT 05401
802.238.1910
Kara@burlingtonvt.gov

For Lessee: Tom Longstreth, Executive Director, ReSource, 399 Pine Street, Burlington, VT, 05401
tlongstreth@ReSourcevt.Org

24. GENERAL CIVIL RIGHTS PROVISIONS

Lessee agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. If the Lessee transfers its obligation to another, the transferee is obligated in the same manner as the Lessee.

This provision obligates the Lessee for the period during which the property is owned, used, or possessed by the Lessee. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

25. COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS

During the performance of this Lease, the Lessee, for itself, its assignees, and successors in interest, agrees as follows:

1. **Compliance with Regulations:** The Lessee will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The Lessee, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Lessee will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Lessee for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Lessee of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

26. FEDERAL CIVIL RIGHTS PROVISION

No person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of property and facilities made available or leased to Lessee; the construction of any improvements on, over, or under said property and facilities; or the furnishing of services thereon. Lessee shall comply with the Nondiscrimination Acts and Authorities as set out below and as they may be amended from time to time.

A. The Lessee shall maintain and operate such facilities and services in compliance with all requirements imposed by the Nondiscrimination Acts and Authorities such that no person on the

grounds of race, color, or national origin, shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. In all solicitations, either by competitive bidding, or negotiation made by Lessee for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier shall be notified by Lessee of Lessee's obligations under this Agreement and the Nondiscrimination Acts and Authorities.

C. In the event of breach of any of the above non-discrimination covenants, the City shall have the right to terminate the Agreement and re-enter and repossess the underlying property and facilities and hold the same as if the Agreement had never been made or issued.

D. During the performance of this Lease, Lessee, for itself, its assignees, and successors in interest (hereinafter referred to as the "Lessee") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq*., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq*.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;

- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq*.) (prohibits discrimination on the basis of age);

    i. The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

    ii. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

    iii. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

27. LIVABLE WAGE

The City has in effect a livable wage ordinance. This livable wage ordinance is applicable to service contracts with the City (as opposed to the purchasing of goods) where the total amount of the contract or contracts with the same person or entity exceeds $15,000 for any twelve-month period.

Lessee shall comply with the livable wage ordinance to the extent that it is a covered employer under the ordinance and the ordinance is otherwise applicable. Lessee shall also require any contractors or agents performing work at the Leased Premises to comply with the livable wage ordinance.

28. MORTGAGES

At the option of the City, this Lease shall be subordinate to any mortgage or other security interest by the City which from time to time may encumber all or part of Leased Premises so long as the City's lender shall agree in writing in a form reasonably acceptable to Lessee that such lender will not disturb Lessee's possession and rights under Lease so long as Lessee remains in compliance with Lease.

29. ESTOPPEL CERTIFICATE

Each Party shall—within thirty (30) business days after request by the other Party—execute and deliver to the requesting Party, or the party designated by the requesting Party, a statement certifying: (i) that Lease is unmodified and in full force and effect (or, if there have been modifications, stating the modifications, and that the modified Lease is in full force and effect); (ii) whether, to the responding Party's knowledge, either Party is in default in performance of any of its obligations under Lease, and, if so, specifying each default; and (iii) any other information reasonably requested concerning Lease.

30. BROKER COMMISSIONS

The City shall have no obligation to pay any real estate commissions to any agents or brokers claiming by or through Lessee, and without prejudice to Lessee's general indemnification and defense obligation hereunder, Lessee agrees to indemnify and hold harmless the City for all claims or demands of any other real estate agent or broker claiming by, through, or under Lessee. This indemnification shall also include payment of costs and attorney fees incurred by the City in defense of a claim for such real estate commissions or fees.

31. GENERAL PROVISIONS

A. Assignment. Lessee shall not assign this Lease or sublet any part of the Leased Premises without the expressed written consent of the City.

B. Binding Effect. All provisions of this Lease, including the benefits and burdens, shall extend to and be binding upon the Parties' respective heirs, legal representatives, successors, and assigns.

C. Captions. The captions and headings in this Lease are for convenience of reference only and shall not be used to interpret, define, or limit its provisions.

D. Counterparts. This Lease may be executed in multiple identical counterparts, all of which shall constitute one agreement.

E. Entire Understanding. This Lease represents the complete integration of all understandings between the Parties and all prior representations and understandings—oral or written—are merged herein. Prior or contemporaneous additions, deletions, or other changes hereto shall not have any force or effect whatsoever, unless embodied herein. By and through execution of this Lease, the prior temporary license agreement executed between the Parties as of Fall 2024 is extinguished and supplanted hereby.

F. Extinguishment and Replacement. This Lease extinguishes and replaces any prior leases between the Parties related to the Leased Premises upon the Effective Date hereof.

G. Modification. Modifications of this Lease shall not be effective unless agreed to in writing by both Parties in a formal written amendment to this Lease, properly executed and approved by both Parties.

H. Interpretation. The language in all parts of this Lease shall in all cases be construed simply according to its fair meaning and not strictly construed against the City. This Lease shall be construed and performance thereof shall be determined in accordance with the laws of the State of Vermont.

I. Severability. Provided this Lease can be executed and performance of the obligations of the Parties accomplished within its intent, the provisions hereof are severable, and any provision that is declared invalid or becomes inoperable for any reason shall not affect the validity of any other provision hereof.

J. Survival of Certain Lease Terms. Notwithstanding anything herein to the contrary, provisions of this Lease requiring continued performance, compliance, or effect after expiration or termination shall survive such expiration or termination and shall be enforceable by the City if Lessee fails to perform or comply as required.

K. Third Party Beneficiaries. Enforcement of this Lease and all rights and obligations hereunder are reserved solely to the Parties, and not to any third party. Any services or benefits which third parties receive as a result of this Lease are incidental to the Lease and do not create any rights for such third parties.

L. Waiver. No acceptance by the City of rentals, fees, charges or other payments in whole or in part, for any period or periods after a default of any of the terms, covenants, and conditions hereof, to be performed, kept or observed by Lessee, shall be deemed a waiver of any right on the part of the City to terminate this Lease. A waiver by the City of any breach of a term, provision, or requirement of this Lease or any right or remedy hereunder, whether explicitly or by lack of enforcement, shall not be construed or deemed as a waiver of any subsequent breach of such term, provision or requirement, or of any other term, provision, or requirement.

M. Public Records. All records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of the City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified by Lessee, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that a document or record is proprietary, a trade secret, or otherwise exempt. Particular records, pages, or sections that are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

N. Illegal Substance. Lessee, Lessee's employees, and Lessee's patrons are prohibited from possessing, using, transporting, cultivating, selling, growing, or donating any substance prohibited under local, state, or federal law, including but not limited to marijuana.

O. Attorneys' Fees. In case of any dispute arising from this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs.

P. Municipal Rights. Nothing herein shall be deemed a waiver of Landlord's regulatory authority as a city.

32. ATTACHMENTS

The following attachments are adopted, made part of, and incorporated by reference into this Agreement:

A. Attachment A: Leased Premises Description and Map

B. Attachment B: Resolution and Easements Regarding 339 Pine Street

C. Attachment C: Insurance Requirements

D. Attachment D: Certificate of Insurance

E. Attachment E: Addendum to Lease Granting Permission to Undertake Capital Improvements

— Signature Pages to Follow —

33. SIGNATURE PAGE 1.

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. This Lease may be executed electronically, and an electronic copy or other facsimile shall be treated as an original. This Lease may be executed in counterparts, each of which shall be deemed an original.

The Parties hereto have executed this Lease Agreement

LESSEE
OPERATOR
_____, _____, VT ___

By: _____

Name: _____

Title: _____

Date: _____

State of Vermont, County of _____. This record was acknowledged before me on _____(date) by _____ (authorized signatory's name).

Signature of Notary Public: _____

Stamp or certificate number: _____

Title of office: _____

My commission expires: _____

34. SIGNATURE PAGE 2.

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 Lease Agreement

City of Burlington
149 Church Street, Burlington, Vermont 05401

By: _____

Name: Mayor Emma Mulvaney-Stanak_____

Title: Mayor of the City of Burlington, Vermont_____

Date: _____

State of Vermont, County of _____. This record was acknowledged before me on _____(date) by _____ (authorized signatory's name).

Signature of Notary Public: _____

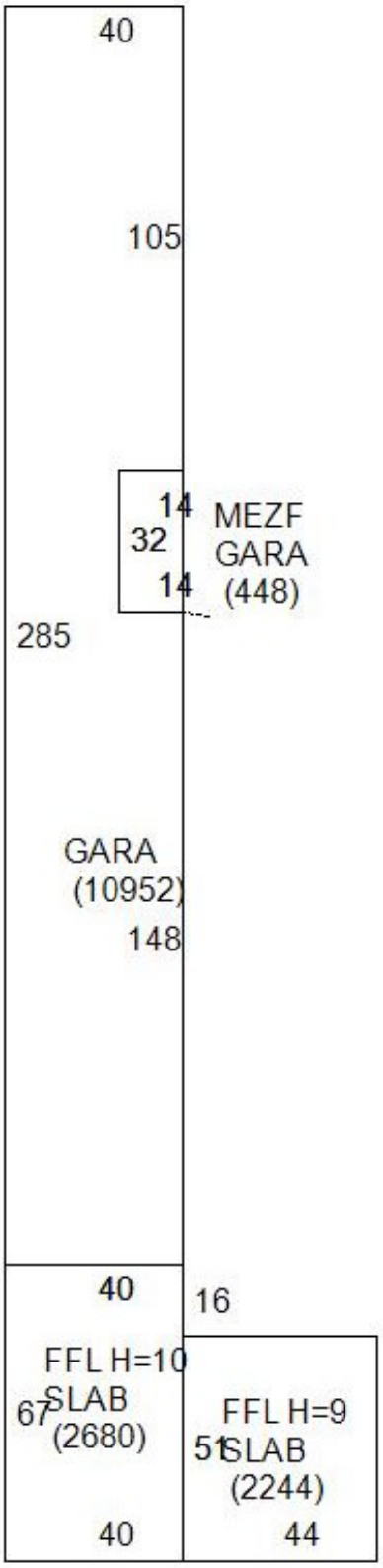
Stamp or certificate number: _____

Title of office: _____

My commission expires: _____

ATTACHMENT A

Leased Premises Description[s] and Map[s]




CSWD Drop-off Center - Burlington
Champlain Metals
ReSOURCE YouthBuild
ReSOURCE Burlington Thrift store
Pine St
Pine St
337
Resource leased premises

ATTACHMENT B

Resolution and Easements Regarding 339 Pine Street

ATTACHMENT C

INSURANCE REQUIREMENTS

As used in this form, "Contractor" shall mean the lessee/tenant. Insurance shall be maintained throughout the term, and the lessee/tenant shall provide certificates of insurance and endorsements reasonably acceptable to the City prior to the Effective Date of the lease and annually during the term. These requirements shall also be satisfied by any subtenant authorized by the City and by any contractors, subcontractors, consultants, or subconsultants doing work of any kind or nature in the premises that could create liability for the City of any kind or nature.

The Contractor shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater (www.ambest.com). The certificate of insurance coverage shall be documented on forms acceptable to the City. Compliance with minimum limits and coverage, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the City, must be received prior to the Effective Date of the Contract. If this Contract extends to more than one year, evidence of continuing coverage must be submitted to the City on an annual basis. Copies of any insurance policies may be required.

The Contractor is responsible to verify and confirm in writing to the City that: (i) all subcontractors must comply with the same insurance requirements as the Contractor; (ii) all work activities related to the Contract shall meet minimum coverage and limits; and (iii) all coverage shall include adequate protection for activities involving hazardous materials.

No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been developed and must be met to protect the interests of the City.

A. Commercial General Liability: With respect to all operations performed by the Contractor, subcontractors, agents or workers, it is the Contractor's responsibility to ensure that commercial general liability insurance coverage, covering bodily injury and property damage, on an occurrence form, provides all major divisions of coverage including, but not limited to:

1. Premises Operations

2. Independent Contractors' Protective

3. Products and Completed Operations

4. Personal Injury Liability

5. Medical Expenses

Coverage limits shall not be less than:

1. General Aggregate $2,000,000

RESOLUTION 6.05
Sponsor(s): Finance Board

Introduced: 06/14/04
Referred to:

Action: adopted
Date: 6/14/04
Signed by Mayor: 6/16/04

Resolution Relating to

877 27

APPROVAL OF GRANTS OF ENVIRONMENTAL RESTRICTIONS AND RIGHTS OF ACCESS REGARDING PINE STREET BARGE CANAL PROPERTIES

CITY OF BURLINGTON

In the year Two Thousand Four.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, on September 27, 1999, the City Council authorized the Mayor to execute on behalf of the City of Burlington ("City"), a Consent Decree to be entered in the United States District Court for the District of Vermont in United States of America v. Green Mountain Power Corp., et al., which Consent Decree settled all issues related to the remediation of the Pine Street Barge Canal Superfund Site ("Site"); and

WHEREAS, under the terms of the Consent Decree, the City and other property owners in the vicinity of the Site agreed to provide a right of access to their property for purposes of implementing remedial activities at the Site and to submit to permanent use restrictions on their property as covenants that will run with the land for the purpose of protecting human health and the environment; and

WHEREAS, on March 27, 2000, the City Council authorized the execution of Grants of Environmental Restrictions and Rights of Access for the three (3) parcels owned by the City at that time related to the Site; and

WHEREAS, the City presently owns four (4) separate parcels of property in the vicinity of the Site; and

(19)
SF a.B CITY CLERK'S OFFICE P
Received 6-22-2004 at 2:35 M
and recorded in Vol. 877 on Page
of Burlington Land Records, Attest:
J. LaMarche, Assl. City Clerk

Resolution Relating to APPROVAL OF GRANTS OF ENVIRONMENTAL RESTRICTIONS AND RIGHTS OF ACCESS REGARDING PINE STREET BARGE CANAL PROPERTIES

WHEREAS, the United States Environmental Protection Agency recently approved the Grants of Environmental Restriction and Right of Access in the form attached hereto, and requested the City and other property owners to execute and record same in the Land Records of the City of Burlington;

NOW THEREFORE, BE IT RESOLVED by the City Council that the Honorable Peter Clavelle, Mayor, be and hereby is authorized to execute on behalf of the City of Burlington the four (4) Grants of Environmental Restrictions and Right of Access and accompanying property transfer tax returns in the form attached hereto, as well as any other documents necessary for the City to comply with its obligations under the Consent Decree.

211160/00007 wfo: resolution-pine street grants, 6-8-04
lb/atty's initials/c: Resolutions 2004/Name Resolution
Date

877 29

Received 6-22-2004 at 2:35 P.M.
and Recorded in Vol. 877 on Page
of Burlington Land Records.
Vermont Property Transfer Tax 32 V.S.A. Chap. 231
-ACKNOWLEDGEMENT-
Return, Certificate & Payment Received
Attest: J. LaMarche
Jo LaMarche, Asst. City Clerk

GRANT OF ENVIRONMENTAL RESTRICTIONS AND RIGHT OF ACCESS

THIS AGREEMENT is made this 16th day of June, 2004 by and between **CITY OF BURLINGTON**, a Vermont municipal corporation (hereinafter referred to as "Grantor"), having an address of City Hall, 149 Church Street, Burlington, VT 05401, and the State of Vermont Agency of Natural Resources, and any successor agencies of the State of Vermont (hereinafter referred to as "the State" or the "Grantee").

WITNESSETH THAT:

WHEREAS, the United States Environmental Protection Agency (hereinafter "EPA") has, pursuant to Section 105 of the Comprehensive Response, Compensation and Liability Act ("CERCLA"), placed on the National Priorities List certain lands and premises in the vicinity of Pine Street in Burlington, Vermont, such lands and premises being known as "the Pine Street Canal Superfund Site" (the "Site");

WHEREAS, EPA has selected a "remedial action" for the Site and has defined the extent of the Pine Street Canal Superfund Site in a Record of Decision ("ROD") dated September 29, 1998;

WHEREAS, EPA has determined in the ROD that certain easements, rights, obligations, covenants and restrictions, as more particularly set forth below, are necessary at certain portions of the Site and adjoining properties to ensure that future activities on these properties do not interfere with the remedial actions, or substantially increase the ecological, human, or environmental risks at the Site;

WHEREAS, the undersigned Grantor is the owner of certain lands and premises described in Exhibit A hereto (the "Property") which property is nearby the Site; and

WHEREAS, the Grantor is on notice of the potential existence of hazardous substances on the Site which lies nearby the Property; and

WHEREAS, the Grantor is on notice that any disturbance of the Property which causes migration of hazardous substances within the Site or to locations beyond the Site may result in liability under CERCLA; and

WHEREAS, under the terms of a Consent Decree filed in the case of United States of America and the State of Vermont v. Green Mountain Power Corporation et. al, Civil Action Nos. 1:99-CV-366 and 1:00-CV-17 (D.Vt.) (the "Consent Decree"), entered into, by, and between Settling Defendants, the United States, and the State, the Performing Defendants have agreed to perform the remedial action selected for the Site in the ROD, in order to protect the public health and welfare and the environment from the actual or threatened release of hazardous wastes or hazardous substances at or from the Site. The Owner Settling Defendants have agreed, jointly and severally with the Performing Settling Defendants, to reimburse the United States and the State for certain costs, as provided in the Consent Decree, and have severally agreed to provide a right of access to their property for purposes of implementing, facilitating and monitoring the remedial action, and to submit to permanent use restrictions on their property as covenants that will run with the land for the purpose of protecting human health and the environment.

A copy of the Consent Decree is available from:

Office of Environmental Stewardship
United States Environmental Protection Agency
One Congress Street
Boston, MA 02214
Attn: Pine Street Canal Superfund Site Attorney

WHEREAS, Grantor wishes to cooperate fully with EPA and the Grantee in implementation of all response actions at the Site;

NOW, THEREFORE,

1. In consideration of the agreements reached in the Consent Decree, Grantor, on behalf of itself, its successors, heirs and assigns, hereby grants to the Grantee and its assigns the easements, rights, obligations, covenants, and restrictions (hereinafter, collectively referred to as the "Environmental Restrictions"), the terms and conditions of which are set forth below.

2. Purpose. It is the purpose of this instrument to convey real property rights to the Grantee, which will run with the land, to facilitate the implementation of the remedial action and to protect human health and the environment.

3. Right of Access. In establishing the within Environmental Restrictions, Grantor hereby grants to the Grantee, their authorized representatives (including but not limited to EPA), and assigns, a right of access at all reasonable times to the Property for the purpose of conducting any activity related to the Consent Decree including the following purposes:

   (a) Monitoring the Work or the Projects;

   (b) Verifying any data or information submitted to the United States and the State;

   (c) Conducting investigations relating to the contamination at or near the Site;

   (d) Obtaining samples;

   (e) Assessing the need for, planning, or implementing additional response actions at or near the Site;

   (f) Implementing the Work pursuant to the conditions set forth in Paragraph 104 of the Consent Decree;

(g) Inspecting and copying records, operating logs, contracts, or other documents maintained or generated by Settling Defendants or their agents, consistent with Section XXIV (Access to Information) of the Consent Decree;

(h) Assessing Settling Defendants' compliance with the Consent Decree; and

(i) Determining whether the Site or other property is being used in a manner that is prohibited or restricted, or that may need to be prohibited or restricted, by or pursuant to the Consent Decree.

(j) To the extent practicable, prior to accessing the property, Grantee, its authorized representatives (including but not limited to EPA) and/or its assigns shall give Grantor, its successors or assigns, reasonable notice of its intent to access and shall try to reasonably coordinate such access so as to minimize the disruption of activities on the property conducted by Grantor, its successors or assigns. In exercising its rights of access, Grantee, its authorized representatives (including EPA) and its successors or assigns shall make reasonable efforts to minimize interference with the activities of Grantor, its successors or assigns on the property.

4. Restricted Uses and Activities. Grantor shall neither perform, nor allow, nor cause any other person to perform, any activities or uses in, on, upon, through, over or under those portions of the Property which violate one or more of the following conditions:

(a) Grantor shall be responsible for complying with all federal, state, and local laws and regulations regarding the handling and disposal of hazardous substances, pollutants or contaminants;

(b) Grantor shall not use the Property or allow the Property to be used so as to unreasonably interfere with any investigations of the environmental conditions at the Site;

(c) Grantor shall not use cause or allow recontamination of the Site following completion of the Remedial Action to such an extent that the remedial action or its performance standards may be jeopardized, or cause contamination of off-site properties following completion of the Remedial Action;

(d) Grantor shall not use the Property or allow the Property to be used for residential use or for day care centers for the care of children;

(e) Grantor shall not use or allow the use of the groundwater on the Property for potable drinking water purposes and shall not install or allow the installation of wells at any location where free phase contamination has been shown to be present;

(f) Grantor shall not perform or allow to be performed on the Property any construction activities which will change hydrogeologic conditions and will likely cause migration of contaminated groundwater to Lake Champlain to such an extent that the remedial action may be jeopardized or that a significant risk to Lake Champlain may result;

(g) Grantor shall not perform or allow to be performed excavations to depths greater than five feet (including such excavations which extend below the water table) on the Property unless one or more of the following exceptions apply: (1) the excavation is performed to install, repair, maintain, service, or remove underground utility components, conduits, installations, or channels, which may presently be in place deeper than five feet and which may be below the water table; (2) the excavation consists of drilling, driving, or boring to install pilings for otherwise allowable construction; (3) the excavation is performed in a location on the property in which current contaminant concentrations at depths greater than five feet are below 140 mg/kg total polycyclic aromatic hydrocarbons ("PAH"). In the case of exceptions (1) and (2), the owner of the property shall require workers conducting the excavations and working in the area to use appropriate personal protective equipment as required by the Occupational Health and Safety Administration ("OSHA") or its successor agencies, unless a site specific risk assessment is performed and its results have been approved by EPA prior to the excavations.

5. Emergency Excavation. In the event it becomes necessary to excavate a portion of the Property as part of a response to emergency repair of utility lines, or as part of a response to emergencies such as fire or flood, the activity and use restriction provisions of Paragraph 4 above, which would otherwise restrict such excavation, shall be suspended only with respect to such excavation for the duration of such emergency response, provided that Grantor:

(a) orally notifies the Site Manager for the Vermont Department of Environmental Conservation (VT DEC) and EPA's Project Coordinator (or, in his or her absence, EPA's Alternate Project Coordinator, or in the event that both of EPA's designated representatives are unavailable, the Director of the Office of Site Remediation and Restoration, EPA Region I), of such emergency as soon as possible but no more than twenty-four (24) hours after having learned thereof, and follows up with a written notice to VT DEC and EPA; and

(b) limits the actual disturbance involved in such excavation to the minimum reasonably necessary to adequately respond to the emergency.

This provision shall not waive any liability for releases of hazardous substances, nor shall this provision excuse compliance with CERCLA or any other applicable federal or state laws and regulations.

6. Severability. If any court or other tribunal determines that any provision of this Grant is invalid or unenforceable, such provision shall be deemed to have been modified automatically to conform to the requirements for validity and enforceability as determined by such court or tribunal. In the event the provision invalidated is of such a nature that it cannot be so modified, the provision shall be deemed deleted from this Grant as though it had never been included herein. In either case, the remaining provisions of this Grant shall remain in full force and effect; provided, however, that the Grantee retains its right to request modification of this Grant pursuant to Paragraph 11 below.

7. Enforcement. Grantor expressly acknowledges that a violation of the terms of this Grant could result in enforcement by the Grantee, including, but not limited to, the issuance of criminal and civil penalties, and/or equitable remedies. Grantor also agrees, on behalf of itself and its successors and/or assigns, that EPA shall also have a third party right of enforcement. Any action taken by the Grantee, or EPA pursuant to this Paragraph 7 shall be in addition to, but not in lieu of, such rights as EPA and/or the State possess to enforce the terms and conditions of the Consent Decree and under applicable law, which enforcement rights the State and EPA fully reserve.

8. Provisions to Run With the Land. The easements, rights, obligations, covenants, and restrictions set forth in this instrument shall run with the land, and any portion thereof, and shall be binding on the Grantor, the Grantor's heirs, administrators, successors, or assigns, and shall inure to the benefit of the Grantee and its successors. It is the parties' intent that the United States shall be a third party beneficiary of the terms of this instrument, with full authority to enforce the terms of this instrument as provided herein.

9. Incorporation into Leases. Grantor hereby agrees to incorporate this Grant, in full or by reference, into all leases, licenses, occupancy agreements, or any other instrument of transfer by which a right to use the Property, or any portion thereof, is conveyed. Any transfer of the Property, or any portion thereof, shall take place only if the grantee (including but not limited to any lessee) agrees, as a part of the agreement to purchase or otherwise obtain a property interest in the Property, that it will comply with the obligations of the Grantor to provide access and/or Institutional Controls, as set forth in Section IX of the Consent Decree and this Grant, with respect to such Property.

10. Recordation. Grantor shall record and/or register this Grant with the Register of Deeds or other appropriate land records office in the City of Burlington, Chittenden County, State of Vermont within fifteen (15) days of having received the Grantee's written approval of this Grant. The Grantor, within twenty-one (21) days of receipt of evidence of recordation and/or registration, shall mail a certified Registry copy of this Grant to the VT DEC Site Manager and the EPA Project Manager.

Grantor shall record and/or register any amendment to or release of this Grant, made pursuant to Paragraph 11 below, with the Register of Deeds or other appropriate land records office in the City of Burlington, Chittenden County, State of Vermont within thirty (30) days of having received from the Grantee said amendment or release, as agreed to and accepted by, or granted by, the Grantee and mailed to Grantor by certified mail, return receipt requested. Grantor shall file with VTDEC's and EPA's Site Managers a certified Registry copy of any such amendment or release as recorded and/or registered, within twenty-one (21) days of receipt of evidence recordation and/or registration

This Grant shall become effective upon its recordation and/or registration with the Register of Deeds or other appropriate land records office in the City of Burlington.

11. Amendment, Modification and Release. This Grant may be amended, modified, or released only by the State, in accordance with CERCLA and the NCP, to the extent applicable, if EPA agrees in writing with the proposed amendment, modification or release. However, in no instance may the Grantee amend or modify this Grant to confer more rights in the Property than those accorded to the Grantee herein. Grantor may submit to the VTDEC Site Manager a proposal for modifying or withdrawing the terms and conditions of this instrument or a portion thereof, with a copy to the EPA Project Manager. Said proposal shall demonstrate that the terms and conditions contained herein may be modified or withdrawn in whole or in part consistent with the public interest and the public purposes of protecting human health and the environment. The Grantee, if EPA agrees in writing, shall issue a written decision on the approval, modification, or denial of such petition. Grantor shall pay any and all recording fees, land transfer taxes and other such transactional costs associated with any such amendment, modification, or release.

12. No Dedication Intended. Nothing herein set forth shall be construed to be a gift or a dedication of the Property to the Grantee, or to the general public for any purpose whatsoever.

13. Rights Reserved. It is expressly agreed that acceptance of this Grant by the Grantee shall not operate to bar, diminish, or in any way affect any legal or equitable right of the State and/or EPA to issue any future order or take response action with respect to the Site or in any way affect any other claim, action, suit, cause of action, or demand which the State and/or EPA may otherwise possess with respect thereto.

14. Dispute Resolution. The dispute resolution procedures of this Paragraph 14 shall be the exclusive mechanism to resolve disputes between the Grantor, the Grantee and EPA regarding petitions for amendment, modification, and release

under Paragraph 11 of this Grant. All other disputes between Grantor, the Grantee, and EPA shall be resolved according to the terms of Section XIX of the Consent Decree.

(a) Informal Negotiations – Any dispute shall in the first instance be the subject of informal negotiations between the parties to the dispute. The period for informal negotiations shall not exceed 30 days from the time the dispute arises, unless it is modified by written agreement of the parties. The dispute shall be considered to have arisen when one party sends the other parties a written Notice of Dispute. In the event that the parties cannot resolve a dispute by informal negotiations under this subparagraph 14(a), then the position advanced by EPA shall be considered binding unless, within twenty-one (21) days after the conclusion of the informal negotiation period, Grantor invokes the formal dispute resolution procedures by serving on the Grantee and EPA a written Statement of Position on the matter in dispute, including, but not limited to, any factual data, analysis or opinion supporting that position and any supporting documentation relied upon by the Grantor. Within twenty-one (21) days after receipt of Grantor's Statement of Position, the Grantee and/or EPA will serve on Grantor its Statement of Position, including, but not limited to, any factual data, analysis, or opinion supporting that position and supporting documentation.

(b) Formal Dispute Resolution – Formal dispute resolution shall provide for review on the administrative record under applicable principles of administrative law. An administrative record of the dispute shall contain all Statements of Position, including supporting documentation, submitted pursuant to this subparagraph 14 (b). Where appropriate, supplemental Statements of Position may be provided by EPA, the Grantee or the Grantor. The Grantee, in consultation with EPA's Director of the Office of Site Remediation and Restoration, New England Region, will issue a final administrative decision resolving the dispute based on the administrative record. This decision shall be binding upon the Grantor, subject only to the right to seek judicial review pursuant to subparagraph 14(c) below.

(c) Judicial Appeal – Any administrative decision made pursuant to subparagraph 14 (b) shall be reviewable by the United States District Court for the District of Vermont (the court having jurisdiction over the Consent Decree), provided that a notice of judicial appeal is served by the Grantor on the Grantee, and EPA, and within 10 days of receipt of the final administrative decision. The notice of judicial appeal shall include a description of the matter in dispute, the efforts made by the parties to resolve it, and the relief requested. The Grantee and/or EPA may file within 30 days a response to Grantor's notice of judicial appeal. In proceedings on any dispute governed by this subparagraph 14(c), Grantor shall have the burden of demonstrating that the decision of the Grantee

pursuant to subparagraph 14(b) is arbitrary and capricious or otherwise not in accordance with law. Judicial review of the decision pursuant to subparagraph 14(b) shall be on the administrative record compiled pursuant to subparagraph 14(b) above.

15. Grantor, on behalf of itself, its successors, heirs, administrators and assigns, hereby waives any claims against the United States and the State arising under the United States Constitution, the Vermont Constitution, state law, the Tucker Act, 28 U.S.C. §1491, or common law, arising out of or relating to this grant of environmental restrictions and access.

IN WITNESS WHEREOF, GRANTOR as record title-holder of the above described Property, hereby submits this GRANT OF ENVIRONMENTAL RESTRICTIONS AND RIGHT OF ACCESS, which said Grant shall be recorded in the Land Records of the City of Burlington, Vermont.

Dated this 16th day of June, 2004

Witness:	Grantor: CITY OF BURLINGTON
Linda J Blanchard	By:
	Name: The Honorable Peter Clavelle
	Mayor of the City of Burlington

State of Vermont
County of Chittenden

On this 16th day of June, 2004, personally appeared The Honorable Peter Clavelle, Mayor of the City of Burlington, signer and sealer of the foregoing written conveyance and acknowledged the same to be his own free act and deed and the free act and deed of the Grantor.

	Before me, Linda J Blanchard
	Notary Public
	My Commission Expires: 2/10/07

The undersigned, the holder of a mortgage recorded in the Land Records of the City of Burlington, Vermont, in Book ____, Page ____, by execution hereof, agrees that the rights and easements reserved to it and to the portion of the property described therein, shall be subject and subordinate to the terms and provisions of this instrument.

WITNESS:

_____

By: _____

Its Authorized Representative
Address: _____

_____

STATE OF _____
COUNTY OF _____

On this ____ day of ____, 2004, before me, the undersigned Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared _____ of ___[company name]_____, and (s)he acknowledged said instrument, as executed, to be his or her free act and deed in said capacity, and the free act and deed of _____[company name].

_____
NOTARY PUBLIC

My Commission Expires: _____.

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EXHIBIT A

to

GRANT OF ENVIRONMENTAL RESTRICTIONS AND RIGHT OF ACCESS

Grantor: **CITY OF BURLINGTON**
Property Address: 339 Pine Street

Property Description

Being all and the same land and premises conveyed to the City of Burlington by Warranty Deed of T.A. Haigh Lumber Co., Inc., dated January 12, 1931 and recorded in Volume 97 at Page 503 of the City of Burlington Land Records and being more particularly described therein, in part, as follows:

"A strip of land of the uniform width of three hundred feet off the southerly side of the parcel of land that was conveyed to T.A. Haigh Lumber Company, Inc. by T.A. Unsworth, trustee, by his deed of warranty dated the 25th day of August 1928 and of record on page 650 of vol. 90 of the land records of the City of Burlington.

"The land and premises hereby conveyed is bounded by a line described as follows:

"Said line commences at a point in the westerly line of Pine Street where said line is intersected by the boundary line between the lands of the grantor and the lands of the E.S. Adsit Coal Company. Said line extends thence three hundred feet northerly on the said westerly line of Pine Street, thence westerly parallel with the said E.S. Adsit Coal Company boundary line four hundred sixty-eight and six tenths feet more or less to the easterly boundary line of said canal premises, being twenty-five feet distant from the center thereof, to the intersection of said easterly boundary line of said canal with the northerly boundary line of E.S. Adsit Coal Company, a distance of three hundred feet; thence easterly along said coal company's north boundary to the west line of Pine Street at the point to beginning."

Also being all the right, title and interest in the so-called North Canal conveyed to Record Owner by Quit Claim Deed of Green Mountain Petroleum Corporation, dated November 30, 1962 and recorded in Volume 151 at Page 449 of the City of Burlington Land Records. Being

that portion of the North Canal which lies westerly of the westerly boundary of land and premises conveyed to Record Owner by T.A. Haigh Lumber Company, Inc. The premises are more specifically defined as being the easterly half of the North Canal running northerly from the Old Lawrence Barnes basin and being the northerly three hundred feet of said North Canal and consisting of approximately 7500 square feet. The land is bounded on the north by land and premises formerly owned by T.A. Haigh Lumber Comapny, Inc., on the east by land and premises conveyed to the City of Burlington by T.A. Haigh Lumber Company, Inc., on the south by that portion of land and premises conveyed to Green Mountain Petroleum Corporation by Ronard R. Hayward, and on the west by land and premises conveyed to Green Mountain Petroleum Corporation by Charles Samuelson.

EXCEPTING, however, all right, title and interest conveyed by the City of Burlington to Green Mountain Petroleum Corporation by Quit Claim Deed dated November 30, 1962 and recorded in Volume 151 at Page 448 of said Land Records, and being more particularly described in said Quit Claim Deed as follows:

"All of the land and premises situated and being a part of the North Canal, so-called, running northerly from old Barns basin and basin-canal system, situated between Pine Street in the City of Burlington and waters of Lake Champlain, but not adjacent to said Pine Street of said Lake, more specifically meaning to convey hereby, subject to the reservations hereinafter stated, any and all right, title and interest which the City may have in and to that portion of said North Canal and basin, as was constructed under and pursuant to a certain agreement and deed entitled "Agreement with Barnes and Skilling Relative to Burlington Drawbridge, April 15, 1868," dated February 4, 1869 and recorded in Volume 4 at Pages 311, 312, and 313 of the Land Records of the City of Burlington, which lies southerly on the southerly boundary extended westerly in a straight line, of land and premises conveyed by T.A. Haigh Lumber Company, Inc. to City of Burlington by deed dated January 12, 1931, of record in Volume 97, Pages 503-5 of said Land Records, and which lies westerly of the center line of said North Canal, being a portion of the easterly boundary line of land and premises conveyed to Green Mountain Petroleum Corporation by Charles Samuelson by deed dated July 17, 1962 and recorded in Volume 151 at Page 419 of said Land Records, meaning and intending to convey all of the canal and basin system to and from Lake Champlain from said land and premises conveyed to the City of Burlington by the aforementioned deed of January 12, 1931 and the right

so conveyed in the last mentioned deed for the receiving and discharging of freight, and the laying up of vessels in the winter, and any and all rights that the City of Burlington may have in and to said basin and canal system of any kind or nature whatsoever. Reserving however, the right and privilege of taking and discharging water from that portion of the North Canal that lies westerly of the land and premises conveyed to it by the aforementioned deed of January 12, 1931."

The premises are subject to all covenants, restrictions, easements and rights of way of record, not meaning to reinstate any claims barred by operation of the Vermont Marketable Record Title Act, 27 V.S.A. §§ 601-612, both inclusive.

Reference is hereby made to the above-referenced documents, the instruments therein described, and the references therein contained in further aid of this description.

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2. Products-Completed/Operations $2,000,000

3. Personal & Advertising Injury $1,000,000

4. Each Occurrence $1,000,000

5. Damage to Rented Premises $ 250,000

6. Med. Expense (Any one person) $ 5,000

B. Workers' Compensation/Employer Liability: With respect to all operations performed, the Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont and ensure that all subcontractors carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

1. Bodily Injury by Accident: $500,000 each accident

2. Bodily Injury by Disease: $500,000 policy limit, $500,000 each employee

For contracts involving work of any kind or nature on Lake Champlain, Workers' Compensation/Employer's Liability policy shall include a Maritime Endorsement (USL&H).

C. Automobile Liability: The Contractor shall carry commercial automobile liability insurance covering all motor vehicles, including owned, non-owned and hired, used in connection with the Contract. Each policy shall provide coverage with a limit not less than: $1,000,000 - Combined Single Limit for each occurrence.

3. Umbrella/Excess Liability is excess above Commercial General Liability, Automobile Liability, and Workers' Compensation/Employer Liability.

All policies shall be endorsed to provide the City thirty (30) days' notice of cancellation. Each policy (except workers compensation/employers' liability) shall be endorsed to name the City and its officers, employees, agents, successors, and assigns as additional insureds on a primary, non-contributory basis. Each policy shall be endorsed to waive subrogation against the City.

ATTACHMENT D

Certificate of Insurance

ATTACHMENT E

Addendum to Lease Granting Permission to Undertake Capital Improvements

A. Background

Whereas, the City of Burlington through its Community and Economic Development Office has grnated ReSOURCE the right of full use and enjoyment of the City owned property at 339 Pine Street in Burlingotn, Vermont.

Whereas, ReSOURCE has occupied the building for 25 years

Whereas, over the course of ReSOURCE's continued use of the building, the roof has degraded past the point of repair

Whereas, in accordance with Section 5 (M) of the instant lease agreement, this construction project as well as the associated costs and responsibilities shall be solely managed by ReSOURCE.

Whereas, in accordance with Section 5(M) of the instant lease agreement,

Now Therefore,

The City of Burlington, through its Community and Economic Development Office hereby grants permission to ReSOURCE to commence replacement of the roof of the City-owned structure located at 339 Pine Street in Burlington, Vermont.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: CEDO Submitter: Johanna Schneider

Title/Subject: Resource Lease for 339 Pine St

Approval Requested:		Meeting Date:
☒	Board of Finance	3/9/2026
☒	City Council	3/23/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	2/27/2026	Will Clavelle
Mayor's Office	Yes	3/2/2026	Kara Alnasrawi
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	2/24/2026	Emmett Wood
City Attorney's Office for memo and motion(s) or resolution(s)	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO for budget, financing, and memo	Yes	3/2/2026	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

MEMO

Date: **March 9, 2026**
To: **Board of Finance and City Council**
From: Dan Cahill, City Land Steward & Scott Gustin, Principal Planner
RE: Conservation Legacy Fund Nature Based Solutions (CLF NBS) Grant: recommendation for funding

==========

Request

Disburse monies from the Conservation Legacy Fund in the amount of $68,000 for the award of four grants to Vermont Garden Network, Intervale Center, Burlington Wildways, and Rock Point Commons for local implementation of nature-based climate solutions.

Background

On January 6 and January 12, 2026 a review committee composed of three Conservation Board members (Rebecca Roman, Dale Azaria, and Kelly Edwards) and two Parks Commission members (Katie Mobley and Halle Davis) met to deliberate and recommend funding disbursements for the 2026 CLF NBS Grant. The committee reviewed and scored applications individually prior to arriving at review meetings. The process was facilitated by Rebecca Roman with staff support from Dan Cahill and Scott Gustin. The results of the review process and recommendations for funding by the committee are enumerated in the table below.

	Total Score	Request Amount	Award Amount	% of request awarded
Vermont Garden Network	390.5	$ 12,500.00	$ 12,500	100%
VYCC	391	$ 30,000.00	$ 0	0%
Intervale Center	456.50	$42,145.20	$ 29,502	70%
Burlington Wildways	465	$ 12,463.00	$ 12,463.00	100%
BLUE BTV	378	$15,000	0	0%
Rock Point Commons	428.50	$ 13,535.00	$13,535.00	100%
Total		$132,426.2	$68,000	51.3%

Conservation Board (CB) action from February 2, and Parks Commission (PC) action from February 10: *Recommend the slate of funding as identified by the review committee and move to BOF and City Council for approval. This item carried unanimous support in favor of advancing the slate to BOF and CC.*

Overview of Grant allocations

Vermont Community Garden Network
For the 2026 grant cycle, focus will be on continuing our mission of EDUCATION throughout the community. We propose continuing our Garden Like a Farmer Workshop series that began in 2022 to enact climate resilient gardening techniques that many regenerative agriculture farmers are doing but at the garden scale.

Rock Point Commons
RPC is requesting operational support to sustain and scale up implementation of its holistic, nature based climate solutions programs that cultivate the next generation of land stewards, educators, and conservation advocates, in alignment with the City of Burlington's Addendum to the Burlington Open Space Protection Plan.

Intervale Center
With this funding, we will advance five projects that will not only steward the Intervale with nature-based climate solutions, but will promote fresh food access, climate resilience, biodiversity, and ecosystem health for Burlington. Specifically, we will: Expand our capacity to grow food for free community distribution at our volunteer-powered People's Farm, Enhance agroforestry models through our People's Orchard, including alley cropping implementation, Advancing local elderberry and aronia production for water quality, climate resilience, and community health, Deepen perennial care around Burlington Community Gardens, including Tommy Thompson and Calahan, Continue site improvements to expand and sustain Tommy Thompson Community Garden.

Burlington Wildways
Burlington Wildways is seeking support from the Burlington Conservation Legacy Grant to increase native plant diversity and abundance on the landscape in Burlington. They aim to do this by establishing a new Miyawaki-style forest demonstration site, hosting community-wide native plant giveaways, and bolstering community capacity for restoration.

BlueBTV [not chosen for funding]
The BTV Yards to Rain Gardens project will utilize this grant funding to fully cover the direct install of three to five rain gardens at low-income residential properties. The rain gardens will be professionally designed and installed according to the BLUE Basis of Design Manual.
Reason not chosen for funding: concerns over the viability to identify and ensure qualified candidates would benefit. Overall project was interesting and BlueBTV is acknowledged as a vital resource in Burlington.

Vermont Youth Conservation Corps [not chosen for funding]
This proposal will focus on funding a youth trail crew to work on trail improvements in Burlington Vermont. Priority will be given to Burlington youth to participate in the youth crew.
Reason not chosen for funding: Review committee not comfortable allocating funds to a proposal that

didn't include specificity of project locations and project types.

Board of Finance Motion

To approve and recommend that the City Council approve disbursement of $68,000 in Conservation Legacy Fund monies via grant awards to Vermont Garden Network ($12,500), Intervale Center ($29,502), Burlington Wildways ($12,463) and Rock Point Commons ($13,535) as recommended by the Conservation Board and Parks Commission.

City Council Motion

To approve disbursement of $68,000 in Conservation Legacy Fund monies via grant awards to Vermont Garden Network ($12,500), Intervale Center ($29,502), Burlington Wildways ($12,463) and Rock Point Commons ($13,535) as recommended by the Conservation Board and Parks Commission and to authorize the City's Land Steward to execute the reward documents and any other documentation necessary to perform the award subject to final review and approval by the City Attorney's Office.

City of Burlington, VT

December 1, 2025

Record No: LFG-25-1

Conservation Legacy Fund Grant Application

Status: Active

Submitted On: 11/24/2025

Primary Location

No location

Owner

No owner information

Applicant

T Hanson
214-642-7100
t@vtgardens.org
PO Box 713
Essex Junction, VT 05453

Applicant Information & Point of Contact

Applicant Name (Individual or Organization)*

Vermont Garden Network

Primary Contact Name*

T Hanson

Primary Contact Email Address*

t@vtgardens.org

Primary Contact Phone Number*

214-642-7100

Primary Contact Street Address*

PO Box 713

Primary Contact City, State, ZIP*

Essex Junction, VT 05453

Application Details

Project Type*

Operational Work for Sustained Implementation

If applicable, project location (must be within Burlington). Some projects, such as planning efforts, may not have a particular location.

Community Gardens throughout Burlington

Please provide or upload a description of the proposed project (2 page limit)*

Garden Like A Farmer workshop series for Climate Resilience

Our partnership with BACG through the Conservation Legacy Fund support for the past 2 grant cycles has enabled Vermont Garden Network (VGN) to build capacity, increase the impact of nature-based climate solutions and build an even greater community of empowered gardeners.

For the 2026 grant cycle, our focus will be on continuing our mission of **EDUCATION** throughout the community. We propose continuing our ***Garden Like a Farmer Workshop series*** that began in 2022 to enact climate resilient gardening techniques that many regenerative agriculture farmers are doing but at the garden scale. CLF funds have supported the expansion of our signature Collective Gardening model, which builds upon traditional community gardens using shared land but extends efficiencies in a larger square footage with 20+ collective members all sharing the workload throughout the entire gardening season. Our new *Greenhouse at Landry Park* in the City of Winooski will grow plants to donate to workshop participants and serve as another resource to further education about season extension techniques.

The series of monthly workshops will be scheduled from March to October, with each workshop taking place at a different community garden in Burlington. Host site confirmations, scheduling, and outreach will be in partnership with BACG. A maximum of 20 participants will be welcome at each workshop, participation will be free for all Burlington residents, and registration will be managed by VGN. Workshop topics include: low and no-till bed preparation, crop variety selection, season extension & protected cultivation, soil health & composting, pest management, water conservation, cover cropping, and native perennial foodscaping. Experienced facilitators will lead each workshop to deepen participants' understanding of the effects of climate change and provide practical strategies to increase resiliency. For example, in response to unpredictable frost dates, intensifying precipitation events, and increases in temperature, growers can adopt strategies such as shifting planting dates, selecting heat tolerant cultivars, and using row cover to protect crops.

There is high-demand and always a waitlist for this educational series. We believe the consistency of continuing to offer this program with hands-on demonstration techniques is foundational to nature-based climate action that Burlington citizens can employ.

What is the grant amount you are requesting? ($10,000 minimum / $68,000 total available funding)*

12500

If you are not applying as a 501 (c) 3 nonprofit, you will likely need a fiscal agent. Please specify your fiscal agent for this project. *

N/A

Please specify matching funds or in-kind work, if any.*

VGN will solicit a corporate sponsorships totaling $2500 for these events

Please provide or upload a budget and budget narrative explaining how funding will be used. (2 page limit) Note that written estimates for proposed work may be required for awarded projects.*

Proposed Budget for "Garden Like A Farmer Workshop Series for Climate Resilience"

Expense		Notes
Salaries	$2,596.00	10 hrs/month of FT Garden Educator
Fringe	$136.29	5.25%
Communication/Printing	$4,000.00	Flyers and handouts translated into 3 languages
Workshop teaching materials	$1,700.00	Small tools, row cover, trellis, soil test kits
Workshop take home materials	$4,500.00	Hand-outs, seed storage containers, seeds, plants, demokits
Gathering space amenities	$700.00	Shade/tent rental, portable seating, water, snacks
Direct Costs Total	$13,632.29	
Indirect 10%	$1,363.23	
Total Expenses	$14,995.52	

Revenue

City of Burlington support	$12,500.00	CLF grant
Other contributions	$2,500.00	Corporate sponsors
Total Revenues	$15,000.00	

Please provide or upload a project schedule and, as applicable, specify individual project milestones (phases). Projects should generally be completed within 1 year.*

A workshop series of 8 topics offered March-October 2026. One per month.

Please provide or upload an explanation of how your project's results or effectiveness can be measured.*

We always survey participants and focus on the technical knowledge learned through hands-on demonstration of gardening techniques. We ask if the skills acquired are replicable to their own backyard and if they will share the new knowledge with neighbors, and family members to help the community improve soil health and climate resilience on a broader scale.

Is there any other information you would like us to know? (2 page limit)

Quote from Collective Garden participant empowered by funds from 2025 CLF grant cycle.

"We created a garden community that was so much more
than the sum of its parts. Plus it is so much more accessible,
affordable, and productive than gardening by yourself."
- Collective Garden Member

Together we are making an impact! Thank you!

Applicant Certification Required

I have agreed to submit this application by electronic means.
I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name, I am electronically signing my application.*

City of Burlington, VT

December 1, 2025

Record No: LFG-25-4

Conservation Legacy Fund Grant Application

Status: Active

Submitted On: 11/25/2025

Primary Location

No location

Owner

No owner information

Applicant

Kelly Kimball
802-999-4289
kkimball@diovermont.org
20 Rock Point Road
Burlington, VT 05408

Applicant Information & Point of Contact

Applicant Name (Individual or Organization)*

Rock Point Commons

Primary Contact Name*

Kelly

Primary Contact Email Address*

kkimball@diovermont.org

Primary Contact Phone Number*

802-999-4289

Primary Contact Street Address*

20 Rock Point Road

Primary Contact City, State, ZIP*

Burlington, VT 05408

Application Details

Project Type*

Operational Work for Sustained Implementation

If applicable, project location (must be within Burlington). Some projects, such as planning efforts, may not have a particular location.

Rock Point, Burlington, VT 05408

Please provide or upload a description of the proposed project (2 page limit)*

Rock Point Commons (RPC) stewards 130 acres of conserved land in the heart of Burlington—home to one of Vermont's most significant rare plant sites. A Burlington Wildways partner, RPC protects a critical corridor of urban wildlands that connects Burlington's open spaces and supports the regeneration of natural systems. The property's preservation is rooted in its long history of care by the Episcopal Diocese of Vermont, which acquired the land in 1854 and for generations has held it as sacred space. In 2019, Rock Point was permanently conserved through an easement with the Lake Champlain Land Trust, and its trails opened to the public.

Over the past six years, RPC has piloted a number of successful nature based climate solutions (NBCS) including restoration of native plants and management of invasive species; a community homestead program that engages people in gardening, orchard restoration, sheep grazing, and maple sugaring; a honeybee program with workshops teaching hive ecology and pollinator health; natural history courses exploring geology, natural communities, and wildlife; and place-based ecology youth education programs in collaboration with the Greater Burlington YMCA (GBYMCA), Burlington School District (BSD), Crow's Path (CP), Rock Point School (RPS), and Eagle Bay Academy (EBA). These initiatives and collaborations expand Burlington's opportunities for learning, stewardship, and connection to the natural world.

As community awareness of Rock Point's value has grown in recent years, foot traffic on the property has increased significantly. The opening of the adjacent Burlington High School (BHS) in 2026 presents an exciting opportunity for RPC to continue to grow its community and youth educational programming, and to expand access for historically disenfranchised communities. The increase in community engagement and foot traffic will also require significant staff and financial resources to ensure careful protection of the land and native species.

RPC is requesting operational support to sustain and scale up implementation of its holistic, nature based climate solutions programs that cultivate the next generation of land stewards, educators, and conservation advocates, in alignment with the City of Burlington's Addendum to the Burlington Open Space Protection Plan:

Our **Community Homestead** engages volunteers and provides education and mentoring in community gardening, orchard restoration, sheep grazing, gardening, and maple sugaring. *Links to Implementation Plan strategies:* **2A.1 -** Support and expand the community garden network, and the resources they provide; **2A.2** - Extend education opportunities around gardening and gardening as NBCS; **2A.3** - Regenerate the land around community gardens; **2B.2** - Increase access to community gardens; **6A.1** - Target investment strategically.
Our volunteer supported **Natural Area stewardship** includes native tree nursery tending and planting, invasive species management, and trail stewardship (conducted in partnership with Burlington Wildways). In 2026, invasive species management will continue, led by our staff and with support from part-time contractor Alanna Richard, whose work in 2025 enabled RPC to significantly expand the areas under treatment. *Links to:* **1B.1** - Determine and Expand the tree canopy; **1B.2 -** Support planted trees with resources; **1B.4 -** Educate the city about nature-based climate solutions; **4A.3 -** Build connectivity; **7A.2** - Education.
The **Honeybee Program** at Rock Point offers students and educators an opportunity to explore the role of pollinators in our ecosystems and food systems. For the past year, beekeeping educator Deborah Rubin has led workshops for the public, and has welcomed students at RPS, EBA, and GBYMCA summer campers to learn about and help tend the hives. The curriculum draws connections between the health of honeybee hives and native pollinators and explores the role of pollinators in our ecosystems and food systems, weaving in lessons on phenology and botany.

In 2026, RPC will introduce a **new native plant and pollinator habitat meadow that will surround the newly opened Rock Point Center for Nature and Spirituality**. Conservation Legacy Grant (CLG) funds will support RPC to add interpretive signage and plant plugs. We will use the habitat meadow for our own educational programming at the Center, and will offer the space free of charge to Burlington's NBCS Field Coordinator and Grow Wild to use for their own programming. The RPC space is ideal as a demonstration site because it provides a wet clay site to complement other existing locations' ecologies, and because it offers an example of how native planting can be intentionally implemented as part of new construction project plans, rather than as an afterthought once grass and other landscaping have already seeded. The site is also an excellent location for a demonstration of native plantings given its proximity to EBA, public trails, the Burlington bike path, the new high school, and the Rock Point Center. The new pollinator garden will promote equity and inclusion by expanding accessibility of RPC for those who are not able to access the trails. *Links to:* **4A.2 -** Increase native plantings; **6A.1 -** Target investment strategically.

We will expand a successful native roadside planting pilot project launched in 2024 in partnership with UVM and led by Laura Hill, Director of UVM's Native Plant Initiative. Results from the pilot identified a resilient mix of native plants that add beauty and biodiversity and support the health of existing, large roadside trees —a nature-based climate solution in action. Grant funds will allow RPC to extend this strip, install interpretive signage explaining the project, and invite visitors to learn how to replicate native roadside plantings at home. The pilot plot already serves as a nursery for seed collection and transplanting to other plots at Rock Point. Expanding this plot will greatly expand its capacity as a native plant nursery for projects at Rock Point and around Burlington. An MOU is in place with UVM to continue student research and maintenance, and the proposed funding will enable scaling of this partnership for greater educational and ecological impact. *Links to:* **1B.2 -** Support planted trees with resources; **1B.4 -** Educate the city about nature-based climate solutions; **4A.3 -** Build connectivity; **7A.2** - Education.

Community and Youth Educational Programs. In partnership with Burlington High School and Crow's Path, Rock Point Commons will lead a new initiative to create field-based lesson plans and teaching materials tailored for high school learners. These resources will enable both BHS and the Rock Point–based EBA to use Rock Point as an outdoor classroom, integrating its gardens, meadows, woodlands, and distinctive geological features into their curricula. This work will be the first step in RPC's broader goal to make the Rock Point landscape a valuable teaching resource that supports outdoor learning across Burlington's schools. To ground this curriculum in high-quality natural history education, we will draw on the success of Reading Rock Point, our 8-month natural history program launched in 2024. Reading Rock Point's approach to geology, plant and tree identification, human history, wildlife tracking, and holistic place-based storytelling will help shape the new high school materials, together with Crow's Path's extensive experience designing school-aligned curriculum for outdoor education. *Links to:* **6B.3 -** Create; **7A.2** - Education.

What is the grant amount you are requesting? ($10,000 minimum / $68,000 total available funding)*

13535

If you are not applying as a 501 (c) 3 nonprofit, you will likely need a fiscal agent. Please specify your fiscal agent for this project. *

Trustees of the Diocese of Vermont DBA Rock Point Commons is an incorporated nonprofit entity.

Please specify matching funds or in-kind work, if any.*

Rock Point Commons will contribute 47% of activity costs ($13,260).

Please provide or upload a budget and budget narrative explaining how funding will be used. (2 page limit) Note that written estimates for proposed work may be required for awarded projects.*

3. Budget and Budget Narrative

Rock Point Commons is requesting $13,535 in Conservation Legacy Grant funding. The total activity budget is estimated at $28,415, with 47% matching funds to be contributed by Rock Point Commons.

The budget covers an implementation period of nine months (April-December 2026) with a final report due by January 31, 2027. Conservation Legacy Grant Funding will be used to supplement Rock Point Common's overall operational budget, which is a mix of funds raised through program revenues, community donations, and grant support.

CLG funds are requested to support **operational work for sustained implementation**, including a portion of the following Rock Point Commons and Crow's Path staff time in support of the nature based climate solutions activities described above:

- **Executive Director, Kelly Kimball,** at 4 hours a month for 9 months for a total of 36 hours for grant administration and program support and oversight. Rock Point Commons will contribute 100% of this cost and is not requesting CLG support for this cost.
- **Land Steward & Programs Coordinator, Tyler Pastorok,** for a total of 262 hours. His time is broken down as 16 hours per month for 9 months (144 hours total) for community homestead programming, 12 hours per month for 8 months (96 hours total) for natural area stewardship, and 22 hours total for curriculum design. Rock Point Commons will contribute 50% of the time and is requesting CLG support for the remaining 50%: $3,930.

- **Naturalist and Communications Specialist, Lorna Dielentheis,** for a total of 116 hours. Her time is broken down as 5 hours per month for 9 months (45 hours total) for communication and outreach, and 7 hours each for 4 native plant workshops (28 hours total) to be held between May and August 2026, and 43 hours total for

curriculum design. Rock Point Commons will contribute 50% of the time and is requesting CLG support for the remaining 50%: $1,740.

- **Invasive Management Consultant, Alana Richard,** for a total of 120 hours. Her time is budgeted at four hours per week for 30 weeks. Rock Point Commons will contribute 50% of the time and is requesting CLG support for the remaining 50%: $1,500.
- **Crow's Path Executive Director, Teage O'Connor**, is budgeted at 22 hours to support curriculum design of the field-based lesson plans and teaching materials tailored for high school learners. We are requesting that CLG support 100% of this cost.
- We are requesting funds to support educator participation in curriculum development across three partner schools: Burlington High School, Rock Point School, and Eagle Bay Academy. Phase 1: One staff member from each school (3 total) participating for 3 hours each → 9 hours for curriculum development consultation. Phase 2: Two staff members from each school (6 total) participating for 4 hours each → 24 hours for onsite training. This results in a combined total of 33 staff hours, at the standard rate of $35 per hour, for a request of $1,155 to cover these costs.

The grant budget will also support creation of a native plant and pollinator habitat at the new Rock Point Center for Nature and Spirituality. The garden will expand pollinator habitat and serve as a public learning space. RPC will provide matching funds for the garden design by a professional landscape designer with expertise in ecologically beneficial, low-maintenance native plant meadows. The total cost for the meadow is estimated at $5,000, with RPC contributing 50% ($2,500).

Grant funds will support the purchase of plant plugs and coordination of volunteer planting days throughout the grant period. Grant funding would also support the design and installation of educational signage in the garden, which will provide visitors and students with knowledge about the native plants and their interactions with insects and birds. This garden will become an accessible centerpiece for community learning, stewardship, and interpretation. RPC will also contribute classroom space for community workshops, led in collaboration with Grow Wild.

Please provide or upload a project schedule and, as applicable, specify individual project milestones (phases). Projects should generally be completed within 1 year.*

Please review our implementation timeline at the following link:
https://docs.google.com/spreadsheets/d/1GRtOcybE2LMdde7FZKh-EymLMz5-nwjBPHEbPu4wOql/edit?usp=sharing

Please provide or upload an explanation of how your project's results or effectiveness can be measured.*

Rock Point Commons (RPC) will use a combination of quantitative and qualitative measures to assess the

ecological and community impact of our programming and CLG grant funding. Our evaluation approach focuses on ecological outcomes, educational reach, and community engagement:

Community Homestead: RPC will continue to cultivate stewardship through hands-on volunteer programs:

- Monthly Community Homestead workshops and/or volunteer events between March and November 2026, including maple sugaring, orchard pruning, native plant planting, composting, and garden management.

Natural Area Stewardship: Throughout the grant period, RPC will continue to:

- Maintain active monitoring and treatment of approximately eight acres currently under active management, expanding as possible. Track number of treatments, species treated, and total acreage under active management.
- Monitor progress qualitatively through field observations and photographic documentation.
- Track number of trees transplanted from native tree nursery (minimum of 10 trees)
- Track volunteer hours under RPC's partnership with the Burlington Wildways Trail Steward program.

Native Plant and Pollinator Habitat: Through the grant period, RPC will track:

- Number of native plant plugs planted at pollinator habitat meadow (Target 125)
- Number of demonstrations/classes organized at native plant and pollinator meadow (Target 4)
- Number of participants who attend demonstrations/classes at native pollinator meadow (Target 40)

Community and Youth Educational Programs: In Year 1 of the pilot (2026), RPC anticipates the following number of participants:

- Teachers: 2 from each school (BHS, EBA, RPS) trained in Rock Point curriculum (total of 6)
- Students: 65 Eagle Bay Academy, 30 Rock Point School, and 180 (6 classes x 30 students) Burlington High School students.
- Total Year One: 275 students

The curriculum will be designed to remain valid for at least **five years**, with annual review and updates. Over that period, the program is expected to serve approximately **1,370 students** from across Burlington's diverse communities.

Is there any other information you would like us to know? (2 page limit)

This grant would support Rock point Commons to serve its many local community partners,including:

Burlington Wildways
Burlington Public School District
UVM College of Agriculture and Life Sciences - Native Plant Initiative
UVM Rubenstein School of Environment and Natural Resources
Crow's Path
Rock Point School
Eagle Bay Academy
Greater Burlington YMCA
Grow Wild
Vermont Youth Conservation Corps
Spoonful Herbals
CRAG-VT
Lake Champlain Land Trust

We are pleased to share some testimonials from our partners that highlight the value of our mission and programs on the local community:

Rock Point has long been a meaningful resource for BSD students and educators, offering a unique space where learning, reflection, and connection to the natural world come together. This new center will deepen that impact by providing hands-on opportunities for exploration, creativity, and calm. We're excited about the possibilities it holds for enriching our students' experiences and strengthening our shared commitment to land, learning, and community
- *Tom Flanagan, Burlington School District Superintendent*

The Y's partnership with Rock Point Commons brings immense joy to our campers, families, and staff throughout the summer. The beautiful land offers a unique opportunity for campers to engage with the natural world in a fun and adventurous way. Each week, they leave feeling more deeply connected to Vermont and the lake we are fortunate to explore. The introduction of an interpretive center at Rock Point would further enrich this experience, providing campers and counselors with greater access to the history of the land and educational materials that might otherwise be difficult to access. The deep knowledge held by the Rock Point Commons staff is invaluable to the learning experiences we offer and should be shared widely with visitors from near and far.
- *Kelsey Coyle, Director of Family Programs, Greater Burlington YMCA*

At the heart of Burlington Wildways—a partnership of landowners including Rock Point—is a deep belief in connection: lands, trails, wildlife, people. The Center for Nature and Spirituality offers a chance to deepen and ignite these connections, calling people to a sense of awe and wonder in the more-than-human world. The Center will be a gem and refuge along one of our central shared projects, the Burlington Wildway, a 13-mile trail through Burlington's wild spaces.
- *Zoe Richards, Executive Director for Burlington Wildways and Member of Burlington Conservation Board*

At the Rubenstein School of Environment and Natural Resources at UVM, there is no doubt that Rock Point is one of our most cherished field trips sites. Whether we are studying maple sugaring, geologic history, forest ecology, urban agriculture, or place-based education, Rock Point provides a welcoming and accessible gateway to the urban wilds of our community, and we couldn't be more excited about the plans for the new nature center.
- Walter Poleman, UVM faculty member and Director of the Place-based Landscape Analysis and Community Engagement (PLACE) Program

Applicant Certification Required

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name, I am electronically signing my application.*

☑

The Intervale Center requests $42,145.20 from the Burlington Conservation Legacy Grant to continue and evolve our work to implement nature-based climate solutions in the Intervale in 2026. With a mission to strengthen community food systems that sustain farms, land, and people, the Intervale Center stewards 360 acres along the Winooski River as a hub where conservation, sustainable agriculture, climate resilience, and community come together. Our impact radiates out, as we grow and plant tens of thousands of native trees for watershed restoration, support hundreds of farms with business technical assistance and market and land access, engage our community in the work of transforming our food system, and provide tens of thousands of pounds of food to people experiencing hunger. With this funding, we will advance five projects that will not only steward the Intervale with nature-based climate solutions, but will promote fresh food access, climate resilience, biodiversity, and ecosystem health for Burlington. Specifically, we will:

1. Expand our capacity to grow food for free community distribution at our volunteer-powered People's Farm *(2A. 2, 2B.1)*: Our People's Farm, established in 2020 to grow produce directly for distribution through our free Fair Share CSA, has yielded a diverse abundance of produce each year (with a record-breaking 20,000 pounds grown in 2025!), all while engaging hundreds of volunteers in organic and ecologically responsible farming practices. The value of food grown at the People's Farm far exceeds the cost of operation and allows us to grow a well-rounded variety of produce for our Fair Share, including items specifically requested by our participants to better meet their cultural and dietary preferences. With demand for our Fair Share program growing each year, expanding the capacity of our People's Farm will help us to meet our community's food access needs, increasing the amount of fresh food we can provide and deepening volunteer engagement in the community food system.

In 2026, we will prepare new acreage for future planting in two areas—a one-acre farm field previously in commercial farm production and a 96'x16' high tunnel that will allow the People's Farm to extend its growing season. We will further grow our capacity by refurbishing a hay wagon to transport volunteers from our office to our production fields, which means more time on farm for volunteers to plant, harvest, and learn.

2. Enhance agroforestry models through our People's Orchard, including alley cropping implementation*(1B.3, 1B.4, 2B.1, 3A.2, 3B.4)*: As we address increasing demand for food access in our community and rising severe weather events, we have adopted agroforestry practices to diversify food production while also strengthening the protective benefits of our wetlands and streambanks. In 2026, we will build on the success of our agroforestry initiatives to incorporate a food forest and an alley cropping demonstration at our People's Orchard, growing more free food for the community that models climate resilient agricultural practices.

We will steward existing plantings and cultivate an additional ½ acre adjacent to our People's Orchard to be designed as a food forest demonstration. In a ¾-acre zone of the People's Orchard prepared with Conservation Legacy Funds in 2025, we will plant an alley cropping system with a mix of common and native fruit trees and shrubs that are well-adapted to floodplain conditions, integrating annual vegetables between rows. We will share our design and progress with NOFA-VT's Agroforestry Learning Cohort and the UVM Institute for Agroecology.

Integrating trees and shrubs with annual vegetables will bind soil, build flood and drought resilience, promote pollination, and improve crop production. Alley cropping utilizes available space and resources for vegetable production between trees during their first years of growth and strategically decreases vegetable production over time as trees mature. The vegetables we grow will supplement our Fair Share offerings. This project will benefit the ecosystems and communities in the Intervale and serve as a valuable model to the hundreds of students, conservation professionals, and community members who visit the Intervale annually. By incorporating the features of both the orchard and annual vegetable production, we will demonstrate climate adaptation practices that advance the resilience of local agricultural land and create clear pathways for communities to participate in growing diverse food.

3. Advancing local elderberry and aronia production for water quality, climate resilience, and community health (*2A.2, 3A.2, 3B.4)***:** Over the last three years, the Intervale Center has planted approximately 200 elderberry shrubs and 70+ aronia shrubs at our People's Orchard and in our agroforestry buffer to demonstrate how riparian buffer plantings can be used to meet diverse needs on farms and contribute to community-scale food production. In 2026, we will continue stewardship, harvest, and distribution of existing elderberry and aronia while also developing an enterprise plan that ideally can sustain our core objectives related to water quality research, innovative climate resilient agriculture, and equitable access to local plant medicines.

We will continue our successful partnership with Spoonful Herbals, another Burlington-based nonprofit, to harvest and process berries into syrup as part of an educational workshop open to the public, resulting in 2,000 ounces of syrup to be distributed for free to the community (double the amount produced in 2025). With approximately 25% of our elderberry and aronia plantings currently producing fruit, we will invest in systems to increase efficiency and safe-handling in preparation for much larger harvests in 2027 and 2028. This will include investing in equipment and collaborating with other Intervale Center programs, technical assistance providers, and food safety regulators to review processes for growing, harvesting, packaging, and storing raw berries.

4. Deepen perennial care around Burlington Community Gardens, including Tommy Thompson and Calahan *(1B.3, 1B.4, 2A.2, 2B.1)***:** Fruit trees can be an impactful addition to community garden sites, providing perennial food and medicine, improving climate resilience, and diversifying bird and pollinator habitat. However, fruit trees require long-term care and attention which may be unfamiliar to even experienced vegetable and herb gardeners. Building confidence and coordination among gardeners to tend to these community assets requires thoughtful and experienced facilitation. As the Intervale Center and the City look to continue investment in fruiting perennials as part of nature-based climate solutions, this collaborative project will begin developing the skills and culture that can support community food forests and micro-orchards starting at two Community Gardens with established but still growing fruit tree plantings—Tommy Thompson and Calahan.

With consultation from Jacob Holzberg-Pill of Juneberry Landscapes, we will conduct a health assessment of existing trees, develop three-year management plans for each site, and host workshops on fruit tree care for community gardeners and the public at large. Additionally, we will advance site preparation and planning for a 1/3-acre zone directly across Intervale Road from Tommy Thompson suitable for more accessible future community perennial plantings.

5. Continue site improvements to expand and sustain Tommy Thompson Community Garden *(2A.1, 2A.3, 2B.1, 2B.2, 3A.2)***:** Community gardens are a pivotal resource to the community to support food security, food sovereignty, and community connection. In recent years, we have seen the demand for access to fresh food grow in our community, and we identified an opportunity to expand Tommy Thompson to make space for more community garden plots in the fertile soil of the Intervale. With support from the Conservation Legacy Grant in 2025, we began the process of reclaiming a half-acre of land adjacent to the northern end of Tommy Thompson that was overgrown with staghorn sumac to prepare it for future community garden plots. In 2026, we will continue site preparation and steward the wetland buffer to the north of this area to enhance biodiversity and strengthen climate resilience through invasive species removal and native plantings. With City Staff, community gardeners, and Intervale farmers, we will advance plans to improve site access and services, including water line extension, accessibility, and security.

By supporting this project, the Conservation Legacy Fund will be directly invested in nature-based climate solutions that promote food access, resilient ecosystems, and accessible land stewardship resources for the people of Burlington.

Intervale Center - Conservation Legacy Fund Application – Budget and Justification

Expense Category	People's Farm	People's Orchard	Elderberry Production	Perennial Care	Community Garden	Total
Wages & Benefits	$2,760.00	$6,576.00	$5,816.00	$5,260.00	$3,576.00	$23,988.00
Supplies	$2,550.00	$3,900.00	$2,700.00	-	-	$8,050.00
Contractual	-	-	$900.00	$1,500.00	-	$2,400.00
Equipment rental	$348.00	$290.00	$240.00	$116.00	$116.00	$2,210.00
Subtotal	*$5,658.00*	*$10,766.00*	*$9,656.00*	*$ 6,876.00*	*$3,692.00*	*$ 36,648.00*
Indirect Costs	$848.70	$1,614.90	$1,448.40	$1,031.40	$553.80	$5,497.20
TOTAL	**$6,506.70**	**$12,380.90**	**$11,104.40**	**$7,907.40**	**$4,245.80**	**$42,145.20**

Justification:

Personnel and Benefits:

- People's Farm: 40 hrs @ $45.00/hr loaded rate for Lands Team members to refurbish running wagon running gear and construct new wagon deck and railing and 24 hrs @ $40.00/hr loaded rate for Community Food Production Manager to prepare new fields for planting for a total of $2,760.
- People's Orchard: 82 hrs @ $40.00/hr loaded rate for Natural Areas Stewardship Coordinator to steward new and existing plantings, coordinate harvest and distribution of fruits, and prep soils in next expansion area; 64 hrs @ $45.00/hr loaded rate for Lands Team members to install irrigation, plant alley cropping system, and plan next Orchard expansion; and 8 hrs @ $52.00/hr loaded rate for Land Manager for tractor cultivation of alley cropping field for a total of $6,576.
- Elderberry Production: 72 hrs @ $40.00/hr loaded rate for Natural Areas Stewardship Coordinator to steward existing plantings, 56 hrs @ $45.00/hr loaded rate for Lands Team members to process and distribute berries and develop improvements for efficient harvesting and processing, and 8 hrs @ $52.00/hr loaded rate for Land Manager to coordinate elderberry handling and processing improvement plans for a total of $5,816.
- Perennial Care: 28 hrs @ $40.00 loaded rate for Natural Areas Stewardship Coordinator to implement tree care plan, coordinate with Community Garden leaders and cultivate soil at food forest site; 92 hrs @ $45.00/hr loaded rate for Lands Team members to coordinate public workshops, prepare food forest site, and coordinate community gardener input for a total of $5,260.
- Community Garden: 12 hrs @ $40.00/hr loaded rate for Natural Areas Stewardship Coordinator/Facilities and Grounds Coordinator to prepare soil and steward wetland buffer, 48 hrs @ $45.00/hr loaded rate for Lands Team members to remove stumps, and 18 hrs @ $52.00/hr for Land Manager to advance site improvement plans with stakeholders for a total of $3,576.

Supplies:

- People's Farm: $1,700 for hardware, tires, and lumber for wagon refurbishment, $600 for irrigation and fencing materials, and $250 for cover crop seed for a total of $2,550.
- People's Orchard: $100 for soil testing, $100 for cover crop seed, $300 for fencing, $400 for irrigation materials, and $3,000 for trees and shrubs for a total of $3,900.

- Elderberry Production: $1,600 for ingredients and materials to create syrup for distribution and $1,100 for harvest and washing equipment for a total of $2,700.

Contractual:

- Elderberry Production: $900 for Spoonful Herbals to facilitate syrup production.
- Perennial Care: $1,500 for consultation from Juneberry Landscapes.

Equipment Rental:

- People's Farm: $348 for tractor rental from Intervale Farmers' Equipment Company.
- People's Orchard: $290 for tractor rental from Intervale Farmers' Equipment Company.
- Elderberry Production: $240 for commercial kitchen rental.
- Perennial Care: $116 for tractor rental from Intervale Farmers' Equipment Company.
- Community Garden: $116 for tractor rental from Intervale Farmers' Equipment Company.

Indirect Costs: Calculated at organizational rate of 15%

- People's Farm: $848.70
- People's Orchard: $1,614.90
- Elderberry Production: $1,448.40
- Perennial Care: $1,031.40
- Community Garden: $553.80

Volunteers harvesting cabbages at the People's Farm for free distribution.



Participants at Elderberry-Aronia Syrup-making Workshop co-led by Spoonful Herbals and the Intervale Center. Syrup was then distributed for free through Fair Share.



Jacob Holzberg-Pill of Juneberry Landscapes facilitating a fruit tree pruning workshop in the Intervale.



Intervale Center - Conservation Legacy Grant Application 2026																
Objectives/Outcomes	**Tasks**	**Timeline**	January	February	March	April	May	June	July	August	September	October	November	December		
People's Farm Expansion	Build volunteer wagon	Winter		■	■											
	Cultivation of expansion: field and hightunnel	Summer						■		■		■				
	Water line prepartion	Summer									■	■				
People's Orchard Planting and Alley Cropping Demonstrations	Harvest and distribute	Summer							■	■	■					
	Plant alley cropping system	Spring				■	■									
	Stewardship of new and existing plantings (mulching, weeding, pest control, and irrigation)	Spring/Summer						■	■	■	■	■				
	Cultivate an additional ½ acre to the north of PO through repeat cultivation and cover cropping	Summer						■		■		■				
Advancing local elderberry and aronia production	Steward productive buffer plantings	Spring/Summer						■	■	■	■	■				
	Harvest planning & enterprise analysis	Winter	■	■	■											
	Harvest and Processing	Summer/Fall								■	■					
	Syrup making & distribution	Fall									■	■				
Deeping the culture of perennial care around Burlington Community Gardens	Tree health assessment and management plan	Winter	■	■	■											
	Workshops & volunteer events	Summer/Winter			■				■					■		
	Fence Removal and bank stabilization at food forest site	Summer				■			■	■			■			
Improvements for Tommy Thompson Community Garden	Stump removal	Summer						■	■							
	Field cultivation	Fall										■				
	Wetland restoration	Spring/Fall				■						■				
	Site coordination & planning	Winter/Summer/Fall		■	■							■	■			

City of Burlington, VT

December 1, 2025

Record No: LFG-25-6

Conservation Legacy Fund Grant Application

Status: Active

Submitted On: 11/29/2025

Primary Location

No location

Owner

No owner information

Applicant

Braden DeForge
802-595-8027
braden@burlingtonwildways.org
482 S Union St
Burlington, VT 05401

Applicant Information & Point of Contact

Applicant Name (Individual or Organization)*

Burlington Wildways

Primary Contact Name*

Braden DeForge

Primary Contact Email Address*

braden@burlingtonwildways.org

Primary Contact Phone Number*

8025958027

Primary Contact Street Address*

1 Ethan Allen Homestead

Primary Contact City, State, ZIP*

Burlington, VT, 05408

Application Details

Project Type*

Implementation Work

If applicable, project location (must be within Burlington). Some projects, such as planning efforts, may not have a particular location.

All activities will occur in Burlington, VT on land managed by one of our partners.

Please provide or upload a description of the proposed project (2 page limit)*

This item will be attached to our application.

What is the grant amount you are requesting? ($10,000 minimum / $68,000 total available funding)*

12463

If you are not applying as a 501 (c) 3 nonprofit, you will likely need a fiscal agent. Please specify your fiscal agent for this project. *

We have non-profit status with the Winooski Valley Park District acting as our fiscal sponsor.

Please specify matching funds or in-kind work, if any.*

We receive in-kind hours from staff at our partner organizations for their support of partnership projects. Community volunteers and steering group members help with both the design and implementation of plantings and demonstration sites. Our native plant giveaway partnership with UVM is supported by faculty and student hours and their dedicated service-learning projects.

Please provide or upload a budget and budget narrative explaining how funding will be used. (2 page limit) Note that written estimates for proposed work may be required for awarded projects.*

This item will be attached to our application.

Please provide or upload a project schedule and, as applicable, specify individual project milestones (phases). Projects should generally be completed within 1 year.*

This item will be attached to our application.

Please provide or upload an explanation of how your project's results or effectiveness can be measured.*

This item will be attached to our application.

Is there any other information you would like us to know? (2 page limit)

Our request for funding in relation to Question 1.

We are applying for funding under the "implementation" category as this best describes the work that we intend to undertake. Within our outline of tasks, capacity funds are included as a budgetary item that makes the projects possible. While this application is largely for new projects, there are some on-going/ "sustained" components, namely, the support for the native plant giveaway and the demonstration site concept, however, the pocket forest sites will be entirely separate from previously funded projects and are only on-going in spirit.

Who we are:

Burlington Wildways is a partnership group between most of the large, public-facing landowners within the city. The partners are Rock Point Commons, the Intervale Center, Burlington Parks, Recreation & Waterfront and the Winooski Valley Park District, who is our fiscal sponsor. We also work closely with UVM, both faculty and planning staff.

We are a partnership that cares for the wild places and paths of Burlington Vermont. We were formed by a City Council resolution in 2017 to bolster conservation efforts across the city and to ensure long-term equitable access to our natural areas. Our steering committee meets monthly to discuss our priorities and strategic direction. You can learn more about us at: https://burlingtonwildways.org/.

Burlington Wildways' partnership work is silo busting. We plan for and offer the capacity for overseeing projects that each partner has an interest in pursuing, but could not do alone. Our partnership is efficient. We are a group of

groups each with staff, and our initiatives have strong volunteer support.

In-kind hours:

We receive in-kind hours from staff at our partner organizations for their support of partnership projects. Community volunteers and steering group members help with both the design and implementation of plantings and demonstration sites. Our native plant giveaway partnership with UVM is supported by faculty and student hours and their dedicated service-learning projects.

Applicant Certification Required

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name, I am electronically signing my application.*

☑

Burlington Wildways is seeking support from the Burlington Conservation Legacy Grant to increase native plant diversity and abundance on the landscape in Burlington. We aim to do this by establishing a new Miyawaki-style forest demonstration site, to host community-wide native plant giveaways, and bolster our partnership's capacity for restoration. All three of these approaches help our community better understand, and participate in, ways to improve climate resilience through creation and restoration of native habitat across public and private lands.

Nature-based climate solutions (NBCS) offer the most promising and cost-effective avenue for climate change mitigation on the local-level. As the fourth-fastest warming city in the United States, Burlington can invest in establishing increased canopy cover through the planting of native trees and shrubs. This would increase the city's cooling capacity while improving ecological function and biodiversity.

The values of our partnership and our proposed scope of work in this application support many of the core themes identified in this grant program. In addition to the primary categories of Forests and Tree Canopy; Lawns, Fields, and Small Open Spaces; and Equity, Inclusion, and Relationships; our proposed projects center many of the strategies indicated in the implementation plan of the 2022 nature-based climate solutions addendum.

Project 1: Establishment of a new Miyawaki-style pocket forest

To address the impacts of climate change on the local-level, increasing tree canopy is the most resource and cost-effective option. To achieve this, we propose the installation of two Miyawaki forest demonstration sites with a total of 125-150 plants. This dense, multi-layered, and fast growing approach is well suited for the urban/suburban landscape as it can be implemented at scale and will provide NBCS benefits faster than alternative planting options.

The utility of this approach is indicated in the 2022 NBCS addendum (1B.2, 1B.3) and as a demonstration site, this planting would add high value to the educational outreach possibilities of our Grow Wild program. As supported in our award during the last grant-cycle, we aim to build on our success of providing public-facing examples of how community members can implement successful native plantings in the spaces that they steward. The Miyawaki-style forest would be broadly applicable across the city and provide high impact when established in areas currently experiencing low canopy cover. Additionally, "stewardship zones", as defined by the forthcoming Burlington Open Space Plan, would be fitting applications for this method to lessen edge effects and increase connectivity.

We have been in conversation with our partners including the Winooski Valley Park District and the BPRW Conservation Team to discuss areas of land that each manages that would be good demonstration site locations. The process from installation through establishment and maturity will be documented on our website https://burlingtonwildways.org/grow-wild to provide additional opportunities for learning resources and community engagement. Estimations of long-term carbon sequestration by these 100 ft^2 and 300ft^2 demo sites will offer an opportunity for city staff and community members to envision potential impacts by planting in similar locations (7A.1).

We seek ongoing support to involve the community in NBCS education through tours hosted at the demonstration sites (1B.4, 4A.1 [without incentive], 6B.2, 7A.4). These opportunities allow community members to engage with and learn from staff and volunteers and begin to envision how they might make a change in residential yards and other spaces (4B.1).

Project 2: Community-wide native plant giveaways

In partnership with Dr. Laura Hill and her students at the University of Vermont (UVM), Burlington Wildways has established a maturing effort to provide community members with a low-barrier source of native plants. Ecotypic seeds of primarily herbaceous plants of conservation importance are propagated using the facilities at UVM. Each spring, thousands of established “starts” are ready to be provided to the community (4A.2).

Funding to support our efforts to bring these plants to the community would allow us to offer additional giveaways across the city, print and provide educational materials (1B.4), and fund the staff capacity to make it happen.

The interest in these events of previous years has been overwhelming. This effort has been especially meaningful for community members who are interested in creating habitat and increasing biodiversity but may not have the means to afford to purchase plants, or the time to propagate from seeds. Being able to meet folks where they are: in their neighborhoods, gathering places, and various days and times, allows more people to participate. Additionally, our ability to educate the public on core concepts related to native plants and NBCS, makes these opportunities especially valuable for those who aren’t sure where to start (6B.2).

Project 3: Expand capacity for landscape restoration

The Burlington Wildways partnership includes many of the public facing land-owners who steward the open spaces of the city. Collectively, the land managers of our partner entities are those responsible for the majority of restoration projects in Burlington. As a partnership, we strive to improve the ecological function, biodiversity and connectivity of open spaces on the landscape and much of the work often starts with an ongoing effort to remove non-native invasive plants. Introduced plant species impact every natural area in Burlington and their removal requires continuous time spent by land managers, and volunteers, both one-time and those who are engaged in our stewardship program.

We are seeking funds to purchase additional tools to be shared amongst partners that will be utilized during group volunteer work days throughout the years ahead. Limiting factors of many volunteer events are the number of tools available to provide to participants and the upfront cost associated with purchasing that equipment. Funding to expand the available supply of tools specifically designed for these stewardship activities will greatly increase the possibility for future landscape restoration across the city.

Measurable Results by Project		
1. Establishment of a new Miyawaki-style pocket forest		
Public tours		● Number of attendees ● Quantities of resources distributed ● People added to newsletter audience
Forest Planting		● Site prepared with soil amendments. ● Site planted with # plants. ● Site converted to # ft^2 of habitat. ● Educational resources, process, and data available to the public online for this demonstration site.
2. Community-wide native plant giveaways		
Giveaway events		● Number of plants distributed ● Quantities of resources distributed ● Number of people added to newsletter audience
3. Expand capacity for landscape restoration		
Tools		● Number of restoration events enabled ● Acreage of land stewarded using the tools ● Number of volunteers able to utilize tools

Burlington Wildways NBCS Funding Request		
April 2026-January 2027 Project Period		
Funding Request		
1. Establishment of a new Miyawaki-style pocket forest		
Compost order		**$135**
Woodchips and leaf mulch		**$0**
Tree order		**$2,500**
Capacity funds		**$3,750**
Total Item 1. Request		**$6,385**
2. Community-wide native plant giveaways		
Printing educational materials		**$500**
Capacity funds		**$580**
Total Item 2. Request		**$1,080**
3. Expand capacity for landscape restoration		
The Mcleod Tool x10		**$1,125**
Weed Wrench (light) x10		**$2,750**
Root Slayer Shovel x15		**$1,123**
Total Item 3. Request		**$4,998**
Total Burlington Wildways Funding Request		**$12,463**

Budget Justification

Item 1. Establishment of a new Miyawaki-style pocket forest

Compost order $135: $75/yard x 1 yard plus a $65 delivery fee.

Woodchips and leaf mulch $0: Woodchips and leaf mulch will be sourced locally for free from the arborist team and from fall clean-up respectively.

Tree order $2,500: 150 trees and shrubs at 1-2’ size sourced from a local grower at $15 each with a shipping fee of $250.

Capacity funds $3,750: staff capacity time includes growing site coordination, and preparation ($25/hr x50hrs); planting design and species selection ($25/hr x25hrs); volunteer recruitment

and coordination for the planting day ($25/hr x30hrs); planting of the demonstration sites ($25/hr x25hrs); watering and initial care for the site ($25/hr x20hrs).

Item 2. Community-wide native plant giveaways

Printing educational materials $500: ~700 color-copy pages of educational handouts and resources provided in color-copy at $0.71/ page.

Capacity funds $580: Staffing provided for 4, 2.5hr events at $29/hr x 2 staff members.

Item 3. Expand capacity for landscape restoration

The McLeod Tool $1,125: 10 tools at $104.95 each, plus $75 shipping.

Weed Wrench (Light) $2,750: 10 tools at $239 each, minus $110 discount, plus $470 shipping.

Root Slayer Shovel $1,123: 15 tools at $69.99 each, shipping not applicable if purchasing from a local vendor.

Burlington Wildways NBCS Funding Request			
April 2026-January 2027 Project Period			
Funding Request		**Timeline**	**Project Milestones**
1. Demonstration site establishment and community engagement			
Miniature “Miyawaki” forest		Summer-fall 2026	● Site delineation, volunteer recruitment and preparation: summer 2026. ● Site planting and volunteer day: fall 2026. ● Site watering and establishment: late fall 2026.
Community tours and open house		Summer-fall 2026	● Successful hosting of four events.
2. Native plant partnership giveaway			
Community giveaway events		Spring 2026	● Education materials created and printed for events: April 2026. ● Four successful, staffed events hosted May-June 2026.
3. Restoration capacity building			
Tools		2026	● Orders placed for restoration tools: spring 2026. ● Tools utilized by volunteer groups and shared between partners throughout the season: summer-fall 2026.

City of Burlington, VT

December 1, 2025

Record No: LFG-25-2

Conservation Legacy Fund Grant Application

Status: Active

Submitted On: 11/24/2025

Primary Location

No location

Owner

No owner information

Applicant

Abby Munterich
802-876-7778
abby@feavt.com
164 Main Street
Suite 2
Colchester, VT 05446

Applicant Information & Point of Contact

Applicant Name (Individual or Organization)*

BLUE BTV

Primary Contact Name*

Abby Munterich

Primary Contact Email Address*

abby@feavt.com

Primary Contact Phone Number*

802-876-7778

Primary Contact Street Address*

164 Main Street, Suite 2

Primary Contact City, State, ZIP*

Colchester, VT 05446

Application Details

Project Type*

Implementation Work

If applicable, project location (must be within Burlington). Some projects, such as planning efforts, may not have a particular location.

Residential properties within Burlington

Please provide or upload a description of the proposed project (2 page limit)*

Please see attached "2025-11-24_BLUEBTV_ProjectDescription.pdf"

What is the grant amount you are requesting? ($10,000 minimum / $68,000 total available funding)*

15000

If you are not applying as a 501 (c) 3 nonprofit, you will likely need a fiscal agent. Please specify your fiscal agent for this project. *

Fitzgerald Environmental Associates, LLC

Please specify matching funds or in-kind work, if any.*

We will utilize funding from the City of Burlington Stormwater Program for all operational and personnel costs for the BTV Yards to Rain Gardens project (i.e. advertising, conducting stormwater evaluations to identify suitable properties, providing project technical support).

Please provide or upload a budget and budget narrative explaining how funding will be used. (2 page limit) Note that written estimates for proposed work may be required for awarded projects.*

Please see attached "2025-11-24_BLUEBTV_BudgetNarrative.pdf"

Please provide or upload a project schedule and, as applicable, specify individual project milestones (phases). Projects should generally be completed within 1 year.*

Please see attached "2025-11-24_BLUEBTV_ProjectTimeline.pdf"

Please see attached "2025-11-24_BLUEBTV_ProjectTimeline.pdf"

Please provide or upload an explanation of how your project's results or effectiveness can be measured.*

Since 2017, BLUE has conducted stormwater evaluations and provided guidance for hundreds of residential properties. These evaluations have supported the implementation of over 40 projects which collectively manage stormwater volumes from over 30,000 square feet of impervious surface. We ensure each practice is installed to properly manage stormwater and track the amount of impervious area managed by each installation.

Is there any other information you would like us to know? (2 page limit)

Please see attached "2025-11-24_BLUEBTV_SupportingDocuments.pdf"

Applicant Certification Required

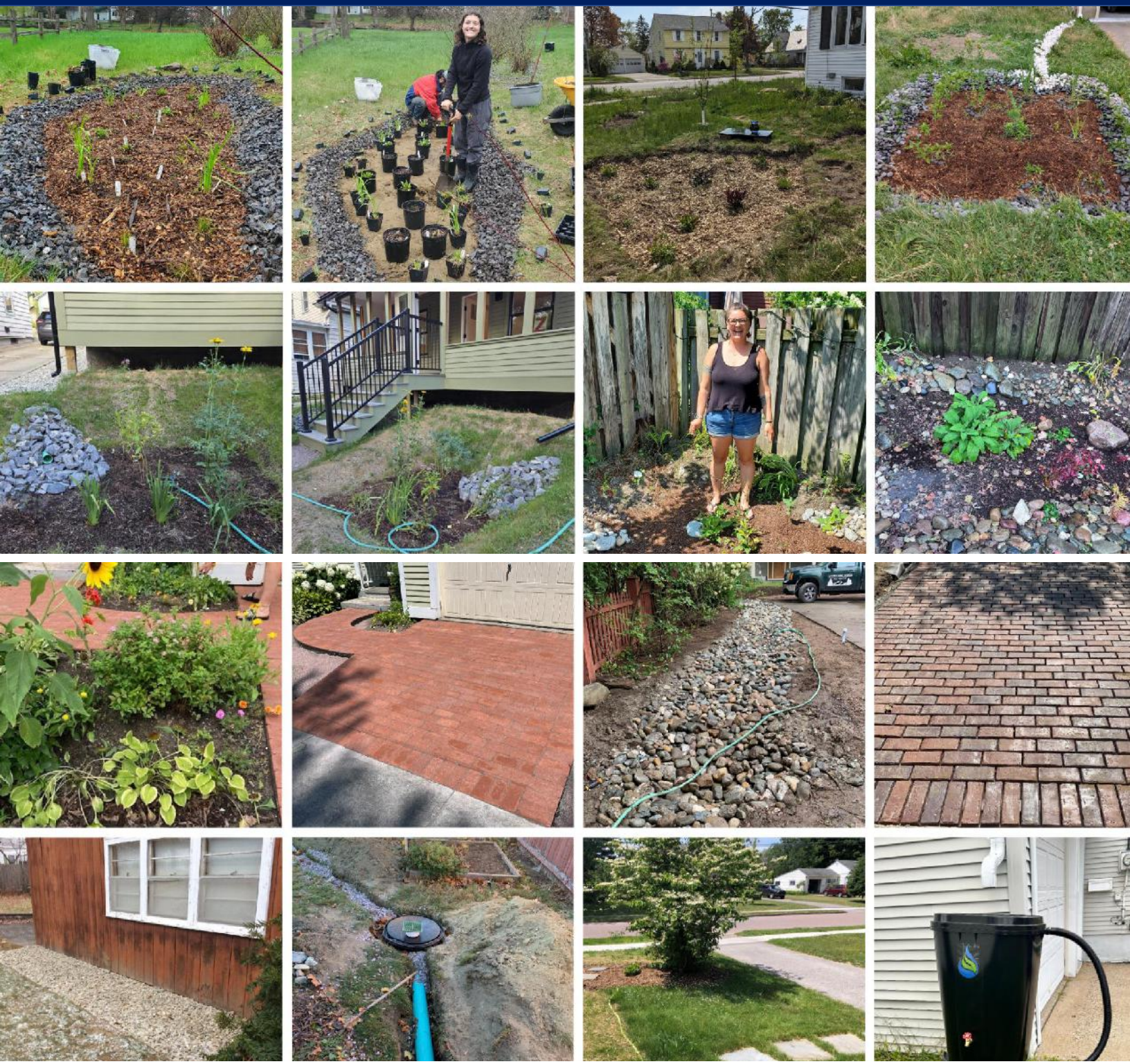
I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name, I am electronically signing my application.*

☑

BLUE BTV Stormwater Program

Conservation Legacy Fund Application

BTV Yards to Rain Gardens



Rain gardens and stormwater projects supported by BLUE BTV

BLUE BTV Introduction

BLUE BTV is a residential green stormwater infrastructure (GSI) incentive program in Burlington, Vermont made possible by a partnership between Lake Champlain Sea Grant (LCSG), the City of Burlington, Fitzgerald Environmental Associates (FEA), and the University of Vermont. BLUE BTV addresses the City's Municipal Separate Storm Sewer (MS4) Permit Minimum Control Measures (MCM): Public Education and Outreach (1), and Public Involvement and Participation. The program incentivizes the installation of stormwater best management practices (BMPs) on residential properties based on site specific conditions, reducing the volume of stormwater runoff reaching local waterways and contributing to combined sewer overflows. BLUE also provides stormwater education during site visits and gathers feedback on the interest and knowledge of stormwater practices via participant surveys.

Since 2017, BLUE has conducted stormwater evaluations for 290 residential properties and supported the implementation of 42 projects which collectively manage stormwater from 30,108 square feet of impervious surface. Rebated projects include rain gardens, permeable driveways, dry wells, infiltration trenches, and gutters directing water toward stable vegetation. BLUE provides rebates up to $2,000 per property for the installation of approved projects, but these incentives often do not cover full project costs. Property owners surveyed through BLUE identified project costs as the main barrier to installation of GSI projects, especially for lower income households. The Conservation Legacy Fund, if approved, will directly support installation of GSI on selected residential properties.

Project Plan

The *BTV Yards to Rain Gardens* project will utilize this grant funding to fully cover the direct install of three to five rain gardens at low-income residential properties. The rain gardens will be professionally designed and installed according to the BLUE Basis of Design Manual. Our team will leverage the list of existing BLUE program participants who were not able install a project due to cost and the list of City residents receiving financial assistance through Water Resources' Bill Discount Program to quickly find interested participants that have demonstrated financial need for this project. The team will also advertise the opportunity to receive rain garden financial assistance to ensure other people not reached by either BLUE or the City's assistance program have a chance to apply. Residents who demonstrate financial need, willingness to implement and maintain a rain garden long-term, and have a suitable site will be prioritized to receive rain garden funding. If a new site assessment is needed at the property, BLUE will prioritize those site visits in spring of 2026. Rain garden construction is expected in late summer or fall of 2026. BLUE BTV will provide guidance on rain garden location, size, design, materials, and support coordination with contractors. We will conduct soil infiltration tests to determine site suitability prior to installation and residents will be provided with a list of local contractors known by BLUE to properly design and install rain gardens. BLUE plans to use grant funds to pay contractors directly for all project costs, ensuring that selected property owners incur no expenses. If participants agree after projects are completed, we hope to use rain gardens as demonstration sites and coordinate tours like an event held by Neighborhood Planning Association Ward 6 in the summer of 2025.

Demonstration of Need & Alignment

According to the *2022 & 2025 Open Space Plans,* private yards contribute greatly to the overall greenspace in Burlington and represent unique opportunities for building climate resilience. Increasing GSI on private parcels aligns with many *Open Space Plan* goals such as offsetting urban heat island effects, increasing carbon sequestration, increasing habitat for pollinators and birds, reducing algae blooms in Lake Champlain, and restoring urban waterways like Potash, Centennial, and Englesby Brook. With more rainfall and warming temperatures projected for Burlington, thoughtful stormwater management is

necessary to make private properties more resilient to flooding and preserve water quality in local streams, rivers, and lakes. The *BTV Yards to Rain Gardens* project will address the following Nature-Based Climate Solutions (NBCS) to protect open space and combat climate change:

Equity, Inclusion, and Relationships: BLUE BTV will conduct meaningful community engagement to connect with urban, low-income properties experiencing erosion, flooding, pooling, or basement saturation caused by lack of stormwater management and work with residents to implement stormwater solutions at little or no cost. If a rain garden is not suitable for a property, BLUE BTV can provide guidance outside of the *BTV Yards to Rain Gardens* project on alternative solutions.

- **NBCS Strategy**: Prioritize investments in nature-based climate solutions in areas of the city that are underserved/have limited access to nature.

Water and Wetlands: Properly managing stormwater runoff from residential properties will reduce the amount of sediment, pollutants, and nutrients such as phosphorus reaching sensitive shorefront and floodplain ecosystems along Lake Champlain and the Winooski River.

- **NBCS Strategy**: Develop stormwater infrastructure that reduces stress on wetlands, waterways, and floodplains during extreme weather events.

Lawns, Fields, and Small Open Spaces: Residential rain gardens reduce lawn space and increase the planting of perennial natives which bolster soil heath, store carbon, and support birds and pollinators. All rain gardens implemented for the *BTV Yards to Rain Gardens* project will be planted with natives such as cardinal flower, oxeye sunflower, joe-pye weed, blue flag iris, red osier dogwood, and elderberry.

- **NBCS Strategy**: Establish and support voluntary native planting programs for private yards by providing incentives for planting native plants.

Green Infrastructure: Rain gardens are low impact projects that mimic the natural processes of wetlands by slowing, filtering, and infiltrating stormwater. Residential rain gardens may serve as a valuable network for stormwater management providing multiple ecological benefits across the city.

- **NBCS Strategy**: Encourage the installation of GSI on residential properties using non-regulatory incentives.

Community/Ecosystem Impact

The *BTV Yards to Rain Gardens* project will be implemented collaboratively by BLUE Stormwater Program partners. Our team has recognized expertise in the field of GSI, regionally established communication networks, and extensive experience with complex stormwater mitigation design and installations. We will utilize our existing funding from our partnership with the City of Burlington Stormwater Program for all operational and personnel costs for the program (i.e., advertising and stormwater evaluations to identify suitable properties). Any low-income residents across Burlington will be encouraged and eligible to apply for a stormwater evaluation and rain garden funding. More residential rain gardens will increase neighborhood and community interest in GSI and stormwater awareness. Our team tracks metrics including the square footage of impervious surface that each project treats. Since early 2025, five new BLUE residential rain gardens were implemented to manage runoff from 3,570 square feet of impervious surface that may otherwise flow into local waterways.

Project Feasibility/Timeline

Implementation of *BTV Yards to Rain Gardens* fits seamlessly within the BLUE Stormwater Program's annual workload. Based on recent implementation costs tracked through the BLUE program, we estimate that grant funding will cover professional design and implementation for three to five rain gardens during the 2026 construction season.

BTV Yards to Rain Gardens Budget Narrative:

Item	Description	Cost
Rain Garden #1	Professional rain garden design and installation	$3,000-5,000 depending on project size
Rain Garden #2	Professional rain garden design and installation	$3,000-5,000 depending on project size
Rain Garden #3	Professional rain garden design and installation	$3,000-5,000 depending on project size
		Total Cost: $15,000

The table above shows projected costs for three rain gardens. If each rain garden costs less than $5,000 to install, it is possible grant funding could cover up to five rain garden projects.

Since funding from the City of Burlington Stormwater Program will cover all operational and personnel costs, grant funding will go towards direct install of each rain garden. The amount of rain garden projects that could be supported by $15,000 in grant funding is informed by past rain garden project costs tracked through BLUE BTV. We intend to pay contractors directly with grant funding to cover design and implementation costs, ensuring that selected property owners incur no expenses.

BTV Yards to Rain Gardens Project Timeline:

Task	**2026**									**2027**
Subtask	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Identify project sites										
Solicit interest from target audience										
Conduct BLUE assessment (if new BLUE participant)										
Develop conceptual plans for BMPs										
Contractor attainment										
Support implementation for at least 3 BLUE projects										
Approve designs										
Construction oversight										
Post-implementation inspection										
Support initial project maintenance										
Reporting										
Track metrics										
Final reporting										

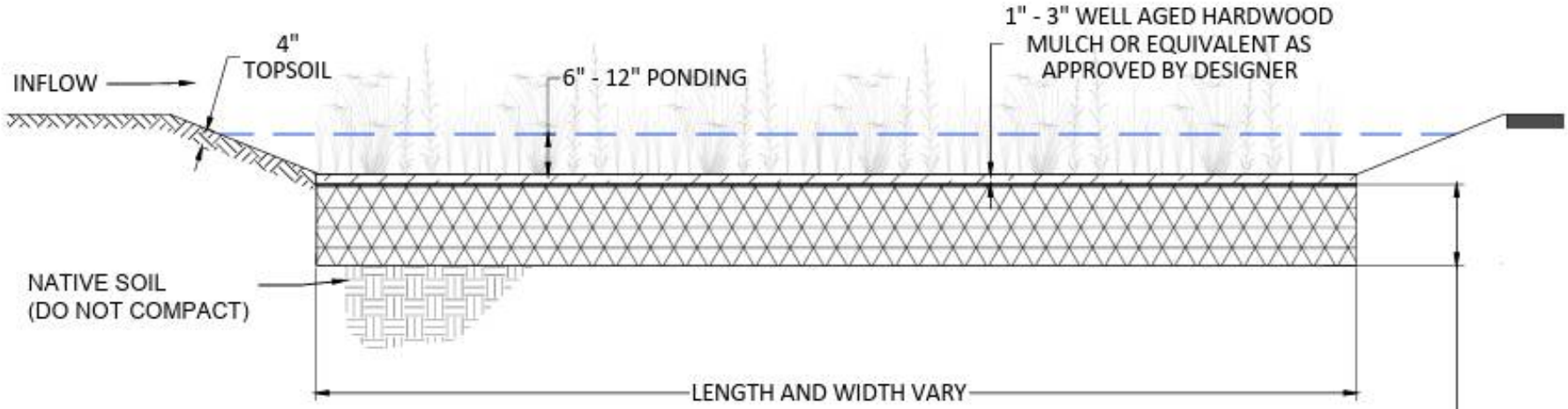


Example of conceptual design recommending a residential rain garden to a BLUE BTV program participant which resulted in the installation of a rain garden during the fall of 2025.

BLUE BTV Impacts		
Total Project Installations	**Amount in Rebates Awarded**	**Total Impervious Area Treated**
42	**$39,055**	**30,108 sq ft**

Table detailing project installations, rebates awarded, and impervious area treated through BLUE BTV.

SELECT NATIVE PLANTINGS BASED ON TOLERANCE TO INUNDATION AND DROUGHT AND/OR ROAD SALT WHERE APPLICABLE



18-36" PLANTING SOIL BED
NATIVE SOILS CAN BE USED FOR SHAPING RAINGARDENS.
SOILS ADDED TO A BIORETENTION PROJECT SHALL CONSIST OF SAND TO LOAMY SAND BY USDA CLASSIFICATION (85-88% SAND, 8-12% SILT, AND 0-2% CLAY). SPOT APPLICATION OF COMPOST (3-5%) SHALL BE APPLIED AT PLANT ROOTS

FOR USE WITH INFILTRATION RATE OF UNDERLYING SOIL ≥0.2 INCHES/HOUR

BIORETENTION BASIN / RAIN GARDEN
NOT TO SCALE

Excerpt from the BLUE BTV Basis of Design Manual which will be used to guide rain garden design and installation.

City of Burlington, VT

December 1, 2025

Record No: LFG-25-3

Conservation Legacy Fund Grant Application

Status: Active

Submitted On: 11/25/2025

Primary Location

No location

Owner

No owner information

Applicant

August Tallmadge
802-922-6959
august.tallmadge@vycc.org
1949 E Main St
Richmond, VT 05477

Applicant Information & Point of Contact

Applicant Name (Individual or Organization)*

Vermont Youth Conservation Corps

Primary Contact Name*

August Tallmadge

Primary Contact Email Address*

august.tallmadge@vycc.org

Primary Contact Phone Number*

8029226959

Primary Contact Street Address*

1947 E Main St

Primary Contact City, State, ZIP*

Richmond, VT, 05477

Application Details

Project Type*

Operational Work for Sustained Implementation

If applicable, project location (must be within Burlington). Some projects, such as planning efforts, may not have a particular location.

The project location will be throughout Burlington – multiple sites based off of the project priories of Burlington Parks and Rec and Burlington Wildways.

Please provide or upload a description of the proposed project (2 page limit)*

The Vermont Youth Conservation Corps (VYCC) seeks to use these grant funds to run four weeks of Youth Crew programming in Burlington. We will collaborate with Burlington Wildways partners to recruit diverse local youth participants, complete high-priority conservation projects, facilitate experiential learning opportunities through our educational curriculum, and introduce participants to local organizations working on nature-based climate solutions.

While there are always more projects in need of completing than capacity to do them, we acknowledge limited funding resources and propose to maintain our previous commitment of four weeks of projects while focusing on enhancing community impact and education.

Who We are:

VYCC is a service corps that enrolls over 200 young adults each year to work on public service projects. Our mission is: "*To take action & build community by working and learning together with the land"* Since 1985, over 7,000 Corps Members have completed projects that strengthen Vermont's communities and conserve natural resources. We accomplish this by providing training to leaders and members, providing tools and vehicles, and supporting the crew with our highly skilled staff. We rely on partners to provide project materials and to work in collaboration with our staff to ensure specific project needs are met.

Burlington Wildways is our primary partner for this initiative. Burlington Wildways mission is to build a strong partnership of many organizations working together to maintain a world-class shared trail network; conserve the rare plants and diverse animals that make their homes in the Queen City; and provide equitable and inviting access to our many natural areas for the benefit of all our city's citizens and visitors. While 2025 project partners only included City of Burlington and Rock Point Commons, continued partner engagement with other Wildways partners (Intervale and Winooski Valley Park District) for crew recruitment and job exposure to VYCC alumni continues to be a key strategy. This connects to strategy 6C.2 *"Increase partnerships with community organizations for the completion of NBCS projects city-wide."*

Statement of Need:

Burlington's natural areas face increasing pressures from climate change, invasive species, stormwater runoff, and high public use. At the same time, Burlington youth, especially those from low-income families, New Americans, and historically disenfranchised communities, face barriers to accessing paid work experience, workforce training, and outdoor leadership opportunities. VYCC responds to these needs by providing paid jobs and training to youth who lack access to these opportunities; building climate resilience and improving ecological health in Burlington's public spaces and strengthening community investment in shared natural spaces.

Environmental Needs:

Project Proposal

The main goals of a youth crew are to offer opportunities for participants to learn, grow, and establish connections with the land with a dual focus on efficiency and project completion. Due to the heavy use of Burlington area parks and natural areas, Wildways Partners always have a larger list of projects than can be completed solely with Parks and Rec staff or volunteers, making the added capacity of VYCC crews essential for projects of the right scope and scale. VYCC brings crews capable of showing up every day to tackle projects larger than can be done by volunteers, and with a level of training that allows more complex projects to be accomplished.

Last year the crew completed installation of 792 ft of new puncheon and removal of old decaying structures on the Rock Point and Ames trail system. The trail is now fully open and accessible, increasing public access to trail systems and green spaces while limiting human impact on sensitive wetland environments.

The 2026 project priorities will be determined by the 2025 Burlington Open Space Plan which is currently being finalized. Burlington's Open Space Plan establishes a framework for conserving, managing, and expanding open space across the city. The updated plan includes aspects of the NBCS addendum of the earlier open space plan.

The city of Burlington has committed to working with VYCC to increase accessibility, trail sustainability, and work on general conservation projects in the Burlington area. VYCC will adapt our crew and crew leader training based on the project priorities once the Open Space Plan is finalized.

Examples of projects that align with City priorities and VYCC crew capabilities include:

- Ongoing trail building, corridor clearing, dry-stone masonry, trail-based carpentry, and existing trail maintenance, etc.
- Invasive species management, planting of native trees and shrubs, green stormwater infrastructure, erosion mitigation, etc.
- Installation of signage, accessible benches and ramps, and demolition of deteriorating or damaged infrastructure

Community-based Needs:

Service and Education:

Youth Crews at VYCC offer paid summer service positions for participants between the ages of 15 and 18. Participants work on conservation projects and learn a variety of skills including problem solving, communication, and time management; they also develop technical conservation skills like safe use of tools, strategies for land management, erosion control, and trail building skills. Youth members receive training and guidance from Crew Leaders and receive additional support from VYCC Staff.

Last year, the youth education curriculum consisted of daily 30-minute lessons which were facilitated by crew leads, VYCC staff, and external partners. The outcomes of these lessons were developing an understanding of conservation and its importance, cultivating curiosity and experience in an outdoor setting, and building leadership and communication skills. This outcome is deeply tied to NBCS's goal of Equity and Inclusion, specifically *"Create education opportunities to communicate the value of Nature-Based Climate*

Solutions." This year we are hoping to build on the success of our previous program. Education program updates focus on deepening the educational outcomes and building a pathway into conservation-based career opportunities.

Recruitment:

VYCC has long-standing relationships with public schools and youth-development organizations in the City of Burlington. We will primarily be working with Simon Parlante (Employment Specialist at Burlington High School) and Jim Shields (Student-centered Learning Coordinator at Eagle Bay Academy), This year we are also reaching out to the YouthBuild & AALV Programs to help with recruiting a diverse participant pool.

VYCC will focus on recruiting and hiring a crew that reflects the diverse demographics of Burlington, including the New American community. The crew will work alongside conservation professionals, making this a valuable opportunity for career exploration. This connects to strategy 6B.3 *"Create more opportunities to bring school aged children and university students into the urban wilds to experience and learn about NBCS."*

Last year we were able recruit a diverse crew who were able to use VYCC to achieve increased stability, community connection, and educational support – out of our 6 member crew, one member was from the New American community, one member was experiencing housing insecurity, and four members had been struggling in the school environment.

What is the grant amount you are requesting? ($10,000 minimum / $68,000 total available funding)*

36783

If you are not applying as a 501 (c) 3 nonprofit, you will likely need a fiscal agent. Please specify your fiscal agent for this project. *

We are a nonprofit.

Please specify matching funds or in-kind work, if any.*

$7,500 of matching funds (see budget for details)

Please provide or upload a budget and budget narrative explaining how funding will be used. (2 page limit) Note that written estimates for proposed work may be required for awarded projects.*

4 weeks of VYCC youth crew fee for service at $7,000 per week = $28,000
3 weeks of VYCC staff facilitated leader training to prepare leaders to lead the youth crew and complete the projects = $2,500
Total Direct Costs = $30,500
Indirect Rate 20.6% = $6,283
Total grant request = $36,783

What does the $7,000 fee-for-service rate include?

- Stipends for crew leaders and members
- Worker's Comp and Insurance
- Transportation
- Use and maintenance of tools
- Staff support for crew dynamics and project quality

The actual cost of running a VYCC youth crew is more than $7,000 per week. VYCC raises the remaining funds through philanthropy and other grants. We will use these funds to offer $7,500 of match to the project.

Please provide or upload a project schedule and, as applicable, specify individual project milestones (phases). Projects should generally be completed within 1 year.*

Recruiting Phase & Project Coordination:
January through May, VYCC staff working with Burlington partners on direct outreach. Most crew member hiring occurs in April and May 2026. During January – May coordination between VYCC and Burlington Parks will occur to align project plans with the Burlington Open Space Plan.

Training:
Crew leaders are trained from May 25th – June 12th, 2026

Operational Phase:
The 2026 Burlington Youth Crew will operate for one four-week session: June 22nd – July 16th
The full crew works Monday-Thursday, 8am-4:30pm.
On Fridays, the two crew leaders prepare and plan for next week's project and educational activities. The youth crew will have two crew leaders and five-seven youth crew members.

Project Close-out Phase:
September through December 2026
End of season reflection with partners, reporting, and planning for future partnerships.

Please provide or upload an explanation of how your project's results or effectiveness can be measured.*

People Metrics:
- # of crew leaders (goal: 2)
- # of youth participants who gain hands-on experience completing conservation projects (goal: 5-7)
- Increased % of participants who are Burlington residents and who are members of historically disenfranchised communities
- Participants complete 16 thirty-minute educational sessions led by crew leaders accomplishing course learning objectives
    - Education focused on Nature based climate solutions
    - Education focused on developing leadership and communication skills

Project Metrics
- Crew Hours (goal: 750 hours)
- Pre-season goals established during the Project Coordination phase.

Community Metrics:
- Engagement with school partners to build and increase effectiveness of recruitment efforts
- Generation of a pathway from youth crew participation to post-high school conservation-based career
- Improved Burlington land through conservation efforts

Is there any other information you would like us to know? (2 page limit)

Statement of Intent:

This is VYCC's third consecutive year applying for the Conservation Legacy Grant. VYCC was thrilled to receive funding in 2025 to operate a youth crew in Burlington and there is a lot of momentum to build on for the 2026 program. In a 2026 iteration, VYCC is excited to focus recruitment and hiring efforts on Burlington residents and to continue building connections between young people and the places they live. VYCC is excited to strengthen learning outcomes through an educational program which will focus on career and skill development. VYCC is excited to do all of that while also completing valuable conservation projects in Burlington.

Education Description:
In 2025, VYCC's education program consisted of two, four-week sessions in Burlington and Woodstock, respectively. The overall course goals that were established are listed below.

Examine and understand the relationships and impacts between humans, the health of Vermont lands & ecosystems, trail-work, and environmental conservation.
Value and demonstrate curiosity towards the natural world, community development, and the process of learning and growth
Develop and use interpersonal and leadership-based skills such as communication, collaboration, wellness, and group leadership

Original Schedule / Plan:

Week 1: Focus on personal growth and communication
Lessons:
Principles, Practice's, and Policies / Harassment prevention
Physical and Emotional Wellness w/ Abby
Active Listening, Communication, and Engagement
Crew Contract

Week 2 & 3: Focus on technical skills & environmental understanding
Lessons:
Leave No Trace
Regional Species ID/ Invasive ID and Invasive Impact.
Regional Land Use and Ecology History
Environmental Justice & the Abenaki
Watershed Science & Water Quality
Environmental, Conservation, and Trade Careers
Technical skill development/specialized training (project dependent)
Erosion, & Trail Science Focused
Land Stewardship and Engagement:

Week 4: Focus on leadership skill development
Lessons:
Leadership Skills
Crew Project Walk
Communal Leadership
Final Day Debrief

The original schedule was established based on what was projected to be the best fit for crew/leads. As the

summer began, changes began to be made. These changes occurred for a few reasons, which are listed below.

Allowing for leaders who had individual skills and experience to teach out lessons they have expertise in
Allowing crew members to direct what the education lessons focused on.
Allowing external project sponsors to engage in the education program.
Other shifts based on Crew Leader's Avery and Aarons feedback/direction

The plan for 2026 is to incorporate feedback from last year to further refine the program. This will include having more of a focus on conservation/camping skills which will allow participants to move into an adult conservation program with more ease. We are also hoping to incorporate more of a focus on the unique natural features and history of the Burlington area.

Applicant Certification Required

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name, I am electronically signing my application.*

☑

Application Action

Application Action*

–

Attachments

Record Activity

August Tallmadge started a draft Record	11/25/2025 at 12:09 pm
August Tallmadge submitted Record LFG-25-3	11/25/2025 at 12:16 pm
OpenGov system altered approval step Application Review, changed status from Inactive to Active on Record LFG-25-3	11/25/2025 at 12:16 pm
OpenGov system assigned approval step Application Review to Scott Gustin on Record LFG-25-3	11/25/2025 at 12:16 pm
Scott Gustin unassigned approval step Application Review from Scott Gustin on Record LFG-25-3	11/25/2025 at 1:52 pm
Scott Gustin assigned approval step Application Review to Daniel Cahill on Record LFG-25-3	11/25/2025 at 1:52 pm

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
✔ Application Review	11/25/2025, 12:16:44 PM	-	Daniel Cahill	-	Active
✔ Application Action	-	-	-	-	Inactive

Board of Finance and City Council Submission Checklist

Department: Permitting & Inspections Submitter: Scott Gustin

Title/Subject: Conservation Legacy Fund grant awards 2026

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	3/9/2026

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	2/20/2026	Bill Ward
Mayor's Office informed and approved memo	Yes	3/3/2026	Kara Alnasrawi
Board/Commission, if required	Yes	2/2/2026	Conservation Board. 2/10/26 for Parks Commission
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/4/2026	Atty. Sturtevant
CAO has reviewed budget, financing, and memo	Yes	3/3/2026	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Board of Finance

January 17, 2026

ASW Community Events/ Burlington City Hall Contois Auditorium, Thoresen Way and Community Bank Drive Thru

March 14th 3pm-6pm, Know Your Rights – Our community partners will do tabling at this. The goal is to provide service to individuals on site the best we can. Snack and refreshment will be at this event cost $550\

April 20th 8pm-11pm Hip Hop takes over City Hall – FREE live performance from the best Hip Hop artist in Vermont. Snack and refreshment will be at this event Cost $1140

May 23rd 8pm-11pm Rock Takes Over City Hall – FREE live performance from the best Rock artist in Vermont Snack and refreshment will be at this event Cost $1260

June 6th 1pm-4pm Jazz --
– FREE live performance from the best Jazz artist in Vermont. Snack and refreshment will be at this event Cost $740

June 19th noon- 4pm Juneteenth (Ake's Place), Thorsen's Way Murals and Community Bank Derive thru. FREE All of these outdoor events will have music snacks and refreshments plus paint and supplies 3 murals Cost $3750

July11th 8pm-11pm Reggae Takes Over City Hall – FREE live performance from the best Reggae artist in Vermont. Snack and refreshment will be at this event Cost $1140

July 17th 8pm-11pm Latin Takes Over City Hall - FREE live performance from the best Latin artist in Vermont. Snack and refreshment will be at this event Cost $1140

Burlington City Hall Contois Auditorium Events deposit $3615 total $7230, 3 Murals $3750 (including Juneteenth Mural), Sound, Performers and Insurance not including all artist and muralist comp.

TOTAL $20,845

Thank you.

Bruce Wilson
Arts So Wonderful
242 College Street Unit D
Burlington VT 05401
802 304 3775 www.ArtsSoWonderful.com
www.cctv.org/search/node/service%20rendered Burlington Channel 17

January 23,2026

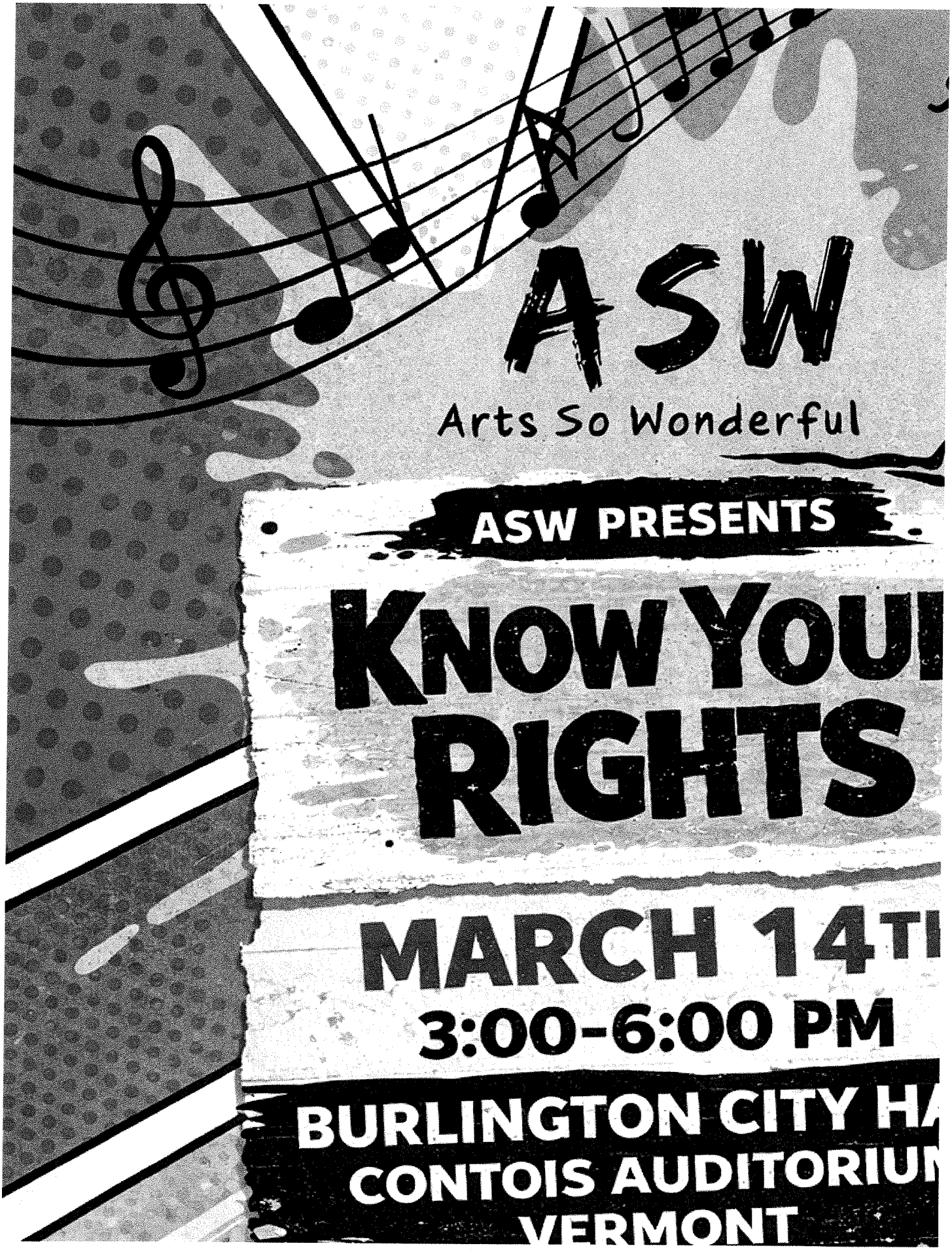
RE: ASW COMMUNITY EVENTS LETTER

Hello Community Partners,
Please continue to support Arts So Wonderful. Since 2003, ASW has over 50 awards and has hosted over 700 events in Vermont? Attached is the event list using Burlington Contois Auditorium, Thorsen Way and Community Bank Drive Thru (3 Murals) celebrating Juneteenth. For the last 2years Burlington City Council and you have supported Juneteenth Celebration.

With all the happening at the city/ state level we need to continue to support the people we serve! Some Burlington residence who might be economically challenge feels Burlington has forgot about them. Our job is to help them and raise them up the best we can! I know for a fact these FREE community event that you support will bring some happiness to folks. I also know while individuals attend our events they will be in a good place warm from the cold, cool from the summer heat and safe! Everyone is welcome up to capacity. They also will gather information for their systemic need during our Know Your Rights event.

I am also your Vermont Human Rights Commissioner. Most everything I do is serve the people who I work for. I need everyone's help Lets continue to work together for one of our common goals ` .

Thank you.
Bruce Wilson
Arts So Wonderful
242 College Street Unit D
Burlington VT 05401
802 304 3775
WWW.ArtsSoWonderful.com
@artssowonderful.com
www.pegtv.com Rutland Channel 1
www.cctv.org/search/node/service%20rendered Burlington Channel 17


ASW
Arts So Wonderful
ASW PRESENTS
KNOW YOU
RIGHTS
MARCH 14TH
3:00-6:00 PM
BURLINGTON CITY HA
CONTOIS AUDITORIUM
VERMONT

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Board of Finance

FROM: Jackie Esperti, Division Director for Parking & Traffic
Parsa Pezeshknejad, Ph.D., Public Works Transportation Engineer
Phillip Peterson, PE, Senior Transportation Engineer & Planner

DATE: March 9, 2026

CC: Chapin Spencer, Director of Public Works
Laura Wheelock, PE, Division Director of Technical Services/City Engineer

RE: Authorization to Execute SS4A Grant Agreement

Request

The Department of Public Works ("DPW") is requesting Board of Finance to authorize the Director of Public Works to accept and execute a Safe Streets for All (SS4A) Planning and Demonstration Grant, see Attachment-1. The total grant award is $1,471,00 with 80% Federal Funds ($1,176,800) and 20% Local Funds ($294,000).

Background

The Safe Streets and Roads for All program is a federal transportation safety initiative administered by the U.S. Department of Transportation. It provides funding to local governments to reduce traffic fatalities and serious injuries through data-driven planning and implementation. The grant awarded to Burlington is a Planning and Demonstration Grant that supports the development or refinement of a Comprehensive Safety Action Plan and allows for temporary, low-cost demonstration projects to test potential safety improvements.

Burlington adopted a transportation safety action plan in 2017 within planBTV Walk Bike and completed an updated version in 2025 with support from the Chittenden County Regional Planning Commission. Since that time, the City has applied low cost strategies to improve safety throughout the network, relying on paint and quick build materials to address many locations. Building on that progress, focusing improvements at signalized intersections is a logical next

phase and an important step in strengthening the City's overall safety.

Using this grant, Burlington proposes to demonstrate the safety benefits of connected intersections. The project will show how a coordinated signal system can improve safety and operations and support a safe and efficient traffic control system for all modes of transportation. This work is needed so the City can identify gaps in transportation investments that may contribute to safety concerns and to evaluate the safety and cost benefits of a signalized corridor for potential application in other locations throughout Burlington.

By more efficiently accommodating vehicular movements along this major corridor without expensive roadway widening, it will speed up transit service while also enabling the signalized intersections to give more time for pedestrian and bicycle movements. Beyond the day-to-day benefits of these more coordinated, efficient and multi-modal intersections, this investment will also help the detour routing for the upcoming US Route 2/7 Winooski River Bridge project which will increase traffic on this corridor between 2027-2029.

Scope of work

Burlington proposes to demonstrate the safety benefits of connected intersections by upgrading cabinets, controllers, and related components at intersections along Main Street between Willard Street and Staples Plaza in South Burlington. Main Street serves as a primary gateway into Burlington and accounts for 8 percent of all serious and fatal crashes from 2016 to 2020. It is a mixed-use corridor used heavily by elementary and middle school students, faculty and staff of the University of Vermont, university students, and riders of Green Mountain Transit.

This demonstration project will be delivered by the Department of Public Works through as a collaborative effort between the Parking & Traffic Division and the Technical Services Division. Technical Services will manage the Main Street demonstration project and the Traffic team will procure and install the new equipment. The City will establish baseline conditions, collect data during the demonstration period, and prepare a report summarizing the findings and recommending systemic improvements for signalized intersections across Burlington. The demonstration will include nine intersections along Main Street and US Route 2: Willard Street, Prospect Street, University Place, Davis Center Drive, University Terrace, University Heights, Spear Street, East Avenue, and Staples Plaza. Each intersection requires a unique combination of equipment that may include Econolite Cobalt controllers, Miovision systems, and new signal cabinets.

Table 1. Intersections in the scope of work

Intersection	**Components for the Main Street Demonstration**
Willard St	New cabinet, Miovision, Cobalt with EOS
Prospect St	Miovision, Cobalt with EOS
University Place + Davis Center (offset intersections)	Combine controllers, new cabinet, Miovision, Cobalt with EOS
University Terrace	Miovision, Cobalt with EOS

Spear Street	New cabinet, Miovision, Cobalt with EOS
East Ave	New cabinet, Miovision, Cobalt with EOS
Staples Plaza	Miovision, Cobalt with EOS

Timeline

The adaptable nature of this equipment allows Burlington to demonstrate a scalable, phased approach to signal-based transportation safety projects, demonstrate the safety and cost-benefits of hardware that can be actively managed for consistent and reliable functionality, and ensure a safe, efficient, and equitable traffic control system for all modes of transportation.

Phase 1: Document final equipment list and ensuring that proposed equipment and installation complies with the new MUTCD and using City contracting procedures to purchase equipment to be installed.

Phase 2: Installation of the traffic control equipment and associated monitoring during and after the installation.

Table 2 Demonstration Activity Schedule

Milestone	**Schedule Date**
NEPA Completion Date:	06/03/2025
Begin Phase 1	03/02/2026 (BOF approval)
Complete Phase 1	04/01/2026
Planned Construction Start Date	04/01/2026
Planned Evaluation Period End Date:	07/30/2029
Planned SS4A Final Report Date:	10/01/2030

Funding

The total project budget is $1,471,000. The funding for this project comes from the SS4A grant while the Traffic Fund will be covering the local match, either fully or through a combination of funding and in-kind work:

- $1,176,800 SS4A grant
- $294,000 Local Match
    - Traffic Fund (264)
    - In-kind work

The FY'27 Traffic Fund budget will include funding for the local match. We have allocated funds to go toward this grant work in both the Signals and Right of Way GLs inside of the Traffic Fund budget. The local match will be split between 5 fiscal years while the work is being executed.

Federal Agreement Requirements

As part of accepting and executing the SS4A grant agreement see Attachment-1, the City must comply with the following federal requirements:

- Vendor contracting must include the City's federal contract conditions and Appendices A

and E from the FHWA Exhibits, see Attachment-2.

- All vendors must be verified as not debarred, current on federal taxes, and without recent federal convictions.
- Quarterly progress reports and quarterly financial reporting (SF-425) are required for the duration of the grant.
- No real property acquisition will occur; all work is within existing public right-of-way.
- Any schedule, scope, or budget changes must be coordinated with FHWA before action is taken.
- Data collection and evaluation obligations extend up to three years beyond project closeout.
- Standard Build America, Buy America (BABA) compliance applies to all procurement.
- Federal approval is required before disposing of any equipment purchased with grant funds.
- To close out Phase 1, FHWA requires (1) a fully executed grant agreement and (2) a final list of MUTCD-approved equipment.
- Phase 1 must be closed out by April 1, 2026; meeting this deadline requires timely Board of Finance authorization so the Director may execute the agreement.
- The SS4A grant agreement establishes a federal performance period that extends through October 1, 2030, which is the deadline for the final SS4A report. All project activities, data collection, evaluation requirements, and federal reporting obligations must be completed by this date.

Attachments

1. Grant agreement
2. Exhibits to FHWA Grant Agreements

Motions

Actions for Board of Finance:

1. To authorize the Director of Public Works to accept and execute the SS4A Planning and Demonstration Grant in the amount of $1,471,00 with a required local match of $294,000 and subject to review of the Office of the City Attorney.

2. To authorize the Chief Administrative Offices, or her designee, to effectuate necessary budget amendments and transfers of funds to create the project budget(s) of $1,471,00.

1. Federal Award No.
693JJ32640284

2. Effective Date
See No. 16 Below

3. Assistance Listings No.
20.939

4. Award To
City of Burlington
641 Pine Street
Burlington Vermont 05401

Unique Entity Id.: NLGQG6KK7791
TIN No.: 03-6000410

5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

6. Period of Performance
Effective Date of Award – 60 months

7. Total Amount

Federal Share:	$1,176,800
Recipient Share:	$ 294,200
Other Federal Funds:	$ 0
Other Funds:	$ 0
Total:	$1,471,000

8. Type of Agreement
Grant

9. Authority
Section 24112 of the Infrastructure Investment and Jobs Act (IIJA; Pub. L. 117–58, November 15, 2021)

10. Procurement Request No.
HSA240195PR

11. Federal Funds Obligated
Base Phase: N/A
Phase 1: $2,000
Phase 2 Demonstration: $1,174,800

12. Submit Payment Requests To
See Article 5.

13. Accounting and Appropriations Data
15X0173E50.0000.055SR10500.5592000000.41010.61006600

14. Description of the Project
The Burlington SS4A Demonstration grant will supplement the City of Burlington's Safety Action Plan to install new components on existing signal hardware to identify the safety, cost, and operational improvements of a coordinated signal system.

RECIPIENT

15. Signature of Person Authorized to Sign

_____

Signature Date

Name: Chapin Spencer
Title: Public Works Director
City of Burlington Vermont

FEDERAL HIGHWAY ADMINISTRATION

16. Signature of Agreement Officer

_____

Signature Date

Name: Veronica R. Jacobson
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE
FISCAL YEAR 2023 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the United States Department of Transportation's (the "**USDOT**") Federal Highway Administration (the "**FHWA**") and the City of Burlington, Vermont (the "**Recipient**").

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("**SS4A**") Grant for the Supplemental Planning & Demonstrations for Safe Streets and Roads for All in Burlington VT

The parties therefore agree to the following:

ARTICLE 1
GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

(a) In this agreement, "**General Terms and Conditions**" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2023 Safe Streets and Roads for All ("SS4A") Grant Program," dated November 4, 2025, which is available at https://www.transportation.gov/grants/ss4a/grant-agreements under "Fiscal Year 2023." Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.

(b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (IIJA, div. G §§ 70901-27).

(c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

ARTICLE 2
APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: Supplemental Planning & Demonstrations for Safe Streets and Roads for All in Burlington VT

Application Date: 08/02/2023

2.2 Award Amount.

SS4A Grant Amount: $ 1,176,800

2.3 Federal Obligation Information.

Federal Obligation Type: Multiple

Phase of the Project	Allocation of the SS4A Grant	Obligation Condition
Base Phase: Pre-NEPA	Not Applicable	
Phase 1: Final Design	$2,000	(1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and (2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete.
Phase 2: Demonstration	$1,174,800	(1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and (2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete.

2.4 Budget Period.

Base Phase: Not Applicable

Phase 1 Budget Period: Effective Date of Award to 04/01/2026

Phase 2 Budget Period: to See block 6 of page 1

2.5 Grant Designation.

Designation: Planning and Demonstration

ARTICLE 3
SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

The Burlington SS4A Demonstration grant will install new components on existing signal hardware (mast arms and pedestrian poles) to identify the safety, cost and operational improvements of a coordinated signal system. The safety, cost and operational benefits will used to identify future traffic signal investments in Burlington.

Main Street Coordinated Intersection Demonstration Project

Burlington's Department of Public Works will manage the Main Street demonstration project. The Traffic Division will procure and install the new equipment. A consultant will establish baseline data, collect data during the demonstration project, and prepare a report to summarize the findings and recommend systemic improvements for signalized intersections across Burlington. This demonstration will include nine intersections along Main Street / US Route 2: Willard Street, Prospect Street, University Place, Davis Center Drive, University Terrace, University Heights, Spear Street, East Avenue, and Staples Plaza. Each intersection requires unique combinations of equipment that may include Econolite's Cobalt controllers, Miovision Solutions, and cabinets to house the new equipment. The adaptable nature of this equipment allows Burlington to demonstrate a scalable, phased approach to signal-based transportation safety projects, demonstrate the safety and cost-benefits of hardware that can be actively managed for consistent and reliable functionality, and ensure a safe, efficient, and equitable traffic control system for all modes of transportation. This project is anticipated to launch in 2025 and data collection will occur for up to 5 years.

This project will be completed in three phases:

Base Phase: Not Applicable. This phase has been completed with funds that are not part of this grant agreement.

Phase 1: Document final equipment list and ensuring that proposed equipment and installation complies with the new MUTCD and using City contracting procedures to purchase equipment to be installed.

Phase 2: Installation of the traffic control equipment and associated monitoring during and after the installation.

3.2 Project's Estimated Schedule.

Demonstration Activity Schedule

Milestone	Schedule Date
NEPA Completion Date:	06/03/2025
Planned Construction Start Date	04/01/2026
Planned Evaluation Period End Date:	07/30/2029
Planned SS4A Final Report Date:	10/01/2030

3.3 Project's Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	$1,176,800
Other Federal Funds:	$0
State Funds:	$0
Local Funds:	$294,200
In-Kind Match:	$0
Other Funds:	$0
Total Eligible Project Cost:	$1,471,000

(b) Cost Classification Table – Planning and Demonstration Grants with demonstration activities and Implementation Grants Only

Cost Classification	Total Costs	Non-SS4A Previously Incurred Costs	Eligible Costs
Administrative and legal expenses	$116,000	$0	$116,000
Equipment	$1,153,000	$0	$1,153,000
Construction	$202,000	$0	$202,000
Project Total	**$1,471,000**	**$0**	**$1,471,000**

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient's approved Budget Application. In the event the Recipient's indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

ARTICLE 4
RECIPIENT INFORMATION

4.1 Recipient Contact(s).

Phillip Peterson P.E.
Senior Transportation Planner
Burlington Department of Public Works
645 Pine Street
Burlington, VT 05402

802-598-8356
ppeterson@burlingtonvt.gov

4.2 Recipient Key Personnel.

Name	Title or Position
Jackie Esperti	Parking Services Operation Manager

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-42, Mail Stop W51-232
1200 New Jersey Avenue, S.E.
Washington, DC 20590
HCFASS4A@dot.gov

and

Acting Division Administrator – Vermont
Agreement Officer's Representative (AOR)
1 Farm Home Way, Montpelier Vermont
802-828-4423
Vermont.fhwa@dot.gov

and

Roger Thompson, PE
Vermont Division Office Lead Point of Contact
Safety and Operations Engineer
1 Farm Home Way, Montpelier Vermont
802-828-4575
roger.thompson@dot.gov

ARTICLE 5
USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Competitive Grants and Workforce Programs

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the "**AO**") are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

In accordance with 2 CFR 200.308(f)(6), the recipient or subrecipient shall obtain prior written approval from the USDOT agreement officer for the subaward, if the subaward activities were not proposed in the application or approved in the Federal award. This provision is in accordance with 2 CFR 200.308 (f) (6) and does not apply to procurement transactions for goods and services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

N/A

5.2 Reimbursement Requests

(a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.

(b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.

(c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer's Representative (the "**AOR**") may withhold processing that request until the Recipient provides sufficient detail.

(d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.

(e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial

institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.

(f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6
SPECIAL GRANT TERMS

6.1 SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.

6.2. The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.

6.3 SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.

6.4 The Recipient of a Planning and Demonstration Grant acknowledges that the Supplemental Action Plan will be made publicly available and agrees that it will publish the final Supplemental Action Plan on a publicly available website.

6.5 The Recipient of a Planning and Demonstration Grant that involves a demonstration activity agrees to provide an assessment of each demonstration activity and update the existing Action Plan, which will incorporate the information gathered in the Action Plan's list of projects or strategies and/or inform another part of the existing Action Plan. The Recipient also agrees that demonstration activities are temporary in nature and must be removed and/or ended following the conclusion of the project if the assessment of the demonstration activities does not affirm that the activities provide safety benefits.

6.7 The Recipient acknowledges that it is required to conduct certain environmental analyses and to prepare and submit to FHWA, or State with applicable NEPA Assignment authority, documents required under NEPA, and other applicable environmental statutes and regulations before the Government will obligate funds for Option Phase 1 under this agreement and provide the Recipient with a written notice to proceed with Option Phase 1.

6.8 The Government's execution of this agreement does not in any way constitute pre-approval or waiver of any of the regulations imposed upon Recipient under the applicable Federal rules, regulations and laws regarding SS4A projects undertaken in accordance with the terms and conditions of this agreement. The Recipient shall comply with all applicable Federal requirements before incurring any costs under this agreement.

6.9 There are no other special grant requirements.

ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION

Study Area: City of Burlington Vermont
Baseline Measurement Date: 02/01/2026
Baseline Report Date: 04/01/2026

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Safety Performance	Fatalities: Total annual fatalities in the project location(s)	Annually and within 120 days after the end of the period of performance
Safety Performance	Serious Injuries: Total annual serious injuries in the project location(s) [if available	Annually and within 120 days after the end of the period of performance
Safety Performance	Crashes by Road User Category: Total annual crashes in the project location(s) broken out by types of roadway users involved (e.g., pedestrians, bicyclists, motorcyclist, passenger vehicle occupant, commercial vehicle occupant)	Annually and within 120 days after the end of the period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Outcomes and Benefits	Quantitative Project Benefits: Quantification of evidence-based projects or strategies implemented (e.g., miles of sidewalks installed, number of pedestrian crossings upgraded, etc.)	Within 120 days after the end of the period of performance

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Outcomes and Benefits	Qualitative Project Benefits: Qualitative description of evidence-based projects or strategies implemented (e.g., narrative descriptions, testimonials, high-quality before and after photos, etc.)	Within 120 days after the end of the period of performance
Outcomes and Benefits	Project Location(s): GIS/geo coordinate information identifying specific project location(s)	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

ATTACHMENT B
CHANGES FROM APPLICATION

Scope: When working through the process of drafting the grant agreement for the Burlington Vermont SS4A grant the City of Burlington concluded that the supplemental planning activities originally identified in the grant application could be developed with city staff. Through discussions with the Vermont FHWA Division Office the city realized that the SS4A funding would better benefit everyone if all the funds were allocated to the demonstration activities in the grant award. The City of Burlington proposed this reallocation to the Office of the Secretary of Transportation, and it was approved. This will now be a demonstration only grant and the reallocation of funds will allow Burlington to upgrade all nine intersections identified in the grant application. The reallocation will also allow them to institute ATSPM's (Automated traffic Signal Performance Measures) improve state and regional coordination and enhance the safety of VRU (Vulnerable Road Users) in this corridor and improve emergency response access

Schedule: The schedule changed because the application didn't account for time required to draft and execute the grant agreement. Total duration remains the same at 5 years.

Budget: The budget line items were shifted to more accurately align with the cost classification under section 3.3b. The total budget remains the same.

The table below provides a summary comparison of the project budget.

	Application		**Section 3.3**	
Fund Source	$	%	$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds	$0	0%	$0	0%
Non-Federal Funds	$0	0%	$0	0%
Total Previously Incurred Costs	$0	0%	$0	0%
Future Eligible Project Costs				
SS4AFunds	$1,176,800	80%	$1,176,800	80%
Other Federal Funds	$0	0%	$0	0%
Non-Federal Funds	$294,000	20%	$294,000	20%
Total Future Eligible Project Costs	$1.471,800	100%	$1.471,800	100%
Total Project Costs	$1.471,800	100%	$1.471,800	100%

ATTACHMENT C

[Intetionally Blank]

ATTACHMENT D

[Intentionally Blank]

ATTACHMENT E
LABOR AND WORK

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with "X" in the following table are accurate:

X	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. *(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)*
	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. *(Describe the training programs in the supporting narrative below.)*
	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. *(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)*
	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements. *(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)*
	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. *(Describe the partnership and workforce strategies in the supporting narrative below.)*
	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. *(Describe those actions in the supporting narrative below.)*
	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in schedule B. *(Identify the relevant actions from schedule B in the supporting narrative below.)*
	The Recipient or a project partner has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

The City of Burlington Vermont adopted a Livable wage ordinance in 2001 that updated in January of 2025. The Livable Wage Ordinance applies to city employees and contractors working for the City of Burlington. A copy of the ordinance and 2025 updates can be found at: https://www.burlingtonvt.gov/DocumentCenter/View/7382/UPDATE-to-Livable-Wage-Ordinance---January-2025?bidId=

ATTACHMENT F
CRITICAL INFRASTRUCTURE SECURITY AND RESILIENCE

1. Efforts to strengthen the Security and Resilience of Critical Infrastructure against both Physical and Cyber Threats.

The Recipient states that rows marked with "X" in the following table are accurate:

X	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
X	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

2. Supporting Narrative.

The City of Burlington leverages intelligent transportation systems to enhance the resilience, security, and performance of its critical infrastructure. Currently, the City uses technology provided by Miovision to support real-time traffic monitoring, data collection, and system optimization. Miovision's platform offers robust capabilities for physical asset management and cyber-secure connectivity, aligning with federal standards such as 2 CFR § 200.216, which restricts the use of certain foreign-sourced technologies.

As the City evaluates future system needs, vendors such as Econolite are also under consideration. Econolite provides advanced traffic signal control and detection technologies that similarly support operational efficiency, data-driven planning, and adherence to cybersecurity and procurement standards. Both vendors offer scalable, cloud-connected platforms that enable proactive system management, robust cybersecurity protections, risk mitigation, and long-term adaptability to ensure the safety and reliability of Burlington's transportation infrastructure."

U.S. DEPARTMENT OF TRANSPORTATION

EXHIBITS TO FHWA GRANT AGREEMENTS UNDER THE FISCAL YEAR 2023 SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT PROGRAM

January 4, 2024
Revised: March 17, 2025
Revised: November 4, 2025

EXHIBIT A
APPLICABLE FEDERAL LAWS AND REGULATIONS

By entering into this agreement for a FY 2023 Safe Streets and Roads for All Grant, the Recipient assures and certifies, with respect to this Grant, that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Project. Performance under this agreement shall be governed by and in compliance with the following requirements, as applicable, to the type of organization of the Recipient and any applicable sub-recipients. The applicable provisions to this agreement include, but are not limited to, the following:

General Federal Legislation

a. Federal Fair Labor Standards Act – 29 U.S.C. 201, et seq.
b. Hatch Act – 5 U.S.C. 1501, et seq.
c. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 – 42 U.S.C. 4601, et seq.
d. National Historic Preservation Act of 1966 - Section 106 – 54 U.S.C. 306108
e. Archeological and Historic Preservation Act of 1974 – 54 U.S.C. 312501, et seq.
f. Native American Graves Protection and Repatriation Act – 25 U.S.C. 3001, et seq.
g. Clean Air Act, P.L. 90-148, as amended – 42 U.S.C. 7401, et seq.
h. Section 404 of the Clean Water Act, as amended – 33 U.S.C. 1344
i. Section 7 of the Endangered Species Act, P.L. 93-205, as amended – 16 U.S.C. 1536
j. Coastal Zone Management Act, P.L. 92-583, as amended – 16 U.S.C. 1451, et seq.
k. Flood Disaster Protection Act of 1973 - Section 102(a) – 42 U.S.C. 4012a
l. Age Discrimination Act of 1975 – 42 U.S.C. 6101, et seq.
m. American Indian Religious Freedom Act, P.L. 95-341, as amended
n. Drug Abuse Office and Treatment Act of 1972, as amended – 21 U.S.C. 1101, et seq.
o. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 U.S.C. 4541, et seq.
p. Sections 523 and 527 of the Public Health Service Act of 1912, as amended – 42 U.S.C. 290dd through 290dd-2
q. Architectural Barriers Act of 1968 – 42 U.S.C. 4151, et seq.
r. Power Plant and Industrial Fuel Use Act of 1978, P.L. 100-42 - Section 403 – 42 U.S.C. 8373
s. Contract Work Hours and Safety Standards Act – 40 U.S.C. 3701, et seq.
t. Copeland Anti-kickback Act, as amended – 18 U.S.C. 874 and 40 U.S.C. 3145
u. National Environmental Policy Act of 1969 – 42 U.S.C. 4321, et seq.
v. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 U.S.C. 1271, et seq.
w. Federal Water Pollution Control Act, as amended – 33 U.S.C. 1251-1376
x. Single Audit Act of 1984 – 31 U.S.C. 7501, et seq.
y. Americans with Disabilities Act of 1990 – 42 U.S.C. 12101, et seq.
z. Title IX of the Education Amendments of 1972, as amended – 20 U.S.C. 1681 through 1683 and 1685 through 1687
aa. Section 504 of the Rehabilitation Act of 1973, as amended – 29 U.S.C. 794
bb. Title VI of the Civil Rights Act of 1964 – 42 U.S.C. 2000d, et seq.
cc. Title IX of the Federal Property and Administrative Services Act of 1949 – 40 U.S.C.

1101 -1104, 541, et seq.

dd. Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions – 31 U.S.C. 1352
ee. Freedom of Information Act – 5 U.S.C. 552, as amended
ff. Magnuson-Stevens Fishery Conservation and Management Act – 16 U.S.C. 1855
gg. Farmland Protection Policy Act of 1981 – 7 U.S.C. 4201, et seq.
hh. Noise Control Act of 1972 – 42 U.S.C. 4901, et seq.
ii. Fish and Wildlife Coordination Act of 1956 – 16 U.S.C. 661, et seq.
jj. Section 9 of the Rivers and Harbors Act and the General Bridge Act of 1946 – 33 U.S.C. 401 and 525
kk. Section 4(f) of the Department of Transportation Act of 1966 – 49 U.S.C. 303
ll. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended – 42 U.S.C. 9601, et seq.
mm. Safe Drinking Water Act – 42 U.S.C. 300f to 300j-26
nn. Wilderness Act – 16 U.S.C. 1131-1136
oo. Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 – 42 U.S.C. 6901, et seq.
pp. Migratory Bird Treaty Act – 16 U.S.C. 703, et seq.
qq. The Federal Funding Transparency and Accountability Act of 2006, as amended (Pub. L. 109–282, as amended by section 6202 of Public Law 110–252)
rr. Cargo Preference Act of 1954 – 46 U.S.C. 55305
ss. Section 889 of the John D. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232

Executive Orders

a. Executive Order 11990 – Protection of Wetlands
b. Executive Order 11988 – Floodplain Management
c. Executive Order 12372 – Intergovernmental Review of Federal Programs
d. Executive Order 12549 – Debarment and Suspension
e. Executive Order 14005 – Ensuring the Future is Made in All of America by All of America's Workers
f. Executive Order 14025 – Worker Organizing and Empowerment
g. Executive Order 14149, Restoring Freedom of Speech and Ending Federal Censorship
h. Executive Order 14154, Unleashing American Energy
i. Executive Order 14151, Ending Radical and Wasteful Government DEI Programs and Preferencing
j. Executive Order 14168 Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
k. Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity

Presidential Policy Directives and Memorandums

a. Presidential Policy Directive 21 – Critical Infrastructure Security and Resilience

b. National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Systems

General Federal Regulations

a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – 2 C.F.R. Parts 200, 1201
b. Non-procurement Suspension and Debarment – 2 C.F.R. Parts 180, 1200
c. Investigative and Enforcement Procedures – 14 C.F.R. Part 13
d. Procedures for predetermination of wage rates – 29 C.F.R. Part 1
e. Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States – 29 C.F.R. Part 3
f. Labor standards provisions applicable to contracts governing federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act) – 29 C.F.R. Part 5
g. Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements) – 41 C.F.R. Parts 60, et seq.
h. New Restrictions on Lobbying – 49 C.F.R. Part 20
i. Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 – 49 C.F.R. Part 21, including any amendments thereto
j. Uniform relocation assistance and real property acquisition for Federal and Federally assisted programs – 49 C.F.R. Part 24
k. Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance – 49 C.F.R. Part 25
l. Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance – 49 C.F.R. Part 27
m. DOT's implementation of DOJ's ADA Title II regulations compliance procedures for all programs, services, and regulatory activities relating to transportation under 28 C.F.R. Part 35
n. Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation – 49 C.F.R. Part 28
o. Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors – 49 C.F.R. Part 30
p. Governmentwide Requirements for Drug-Free Workplace (Financial Assistance) – 49 C.F.R. Part 32
q. DOT's implementing ADA regulations for transit services and transit vehicles, including the DOT's standards for accessible transportation facilities in Part 37, Appendix A – 49 C.F.R. Parts 37 and 38
r. Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs – 49 C.F.R. Part 26, including any amendments thereto (as applicable under section 18.3 of this agreement)

Office of Management and Budget Circulars

a. Any applicable OMB Circular based upon the specific FY 2023 Safe Streets and Roads

for All Grant Recipient.

Highway Federal Legislation

a. Agreements relating to the use of an access to rights-of-way—Interstate System, 23 U.S.C. 111
b. Planning, 23 U.S.C. 134 and 135 (except for projects that are not regionally significant that do not receive funding under Title 23 or Chapter 53 of Title 49)
c. Tolls, 23 U.S.C. 301 (to the extent the recipient wishes to toll an existing free facility that has received Title 23 funds in the past); except as authorized by 23 U.S.C. 129 and 166.
d. Efficient Environmental Reviews - 23 U.S.C. 139
e. Policy on lands, wildlife and waterfowl refuges, and historic sites - 49 U.S.C. 303

Federal Highway Regulations

a. Planning – 23 C.F.R. Part 450 (except for projects that are not regionally significant that do not receive funding under Title 23 or Chapter 53 of Title 49)
b. National Highway System Design Standards – 23 C.F.R. Part 625
c. Location and Hydraulic Design of Encroachments on Flood Plains – 23 C.F.R. Part 650 Subpart A
d. Manual on Uniform Traffic Control Devices – 23 C.F.R. Part 655
e. Environmental Impact and Related Procedures – 23 C.F.R. Part 771
f. Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites (Section 4(f)) – 23 C.F.R. Part 774
g. Permitting Requirements under the National Pollutant Discharge Elimination System – 40 C.F.R. Part 122

Specific assurances required to be included in the FY 2023 Safe Streets and Roads for All Grant agreement by any of the above laws, regulations, or circulars are hereby incorporated by reference into this agreement.

EXHIBIT B
ADDITIONAL STANDARD TERMS

TERM B.1
TITLE VI ASSURANCE
(Implementing Title VI of the Civil Rights Act of 1964, as amended)

ASSURANCE CONCERNING NONDISCRIMINATION IN FEDERALLY-ASSISTED PROGRAMS AND ACTIVITIES RECEIVING OR BENEFITING FROM FEDERAL FINANCIAL ASSISTANCE

(Implementing the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act, as amended)

49 C.F.R. Parts 21, 25, 27, 37, and 38

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

By signing and submitting the Technical Application and by entering into this agreement under the FY 2023 Safe Streets and Roads for All (SS4A) grant program, the Recipient **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), it is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq*., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21, including any amendments thereto (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the FHWA.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted FY 2023 SS4A grant program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. Part 21, including any amendments thereto, will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with the FY 2023 SS4A Grant and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   "*The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.*"

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

    a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
    b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

    a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
    b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Recipient also agrees to comply (and require any sub-recipients, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the FHWA. You must keep records, reports, and submit the material for review upon request to FHWA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Recipient gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the FY 2023 SS4A grant program. This ASSURANCE is binding on the Recipient, other recipients, sub-recipients, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the FY 2023 SS4A grant program.

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21, including any amendments thereto.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

    a. withholding payments to the contractor under the contract until the contractor complies; and/or
    b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant

thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Specific Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Recipient will accept title to the lands and maintain the project constructed thereon in accordance with the Infrastructure Investment and Jobs Act, Pub. L. No. 117-58 (Nov. 15, 2021), the Consolidated Appropriations Act, 2022, Pub. L. No. 117-103 (Mar. 15, 2022), 49 U.S.C. § 6702, the Regulations for the Administration of FY 2023 SS4A grant program**,** and the policies and procedures prescribed by the Federal Highway Administration (FHWA) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, including any amendments thereto, pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Recipient all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Recipient and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Recipient, its successors and assigns.

The Recipient, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Recipient will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, including any amendments thereto, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to

and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Recipient pursuant to the provisions of Specific Assurance 7(a):

A. The (Recipient, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

    1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (Recipient, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Recipient will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Recipient will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Recipient and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Recipient pursuant to the provisions of Specific Assurance 7(b):

A. The (Recipient, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (Recipient, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Recipient will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Recipient will there upon revert to and vest in and become the absolute property of Recipient and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq*., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 C.F.R. Part 21, including any amendments thereto.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq*.), as amended, (prohibits discrimination on the basis of disability); and 49 C.F.R. Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq*.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 et seq).

TERM B.2
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS

2 C.F.R. Parts 180 and 1200

These assurances and certifications are applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost $25,000 or more – as defined in 2 C.F.R. Parts 180 and 1200.

By signing and submitting the Technical Application and by entering into this agreement under the FY 2023SS4A grant program, the Recipient is providing the assurances and certifications for First Tier Participants and Lower Tier Participants in the FY 2023 SS4A Grant, as set out below.

1. Instructions for Certification – First Tier Participants:

a. The prospective first tier participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "civil judgment," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 C.F.R. Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a Recipient or subrecipient of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a Recipient or subrecipient of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers to any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily

excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the $25,000 threshold.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the System for Award Management website (https://www.sam.gov/), which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:

a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment, including a civil settlement, rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost $25,000 or more - 2 C.F.R. Parts 180 and 1200)

a. The prospective lower tier participant is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms “covered transaction,” “civil settlement,” “debarred,” “suspended,” “ineligible,” “participant,” “person,” “principal,” and “voluntarily excluded,” as used in this clause, are defined in 2 C.F.R. Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. “First Tier Covered Transactions” refers to any covered transaction between a Recipient or subrecipient of Federal funds and a participant (such as the prime or general contract). “Lower Tier Covered Transactions” refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). “First Tier Participant” refers to the participant who has entered into a covered transaction with a Recipient or subrecipient of Federal funds (such as the prime or general contractor). “Lower Tier Participant” refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the $25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the System for Award Management website (https://www.sam.gov/), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Participants:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

TERM B.3
REQUIREMENTS REGARDING DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW

As required by sections 744 and 745 of Title VII, Division E of the Consolidated Appropriations Act, 2023, Pub. L. No. 117-328 (Dec. 29, 2022), and implemented through USDOT Order 4200.6, the funds provided under this award shall not be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that:

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government.

The Recipient therefore agrees:

1. **Definitions.** For the purposes of this exhibit, the following definitions apply:

"**Covered Transaction**" means a transaction that uses any funds under this award and that is a contract, memorandum of understanding, cooperative agreement, grant, loan, or loan guarantee.

"**Felony Conviction**" means a conviction within the preceding 24 months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the United States Code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. 3559.

"**Participant**" means the Recipient, an entity who submits a proposal for a Covered Transaction, or an entity who enters into a Covered Transaction.

"**Tax Delinquency**" means an unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

2. **Mandatory Check in the System for Award Management.** Before entering a Covered Transaction with another entity, a Participant shall check the System for Award Management (the "**SAM**") at http://www.sam.gov/ for an entry describing that entity.

3. **Mandatory Certifications.** Before entering a Covered Transaction with another entity, a Participant shall require that entity to:

    (1) Certify whether the entity has a Tax Delinquency; and

    (2) Certify whether the entity has a Felony Conviction.

4 **Prohibition.** If:

    (1) the SAM entry for an entity indicates that the entity has a Tax Delinquency or a Federal Conviction;

    (2) an entity provides an affirmative response to either certification in section 3; or

    (3) an entity's certification under section 3 was inaccurate when made or became inaccurate after being made

    then a Participant shall not enter or continue a Covered Transaction with that entity unless the USDOT has determined in writing that suspension or debarment of that entity are not necessary to protect the interests of the Government.

5. **Mandatory Notice to the USDOT.**

    (a) If the SAM entry for a Participant indicates that the Participant has a Tax Delinquency or a Felony Conviction, the Recipient shall notify the USDOT in writing of that entry.

    (b) If a Participant provides an affirmative response to either certification in section 1, the Recipient shall notify the USDOT in writing of that affirmative response.

    (c) If the Recipient knows that a Participant's certification under section 1 was inaccurate when made or became inaccurate after being made, the Recipient shall notify the USDOT in writing of that inaccuracy.

6. **Flow Down.** For all Covered Transactions, including all tiers of subcontracts and subawards, the Recipient shall:

    (1) require the SAM check in section 2;

    (2) require the certifications in section 3;

    (3) include the prohibition in section 4; and

(4) require all Participants to notify the Recipient in writing of any information that would require the Recipient to notify the USDOT under section 5.

TERM B.4
RECIPIENT POLICY TO BAN TEXT MESSAGING WHILE DRIVING

(a) *Definitions.* The following definitions are intended to be consistent with the definitions in DOT Order 3902.10, Text Messaging While Driving (Dec. 30, 2009) and Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (Oct. 1, 2009). For clarification purposes, they may expand upon the definitions in the executive order.

For the purpose of this Term B.4, "**Motor Vehicles**" means any vehicle, self-propelled or drawn by mechanical power, designed and operated principally for use on a local, State or Federal roadway, but does not include a military design motor vehicle or any other vehicle excluded under Federal Management Regulation 102-34-15.

For the purpose of this Term B.4, "**Driving**" means operating a motor vehicle on a roadway, including while temporarily stationary because of traffic congestion, a traffic signal, a stop sign, another traffic control device, or otherwise. It does not include being in your vehicle (with or without the motor running) in a location off the roadway where it is safe and legal to remain stationary.

For the purpose of this Term B.4, "**Text messaging**" means reading from or entering data into any handheld or other electronic device (including, but not limited to, cell phones, navigational tools, laptop computers, or other electronic devices), including for the purpose of Short Message Service (SMS) texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include the use of a cell phone or other electronic device for the limited purpose of entering a telephone number to make an outgoing call or answer an incoming call, unless this practice is prohibited by State or local law. The term also does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to remain stationary.

For the purpose of this Term B.4, the "**Government**" includes the United States Government and State, local, and tribal governments at all levels.

(b) *Workplace Safety.* In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (Oct. 1, 2009) and DOT Order 3902.10, Text Messaging While Driving (Dec. 30, 2009), the Recipient, subrecipients, contractors, and subcontractors are encouraged to:

(1) adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving—

(i) Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or

(ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.

(2) Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as—

(i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

(ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(c) *Subawards and Contracts.* To the extent permitted by law, the Recipient shall insert the substance of this exhibit, including this paragraph (c), in all subawards, contracts, and subcontracts under this award that exceed the micro-purchase threshold, other than contracts and subcontracts for the acquisition of commercially available off-the-shelf items.

EXHIBIT C
QUARTERLY PERFORMANCE PROGRESS REPORTS:
FORMAT AND CONTENT

1. Purpose. The purpose of the Quarterly Performance Progress Reports under this agreement for the FY 2023 SS4A grant program is to ensure that the project scope, schedule, and budget will be maintained to the maximum extent possible.

2. Format and Content. The Recipient shall produce a quarterly cost, schedule, and status report that contains the sections enumerated in the following list. The first Quarterly Performance Progress Report should include a detailed description of the items funded.

(a) Project Information. This section provides the name of the project, the State, the federal agency to which the report is submitted, submission date, award number, name of the recipient, report year and quarter and NOFO funding year.

(b) Project Overall Status. This section provides an overall status of the project's scope, schedule and budget. The Recipient shall note and explain any significant activities and issues, action items and outstanding issues.

i. **Project Significant Activities and Issues.** This section provides highlights of key activities, accomplishments, and issues occurring on the project during the previous quarter. Activities and deliverables to be reported on should include meetings, audits and other reviews, design packages submitted, advertisements, awards, construction submittals, construction completion milestones, submittals related to any applicable IIJA or NOFO requirements, media or Congressional inquiries, value engineering/constructability reviews, and other items of significance.

ii. **Action Items/Outstanding Issues.** This section should draw attention to, and track the progress of, highly significant or sensitive issues requiring action and direction to resolve. The Recipient should include administrative items and outstanding issues that could have a significant or adverse effect on the project's scope, schedule, or budget. Status, responsible person(s), and due dates should be included for each action item/outstanding issue. Action items requiring action or direction should be included in the quarterly status meeting agenda. The action items/outstanding issues may be dropped from this section upon full implementation of the remedial action, and upon no further monitoring anticipated.

(c) Milestones. This section documents progress of the milestones outlined in Section 3.2. The Recipient should include the baseline date (when the project is projected to begin) of each milestone, amendments to those dates (if applicable) and the actual/expected date of completion. There are Milestone charts for action plans, supplemental planning activities, demonstration activity projects and implementation (both construction and non-construction) projects.

EXHIBIT D
FORM FOR SUBSEQUENT OBLIGATION OF FUNDS

The USDOT and **[recipient name]** entered a grant agreement for the **[project name]** that was executed by the USDOT on **[date of USDOT signature on original agreement]** (the "**Agreement**").

This instrument obligates **[$XXX]** for **[insert portion of project listed in the Agreement]**.

[Recipient name] states that:

(1) the Agreement accurately describe the Project's activities;

(2) for each completion date listed in the Agreement, the Recipient's estimate for that milestone is not more than six months after the date listed in the Agreement;

(3) comparing the Project's current budget with the amounts listed in the Agreement, the "Non-Federal Funds" amount has not decreased and the total eligible project costs amount has not decreased; and

(4) under the terms of article 21 of the General Terms and Conditions, the Recipient is not presently required to request a modification to the Agreement.

[Recipient name] acknowledges that USDOT is acting in reliance on the Recipient's statements above.

By: _____

Date

Signature of Recipient's Authorized Representative

[insert name]

Name

[insert title]

Title

The USDOT has determined that all applicable Federal requirements for obligating these funds are satisfied.

By:

Date

Signature of USDOT's Authorized Representative

[insert name]

Name

[insert title]

Title

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: DPW Technical Services Submitter: Parsa Pezeshknejad

Title/Subject: SS4A Grant Agreement Authorization to Execute

Approval Requested:		Meeting Date:
☒	Board of Finance	3/9/2026
☐	City Council	Click or tap to enter a date.
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	No	2/27/2026	C. Spencer
Mayor's Office	No	3/2/2026	K. Alnasrawi
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	No	2/26/2026	E. Ramakrishnan
City Attorney's Office for memo and motion(s) or resolution(s)	No	2/26/2026	E. Ramakrishnan
CAO for budget, financing, and memo	No	3/2/2026	K. Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.

City of Burlington
Department of Public Works

Parking Services Division
645 Pine Street
Burlington, VT 05402
P 802-540-2380
www.burlingtonvt.gov/parking

Memo

To: Board of Finance
City Council

From: Chapin Spencer, Director of Public Works
Jackie Esperti, Division Director, Parking and Traffic

CC: Kara Alnasrawi, Mayor's office
Lynn Reagan, HR

Subject: Parking Service Agent Tiering

Date: March 9, 2026/ March 23, 2026

Request:
DPW is seeking City Council approval to create a two-tiered structure for the City's Parking Services Agents to increase recruitment and retention, offer career growth opportunities and build an even higher-performing, revenue-generating team. This effort is consistent with recent tiering of other DPW positions.

Background:
The City's 10 Parking Services Agent (PSA) positions (8 full-time, 2 part-time) provide essential safety and equity services to the City. Safety services include keeping parked vehicles from blocking fire hydrants, obstructing intersection sight lines or remaining on-street during parking bans for overnight street maintenance activities. Equity services include monitoring metered parking, accessible spaces, residential permit parking areas, loading zones and other regulated areas so that everyone has equitable access to the City's parking resources. In addition, the PSAs provide customer service throughout the day helping direct people to destinations, explaining the City's parking policy, and helping people pay for their parking sessions. Because a large part of the PSAs work is compliance-based and does result in issuing parking tickets, their work generates over $500,000 of net revenue annually to the City's General Fund.

The Parking Services Agent (PSA) position is one that requires a high level of knowledge regarding ordinance, policy and procedure, as well as interpersonal skills in educating and assisting the public with sometimes very difficult circumstances. While some of these attributes can be innate, most of the skill development requires hard work, dedication and experience to develop over time. Our goal is to have

PSAs that are great representatives and ambassadors for the city that have developed those skills to the best of their ability.

A two-tiered PSA structure provides an introductory opportunity for job seekers to start their career with the City, and then encourages and rewards motivated staff to grow their skills and operate at a higher level. When the training and experience results in the demonstrated competency to handle greater responsibilities and provide better customer service, there is a monetary reward and status that is achieved. Tiering the PSA position is a great tool to realize those outcomes.

The PSAs are currently Grade 11 positions. To enhance productivity and career growth for these positions, we've developed a proposed Tier II position (Grade 12) that requires a higher competency – including the ability to use license plate reader (LPR) technology, provide traffic control and complete office tasks in the parking management software (AIMS). The additional grade of the Tier II position will cost about $2,500 per year per employee. If 6 of the 10 positions attain Tier II, it would cost about $15,000 per year. Use of LPR (which is planned be implemented this Spring) will help achieve far greater revenues each year. We project a year-over-year $50K-$100K revenue bump in the first year alone, for a net positive impact on the General Fund's bottom line.

To ensure the tiering is fairly evaluated and granted, Parking Services has established a written checklist that includes tasks, tests, trainings and skills that must be fully met before a PSA is cleared to advance into a Tier II position.

Justifications for advancing the proposed tiering:

- Consistent with ModGov goals: It enables the implementation of an industry-tested technology that will deliver more efficient enforcement.
- Provides greater net income for General Fund: Projected to net at least $50,000 more per year in the Parking Services program.
- Delivers new products for Downtown renaissance: LPR will enable us to launch flexible punch card permits for municipal garages and lots.

Conclusion:
There are numerous ways to provide evidence of a higher level of skill as a PSA. The tiered PSA job descriptions work to provide the means to identify that evidence. When the skills and attributes are provided, the PSAs are made more aware of the goals of Parking Services and how we define the qualities we are looking for every day in the field.

This process provides motivation for the PSAs to meet those goals and be the best ambassadors that they can be for the city. That recognition inherent to the process is important and will provide a means to make a challenging job more rewarding, and change the organizational culture to one where the PSAs are more inclined to strive for excellence.

Thank you for your consideration. Feel free to reach out to either of us (cspencer@burlingtonvt.gov or jesperti@burlingtonvt.gov) with any questions or feedback.

Motion:

Board of Finance: To approve and recommend that the City Council authorize:

1. The reclassification of the Parking Services Agent position from a Full-time, Non-exempt, AFSCME, Grade 11 position to the Parking Services Agent I position, a Full-time, Non-exempt, AFSCME, Grade 11 position, and the Parking Services Agent II position, a Full-time, Non-exempt, AFSCME, Grade 12 position. The reclassification of the Parking Services Agent position from a Part-time, Non-exempt, AFSCME, Grade 11 position to the Parking Services Agent I position, a Part-time, Non-exempt, AFSCME, Grade 11 position, and the Parking Services Agent II position, a Part-time, Non-exempt, AFSCME, Grade 12 position.

City Council: To approve and authorize:

1. The reclassification of the Parking Services Agent position from a, Full-time, Non-Exempt, AFSCME, Grade 11 position to the Parking Services Agent I position, a Full-time, Non-exempt, AFSCME, Grade 11 position, and the Parking Services Agent II position, a Full-time, Non-exempt, AFSCME, Grade 12 position.

2. The reclassification of the Parking Services Agent position from a Part-time, Non-exempt, AFSCME, Grade 11 position to the Parking Services Agent I position, a Part-time, Non-exempt, AFSCME, Grade 11 position, and the Parking Services Agent II position, a Part-time, Non-exempt, AFSCME, Grade 12 position.

City of Burlington
Job Description

Position Title: Parking Service Agent II

Department: Public Works Division: Parking & Traffic

Reports to: Parking Services Manager Location: Burlington, VT

Pay Grade: ~~11~~12 **Job Code:** 439

Exempt/Non-Exempt: Non-Exempt **Union:** AFSCME

Salary: $ - $ Hourly Opening Date:

$ - $ Annually Closing Date:

General Purpose: This position is responsible for enforcing parking safety and equity related ordinances in the City of Burlington by issuing tickets and coordinating the towing of vehicles that pose a safety risk or infringe on equitable parking opportunities. Additionally, this position acts as a customer service representative regarding parking services in City's the on-street and off-street parking resources. This position includes providing information, assistance, and support to customers using the various parking payment platforms the City offers.

Essential Job Functions

- Patrol assigned area/route and identify vehicles parked in violation of posted safety regulations (hydrants, here to corner, blocked driveways, ~~un-registered,~~ etc.) and/or equity regulations (meters, handicapped, abandoned, scoff, etc.), issue tickets and, as necessary, coordinate vehicle towing with the Parking Services Coordinator.
- Serve as ambassador for the City of Burlington by actively engaging with and providing assistance to the community related to parking.~~,~~ This assistance will includ~~e~~~~ing~~ directing vehicles to alternate parking resources when necessary. Respond to questions and inquiries from the general public, and provide information regarding parking services, regulations, procedures, directions, etc. in a professional manner.
- Relay parking ~~-~~related complaints received by the public to the Parking Services Coordinators.
- Participate in ~~During~~ parking ban~~s~~ work with towing services and other City departments to remove vehicles as necessary to ensure expeditious and effective street cleaning~~, and~~ plowing and emergency operations.
- Issue tickets requested by other departments within the city as authorized, such as lawn violations.
- Assist customers with the location and use of self-service/self-pay equipment.
- Remain informed of special events and attractions in Burlington, and also the Chittenden County area.
- Monitor phones~~, radios, surveillance cameras, door alarms,~~ Teams communications, other authorized methods of communication ~~weather-related equipment~~ as directed.
- Monitor garage and lot environments and report unusual events or hazardous conditions to supervisor or security.

- Monitor and count parked vehicles, including permitted hotel guests, in the garages and lots~~as well as permitted hotel guests~~.
- Maintain accurate records of work activities in accordance with policies and procedures.
- Provide administrative support to Parking Services Coordinators as needed.
- Respond to subpoena to testify in court as needed.
- Conduct Vehicle Inspection Number certification as needed.
- Provide assistance to police officers as requested.
- Pick up minor litter in garages and lots and notify office staff of larger janitorial issues.
- ~~Requisite~~**Demonstrated proficiency with all aspects of the job, including customer service, knowledge base of ordinance, ability to work independently, decision making, work ethic, and quality of citations issued, to be assigned for field training of new staff as needed.**
- Maintain and relocate parking signs as needed.
- **Provide traffic control, as needed.**

~~**Non-Essential Job Functions**~~

- ~~**Assist with training new staff as needed.**~~

~~**At least 10 hours of Customer Service training, including de-escalation, 20 hours ofdemonstrate ability and knowledge to operate the office and answer frequently asked questions by the public**~~

~~**Complete 80 hours of in office work with limited supervision.**~~

~~**Complete 40 hours of in office work each year after initial 80 hours is complete**~~

- ~~**Complete a PSA Tier 2 exam with Parking Services Manager, both handheld LPR and vehicle mounted LPR.,**~~Perform other duties as required.

- ~~Perform other duties as required.~~

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required.
- Valid Driver's License required~~preferred~~.
- Personal ~~C~~cellular device needed for communication.
- Must have no prior felony or misdemeanor convictions.
- Must successfully pass a data security certification and background investigation (including fingerprinting) to gain CJIS certification and remain in compliance.
- Must be able to walk and remain standing for long periods of time~~,~~ (7-12 hours per day~~.~~).
- Ability to maintain a professional appearance at all times and adhere to the City uniform policy.
- **Must have successfully passed probation** and have an additional 6 months of PSA experience to qualify for this position.
- Ability to maintain a professional demeanor at all times and prioritize providing the public with relevant parking information.
- Ability to follow directions and a chain of command for completing job related tasks and addressing questions and problems.

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- Ability to make prioritized decisions based on job requirements, ordinance, policy, equity, and safety of self and others.
- Ability to hold and operate ~~two-way radio and/or~~ a cell phone, including relevant apps, required.
- Ability to work effectively in all weather conditions, required.
- Ability to work evenings, overnight, holidays and weekends, required.
- Ability to communicate effectively both verbally, required and in writing, preferred.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies, required.
- Ability to interact with co-workers, city contractors, and the public in a professional and courteous manner, required.
- Ability to deal with stressful and confrontational customers in a professional manner, required.
- **Successful completion of~~At least~~ 10 hours of ~~C~~customer ~~S~~service training, including de-escalation.**
- **Completion ofe 20 hours of training with ~~the~~ Parking Services Coordinators in very basic functions of AIMS and demonstrate ability and knowledge to answer frequently asked questions by answering phones and working the Customer Service window.**
- **Completion ofe 80 hours of in basic Parking Services office work with limited supervision.**
- **Completion ofe 40 hours of in ~~basic~~ office work each year after initial 80 hours is completed.**
- **Completion ofe a PSA Tier 2 exam with Parking Services Manager.**
- **Completion ofe a course in Traffic Control ~~Training to be utilized at special event~~s.**
- **Completion ofe training in both handheld LPR and vehicle mounted LPR ~~.~~technology and be able to ~~participate in~~use all facets of the tool~~its use~~ in the field.**
- **Meet specified metrics related to job performance to include the following:**
    - Maintain solid job performance that includes no more than one disciplinary action over a 12-month period. A second disciplinary action within a 12 month period will result in an automatic reassignment to Parking Services Agent I for one year.
    - **Demonstrated improvement and utilization of improvement suggestions over an extended period of time when a coaching session occurs.**
    - **Minimization of voided citations, and evidence that situations related to voided citations are not repeated when discussed.**

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Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically

performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_X_ seeing

_x_ color perception

(red, green, amber)

_x_ hearing/listening

_x_ clear speech

_x_ touching

_x_ dexterity

_x_ hand

_x_ finger

___ pushing/pulling

_x_ reading - basic

___ reading - complex

_x_ math skills - basic

___ math skills - complex

__x _analysis/comprehension

_x_ judgment/decision

_x_ writing - basic

___ writing - complex

_x_ clerical making

_x_ shift work

_x_ works alone

_x_ works with others

_x_ verbal contact w/others

_x_ face-to-face contact

_x_ inside

_x_ ability to move distances

_x_ lifting (specify) within and between

_10_ pounds

warehouses/offices

_x_ carrying (specify)

___ climbing _10_ pounds

___ ability to mount and dismount forklift/truck

_x_ driving (local/over the road)

_x_ outside ___

pressurized equipment

_x_ extreme heat

_x__ moving objects

_x_ extreme cold

___ high places

_x_ noise

_x_ fumes/odors

_x__ mechanical equipment

___ hazardous materials

_x__ electrical equipment

_x_ dirt/dust

Supervision:

Directly Supervises: __0___ Indirectly Supervises: __0___

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revised Oct 2006
Revised Dec 2006
Revised Sep 2009
Revised Nov 2020
Revised Jul 2022

City of Burlington
Job Description

Position Title: Parking Service Agent

Department: Public Works Division: Parking

Reports to: Parking Services Manager Location: Burlington, VT

Pay Grade: 11 **Job Code:** 439

Exempt/Non-Exempt: Non-Exempt **Union:** AFSCME

Salary: $23.09 - $25.70 Hourly Opening Date:

$48,027.20 - $53,456.00 Annually Closing Date:

General Purpose: This position is responsible for enforcing parking safety and equity related ordinances in the City of Burlington by issuing tickets and coordinating the towing of vehicles that pose a safety risk or infringe on equitable parking opportunities. Additionally, this position acts as a customer service representative regarding parking services in City's the on-street and off-street parking resources. This position includes providing information, assistance, and support to customers using the various parking payment platforms the City offers.

Essential Job Functions

- Patrol assigned area/route and identify vehicles parked in violation of posted safety regulations (hydrants, here to corner, blocked driveways, ~~un-registered,~~ etc.) and/or equity regulations (meters, handicapped, abandoned, scoff, etc.), issue tickets and, as necessary, coordinate vehicle towing with the Parking Services Coordinator.
- Serve as ambassador for the City of Burlington by actively engaging with and providing assistance to the community related to parking.~~,~~ This assistance will includ~~e~~~~ing~~ directing vehicles to alternate parking resources when necessary. Respond to questions and inquiries from the general public, and provide information regarding parking services, regulations, procedures, directions, etc. in a professional manner.
- Relay parking related complaints received by the public to the Parking Services Coordinators.
- Participate in ~~During~~ parking bans work with towing services and other City departments to remove vehicles as necessary to ensure expeditious and effective street cleaning and plowing operations.
- Assist customers with the location and use of self-service/self-pay equipment.
- Remain informed of special events and attractions in Burlington, and also the Chittenden County area.
- Monitor phones~~, radios, surveillance cameras, door alarms,~~ Teams communications and other authorized methods of communication ~~weather-related equipment~~ as directed.
- Monitor garage and lot environments and report unusual events or hazardous conditions to supervisor or security.
- Monitor and count parked vehicles in the garages as well as permitted hotel guests.
- Maintain accurate records of work activities in accordance with policies and procedures.

- Provide administrative support to Parking Services Coordinator as needed.
- Respond to subpoena to testify in court as needed.
- Conduct Vehicle Inspection Number certification as needed.
- Provide assistance to police officers as requested.
- Maintain and relocate parking signs as needed
- Pick up minor litter in garages and lots and notify office staff of larger janitorial issues
-

~~**Non- Essential Job Functions**~~

- ~~Assist with training new staff as needed.~~
- ~~Perform other duties as required.~~
- Perform other duties as required

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required.
- Valid Driver's License ~~preferred.~~required
- Personal Cellular device required.
- Must have no prior felony or misdemeanor convictions.
- Must successfully pass a data security certification and background investigation (including fingerprinting) to gain CJIS certification and remain in compliance.
- Must be able to walk and remain standing for long periods of time, (7-12 hours per day.)
- Ability to maintain a professional appearance at all times and adhere to the City uniform policy.
- Ability to maintain a professional demeanor at all times and prioritize providing the public with relevant parking information.
- Ability to follow directions and a chain of command for completing job related tasks and addressing questions and problems.
- Ability to make prioritized decisions based on job requirements, ordinance, policy, equity, and safety of self and others.
- Ability to hold and operate ~~two-way radio and/or~~ a cell phone, including relevant apps, required.
- Ability to work effectively in all weather conditions, required.
- Ability to work evenings, overnight, holidays and weekends, required.
- Ability to communicate effectively both verbally, required and in writing, preferred.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies, required.
- Ability to interact with co-workers, city contractors, and the public in a professional and courteous manner, required.

- Ability to deal with stressful and confrontational customers in a professional manner, required.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

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_x_ lifting (specify) within and between

_10_ pounds warehouses/offices

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making

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_x_ noise

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_x__ mechanical equipment

___ hazardous materials

_x__ electrical equipment

_x_ dirt/dust

Supervision:

Directly Supervises: __0___ Indirectly Supervises: __0___

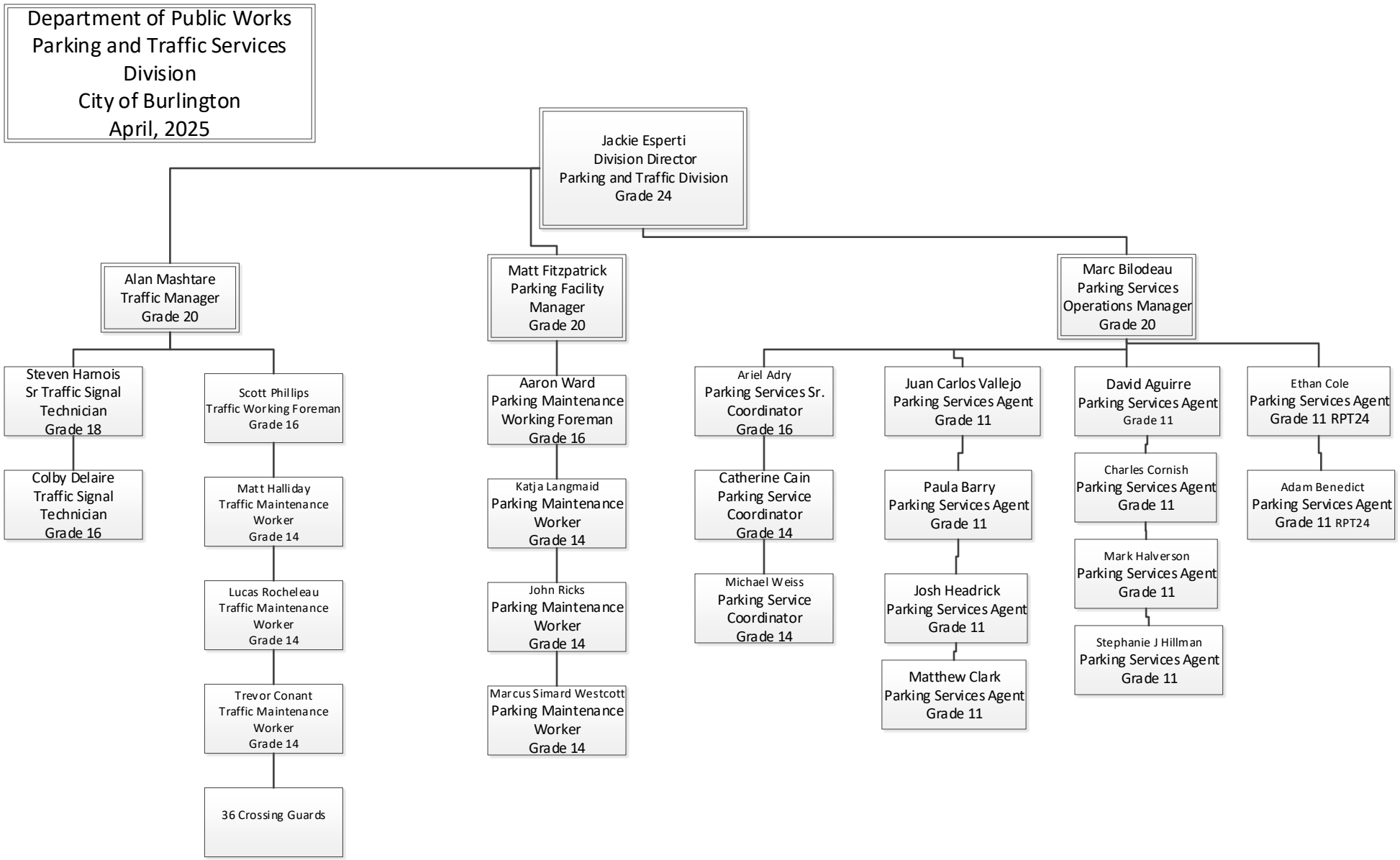
Disclaimer:
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Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revised Oct 2006
Revised Dec 2006
Revised Sep 2009
Revised Nov 2020
Revised Jul 2022


Department of Public Works
Parking and Traffic Services
Division
City of Burlington
April, 2025
Jackie Esperti
Division Director
Parking and Traffic Division
Grade 24
Alan Mashtare
Traffic Manager
Grade 20
Steven Hamois
Sr Traffic Signal
Technician
Grade 18
Colby Delaire
Traffic Signal
Technician
Grade 16
Scott Phillips
Traffic Working Foreman
Grade 16
Matt Halliday
Traffic Maintenance
Worker
Grade 14
Lucas Rocheleau
Traffic Maintenance
Worker
Grade 14
Trevor Conant
Traffic Maintenance
Worker
Grade 14
36 Crossing Guards
Matt Fitzpatrick
Parking Facility
Manager
Grade 20
Aaron Ward
Parking Maintenance
Working Foreman
Grade 16
Katja Langmaid
Parking Maintenance
Worker
Grade 14
John Ricks
Parking Maintenance
Worker
Grade 14
Marcus Simard Westcott
Parking Maintenance
Worker
Grade 14
Marc Bilodeau
Parking Services
Operations Manager
Grade 20
Ariel Adry
Parking Services Sr.
Coordinator
Grade 16
Catherine Cain
Parking Service
Coordinator
Grade 14
Michael Weiss
Parking Service
Coordinator
Grade 14
Juan Carlos Vallejo
Parking Services Agent
Grade 11
Paula Barry
Parking Services Agent
Grade 11
Josh Headrick
Parking Services Agent
Grade 11
Matthew Clark
Parking Services Agent
Grade 11
David Aguirre
Parking Services Agent
Grade 11
Charles Cornish
Parking Services Agent
Grade 11
Mark Halverson
Parking Services Agent
Grade 11
Stephanie J Hillman
Parking Services Agent
Grade 11
Ethan Cole
Parking Services Agent
Grade 11 RPT24
Adam Benedict
Parking Services Agent
Grade 11 RPT24

Board of Finance and City Council Submission Checklist

Department: DPW Submitter: Jackie Esperti

Title/Subject: Parking Service Agent Tiering

	Approval:	Meeting Date:
☒	Board of Finance	3/9/2026
☒	City Council	3/23/2026
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	2/25/2026	Chapin Spencer
Mayor's Office informed and approved memo	Yes	2/26/2026	Kara Alnasrawi
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	2/26/2026	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	2/26/2026	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	2/26/2026	Tony Berry
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Two Job Descriptions attached
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

To: Board of Finance & City Council
From: Kara Alnasrawi, Director, CEDO
CC: Katherine Schad, CAO
Orieta Glozheni, HR Manager
Date: March 9, 2026

Re: Title Change and Downward Reclassification of Special Assistant to End Homelessness

Background:
In 2022, the position of 'Special Assistant to End Homelessness' was created to coordinate the city's response to an unprecedented increase in the number of houseless individuals in our community. That position has been housed in CEDO and was filled until a staff departure in October 2025. With that departure and with the upcoming transfer of the federal Continuum of Care grant to a community partner, CEDO adjusted the job description to properly reflect the current scope of work.

Current Proposal:
CEDO will continue to take the lead role citywide with respect to homelessness and public health issues such as mental health and substance use response. This includes communicating regularly with direct service providers, applying for applicable grants, providing strategic support on the Chittenden County Homeless Alliance, convening internal meetings related to homelessness response, and managing any grant applications, dispersals, and reporting.

This position will no longer provide direct service support (e.g., staffing of the Extreme Cold Weather Shelter, participation in the national 'point in time count') and will no longer oversee multiple volunteer and seasonal staff.

As a result, this position was graded downward (please see chart below).

This position is currently vacant and is funded 40% from the general fund and 60% from the housing trust fund.

Title Old	Title New	Grade Old	Grade New
Special Assistant to End Homelessness	Homelessness and Public Health Manager	Grade 21 $42.822 - $51.1125	Grade 20 $40.6701 - $48.5300

Motion Board of Finance: Move to approve and recommend City Council approve the retitling and regrading of the special assistant to end homelessness, a regular, full-time, non-union, exempt, Grade 21 position to the homelessness and public health manager, a regular, full-time, non-union, exempt, Grade 20 position
Motion City Council: To approve the retitling and regrading of the special assistant to end homelessness a regular, full-time, non-union, exempt, Grade 21 position to the homelessness and public health manager, a regular, full-time, non-union, exempt, Grade 20 position, in the Community Economic Development Office.

City of Burlington
Job Description

Position Title: Homelessness and Community Health Manager

Department: Community & Economic Development (CEDO)

Reports to: Director of CEDO

Pay Grade: 20

Exempt/Non-Exempt: Exempt, Regular **Union:** **Non-Union**

General Purpose: The primary responsibility of this position is to oversee, manage, and advise City-led initiatives to address homelessness and intersecting community health issues. This position will provide strategic direction for the City in its work to support innovative policies and programs related to homelessness, substance use, and mental health. In addition, the position will ensure that City homelessness and community health efforts are coordinated with the City's community safety approaches. Finally, the position will support local policy and state-level legislative work on homelessness and community health issues. This position sits in the Community and Economic Development Office (CEDO) and works closely with the Mayor's Office and in collaboration with other City departments, including the Police Department, Fire Department, Parks Department, and the Burlington Community Justice Center, as well as with community partners and social service providers, such as the Howard Center, Chittenden Valley Office of Economic Opportunity (CVOEO), and Chittenden County Homeless Alliance.

Essential Job Functions: *(This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)*

- Serve as the City's lead policy advisor on homelessness and community health.
- Serve as the manager of CEDO projects that address homelessness, substance use, and mental health and as CEDO's lead point of contact for other City Staff, City Councilors, State officials, the media, and the general public for information on City projects related to these challenges.
- Conduct policy development, special planning, and research projects emerging from homelessness and community health initiatives, or as identified by the Mayor or CEDO Director.
- Collaborate with REIB to help ensure a health equity perspective is applied to community health and policy proposals, projects, and programs.
- Lead and/or contribute to internal City meetings regarding homelessness and community health, including those for Safe Outdoor Sites, Situation Tables, the Overdose Prevention Center, the City Circle initiative, and emergency sheltering. Provide strategic support to City staff on issues related to homelessness, including to staff working to increase the supply of affordable housing.
- Provide strategic support to City staff on issues related to community safety as they intersect with homelessness, substance use, and/or mental health.
- Coordinate with the City's outreach efforts to ensure highest data integrity and ability to understand the scope of need in the immediate downtown and outlying areas (encampments, etc.).

- Develop and maintain the community and statewide partnerships necessary to address homelessness and community health issues.
- Represent the City on various groups and committees, including (but not limited to): Veteran's Council on Homelessness, Housing and Homelessness Alliance of Vermont (Balance of State CoC), Adult Local Interagency Team, and Chittenden County Homeless Alliance.
- Provide strategic support to the Chittenden County Homeless Alliance (CCHA) by attending meetings and representing Burlington's perspective and needs
- Represent the City in meetings about homelessness, the homeless response system, and community health issues with key stakeholders, including elected officials, staff from partner organizations, community members, State officials, and people with lived experience of homelessness, substance use, and/or mental health challenges.
- Represent the City at the nexus of public safety and ordinances as they intersect with the populations experiencing homelessness, substance use, and/or mental health challenges.
- Serve as the City's point of contact for homeless shelter providers and providers of other public health services serving Burlington.
- Promote housing retention and housing first efforts in collaboration with the City's Housing Program Manager and support creative efforts to house challenging populations
- Create/deliver clear and readily understandable information about the City's work to address homelessness and community health for a variety of stakeholders, including the public, City Council and other elected officials, City departments, and the legislature, and in a variety of verbal and written formats (public meetings/workshops, written materials, website, social media).
- Provide conduit to business and private sector partners in coordination with CEDO Assistant Director for Business Development to engage with and invest in resolving homelessness in the Greater Burlington Area by attending and convening a wide range of stakeholder groups, including City Council (and its sub-committees), and City departments (i.e., police department), the school district, businesses, the faith-based community, private landlords, and property owners.
- Should the City retain the role of collaborative applicant, oversee the Continuum of Care grant. This includes coordination of all applications, dispersal of funds, reporting, and ongoing coordination with CCHA
- Manage invoices and budgets related to homelessness initiatives and grants associated with homelessness
- Work with the grants team to identify and apply for grants related to homelessness relief
- Manage the granting of funds to community partners that the City receives for homelessness initiatives. Including but not limited to, creating RFPs or NOFO's, convening grant review committees, drafting and executing sub-recipient grant agreements, monitoring proper use of funds by requiring regular reporting from grant recipients
- Fulfill all reporting requirements to the federal and state governments related to funding received by the City for homelessness initiatives
- Arrange all aspects of services provided by the City to individuals living in encampments, including but not limited to septic, water, and trash removal
- Other duties as required.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree required, preferably in Policy, Public Health, Public Administration, Social Welfare/Work, or a related field is required.
- Minimum of four (4) years of experience in policy development, program evaluation and design, stakeholder management, or related professional experience is required, including two (2) years in a project or program management capacity Additional experience preferred.
- Demonstrated ability to successfully implement and operate projects that rely upon multiple stakeholders from the nonprofit, government, and private sectors.
- Must have excellent judgment with respect to project decisions and the ability to confidently advise the Mayor and City Council on those decisions.
- Must have extensive experience successfully coordinating diverse stakeholders and solving complex problems.
- Demonstrated ability to produce effective policies and procedures, training materials, and presentations.
- Excellent negotiation and interpersonal skills.
- Excellent written and oral communication skills.
- Knowledge of broad service needs and ongoing support needed for sheltered and unsheltered homeless populations.
- Knowledge of public systems of care and resources for homeless populations in Burlington, Chittenden County, and Vermont, including knowledge of HUD regulations and the Continuum of Care program.
- Knowledge of public and private sources for affordable housing financing, and ability to evaluate loans, business plans and financial projections, and to analyze financial feasibility of funding proposals, preferred.
- Strong knowledge of Microsoft Office, and HUD reporting systems, such as HMIS and e-snaps preferred.
- High degree of administrative capabilities and organizational skills, and ability to meet deadlines and manage multiple projects at the same time.
- Experience in hiring and supervising staff, contractors, and consultants, and ability to understand, comply with, and enforce City workplace standards, safety rules, and personnel policies.
- Commitment to support and champion efforts to build and sustain a workplace culture focused on continuous improvement and improving the quality and effectiveness of governmental services.
- Ability to work under pressure.
- Preference will be given to candidates who have lived experience relevant to the work.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity, and inclusion as evidenced by ongoing trainings and professional development.
- Attendance at evening meetings is required.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inabilityto meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing	__ ability to move distances within and between warehouses/offices	__ lifting (specify) __ pounds
__ color perception (red, green, amber)		__ carrying (specify)

_x_ hearing/listening
_x_ clear speech

_x_ touching
_x_ dexterity
_x_ hand
_x_ finger
__ reading - basic

_x_ reading – complex

writing - basic
_x_ writing - complex
shift work

_x_ works alone
_x_ works with others

climbing
ability to mount and

dismount forklift/truck
_ pushing/pulling

math skills - basic

_x_ math skills - complex

_x_ clerical

outside

extreme heat
extreme cold

__ pounds
__ driving (local/over

the road)

_x_
analysis/comprehensi
on
_x_
judgment/decision
making

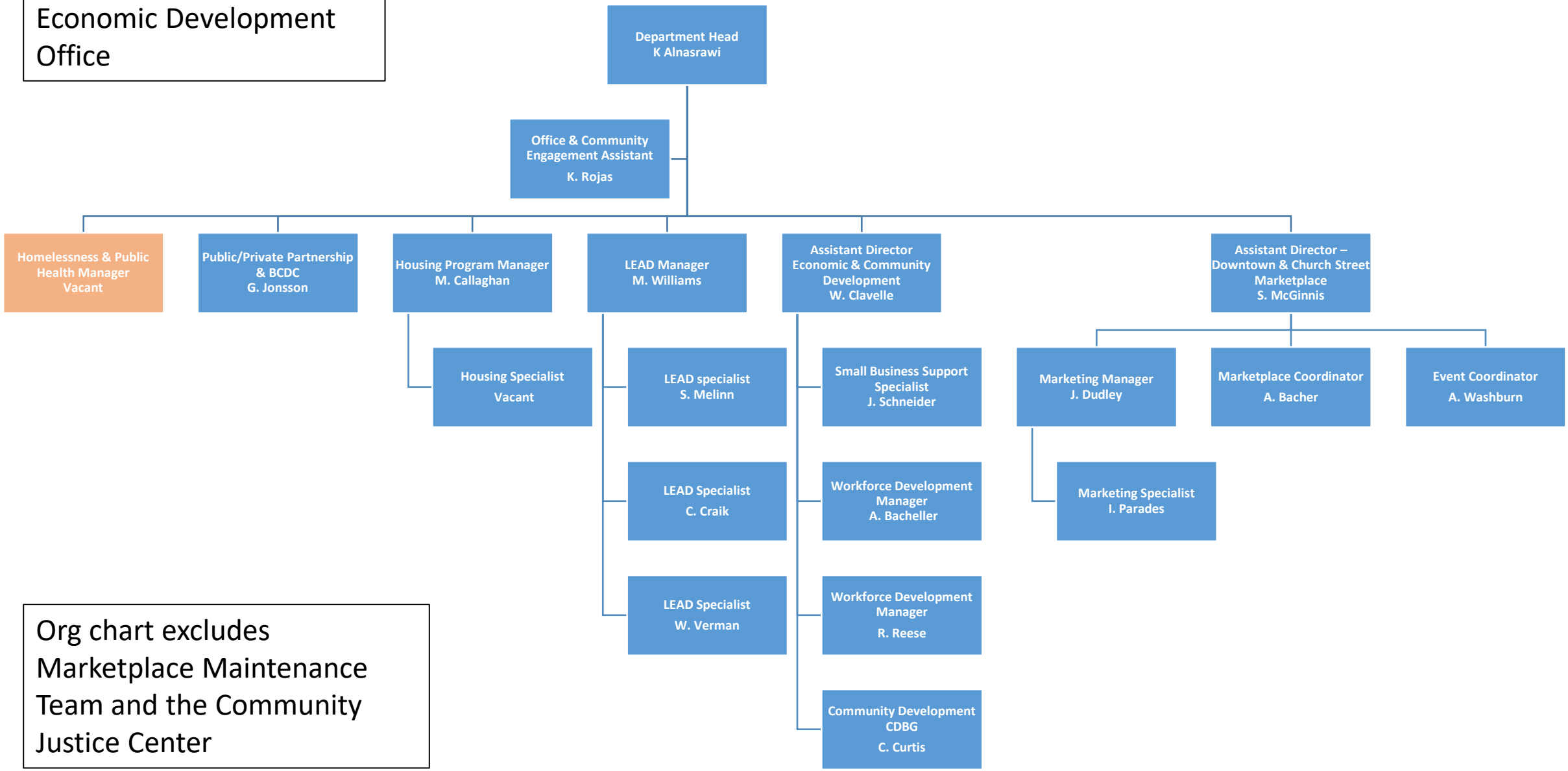
__ pressurized
equipment
__ moving objects
__ high places

x_ verbal contact w/others	__ noise	__ fumes/odors
_x_ face-to-face contact	__ mechanical equipment	__ hazardous materials
_x_ inside	__ electrical equipment	__ dirt/dust

Supervision:
Directly Supervises: __1__ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

CEDO – Community & Economic Development Office



Org chart excludes Marketplace Maintenance Team and the Community Justice Center

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: CEDO Submitter: Kara Alnasrawi

Title/Subject: Retitle and Recalss of Homelessness Position

Approval Requested:		Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Both BOF and Council	3/9/2026

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	2/25/2026	Kara Alnasrawi
Mayor's Office	Yes	3/3/2026	Kara Alnasrawi – interim COS
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	2/26/2026	Hayley McClenahan
CAO for budget, financing, and memo	Yes	3/3/2026	Katherine Schad
Human Resources, if personnel action or policy	Yes	3/2/2026	Lynn Reagan
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

POLICE DEPARTMENT
CITY OF BURLINGTON

TO: City of Burlington, Finance Board
City of Burlington, City Council

FROM: Shawn P. Burke, Interim Chief of Police

DATE: March 9th, 2026

SUBJECT: Reclassification Request – Executive Manager, Command Assistant, and Community Support Supervisor to Crisis, Advocacy, Intervention Program (CAIP) Manager

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REQUEST

The Burlington Police Department (BPD) seeks to eliminate the Assistant Director of CAIP position and reclassify the current Community Support Supervisor position to the Crisis, Advocacy, Intervention Program (CAIP) Manager. We propose the following:

- Reclassification and retitling of the Community Support Supervisor position, a regular, full-time, exempt, Grade 20, non-union position to the Crisis, Advocacy, Intervention Program (CAIP) Manager, a regular, Full-time, Exempt, Non-Union, Grade 21 position in the Burlington Police Department; and
- Elimination of the Assistant Director CAIP position, a Regular, Exempt, Full-time, Grade 24 Non-Union position within the Burlington Police Department.

Additionally, the Burlington Police Department (BPD) seeks to reclassify two roles within the business division of the department – Executive Manager and Command Assistant:

- Reclassification of the Executive Manager, a Regular, Full-time, Exempt, Grade 21, Non-Union position to a Regular, Full-time, Exempt, Grade 22, Non-Union position.
- Reclassification of the Command Assistant, a Regular Full-time, Non-Exempt, Grade 15, Non-Union position to a Regular, Full-time, Non-Exempt, Grade 16, Non-Union position.

EXECUTIVE SUMMARY – CAIP Manager

In FY26, the Burlington Police Department undertook a strategic restructuring of its Crisis, Advocacy, Intervention Program (CAIP) following significant programmatic changes, including the elimination of the CARES clinical team and the resignation of the Assistant Director of CAIP.

With clinical-level services no longer being provided and a streamlined staffing model in place, the department conducted an operational review to ensure continued alignment with public safety priorities and fiscal responsibility.

The assessment confirmed that the remaining CAIP components; Community Support Liaisons and the Domestic Violence Advocate remain essential to delivering coordinated, victim-centered, and community-based public safety services in Burlington. Given the reduced scope of supervision and program administration, the department identified an opportunity to eliminate the Assistant Director position and reclassify the current Community Support Supervisor role to a manager level, ensuring appropriate oversight, continuity of services, and efficient allocation of resources while maintaining the program's critical functions.

Role Description:
This position is a management position responsible for the Crisis, Advocacy, Intervention Program (CAIP) of the Burlington Police Department. Management of this program consists of the supervision of six CSL positions, including coordination of hiring and training processes, in addition to the Domestic Violence Victim's Advocate.

Additionally, the position is responsible for building and maintaining relationships within the Department, the designated agency, other city departments, as well as community groups, neighborhoods, and other subsets of people within the city.

EXECUTIVE SUMMARY – Executive Assistant and Command Assistant
This proposal also outlines the need to reclassify two existing positions within the business division of the department: the Executive Manager and the Command Assistant positions. The reclassification is necessary to accurately reflect the expanded scope, complexity, and level of responsibility these roles have assumed following departmental restructuring under the City's ModGov initiatives.

As part of the ModGov process, several key administrative positions were eliminated, including the Senior Network Administrator, Business Manager, and Training & Special Project Coordinator. While these changes achieved structural efficiencies and significant cost savings, they also resulted in the redistribution of critical operational and administrative functions. The essential duties formerly assigned to those specialized roles, including information technology oversight, budget development and financial management, grant and procurement coordination, training compliance administration, and strategic project management have been reassigned primarily to the Executive Manager and Command Assistant.

Since the restructuring, both positions have taken on substantially increased responsibilities that require higher level decision making, independent judgment, technical expertise, and cross-departmental coordination. The Executive Manager now provides direct oversight of complex budgeting processes, technology systems coordination, policy implementation, and long-range planning initiatives. Similarly, the Command Assistant has absorbed expanded administrative, compliance, scheduling, reporting, and program support functions critical to department training and mandatory statutory compliance.

The current classifications no longer accurately represent the scope, accountability, and organizational impact of these roles. Reclassification is necessary to ensure alignment between job responsibilities and compensation, support recruitment and retention of qualified personnel, and maintain operational effectiveness within the department.

Approving these reclassifications will formally recognize the expanded duties performed by these positions, promote organizational sustainability, and ensure the continued efficient functioning of the Burlington Police Department.

Role Descriptions:

The Executive Manager serves as a civilian member of the command staff for the Burlington Police Department, providing executive-level project management, strategic leadership, and fiscal oversight in direct support of the Chief of Police. This position leads the planning, coordination, and execution of department-wide initiatives to advance organizational effectiveness, operational efficiency, and community service. The Executive Manager oversees budget development and financial management, manages departmental workflows, and supervises key administrative and financial staff. With comprehensive knowledge of departmental operations and the community, the Executive Manager supports informed decision-making, strategic goal attainment, and responsive policing aligned with the City's public safety and quality-of-life priorities.

This Command Assistant is responsible for providing administrative support to the Command Staff of the Burlington Police Department, including the Chief of Police, the Deputy Chiefs, and the Executive Manager. The assistant's responsibilities focus on administrative functions, encompassing document control, processing and retrieval of highly confidential information including, but not limited to, information relating to collective bargaining, personnel paperwork, and budgetary matters. This position has extensive interaction with the public.

Financial Impact

Position	Current Grade / Step	FY26 Salary	Proposed Grade / Step	FY26 Reclassed Salary	FY26 Impact
Executive Manager	Pay Grade 21	$92,519.00	Pay Grade 22	$102,337.97	$9,818.97
Command Assistant	Pay Grade 15	$60,485.77	Pay Grade 16	$64,353.53	$3,867.76
Community Support Manager	Pay Grade 20	$86,228.49	Pay Grade 21	$90,794.45	$4,565.96

The FY26 Impact will be absorbed through current position savings in the business division and via the elimination of the Assistant Director position in the CAIP division.

The department now has both Deputy Chief positions filled and a contracted Interim Chief of Police through March of 2027. The reclassification of the Executive Manager will be less of a fiscal burden in FY 26 as the position is currently paid a temporary salary adjustment.

ATTACHMENTS

A. CAIP Manager Job Descriptions – Redline / Final
B. Executive Manager Job Descriptions – Redline / Final
C. Command Assistant Job Descriptions – Redline / Final
D. BPD Organizational Chart 2026

MOTIONS

The Burlington Police Department respectfully requests the Board of Finance and City Council to approve the following motions:

Board of Finance:

To approve and recommend that the City Council approve and authorize the reclassification and retitling of the Community Support Supervisor position, a Regular, Full-time, Exempt, Non-Union, Grade 20, position to the to the Crisis, Advocacy, Intervention Program (CAIP) Manager, a Regular, Full-time, Exempt, Non-Union, Grade 21 within the Burlington Police Department; and

To approve and recommend that the City Council approve and authorize the Elimination of the Assistant Director CAIP position, a Regular, Full-time, Exempt, Non-Union, grade 24 position within the Burlington Police Department.

To approve and recommend that the City Council approve and authorize the reclassification of the Executive Manager position, a Regular, Full-time, Exempt, Non-Union, Grade 21 position to a Regular, Full-time, Exempt, Non-Union, Grade 22 within the Burlington Police Department.

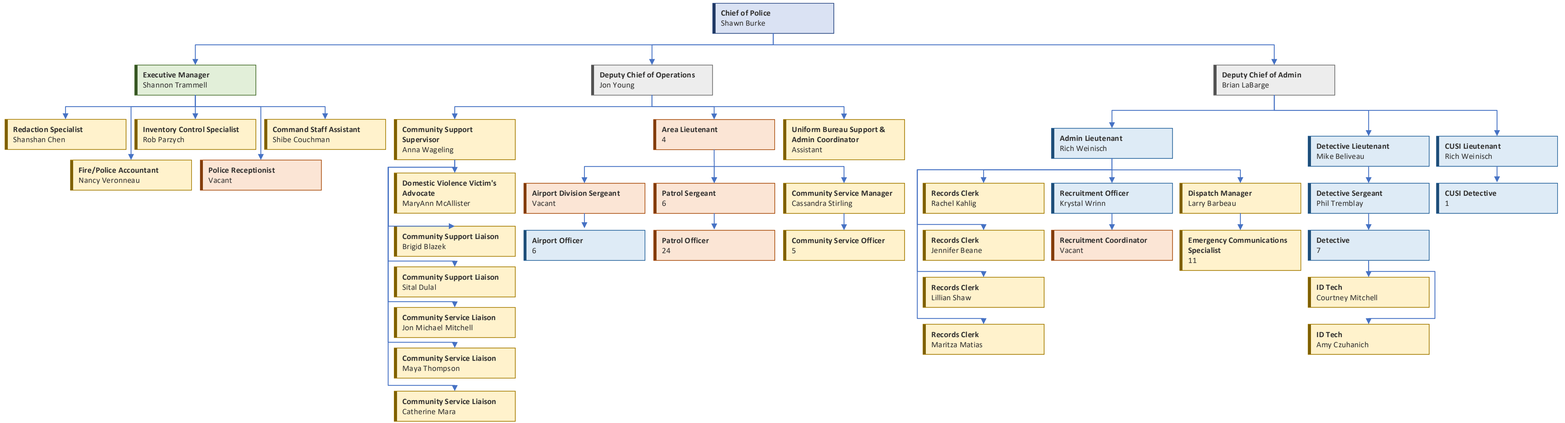
To approve and recommend that the City Council approve and authorize the reclassification of the Command Assistant position, a Regular, Full-time, Non-Exempt, Non-Union, Grade 15 position to a Regular, Full-time, Non-Exempt, Non-Union, Grade 16 within the Burlington Police Department.

City Council:
To approve and authorize the reclassification and retitling of the Community Support Supervisor position, a Regular, Full-time, Exempt, Non-union, Grade 20, position to the Crisis, Advocacy, Intervention Program (CAIP) Manager, a Regular, Full-time, Exempt, Non-Union, Grade 21 within the Burlington Police Department.

To approve and authorize the elimination of the Assistant Director CAIP position, a Regular, Full-time, Exempt, Non-union, Grade 24 position within the Burlington Police Department.

To approve and authorize the reclassification of the Executive Manager position, a Regular, Full-time, Exempt, Non-Union, Grade 21 position to a Regular, Full-time, Exempt, Non-Union, Grade 22 within the Burlington Police Department.

To approve and authorize the reclassification of the Command Assistant position, a Regular, Full-time, Non-Exempt, Non-Union, Grade 15 position to a Regular, Full-time, Non-Exempt, Non-Union, Grade 16 within the Burlington Police Department.


Chief of Police
Shawn Burke
Executive Manager
Shannon Trammell
Redaction Specialist
Shanshan Chen
Inventory Control Specialist
Rob Parzych
Command Staff Assistant
Shibe Couchman
Fire/Police Accountant
Nancy Veronneau
Police Receptionist
Vacant
Deputy Chief of Operations
Jon Young
Community Support Supervisor
Anna Wageling
Domestic Violence Victim's Advocate
MaryAnn McAllister
Community Support Liaison
Brigid Blazek
Community Support Liaison
Sital Dulal
Community Service Liaison
Jon Michael Mitchell
Community Service Liaison
Maya Thompson
Community Service Liaison
Catherine Mara
Area Lieutenant
4
Airport Division Sergeant
Vacant
Airport Officer
6
Patrol Sergeant
6
Patrol Officer
24
Community Service Manager
Cassandra Stirling
Community Service Officer
5
Uniform Bureau Support & Admin Coordinator
Assistant
Deputy Chief of Admin
Brian LaBarge
Admin Lieutenant
Rich Weinisch
Records Clerk
Rachel Kahlig
Records Clerk
Jennifer Beane
Records Clerk
Lillian Shaw
Records Clerk
Maritza Matias
Recruitment Officer
Krystal Wrinn
Recruitment Coordinator
Vacant
Dispatch Manager
Larry Barbeau
Emergency Communications Specialist
11
Detective Lieutenant
Mike Belliveau
Detective Sergeant
Phil Tremblay
Detective
7
ID Tech
Courtney Mitchell
ID Tech
Amy Czuhanich
CUSI Lieutenant
Rich Weinisch
CUSI Detective
1

City of Burlington
Job Description

Position Title: Crisis, Advocacy, Intervention Program (CAIP) Manager

Department: Burlington Police Department

Reports to: Deputy Chief of Police – Operations

Pay Grade: 21

Job Code: 341

Exempt/Non-Exempt: Exempt **Union:** Non-Union

General Purpose:

This position is a management position responsible for the Crisis, Advocacy, Intervention Program (CAIP) of the Burlington Police Department. Management of this program consists of the supervision of six CSL positions, to include coordination of hiring and training processes, in addition to the Domestic violence Victim's Advocate. Additionally, the position is responsible for building and maintaining relationships within the Department, the designated agency, other city departments, as well as community groups, neighborhoods, and other subsets of people within the City.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

- Respond to Police, other City departments, and community requests for intervention on non-criminal matters to provide dispute resolution, conflict management, or problem solving.
- Supervision of the Community Support Liaisons and the Domestic Violence Victim Advocate.
- Represent and serve as a voice for the BPD's alternative response capacities at public hearings or meetings and with the news media, as necessary.
- Guide the further development of new alternative response capacities as community needs become apparent.
- Perform administrative tasks related to managing CAIP, including scheduling, personnel evaluations, and performance management.
- Assist the Recruitment Officer in hiring new members of CAIP, to include helping to interview and vet candidates.
- Work with sworn administrative staff, and sworn-officer instructors, to co-design and administer field training for new CAIP members and recurring in-service training for Community Support Liaisons as necessary.

Crisis, Advocacy, Intervention
Program (CAIP) Manager

- Review CAIP members' written work product, offering necessary guidance and applicable corrections.
- Prepare required paperwork and produce regular reports related to CAIP.
- Provide ongoing feedback and annual performance evaluations for supervisees.
- Assist with administering the disciplinary process for personnel in CAIP, including, but not limited to, examining citizen complaints and conducting administrative reviews.
- Issue performance instruction and, together with the sworn command staff, offer discipline in keeping with Charter §3-185, personnel policy, and any applicable collective bargaining agreement.
- Actively triage requests for community engagement of the CAIP Team.
- Work as partner and act as a liaison from the Burlington Police Department to collaborate with local agencies such as the Agency of Human Services, Howard Center, Burlington Housing Authority, Champlain Housing Trust, Committee on Temporary Shelter, Champlain Valley Agency on Aging, Vermont Tenants, Burlington Code Enforcement, Department of Corrections, University of Vermont, USCRI VT, the Community Justice Center, and other organizations as well as private citizens to assist with navigating the public safety system.
- Provide leadership, develop and maintain relationships with partners for team approach to problem solving. Regularly consult and collaborate with Community Support Liaisons around problem solving related to individual cases and community wide issues.
- Address any individual or team member conflicts by using an array of conflict intervention tools such as: problem solving and mediation. The intervention will be appropriate to the situation, culture and individual, to include progressive discipline.
- Present information about CAIP to community groups, schools, government agencies, etc.
- Create and maintain up-to-date electronic records related to documentation specific to the Community Support Liaison and Domestic Violence Victim Advocate positions.
- Engage with various constituency groups in the community to encourage open dialogue with the Police Department, ensure a responsive relationship, and to take the pulse of the needs of our community through engagement.
- Engage constituent groups around interests related to public safety and health.
- Brief the Deputy Chief of Operations on the needs and challenges of these constituency groups and make relevant policy recommendations.
- Attend and participate in meetings of constituency groups that request Department participation as deemed productive.
- Responsible for the management and coordination of the City's Sheltering on Public Lands Policy for the Department of Public Works, to include a high degree of communication with various departments through the City.
- Act as the primary point of contact and coordinator for the CSL Team related to encampment outreach, as a function of the City's Policy on Sheltering on Public Land.
- Maintain data to evaluate the effectiveness of all activities related to CAIP.
- Performs other duties as required.

Crisis, Advocacy, Intervention
Program (CAIP) Manager

Qualifications/Basic Job Requirements:

- Bachelor's degree, and two years of experience in one or more of the following related fields; social work, criminal justice, victim advocacy, or restorative justice with a minimum of one year experience in community-based field work.
- Two (2) years of supervisory experience required.
- Ability to work in a high paced, dynamic environment.
- Ability to support staff who are actively exposed to trauma and the suffering of others.
- High degree of flexibility and creative problem solving skills necessary.
- Excellent public relations, group development, meeting facilitation and communication skills required.
- Knowledge of Vermont criminal and juvenile justice system preferred.
- Familiarity with City of Burlington preferred.
- Must be able to work evenings as directed.
- Must successfully complete Police Department panel interview and background investigation.
- Ability to clearly communicate complex community modeling issues through training materials, workshops and collaborative problem solving techniques.
- Ability to maintain objectivity in all neighborhood conflict interventions.
- Ability to speak in a public environment.
- Ability to interact with all levels of the public, Police and other City officials.
- Ability to understand and interact with a wide variety of cultural and ethnic groups.
- Ability to operate in a Windows based environment with spreadsheet, word processing and database software.
- High degree of flexibility and create problem solving skills necessary.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing	_x_ ability to move distances within and between warehouses/offices	__ lifting (specify) __ pounds
__ color perception (red, green, amber)		__ carrying (specify) __ pounds
_x_ hearing/listening	__ climbing	

Crisis, Advocacy, Intervention
Program (CAIP) Manager

_x_ clear speech	__ ability to mount and dismount forklift/truck	_X driving (local/over the road)
_x_ touching	_ pushing/pulling	
_x_ dexterity		
_x_ hand		
_x_ finger		
__ reading - basic	__ math skills - basic	_x_ analysis/comprehension
_x_ reading – complex	_x_ math skills - complex	_x_ judgment/decision making
__ writing - basic	__ clerical	
_x_ writing - complex		
__ shift work	_x_ outside	__ pressurized equipment
_x_ works alone	__ extreme heat	__ moving objects
_x_ works with others	__ extreme cold	__ high places
_x_ verbal contact w/others	__ noise	__ fumes/odors
_x_ face-to-face contact	__ mechanical equipment	__ hazardous materials
_x_ inside	__ electrical equipment	__ dirt/dust

Supervision:
Directly Supervises: 7 Indirectly Supervises: 0

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created 11/2002 (Revised March 2014), revised January, 2026.

City of Burlington
Job Description

Position Title: Crisis, Advocacy, Intervention Program (CAIP) Manager ~~Community Support Supervisor~~

Department: Burlington Police Department

Reports to: Deputy Chief of Police – Operations ~~Assistant Director- Crisis, Advocacy, Intervention Programs~~

Pay Grade: 21 ~~20 ? (Currently AW is a 20 Step 1)~~

Job Code: 341

Exempt/Non-Exempt: Exempt **Union:** Non-Union

General Purpose:

This position is a mid-level management position responsible for ~~managing~~ the Crisis, Advocacy, Intervention Program (CAIP) of the Burlington Police Department. ~~Community Support Liaison (CSL) program.~~ Management of this program consists of the supervision of six CSL positions, to include coordination of hiring and training processes, in addition to the Domestic violence Victim's Advocate. Additionally, the position is responsible for building and maintaining relationships within the Department, the designated agency, other city departments, as well as community groups, neighborhoods, and other subsets of people within the City.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.~~)~~

- Respond to Police, other City ~~department~~departments, and community requests for intervention on non-criminal matters to provide dispute resolution, conflict management, or problem solving.
- Supervision of six Community Support Liaisons and one Domestic Violence Victim Advocate.
- Represent and serve as a voice for the BPD's alternative response capacities at public hearings or meetings and with the news media, as necessary.
- Guide the further development of new alternative response capacities as community needs become apparent.
- Perform administrative tasks related to managing CAIP, including scheduling, personnel evaluations, and performance management.
- Assist the Recruitment Officer in hiring new members of CAIP, to include helping to interview and vet candidates.
- Work with sworn administrative staff, and sworn-officer instructors, to co-design and administer field training for new CAIP members and recurring in-service training for Community Support Liaisons as necessary.

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- Review CAIP members' written work product, offering necessary guidance and applicable corrections.
- Prepare required paperwork and produce regular reports related to CAIP.
- Provide ongoing feedback and annual performance evaluations for supervisees.
- Assist with administering the disciplinary process for personnel in CAIP, including, but not limited to, examining citizen complaints and conducting administrative reviews.
- Issue performance instruction and, together with the sworn command staff, offer discipline in keeping with Charter §3-185, personnel policy, and any applicable collective bargaining agreement.

- ~~Responsible for the coordination of the interview and hiring process for the Community Support Liaison position~~
- ~~Manage training schedule and activities of the Community Support Liaison Team. In the field training will consist of responding to real-time calls for service, paired with the CSL in training.~~
- Actively triage requests for community engagement of the ~~CSL~~ CAIP Team.
- ~~Provide ongoing feedback and annual performance evaluations for supervisees~~
- Work as partner and act as a liaison from the Burlington Police Department to collaborate with local agencies such as the Agency of Human Services, Howard Center, Burlington Housing Authority, Champlain Housing Trust, Committee on Temporary Shelter, Champlain Valley Agency on Aging, Vermont Tenants, Burlington Code Enforcement, Department of Corrections, University of Vermont, USCRI VT, the Community Justice Center, and other organizations as well as private citizens to assist with navigating the public safety system.
- Provide leadership, develop and maintain relationships with partners for team approach to problem solving. Regularly consult and collaborate with Community Support Liaisons around problem solving related to individual cases and community wide issues.
- Address~~es~~ any individual or team member conflicts by using an array of conflict intervention tools such as: problem solving and mediation. The intervention will be appropriate to the situation, culture and individual, to include progressive discipline.
- Present information about CAIP~~on the CSL~~ to community groups, schools, government agencies, etc.
- Create and maintain up-to-date electronic records related to documentation specific to the Community Support Liaison ~~position~~ and Domestic Violence Victim Advocate positions.
- Engage~~s~~ with various constituency groups in the community to encourage open dialogue with the Police Department, ensure a responsive relationship, and to take the pulse of the needs of our community through engagement.
- Engage constituent groups around interests related to public safety and health.
- Brief the Deputy Chief of Operations ~~Assistant Director of CAIP~~ on the needs and challenges of these constituency groups and make relevant policy recommendations.
- Attend and participate in meetings of constituency groups that request Department participation as deemed productive.
- Responsible for the management and coordination of the City's Sheltering on Public Lands Policy for the Department of Public Works, to include a high degree of communication with various departments through the City.

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- Act as the primary point of contact and coordinator for the CSL Team related to encampment outreach, as a function of the City's Policy on Sheltering on Public Land.
- Maintain data to evaluate the effectiveness of all activities related to CAIP.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree, and two years of experience in one or more of the following related fields; social work, criminal justice, victim advocacy, or restorative justice with a minimum of one year experience in community-based field work.
- Supervision experience preferred.
- Ability to work in a high paced, dynamic environment.
- Ability to support staff who are actively exposed to trauma and the suffering of others.
- High degree of flexibility and creative problem solving skills necessary.
- Excellent public relations, group development, meeting facilitation and communication skills required.
- Knowledge of Vermont criminal and juvenile justice system preferred.
- Familiarity with City of Burlington preferred.
- Must be able to work evenings as directed.
- Must successfully complete Police Department ~~oral board~~ panel interview and background investigation.
- Ability to clearly communicate complex community modeling issues through training materials, workshops and collaborative problem solving techniques.
- Ability to maintain objectivity in all neighborhood conflict interventions.
- Ability to speak in a public environment.
- Ability to interact with all levels of the general public, Police and other City officials.
- Ability to understand and interact with a wide variety of cultural and ethnic groups.
- Ability to operate in a Windows based environment with spreadsheet, word processing and database software.
- High degree of flexibility and create problem solving skills necessary.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing	_x_ ability to move distances within and between warehouses/offices	__ lifting (specify) __ pounds
__ color perception (red, green, amber)		__ carrying (specify) __ pounds
_x_ hearing/listening	__ climbing	

_x_ clear speech	__ ability to mount and dismount forklift/truck	_X driving (local/over the road)
_x_ touching	_ pushing/pulling	
_x_ dexterity		
_x_ hand		
_x_ finger		
__ reading - basic	__math skills - basic	_x_ analysis/comprehension
_x_ reading – complex	_x_ math skills - complex	_x_ judgment/decision making
__ writing - basic	__ clerical	
_x_ writing - complex		
__ shift work	_x_ outside	__ pressurized equipment
_x_ works alone	__ extreme heat	__ moving objects
_x_ works with others	__ extreme cold	__ high places
_x_ verbal contact w/others	__ noise	__ fumes/odors
_x_ face-to-face contact	__ mechanical equipment	__ hazardous materials
_x_ inside	__ electrical equipment	__ dirt/dust

Supervision:
Directly Supervises: ~~6~~7 Indirectly Supervises: 0

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created 11/2002 (Revised March 2014), ~~revised March 2024.~~

Reclassification Request Form

Personnel Information Questionnaire

The purpose of this form is to solicit information which will be used to determine whether a position is appropriately classified due to a significant change in the duties, responsibilities on a permanent basis and/or qualification requirements that are not part of the current job duties as a result of changes in workload demands, expansion of responsibilities, reorganization, or efficiencies, etc. Human Resources will review this reclassification request form and determine if a reclassification review is warranted. Per policy, a review may result in a higher, lower, or the same grade.

This process follows the procedures outlined in the AFSCME Collective Bargaining Agreement and Personnel Policy Manual is intended to ensure positions are properly classified in accordance with job content, not individual performance.

Instructions: complete the following sections and attached any necessary documents

A complete reclassification request must include the following:

Submitter	Required Items
Employee	• Completed and signed form • Supporting documentation (optional, e.g., examples of changed duties)
Manager	• Completed and signed form • Updated position description (using *Track Changes* in Word) • Supporting rationale or organizational chart (if applicable)

Submission:
All materials should be sent to Human Resources, who will review the request to determine whether a reclassification study is warranted under the AFSCME CBA or Personnel Policy Manual.

Section 1: Current Position Information and Responsibilities

1. Current Employee Name or Vacant: Shibe Couchman
2. Department and Division: Police / Administration
3. Manager's Name: Shannon Trammell
4. Current Grade and Title: 15
5. How many employees hold this role: 1
6. If associated with a union, which one? N/A - Non-Union

Section 2: Current Job Descriptions

List in order of importance, three or four of the major current functions or responsibilities of your job. A couple of descriptive words or a short sentence is enough. Estimate the approximate percent of your time spent on each of the duties you perform. Keep in mind that some jobs operate in annual cycles, so you might wish to calculate your percentages from an annual basis (e.g., 10% of your work per year is allocated to the preparation of the annual budget projections or snow plowing, plant maintenance, while 20% is in budget generation and 10% in audit functions, etc.). If your job has a daily routine which does not change significantly, calculate the percentage on a daily basis (e.g., 25% of you day involves maintenance or administrative work, 10% filing, cleaning the shop etc.).

Percent of Time	Frequency the task is perform (daily, weekly, monthly, quarterly, yearly)	Responsibility or Function (in order of importance)
90%	Daily	Administrative - schedules, calendars, meetings, employee files, etc.

Section 3: Changes to Duties and Responsibilities

Outline the new or changed duties that may warrant a review of the position's classification. Include factors such as increased complexity, new technical or supervisory responsibilities, or specialized knowledge. In addition, identify duties and/or responsibilities that have been eliminated or reassigned.

Percent of Time	Frequency the task is perform (daily, weekly, monthly, quarterly, yearly)	Responsibility or Function (in order of importance)	Are these duties new or reassigned from another position(s)*
20%	Daily	Social media media creation - images, videos	Yes
30%	Daily	Training arrangements, training tracking, scheduling	Yes

*If you answered "yes", duties have been reassigned from another position, please identify that position title here.

Training Corrdinator - RIF'd
Public Information & Engagement Coordinator - RIF'd

Has the current employee performed the above duties and responsibilities as assigned by their manager for at least six months? [Yes] No

Will the above duties and responsibilities stay with the position indefinitely (i.e., even if the current employee leaves the position?) [Yes] No

Describe why it is necessary to assign this work to this position (i.e., indicate why other positions cannot perform the work):

Because the two positions previsously responsible for these functions were eliminated, there is no remaining role to absorb these essential tasks. Assigning this work to the Command Assistant is operationally logical, as oversight of these responsiblities aligns directly with the Executive Manager to whom this role reports. Additionally, as a non-union position, this role provides the flexibility and continuity needed to maintain efficiency to ensure uninterrupted workflows.

Section 4: Service and/or Fiscal Impact

If these tasks are not performed (or are eliminated), what would be the impact on service delivery or operations?

If these tasks are not performed, required certifications for officers could lapse, directly impacting compliance and operations. The department's training efforts - which are fundamental to safe and effective operations - would be disrupted. In addition, the department's strategic goals related to community engagement and recruitment initiatives, and public communication would suffer, as these rely on consistent social media activity and well-coordinated community interactions.

Section 5: Additional information to be considered. Please provide any other relevant details to support this request:

Section 6: Review and Approval Signatures

Shibe Couchman 12/1/2025
Employee Name, Signature and Date Shibe Couchman

(An incomplete form will be returned to the individual before Human Resources can review it

12/1/2025.
Manager Name, Signature and Date Shannen Trammell

Section 7: HR Use Only

(To be completed by HR after initial review)

Review Step	Date	Reviewer	Notes
Request Received			
Initial Review Complete			
Classification Study Required	Yes No		
Reclassification Determination			
Effective Date (if applicable)			

Reclassification Request Form

Personnel Information Questionnaire

The purpose of this form is to solicit information which will be used to determine whether a position is appropriately classified due to a significant change in the duties, responsibilities on a permanent basis and/or qualification requirements that are not part of the current job duties as a result of changes in workload demands, expansion of responsibilities, reorganization, or efficiencies, etc. Human Resources will review this reclassification request form and determine if a reclassification review is warranted. Per policy, a review may result in a higher, lower, or the same grade.

This process follows the procedures outlined in the AFSCME Collective Bargaining Agreement and Personnel Policy Manual is intended to ensure positions are properly classified in accordance with job content, not individual performance.

Instructions: complete the following sections and attached any necessary documents

A complete reclassification request must include the following:

Submitter	Required Items
Employee	• Completed and signed form • Supporting documentation (optional, e.g., examples of changed duties)
Manager	• Completed and signed form • Updated position description (using *Track Changes* in Word) • Supporting rationale or organizational chart (if applicable)

Submission:
All materials should be sent to Human Resources, who will review the request to determine whether a reclassification study is warranted under the AFSCME CBA or Personnel Policy Manual.

Section 1: Current Position Information and Responsibilities

1. Current Employee Name or Vacant: Shannon Trammell
2. Department and Division: Police / Administration
3. Manager's Name: Shawn Burke
4. Current Grade and Title: 21 - Executive Manager
5. How many employees hold this role: 1
6. If associated with a union, which one? N/A

Section 2: Current Job Descriptions

List in order of importance, three or four of the major current functions or responsibilities of your job. A couple of descriptive words or a short sentence is enough. Estimate the approximate percent of your time spent on each of the duties you perform. Keep in mind that some jobs operate in annual cycles, so you might wish to calculate your percentages from an annual basis (e.g., 10% of your work per year is allocated to the preparation of the annual budget projections or snow plowing, plant maintenance, while 20% is in budget generation and 10% in audit functions, etc.). If your job has a daily routine which does not change significantly, calculate the percentage on a daily basis (e.g., 25% of you day involves maintenance or administrative work, 10% filing, cleaning the shop etc.).

Percent of Time	Frequency the task is perform (daily, weekly, monthly, quarterly, yearly)	Responsibility or Function (in order of importance)
50%	daily	building out + implementation of new software initiatives, workflows
70%	daily	administrative work

Section 3: Changes to Duties and Responsibilities

Outline the new or changed duties that may warrant a review of the position's classification. Include factors such as increased complexity, new technical or supervisory responsibilities, or specialized knowledge. In addition, identify duties and/or responsibilities that have been eliminated or reassigned.

Percent of Time	Frequency the task is perform (daily, weekly, monthly, quarterly, yearly)	Responsibility or Function (in order of importance)	Are these duties new or reassigned from another position(s)*
70%	Daily	Budget, A/R, A/P, equitable sharing	Yes
20-40%	Daily (depends on projects in progress)	building maintenance, building construction projects	No
10%	Daily	Plan and coordinate social media efforts + recruitment campaigns	Yes

*If you answered "yes", duties have been reassigned from another position, please identify that position title here.

Public Information Officer & Engagement Coordinator - RIF'd
Business Manager - RIF'd

Has the current employee performed the above duties and responsibilities as assigned by their manager for at least six months? [Yes] No

Will the above duties and responsibilities stay with the position indefinitely (i.e., even if the current employee leaves the position?) [Yes] No

Describe why it is necessary to assign this work to this position (i.e., indicate why other positions cannot perform the work):

The Business Manager position was to be reorganized as the "Budget Manager" position after staff in the Business Manager role retired. That reorganization never happened, due to budget constraints,and that position was eliminated, leaving no dedicated position remaining to manage the critical budget responsiblities.The Executive Manager is the only role positioned to absorb these functions, ensuring fiscal oversight,continuity, and accountability. The additional workload reflects responsibilities that are outisde the original scope of the Executive Manager's role.

Section 4: Service and/or Fiscal Impact

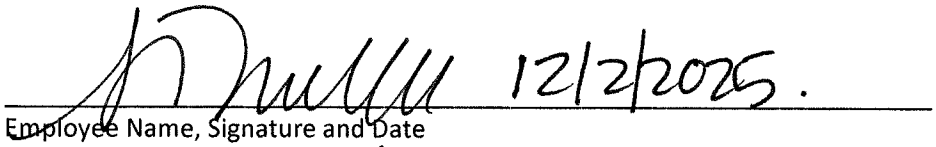
If these tasks are not performed (or are eliminated), what would be the impact on service delivery or operations?

Failure to maintain proper budget oversight would put the department at risk of delayed purchasing, compliance issues, and interrupted operational support. Essential spending, grants, reimbursements, and allocation decisions would stall, affecting staffing, equipment, and service capacity. Ultimately, the absence of these budget functions would directly undermine organizational stability and department effectiveness.

Section 5: Additional information to be considered. Please provide any other relevant details to support this request:

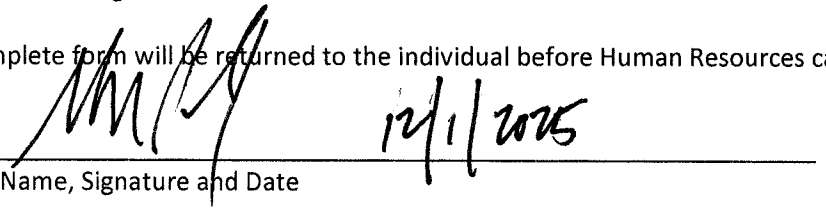
During the Police Chief recruitment process, the IACP specifically identified the Executive Manager role as essential to supporting a new Chief's transition into the department. With a new leader needing time to understand patrol oeprations, investigations, community relationships, and internal processes, this role provides continuity by maintaining stable fiscal and administrative functions. Ensuring steady financial operations during that leadership onboarding period is critical to prevent disruption and maintain organizational momentum.

Section 6: Review and Approval Signatures



Employee Name, Signature and Date

(An incomplete form will be returned to the individual before Human Resources can review it



Manager Name, Signature and Date

Section 7: HR Use Only

(To be completed by HR after initial review)

Review Step	Date	Reviewer	Notes
Request Received			
Initial Review Complete			
Classification Study Required	Yes No		
Reclassification Determination			
Effective Date (if applicable)			

City of Burlington
Job Description

Position Title: Administrative Assistant – Command Staff

Department: Burlington Police

Reports to: Executive Manager

Pay Grade: 16~~15~~ **Job Code: 1086**

Exempt/Non-Exempt: Non-Exempt **Union: Non-Union**

General Purpose: This position is responsible for providing administrative support to the Command Staff of the Burlington Police Department, to include the Chief of Police, the Deputy Chiefs, and the Executive Manager~~, and the Assistant Director of CAIP (Crisis, Advocacy, Intervention Programs).~~ The assistant's responsibilities focus on administrative functions, encompassing document control, processing and retrieval of highly confidential information including, but not limited to, information relating to collective bargaining, personnel paperwork, and budgetary matters. This position has extensive interaction with the public.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Provide administrative support for Commission meetings as needed, and other public boards, committees and events. This support includes, but is not limited to, compile and prepare agendas; schedule meetings and meeting space; warn meetings; record, transcribe and distribute minutes; assure follow-through to meeting issues; maintain records and files; assist in developing and disseminating outreach materials, publicity and signage plans; facilitate communication with other City Departments with direction from the Executive Manager.
- Act as the liaison between the Chief of Police and department staff, and between the Chief of Police and the public, and state and federal offices.
- Answer telephone, screen calls, refer calls, and take messages for the Command Staff.
- Provide sophisticated calendar management for the Command Staff to optimize time management. Coordinate meetings and prioritize conflicting needs and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Prioritize, organize, and delegate a variety of administrative tasks; practices and policies, and general office procedures; collecting, opening, reviewing and distributing mail for the Department.
- Provide administrative support to the Command Staff
- Work closely with the Chief of Police to keep the Chief and Command Staff well informed of and prepared for upcoming commitments and responsibilities. Capture outcomes and next steps and facilitate follow up.

- Ensure all paperwork, applications, backup and required documents are received for new employees
- Create and maintain complex and confidential personnel, performance, and medical files and records; maintain filing system of resigned, terminated, and retired employees; assist with ID cards, Retired IDs and LEOSA cards.
- Process authorizations to release personnel files or records for employment matters, inquiries, or employment verifications.
- Schedule supervisor's appointments with Command Staff, employing discretion in committing time, or refer callers to appropriate source of information or service.
- Manage and maintain conference room~~s~~ schedules for both internal and external use.
- Collect and meter outgoing mail, and collect, sort and distribute all incoming department mail at least once daily.
- Facilitate the scheduling of virtual meeting requests for the entire department and provide meeting access links as needed.
- Maintain and update the Burlington Police Department's Website & Intranet sites.
- Maintain confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorize parties and outside sources as directed using diplomacy, tact and solid judgement.
- Draft a variety of correspondence, memos, self-composed letters, minutes, reports, agendas and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.
- Coordinate time, location and participant arrangements for meetings; arrange travel and accommodations as required for the Command Staff.
- Plan, coordinate, and execute Department events
- Provide information on Departmental policies and procedures to the public
- Send correspondence to Department members and the public via number of electronic and Internet means.
- Verify, update and/or maintain records. Update spreadsheets with current and accurate information.
- Be the principal liaison between the Department and the Queen City Police Foundation, assisting in its operations and coordinating the efforts of the Foundation with the strategic plan of the Department.
- Work with the Police Chief, Executive Manager, Redaction Specialist, and Recruitment to develop social media and recruitment materials, adhering to the Police Department's brand and style guides.
- Plan and administer the department's annual Community Academy
- Process training request forms and provide cost estimates
- Make travel and lodging arrangements for training courses and/or for members conducting police business outside of the city
- Update and maintain the Department's training and certification records
- Create, maintain and update the master training spreadsheets.
- Perform a variety of administrative duties in support of the department's functions.

Non-Essential Job Functions:

- Performs other duties as required.

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Qualifications/Basic Job Requirements:

- ~~Completion of~~ Bachelor's Degree and two ~~years experience~~years' experience. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- ~~; or an Associate's Degree and three years experience; or a high school diploma or equivalent and five years experience in an office environment as an Executive Administrator required.~~
- Demonstrated knowledge of departmental policies, procedures and legal requirements preferred.
- Ability to manage and implement police administration projects of moderate complexity.
- Ability to issue accurate and concise statements in written and oral form to the press and the public
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to research records pertaining to City Council and other documents related to City business.
- Demonstrated advanced working knowledge of multiple software office products, including Microsoft word and excel, access, Power point and specifically Dreamweaver preferred.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to work in a team environment, while also being self-directed.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to adapt to changing job duties and be able to multi-task.
- Ability to assume administrative responsibility and carry out tasks with minimal instruction.
- Ability to plan, organize and coordinate workload.
- Ability to display excellent verbal and written communication skills.
- Ability to interact well with the public.
- Ability to work evenings, weekends, special events, and holidays as required.
- Upon conditional offer of employment, candidate must successfully complete a background check.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing	_x_ ability to move distances within and between warehouses/offices	_x_ lifting (specify) _10_ pounds
_x_ color perception (red, green, amber)		_x_ carrying (specify) _10_ pounds
_x_ hearing/listening	__ climbing	

_x_ clear speech	__ ability to mount and dismount forklift/truck	_x_ driving (local/over the road)
_x_ touching	_ pushing/pulling	
_x_ dexterity		
_x_ hand		
_x_ finger		
_x_ reading - basic	_x_ math skills - basic	__ analysis/comprehension
_x_ reading – complex	__ math skills - complex	_x_ judgment/decision making
__ writing - basic	_x_ clerical	
_x_ writing - complex		
__ shift work	__ outside	__ pressurized equipment
__ works alone	__ extreme heat	__ moving objects
_x_ works with others	__ extreme cold	__ high places
_x_ verbal contact w/others	__ noise	__ fumes/odors
_x_ face-to-face contact	__ mechanical equipment	__ hazardous materials
__ inside	__ electrical equipment	__ dirt/dust

Supervision:

Directly Supervises: ____ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

City of Burlington
Job Description

Position Title: Administrative Assistant – Command Staff

Department: Burlington Police

Reports to: Executive Manager

Pay Grade: 16 **Job Code: 1086**

Exempt/Non-Exempt: Non-Exempt **Union: Non-Union**

General Purpose: This position is responsible for providing administrative support to the Command Staff of the Burlington Police Department, to include the Chief of Police, the Deputy Chiefs, and the Executive Manager. The assistant's responsibilities focus on administrative functions, encompassing document control, processing and retrieval of highly confidential information including, but not limited to, information relating to collective bargaining, personnel paperwork, and budgetary matters. This position has extensive interaction with the public.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Provide administrative support for Commission meetings as needed, and other public boards, committees and events. This support includes, but is not limited to, compile and prepare agendas; schedule meetings and meeting space; warn meetings; record, transcribe and distribute minutes; assure follow-through to meeting issues; maintain records and files; assist in developing and disseminating outreach materials, publicity and signage plans; facilitate communication with other City Departments with direction from the Executive Manager.
- Act as the liaison between the Chief of Police and department staff, and between the Chief of Police and the public, and state and federal offices.
- Answer telephone, screen calls, refer calls, and take messages for the Command Staff.
- Provide sophisticated calendar management for the Command Staff to optimize time management. Coordinate meetings and prioritize conflicting needs and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Prioritize, organize, and delegate a variety of administrative tasks; practices and policies, and general office procedures; collecting, opening, reviewing and distributing mail for the Department.
- Provide administrative support to the Command Staff
- Work closely with the Chief of Police to keep the Chief and Command Staff well informed of and prepared for upcoming commitments and responsibilities. Capture outcomes and next steps and facilitate follow up.

- Ensure all paperwork, applications, backup and required documents are received for new employees
- Create and maintain complex and confidential personnel, performance, and medical files and records; maintain filing system of resigned, terminated, and retired employees; assist with ID cards, Retired IDs and LEOSA cards.
- Process authorizations to release personnel files or records for employment matters, inquiries, or employment verifications.
- Schedule supervisor's appointments with Command Staff, employing discretion in committing time, or refer callers to appropriate source of information or service.
- Manage and maintain conference room schedules for both internal and external use.
- Collect and meter outgoing mail, and collect, sort and distribute all incoming department mail at least once daily.
- Facilitate the scheduling of virtual meeting requests for the entire department and provide meeting access links as needed.
- Maintain and update the Burlington Police Department's Website & Intranet sites.
- Maintain confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorize parties and outside sources as directed using diplomacy, tact and solid judgement.
- Draft a variety of correspondence, memos, self-composed letters, minutes, reports, agendas and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.
- Coordinate time, location and participant arrangements for meetings; arrange travel and accommodations as required for the Command Staff.
- Plan, coordinate, and execute Department events
- Provide information on Departmental policies and procedures to the public
- Send correspondence to Department members and the public via number of electronic and Internet means.
- Verify, update and/or maintain records. Update spreadsheets with current and accurate information.
- Be the principal liaison between the Department and the Queen City Police Foundation, assisting in its operations and coordinating the efforts of the Foundation with the strategic plan of the Department.
- Work with the Police Chief, Executive Manager, Redaction Specialist, and Recruitment to develop social media and recruitment materials, adhering to the Police Department's brand and style guides.
- Plan and administer the department's annual Community Academy
- Process training request forms and provide cost estimates
- Make travel and lodging arrangements for training courses and/or for members conducting police business outside of the city
- Update and maintain the Department's training and certification records
- Create, maintain and update the master training spreadsheets.
- Perform a variety of administrative duties in support of the department's functions.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree and two years' experience. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Demonstrated knowledge of departmental policies, procedures and legal requirements preferred.
- Ability to manage and implement police administration projects of moderate complexity.
- Ability to issue accurate and concise statements in written and oral form to the press and the public
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to research records pertaining to City Council and other documents related to City business.
- Demonstrated advanced working knowledge of multiple software office products, including Microsoft word and excel, access, Power point and specifically Dreamweaver preferred.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to work in a team environment, while also being self-directed.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to adapt to changing job duties and be able to multi-task.
- Ability to assume administrative responsibility and carry out tasks with minimal instruction.
- Ability to plan, organize and coordinate workload.
- Ability to display excellent verbal and written communication skills.
- Ability to interact well with the public.
- Ability to work evenings, weekends, special events, and holidays as required.
- Upon conditional offer of employment, candidate must successfully complete a background check.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing _x_ ability to move distances _x_ lifting (specify)

_x_ color perception (red, green, amber)	within and between warehouses/offices	_10_ pounds
_x_ hearing/listening	__ climbing	_x_ carrying (specify) _10_ pounds
_x_ clear speech	__ ability to mount and dismount forklift/truck	_x_ driving (local/over the road)
_x_ touching	_ pushing/pulling	
_x_ dexterity		
_x_ hand		
_x_ finger		
_x_ reading - basic	_x_ math skills - basic	__ analysis/comprehension
_x_ reading – complex	__ math skills - complex	_x_ judgment/decision making
__ writing - basic	_x_ clerical	
_x_ writing - complex		
__ shift work	__ outside	__ pressurized equipment
__ works alone	__ extreme heat	__ moving objects
_x_ works with others	__ extreme cold	__ high places
_x_ verbal contact w/others	__ noise	__ fumes/odors
_x_ face-to-face contact	__ mechanical equipment	__ hazardous materials
__ inside	__ electrical equipment	__ dirt/dust

Supervision:

Directly Supervises: ____ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

City of Burlington
Job Description

Position Title: Executive Manager
Department: Burlington Police Department
Reports to: Chief of Police
Pay Grade: 22 ~~23~~~~21~~ **Job Code**: 1605~~TBD~~
Exempt/Non-Exempt: Exempt **Union**: n/a

General Purpose: This position is responsible for providing executive-level project management and fiscal oversight for the Burlington Police Department and the Chief of Police, and serves as a professional (non-sworn) member of the command staff. The Executive Manager provides project management services including identifying, planning, researching, organizing, managing, coordinating, and executing projects designed to improve the BPD and the way it serves the people of Burlington. The Executive Manager also ensures effective achievement of the BPD's strategic goals, and helps to maintain the efficiency of the department. This includes conducting confidential inquiries on internal matters on the Chief's behalf. The Executive Manager administers the office of the Chief of Police, and manages department workflows, including the prioritization and distribution of tasks. The Executive Manager oversees fiscal operations – including budget development, monitoring, forecasting, and ensuring responsible allocation of resources – to support informed decision-making and maintain the financial health of the department.

The Executive Manager oversees the Police/Fire Accountant, the Purchasing/Accounts Payable Specialist, the Redaction Specialist, ~~Business Manager and the Business Manager's direct reports, the Public Information & Community Engagement Coordinator and that position's direct report~~, the Police Receptionist, and the Administrative Assistant to Command Staff. The Executive Manager demands a deep knowledge of the BPD's policing operations and Burlington's crime and quality-of-life conditions, and the Executive Manager assists in the development of the BPD's responses to those conditions. Accordingly, the Executive Manager must have intimate knowledge of the city's communities and constituencies.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

~~**Business and Project Management**~~

- Facilitate the strategic planning of the department with the Chief of Police and Command Staff. For new policies and/or activities or initiatives resulting from such planning, conduct research and provide advice on the implementation of plans and the impact of plans to day-to-day operations and long-term goals.
- Manage relationships with stakeholders, City Councilors, Committees, Commissions, other City departments on those strategic goals.
- Supervise the ~~Business Manager and, through that position, the Business Manager's direct reports (the~~ Purchasing & ~~Facilities~~ Accounts Payable Specialist~~Manager and~~, the Fire/Police Accountant).
- Supervise the ~~Public Information & Community Engagement Coordinator and, through that position, the~~ Redaction Specialist.
- Supervise the Administrative Assistant to Command Staff and the Police Receptionist.
- Set priorities and plan workload to meet deadlines and achieve department objectives. Distribute/delegate responsibilities and critical tasks amongst staff.
- Track the status of projects, provide coordination, identify areas of concern, and lead meetings or other activities necessary to maintain project schedules.
- Assess the workflow of the department. Recommend and implement organizational changes and process improvements, with a focus on supporting staff growth, increasing efficiency, and consistently delivering services to the public.
- Develop, maintain, analyze, report and problem solve on a variety of BPD information, including, but not limited to, personnel, financial information, operating statistics, etc requiring the exercise of discretion, independent judgment, and with no supervision.
- Research, draft, post, and manage any department RFPs. Coordinate pending contracts, timelines, implementation, deadlines, and final deliverables.
- Provide monitoring of strategies, plans and policies as they relate to the administration of BPD.
- ~~Maintain and update Burlington Police Department's Website and Intranet sites.~~
- Compile information for narrative, fiscal and statistical reports, determine appropriate report format. May contact officials, City employees or other agencies to secure data. Help with the creation of the police department's Annual Report
-
- Manage and assist in the implementation of selected projects and innovations on behalf of the chief of police.
- ~~Answer questions relating to researching information and relaying explanations of laws, policies, and procedures; refer matters requiring policy decisions.~~
- ~~Help with the creation of the police department's Annual Report~~
- Responsible for department policy and directive review, edits, and revisions. Work collaboratively with all stakeholders to include the City, the Police Commission, and affected labor unions on revisions and new policy.

- Coordinate with COB I&T on issues, concerns, or special project integrations. Track IT needs within BPD and collaborate with COB I&T on solutions.
- Point of Contact for radio infrastructure, radio service and repair needs.
- Maintain, renew, assess BPD's core investigative law enforcement software solutions that are separate from COB I&T's role.
- Responsible for building maintenance & operations, service needs, and annual service contracts (HVAC, generator, fire systems, etc).
- Plan, oversee, and manage the social media and advertising/marketing recruitment efforts for the Police Department.
- Under direction of the Police Chief, plan, research, develop, coordinate, and implement programs, events, strategies, and community-focused activities.
- Lead development of BPD's budget in conjunction with the Chief of Police, including developing and presenting procedures, requirements, instructions, and schedules for budget input, review, and modification.
- In coordination with the CAO and Director of Finance, oversee standards and procedures to guide the administration of the BPD's organizational budgeting.
- Design and implement budget policies and procedures within BPD to ensure budget spending accountability and proper allocation of funds.
- Review and approve credit card charges and monthly reconciliation.
- Prepare or review requests for budget amendments to ensure budget control, and present same to the Board of Finance and/or City Council.
- Conduct budget and financial requirement analyses on BPD operations and projects.
- Work with the CAO, Director of Finance, Capital Programs Director, and Fleet Committee to integrate capital budgets, fleet expenditures, bond authorizations, and multi-year capital planning for BPD's needs. Provide oversight and integration of capital needs into the BPD's overall budget planning and preparations.
- Develop, direct, and support the implementation of financial and statistical measures to evaluate the existing and future financial environment of the BPD.
- Present and explain complex budgetary and financial analyses and make sound recommendations to the Chief of Police and CAO. Participate in presentations as necessary to inform the public about the BPD's budget and financial condition.
- Oversee and implement all accounting-related functions of the BPD, including but not limited to purchasing, inventory, and service contracts.
- Provide oversight and tracking of the BPD's month, quarterly, and yearly reconciliations to ensure they are current and complete. Report these reconciliations to the Chief of Police on a monthly, quarterly, and yearly basis. Flag outstanding issues outside these schedules as necessary.
- Review and submit weekly invoice batches for payment
- Review and approve purchase orders

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- Serve as the department's "Grant Administrator", ensuring compliance, tracking expenditures, and coordinating with city's grant team and local and federal agencies.
- Administer and audit the Equitable Sharing Program to ensure federal compliance and proper utilization of funds.

~~Executive Support to the Command Staff~~

- In the manner of a Chief of Staff, facilitate the day-to-day activities of the Police Department's Command Staff with frequent interaction with all City organizational levels, the public, other law enforcement agencies, vendors and others, both in person, and via email and telephone.
- ~~Act as the liaison between the Chief of Police and department staff, and between the Chief of Police and the public and state and federal offices.~~
- Attend Board, Commission, and Committee meetings, as needed, on items regarding the Department.
- ~~Prioritize, organize, and delegate a variety of administrative tasks; practices and policies, and general department procedures.~~
- Maintain confidential information regarding departmental matters, including union negotiations; record actions to be taken on sensitive matters; release information to authorize parties, attorneys or the press.
- Process authorizations to release personnel files or records for employment matters, inquiries, or employment verifications.
- Maintain up-to-date job descriptions for all BPD's positions, update organizational chart, and coordinate HR documents for signature.
- ~~Work closely with the Chief of Police to keep the Chief well informed of and prepared for upcoming commitments and responsibilities. Capture outcomes and next steps and facilitate follow-up.~~
- ~~Coordinate with the Public Information Officer on statements to print, radio and television media as the chief's designated spokesperson. Oversee the preparation and distribution of press releases and informational documents to the press and public with the Public Information Officer.~~
- ~~Gather facts and information about police incidents of importance to the city and the department and prepare informational briefings about these matters as needed.~~
- ~~Work closely with crime and intelligence analysts, investigators and police supervisors to ascertain information about critical incidents for the purpose of briefing the chief and the command staff.~~
- Oversee execution of Department functions and events.
- Respond to public requests for information, resolve complaints, inaccuracies in documentation, or other situations requiring diplomacy and tact.

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- ~~Be the principal liaison between the Department and the Queen City Police Foundation, assisting in its operations and coordinating the efforts of the Foundation with the strategic plan of the Department~~.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications / Basic Job Requirements:

- Completion of Bachelor's Degree and two years' experience preferred; or an Associate's Degree and three years' experience; or a high school diploma or equivalent and five years' experience in an office environment as an Executive Administrator required.
- Must maintain strict confidentiality with extremely sensitive material.
- Demonstrated knowledge of departmental policies, procedures and legal requirements preferred.
- Ability to manage and implement police administration projects of moderate complexity.
- Ability to issue accurate and concise statements in written and oral form to the press and the public.
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to research records pertaining to City Council and other documents related to City business.
- Demonstrated advanced working knowledge of multiple software office products, including Microsoft word and excel, access, Power point and specifically Dreamweaver preferred.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Must have a high level of personal creativity, initiative, and enthusiasm.
- Ability to work in a team environment, while also being self-directed and have highly developed interpersonal skills.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to adapt to changing job duties and be able to multi-task.
- Ability to assume administrative responsibility and carry out tasks with minimal instruction.
- Ability to plan, organize and coordinate workload.

- Ability to display excellent verbal and written communication skills.
- Ability to interact well with the public.
- Ability to be flexible, a problem-solver and critical thinker.
- Ability to work evenings, weekends, special events, and holidays as required.
- Upon conditional offer of employment, candidate must successfully complete a background check.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing	_x_ ability to move distances within and between warehouses/offices	_x_ lifting (specify) _10_ pounds
_x_ color perception (red, green, amber)	__ climbing	_x_ carrying (specify) _10_ pounds
_x_ hearing/listening	__ ability to mount and dismount forklift/truck	_x_ driving (local/over the road)
_x_ clear speech	_ pushing/pulling	
_x_ touching		
_x_ dexterity		
_x_ hand		
_x_ finger		
_x_ reading - basic	_x_ math skills - basic	__ analysis/comprehension
_x_ reading – complex	__ math skills - complex	_x_ judgment/decision making
__ writing - basic	_x_ clerical	
_x_ writing - complex		
__ shift work	__ outside	__ pressurized equipment
__ works alone	__ extreme heat	__ moving objects
_x_ works with others	__ extreme cold	__ high places
_x_ verbal contact w/others	__ noise	__ fumes/odors
_x_ face-to-face contact	__ mechanical equipment	__ hazardous materials
__ inside	__ electrical equipment	__ dirt/dust

Supervision:
Directly Supervises: 3 Indirectly Supervises: 3

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:
Department Head: _____ Date: _____

Human Resources: _____ Date: _____
# # #

City of Burlington
Job Description

Position Title: Executive Manager
Department: Burlington Police Department
Reports to: Chief of Police
Pay Grade: 22 **Job Code**: 1605
Exempt/Non-Exempt: Exempt **Union**: n/a

General Purpose: The Executive Manager serves as a civilian member of the command staff for the Burlington Police Department, providing executive-level project management, strategic leadership, and fiscal oversight in direct support of the Chief of Police. This position leads the planning, coordination, and execution of department-wide initiatives to advance organizational effectiveness, operational efficiency, and community service. The Executive Manager oversees budget development and financial management, manages departmental workflows, and supervises key administrative and financial staff. With comprehensive knowledge of departmental operations and the community, the Executive Manager supports informed decision-making, strategic goal attainment, and responsive policing aligned with the City's public safety and quality-of-life priorities.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Facilitate the strategic planning of the department with the Chief of Police and Command Staff. For new policies and/or activities or initiatives resulting from such planning, conduct research and provide advice on the implementation of plans and the impact of plans to day-to-day operations and long-term goals.
- Manage relationships with stakeholders, City Councilors, Committees, Commissions, other City departments on those strategic goals.
- Supervise the Purchasing & Accounts Payable Specialist, the Fire/Police Accountant).
- Supervise the Redaction Specialist.
- Supervise the Administrative Assistant to Command Staff and the Police Receptionist.
- Set priorities and plan workload to meet deadlines and achieve department objectives. Distribute/delegate responsibilities and critical tasks amongst staff.
- Track the status of projects, provide coordination, identify areas of concern, and lead meetings or other activities necessary to maintain project schedules.

- Assess the workflow of the department. Recommend and implement organizational changes and process improvements, with a focus on supporting staff growth, increasing efficiency, and consistently delivering services to the public.
- Develop, maintain, analyze, report and problem solve on a variety of BPD information, including, but not limited to, personnel, financial information, operating statistics, etc requiring the exercise of discretion, independent judgment, and with no supervision.
- Research, draft, post, and manage any department RFPs. Coordinate pending contracts, timelines, implementation, deadlines, and final deliverables.
- Provide monitoring of strategies, plans and policies as they relate to the administration of BPD.
- Compile information for narrative, fiscal and statistical reports, determine appropriate report format. May contact officials, City employees or other agencies to secure data. Help with the creation of the police department's Annual Report
- Manage and assist in the implementation of selected projects and innovations on behalf of the chief of police.
- Responsible for department policy and directive review, edits, and revisions. Work collaboratively with all stakeholders to include the City, the Police Commission, and affected labor unions on revisions and new policy.
- Coordinate with COB I&T on issues, concerns, or special project integrations. Track IT needs within BPD and collaborate with COB I&T on solutions.
- Point of Contact for radio infrastructure, radio service and repair needs.
- Maintain, renew, assess BPD's core investigative law enforcement software solutions that are separate from COB I&T's role.
- Responsible for building maintenance & operations, service needs, and annual service contracts (HVAC, generator, fire systems, etc).
- Plan, oversee, and manage the social media and advertising/marketing recruitment efforts for the Police Department.
- Under direction of the Police Chief, plan, research, develop, coordinate, and implement programs, events, strategies, and community-focused activities.
- Lead development of BPD's budget in conjunction with the Chief of Police, including developing and presenting procedures, requirements, instructions, and schedules for budget input, review, and modification.
- In coordination with the CAO and Director of Finance, oversee standards and procedures to guide the administration of the BPD's organizational budgeting.
- Design and implement budget policies and procedures within BPD to ensure budget spending accountability and proper allocation of funds.
- Review and approve credit card charges and monthly reconciliation.
- Prepare or review requests for budget amendments to ensure budget control, and present same to the Board of Finance and/or City Council.
- Conduct budget and financial requirement analyses on BPD operations and projects.

- Work with the CAO, Director of Finance, Capital Programs Director, and Fleet Committee to integrate capital budgets, fleet expenditures, bond authorizations, and multi-year capital planning for BPD's needs. Provide oversight and integration of capital needs into the BPD's overall budget planning and preparations.
- Develop, direct, and support the implementation of financial and statistical measures to evaluate the existing and future financial environment of the BPD.
- Present and explain complex budgetary and financial analyses and make sound recommendations to the Chief of Police and CAO. Participate in presentations as necessary to inform the public about the BPD's budget and financial condition.
- Oversee and implement all accounting-related functions of the BPD, including but not limited to purchasing, inventory, and service contracts.
- Provide oversight and tracking of the BPD's month, quarterly, and yearly reconciliations to ensure they are current and complete. Report these reconciliations to the Chief of Police on a monthly, quarterly, and yearly basis. Flag outstanding issues outside these schedules as necessary.
- Review and submit weekly invoice batches for payment
- Review and approve purchase orders
- Serve as the department's "Grant Administrator", ensuring compliance, tracking expenditures, and coordinating with city's grant team and local and federal agencies.
- Administer and audit the Equitable Sharing Program to ensure federal compliance and proper utilization of funds.
- In the manner of a Chief of Staff, facilitate the day-to-day activities of the Police Department's Command Staff with frequent interaction with all City organizational levels, the public, other law enforcement agencies, vendors and others, both in person, and via email and telephone.
- Attend Board, Commission, and Committee meetings, as needed, on items regarding the Department.
- Maintain confidential information regarding departmental matters, including union negotiations; record actions to be taken on sensitive matters; release information to authorize parties, attorneys or the press.
- Process authorizations to release personnel files or records for employment matters, inquiries, or employment verifications.
- Maintain up-to-date job descriptions for all BPD's positions, update organizational chart, and coordinate HR documents for signature.
- Oversee execution of Department functions and events.
- Respond to public requests for information, resolve complaints, inaccuracies in documentation, or other situations requiring diplomacy and tact.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications / Basic Job Requirements:

- Completion of Bachelor's Degree and two years' experience preferred; or an Associate's Degree and three years' experience; or a high school diploma or equivalent and five years' experience in an office environment as an Executive Administrator required.
- Must maintain strict confidentiality with extremely sensitive material.
- Demonstrated knowledge of departmental policies, procedures and legal requirements preferred.
- Ability to manage and implement police administration projects of moderate complexity.
- Ability to issue accurate and concise statements in written and oral form to the press and the public.
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to research records pertaining to City Council and other documents related to City business.
- Demonstrated advanced working knowledge of multiple software office products, including Microsoft word and excel, access, Power point and specifically Dreamweaver preferred.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Must have a high level of personal creativity, initiative, and enthusiasm.
- Ability to work in a team environment, while also being self-directed and have highly developed interpersonal skills.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to adapt to changing job duties and be able to multi-task.
- Ability to assume administrative responsibility and carry out tasks with minimal instruction.
- Ability to plan, organize and coordinate workload.
- Ability to display excellent verbal and written communication skills.
- Ability to interact well with the public.
- Ability to be flexible, a problem-solver and critical thinker.
- Ability to work evenings, weekends, special events, and holidays as required.
- Upon conditional offer of employment, candidate must successfully complete a background check.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing	_x_ ability to move distances within and between warehouses/offices	_x_ lifting (specify) _10_ pounds
_x_ color perception (red, green, amber)	__ climbing	_x_ carrying (specify) _10_ pounds
_x_ hearing/listening	__ ability to mount and dismount forklift/truck	_x_ driving (local/over the road)
_x_ clear speech	_ pushing/pulling	
_x_ touching		
_x_ dexterity		
_x_ hand		
_x_ finger		
_x_ reading - basic	_x_ math skills - basic	__ analysis/comprehension
_x_ reading – complex	__ math skills - complex	_x_ judgment/decision making
__ writing - basic	_x_ clerical	
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__ shift work	__ outside	__ pressurized equipment
__ works alone	__ extreme heat	__ moving objects
_x_ works with others	__ extreme cold	__ high places
_x_ verbal contact w/others	__ noise	__ fumes/odors
_x_ face-to-face contact	__ mechanical equipment	__ hazardous materials
__ inside	__ electrical equipment	__ dirt/dust

Supervision:
Directly Supervises: 3 Indirectly Supervises: 3

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:
Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Police Department Submitter: Shawn P. Burke

Title/Subject: Position Elimination – Reclassifications within the Police Department

Approval Requested:		Meeting Date:
☒	Board of Finance	3/9/2026
☒	City Council	3/23/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	2/27/2026	Shawn P. Burke, Interim COP
Mayor's Office	Yes	3/3/2026	Kara Alnasrawi, Interim Chief of Staff
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	2/27/2026	Hayley McClenahan, Assistant City Attorney
CAO for budget, financing, and memo	Yes	2/27/2026	Katherine Schad, CAO
Human Resources, if personnel action or policy	Yes	2/27/2026	Lynn Reagan, HR Director
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.

To: City of Burlington, Board of Finance
City of Burlington, City Council

From: Nicolas Longo C.M.
Director of Aviation

Date: March 9, 2026
March 23, 2026

Subject: Reclassification of the Airport Ambassador Position

Executive Summary:

Patrick Leahy Burlington International Airport, an enterprise fund of the City of Burlington, is seeking approval for the reclassification of Airport Ambassador from a from Grade 9, non-exempt AFSCME position to Grade 11, non-exempt AFSCME position.

Background:

The Airport Ambassador position was created as part of City of Burlington in 2012. This role has grown from managing the front curb to assisting with ground transportation as a whole. As the needs of the airport have grown, this job description has been in need of an update. The Airport Ambassadors are the front lines of the airport. This team is the first staff contact to greet passengers as they arrive to board flights, and they are the last point of contact for passengers to welcome arrivals to Burlington. You may recognize them as the friendly faces out front wearing yellow vests, ready to assist and direct passengers as needed. This team is essential to our customer service and safety at the airport, and currently have 18 members on the team. One part time role and one full time role are currently vacant.

Historically, the responsibilities of this role have included: monitoring both the garage and the front curb, helping with lost and found, and many other things that take place behind the scenes. As our passenger numbers increase, the services we provide and the staff necessary must grow as well. We

seek to reclassify this position from Grade 9 to 11 making it fair and equal to other similar positions with the City. We are updating the job description to accommodate these needs and to best serve our community.

Highlights of the Changes include:

- Monitor and report parking violations
- Maintain "Lost and Found" program
- Participate in snow removal
- Assist with airport events
- Driving City vehicles
- Knowing, understanding and following FAA and TSA regulations

Budget and Financial Impact:

The fiscal year 2026 salary cost increase due to this reclassification will be covered within the already approved budget. Several position vacancies have resulted in lower overall payroll costs. Due to this savings, the additional salary increases can be absorbed into the current budget.

Current Grade	**Current annual Salary**	**New Grade**	**New Annual Salary**
Grade 9 Step 1-15	$21.1452/hour or $43,982 annually - $25.0991/hour or $52,206 annually	Grade 11 Step 1- 15	$23.0978/hour or $48,043 annually - $27.4424/hour - $57,080 annually

Motions:

The Airport respectfully requests the following proposed motions:

Board of Finance Motion

"To approve and recommend that the City Council approve the proposed reclassification of the Airport Ambassador position from Grade 9 to Grade 11, with corresponding changes to the job description for the position."

City Council Motion:

"To approve the proposed reclassification of the Airport Ambassador position from Grade 9 to Grade 11, with corresponding changes to the job description for the position."

City of Burlington
Job Description

Position Title: Airport Ambassador

Department: Airport

Reports to: Customer Experience Manager

Pay Grade: ~~9~~ 11 **Job Code:**

Exempt/Non-Exempt: Non-Exempt **Union: AFSCME**

Remote Score: Tier 1

General Purpose: This position is responsible for providing information, assistance, and security measures at the terminal, ground transportation areas and parking garage, and as necessary processing transactions using fee computers for customers while referring more complex issues to foreperson and/or supervisors. In addition, this position assists in maintaining a clean, welcoming, secure and professional environment.
The Airport Ambassador provides exceptional customer service and support to passengers, visitors, and airport stakeholders. This position serves as a welcoming and informative presence throughout the airport, supporting safe, efficient, and positive travel experiences for individuals of diverse backgrounds and abilities.

Essential Job Functions:

- Serve as a front line ambassador at the Patrick Leahy Burlington International Airport terminal buildings, roadways and parking office, by actively engaging with customers to provide assistance with luggage and wheelchairs, locating lost vehicles, answering questions, giving directions, parking information and maintaining safety and security requirements.
- Provide accurate information regarding flight activity, terminal layout, airport services, and amenities
  Coordinate with airport staff, airlines, security, and emergency personnel and others as necessary including general understanding of airport security program and federal requirements.
- Maintain a visible presence throughout terminals, curbside, and public areas.
- Monitor the terminal and garage environment and report unusual events, activities, or hazardous conditions as required.
- Assist with emergencies, including, but not limited to, fire alarms, medical calls, and aircraft emergencies.
- Operate a fixed and/or mobile parking garage monitoring station to assist patrons with entry, exit, payment, and wayfinding.
- Leverage all available technologies including but not limited to automated fee computers, self-service/self-pay kiosks, license plate recognition, intercoms, and video systems and process transactions, resolve issues, provide customer support, and coordinate escorts when needed.
- Be knowledgeable of airport facilities, airport terminal and fire exits, evacuation routes, as, well as other airport buildings, traffic routes and submit work orders and documentation as required.

- Patrol assigned areas, identify and report vehicle parking violations, including, but not limited to, parking in front of fire hydrants, restricted areas, ADA designated parking spots and abandoned vehicles.
- Assist with monitoring vehicles in the parking garage, including directing vehicles to the off-premises parking lot when directed.
- Monitor airline arrival and departure schedules.
- Maintain the "Lost and Found" program by receiving, logging, storing, and assisting customers with retrieving items from airport lost and found and updating the lost and found database.
- Communicate information regarding access and availability of ground transportation at the Airport by being knowledgeable in such information including the City of Burlington Vehicle for Hire Ordinance.
- Inspect parking access revenue control system equipment and/or respond to reported problems with such equipment, including, but not limited to, refilling ticket paper, reattaching gate arms, and power cycling parking machines.
- Assist Working Foreperson and/or airport managers with advanced repairs, including, but not limited to, parts replacement, contacting third party vendors and/or airport Information Technology (IT).
- Assist the working Foreperson with maintaining an accurate report of vehicle capacity in the garage.
- Communicate and cooperate on security and customer service matters as appropriate
- Assist with snow removal and other events, including, but not limited to, shoveling and salting sidewalks and crosswalks to maintain safe areas.
- Assists with on and off-airport events, including, but not limited to, event safety and security, crowd and traffic control, installation of temporary fencing and signage, and general set-up and breakdown.
- Maintain a clean environment throughout the airport, including, but not limited to, sweeping debris, coordinating with janitorial for trash removal, and handling and disposal of biohazard materials using proper tools, Personal Protective Equipment (PPE) and make appropriate work orders.
- Maintain and enhance positive public relations by responding promptly to complaints and inquiries by the traveling public.
- Assist as assigned with miscellaneous tasks, including but not limited to escorting visitors throughout the airport and/or in the Security Identification Areas (SIDA).
- Enforce airport rules and regulations and City Ordinances relating to ground transportation services, traffic flow, and parking of vehicles, including but not limited to directing traffic.
- Follow procedures by properly staffing the concourse security exit lanes as directed in accordance with federally approved airport security procedures (ASP).
- Observe, report, and follow procedures related to safety, security, and operational concerns
- Collect luggage carts and wheelchairs on a regular basis throughout the day.
- Understand and execute Ground Transportation duties such as; permit distribution, which includes collection and recording of payment, and paperwork filing.
- Perform all duties in compliance with airport policies, customer service standards, and applicable regulations.
- Perform other duties as required

Qualifications/Basic Job Requirements:

- High school diploma or equivalent and a minimum of two years' experience working in a public service capacity or an equivalent combination of education and experience is required. Experience in airport or security preferred.
- Must possess a valid driver's license **and pass MVR check.**
- Must complete in-house training and acquire the skills to operate airport vehicle safely and professionally as required.
- Generally understand and be knowledgeable of airport security regulations.
- Must be able to stand for several hours at a time.
- Ability to work extended periods of time in all weather conditions.
- Ability to follow written and verbal instructions.
- Ability to communicate clearly and professionally both orally and in writing.
- Ability to process monetary transactions and apply basic math skills
- Ability to work weekends, nights and holidays as required with potential changes of shifts.
- Ability to interact with the general public, staff members, supervisors, outside contractors and various professional and private customers in a courteous and professional manner at all times.
- Ability to interact effectively with individuals from diverse cultural, social, and economic backgrounds
- Ability to maintain a professional demeanor in the face of confrontation and stressful situations.
- Ability to maintain professional appearance with a friendly, approachable demeanor
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Punctuality and the ability to be on-site as scheduled.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to obtain and retain Patrick Leahy Burlington International Airport Secured Area ID badge (SIDA) which includes a 10 year fingerprint based criminal history records check, a security threat assessment check and a written exam.
- Ability to work in modern office environment and use computer hardware and software, tablets, and phones.
- Ability to properly use equipment including department phone and two-way handheld radios capable of tuning into Airport frequencies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_X_ seeing	_X_ ability to move distances within and between warehouses/offices	___ lifting (specify) _75_ pounds
_X_ color perception (red, green, amber)	_X_ climbing	___ carrying (specify) _75_ pounds
_X_ hearing/listening	_X_ ability to mount and dismount forklift/truck	_ X_ driving (local/over the road)
_X_ clear speech	X_ pushing/pulling	
_X_ touching		
_X_ dexterity		
_X_ hand		
_X_ finger		
_X_ reading - basic	_X_ math skills - basic	_ _ analysis/comprehension
_ _ reading – complex	__ math skills - complex	_X_ judgment/decision making
_X_ writing - basic	_X_ clerical	
_ _ writing - complex		
_X_ shift work	_X_ outside	__ pressurized equipment
_X_ works alone	_X_ extreme heat	_X_ moving objects
_X_ works with others	_X_ extreme cold	__ high places
_X_ verbal contact w/others	_X_ noise	_X_ fumes/odors
_X_ face-to-face contact	_X_ mechanical equipment	_X_ hazardous materials
_ _ inside	_ _ electrical equipment	_X_ dirt/dust

Supervision:

Directly Supervises: ____ Indirectly Supervises: _____

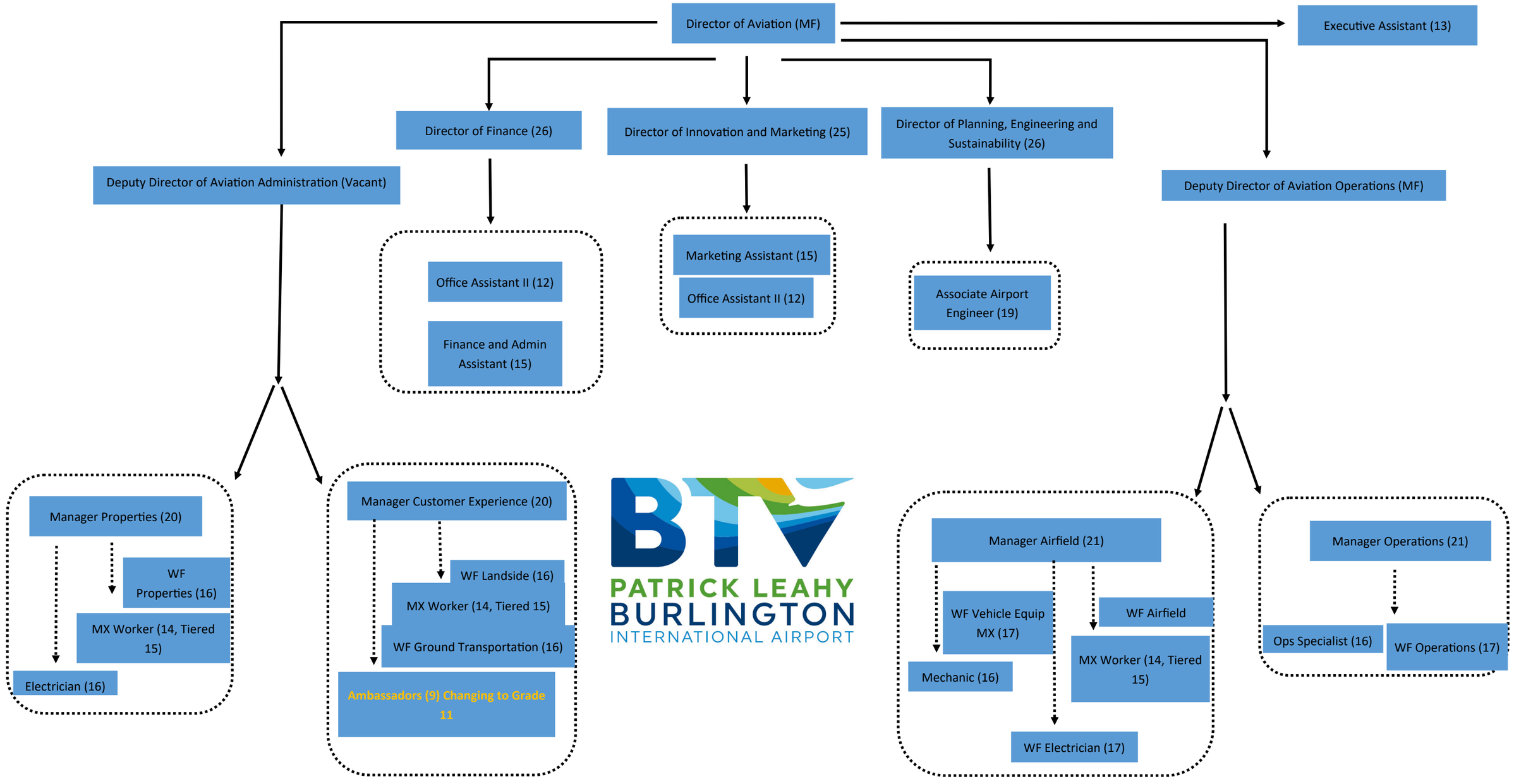
Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Grade updated 07/01/2022; review feb 2026



PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

(Position Pay Grade)

WF = Working Foreperson

MX Worker = Maintenance Worker II

March 2026

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Airport Submitter: Nicolas Longo

Title/Subject: Request to Reclassify the Airport Ambassador Position

Approval Requested:		Meeting Date:
☒	Board of Finance	3/9/2026
☒	City Council	3/23/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	2/27/2026	Nicolas Longo
Mayor's Office	Yes	3/3/2026	Kara Alnasrawi
Board/Commission	Yes	2/27/2026	Airport Commission
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	2/26/2026	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	3/2/2026	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

FY27 General Fund Budget Update and Discussion

March 9, 2026

Reminder from January

Previously reported a projected gap of $10-12M in City budget for next year.

Plan to fill using a balanced, multi-pronged approach:

- Raise Revenue
- Rightsize Government
- Realize Strategic Opportunities



Current Situation

After receiving detailed budgets, forecasted initial gap did not change.

Reminder $10-$12M gap did NOT include any amounts related to debt service or retirement - those expenses have dedicated funding sources.

Forecasted gap is currently shrinking as Mayor is filling it with proposed solutions in advance of proposing a balanced budget in late April.

Budget Solutions City Plans to Utilize

Category	Solution	Amount	Notes	Confirmed
Raise Revenue	Increase Police & Fire Property Tax $.05	$ 3M	Passed by voters on TMD!	X
Rightsize Government	Consistently Account for Vacancy Across General Fund Departments	$ 2.5M	Used 5% vacancy savings in FY26 budget, have tracked at least this in past several budgets, does not apply to essential services	X
Raise Revenue	Enhance Collections of Money Already Owed to the City	$ 1M	Examples include overdue parking tickets, overdue gross receipts and overdue building permits	X
Raise Revenue	Utilize Various Sources of One-Time Revenues	$ 1.1M	$250K ARPA + additional $260K capital + $600K by utilizing 50% of $1.2M added to Unassigned Fund Balance in FY25 audit. No use of dedicated taxes.	X
				X
	Total	$ 7.6M		

Budget Solutions for Further Discussion

Category	Solution	Amount	Notes
Rightsize Government	Reduce Government Expenses	$ 3M	Each department reduced expenses – those who provide essential or core services cut less and those that do not cut more
Rightsize Government	Create Voluntary Furlough Program	$ 0.2M	Highly dependent on usage – still discussing with AFSCME.
Realize Strategic Opportunities	Sale of City Property	$ 0.4M	Two properties (135 Brook Dr. and another TBD) not currently generating revenue for City that could be sold in FY27. Creates one-time money and adds to annual property tax revenue.
Realize Strategic Opportunities	Miscellaneous Additional Ideas	$--	Renegotiation of UVM agreement and possible consolidation/reduction of outside security contractors, etc.
	Total	$ 3.6M +	

Solutions presented total $11.2M

Municipal Property Tax Proposed

	FY26		FY27		Difference between FY26 and FY27	
Grand List / $100		**$59,369,709**		**$58,150,000**		
	Budget Tax Rate	**Projected Taxes**	**Budget Tax Rate**	**Projected Taxes**		
REVENUE NEUTRAL RATES:						
General City	0.1932	**$ 11,470,228**	0.1932	**$ 11,234,580**	0.000	$ (235,648)
Bike Path Maintenance Fund	0.0020	$ 115,771	0.0020	$ 113,393	0.000	$ (2,378)
Police	0.0695	4,126,195	0.0945	5,495,175	0.025	$ 1,368,980
Fire	0.0390	2,315,419	0.0640	3,721,600	0.025	$ 1,406,181
RATES CAPPED BY VOTERS:						
Parks	0.0581	3,449,380	0.0581	3,378,515	0.000	$ (70,865)
Penny for Parks	0.0100	593,697	0.0100	581,500	0.000	$ (12,197)
Highway	0.0443	2,630,078	0.0443	2,576,045	0.000	$ (54,033)
Street Capital & Greenbelt	0.0441	2,618,204	0.0441	2,564,415	0.000	$ (53,789)
Library Tax	0.0050	296,849	0.0050	290,750	0.000	$ (6,099)
Housing Trust	0.0100	593,697	0.0100	581,500	0.000	$ (12,197)
Open Space - Conservation Legacy	0.0039	231,542	0.0039	226,785	0.000	$ (4,757)
BUDGET DRIVEN RATES:						
GMT	0.0384	2,280,109	0.0381	2,217,722	-0.0003	$ (62,387)
County Tax	0.0043	253,862	0.0042	241,409	-0.0001	$ (12,453)
Retirement	0.1974	11,718,554	0.1849	10,754,800	-0.0124	$ (963,754)
Debt Service	0.1365	8,103,167	0.1534	8,919,770	0.0169	$ 816,603
	=====	==========	=====	==========		
Subtotal	**0.8556**	**$ 50,796,751**	**0.9097**	**$ 52,897,959**	**$ 0.0541**	**$ 2,101,207**

Municipal Property Tax History + Projection

Note $353K is current median assessed value for home or condo in Burlington

Fiscal Year	Muni Tax Rate	Total Muni Tax on $353K Property	$ Annual Increase	% Increase
FY23	$.7085	$2,501	$134	5.7%
FY24	$.7523	$2,655	$154	6.2%
FY25	$.8326	$2,939	$284	10.7%
FY26	$.8556	$3,020	$81	2.8%
FY27*	$.9097	$3,211	$191	6.3%

* projected amount

Next Steps

- Further engagement with city unions, city employees, and city councilors will take place throughout March on solutions not yet confirmed

- Every department's budget will be presented in detail in April and early May (Budget Nights) to allow more time for Council and public deliberations ahead of June final vote