



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

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Transportation, Energy and Utilities Committee of the City Council

Tuesday, November 19, 2019 6:00 PM

**Burlington Police Department – Community Room
1 North Avenue – Burlington, VT**

–AGENDA–

1. **Agenda**
2. **Minutes of 10/24/2019**
3. **Public Forum**
4. **Street Seat/Parklet Draft Program Guide**
 - a. Elizabeth Gohringer, DPW and Kim Furtado, DPW presenting
 - b. 15-minute duration
 - c. No action requested, informational only.
5. **VTrans Waterfront Rail Update**
 - a. Michele Boomhower, Division Director Policy, Planning & Intermodal Development
Dan Delabruere, Rail & Aviation Bureau Director
 - b. 90-minute duration
 - c. No action requested, informational only.
6. **Set Future TEUC Meeting date**
7. **Councilor Updates**
8. **Adjourn**



November 14, 2019

TO: Public Works Commission
Transportation, Energy, & Utilities Committee

FROM: Elizabeth Gohringer, Associate Planner, DPW
Kim Furtado, Intern, DPW

RE: Street Seat/Parklet Draft Program Guide

Recommendations

Staff recommends the Public Works Commission and Transportation, Energy, and Utilities Committee endorse the expansion of the pilot Street Seat and Parklet Program into a permanent program, as described in the Draft Program Guide.

Street Seat and Parklet Program Introduction

The Department of Public Works' (DPW) and the Community and Economic Development Office's (CEDO) Parklet Pilot Program was introduced to the Public Works Commission and the Transportation, Energy, and Utilities Commission (TEUC) at their February 2019 meetings. Three locations were successfully permitted and installed this summer. Staff from DPW and CEDO updated the Public Works Commission and TEUC at their October meetings on the success of the pilot program, and notified the Commission and TEUC about our intention to create a recurring Street Seat and Parklet Program for Burlington.

Guide Overview

The purpose of the Street Seat and Parklet Program Guide is to streamline all of the information needed to apply for, permit, and construct a Parklet or Street Seat into one document. The guide consists of six sections: Introduction, Site Selection, Applying, Design, Permits, and Post-Installation. The technical requirements found in the Site Selection and Design sections were taken from Great Streets BTV Design Standards.

Follow-Up from October Meetings

Feedback received at the October Public Works Commission and TEUC was taken into account while drafting the guide. For ease of navigating through the guide, below is a list of topics discussed at last month's meeting and page numbers:

Topic	Page #	Explanation
Public seating	p. 9	Reworded language to require fixed seating in the Parklet at all times.
Renewal	p. 13	Changed the Parklet permit from a 1-year permit to a 3-year permit contingent upon a renewal permit being filed each year.
Pro-rated fee structure	p. 4, 21	Checked in with businesses to see if the structure is more affordable than the max daily rate normally associated with encumbering a metered parking space.
Bike parking	p. 3	Require proposals to point out existing bike parking on site plan to understand where a Parklet may limit bike parking. If so, Parklets must integrate bike parking into the design. Encourage bike parking in all Parklet designs.
Fully public parklets	p. 4	Incentivized more public Parklets by lowering cost barrier for public access, listing funding opportunities, and encouraging partnerships across groups.
Evaluation criteria	p. 6	Clarified the selection criteria so applicants can more easily know what will make for a strong application and successful Parklet.
Limit on number of parklets	p. 4	Limited Parklets/Street Seats to 1 on any given street per block and no more than 10 encumbered metered parking spaces.

Attachments

- Attachment 1; Street Seat & Parklet Program Guide

Street Seat & Parklet Program Guide



Introduction

Why Have a Street Seat or Parklet?

Parklets and Street Seats are both created from a platform at sidewalk level that extends the pedestrian zone into the parking lane. Typically they cover one or two parking spaces and provide a space for people to sit, eat, gather, and socialize. The only difference between a Parklet and a Street Seat is when they can be used by the public; Parklets are always open to the public, but Street Seats are used as additional seating for the sponsoring business during business hours and open to the public at all other hours.

Parklets and Street Seats offer many benefits to the neighborhoods where they are located. They support community engagement and enjoyment of public space, encourage walkability and active use of the street, and provide opportunities for local businesses to expand their space and aesthetic. Parklets and Street Seats can even increase business sales, with businesses from Burlington's 2019 Pilot Program reporting a 2-3% sales increase and hiring additional staff to serve the increased traffic.

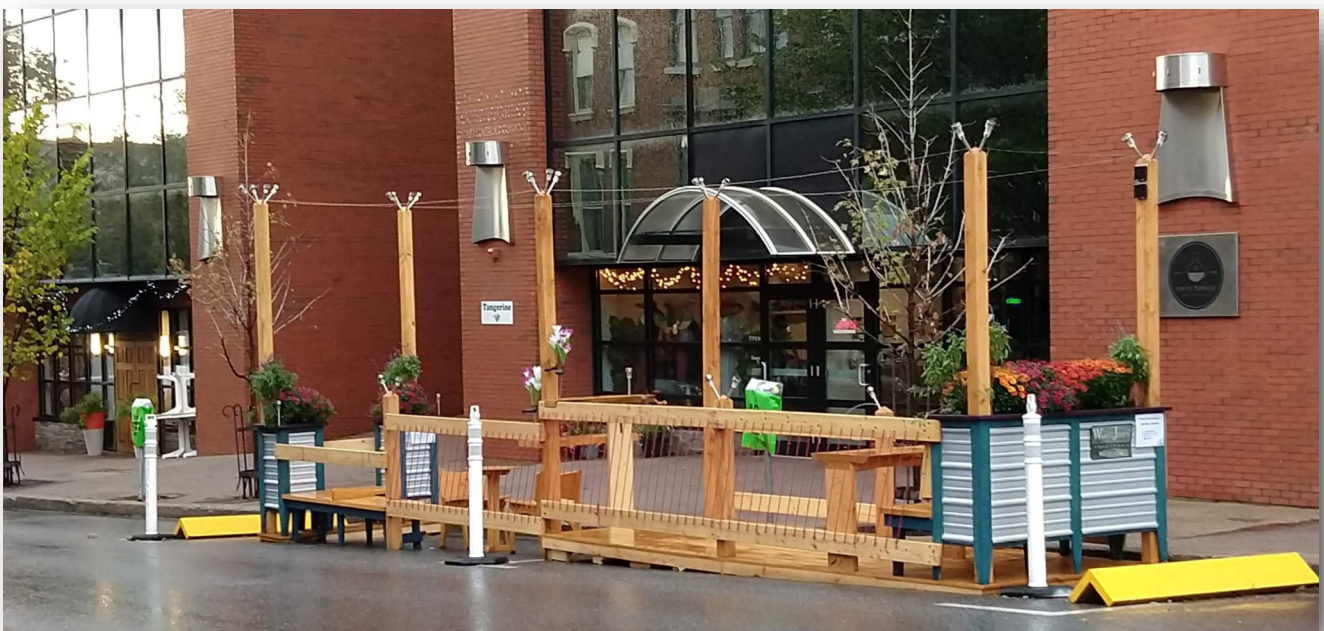
Table of Contents

Introduction	1
Site Selection	3
Applying	5
Design	8
Permits	12
Post-Installation	13

What is the Street Seat & Parklet Program?

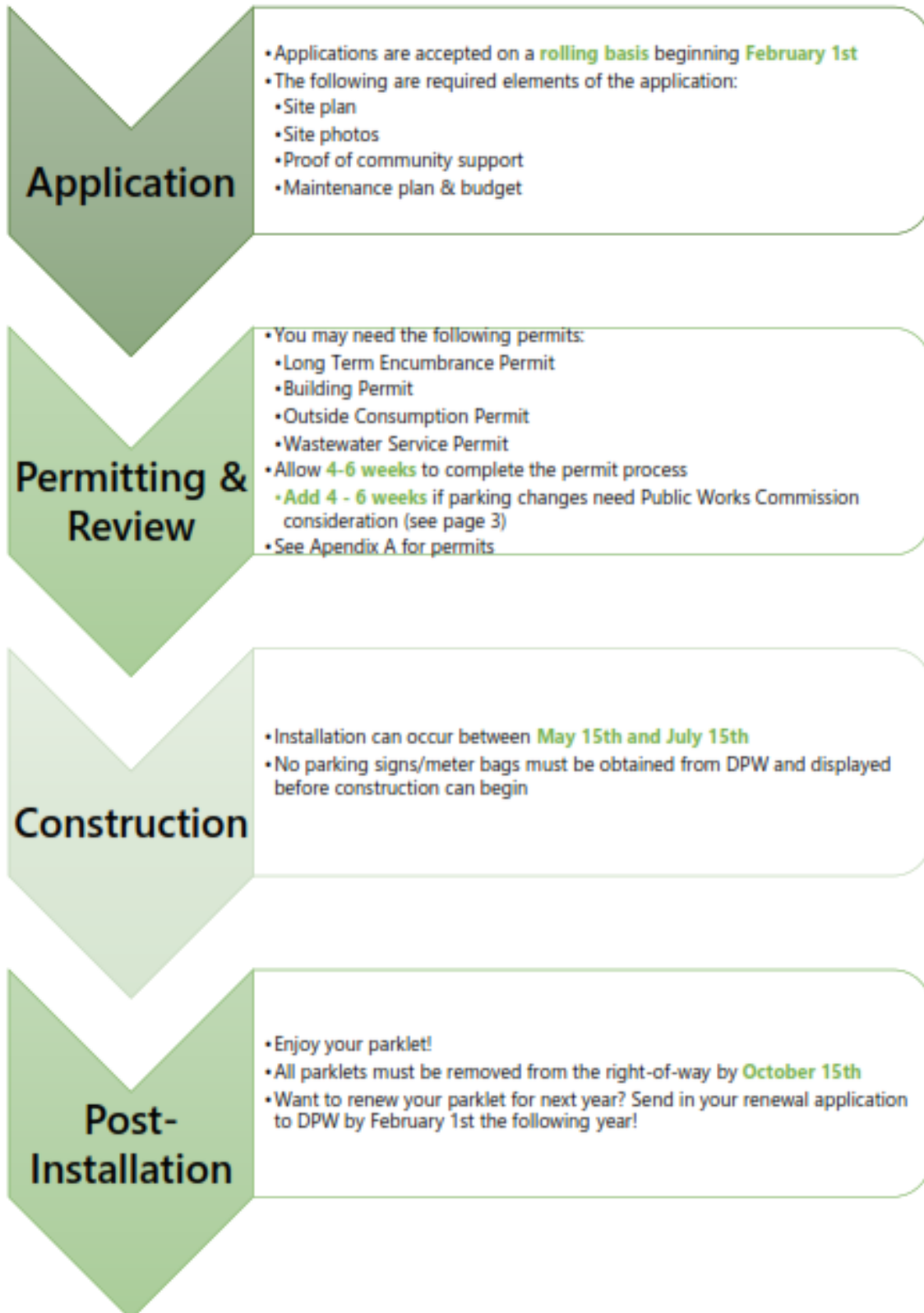
In 2018, the Burlington Business Association (BBA) and AARP Vermont launched a Parklet demonstration for one week in September (see reference image below). In 2019, the City of Burlington expanded this work by launching a Street Seat Pilot Program spearheaded by the Department of Public Works (DPW) and the Community and Economic Development Office (CEDO). Taking what was learned from the Pilot, the City is introducing a full-fledged Street Seat and Parklet Program to activate streets and provide public seating throughout Burlington.

Using design and safety standards from [Great Streets BTV](#), this guide will cover everything you need to know about the Street Seat and Parklet Program and how to get involved. We are excited that you are considering hosting a Parklet or Street Seat, and we look forward to working with you. If you have additional questions that aren't answered in this program guide, please contact Elizabeth Gohringer at egohringer@burlingtonvt.gov/802-540-0370 or visit <https://www.burlingtonvt.gov/DPW/StreetSeats>.



The Permit Process Snapshot

Are you thinking about hosting a Parklet or Street Seat? Review this guide to make sure your idea aligns with the program's requirements and standards.



Selecting Your Site

Before submitting your Parklet or Street Seat application, you must identify an appropriate location. Carefully consider the following [Great Streets BTV](#) requirements before selecting your site and submitting your application.

Context

Parklets and Street Seats are often located along active streets with retail, restaurants, civic and other mixed land uses with regular foot traffic.

Design Speed & Traffic Volumes

Parklets and Street Seats should be located on streets with low speeds, lower traffic volumes, and mostly passenger vehicle utilization. Streets with higher speed, higher volume, and larger vehicle classes may not be as appealing for patrons and may require more consideration for public safety.

Parking Spaces

Parklets and Street Seats must be located where parallel or angled on-street parking currently exists but should not replace accessible parking spaces or loading zones*.

In non-marked parking spaces, do not leave "orphaned" space that is too small to use as a full parking space and do not impact time restricted parking spaces*.

**If a case is made for relocating a time restricted space, an accessible space, or a loading zone, it cannot be approved by staff but can be considered by the Public Works Commission before the Encumbrance Permit application can be processed.*

Transit

Parklets and Streets are not allowed in a bus stop, but may be located adjacent to a bus stop.

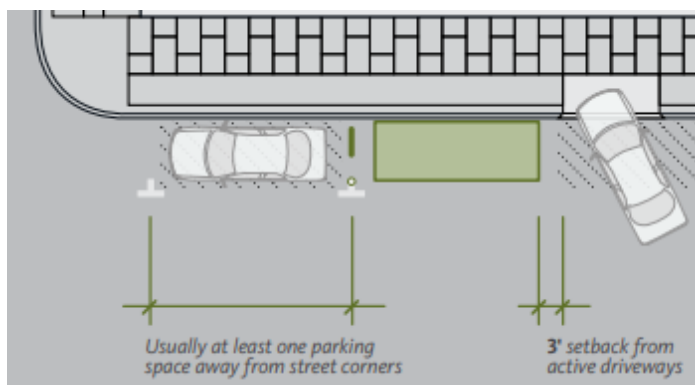
Utilities

Parklets and Street Seats should not be constructed over utility access panels, manhole covers, storm drains, fire hydrant shut-off valves or immediately next to bike parking. Your Parklet or Street Seat may need to be temporarily removed if utility providers need to do overhead work or excavate the site.

- All utility covers and boxes that might conflict with your location need to be noted.
- If bike parking will be impacted, the Parklet and Street Seat design must incorporate bike parking (see photo for example).

Corner Locations

Parklets and Street Seats should be located at least one parking space away from an intersection/street corner. The city may consider allowing some elements (less than 36" in height) between the Parklet / Street Seat and the street corner.



Street Slope

Parklets and Street Seats are recommended on streets with a running slope (grade) of 5% or less. Parklets may be permitted on streets with a running slope over 5% if it is designed to provide safe access for wheelchair users.

Number of Parklets & Street Seats

In an effort to balance the parking needs of the city with the desire to create more public spaces, there will be a limit to the number of parking spaces being occupied by Parklets and Street Seats.

- There will be no more than one (1) Parklet or Street Seat on any given street per block.
- No more than 10 metered parking spaces will be encumbered for Parklets and Street Seats.
- The number of non-metered encumbered spaces is up to the discretion of the selection committee.

Conflict with City Projects

Parklets and Street Seats should not be installed when roadway construction work or other significant construction is scheduled for that season. Check our [construction portal](#) to see if your site is on the list for upcoming projects. Please note, the construction portal is just a useful tool, and it may not be indicative of all projects that will be constructed during a season.

Costs

Parklets and Street Seats are funded completely by the site's host. Due to the nature of the permitting process, there are many fees associated with Parklets and Street Seats. In an effort to incentivize public access, the Meter Encumbrance Rate applies a pro-rated fee structure that becomes less expensive as more public hours are provided. See [Appendix E](#) for more information about the Meter Encumbrance Rates.

Here is a breakdown of costs associated with Parklets and Street Seats:

- Construction: variable cost ranging from ~\$5,000 to \$10,000
- Permits

Permit Type	Fee
Long-Term Encumbrance Permit for Metered spaces	\$25 + Meter Encumbrance Rate*
Long-Term Encumbrance Permit for Non-metered spaces	\$25 + \$1 per square foot being encumbered
Building Permit	\$30 + \$8.50 per \$1,000 spent on construction
Outside Consumption Permit	\$20
Wastewater Service Permit	Determined by the state

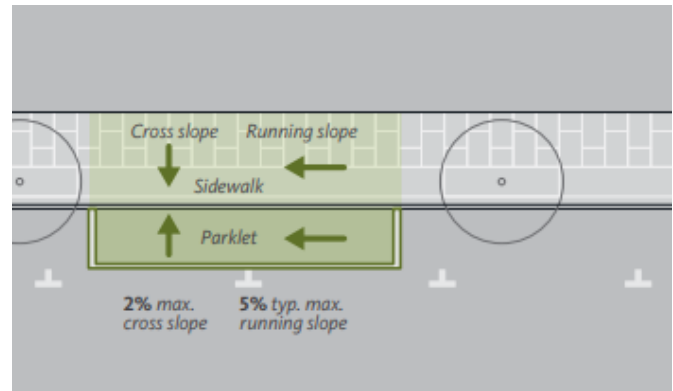
*See [Appendix E](#) for Meter Encumbrance Rate structure

Funding a public Parklet can be challenging, but there are possible resources:

- Crowdfunding and crowdgranting: (e.g. <https://www.patronicity.com/>)
- Neighborhood Planning Assemblies funding
- City Council discretionary funds
- AARP Community Challenge Grant: <https://www.aarp.org/livable-communities/community-challenge/>

There are also opportunities for creating Parklets and Street Seats with more affordable materials and with less technical design:

- Jacob Mushlin — Yestermorrow Design/Build School: <https://yestermorrow.org/>



How to Apply

Parklet and Street Seat applications will be accepted on a rolling basis beginning February 1st. When submitting your application, keep in mind your Parklet or Street Seat can only be in the street between May 15th and October 15th and you should allow 4-6 weeks for application review and permitting (add 4-6 if the Public Works Commission will be involved).

The Parklet/Street Seat application form can be found in [Appendix A](#) of this guide.

Vision

Help us understand what you're planning by describing why you want to host a Parklet or Street Seat, what you hope it will do for the neighborhood, what you foresee people doing in the Parklet or Street Seat, and what type of activities it will support. If you are a business, list the days and hours you plan to use or program the Street Seat for your business.

Site Plan

To evaluate how your proposed Parklet or Street Seat will fit with the existing street, a site plan must be included with your application materials. Site plans need to clearly communicate the following information:

- Location of existing street fixtures (utility poles, parking meters, trees, sign posts, bike racks, etc.) and their distance from the nearest edge of the proposed Parklet or Street Seat
- Width of the adjacent sidewalk and greenbelt (if present)
- Distance from the Parklet or Street Seat site to the nearest crosswalk or intersection
- Name of adjoining streets or alleys
- Dimensions of the proposed Parklet or Street Seat
- Proposed features (seating, plantings, lighting, materials, bike racks, etc.)

Site Photos

Please include photos of the proposed Parklet or Street Seat location. The photos should show the entire length of the site and should be taken from both the side of the street where the Parklet or Street Seat will be placed and from across the street.

Proof of Community Outreach/Support

Community support is vital to the success of a Parklet or Street Seat. To ensure success, we ask that you provide proof of community support with your application. Letters from local businesses, residents, community groups, or property owners show that the neighborhood is excited for and willing to support your Parklet or Street Seat. A petition with support is another way to show excitement from neighbors.

Maintenance & Budget Plan

Once your Parklet or Street Seat is built, there is still work to do. They require maintenance, and we ask that you include a Maintenance & Budget Plan to ensure that you are prepared to take care of your constructed Parklet or Street Seat. This should describe your detailed plan for the daily and monthly cleaning as well as proposed maintenance plan and budget set aside for repairs, replacements, etc. If some or all of this work is being done by an outside partner, please indicate their name.

Selection Process

To be considered, applicants must submit a complete Application packets. Applicants may submit supplemental information that demonstrates their potential for success in addition to the Application Form. Applications will be reviewed and scored for each of the following criteria:

1. Quality of Proposal

Score	Requirements
5	Application is complete, proposal meets technical design/safety requirements, objective and purpose is clear, and application demonstrates ability to deliver.
3	Application is complete, proposal meets technical design/safety requirements, and objective and purpose is clear.
0	Application is incomplete and/or proposal does not meet technical design/safety requirements <u>OR</u> application is complete and proposal meets technical design/safety requirements but objective and purpose of the proposal is unclear.

2. Support of Nearby Businesses

Score	Requirements
5	Proof of support of nearby businesses/residents is provided.
0	No proof of support is provided.

3. Appropriateness of Location

Score	Requirements
5	There is no Parklet/Street Seat on the proposed block and the proposed site location has a narrow sidewalk and/or lacks street activation. There are no conflicts with utilities, bike parking, or time-restricted / accessible / loading spaces for the proposed Parklet/Street Seat.
3	There is no Parklet/Street Seat on the proposed block.

If a Parklet or Street Seat is proposed for a location where one has already been approved on the same block OR there are already 10 metered parking spaces encumbered for Parklets and Street Seats, the proposal will be evaluated using this process. If the application receives high scores for criteria 1, 2, and 4, the application will be held for one year and may be considered on a wait list for the next year.

4. Innovation and Creativity

Score	Requirements
5	Proposed Parklet/Street Seat provides additional amenities from what is listed in the design requirements, is partnered with other local organizations/businesses, and/or includes plans for public access within the Parklet/Street Seat.
3	Proposed Parklet/Street Seat provides additional amenities from what is listed in the design requirements.
0	Proposed Parklet/Street Seat provides no additional amenities from what is listed in the design requirements.

Selection Committee

A selection committee will review and score all applications. High-scoring applications will advance for an Encumbrance Permit, which will be approved by the City Council License Committee. The selection committee will be comprised of the following members: representative(s) of Department of Public Works, representative(s) of CEDO, representative(s) of BBA, representative(s) of Chamber of Commerce, and representative(s) chosen by the All Ward Neighborhood Planning Assembly. The committee will always be comprised of an odd number of members, and at no time will there be more than nine members sitting on the committee. Site selection will be reviewed by Burlington Fire Department (BFD) to ensure the location of the proposed parklet does not interfere with their operations. Proposals that interfere with BFD's operations will not go forward with the selection process.

The selection committee will not recommend approval for any Parklet or Street Seat that is located on a site where construction work is scheduled for that season. Check our [construction portal](#) to see if your site is on the list for upcoming projects. Please note, the construction portal is just a useful tool, and it may not be indicative of all projects that will be constructed during a season.

Public Engagement

All proposed Parklets and Street Seats will be subject to the City's [Public Engagement Plan \(PEP\)](#). Parklets and Street seats fall under the INVOLVE spectrum of the PEP. For each proposed Parklet/Street Seat, DPW will contact residents who live adjacent to the proposed site either by mailing, flyers, or door hangers at least 10 days prior to the License Committee meeting. DPW will also share materials with the requestor or interested parties who have shared their email at least 10 days prior to the License Committee. The License Committee meetings have a period for public comment where members of the public can express support or concerns for any proposed Parklet or Street Seat.



Design Requirements

Great Streets BTV provides detailed guidance on the design requirements for Parklets and Street Seats:

Placement

Parking

Must be set back 48" from adjacent parking spaces and 24" from travel lane (18" minimum); or 36" from the adjacent parking space on both sides and 24" from travel lanes (18" minimum) if diagonal spaces.

When replacing diagonal parking spaces, Parklets and Street Seats should be the size of three combined parking spaces to maximize habitable space.

Driveways

Set back a minimum 3' from the outside edge of adjacent driveways.

Required Safety Elements

Before placing any of your Parklet or Street Seat elements in the right-of-way, you must install wheel stops and reflective delineator posts at the edges of your Parklet. The elements must be placed four feet in both directions of the Parklet edge, where the parking spaces are delineated.

Platform

Threshold

The Deck Surface must be flush with the sidewalk without a horizontal or vertical separation greater than $\frac{1}{2}$ ". Changes in level up to $\frac{1}{2}$ " high maximum shall be beveled with a slope not steeper than 1:4 (25%).

Bolting

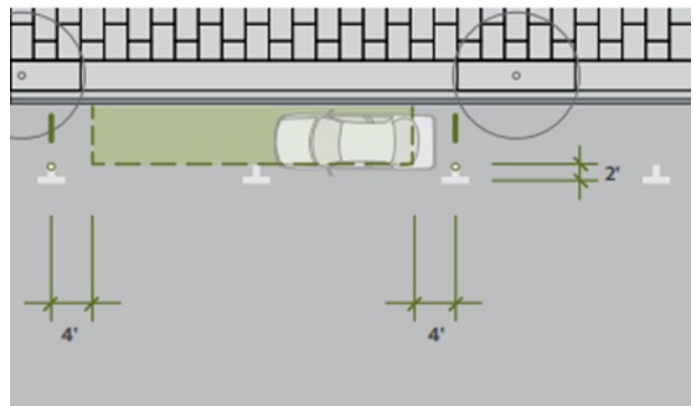
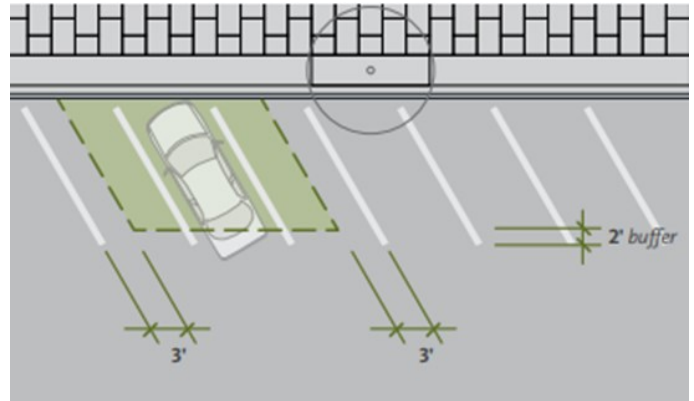
Bolting into the street or penetrating the surface of the road is strongly discouraged. A Parklet or Street Seat may be bolted in the existing curb, but only with a restoration plan.

Surface

The top of the Parklet platform must be flush with the sidewalk with a maximum gap of $\frac{1}{2}$ ". (If the street is sloped see accessible guidelines.)

Surface Materials

Parklet and Street materials are highly recommended



to be slip-resistant. Loose particles, such as sand or loose stone, are not permitted on the Parklet.

Substructure

At a minimum, design for 50 lbs./sq. ft.

Sub-platform Access

If the platform is not a solid mass, the clear space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.

Drainage

The Parklet or Street Seat cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover and clean openings at either end of the structure with screens to prevent debris buildup beneath the deck and the curb.

Enclosure

Buffer/Edges

There should be an edge serving as a buffer between the Parklet / Street Seat and the street. This can take the form of planters, railing, cabling, or some other appropriate enclosure that is at least 6" in depth. The height and scale of the buffer will vary depending on context. If cable railing is used, Building Code requirements must be followed, which indicates spacing between cables and cannot exceed the diameter of a tennis ball.

Visual Connection to the Street

Designs should allow pedestrians on either side of the street to see into the Parklet or Street Seat. Continuous opaque walls above 42" that block views from surrounding streetscapes are highly discouraged.

Overhead Elements

Overhead elements that span the sidewalk and connect the Parklet or Street Seat to the adjacent building façade are not permitted.

Extend the Sidewalk

Parklets and Street Seats should be designed as an extension of the sidewalk, with multiple points of entry along the curbside.

Parklet and Street Seat Walls

While not visible from the sidewalk, the outside of the enclosure is highly visible from across the street. Large blank walls can be an invitation for tagging. This can be mitigated by adding visual interest like pattern, color, modulation or planting.

Elements

Integrated Elements

Parklets and Street Seats must include fixed seating to encourage public access and use.

Moveable Elements

Great Streets' Materials and Furnishing Palette (page 292) identifies options for moveable tables and chairs that can be utilized in public Parklets. Other options can be utilized

Planting

Integrated planting is strongly encouraged. Native plants, plants that provide habitat, and drought tolerant plants are encouraged.

Lighting

Lighting elements are strongly encouraged, but electrical connections to buildings will require separate electrical approvals. Designs should consider solar-powered lighting over the option of running electricity from an adjacent building.

Bicycle Parking

Integrated bicycle parking is strongly encouraged. The Great Streets' Materials and Furnishings Palette identifies options for temporary and high capacity bicycle parking (page 296) which are preferred for bike corrals, although custom racks may be installed as well. Bicycle parking can be incorporated into the Parklet proposal in the following ways:

- Custom bicycle racks integral to the structure
- On the Parklet or Street Seat platform
- On-street bicycle corral

Art

Parklets and Street Seats are encouraged to include a diversity of art including conventional elements, interactive pieces, performance and others.

Locally Sourced Materials

Sourcing locally produced materials for Parklets and Street Seats supports the local economy and reduces the embedded carbon footprint of the final structure by reducing transportation costs.

Recycled and Reclaimed Materials

Choosing recycled and reclaimed materials for Parklets and Street Seats is highly recommended and has the additional benefit of reducing construction costs and keeping materials out of landfills.

Low Emission Materials

Choosing paints, stains, glues, and other materials that emit zero or low levels of volatile organic compounds (VOCs) helps improve air quality as well as the health of the people who are constructing and using Parklets and Street Seats.

Avoid Plastic

Plastic of any kind, including Plexiglas, is strongly discouraged.

Materials That Are Easy to Maintain

Having a strategy for removing graffiti and replacing or repairing damaged features such as plants, railings, or other elements is highly encouraged. Whereas some materials may cost more initially, they may ultimately save money in maintenance costs. For example, aluminum costs roughly three times as much as steel but when tagged, it simply can be cleaned with acetone. Project sponsors are ultimately responsible for making sure that their Parklet or Street Seat is kept clean and in good repair.

Sustainable Timber Products

Parklet designs may not use tropical hardwood or virgin redwood. This includes FSC certified wood products.

No Pressure Treated Wood or Plywood

Pressure treated lumber or plywood are not allowed in places where they will be visible.

Accessibility

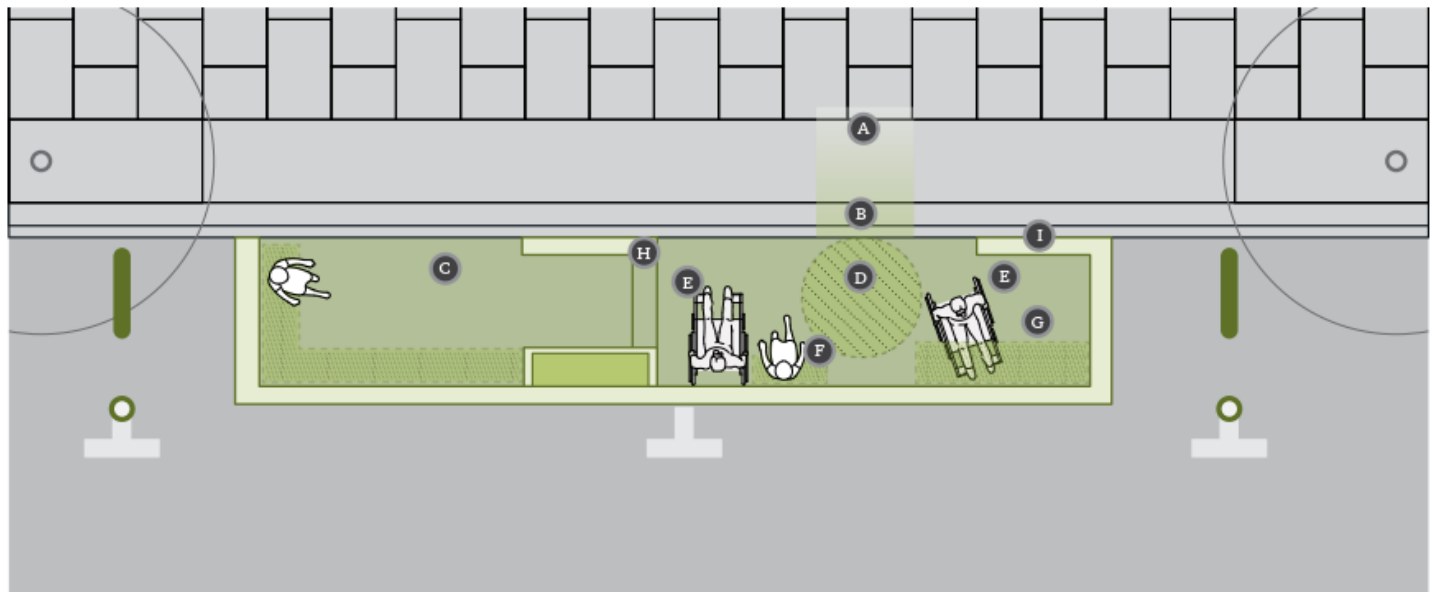
Accessible Path of Travel

The Accessible Path must accommodate wheelchairs, be a minimum of 48" wide on the sidewalk and not pass over tree wells. Once on the Deck Surface, the Accessible Path must be a minimum of 36" wide. An accessible route must connect the sidewalk to the:

- Parklet or Street Seat Entry
- Desk Surface
- Wheelchair Turning Space
- Wheelchair Resting Space

Accessible Entry

The Accessible Entry is where the Accessible Path crosses the threshold from the sidewalk to the Deck Surface. An ideal Parklet or Street Sat should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.



- | | | |
|-----------------------------|--------------------------------|---------------------------------------|
| Ⓐ Accessible path of travel | Ⓓ Wheelchair turning space | Ⓖ Equivalent facilities |
| Ⓑ Accessible entry | Ⓔ Wheelchair resting space | Ⓗ Step between terraces |
| Ⓒ Accessible deck surface | Ⓕ Wheelchair companion seating | Ⓘ Buffered edge where curb drops away |

Accessible Deck Surface

The portion of the Parklet or Street Seat deck connected by the Accessible Path of Travel to the Wheelchair Turning Space and Wheelchair Resting Space must be level. The Accessible Deck Surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). For other Deck Surfaces, the running slope may not exceed 1:20 (5%). The Deck Surface shall all be one level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis.

When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

Wheelchair Turning Space

A Wheelchair Turning Space is a circular area 60" minimum in diameter for use by a person with mobility aid to make a 360-degree turn. This space shall be 12" over the curb and sidewalk unless otherwise permitted on a case by case basis. Within this space there shall be no cross slope in any direction that is greater than 1:48 (2%). Alternatively a "T" shaped Turning Space is permitted.

Wheelchair Resting Space

Wheelchair Resting Space has a 30" X 48" clear floor area. The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by a 24" maximum in any orientation.

Wheelchair User Companion Seating

If fixed seating is part of a Parklet or Street Seat design, it should be configured to accommodate companion seating for a wheelchair user. The Wheelchair Resting Space should permit shoulder-to-shoulder alignment adjacent to one side of the fixed seat.

Equivalent Facilities

Where tables, counters, or drink rails are provided, at least one feature should be wheelchair accessible. The top surface height of wheelchair accessible tables, counters, and or drink rails should be 28"-34" above the Deck Surface. Wheelchair accessible tables, counters, and drink rails shall be approachable from the front and provide an unobstructed knee

clearance that is at least 27" high, 30" wide, and 19" deep. When moveable tables must be also accessible. Where drink rails are provided a 60" long portion of a drink shall have 36" wide and level space adjacent to it for a side-approach by a wheelchair user.

Terraced or Multi-Level Parklets

For Parklets or Street Seats proposed on streets with grades that exceed 5%, a terrace with two or more habitable decks is acceptable. At least one of these terraces must be wheelchair accessible and provide equivalent seating, tables, and countertop facilities to those found in other habitable terraces.

Wheelchair Accessible Entry

The accessible terrace will require a wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between sidewalk and Parklet / Street Seat deck.

Ramps, Step & Stairs

Communication between terrace levels may be achieved with a ramp with a running slope not to exceed 1:20 (5%); steps or stairs. Any step or stair will require a warning strip at the nose of the step and handrails per building code.

Construction

Off-Site Construction

To reduce time spent constructing within the right-of-way, we suggest you build as much of your Parklet or Street Seat off-site as possible. Many contractors find there are materials, such as the frame, that can be assembled off-site and delivered to the site later. The less time spent constructing in the right-of-way, the safer your on-site installation will be.

Signs

Every constructed Parklet and Street Seat must have two signs installed in places that are easily visible to pedestrians on the sidewalk. These signs will be provided by the City and indicate public and/or private hours and contact information.

What You'll Need for Permits

Refer to [Appendix B](#) to see what permits you'll need.

Encumbrance Permit Attachments

- ☐ Certificate of Liability with the holder as the "CITY OF BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".
- ☐ Endorsement to Insurance Policy listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.
- ☐ Endorsement to Insurance Policy specifically listing the City as Additional Insured
- ☐ Sketch, photo, or blueprint of what you are proposing.
- ☐ Check for Total Amount Due.

All hosts are required to have insurance policy with \$1,000,000 general aggregate coverage in order to complete the Encumbrance Permit. **For local residents/community groups interested in creating a Parklet, insurance may be a difficult requirement. We suggest reaching out to a local business (e.g., AARP, Local Motion, etc.) and seeing if they would agree to cover the insurance requirement by adding the resident/community group as additional insureds on the policy.**

Outside Consumption Permit

If alcohol service is desired in the Street Seat, submit your Outside Consumption Permit application at the same time you submit your Encumbrance Permit application.

Building Permit Attachments

- ☐ Encumbrance Permit number
- ☐ Construction plans
 - 11"X17" or PDF -- Specification of how Parklet/Street Seat is being built (e.g., plan view, cross section, elevations, floor plans, etc.)
 - If used, professional seals must accompany plans provided by State of VT Registered Engineers and Architects

Wastewater Service Permit

If table service will be provided in the Street Seat, submit a Wastewater Service Permit application to the State of Vermont.

No Parking Signs/Meter Bags

Because Parklets and Street Seats will replace existing on-street parking, you must obtain No Parking Signs by 6:00 PM the day before beginning on-street construction. If your Parklet or Street Seat is replacing metered parking spaces, you must obtain a meter obstruction permit ("meter bags") from the Department of Public Works.

Post-Installation

Maintenance

As the host of a Parklet or Street Seat it is your responsibility to keep it in good condition, kept clean, and well-maintained, including any drainage channels. All moveable furniture must be brought in every night if it is not locked or affixed to the structure. If your Parklet or Street Seat sustains damage, it is your responsibility to fix it.

Programming

If you are hosting a Parklet, having a plan to activate it is crucial for its success. It may be helpful to connect with organizations such as a [Project for Public Spaces](#) for creative programming ideas and guidelines.

Renewal

Parklets and Street Seats that successfully complete the permitting process will enter a three-year permit, with an annual renewal process. If a host plans to renew their Parklet or Street Seat, the host must inform DPW by February 1st in fairness to new applicants.

Parklets and Street Seats will be automatically considered for renewal by the Selection Committee and License Committee if the two following conditions are met: 1) there is no conflicting construction project in the upcoming season and/or 2) there were no major concerns with the operation of the Street Seat or Parklet. [\[More detailed renewal process](#)

[forthcoming once renewal application form is created.\]](#)

Changes to Design During Renewal

If you would like to change the design of your Parklet or Street Seat when renewing, you must submit updated plans with your renewal application and obtain an updated Building Permit.

Changes to Ownership

If your Parklet or Street Seat is changing ownership when renewing, contact Elizabeth Gohringer at egohringer@burlingtonvt.gov/802-540-0370 to discuss this process.

Parklet or Street Seat Removal

All Parklets and Street Seats must be removed from the right-of-way (ROW) by October 15th. During the off-season, it is the responsibility of the host to obtain storage for the structure.

There may be emergencies that require your Parklet or Street Seat be removed from the ROW earlier. Structures must be created so that they can easily be removed in these instances. We ask that you include an emergency contact number in your application that would be responsible for removing the Parklet or Street Seat if contacted by the city. In certain emergencies, the City may have to remove your structure at the sponsor's cost.



Appendix A– Application Form

PHASE 1: INITIAL APPLICATION



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

Parklet Application

Applicant Contact Information: *(List main project contact person)*

Full Name:

Organization Name:

Title:

Email Address:

Phone #:

Proposed Parklet Location:

Address of hosting business or organization:

Addresses and names of all businesses adjacent to your proposed parklet:

Number of parking spaces needed for your parklet
(one parallel parking space is 20 ft long):

Project Vision:

Please provide one or two paragraphs that describe your parklet to help us understand what you're planning for the space. Consider the following questions:

- Why do you want to host a parklet?
- What do you hope it will do for your neighborhood?
- What do you see people doing in the parklet? What types of activities will it support?
- If you are a business, the parklet can be designated for use by patrons of your business during some or all of your regular operating hours. List the days and hours you plan to use/program the parklet for your business.

Attached Document Checklist:

Before submitting your Parklet Application, be sure to familiarize yourself with the relevant materials and information, including:

- Fees and deadlines
- Construction guidelines
- Application process
- Permit requirements

Ensure these documents are included with this Application Form when submitting your application package. Please read through the Parklet Guidelines & Setbacks section of the Great Streets BTV Plan (p. 127-136) for details regarding the additional documents. Please check off the list when completed.

☐

Proof of Community Outreach & Support

Applicants are strongly encouraged to submit at least 3 letters of support for the parklet, 2 of which should be from adjacent businesses.

☐

Existing Conditions Photos

Please provide any photos that may help to describe the proposed parklet location and its existing conditions.

☐

Simple Site Plan

Please submit a site plan that shows the following:

- Location of existing street fixtures (utility poles, parking meters, trees, sign posts, etc.) and their distance from the nearest edge of the proposed parklet
- Width of the adjacent sidewalk
- Distance to nearest crosswalk or intersection
- Parklet dimensions
- Proposed parklet features (seating, plantings, lighting, materials, etc.)

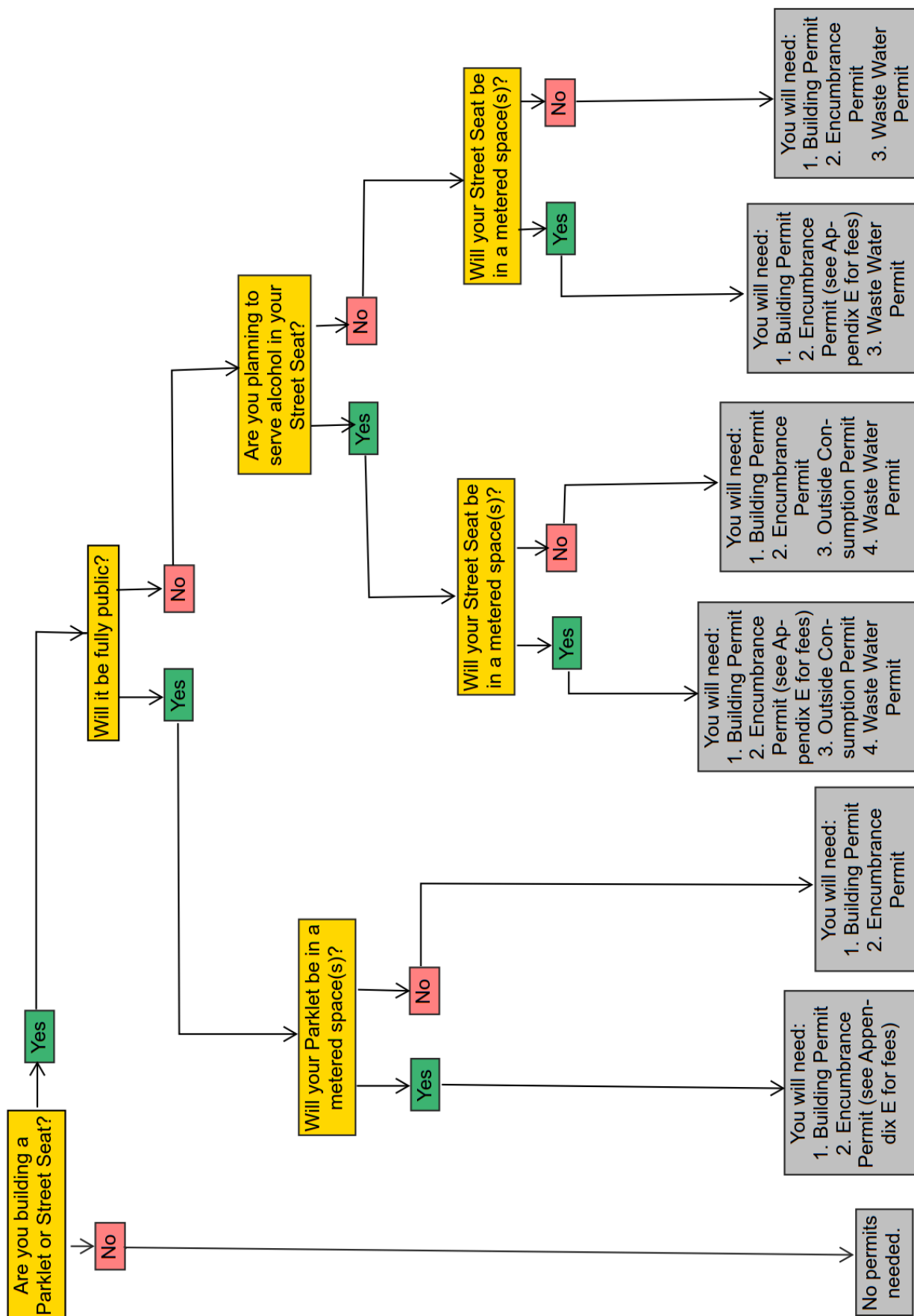
☐

Maintenance & Budget Plan

Provide a detailed plan for the daily, monthly cleaning of the parklet as well as a proposed maintenance plan and budget set aside for repairs, replacements, etc. Please indicate if community partnerships will be used to assist in this.

Placeholder for Renewal Application Form

Appendix B– Permit Flowchart



Appendix C– Building Permit



BUILDING (BP)/STRUCTURAL PERMIT APPLICATION

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT TO CHAPTERS 8 CODES OF ORDINANCES (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)
www.burlingtonvt.gov/dpw

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER, STREET ADDRESS & UNIT NUMBER

PROPERTY OWNER NAME

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

PERMIT TYPE (PLEASE CHECK ALL THAT APPLY)

- ☐ NEW CONSTRUCTION ☐ SINGLE FAMILY ☐ MULTIFAMILY ☐ COMMERCIAL
☐ REMODELING ☐ DEMOLITION ☐ ASBESTOS ☐ SIDING ☐ ROOFING ☐ FENCE
☐ OUT BUILDING ☐ OTHER

**CONSTRUCTION PLANS MUST
BE ATTACHED. SEE REVERSE SIDE**

SUB-TRADES (PLEASE CHECK ALL THAT APPLY TO THIS PROJECT)

- ☐ ELECTRICAL (EP) ☐ HVAC / MECHANICAL (MP) ☐ FIRE ALARM (AL)
☐ PLUMBING (PP) ☐ SPRINKLER (SS) ☐ SUPPRESSION (SU)

ZONING PERMIT NUMBER HERE :

DESCRIPTION OF YOUR WORK

** CONSTRUCTION PLANS / SPECIFICATIONS REQUIRED **

CONTRACTORS BUSINESS NAME

DATE CONSTRUCTION WORK WILL BEGIN

**ESTIMATED COST OF BUILDING
ONLY**

DO NOT INCLUDE SUBTRADES COST

\$

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

CITY/TOWN

STATE

ZIP CODE

CONTACT PERSON

TELEPHONE#

EMAIL

APPLICATIONS MUST BE COMPLETE SIGNED AND PAID FOR PRIOR TO CONSTRUCTION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

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 below, I am electronically signing my application.

SIGN HERE ►

Signature of Owner or Authorized Representative

Title

Date

***** METHODS ON SUBMITTING APPLICATIONS MAY BE FOUND ON REVERSE SIDE *****

A CLEAN WORK SITE IS A SAFE WORK SITE.

The purpose of this permit application form is to expedite your request for the permit(s) necessary for your project. There is additional information regarding permits issued by other City departments. Please provide as much information as possible when filing out this form.

After completing this form, it will be forwarded to the inspector who will be reviewing the application, plans and processing the permit. The inspector will direct any questions to the contact person indicated on the form, and notify that individual when the permit has been issued and ready for pick-up. The pick-up area will be the DPW Customer Service desk where the applicant will be required to sign and pay the permit fees.

JOB SITE LOCATION: This is the physical address where the permitted activity is occurring. Please include unit number.

PROPERTY OWNER NAME: Name of the person or entity that actually owns the property located at the job site.

PROPERTY OWNER ADDRESS: The address of the property owner if the property owner does not occupy the property located at the job site.

PERMIT TYPE: Please check the appropriate box your project will apply too. If you check "Other", please indicate the permit type in the blank provided.

LAND-USE PERMITS: A zoning permit is required when changes take place to the structure (including change of use) or lot coverage. Contact the Planning and Zoning Department at 865-7188.

Note: Every Zoning (Land use) Permit must have a Building (life safety/structural) Permit attached. Please make note that every open permit needs to be closed by way of approved inspections by that department's discipline.

DESCRIPTION OF WORK: Describe what work you are doing in this area. Also see Construction Plans.

CONTRACTOR BUSINESS NAME AND ADDRESS: The contractor may be you or another licensed professional. If you are self-contracting, leave this section blank.

DATE CONSTRUCTION WORK WILL BEGIN: Please indicate the date that you will be on the job and starting the work.

ESTIMATED COST OF PROJECT: Estimated cost of project shall mean total time and materials (T&M) for that specific trade. Each trade (i.e., building, electrical, plumbing, heating, etc.) will have their own ECC and when combined adds up to the grand total cost of the project. Apply only the T&M amounts allocated to complete your trade and specific part of the project. DO NOT include any other cost when indicating your Estimated Cost of the project.

CONTACT PERSON: The contact person for the project is the person whom the inspectors will contact and the one who

is identified in doing the job. The telephone number is one where that person can usually be reached during normal business hours.

***CONSTRUCTION PLANS:** Supporting plans documents and specifications on how it is being built, (e.g., plan view, cross section, elevations, floor plans, etc.) respective to structural and life safety codes need to be attached. For those projects that do not require plans such as replacement windows, kitchen remodels, etc., please use descriptive language to identify what and where the work is taking place. MAXIMUM SIZE OF CONSTRUCTION PLANS: 11"x17" OR PDF OR DISK...PLEASE!

Professional seals must accompany those plans provided by State of VT Registered Engineers and Architects. Descriptive language for interior remodel may be acceptable.

PERMIT FEES BASED ON ESTIMATED COST OF

PROJECT: A minimum permit fee of \$30.00 (includes the \$10 recording fee) will be applied to every permit equal to and less than \$2354.00. The fee will increase at a rate of \$8.50 for every \$1,000.00 from that point thereafter. An additional \$10 recording fee will be added to those permits where a Certificate of Occupancy is required. All fees are subject to change per Vermont State Statue, Title 32 Chapter 17 §1671.

AFTER THE PERMIT IS ISSUED: Types of Inspections for your project are located in the bottom left hand corner of your blue permit copy. If you have any questions regarding the type and timing of these inspections, please contact the inspector. **Note: to avoid additional fees, fines, or legal action, do not start your project(s) without first securing your permit(s).**

YELLOW PERMIT CARD: The yellow permit card is required to be displayed so that it in full view from the street at all times during construction. The back of the card may have a checklist for inspector's signature to include phone numbers of the inspectors that helps streamline your project in the absence of another inspector. The inspector will bring this card back to Customer Service and they will use it to close out your permits and keep it on file. DO NOT lose this card.

METHODS ON SUBMITTING PERMIT APPLICATIONS:

Us Mail to; Inspection Services Division, DPW, 645 Pine St, Suite A, Burlington, VT 05401, Fax: (802) 863-0466, Drop Off at above street address or Email directly at dpw-pinecustomerservice@burlingtonvt.gov

FORM OF PAYMENT: Check, credit card or cash.
Please make all checks payable to: DPW/ISD

DO NOT SEND ANY TYPE OF PAYMENT WITH THE PERMIT APPLICATIONS

DPW/ISD Customer Service
(802) 863-9094 x 3

Please contact Customer Service directly for property/permit activity and all other general questions.

Revised 9-11-13, 11-4-13, 03-10-16, 12-14-16.

Appendix D– Encumbrance Permit



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS
645 Pine Street
Burlington, VT 05401
VOICE (802)865-7562
FAX (802)863-0466
TTY (802)863-0450
www.burlingtonvt.gov/DPW

LONG TERM ENCUMBRANCE APPLICATION

COMPANY _____

DBA NAME: _____ DATE: _____

CONTACT NAME: _____ PHONE: _____

STREET ADDRESS: _____ FAX: _____

CITY, STATE, ZIP _____ EMAIL: _____

LOCATION OF ENCUMBRANCE: _____

Permission is requested to allow/continue the encumbrance in the following area and manner (please describe fully, including size and physical barriers around the area i.e. trees, grates, parking meters, etc.)

Description (FULL DETAILS REQUIRED) _____

APPLICATION FEE: \$25 TOTAL SQUARE FOOTAGE OF AREA ENCUMBERED: (\$1 PER SF) _____

PLEASE ATTACH: _____ TOTAL DUE: _____

1. Certificate of Liability Insurance with holder as the "CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".
2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.
3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.
4. Sketch, photo, or blueprint of what you are proposing.
5. Check for Total Amount Due. (\$25 Application fee + \$1 per square foot)

*** If this application is for a Parklet/Street Seat, attach letter from DPW.**

ENCUMBRANCE NOT VALID UNTILL PERMIT IS ISSUED. PERMIT WILL BE ISSUED AFTER CITY COUNCIL APPROVAL.

Signature Date

For Office Use Only			
Amount received	Date	Payment info	Sent to Attorneys
_____	_____	_____	_____

Appendix E– Meter Costs

<i>Meter Type</i>	<i>Photo</i>	<i>Rate</i>
Smart Meter		\$1.50/Hr.
Yellow-Top/Blue-Top		\$1/Hr.
Brown-Top		\$0.40/Hr.
Kiosk		\$1.50/Hr.

Meter Encumbrance Rate

In an effort to promote public access in Parklets and Street Seats, structures encumbering metered parking spaces will be assessed a fee based on a pro-rated structure rather than paying the traditional max-daily rate for metered spaces. The fee will be calculated by DPW staff such that fees are lower as more public access is provided. Parking fees will be charged during the hours of parking enforcement in which the Street Seat is not fully open to the public.

Parking enforcement occurs between 9 am—9 pm in the downtown core (encompassing Cherry Street to Main Street and Pine Street to Winooski Avenue) and 9 am—6 pm outside of the downtown core.

If you have a question about what your fee will look like, please contact Elizabeth Gohringer at egohringer@burlingtonvt.gov/802-540-0370.

	Business Hours	# of Parking Spaces	Smart Meter (\$1.50/Hr.)	\$1/Hr.	No Meter
Business A	4 PM—2 AM	1	\$1,000	\$285	\$113
Business B	11 AM—11 PM	2	\$3,925	\$2,625	\$201
Public Parklet	None	1	\$113	\$113	\$113

Fully public parklets encumbering metered parking spaces will be charged the standard encumbrance fee (\$1 per square foot and \$25 application fee).

The chart below shows examples of what this fee might look like depending on the hours of public access and the location of the Parklet/Street Seat.

Appendix F– Outside Consumption Permit



OUTSIDE CONSUMPTION PERMIT

Application Fee \$20.00

Name of Licensed Premise (Corporation/Partnership/Individual, d/b/a)

d/b/a

Address _____ Town/City _____

License Number _____ Email or Fax # _____

Outside consumption would be in the area described below: (describe fully, including size, physical barriers, etc.)

Please remember that this outside consumption permit is an extension of your license to serve alcohol beverages, and that the same rules apply in this area as do in the regularly licensed premise area.

Outside Consumption time period (hours) from _____ to _____

Permanent Use ☐ (Permanent use will be considered year round use)

Occasional Use ☐ Day(s) Requested _____

Hours Requested _____

Signature of Licensee _____

**OUTSIDE CONSUMPTION PERMITS MUST FIRST BE APPROVED BY YOUR
TOWN/CITY CLERK**

Please check one: _____ Approved _____ Disapproved

Town/City Clerk Signature _____

Date
Rev. 10/06/2017

Appendix G— Wastewater Service Permit **must be filled out online*

Version 1.5 - Revised: 8/9/2017

Drinking Water & Groundwater Protection Division - Permit Application

Wastewater System & Potable Water Supply



VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

For Office Use Only:

Application#	PIN#	Date Complete Application Received

General Information:

IMPORTANT: This application form **IS NOT** intended to be printed and filled out by hand. Because of the dynamic nature of the form, it is required that the information be typed directly into the fields using a computer.

In most cases a licensed designer will be required for your project and to help complete this application form. There are also line-by-line instructions available to assist with completing this form: .

NOTE: We strongly suggest referring to the application instructions while completing this application form.

A. Prior Permits

1 Please enter any prior or related WW permit or Act 250 permit number(s) (if applicable)

B. Project Name

1 Please enter a name that can be used as a reference for the project

C. Landowner Information

[Remove This Landowner](#)

Landowner Name

1 Legal Entity/Organization Name (if the Landowner is a legal entity or organization rather than a person)

2 Landowner First Name (and Middle Initial if appropriate)	3 Landowner Last Name

Landowner Contact Information

4 Mailing Address Line 1	5 Mailing Address Line 2		
6 City	7 State/Province	8 Country	9 Zip/Postal Code
		United States	
10 Email Address	11 Telephone		

Landowner Certifying Official Information (if applicable)

12 First Name (and MI if appropriate)	13 Last Name	
14 Title	15 Email Address	16 Telephone

[Add Another Landowner](#)

D. Primary Contact Information (if other than Landowner)

1 First Name (and Middle Initial if appropriate)	2 Last Name		
3 Company/Organization Name			
4 Mailing Address Line 1	5 Mailing Address Line 2		
6 City	7 State/Province	8 Country	9 Zip/Postal Code
		United States	
10 Email Address	11 Telephone		

E. Lot(s) Affected by this Project

1 Please list any and all proposed lots or existing parcels that are directly affected by this project. If this application is an amendment to a previous project, please use consistent lot numbers.

(a) Existing or Proposed Lot	(b) Lot Number	(c) SPAN	(d) Parcel ID	(e) Acres	X
(f) Book Number (ref. 1)	(g) Page Number(s) (ref. 1)	(h) Book Number (ref. 2)	(i) Page Number(s) (ref. 2)	(j) Book Number (ref. 3)	(k) Page Number(s) (ref. 3)
(l) Comments					

Add Another Lot

F. Project Information**1 Project Description**

2 Total Acreage of Property	3 Town (primary)	4 Town (secondary - if located in more than one town)

5 Street Address (911 address if available, otherwise a brief description of the location)

6 Center of property GPS coordinates - Enter the approximate center of the project coordinates using GPS set for NAD83 or as derived from a map (map must be based on NAD83).

(a) Latitude (in decimal degrees to five decimal places, ex. 44.38181°)	(b) Longitude (in decimal degrees to five decimal places, ex. -72.31392°)

7 If someone from the Drinking Water & Groundwater Protection Division's Regional Office has been to the property for a site visit, please indicate who visited the property and the date of the visit.

(a) Name of Staff Person	(b) Date of Visit (m/d/yyyy)

G. Application Fee

Please refer to the prior to selecting the Application Fee Code for your project below.

1 Select Application Fee Code	2 Fee Amount Due

H. Wastewater System and Water Supply Component Details**Component Information:**

PLEASE READ: The purpose of this section is to provide supplementary information for system components when there are proposed changes to existing conditions or previous permits. In the case that the application includes site plans, the component names on this worksheet must match those on the site plans. If there is a prior permit, the component names must be labeled consistent with plans from the prior permit(s). It is ***required*** that, at a minimum, the following component types must be included for each application: final disposal; pre-treatment (if applicable); building unit(s); water treatment (if applicable); and water source. To add components after the third entry, click the green button labeled "Add Another Component". You may also insert components between components you've already added by clicking the "Insert Component Between" button. For large projects with many components, you may consider using the "Show/Hide Component Set Separator" button to separate sets (or groups) of connected components by naming each set. For additional instructions, please review the appendix to the application instructions: .

Component 1 Information

Show/Hide Component Set Separator

Remove This Component

Component Group Type	(WW) Final Disposal	Component Type	
----------------------	---------------------	----------------	----------------------

--Component 1 Details--

Component Name	Example - Lot 1 Mound...
----------------	--------------------------

Insert Component Between

Component 2 Information

Show/Hide Component Set Separator

Remove This Component

Component Group Type	Building	Component Type	
--Component 2 Details--			
Component Name	Example - 3 Bedroom Home...		
Insert Component Between			
Component 3 Information		Show/Hide Component Set Separator	Remove This Component
Component Group Type	(WS) Source	Component Type	
--Component 3 Details--			
Component Name	Example - Lot 1 Well...		
Insert Component Between			
Add Another Component			
I. Project Plan Reference			
1 Please provide the following information for all water supply and wastewater system plans being submitted.			
(a) Sheet#	(b) Title	(c) Plan Date	(d) Last Revision Date
X			
Add Another Plan Reference			
J. Project Scoping Questions			
1 Does this project involve the replacement of a failed wastewater system?			☐ Yes ☐ No
2 Does this project involve the replacement of a failed water supply?			☐ Yes ☐ No
3 Does this project involve construction within the buffer for a Class 2 Wetland?			☐ Yes ☐ No
4 Does this project involve construction within a river corridor?			☐ Yes ☐ No
5 Is the property within 250 feet of the mean water level of lakes greater than 10 acres in size?			☐ Yes ☐ No
6 Will the project require a public water supply permit?			☐ Yes ☐ No
7 Is any portion of the proposed wastewater system located in a Water Source Protection Area (SPA) as designated by the Drinking Water & Groundwater Protection Division?			☐ Yes ☐ No
8 Does this project require an Underground Injection Control Permit?			☐ Yes ☐ No
9 Is this project located in a Class A Watershed?			☐ Yes ☐ No
10 If this project is in a Class A Watershed, does the design flow for the project exceed 1,000 gpd or is the project located on the same lot as other buildings, structures, or campgrounds where the total design flow for the lot is greater than 1,000 gpd?			☐ Yes ☐ No ☐ NA
11 Are any of the proposed water sources located within 1 mile of a hazardous waste site as designated by the Waste Management & Prevention Division and identified on the Agency mapping website (if Yes, please submit additional information on the site)?			☐ Yes ☐ No
12 Does any building(s) on the property or the proposed project include any floor drains?			☐ Yes ☐ No
13 If there are existing floor drains, where do they discharge?			
14 Does this project involve only a single family residence with no in-home business?			☐ Yes ☐ No
K. Consultant/Designer Certification			
Consultant/Designer Certification & Copyright License			
"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and that the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules. As the individual who prepared this application, including all documents that are marked as copyrighted, I hereby grant a non-exclusive, limited license to the State to allow the documents to be made available for public review and copying in order to properly implement and operate the permitting programs for Wastewater Systems and Potable Water Supplies, and for no other purposes. As a condition to this license, the State agrees that it will not make any changes to such documents, nor will the State delete any copyright notices on such documents."			
Consultant/Designer Role	Print Consultant/Designer Name	Consultant/Designer Signature	Signature Date
X			
Add Second Consultant/Designer			

L. Signatures & Acknowledgements of Landowner(s)

This application must be signed by each Landowner listed on the property deed or by individuals with legal authority to sign on behalf of each Landowner. In order to insure compliance with the requirements of the regulations administered by the Department of Environmental Conservation, Drinking Water and Groundwater Protection Division, it may be necessary to visit the property. As this would involve a Department employee entering private property, we request your approval to do so.

If we do visit your property, do you have any special instructions?

"By signing this application, I certify that I am a landowner listed on the property deed or that I have the legal authority to sign on behalf of the landowner. I understand that by signing this application I am granting permission for the Department employees to enter the property, during normal business hours, to insure compliance of the property with the applicable rules of the Department.

I also understand that I am not allowed to commence any site work or construction on this project without written approval from the Department of Environmental Conservation.

If my project utilizes an Innovative/Alternative System or Product, I have received a copy of the Drinking Water & Groundwater Protection Division's approval letter and agree to abide by the conditions of the approval.

I also certify that to the best of my knowledge and belief the information submitted above is true, accurate and complete."

Print Landowner Name

Landowner Signature

Signature Date



Add Landowner Signature Block



Office of Mayor Miro Weinberger

Secretary Joe Flynn
Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633

November 19, 2019

Dear Secretary Flynn,

Thank you for taking the time to meet with me and Department of Public Works Director Chapin Spencer on November 12. I am excited about the return of passenger rail to Burlington and the benefits it will bring to the City and the region. This multi-stakeholder effort has spanned decades, and we are finally on the cusp of restoring this long-envisioned use of the waterfront railroad tracks.

The State has requested that the City indicate its preference for an overnighting location for the Amtrak train. When contemplating the City's preference for an Amtrak overnighting location and related issues, we are focused on the following City interests:

- Returning passenger rail to Burlington;
- Maintaining continuous Bike Path on the waterfront;
- Protecting the vibrant waterfront; and
- Minimizing any negative impacts of the commencement of Amtrak service on Burlington residents and businesses.

At this time, the City needs more information from the Agency of Transportation (VTrans) in order to make a fully informed decision in consideration of these interests. The City requests more detailed information about the following:

1. The reasons for which the Amtrak cannot be accommodated in the Railyard. Vermont Rail System (VRS) and VTrans have stated that the existing Railyard is not an option for overnighting the Amtrak train, and the City needs a better understanding of why this is the case.
2. The feasibility of overnighting and servicing the train in Saint Albans or another location beyond Burlington. If the State believes this option infeasible, the City needs more information about why this is the case.
3. Why a second track is needed between King and College Streets to accommodate the Amtrak train, an understanding of what alternative strategies have been considered, and if there are additional actions that could make such an alternative feasible. The City is specifically interested in understanding why a second track is necessary at this time if Union Station is not selected as the overnighting location and thus Amtrak would only be briefly stopping at Union Station two times a day.
4. The CCRPC report finds that "nitrogen dioxide emissions from the locomotive have the potential to approach or exceed the NAAQS under the 1-hour averaging period" because the

balconies of the Wing Building residences will be less than 50 feet from the train. Does the State believe that this is a concern that will require mitigation, and if so, what are the estimated mitigation costs? Additionally, would mitigation be necessary only if the Amtrak overnights at Union Station or are the air quality concerns still exist regardless of the overnights location?

5. Some constituents have expressed concern the construction of a second rail in front of Union Station will lead to additional train building and freight storage in the heart of the waterfront. Does the State believe a significant increase in such activities is likely? As the owner of the rail line in front of Union Station, can the State ensure that this will not happen?

As you know, Burlington residents and businesses are interested in this project. They have asked important questions and voiced concerns. My Administration has been investing significant time providing information on this VTrans project as best we understand it. Moving forward, we request VTrans undertake a robust public communications effort that minimally includes a project website, written quarterly updates, direct outreach to all adjacent waterfront stakeholders, and biannual updates to the City Council Transportation, Energy & Utilities Committee.

Finally, thank you for acknowledging that the State values the waterfront bike path, supports its relocation to the west side of the rail right of way, and is willing to fully consider bike path issues as the State finalizes its decisions and design for a potential second line. The City has engaged an engineering team and is actively working to finalize the bike path's new design. I appreciate the spirit of collaboration of our meeting and your willingness to engage, if necessary, the important design details that will ultimately determine the success of this effort.

Thank you again for these productive discussions.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Weinberger', with a stylized, flowing script.

Miro Weinberger
Mayor



TO: Burlington City Council Transportation, Energy and Utilities Committee
FROM: Charlie Baker, Executive Director, and Eleni Churchill, Transportation Program Manager
Date: November 19, 2019
RE: CCRPC Memo on the Amtrak Train Servicing and Storage Facility Assessment

This memo is in response to various comments regarding CCRPC's work on the Amtrak Train Servicing and Storage Facility Assessment, conducted in collaboration with the City of Burlington (City) and the Vermont Agency of Transportation (VTrans). It is intended to further explain and provide a more accurate description of the assessment conducted by CCRPC.

Background - In the spring of 2017, the City and VTrans reached out to the CCRPC asking for technical assistance in evaluating locations in Burlington that could be used to store and service the future Amtrak train overnight. VHB, a pre-qualified consultant with the CCRPC, was hired by CCRPC as the consultant for this study due to its extensive experience with rail and waterfront issues.

Technical Evaluation vs. Plan - In contrast to a planning study where CCRPC works with partners and the community to develop a preferred alternative or recommendations, this study was only a technical evaluation of sites based upon un-weighted criteria which intentionally did not add any policy preferences into the scoring matrix. The objective of the assessment was to identify potential sites, quantify un-weighted impacts and benefits for identified critical areas, develop an evaluation and scoring matrix, and present results to VTrans, the City, stakeholders and the public.

Scoring vs. Recommending - The scoring of the alternative locations should not be considered a recommendation of the assessment or of the CCRPC. The public should provide input to the decision-makers on their preferences and policy choices based upon the assessment and other relevant issues which may not have been included in the assessment.

Public Engagement - To inform the analysis, we held two public meetings. One in November 2017, as part of the City's Public Works Commission meeting, and a second stand-alone public meeting in June 2018. We have heard the accusations that stakeholders and neighbors were not informed of the study or invited to the public meetings. In our opinion, that is not accurate. Indeed, the two public meetings were well attended by interested parties, including Main Street Landing representatives, concerned neighbors from the Wing Building, Lakeview Terrace and others. The study team responded to stakeholder's concerns, expressed during the June 2018 public meeting, by conducting additional analyses on noise and evaluations of other impacts.

Impartial Analysis - We conducted a neutral, impartial, professional analysis of the alternative storage sites, notwithstanding various emails suggesting that VTrans might have a predetermined idea of where the train should be stored. The thoroughness and objectivity of the evaluation is self-evident in even a cursory review of the study and its numerous appendices, which contain detailed results from noise, air quality, visual and other evaluations. The study team (City, VTrans, CCRPC and consultant staff) worked collaboratively throughout this study and there was no coercion from VTrans to alter results in any way.

CCRPC's Role - The CCRPC is an independent organization that has been assisting municipalities in Chittenden County for decades; our well-respected professional staff and consultants do not take instructions from our state partners on how to get to a pre-determined answer. Rather, we take pride in working collaboratively and openly with all our partners and the public during the planning processes we manage. This is precisely how we worked in this instance and we object to any suggestion, by anyone, to the contrary.



Amtrak to Burlington Rail Briefing

Transportation, Energy & Utilities Committee of
the Burlington City Council

November 19, 2019

*Michele Boomhower, Division Director for Policy, Planning and
Intermodal Development*

Dan Delabruere, Bureau Director for Rail and Aviation



Amtrak to Burlington Rail Context

- **State & City goal to restore passenger rail service to Burlington**

- **2015 Vermont State Rail Plan:** “Proposed New Service.... *Extend the Ethan Allen Express to Burlington...* VTrans has established extending the *Ethan Allen Express* to Burlington and the *Vermont* to Montreal as first priorities.
- **2011 Burlington Transportation Plan:** “The City will pursue several policy initiatives including...supporting improvements to the western corridor rail infrastructure and expansion of passenger rail services to Burlington.”
- **2019 planBTV Comprehensive Plan:** “Support improvements in the western corridor rail infrastructure and expansion of passenger and commuter rail services through Burlington to aid in traffic and congestion reduction.”

Amtrak to Burlington Rail Context

- **City goal to activate waterfront around Union Station as a mixed-use area**
 - [2013 planBTV Downtown & Waterfront](#): "The South Waterfront is truly the workhorse and activated waterfront of Burlington. In many ways this area serves as the front door to the city. The area from College Street down to and including the King Street Dock is envisioned as an active mixed-use area with retail, restaurants and an inn or hotel."
- **City goal to move Burlington Greenway to west side of railroad tracks**
 - [2012 Bike Path Task Force Study](#): "Some sections of the path may be considered for realignment to improve safety and user experience...Between Perkins Pier/Maple Street and College Street: the path crosses to the east side of the railroad tracks for this section, resulting in two awkward railroad/road crossings and potential conflict points at King Street and College Street"
 - [2016 Citizen-initiated Advisory Ballot Item](#): "Should the Mayor of Burlington and the City Council be advised to relocate the Burlington Bicycle Path to the west side of the railroad tracks between College and King streets even if that means utilizing the public trust doctrine or eminent domain to accomplish this task?"

Amtrak to Burlington Rail Context

Three Interrelated Efforts

1. Accommodate Amtrak passenger rail service (VTrans)
2. Add a second track generally between King St and College St (VRS requirement)
3. Relocate Burlington Greenway to the west side of the tracks (City)

Amtrak to Burlington Rail Context

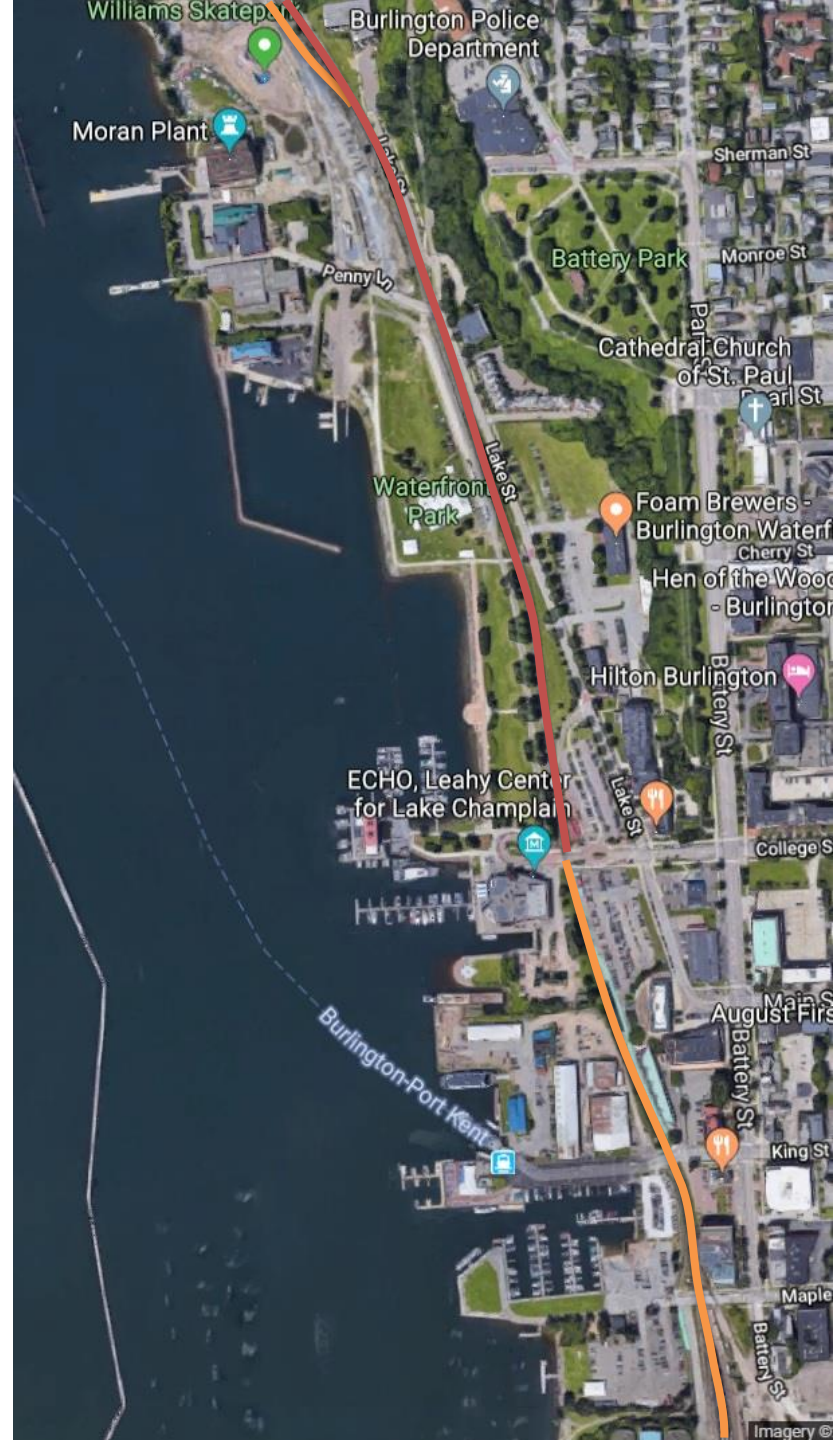
Rail ownership and operation

■ North of College Street:

- Railroad right of way owned and operated by Genesee & Wyoming / Brookfield Infrastructure (red line)

■ South of College Street:

- Railroad right of way owned by State of Vermont, leased to Vermont Rail System (VRS) (orange line)
- VRS also has rights to spur on east side of Urban Reserve



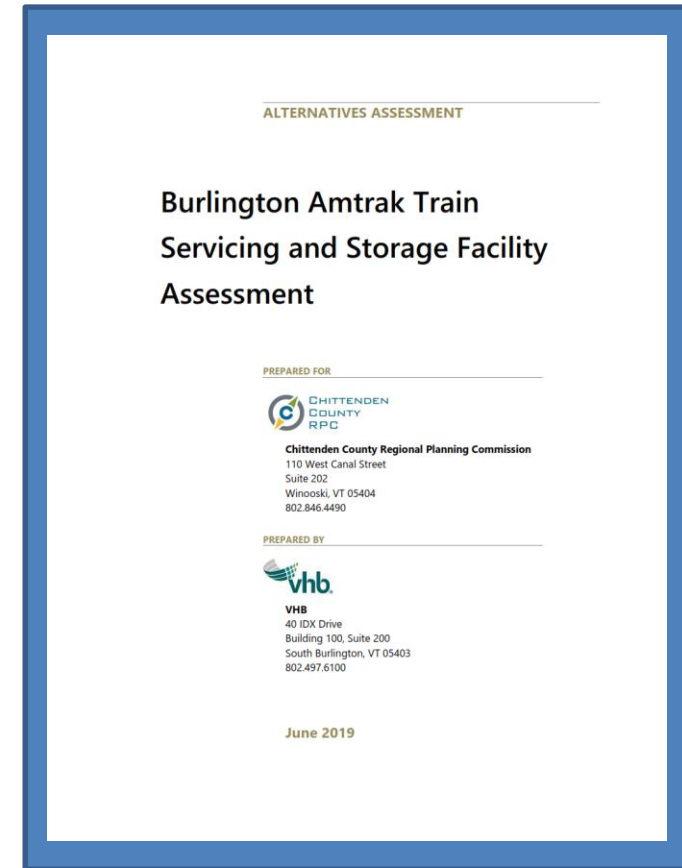
Amtrak Accommodations

■ Station:

- General understanding and agreement that passenger loading and unloading will occur at historic Union Station. State of VT owns lower floor of 1 Main Street building, the balance of the building is owned by Lisa Steele.

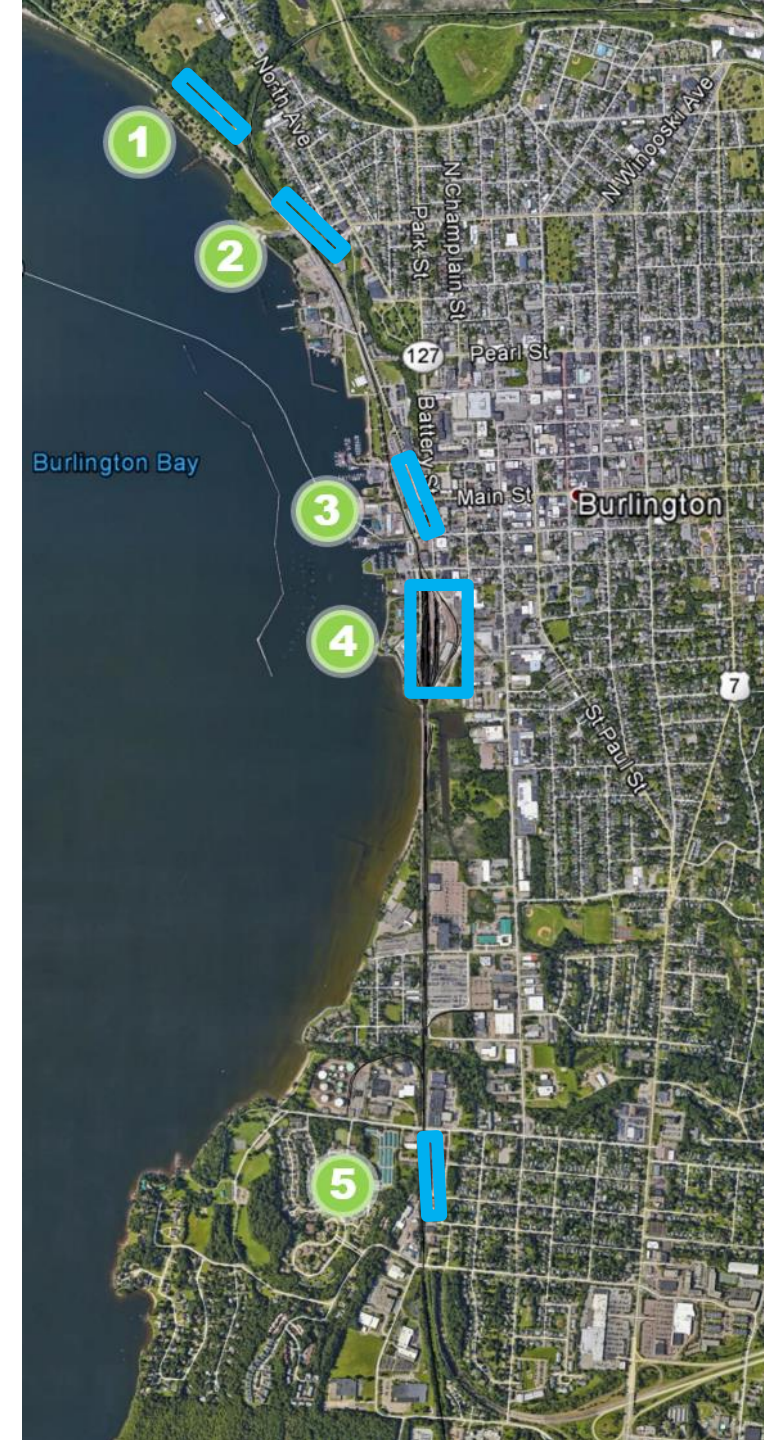
■ Overnighting & Servicing:

- 2016: VTrans begins conversation with City regarding potential location to overnight and service the train in Burlington
- 2017: City requested CCRPC/VTrans do a study of overnighting and servicing locations given our questions and concerns with the various proposed sites
- 2017: CCRPC funded and initiated study
- July 2019: Study completed by CCRPC and received by VTrans



Train Overnighting Locations Evaluated

1. Northern Urban Reserve
2. Urban Reserve
3. Union Station
4. Vermont Rail System Railyard
5. Flynn Avenue (City Market)



Evaluation Matrix – Final Scoring

Each site was scored 0 – 3 for each criterion
0 being the worst and 3 being the best.

Location	Estimated Costs	Electrical Power	Crew Hours	Property Acquisition	Natural Resources	Lighting	Train Visibility	Noise Impacts	Horn Impacts	Air Quality & Emissions	Proximity to Residences	Impacts to VRS	Total Score	Ranking
	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score		
Northern Urban Reserve	2	2	2	1	3	1	3	1	1	3	3	2	24	2
Urban Reserve	2	2	2	1	3	1	2	1	1	3	3	2	23	3
Union Station	3	3	3	3	3	2	1	2	3	0	0	3	26	1
VTR Railyard	0	3	2	2	3	2	3	3	1	3	2	0	24	2
Flynn Avenue	2	2	1	2	3	2	2	0	1	3	2	1	21	4

Amtrak Overnighting Other Considerations

What about Air Quality?

- Air quality impacts were modeled using the AERSCREEN Dispersion Modeling framework
- The model uses worst case meteorology to conservatively estimate pollution concentrations
- The model evaluated one locomotive idling for 40 minutes at each location
- For structures adjacent to the modeled locations, building height was taken into consideration
- The Study air quality modeling revealed the following:
 - Nitrogen Dioxide (NO₂) was the only emission determined to approach the National Ambient Air Quality Standards (NAAQS) under the one hour averaging period
 - The only locations which may have the potential to approach or exceed the NAAQS 1-hour averaging levels for NO₂ are the second story position(s) of the Union Station/Wing Building, if the train engine were parked within 50' of the structures and idling
 - All other locations were well below the threshold for NAAQS for NO₂
 - A more detailed air quality assessment will be considered following the finalization of site selection

Amtrak Overnighting Other Considerations

Why not extend the Ethan Allen to St. Albans? There are several unknowns...

- What would the capital and operating expenses be?
- What is potential ridership with an expansion in the route?
- Would our partner states (NY, MA & CT) support this change? If so, what would the cost and revenue splits look like?
- What conflicts if any does this pose for other uses (freight service and the Amtrak Vermonter) on the route?
- Would the host railroad allow an additional passenger train to operate on the track?
- Would additional passenger service trigger the need for positive train control (PTC) safety upgrades, and if so, who would be responsible for the installation, maintenance and operating costs?
- If an extension of service were feasible what would the operating schedule look like and how would it fit with the Vermonter?
- Would additional train crews be required to complete the trip?
- The complexities of future expansion to St. Albans is outside of the Scope of the current project

Have We Explored All of the Options?

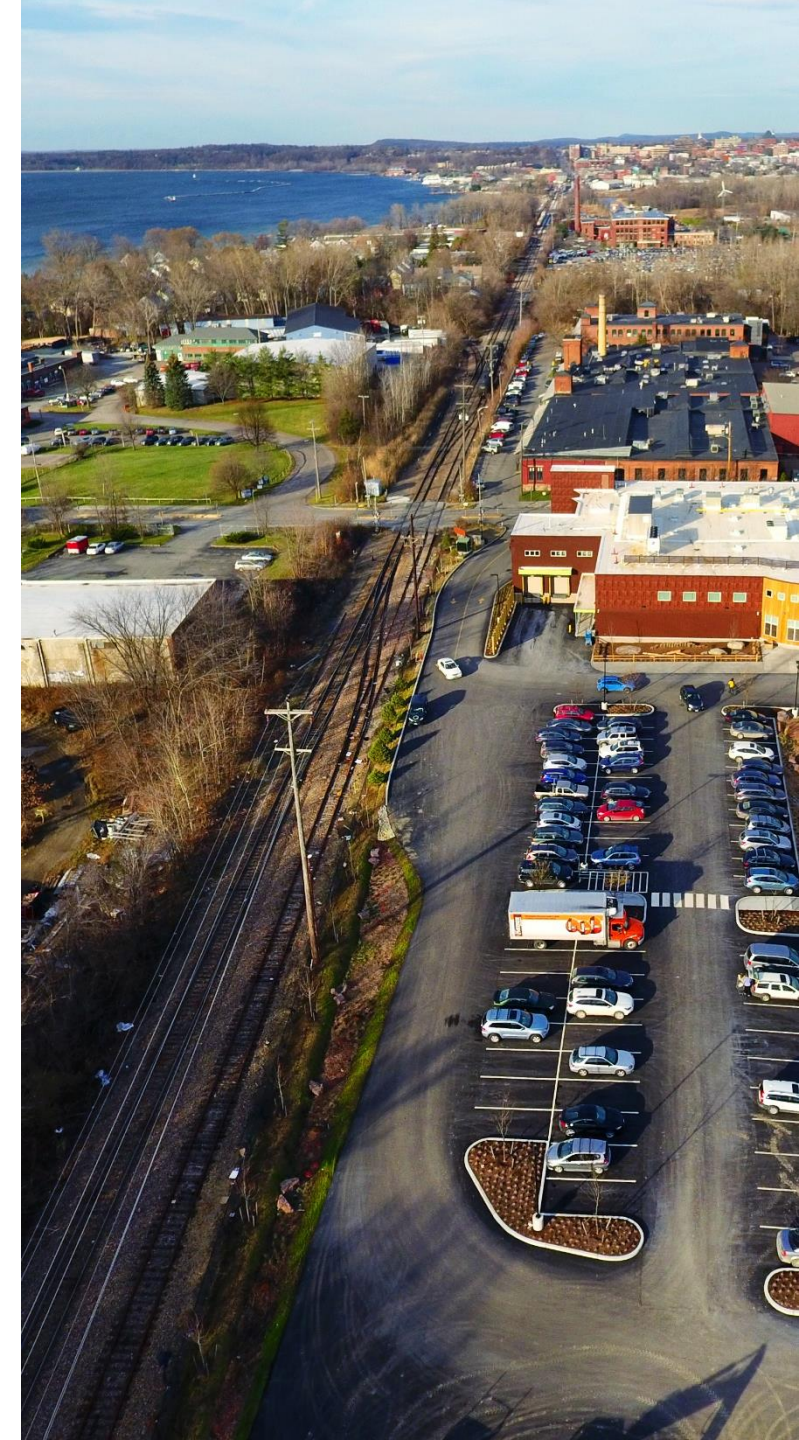
Potential Additional Location Under Consideration Adjacent to the McNeil Plant

- This location was originally set aside due to the fact that it is located on the New England Central Railway line north of the Burlington Waterfront in an area where VRS does not have track rights
- The location appears to work from a logistical standpoint
 - It is long enough to accommodate the train
 - No significant environmental constraints
 - It would accommodate the crew schedule
 - Shore power can be accommodated
- What will it cost and who will pay?
- What would be the timeframe to construct?
- The Agency is now adding this site to the mix for consideration



Amtrak Overnighting Decision Process

- Study completed by CCRPC and accepted by VTrans – July 2019
- Final Report is posted on CCRPC website:
<https://www.ccrpcvt.org>
- VTrans will be making the final selection on the preferred storage site for the Amtrak train taking into consideration:
 - Results from the CCRPC study
 - Public and stakeholder input including City, Vermont Rail Council, Amtrak and VRS input
- VTrans plans to make a decision on the train overnighting location by the end of the year
- Public input can be sent to daniel.delabruere@vermont.gov



Second Track on Waterfront

- 2016: VTrans and VRS began discussing rail operations need for second track with City
- City has requested explanation and justification for second track
- The second track, and most of related infrastructure (gates, signal houses, etc.) is proposed to be installed within the railroad right of way
- VRS controls access to the rail line for the Amtrak service and all rail operations
- VRS has stated the need is based on VRS service requirements including:
 - Maintaining freight services when the Amtrak Train is positioned at Union Station (regardless of duration)
 - Accommodating the VRS Dinner Train when the Amtrak Train is at Union Station (expected evening overlap)
- VRS has notified the State that they will be installing a second track regardless of the overnight storage location of the Amtrak train if the State does not advance the second track; it is within the rights of VRS, as the Rail Operator leasing this railroad from the State, to do so

Rail Project Design Elements:



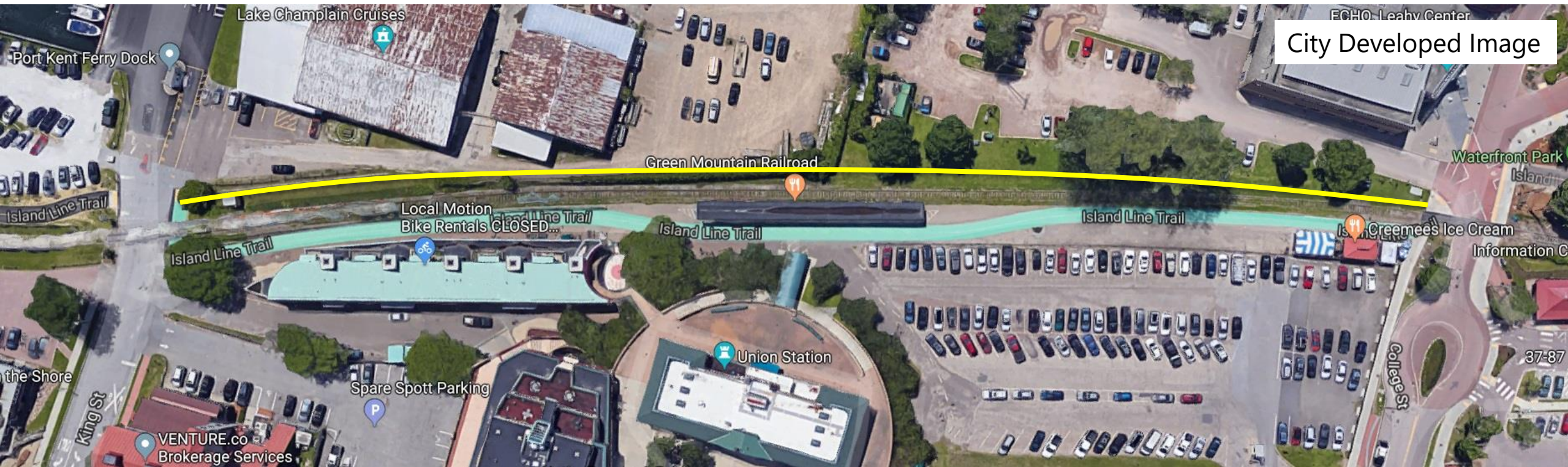
- The addition of the second track from south of King St to just north of College Street will occupy the railroad right of way for railroad functions

Rail Project Design Elements:



- Two track crossings at King St and College St with new quad-gates and signals
- The VTrans design team is working closely with the City to locate equipment (signals, gates, signal housing) where it won't conflict with Greenway relocation and other waterfront uses

Rail Project Design Elements:



- The State is working closely with the City on the Greenway relocation (yellow) with meetings being held every month to coordinate efforts
- The City has contracted with VHB to ensure a well-designed path prior to the finalization of the rail project designs

Rail Project Design Elements:



- VTrans seeking low-level platform approval from the Federal Rail Administration (FRA), including locating the canopy on east side of tracks for passenger loading and unloading (orange)
- The project will maintain North/South pedestrian travel on east side of tracks within the railroad right of way (yellow)

Rail Project Design Elements:



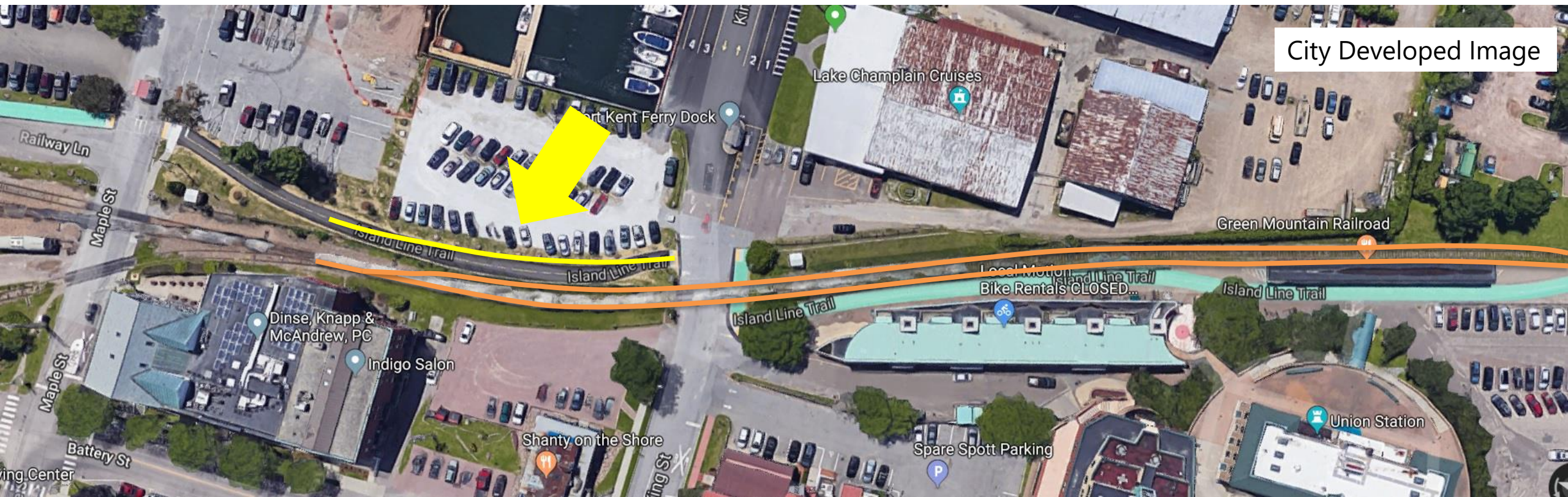
- If VTrans decides to overnight and service the train at Union Station, it will need truck access on east side for water, sewer, provisions, etc. (orange)
- In-ground water and sewer hook-ups were reviewed as an option, however the potential for freeze up of the stationary connections was found to be problematic

Rail Project Design Elements:



- New pedestrian alignment along West side of College Street to accommodate length of Amtrak train
- The City is seeking to minimize shift in sidewalk alignment along College Street

Rail Project Design Elements:



- The second track will start between Maple St and King St and will require previously rehabilitated Greenway to be relocated to the west

Amtrak to Burlington Rail Briefing

Ongoing Communications

- VTrans will develop a project website to provide up to date information
- The Agency will issue quarterly project updates through an email distribution link which will be built into the project website
- VTrans and City Staff will continue to meet on a monthly basis to coordinate the Amtrak project and the Greenway project
- At the invitation of the City Transportation, Utilities & Energy Committee the Agency will provide biannual updates on the project

Amtrak to Burlington Rail Briefing – Next Steps

- The City, through the Mayor's office, has requested additional information from VTrans regarding overnighting options and project impacts
- The City is expected to provide input to VTrans in December regrading the rail project in general, and Amtrak overnighting and servicing locations specifically
- VTrans plans to make a decision on the train overnighting location by the end of the year
- VTrans will be making the final selection on the preferred storage site for the Amtrak train taking into consideration:
 - Results from the CCRPC study
 - Public and stakeholder input including City, Vermont Rail Council, Amtrak and VRS input
- VTrans is expecting to complete designs for the project elements this winter and start construction in the Spring 2020



Amtrak to Burlington Rail Briefing

Transportation, Energy & Utilities Committee of the Burlington City Council

November 19, 2019

Questions & Comments

Public input can be sent to
daniel.delabruere@vermont.gov



Transportation, Energy and Utilities Committee of the City Council

Tuesday, November 19, 2019 6:00 PM

Burlington Police Department – Community Room 1 North Avenue – Burlington, VT

SIGN-IN SHEET

NAME	EMAIL
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<i>Rich Sharp</i>	<i>sharptherney@comcast.net</i>
<i>Ann Tans</i>	<i>Ann.Tans@Vermont.gov</i>
<i>A.B. Kell</i>	<i>Mr. Business Magazine</i>
<i>Kim Lane</i>	<i>the word - lang@usa.net</i>
<i>William Gattesman</i>	<i>billgattesman@comcast.net</i>

Please note that this sign-in sheet and any information provided on it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

Transportation, Energy and Utilities Committee of the City Council

Tuesday, November 19, 2019 6:00 PM

Burlington Police Department – Community Room1 North Avenue – Burlington, VT

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Transportation, Energy and Utilities Committee of the City Council

Tuesday, November 19, 2019 6:00 PM

Burlington Police Department – Community Room 1 North Avenue – Burlington, VT

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Cliff Baker	cliffbaker@gmail.com
CHARLIE BAKER	cbaker@ccrpe.org
Sophie Sauve'	ssauve@burlingtonvt.gov
John Bossange	johnbossange@gmail.com

Please note that this sign-in sheet and any information provided on it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

November 18, 2019

VTRANS is proposing to separate Burlington from its Lakefront. The most significant corridors to the Lake, down King Street, and down College Streets would be blocked by the expansion of the rail-yard beyond Echo, blocking Union Station, and as well as compromising access to the Ferry.....

As proposed this rail-yard extension, falsely associated with the return of Amtrak, will mean double tracks across King Street continuing all the way with double tracks across College St.. On these tracks the Vermont Railroad is planning throughout the day frequent freight train activity to make up, sort, and bang together its freight cars causing newly mandated railroad street gates to interrupt traffic, inevitably causing backups onto Battery Street as the cars try to get through to the ferry dock, and as cars, people, and the bus try to get down to the Echo Center and Park.

It is even proposed that Amtrak be over-nighted and serviced at Union Station. Such proposed servicing of Amtrak would mean trucks backing off of College Street from the Echo Circle, and on top of this danger to pedestrians, will be a constant threat of contaminating the area with raw sewage and diesel fuel. But this nightmare second track scenario is not the "fait de complete" some would have you believe it is.

Amtrak's Ethan Allen can come to, and leave Union Station on the tracks that are there right now. The Station's loading platform does have to be raised 8 inches, but that is it, that is the "fait de complete" that offers the city a return to passenger rail service without the loss of its lakeshore, its views, its open and safe access. And contrary to what some are telling us - VTRANS will listen to the recommendations of the Burlington City Council.

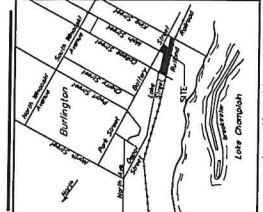
Your voice matters, and raising it will determine what the landscape on Burlington's waterfront is for the generations to come.

Respectfully submitted-

Rick Moulton

Rick@rickmoulton.com



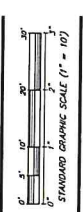


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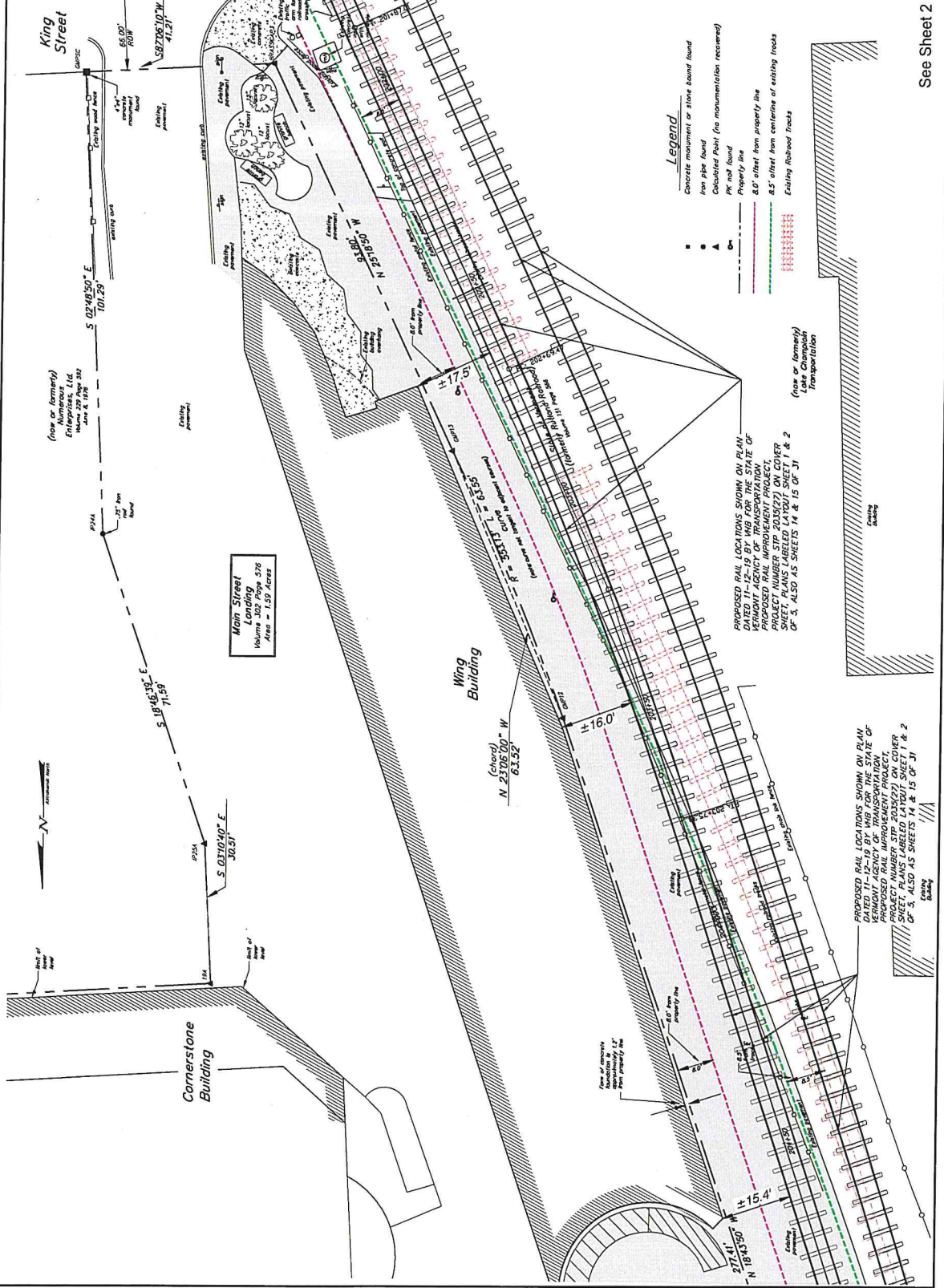
SOURCE DATA LEGEND:



Wing Building of
the Main Street
Landing, LLC
Property

NO.	REVISION/COMMENTS	DATE

SKETCH PLAN	
DATE OF SHEET: 11/17/2019	DESIGNED BY: [blank]
DRAWN BY: [blank]	CHECKED BY: [blank]
PROJECT NO.: 13288	SHEET: 1" OF 2
DRAWING NO.:	SHEET NO.:



Carl H. Fowler

Railvt@comcast.net

UPDATED NOTES ON THE AMTRAK STORAGE FACILITY DISPUTE

November 18, 2019

Of course, Union Station is the proper, indeed the only logical point, for the Burlington Amtrak station/platform, but that should not mean the conversion of the waterfront to a railroad yard. This terrible result will happen only if the VTRANS and Vermont Rail System (VRS) proposal to construct a second (passing) track, and passenger train fueling, cleaning and sewage service location at Union Station/Main Street Landing proceeds. This is a multi-million-dollar debacle!

The city (and state) should oppose this terrible plan. A far better option is available at St. Albans.

- *Several specious objections have been raised to oppose the selection/use of any other servicing site.*

These basically boil down to the contention the train will not come to Burlington if it is not serviced at Union Station; that there is no place for the train at the (far better) St. Albans location; that the Amtrak crews can only get their legally required rest if the train terminates at Union Station; that the track on the New England Central RR (NECR) Burlington to Essex Junction branch is unsafe for passenger trains and/or cannot be fixed in a timely fashion; and that in any event the railroad/VTRANS cannot even be advised against this folly--because VRS can supposedly assert "rights of pre-emption" against anything the city (or state) might wish other than compliance with their plans for a new siding/passing track at Union Station.

All these arguments are addressed and refuted below:

- *The Amtrak ETHAN ALLEN train will come to Burlington no matter where the trainset is serviced overnight.*

The ETHAN ALLEN is a "state supported" train. This means Amtrak runs it solely on the request (and in the receipt of the needed operating monetary support) of one or more states. In the case of the ETHAN ALLEN, Vermont and New York are those states. Amtrak would not provide any service over the ETHAN ALLEN route (at least north of Whitehall, New York) were it not for the states' service request/contract and assured financial support. Such trains go to where the sponsor(s) ask for them to go--as long as the operational conditions below are met.

Amtrak needs access to track that is safe for passenger operations; has a station/platform at the terminus to load and unload riders; and, somewhere near the end of the line, provides access to a place to conduct the needed overnight servicing of the train; and that servicing must come with sufficient time-off for its crews to have at least eight hours rest between shifts. There is no requirement that facility it be right at the platform site, indeed around the country Amtrak trains generally go to a near-by yard to be cleaned and serviced after arrival at any given terminal--think the VRS Burlington yards or even better the St. Albans yards of the NECR and/or as soon as possible VIA Rail Canada's facilities in Montreal.

- ***Vermont cannot just withdraw its request to run this train.***

Since 1996 we've taken over \$70,000,000 in Federal grants for improvements to the state-owned VRS' mainline to permit this promised Amtrak route to begin. If we do not implement this passenger service, we will need to repay the Federal government for that support. But nowhere did we promise that Union Station would be the terminal servicing point--only that the train would make a stop at Union Station in Burlington. It can clearly be cleaned and serviced elsewhere.

- ***The argument that there is no room to do this train-servicing work in St. Albans is simply not credible.***

If both Amtrak trains were serviced at the already existing Amtrak St. Albans facility, there would be a need to do the work on one train before the other. Our Amtrak train schedules can be easily set to accommodate this requirement. More than enough track capacity exists either behind the roundhouse and/or in adjacent the Italy Yards, to store an additional 600-foot passenger trainset. The VERMONT is presently the sole occupant overnight of a better than 2000-foot-long track. The combined length of both Amtrak trains will not exceed 1300 feet.

- ***The supposed shortfall in the crews' required rest-time ("hours in service law") argument against going to St. Albans (and as soon as possible to Montreal), is also a red herring.***

Everything depends on what becomes the new schedule of the ETHAN ALLEN.

If the train left New York at 915-945AM it would arrive St. Albans at 600PM. Southbound it could leave 6-8AM. My suggested departure is at 700AM, which allows for a 13-hour interval between arrival one day and departure the next. In all cases the required 8 hours of crew time off would be easily met--indeed the 10 hours needed if the crew was somehow on-duty for 12 consecutive hours, would also be met. The current layover time in St. Albans for the VERMONT is only 12 hours/25 minutes (850PM-915AM), which is shorter than what I propose for the ETHAN ALLEN.

- ***The entire route from New York via Burlington to St. Albans is already cleared for passenger service, except for the 7.9 miles between Burlington and Essex Jct. That connecting branch line requires only modest upgrades to permit either 25 or 40mph passenger operations.***

Indeed, the Amtrak train could proceed as a "dead-head" (empty) movement beyond Burlington, to be serviced in St. Albans, immediately--but running the train empty would squander potential regional/commuter rail ridership. If Vermont adopts the suggested schedule above, the train would depart Burlington northbound daily at 500PM, arriving Essex Jct. at 520PM and St. Albans at 600PM. The next morning southbound the train would leave St. Albans at 700AM, stop at 730AM in Essex Jct. and arrive Burlington at 750AM--thus allowing an 800AM departure for New York. This facilitates a regional passenger rail experiment by allowing day/commuter-trips to/from all stops between St. Albans, Essex Jct. Burlington, Middlebury and Rutland. Trains could also run from Montpelier to Burlington and points south.

At present the Essex Jct. branch line has a Class One track rating--meaning 10mph is the top passenger speed limit. This is clearly not desirable for use by a train with passengers on-board, but it would permit an empty "dead-head" move to the yards in St. Albans. An upgrade to Class Two track, (requiring installing new ties, more rock ballast and some new rail), would permit 25mph passenger speeds. A probable cost for this is in the \$4,000,000 range. An upgrade to the best-case Class Three track standard would call for installing welded rail on the branch, as well as doing the Class Two upgrades. Then the

cost is probably about \$7,000,000. In theory 59mph speeds would be permitted with Class Three track, but with the many bridges, grade crossings and the narrow Winooski River Canyon along the branch, 40mph is the top likely speed. At current Class One conditions, the running time Burlington to Essex Jct. would be a noncompetitive 55 minutes (unless the train moved empty). But at Class Two this drops to about 18-20 minutes and at Class Three to about 15 minutes. There is no need to rebuild the north end tunnel or the bridges to allow a passenger run.

The upgrade of the Essex Jct. branch is a priority in the Five-Year State Rail Plan, but VTRANS has not requested the funds to do the work.

- ***The result of not fixing this short stretch of railroad, when the ETHAN ALLEN finally reaches northern Vermont, will be two disconnected passenger routes, separated by only 7.9 miles of slow track.***

Unless the repairs/upgrades to the Essex Jct. branch are prioritized by VTRANS, the ETHAN ALLEN and VERMONT routes will remain unable to cross-support each other. Not to do this work is a travesty and the need for a good place to service the ETHAN ALLEN is the obvious reason to proceed now. When completed, riders could go not only to/from St. Albans, but also to/from Montreal from either Vermont Amtrak route. Daytrips for Canadians would be possible to Burlington, Vergennes, Middlebury and even Rutland. It is hard to over-estimate the tourist value of this to Vermont.

- ***The ETHAN ALLEN cannot reach Burlington before late summer/early autumn of 2021 at the earliest and the spring of 2022 is most likely.***

This is due to the time needed to complete the complex new tunnel project in Middlebury and to construct a station there. We have the time to fund and accomplish this work before then, if requested and approved this year.

- ***The real cost of the Union Station project will approach, if not exceed, \$2,000,000.***

It requires two new switches, an 800 foot + new passing track, two sets of new four quadrant gates, the new platform, a "Hot Start" electrical hookup, a rebuilt access route to the new platform and ultimately bike-path reconstruction. If the new track/service center is not constructed at Union Station, only raising the platform to 8 inches above the railhead is required for the ETHAN ALLEN to stop at Burlington. VTRANS study figure of \$300,000 +/- is for raising the platform and electrical connections only. They conceal the rest, by claiming the second track will be built no matter what happens with Amtrak.

- ***If the state will not prioritize immediately the upgrade of the track from Burlington to Essex Jct., then in the short-term the Burlington yards remain the best place to service Amtrak (even if VRS must clear one track in the yards of 10-15 stored tank cars!).***

VRS has kept its Dinner Train (which is even longer than the ETHAN ALLEN trainset) in the Burlington yards from May through October for the past two years. It also stored the even longer 2017 AAPRCO passenger train for several days. But if we take Amtrak to St. Albans VRS has no such problem!

- ***Neither Union Station, nor the land in the lakefront park corridor (Urban Reserve), should even have been considered. The city must beware of being drawn into the trap of playing one neighborhood against another.***

No location in Burlington other than the short-term use of the VRS Burlington yards is acceptable on the most basic environmental grounds. Servicing a passenger train is a major industrial function.

- ***Adding the passing (second) track at Union Station assures passenger trains will be present between King and College Streets all night/every night, and that freight trains will use it for a large part of the daytime as well.***

VRS will be able to switch and assemble freight trains using the newly added track capacity, and, the platform track will also see the servicing, and loading/unloading of the VRS Dinner Train during many afternoons/evenings as well.

- ***This terribly planned project creates a truly industrial waterfront.***

By day there will be increased noise, diesel fume pollution, street blockages and at least some danger of derailments; as freight trains are parked on the new line, then switched and rearranged. By night the tiny access along the side of the Amtrak platform will see use by trucks pumping sewage; passengers with luggage loading and unloading from the Amtrak train; car cleaners working on the coaches through the night; fuel trucks coming to refuel the engines at both ends of the train (and the possibility of spills); and diesel engines will be idling within 8 feet of peoples' homes. On very cold nights this will happen all-night long. Between freight car switching by day and the passenger train servicing by night, the residences at Union Station will become uninhabitable and impossible to sell. Public buyouts will be required, a further hidden cost.

The waterfront will be rendered from a place of peace and beauty to an active railway yard.

- ***The argument that VRS can do what it wants at Union Station/Main Street Landing--because of its theoretical "right of pre-emption"--is speculative in the Burlington case.***

This presumes VRS would choose (or be allowed) to defy the will of Burlington--if the City Council acts by voting to oppose this plan-- and/or if VTRANS intervened.

- ***Vermont, not VRS, owns the former Rutland RR's original right of way.***

This is leased to VRS. In the case of the Shelbourne railroad land-use controversy, VRS' prevailed in its development dispute with the town because VRS directly owned the land where they wanted to locate their new salt shed. Thus VRS' Federal right to the pre-emption of local wishes was clear. In the Union Station situation there is room for the situation to end in a different way. VRS might win, but its case would at least not be strengthened if both the city and state were opposed. Easement rights at the site were also a part of the redevelopment plan long since completed at Main Street Landing.

- ***If an expensive Amtrak servicing center is built on the Burlington waterfront, we all must understand that the train will go no further—permanently!***

It would be too embarrassing to spend so much money and then abandon the newly built facility. VTRANS Secretary Joe Flynn has noted that they will not support a plan opposed by Burlington. No neighborhood should be degraded to construct an inappropriate extension of the existing Burlington railroad yards three blocks north into the park, boat, ferry and museum space along Lake Champlain.

The City of Burlington should express its opposition to this terrible project!

Tracking Harm: Health and Environmental Impacts of Rail Yards

THE Impact Project Policy Brief Series

January 2012



Trade, Health and Environment Impact Project
www.theimpactproject.org

Introduction

This report examines the role of rail yards in the goods movement system. Shipping containers arrive at marine ports and are transported to local rail yards by truck, and then transferred to trains for travel to their final destinations elsewhere in the country. This report highlights the health and community impacts from rail yards that are located in close proximity to homes, schools, and other sensitive receptors. Furthermore, the brief also draws upon the experience of environmental justice and public health organizations to suggest policy solutions for reducing harmful impacts from rail yards.

The Railroad Industry

The country's two largest freight railroads operate primarily in the western United States. These are BNSF Railway Company, which operates 32,000 route miles in 28 states and Union Pacific Corporation, which operates 32,100 route miles in 23 states¹. In California these two railroad companies operate 18 major rail yards. The largest freight railroads operating in the rest of the country are Norfolk Southern and CSX. *Figure 2* lists the operational revenue of the country's top railroads in 2008.²

Rail Yards

Southern California has the country's busiest container ports, with large volumes of international trade, much of it from Southeast Asia³. Once the containers arrive at the Ports of Los Angeles or Long Beach, they move to their destinations by truck or by train. Close to 50% of the goods entering these two Ports are destined for east of the Rockies – and will get there by rail,⁴ through one of the following scenarios. This always involves the container going to a railroad or intermodal facility. A rail yard or intermodal facility is a location where containers are moved from one mode of transport to another. For example, from a truck to a train or vice versa.

- (1) A container comes into the ports and is transferred from a ship to a train, which leaves the port property and hauls the containers out of California.
- (2) A container comes into the ports and is transferred from a ship to a truck, which then travels to a local rail yard where the container is placed onto a train, hauling containers East or North; the yard may be 5 to 20 miles from the ports.
- (3) A container comes into the ports and is transferred from a ship to a truck, which heads to a distribution center or warehouse, or to a "transload center." A transloading center can

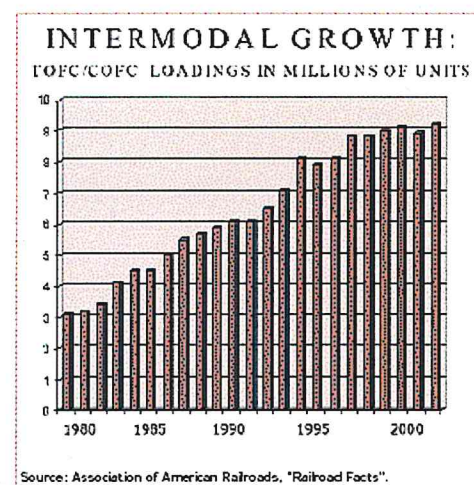


Figure 1

be a private warehouse center or a U.S. Customs warehouse. These facilities may be anywhere from 5 to 20 miles from the ports. At these facilities, the contents of the 40-foot international containers are repackaged and placed into larger 53-foot containers (saving retailers shipping costs) before heading to a rail yard to be placed on a train.

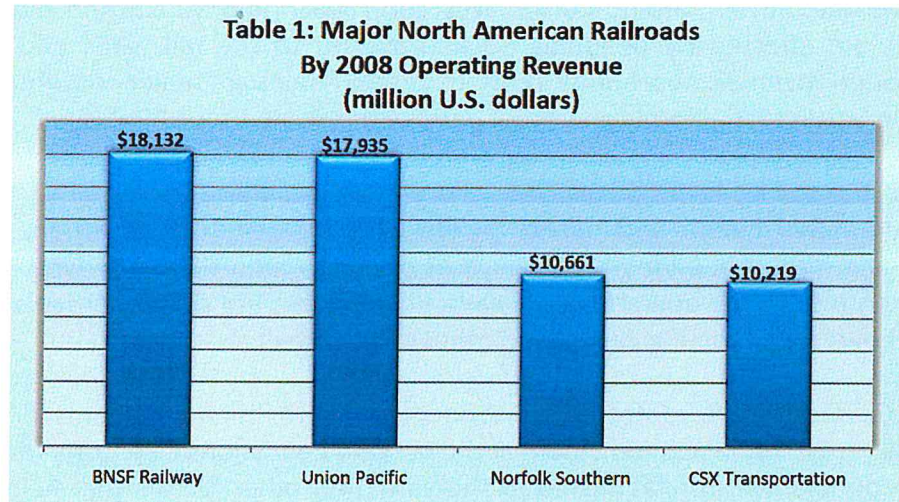


Figure 2

Rail yards employ a variety of equipment and vehicles that operate on diesel fuel. These include trucks, cranes, yard hostlers, switch locomotives, and line-haul locomotives. Switch locomotives move trains around the yard; line haul locomotives haul freight long distances.

Figure 1 shows the tremendous growth in intermodal rail traffic over the past several decades. Although cargo volume decreased recently because of the economic downturn, recent port projections see a steady rise in cargo growth that is projected to triple by 2030⁵. Due to the projected growth and the fact that existing local rail yards are reaching capacity, numerous railroads are proposing expanding existing yards and building new rail yards. Many of these yards are being proposed in close proximity to places where “sensitive receptors” live, learn, or play — homes, schools, nursing homes, day care centers, and parks.⁶

Case-Study - BNSF Hobart

BNSF’s Hobart rail yard in Commerce, California is the largest rail yard of its kind in the United States. The 243-acre yard, which BNSF says has reached capacity, handles 1.5 million containers a year. The facility is classified as an intermodal yard, meaning inside the yard containers are transferred from trucks, which travel the 20 miles from the port, to rail for distribution across the country.

According to a Health Risk Assessment done by the California Air Resources Board, communities living near the yard are exposed to an increased risk of 250 chances in a million of developing cancer. It is estimated that 315,000 people are exposed to an excess cancer risk of at least 10 in a million (the Environmental Protection Agency’s acceptable risk) around the BNSF Hobart rail yard.¹

Source: Li, W. (2007). Health Risk Assessment for the BNSF Railway. Hobart Railyard. California Environmental Protection Agency and California Air Resources Board. www.arb.ca.gov/railyard/hra/bnsf_hobart_hra.pdf

Community Impacts

Communities in the California South Coast Air Basin in close proximity to rail yards include the cities of Colton, Commerce, East Los Angeles, Industry, Lincoln Heights (in the City of Los Angeles), Riverside, San Bernardino, Carson, West Long Beach, and Wilmington. Many additional communities are affected by polluting trucks traveling to the rail yards and locomotives crossing through their neighborhoods. These trucks and trains are major contributors to traffic congestion in Southern California and other parts of the South Coast Air Basin.

Operation of the trucks, locomotives, and yard equipment that service rail yards negatively affects communities' health and quality of life with increased air pollution, noise, traffic congestion, and industrial blight. Most rail yards operate round-the-clock, with stadium style lights allowing night-time operations. Of particular concern are diesel particulate emissions, which have been linked to lung cancer and other health effects.⁷

In 2005, the California Air Resources Board conducted Health Risk Assessments for the 18 major California rail yards. This assessment looks at the rail yard's emissions inventory, wind dispersion data, where people live in relationship to the yard, and other factors that help the agency calculate the increased cancer risk caused by rail yard operations, including the emissions from diesel engines operating at the rail yard. The HRAs found that in total, the 18 rail yards are responsible for 210 tons of diesel pollution emissions a year, posing a significant public health risk and putting more than 3 million people at an elevated risk of cancer.⁸ Four of the rail yards (see Figure 3) pose an excessive cancer risk of 500-3,300 chances per million. This means that people living in close proximity to the rail yard have a higher risk of cancer compared to other residents who do not live near the yards.

Figure 3.

Rail Yard	Location	Total Cancer Risk PMI (point of max. impact)
BNSF	<i>San Bernardino</i>	3300
4 rail yards combined (UP and BNSF)	<i>Commerce</i>	3000
Union Pacific	<i>Roseville</i>	1000
Union Pacific	<i>Oakland</i>	640

Regulatory Issues

Communities across California have struggled to implement more stringent regulations on locomotives and rail operations, due to overlapping regulatory authority between national, state, and local entities. In 2004, community organizations worked to pass state legislation that would require the rail companies to reduce their emissions to levels that would protect public health. The rail companies countered that the state could not regulate locomotive emissions.⁹ In lieu of regulations or state legislation, the California Air Resources Board, BNSF Railroad, and

Union Pacific Railroad entered into a voluntary agreement without public process or input, and continue to use this type of agreement as their strategy for addressing emissions from rail yards and locomotives. Environmental justice organizations believe that this approach does not adequately reduce health and community impacts, and have continued to advocate for emission reduction regulations.

Community Action for Change

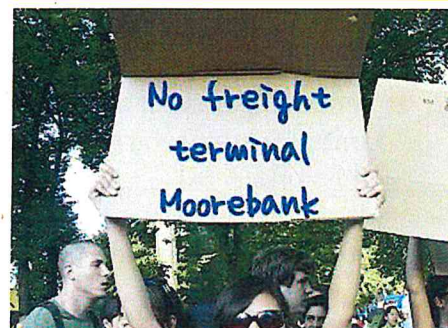


"I have lived in the Ayers Neighborhood in the City of Commerce for 33 years. For some time the noise from the locomotives and other equipment used in the rail yard has become unbearable. The constant beeping, tire changing, drilling, and banging on the containers, only to name a few. The noise from the locomotives can vary but will usually happen at night, typically running 2 or 3 engines at the same time about every hour at full speed. All of this affects how and when we go outside, how much rest we get and how much noise we will be exposed to. I am concerned about the smoke from the idling engines and what effect it will have on my health."

-Maria Vargas, resident

Over the last eight years, community members living in environmental justice neighborhoods have engaged in efforts to reduce pollution and adverse health impacts from rail yard facilities and related operations. Thousands of people have participated and testified in hearings, public meetings, and briefings. Communities have taken direct action throughout Southern California from San Bernardino to Commerce to West Long Beach to raise awareness on the impact that rail yard activity has on their health and quality of life. Community members have conducted demonstrations and protests that have elevated the public policy debate. In addition, they have mounted a billboard campaign to draw attention to diesel pollution near the rail yard in San Bernardino.

Rail yard pollution is certainly not just a California problem. Chicago has some of the largest rail yards in the United States and organizations there are beginning to evaluate the risks. Residents in Kansas are fighting for a more detailed environmental review on a large new intermodal rail yard in their state that would be the destination for cargo on BNSF trains from Los Angeles on their way to the Midwest. In Australia, more than 1,000 residents turned out to protest what is touted to be the largest intermodal facility in Australia, The Moorebank Terminal.^{10 11}



Policy Recommendations

The operations of rail yards and the passing diesel trucks through communities on their way to the ports and rail yards also impacts health and quality of life in adjacent communities. Policy makers and the railroad industry need to act responsibly to reduce impacts from rail yard operations. The Impact Project is committed to zero emissions technologies and regulations across all stages of goods movement. Policy recommendations to reduce rather than eliminate emissions should be considered important interim steps towards achieving zero emissions.

Promising policies and solutions that can be implemented include:

1. Strengthen federal regulation of locomotives
 - › The Federal Government should strengthen federal regulation of emissions from the railroad industry. The 1990 Clean Air Act amendments give the U.S. EPA the power to adopt emission standards for new non-road engines including locomotive engines. Existing locomotive regulations have given too much time to the railroads to clean up the diesel emissions. Emission reductions should all be toward the goal of zero emissions.
2. Seek federal authority to allow additional state and local regulation of locomotives
 - › The Federal Government should give states and local government or regional environmental agencies additional authority to address local air pollution caused by rail yards.¹²
 - › Change regulations to allow rail yards to be regulated as stationary sources, so that local government agencies such as Air Quality Management Districts have the ability to control emissions.
3. Strengthen state regulation of rail yard equipment

U.S. EPA has confirmed that state regulation of rail equipment other than locomotives (such as older, polluting switch locomotives) is not preempted by federal law and these technologies are subject to regulation by California and other states¹³. We recommend that states:

 - › Require railroads to replace all diesel fuel switch locomotives, cranes, yard hostlers, trucks and equipment with zero emission electric power equivalents or other lower emission technologies as soon as is feasible.
 - › Mandate that all switch locomotives, cranes, yard hostlers, trucks, and equipment use the maximum achievable air pollution control technology.
 - › Mandate the use of alternative technologies such as Advanced Locomotive Emissions Control System which uses an exhaust hood to capture and scrub clean the smoke stack emissions.¹⁴
 - › Mandate that rail yards incorporate a 100% closed loop vapor recovery system in all diesel fuel storage tanks to prevent release of fugitive emissions.
4. Use land use rules and alternative transportation strategies to limit health impacts

- › The California Air Resources Board created land use guidelines that include “Avoid siting new sensitive land uses within 1000 feet of a service or maintenance yard.”¹⁵ The guidelines also state that: “Within one mile of a rail yard, consider possible siting limitations and mitigation approaches.”¹⁶ These guidelines should become mandatory, and should work in both directions. That means that a new rail yard should not be allowed to be sited within one mile of sensitive receptors.
 - › Eliminate near-dock rail yards, and instead use on-dock rail that transfers a container directly from a ship onto a train. For existing near-dock rail yards, transition to zero-emissions equipment.
5. Use city and county level measures
- › Cities/Counties have the right to refuse to issue business licenses. They can also refuse requested waivers, variances and conditional use permits, or refuse to permit facility expansion.
 - › Cities/Counties can revise master plans to limit certain types of industry growth.
 - › Cities/Counties can establish a facility truck operating capacity limit. This limits truck traffic, congestion, and accidents.
 - › Cities/Counties can charge extra street maintenance and repair fees for truck usage which causes a 50% reduction in the life of the public infrastructure.
 - › Cities/counties can require lower lighting and light deflectors to prevent light intruding in fenceline residential areas.
 - › Cities/Counties can restrict truck routes, and post no stopping and parking signs.
 - › Cities/Counties can restrict hours of operation to limit noise to nearby residential areas at night, as well as require sound barriers and higher walls.
 - › Cities/Counties can impose decorative block walls, fences, container/cargo storage height requirements, landscaping and weekly street cleaning.
 - › Cities/Counties can charge higher license fees which can be used to mitigate environmental, public health, community, public safety, city economic cost impacts such as extra city services support for police, fire department, public safety, business site inspections and city utilities whereby the city and residences pick up the majority of costs for new power plants, transmission lines etc.
 - › Cities/Counties can designate where facility entrances, gates, and parking lots are located.
 - › Cities/Counties can require Emergency Response, Evacuation and Public Care Plan.
6. Require additional air quality monitoring and public notification from federal, state and regional air regulatory agencies
- › Air quality agencies can perform 24/7 real time air quality monitoring at and nearby rail yard sites. This includes monitoring hot spot areas in fenceline communities.
 - › Agencies can monitor all Criteria Pollutants and volatile organic compounds (VOCs) and Hazardous Air Pollutants.
 - › Agencies should release findings of incident and violation reports to the public.
 - › Agencies should publish an annual compliance and incident report.
 - › Agencies can require a Health Impact Assessment, Community Nexus Impact

Assessment Study, Project Cost-Benefit Analysis, Public Health Care Mitigation, Alternative Green Technologies Assessment Study, Emergency Response, Evacuation and Public Care Plan and Updated Hazard Risk Assessment as part of the permit process.

Conclusion:

Passenger and freight rail both have important roles in a more sustainable transportation system. But rail will not be truly “green” as long as environmental justice communities near rail yards, intermodal facilities, and rail line tracks are subjected to high burdens of pollution, and while federal law preempts local and state democratic processes from cleaning up the pollution. Affected communities have put forward solutions that would protect the public’s health, advance clean technology, and make railroads better neighbors. It is time for federal, state, regional, county and city officials, and the railroad companies to bring the railroad industry into the 21st century and end rail negative environmental, public health, public safety, and economic impacts.

Acknowledgements

Written by Jocelyn Vivar, East Yard Communities for Environmental Justice and Mark Vallianatos, Urban & Environmental Policy Institute (UEPI), Occidental College. Photo credits: East Yard Communities for Environmental Justice and Center for Community Action and Environmental Justice. This brief is part of a series of policy papers on goods movement produced by THE Impact Project, <http://www.theimpactproject.org>. Funded by The Kresge Foundation and The California Endowment.



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- 9 Kracov, G. (2010, Spring). Who's regulating emissions from California's trains and rail yards? *Environmental Law News*.
- 10 Street Corner Southwest Sydney. Liverpool residents mass rally NO freight intermodal Moorebank. August 15, 2010. <http://www.streetcorner.com.au/news/showPost.cfm?bid=18631&mycomm=SW>
- 11 Tarasov, A. (2009, November). Moorebank freight terminal to be biggest in Australia. <http://www.liverpoolchampion.com.au/news/local/news/general/moorebank-freight-terminal-to-be-biggest-in-australia/1680058.aspx>
- 12 The California Air Resources Board's authority over rail yard and locomotive pollution comes from the State Health and Safety Code: the board shall adopt and implement control measures that are necessary, cost effective, and technologically feasible for mobile goods movement sources including heavy duty motor vehicles, utility engines and locomotives, unless preempted by federal law [California Health & Safety Code 43013, 43018].
- 13 Federal Register. Vol. 72, page 15971 (2007, April 3).
- 14 Advanced Locomotive Emissions Control System. www.advancedcleanup.com
- 15 California Air Resources Board. (2005). Air Quality and Land Use Handbook: A Community Health Perspective. <http://www.arb.ca.gov/ch/landuse.htm>.
- 16 Same as above.

Exhibit NN



Place: Conference Call; AOT Davis Conf
Rm N514 & Burlington DPW

Meeting Notes

Date: November 26, 2016

Notes Taken by: VHB

Project #: 57829.00

Re: Burlington STP 2035 (15) Burlington Rail Projects Meeting

ATTENDEES

- City of Burlington DPW: Dave Allerton, Senior Public Works Engineer, Martin Lee, Public Works Engineer
- VTrans: Dan Delabruere, Rail Program Manager, Paul Libby Senior Project Manager
- VHB: Scott Burbank, Project Manager, Megan Suffel, Transportation Consultant

NOTES

1. Diagnostic Meeting Notes

a. General Project Sheet

- i. With the addition of the passenger train in Burlington, VHB has come up with a new rail alignment that passes through the existing bike path along the east side of the existing tracks. This is required due to the passenger train's need to be parked between College Street and King Street overnight and the fact that the existing freight train will need to be able to pass through this area as well while the passenger train is parked overnight.
- ii. There is another alternative to have the double track cross at King Street, but the State believes that the College Street double track crossing is more likely to move forward to Final Plans.
 1. Rights will need to be obtained by NECR as the College Street crossing is the intersection of VTR and NECR.
- iii. The upgrades to College Street and the addition of the new rail tracks and passenger platform will need to be done simultaneously.

b. Plan Discussion

i. Layout Sheet

1. Due to the need to add an additional track, the bike path cannot be on the east side of the existing tracks and needs to be moved.
 - a. The bike path is currently in the railroad right-of-way and the agreement between the City and the State allows for the State to utilize the railroad right-of-way for rail operations.



Ref: 57829.00
October 26, 2016
Page 2



Meeting Notes

- b. If the bike path was to be relocated to the western side of the railroad right-of-way there would be a similar agreement with VTrans.
 - c. The relocation of the bike path would not be part of this project, nor is it the responsibility of the State to specify a new location for the bike path. The State has asked VHB to provide a suggested location on the current plans but it will be up to the City to come up with the design and obtain right-of-way from other property owners.
 - i. Based on the right-of-way lines obtained from the railroad Val Sheets, the proposed bike path alignment does not fit on the railroad right-of-way and some is on the Pecor Property.
 - 2. The approach to cost sharing should be looked at as if there was no crossing only a railroad, the State is responsible for the track, ballast, and subgrade. With the addition of the roadway the State is responsible for the rail-highway crossing components (flange seal, precast panels, pavement, signage, and pavement markings) the other features such as the sidewalk, curb, and stormwater drainage would be the financial responsibility of the City.
 - 3. The plan sent to Martin showing the double track at College Street reflects the options discussed at the on-site meeting earlier this year regarding sidewalk placement, signals, detectable warning surfaces, etc.
 - a. This location is not under the quiet zone regulations and the 12" LED signals will be equipped with a bell, which will be consistent with the King Street Crossing.
 - ii. Drainage Sheet
 - 1. The plans are still very preliminary.
 - a. There are no inverts for any of the pipes.
 - b. Water lines and underground electric have been put into the plans based on the previous plans provided by the City DPW and may not reflect their exact location.
 - i. VTrans will look through their property management plans of the area and see if they have more accurate locations of the utilities crossing the railroad right-of-way.
 - 2. VHB has not done an analysis of the hydrology in the area and therefore is only showing two drop inlets immediately adjacent to the railroad crossing on the east



Meeting Notes

Ref: 57829.00
October 26, 2016
Page 3

side of College Street and does not know if additional drop inlets would be required further up the hill (east) on College Street.

- a. The City will reach out to its stormwater resources and see if they already have this area modeled and will send it to VHB for further analysis.
3. The 30" pipe running east to west down College Street will be impacted regardless of the number of tracks at the crossing.

c. Schedule

- i. The goal is to start working on full design as soon as possible. Once design is started there would be three plan submissions; Preliminary, Final, and Contract.
- ii. Construction is projected to begin the summer of 2018 but could potentially be pushed back to 2019 if there are any delays.
- iii. VTrans has a deadline to get Amtrak to Burlington by 2020, but they are hoping to be ahead of that timeline.

d. Cost Sharing

- i. There has not been a preliminary cost done for the project.
- ii. VTrans to take a preliminary look at what the cost sharing would be and get back to the City for a discussion.
 1. The City will most likely be responsible for the stormwater improvements, removal and replacement of trees, curbs and sidewalks, and the relocation and design of a new bike path.

e. Next Steps

- i. The City will present the new concept plan to Chapin Spencer and Jesse Bridges to get their thoughts.
- ii. VTrans will speak to both railroads and settle on the final alignment of the new rail line.

The recorder has attempted to summarize discussions held during this meeting as accurately as possible. If there are any items that are misrepresented, please contact the recorder within ten working days. In the absence of any corrections or clarifications, it will be understood that these notes accurately summarize the discussions at the meeting.

Exhibit OO

From: Flynn, Joe
Sent: Wednesday, December 12, 2018 9:13 PM
To: Boomhower, Michele
Cc: Delabruere, Daniel; Flynn, Joe
Subject: Re: Agenda for Meeting with the Mayor of Burlington

I can't imagine why the city would opt for what seems like a pointless battle with Melinda parking the train in the center of town when it could overnight a few hundred yards north and out of the way. Yes, it will be interesting.

Thanks

Sent from my iPhone

On Dec 12, 2018, at 21:08, Boomhower, Michele <Michele.Boomhower@vermont.gov> wrote:

The City does not favor that location. It will be interesting to hear from the Mayor.

Michele Boomhower
VTrans PPAID Director
Michele.Boomhower@vermont.gov
(802) 505-3480
Sent from my iPhone

On Dec 12, 2018, at 8:12 PM, Flynn, Joe <Joe.Flynn@vermont.gov> wrote:

Michele, when Dan and I met last week, we determined that Main Street Landing and the northern urban limits (right term?) scored equally. That location would put the train slightly north of Lakeview Terrace. All things considered that would seem to be the best selection.

Sent from my iPhone

On Dec 12, 2018, at 19:48, Boomhower, Michele
<Michele.Boomhower@vermont.gov> wrote:

Here are the topics for tomorrow Joe.

- Champlain Parkway
- Rail Work, Amtrak & Bike Path Coordination
- Railyard Enterprise Project
- Legislative Session
- Federal Funding Opportunities for Infrastructure
- Any Other Coordination Issues?

I'm up to speed on all of these and have been in regular communication with Chapin.

The key topic from our standpoint is the location of the Amtrak train. The Scoping Study identified Union Station as the preferred location, the City indicated they can live with that. Tomorrow we need to discuss the messaging with Melinda. The study will be finalized for public release once we have notified her of the outcome.

Wulfson met with the Mayor last week to let him know they would begin preliminary construction of the double tracking in front of Union Station next summer, with finalization in 2020. They indicated that the City should begin working with Pecor on the bike path relocation. Dave's setback from Union Station will be at the edge of the 8' offset that is required in our lease with her.

I've added Dan to this email in case he has anything additional.

Let me know if you have questions.

Thanks

Michele Boomhower
VTrans PPAID Director
Michele.Boomhower@vermont.gov
[\(802\) 505-3480](tel:8025053480)
Sent from my iPhone

Exhibit PP

From: Boomhower, Michele
Sent: Tuesday, February 05, 2019 9:04 PM
To: Chapin Spencer
Cc: Delabruere, Daniel; Susan Molzon; Norm Baldwin; shoughton@vrs.us.com; Boomhower, Michele
Subject: RE: Overnighting of Amtrak Train in Burlington

Chapin,

VTrans and VRS are working collaboratively to bring the sewer and water management for the train, overnighting at Main Street Landing, to fruition.

Please let me know where we stand on finalizing the report.

Thanks!

Michele Boomhower | Division Director
Policy, Planning & Intermodal Development (Aviation, Rail and Public Transit) Division
Vermont Agency of Transportation
1 National Life Drive | Montpelier, VT 05633-5001
802-505-3480
vtrans.vermont.gov



From: Chapin Spencer <cspencer@burlingtonvt.gov>
Sent: Friday, January 18, 2019 1:03 PM
To: Boomhower, Michele <Michele.Boomhower@vermont.gov>
Cc: Delabruere, Daniel <Daniel.Delabruere@vermont.gov>; Susan Molzon <smolzon@burlingtonvt.gov>; Norm Baldwin <nbaldwin@burlingtonvt.gov>
Subject: RE: Overnighting of Amtrak Train in Burlington

Hello Michele,

Thanks for this follow up. I'm replying to just VTrans and including a few key City staffers.

I am pleased to see the initial response from VTrans and VRS is promising on including water and wastewater utilities as part of this project. These utilities will not only reduce impacts of servicing the train to adjacent entities, but it should lower the ongoing servicing costs for Amtrak/State of VT into the future. In addition, it is our understanding based on the Amtrak train storage assessment that the Union Station site would be much less expensive than the Urban Reserve sites to develop for storage.

PW Senior Engineer Susan Molzon is the City's point of contact on this project. Susan is out today, but will be in next week. Dan, can you follow up with her then? I've attached the screenshots of our area utilities for both the Union Station and Urban Reserve locations. It's a 16MB file, so Dan please confirm that you've received it.

Michele, given that VRS is generally supportive of including water and wastewater infrastructure in this area, can the City finalize our recommended train storage location with the understanding that VTrans will advance this project with the goal of designing the water and wastewater utilities into the project? Let me know. Thank you.

Best,
Chapin

Chapin Spencer, Director
Department of Public Works
645 Pine Street, Burlington, VT
www.burlingtonvt.gov/DPW
802-863-9094

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

From: Boomhower, Michele <Michele.Boomhower@vermont.gov>

Sent: Tuesday, January 15, 2019 9:14 AM

To: shoughton@vrs.us.com

Cc: Delabruere, Daniel <Daniel.Delabruere@vermont.gov>; Wulfson, David <dwulfson@vermontrailway.com>; Flynn, Joe <Joe.Flynn@vermont.gov>; Chapin Spencer <cspencer@burlingtonvt.gov>; Boomhower, Michele <Michele.Boomhower@vermont.gov>

Subject: Re: Overnighting of Amtrak Train in Burlington

Perfect, I will have Chapin connect with Dan regarding the appropriate POC at Public Works. Let's keep this in mind as the double tracking project is designed.

Thanks

Michele Boomhower | Division Director
Policy, Planning & Intermodal Development (Aviation, Rail and Public Transit) Division
Vermont Agency of Transportation
[1 National Life Drive | Montpelier, VT 05633-5001](https://www.vermont.gov)
[802-505-3480](tel:802-505-3480)
vtrans.vermont.gov

On Jan 15, 2019, at 9:06 AM, Selden Houghton <shoughton@vrs.us.com> wrote:

Michele,

We have discussed having water and septic hookups along the track. I agree, it makes sense to incorporate this into the design is possible.

Selden

From: Boomhower, Michele [<mailto:Michele.Boomhower@vermont.gov>]

Sent: Monday, January 14, 2019 6:06 PM

To: shoughton@vrs.us.com; Delabruere, Daniel

Cc: Wulfson, David; Flynn, Joe; Boomhower, Michele; Chapin Spencer

Subject: Overnighting of Amtrak Train in Burlington

Chapin (copied here) just called to indicate that the Mayor is meeting with Melinda tomorrow morning. I indicated that the Secretary has conveyed to Melinda that we stand with the City in meeting their needs for overnighting the train (at Union Station or the Urban Reserve).

Chapin and his team are preparing a White Paper for the Mayor as part of the final decision making process of the City.

One item which has come up is the Sewer and Water servicing of the train at Union Station. Rather than having a truck come to service, is there a way for a direct pipe connection to City Sewer and Water which could be built into the project so as to avoid the off gassing and congestion of activity which could be associated with a septic truck service?

Chapin can send along utility access information as needed.

Dan, could this be worked in as a cost of the project if it is logistically feasible?

Please coordinate with Chapin directly on the details.

Thanks,
Michele

Michele Boomhower | Division Director
Policy, Planning & Intermodal Development (Aviation, Rail and Public Transit) Division
Vermont Agency of Transportation
1 National Life Drive | Montpelier, VT 05633-5001
802-505-3480
vtrans.vermont.gov

<image001.jpg>

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

Exhibit QQ

From: Burbank, Scott <SBurbank@VHB.com>
Sent: Monday, May 06, 2019 4:18 PM
To: Martineau, Joshua
Cc: Libby, Paul; Bussiere, Louise; Saladino, David
Subject: RE: [External] Burlington PLAT(3) WOR
Attachments: Burlington PLAT(3)_Phase B_Scope of Work & Budget Proposal.pdf

Hi Josh,

Per your request below, please find the attached updated scope and budget proposal for Phase B Engineering Services for the Burlington Station platform and siding.

Please feel free to contact us if you have any questions.

Thanks,
Scott

Scott E. Burbank
Director of Structures - Vermont

P 802.497.6157
www.vhb.com

From: Martineau, Joshua <Joshua.Martineau@vermont.gov>
Sent: Wednesday, May 1, 2019 8:15 AM
To: Burbank, Scott <SBurbank@VHB.com>
Cc: Libby, Paul <Paul.Libby@vermont.gov>
Subject: RE: [External] Burlington PLAT(3) WOR

Scott,

I have reviewed your scope and fee. Please amend your scope and fee to only the design phase through advertisement, Phase B of your current scope. Resubmit by end of day Monday May 6.

Josh Martineau, Project Manager, Rail & Aviation Bureau
Vermont Agency of Transportation
1 National Life Dr | Montpelier, VT 05633
802-595-2793 | Joshua.Martineau@Vermont.gov
vtrans.vermont.gov/rail



From: Burbank, Scott <SBurbank@VHB.com>
Sent: Wednesday, April 17, 2019 5:32 PM
To: Martineau, Joshua <Joshua.Martineau@vermont.gov>
Cc: Libby, Paul <Paul.Libby@vermont.gov>
Subject: RE: [External] Burlington PLAT(3) WOR

Hi Josh,

Please find the attached Budget Proposal for the Burlington PLAT(3) project. Please note that the worker category for Principal-In-Charge, Senior Project Manager, Survey Manager, Senior Traffic Engineer, and Environmental Clearance/Permitting Coordinator is based on the direct labor rate and does not accurately describe the person working on the project. The actual labor category is as follows:

Principal-In-Charge	= Senior Transit & Rail Project Manager
Senior Project Manager	= Senior Track Engineer & Senior Project Manager
Survey Manager	= Civil and Track Designer
Senior Traffic Engineer	= Railroad Track Engineer
Environmental Clearance/Permitting Coordinator	= Environmental Engineer

Additionally, as you are aware there are a few unknowns concerning the design of the utilities for this project. As such our budget proposal is on the higher side to reflect these unknowns. Once you notify us that we have been selected we should schedule the Kick-Off meeting on-site to further define the scope and budget for this project.

Please feel free to contact me if you have any questions.

Thanks,
Scott

Scott E. Burbank
Director of Structures - Vermont

P 802.497.6157
www.vhb.com

From: Martineau, Joshua <Joshua.Martineau@vermont.gov>
Sent: Monday, April 15, 2019 10:15 AM
To: Burbank, Scott <SBurbank@VHB.com>
Cc: Libby, Paul <Paul.Libby@vermont.gov>
Subject: Re: [External] Burlington PLAT(3) WOR

Please have it to me by the end of the day Wednesday

From: Burbank, Scott <SBurbank@VHB.com>
Sent: Monday, April 15, 2019 9:38:06 AM
To: Martineau, Joshua
Cc: Libby, Paul
Subject: RE: [External] Burlington PLAT(3) WOR

Hi Josh,

Per the WOR, the fee for the Burlington PLAT(3) WOR is due this Wednesday, I wanted to confirm with you if that was still the case.

Thanks,
Scott

Scott E. Burbank
Director of Structures - Vermont

P 802.497.6157
www.vhb.com

From: Martineau, Joshua <Joshua.Martineau@vermont.gov>

Sent: Thursday, April 11, 2019 9:45 AM

To: Goyette, Gregory <greg.goyette@stantec.com>; Burbank, Scott <SBurbank@VHB.com>; Stockin, Adam <Adam.Stockin@wsp.com>; Tetreault, Richard M. <Richard.Tetreault@wsp.com>; Wilson, John (Manchester, NH) <John.Wilson5@jacobs.com>; Gozalkowski, Dale <DGozalkowski@chacompanies.com>

Cc: Libby, Paul <Paul.Libby@vermont.gov>

Subject: [External] Burlington PLAT(3) WOR

Good Morning All,

WOR for Burlington PLAT(3) is due tomorrow at the end of the day. Paul Libby is out of the office for the next week so please address the WOR to myself and CC Paul.

Josh Martineau, Project Manager, Rail & Aviation Bureau

Vermont Agency of Transportation

1 National Life Dr | Montpelier, VT 05633

802-595-2793 | Joshua.Martineau@Vermont.gov

vtrans.vermont.gov/rail



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Vanasse Hangen Brustlin, Inc. | info@vhb.com



May 6, 2019

Mr. Josh Martineau
Project Manager
Rail & Aviation Bureau
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001

RE: Burlington PLAT(3) – Station Platform and Siding
Scope and Budget Proposal
Phase B Engineering Services – VHB Contract #PS0425

Dear Mr. Martineau:

Please find attached our Scope and Budget Proposal for Phase B Engineering Services for the above project under Contract #PS0425. This scope and budget proposal has been prepared for the development of this project through the Bid Analysis milestone.

Attached you will find the following documents:

- Scope of Work
- Budget Proposal (Summary Sheet, Labor Task Breakdown, Direct Expenses)

Please don't hesitate to let us know if you have any questions or if you need any additional information.

Very truly yours,

Scott E. Burbank, P.E.
Project Manager

Enclosures
SEB/djj

Engineers | Scientists | Planners | Designers

40 IDX Drive, Building 100

Suite 200

South Burlington, Vermont 05403

P 802.497.6100

F 802.495.5130

Phase B Engineering Services

Scope of Work

**Station Platform and Siding
Burlington PLAT(3)**

Scope of Work

VHB will advance the project through the Phase B process in general accordance with the VTrans project development process and as outlined in the scope below. All project design will be in accordance with the requirements of the VTrans Project Development Manual, the VTrans 2018 Construction Specifications, the MUTCD, Track Safety Standards; 49 CFR 213, Amtrak Program and Planning Guidelines, Amtrak Engineering Practices, and the American Railway Engineering and Maintenance-of-Way (AREMA) Manual for Railway Engineering.

Background

The Burlington PLAT(3) project proposes to add an Amtrak siding between King Street and College Street that will accommodate a 5-car train with 2 locomotives. The addition of this siding will require the relocation of the existing track slightly to the west, and the design of a low level platform to allow for the loading and unloading of passengers from the Amtrak train as well as amenities to service the train while it is stored overnight on the siding.

Phase B - Project Design (Subjob 100)

1.0 Project Management and Correspondence

1.1 Project Management

Throughout the project design there is a need for regular and continual correspondence between VHB, VTrans, VRS, and the City of Burlington as well as management, coordination, and correspondence with the VHB project team. VHB will coordinate personnel and workload, develop and track internal action items related to technical services, and maintain the project schedule in accordance with VTrans' Artemis schedule. VHB will also provide bi-weekly updates to the VTrans PM which will include bullets showing the tasks completed over the past two weeks prior to the update, the work to be completed the next two weeks after the update, and the items to be completed by VTrans as well as upcoming milestones.

1.2 Correspondence and Communication with Project Stakeholders

Stakeholders include but are not limited to:

- VTrans Staff
- FRA
- Amtrak
- City of Burlington
- Regulatory Agencies
- Vermont Rail System
- Utility Companies

1.3 Invoicing

VHB will record all project related time and expenses through our accounting software. The records will be used to prepare invoices, and review expenses prior to submission to VTrans. VHB

will indicate the hours spent on each task by employee and will include this information with each invoice.

2.0 Kick-Off Meeting

VHB will schedule a project Kick-Off meeting with VTrans to kick off the project and discuss the scope of the project, layout of the siding and platform, proposed grading, and the proposed VRS extension of the siding.

We'll also use the meeting to get input from the VTrans PM on the project approach, understanding of the project design, and to review the project schedule.

3.0 Data Collection

VHB is very familiar with the project site and has the current topographic survey of the project area based on our work on the scoping level effort for this project and the College Street Railroad Crossing project. However, we will conduct a further review of the site using the available information from the City of Burlington to determine the utility locations.

VHB has acquired most of the utility information for the Burlington STP 2035(15) project. However, we have not specifically verified the presence of utilities within the area of the siding and platform. To determine the location of city and private utilities VHB will contact the VTrans Rail Property Management Section and use the City of Burlington GIS information to locate the City utilities. VHB will follow up with the City to verify the utility locations as well as verify their location through field observations. VHB anticipates meeting with City staff at least three times to discuss the proposed utility modifications for servicing the Amtrak Train.

4.0 Low Level Platform Narrative

VHB will develop a narrative for use by Amtrak to request a low level platform for the loading of passengers at the Burlington Amtrak Station from the Federal Rail Administration (FRA). VHB will develop the narrative based on the Narrative VTrans developed for the Ferrisburgh-Vergennes Amtrak Station. VTrans will provide VHB with this example in Word and it is anticipated that the information in the Ferrisburgh-Vergennes Narrative will be the same and/or similar for the Burlington Narrative. VHB with assistance from VTrans and/or Amtrak will develop the Disability Community Importance Factors and the Cost of Car-Borne Verses Station-Based Mobile Lifts.

As there will be a side track for the unloading of passengers directly adjacent to the platform, the "Plans for Burlington, VT Station" section of the narrative will focus on the fact that the station floor elevation and adjoining walkway elevation do not allow for a level boarding platform at the Burlington Station. VHB will develop the draft narrative for VTrans' review. Once VTrans has completed its review, VHB will update the narrative based on comments received from VTrans and submit the final draft document to VTrans for another review. VHB will again update the document based on VTrans' final review comments and submit the final narrative to VTrans.

5.0 Geotechnical Evaluation

Our subconsultant Sanborn Head & Associates will perform a geotechnical subsurface investigation to assist with the environmental site assessment and determine the allowable bearing pressure to support the low level platform and the relocated roof structure.

Sanborn Head will drill eight (8) test borings between King and College Street. All of the borings will be required for environmental sampling, while two (2) of the borings will be required for geotechnical evaluation for the platform and relocated roof structure.

The environmental borings will be advanced to approximately 5 feet (ft) below ground surface (bgs). Standard Penetration Tests will be performed continuously from the ground surface for the full depth of the borings. The two geotechnical borings will be conducted in the vicinity of the proposed platform and relocated roof structure. One boring will be advanced to approximately 25 ft bgs, and a second boring will be advanced as deep as possible as time allows. The purpose of these borings is to evaluate the subsurface conditions at the Site to support the design of the proposed structures. The deep boring will be used to evaluate the seismic site class.

The results of Sanborn Head's work will be summarized in a geotechnical engineering report that will describe the subsurface exploration program, the subsurface conditions encountered, and their geotechnical engineering recommendations.

6.0 Environmental Site Assessment

VHB will complete an ESA of the Project area consisting of a Limited Phase I ESA and a Limited Phase II ESA designed to evaluate potential impacts to the Project from the presence of oil and hazardous materials ("OHM"). In addition to limiting VTRANS' potential liability, identification and characterization of contaminated soil prior to construction would reduce potential schedule delays, logistical problems, and additional costs associated with managing the contamination concurrently with construction activities. The results of this ESA program will inform any required design modifications and OHM management plans; which may include a Corrective Action Plan for the management of contaminated media.

VHB will perform a Limited Phase I ESA as an initial screening for contaminants of potential concern in the project area. The proposed Limited Phase I ESA would not fully adhere to the ASTM E 1527-13 standard or satisfy the "All Appropriate Inquiries" standard, which is generally completed for property transactions. Instead, the Limited Phase I ESA will focus on a "desk-top" evaluation to determine the status of known "high-risk" sites in the area, as well as historical property uses that may impact the Project. VHB will incorporate the findings from the Limited Phase I ESA into a Work Plan for review and approval by the DEC.

VHB will complete a Limited Phase II ESA based on the findings of the Limited Phase I ESA. The Phase II ESA Soil Characterization proposed by VHB will include the advancement of soil borings at representative locations, which will occur concurrently with a geotechnical investigation to reduce drilling costs. The estimated number of borings is based on both the estimated weight of soil that will need to be wasted off-site (i.e., 1 sample per 500 tons of soil is required for disposal at ESMI of NY or Casella, NY), as well as typical boring spacing for linear transportation projects per DEC requirements on similar projects. Based on similar project experience, it is assumed that one boring will be advanced approximately every 100 feet along the corridor for a total of eight (8) borings. At each boring location, VHB will characterize soil for type, moisture content, and visual and olfactory indications of contamination. A photoionization detector ("PID") will be utilized to field-screen the soils for the presence of total organic vapors associated with solvent and petroleum contamination. A total of 11 analytical samples (10

primary and 1 duplicate for QA/QC purposes) will be collected from the eight (8) borings. Due to the likely presence of contaminated media associated with the historical rail line, VHB will submit samples for full waste characterization analyses that are required by the likely receiving facilities. Based on the Geotechnical proposal, VHB has assumed that drilling will be completed in two (2) days. Additional fieldwork due to drill rig down time or complications with the geotechnical investigation is not included in this scope.

VHB will prepare a Limited Phase II ESA Results Memorandum ("memo") to summarize the findings of the soil pre-characterization. The memo will include a description of field activities, analytical methods, a basic boring location figure, and a tabular data reduction and analysis against applicable screening values. Finally, the memo will provide recommendations for further action based on the findings. Dependent upon the findings of the Limited Phase II ESA, additional fieldwork, reporting, and coordination with the DEC may be required up to and including the need for Additional Site Investigation, Evaluation of Corrective Action Alternatives, Corrective Action Plan and other documents and requirements as outlined in the DEC Investigation and Remediation of Contaminated Properties Rule. Additional reporting, permitting, and coordination with the DEC beyond the respective Limited Phase I ESA and Phase II ESA activities are not included in this scope.

7.0 Public Meeting/Hearing

VHB will prepare for and attend a single public meeting or Development Review Board (DRB) hearing if required to receive a DRB Zoning and Building permit for the construction of the platform and roof structure relocation. VHB has extensive experience with public information meetings from our work on the Burlington Amtrak Train Storage and Servicing Facility Assessment Study as well as DRB meetings with the City of Burlington from our previous work on various City and private development projects.

8.0 Preliminary Design

Project Design will begin with the development of Preliminary Plans. VHB will design such features as the mainline track and siding, platform layout with relocated roof structure (300-ft long by 12-ft wide platform 8" above the top of proposed rail profile), mobile lift storage building layout, stormwater control measures if required, material transitions, site lighting layout and electrical lines (if required), water, wastewater, and electrical distribution design and layout, typical sections, construction phasing and traffic control plans, erosion prevention and sediment control measures. VHB will develop all cross sections and place construction limits and notes on the layout sheets. We will also compute quantities for all known construction pay items.

Site layout and grading will be designed to be consistent with the Americans with Disabilities Act (ADA). The design will incorporate connection of the Platform to the existing sidewalk extending from the train station.

8.1 Track Design

Based on the WOR and VHB's previous conceptual design with VTrans, the preferred alternative for the siding is to start just between King Street and Maple Street and stop behind the sidewalk at College Street. It is VHB's understanding that VRS will be reconstructing the grade crossing

through King Street to incorporate the addition of the siding track as well as extending the siding through College Street to connect to the main line to the north, as such VHB will coordinate with both VTrans and VRS to design the siding to meet the State's requirements and meet the future needs of VRS. VHB will update the conceptual track layout to allow for the platform to be centered on the rail station canopy and review the alignment of the existing mainline track which will need to be adjusted to allow for the construction of the siding.

The current railroad profile through the area of the project will be modified if necessary, but it is assumed that the railroad profile which needs to match the existing grade of the track at King and College Street will remain very close to the existing profile of the existing mainline track.

8.2 Water, Sewer, & Electrical Design

VHB will design the water line and yard hydrant and coordinate with the City of Burlington to acquire a water allocation for use of the Cities water for fulling the Amtrak Train potable water tanks. VHB will also design a connection to the existing sewer system, presumably via an existing or new manhole for emptying the Amtrak Train's solid waste tanks. This work will require coordination with the City of Burlington, DEC, Amtrak, VRS, and VTrans to **determine the best way to provide these services to the Train from the area between King and College Streets.** VHB will also prepare and submit a Water/Wastewater Permit on VTrans' behalf.

VHB's subconsultant, LN Consulting will design the three phase 480 volt plug in for the Amtrak locomotive. Additionally, LN Consulting will design the electrical service for any lighting required at the platform and along the Amtrak Train for nighttime security. VHB will develop the appropriate lighting schematics and develop the required lighting information for approval by the Burlington DRB.

8.3 Preliminary Plans

The Preliminary Plans submission will be developed to initiate the, environmental, utility, and ROW clearance processes. This submission will not include specific details for the platform, which will be completed as part of the Final Plans.

The Preliminary Plans will consist of the following:

- Title Sheet
- Index Sheet
- Convention Symbology Legend Sheet
- Typical Sections and Details
- Tie Sheet
- Boring Layout Sheet and Boring Logs
- Rail Curve Geometry Table Sheets
- Rail and Platform Plan and Profile Sheets
- Lighting Plans and Details (If Required)

- Water/Sewer Plans and Details
- Three Phase 480 Volt Electrical Plans and Details
- Construction Phasing Plans
- Railroad and Platform Cross Sections
- Traffic Control Plans
- EPSC Narrative Sheet
- EPSC Existing Conditions Plan
- EPSC Construction Plan
- EPSC Final Conditions Plan
- EPSC Details

VHB will prepare a preliminary construction cost estimate in Estimator® Software format and submit the Estimate, Preliminary Plans, Preliminary Transportation Management Plan (TMP), and the Risk Registry to the VTrans PM for an internal review.

After the Rail Section completes its internal review it will provide any comments to VHB. VHB will address the internal review comments and submit the Estimate, Preliminary Plans, Preliminary TMP, and the Risk Registry to the VTrans PM for review and comment by various internal entities.

9.0 Environmental, Utility, and ROW Clearances

There are several permits and clearances which must be obtained from resource agencies, and internal VTrans Environmental, Utility, and ROW Sections. The VTrans PM will coordinate with VTrans' Environmental, Utility and ROW staff to obtain all necessary clearances.

VHB will prepare plans showing the limits of disturbance for VTrans' use in permitting and approval by the State and Federal regulators. VHB will also complete the "Project Impact Data Form" and "Appendix A Risk Evaluation" to determine if a construction stormwater authorization under the General Permit is required. If a Construction Stormwater Authorization under the General Permit is required for this project, the permit will be compiled and submitted by VTrans with technical assistance from VHB.

In addition to the State Permits there are also City of Burlington Permits that may need to be acquired such as:

- City Stormwater Permit
- City EPSC Permit
- City Electrical Permit

VHB and its subconsultant LN Consulting will first verify the permit city permit requirements to determine if State statutes exempt the State from having to acquire these permits. If VTrans is not exempt from these permits, every effort will be made to design the project in such a way as to avoid triggering these permit thresholds. However, if it is not possible to avoid triggering the City

permit thresholds, VHB and LN Consulting will prepare and submit the required permit applications on VTrans behalf to the city for review and approval. The City of Burlington also requires a City Excavation Permit, which is typically acquired by the Contractor. VHB will develop the Contract Documents to simplify the process for the contractor to acquire this permit. As noted above in Section 8.2 VHB will prepare and acquire the Water/Wastewater permit for VTrans.

10.0 Final Plans

VHB will revise the Preliminary Plans based on the comments received from VTrans on the Preliminary Plan OLSR, and any additional comments on the Preliminary Plans from VRS, Amtrak, or the FRA.

VHB will complete the remaining design including: platform design, structural shelter design for the lift, and any final design for the water, sewer, three phase 480 Volt plug, and lighting design (if required). VHB will develop additional details and sheets as required to develop the Final Plans and update the Construction Cost Estimate, TMP, and Risk Register. VHB will also develop Special Provisions specific to this project in Word document format. VHB will submit the Final Plans, Estimate, TMP, Risk Register, and Special Provisions to VTrans for an internal review.

After the Rail Section completes its internal review it will provide any comments to VHB. VHB will address any internal review comments and submit the Final Plans in PDF format, Special Provisions in Word format, TMP, Risk Registry, and a construction cost estimate using the Estimator® Software in PDF and xml formats to the VTrans PM for review and comment by various internal entities.

The Final Plans will generally consist of:

- Title Sheet
- Index Sheet
- Convention Symbolology Legend Sheet
- Typical Sections and Details
- Project Notes
- Quantity Sheets
- Tie Sheet
- Boring Layout Sheet and Boring Logs
- Rail Curve Geometry Table Sheets
- Rail and Platform Plan and Profile Sheets
- Lighting Plans and Details (If Required)
- Water/Sewer Plans and Details
- Three Phase 480 Volt Electrical Plans and Details
- Construction Phasing Plans

- Platform Structural Plans and Details
- Structural Shelter Plans and Details
- Relocated Roof Structure Foundation Plans and Details
- Railroad and Platform Cross Sections
- Traffic Control Plans
- EPSC Narrative Sheet
- EPSC Existing Conditions Plan
- EPSC Construction Plan
- EPSC Final Conditions Plan
- EPSC Details

An electronic copy of the MicroStation design files will also be submitted within one week after the Final Plan submission.

11.0 Railroad Agreement

VHB will assist the VTrans PM with developing and obtaining the Railroad Agreement through coordination with VRS and Contract Administration. VHB will provide input on construction sequencing and railroad work windows and shutdowns required to complete construction.

12.0 Contract Plans

VHB will address Final Plan OLSR comments from VTrans and incorporate these into the Contract Plans and Special Provisions for submittal to the Contract Administration Section by the VTrans PM. In addition, the construction cost estimate will be updated.

VHB will provide copies of the design and quantity calculations to the VTrans Project Manager electronically along with the MicroStation and alignment files and place them on the VTrans Rail SharePoint Site for use by VTrans.

13.0 Bid Analysis

After receipt of the bids, VHB will perform a bid analysis in accordance with VTrans procedures to assure that large bid variations will not result in an unfair advantage to the Contractor. The results of the bid analysis will be summarized in a memorandum containing VHB's recommendations. Additionally, VHB will answer technical questions related to the crossing design during the bidding period.

Phase C - Project Construction Engineering (Subjob 300)

Construction Engineering Services are not included under this scope and budget proposal and will be added under a supplemental amendment once Phase B is near completion.

Assumptions

We have included the following assumptions in the formation of our scope and budget proposal:

- Act 250 is not required for the design and construction of this project.
- Railroad Liability Insurance is not required for VHB staff in the Railroad ROW during the geotechnical investigations when VHB staff is performing soil sampling, nor will it be required for VHB staff during any other site visits. The only entity requiring Railroad Liability Insurance will be Sanborn Head's driller.
- VTrans will be responsible for obtaining all federal and state environmental investigations, permitting and compliance, except as noted above. This includes any NEPA documentation, 4(f) Evaluation and other permit requirements. VHB will provide technical information (plans, PIDF, Appendix A) to the VTrans PM for VTrans' use in the above permitting.
- VTrans will be responsible for all investigations regarding historic properties and archaeological resources.
- No VHB services have been included as part of this proposal for research, mapping, property owner meetings, negotiations, easements or takings. It is anticipated that all construction work will be inside the State Railroad and City ROW limits. ROW clearance will be provided by VTrans through coordination between the VTrans PM and the ROW section.
- Modifications or improvements to public streets or infrastructure outside the defined project limits or planning, landscaping, and architectural (PLACE) services within the project limits are not anticipated and therefore, not included.
- Design of operational stormwater treatment systems is not included.
- Development of the Stormwater Pollution Prevention Plan (SWPPP) is not included.
- VHB will prepare an amendment at VTrans' written request, that contains the Scope and Services, Budget Proposal, and Schedule to complete any of the additional tasks/services not included in this scope and budget proposal.

Schedule

VHB will begin work upon approval of this scope and budget proposal in accordance with the Artemis schedule.

Phase B Engineering Services

Budget Proposal

**Station Platform and Siding
Burlington PLAT(3)**

BUDGET PROPOSAL SUMMARY SHEET

	VERMONT AGENCY OF TRANSPORTATION Budget Proposal Summary Railroad Engineering Services Burlington PLAT(3) - Station Platform and Siding				
TASK DESCRIPTION	Cost Summary				
<u>Task Description</u>	<u>Total Hours</u>	<u>Direct Labor</u>	<u>Overhead (160.84%)</u>	<u>Fee (10%)</u>	<u>TOTAL</u>
Phase B - Project Design	1624	\$63,346.80	\$101,886.99	\$16,523.38	\$181,757.17
Phase C - Construction	Not included with this Proposal				
VHB Sub-Total:	1624	\$63,346.80	\$101,886.99	\$16,523.38	\$181,757.17
VHB Direct Expenses (see separate sheet breakdown)	\$48,157.37				
Project Total:	\$229,914.54				

Engineering Services
Estimated Direct Labor Hours and Costs

Vermont Agency of Transportation Direct Labor Hours and Budget Railroad Engineering Services Burlington PLAT(3) - Station Platform and Siding													Direct Labor Costs
TASK DESCRIPTION	Principal In Charge	Senior Project Manager	Senior Traffic Engineer	Project Manager	Environmental Clearance/ Permit Coordinator	Project (Lead) Engineer	Senior CADD Technician	CADD Technician	Word Processing	Total Hours			
Phase B - Project Design													
1.0 Project Management and Correspondence													
1.1 Project Management	4	12		40						56	\$2,914.00		
1.2 Correspondence and Communication with Project Stakeholders		10		24						34	\$1,754.50		
1.3 Invoicing		8							20	28	\$961.00		
2.0 Kick-off Meeting													
2.1 Preparation and Attendance at the Kick-Off Meeting		4	8	4	4								
3.0 Data Collection													
3.1 Coordination with VTTrans Rail Property Management													
3.2 Coordination with VRS				1		2		8		11	\$342.45		
3.3 Review GIS Information and Coordinate with the City				1		2				3	\$111.65		
				2				4		6	\$208.90		
4.0 Low Level Platform Narrative													
4.1 Coordination with VTTrans and Amtrak		1		2						4	\$210.00		
4.2 Draft Narrative	1			1		8				12	\$484.10		
4.3 Update Final Draft Narrative	1			1		4				7	\$301.05		
4.3 Update Final Narrative	1	1		1		2				6	\$299.40		
5.0 Geotechnical Evaluation													
5.1 Coordination with VTTrans and VRS				2						2	\$93.50		
5.2 Coordination with Sanborn Head & Associates				2	4					6	\$251.50		
5.3 Review of Geotechnical Subsurface Investigation Report						2				2	\$64.90		
6.0 Environmental Site Assessment													
6.1 Limited Phase I ESA					6	16				22	\$756.20		
6.2 Work Plan					10	20				30	\$1,044.00		
6.3 Limited Phase II ESA - Planning and Coordination		1			2	6				9	\$336.95		
6.4 Limited Phase II ESA - Fieldwork					4	24				28	\$936.80		
6.5 Limited Phase II ESA - Data Analysis/Tables/Figures					10	25				35	\$1,206.25		
6.6 Limited Phase II ESA - Results Memorandum		1			8	20				29	\$1,028.25		
6.7 DEC Coordination					4	4				4	\$158.00		
7.0 Public Meeting/Hearing													
7.1 Prepare for and attend Public Meeting/Hearing	1	2	8	4		4	4	8		31	\$1,275.55		
8.0 Preliminary Design													
8.1 Track Design		2											
8.2 Water, Sewer, & Electrical Design			24				8	4		42	\$1,900.50		
8.2.1 Field Survey Wastewater Infrastructure													
8.2.2 Coord V/R VRS & Amtrak for Water/Wastewater Servicing Equip.				4				4		4	\$115.40		
8.2.3 Water Service Plan W/ Connections to Municipal Infrastructure				2				4		4	\$187.00		
8.2.4 Municipal Water Coord for Connection Loc. Behind Prev. and mtr				4						6	\$208.90		
8.2.5 Municipal Wastewater Coord for Connection Location & Method				6						4	\$187.00		
8.3 Preliminary Plan Development										6	\$280.50		
8.3.1 Title Sheet													
8.3.2 Index Sheet								2		2	\$57.70		
8.3.3 Conventional Symbolology Legend Sheet								2		2	\$57.70		
8.3.4 Typical Sections and Details		2	8				12	4		30	\$1,275.10		

Engineering Services
Estimated Direct Labor Hours and Costs

Vermont Agency of Transportation Direct Labor Hours and Budget Railroad Engineering Services Burlington PLAT(3) - Station Platform and Siding											
TASK DESCRIPTION	Principal In Charge	Senior Project Manager	Senior Traffic Engineer	Project Manager	Environmental Clearance/ Permit Coordinator	Project (Lead) Engineer	Senior CADD Technician	CADD Technician	Word Processing	Total Hours	Direct Labor Costs
8.3.5 Tie Sheet						2	2	4		6	\$187.90
8.3.6 Boring Layout Sheet and Boring Logs								4		6	\$180.30
8.3.7 Rail Curve Geometry Table Sheets		2	12				8	2		26	\$1,158.50
8.3.8 Rail and Platform Plan Sheets		1	10				16	2		30	\$1,235.70
8.3.9 Rail Profile Sheets		2	12				12	4		32	\$1,361.20
8.3.10 Lighting Plans and Details (if Required)						12	4	12		36	\$1,254.60
8.3.11 Water Profile							1	4		7	\$245.15
8.3.12 Wastewater Profile							1	4		7	\$245.15
8.3.13 Wastewater Pump Station Detail & Section							2	4		12	\$468.40
8.3.14 Water Profile							1	4		9	\$338.65
8.3.15 Water Detail Sheet							1	4		9	\$338.65
8.3.16 Wastewater Detail Sheets							1	4		9	\$338.65
8.3.17 Three Phase 480 Volt Electrical Plans and Details						2	2	12		18	\$577.10
8.3.18 Construction Phasing Plans		1	8			2	6	12		31	\$1,183.55
8.3.19 Railroad and Platform Cross Sections		1	12			2	16	2		33	\$1,385.25
8.3.20 Traffic Control Plans						2	2	8		12	\$368.20
8.3.21 EPSC Narrative Sheet						4		2		6	\$187.50
8.3.22 EPSC Existing Conditions Plan						2		2		2	\$57.70
8.3.23 EPSC Construction Plan						2		4		6	\$180.30
8.3.24 EPSC Final Conditions Plan						2		6		8	\$238.00
8.3.25 EPSC Details								4		4	\$115.40
8.3.26 Complete Draft TMP & Risk Registry						2		4		4	\$158.40
8.3.27 Compute Preliminary Quantities			4					8		12	\$667.30
8.3.28 Prepare Preliminary Cost Estimate						2	2	4		6	\$187.90
8.3.29 Complete QC/QA of Preliminary Plan Submission	1	2		2		4	4	6		19	\$739.15
8.3.30 -Submit Preliminary Plans, Estimate, Draft TMP, & Risk Registry		1				4	2	8		1	\$63.25
8.3.31 Address Internal Review Comments		2	4	2		4	2	8		24	\$952.20
8.3.32 Complete QC/QA of Preliminary Plan Submission	1	1	4	2		2	2	2		14	\$615.70
8.3.33 Submit Preliminary Plans, Estimate, Draft TMP, & Risk Registry		1								1	\$63.25
9.0 Environmental, Utility, and ROW Clearances											
9.1 EPSC Coordination and Project Impact Data Form & Appendix A				2		2		4		8	\$273.80
9.2 Construction Stormwater Permit Tech. Assistance				2		2		8		12	\$389.20
9.3 Municipal Flow Allocation and Coordination				8		8				8	\$374.00
9.4 VT ANR Water/Wastewater Permit				8		10		2		20	\$774.00
9.5 City of Burlington Permits (Stormwater, EPSC, Electrical)				2		8		2		20	\$756.20
9.6 City Excavation Permit								2		12	\$410.80
10.0 Final Plans											
10.1 Platform & Structural Shelter Design		1		2		16	12	36		68	\$2,202.80
10.2 Final Plan Development											
10.2.1 Title Sheet								2		2	\$57.70
10.2.2 Index Sheet								1		1	\$28.85
10.2.3 Conventional Symbolology Legend Sheet								4		4	\$135.70
10.2.4 Typical Sections and Details		1	2			2	2	2		12	\$465.60
10.2.5 Project Notes	1	1	10	4		8	2	8		32	\$1,357.00
10.2.6 Quantity Sheets			4	2		2	2	2		20	\$760.80
10.2.7 Tie Sheet						2		1		1	\$28.85
10.2.8 Boring Layout Sheet and Boring Logs						2		2		4	\$122.60
10.2.9 Rail Curve Geometry Table Sheets		2	12							16	\$810.80
10.2.10 Rail and Platform Plan Sheets		1	10					8		20	\$828.80

		Vermont Agency of Transportation Direct Labor Hours and Budget Railroad Engineering Services Burlington PLAT(3) - Station Platform and Siding									
TASK DESCRIPTION	Principal In Charge	Senior Project Manager	Senior Traffic Engineer	Project Manager	Environmental Clearance/ Permit Coordinator	Project (Lead) Engineer	Senior CADD Technician	CADD Technician	Word Processing	Total Hours	Direct Labor Costs
102.11	Rail Profile Sheets	2	12				4		2	22	\$1,013.50
102.12	Lighting Plans and Details (If Required)	1	4			8	4		8	25	\$891.25
102.13	Water Profile			2				4		6	\$208.90
102.14	Wastewater Profile			2				4		6	\$208.90
102.15	Wastewater Pump Station Detail & Section			6				4		10	\$395.90
102.16	Water Profile			4				4		8	\$302.40
102.17	Water Detail Sheet			4				4		8	\$302.40
102.18	Wastewater Detail Sheets			4				4		8	\$302.40
102.19	Three Phase 480 Volt Electrical Plans and Details	1		1		2			8	12	\$405.70
102.20	Conduction Phasing Plans	1	2			2	4		8	19	\$706.75
102.21	Platform Structural Plans and Details	1		2		4	6		16	31	\$1,072.15
102.22	Structural Shelter Plans and Details	1		2		4	8		16	33	\$1,144.65
102.23	Relocated Roof Structure Foundation Plans and Details	1		4		8	4		12	29	\$1,001.05
102.24	Railroad and Platform Cross Sections	1	12				16		2	33	\$1,385.25
102.25	Traffic Control Plans					4			8	12	\$360.60
102.26	EPSC Narrative Sheet								4	4	\$115.40
102.27	EPSC Existing Conditions Plan								2	2	\$57.70
102.28	EPSC Construction Plan					2		4		6	\$180.30
102.29	EPSC Final Conditions Plan					2		6		8	\$238.00
102.30	EPSC Details								4	4	\$180.30
102.31	Complete TMP & Risk Registry	1		2		6				9	\$351.45
102.32	Compute Final Quantities		4			10	4		20	40	\$1,355.60
102.33	Prepare Final Cost Estimate	1		4					4	6	\$218.50
102.34	Develop Special Provisions	1		4						6	\$218.50
102.35	Complete QC/QA of Final Plan Submission	1		2		8				22	\$917.70
102.36	Submit Final Plans, Estimate, Special Prov, TMP, & Risk Registry	1		2		2	3		6	21	\$907.25
102.37	Address Internal Review Comments	1		4						5	\$169.25
102.38	Complete QC/QA of Final Plan Submission	1	2			4	2		8	21	\$792.65
102.39	Submit Final Plans, Estimate, Special Prov, TMP, & Risk Registry	1	1			2	2		4	14	\$588.70
102.40	Submit Electronic CADD Files to VTrans Rail SharePoint Site	1								1	\$63.25
11.0	Railroad Agreement								3	4	\$149.80
11.0	Provide Work Windows and Assistance for Railroad Agreements	1	2							0	
12.0	Contract Plans					1				7	\$379.75
12.1	Address/Incorporate Final Plan Comments									0	
12.2	Submit Contract Plans, Estimate, Special Prov, TMP, & Risk Registry	1	2	4		4	2		8	29	\$1,223.45
12.3	Submit copies of Calculations and Electronic MicroStation Files			1			2			9	\$350.45
13.0	Bid Analysis									0	
13.0	Complete Bid Analysis	1	1	2		2				0	
						4				11	\$507.35
	PHASE B TOTAL:	16	92	202	228	52	194	434	20	1624	\$63,346.80
	TOTAL HOURS:	16	92	202	228	52	194	434	20	1624	
	Direct Hourly Rates :	\$ 71.25	\$ 63.25	\$ 48.15	\$ 46.75	\$ 39.50	\$ 32.45	\$ 36.25	\$ 28.05	\$ 22.75	
	Total Labor Costs :	\$ 1,140.00	\$ 5,819.00	\$ 9,726.30	\$ 10,650.00	\$ 2,054.00	\$ 10,319.10	\$ 7,032.50	\$ 12,520.90	\$ 455.00	\$ 63,346.80

DIRECT EXPENSES ESTIMATE

		Vermont Agency of Transportation Direct Expenses Burlington PLAT(3) Station Platform and Siding			
DESCRIPTION		Cost	Unit	Quantity	Direct Expense Cost (Rounded)
1	Half Size Printing - Working Drawings	\$ 0.08	EA	1000	\$80.00
2	Full Size B&W Plotting (Rolls)	\$ 0.29	SF	52	\$15.08
3	Large Format Photocopying (Black & White)	\$ 0.29	SF	26	\$7.54
4	Color Plots (Hearing roll plans, 40 scale, 4 versions)	\$ 3.25	SF	26	\$84.50
5	Photocopying (Black & White)	\$ 0.08	EA	500	\$40.00
6	Photocopying (Color)	\$ 0.46	EA	100	\$46.00
7	Travel (Includes 8 Round trips from Boston)	\$ 0.580	Miles	4000	\$2,320.00
8	Travel (Round Trip - 4 to Montpelier and 4 to Project Site)	\$ 0.580	Miles	500	\$290.00
9	Postage and Deliveries	\$ 50.00	Unit	1	\$50.00
10	Lodging (Assume \$250 per Diem for 2 People)	\$ 500.00	Night	2	\$1,000.00
11	Lab Contractor	\$ 11,000.00	LS	1	\$11,000.00
12	Rental Field Meter	\$ 100.00	Day	2	\$200.00
13	Geotechnical and Drilling Services (Sandborn Head & Assoc.)	\$ 19,054.25	Unit	1	\$19,054.25
14	Electrical Engineering (LN Consulting, Inc)	\$ 19,140.00	Unit	1	\$13,470.00
15	Misc. expenses	\$ 500.00	Unit	1	\$500.00
16	Railroad Liability Protective Insurance (Assumed Not Required)	\$ 4,000.00	EA	0	\$0.00
					\$48,157.37
				Total	\$48,157.37

Exhibit RR



Meeting Notes

Place: Vermont Railways (King to College Street) Burlington, VT

Date: May 23, 2019

Notes Taken by: Scott Burbank

Project: Burlington PLAT(3)

Re: Design Kick-Off Meeting Notes

ATTENDEES:

VTrans – Dan Delabruere, Paul Libby, Josh Martineau

VTR – David Wulfson, Selden Houghton, R.T. Boucher

NECR – Shayne Bocash

Amtrak – Kevin Chittenden

Burlington DPW – Martin Lee

Burlington Electric Department (BED) – Brad Williams & Andrew Elliston

VHB – Scott Burbank, Adam Zampino, Tim Rusteika, Michael Willard, Jeff Zweber

LN Consulting (Electrical Engineering Subconsultant to VHB) – John Askew

1. VTR Safety Briefing – Selden Houghton of VTR performed the Safety Briefing
2. Introductions – **Each person introduced themselves and the company/entity they represented.**
3. Overview of Project – **Scott Burbank provided an overview of the proposed project.**
 - a. Amtrak Arriving in 2020
 - i. Two locomotives on each end
 - ii. 5 cars
 - iii. Approximately 600 feet
 - b. Bottom of Main Street Landing will be the Train Station – **VTrans has purchased this property to use as an Amtrak Station.**
 - c. Need Platform for Loading and Unloading of Passengers – **This will be a low-level platform.**
 - d. Siding and Adjustment of Mainline Needed to Maintain Freight Movements – **VTR asked that the mainline be as straight as possible.**

- e. Amtrak Train will Remain at on siding Overnight for Servicing – **Servicing shall consist of emptying the septic holding tanks, refilling the potable and non-potable water tanks, and general cleaning of the passenger rail cars.**
 - f. Siding will be used for Freight During the Day – **VTR will use the siding to build trains during the daytime when Amtrak is not at the siding.**
4. Project Design – **Scott Burbank and Tim Rusteika reviewed the conceptual track plan which was displayed on a board for discussion purposes.**
- a. Siding, Mainline, and Platform – Review Conceptual Plan
 - i. Switches – No. 8 Turnouts – **VTR was in concurrence with this size switch.**
 - ii. Track Separation – **14 feet, but VTR asked if we could get 15'. It was noted that we would try, but with the current Rail ROW the separation would mostly be 14'.**
 - iii. Low – Level Platform – **8" above the top of rail. Rail will be 115 RE.**
 - iv. Upgrade of Maple, King and College Crossings – **Due to the distances between Maple and College Street, Maple will have its own signal house and King and College will share a signal house.**
 - 1) Replace Type C with Frequency Detection
 - 2) One Signal House for all Three Crossings
 - b. Sewer
 - i. Emptying Sewage Holding Tanks – **There will be two tanks per rail car and in the future when Amtrak upgrades its equipment (6 to 8 years) the front and back tank will be on opposite sides of the rail car.**
 - ii. Number and Location of Stanchion – **The stanchions would need to be at each end of the rail car. It was decided that they could be located 80' on center which would place a stanchion at each end of the cars and allow one stanchion to service two cars and reach both sides (the east and west side) of the car.**
 - iii. Type or Specific Requirements of Stanchion (Hose Size, Gravity or Pump) – **Kevin Chittenden provide a picture of the stanchions used for the Downeaster in Brunswick, ME. They are**

pipes with covers that stick up above the ground approximately one foot and have a green hose laying next to them, the hose is connected to the stanchion and then the holding tank and the affluent is gravity feed from the tank to the stanchion and then to the sewer system.

- iv. Location of Existing City Sewer – ***Martin Lee noted that there was a sewer manhole on College and King Street, but the preferred location would be the existing sewer manhole between the railroad tracks and the driveway next to Echo as it would be possible to gravity feed to that manhole.***
- v. Other Considerations – ***Martin Lee stated that rather than use a meter to calculate the sewer bill, a formula should be developed as that would be the preferred way to calculate the sewage cost. At the end of the meeting, the use of trucks for the pumping of the holding tanks was discussed and it was agreed between VTrans and VRS that VHB would provide a conceptual design and order-of-magnitude cost to install the stanchions and that cost would be compared to the cost of using a septic truck to empty the Amtrak Rail Car holding tanks.***

c. Water

- i. Refill Potable Water Tanks – ***two hydrants would be needed, potable and non-potable. Kevin Chittenden explained that the Downeaster used a heated water cabinet with a hose rack. The cabinet heat was electric heat. Additionally, the cabinet had a backflow valve and meter.***
- ii. Number and location of yard hydrant – ***it was decided that three cabinets would be required and located at the middle of the first, third and last passenger rail car.***
- iii. Type or Specific Requirements of Yard Hydrant (Hose Size, Depth Requirements) – ***The water cabinets have a 1" +/- red rubber hose that is 100' long.***
- iv. Location of Existing City Water – ***Martin Lee stated that water was located on King and College Streets, but the best location would be from College Street.***
- v. Other Considerations – ***At the end of the meeting, the use of trucks for the filling of the potable and non-potable water tanks was discussed and it was agreed between VTrans and VRS that VHB would provide a conceptual design and order-of-magnitude cost to***

install the water line and water cabinets and that cost would be compared to the cost of using a potable water truck to fill the Amtrak Rail Car water tanks.

d. Electrical Requirements

- i. Plug in Locomotive to turn off Diesel Engines – ***The locomotives would need 480V Head End Power (HEP) connector and 800 amps minimum.***
- ii. Cleaning Cars Interior – Any power requirements? – ***Power for cleaning the cars would be 120 volts.***
- iii. Location of Plug In – ***Plug-in can be located at either locomotive, but it was decided to locate the plug in at the southern locomotive location.***
- iv. Electrical Equipment Required – ***VTR noted that the existing equipment used in Rutland could be relocated to this site, however it was decided that this would not work as Amtrak would be running test runs from Rutland to Burlington while the Vermonter continued to be overnighted in Rutland, so new equipment would be required. Two transformers would be needed along with a cutoff switch, breaker, meter, etc.***
- v. Location of BED's Existing Power Source - ***Due to the existing vault located between the railroad and Echo's parking lot being filled due to the addition of the solar array above the parking area, a new vault would be required. The new vault would get its power from the existing vault at the intersection of College Street and the Echo Parking lot Driveway.***
- vi. Other Considerations – ***Power for water cabinets would be 120V and 240V for platform lights and lights to service Amtrak train outside.***

e. Lighting

- i. Platform and Canopy – Loading/Unloading of Passengers – ***Light will be required along the platform and under the canopy. Platform and canopy lights will be LED with the canopy lights attached to the underside of the canopy and the platform lights located along the eastern side of the platform and having a single post with a single or double light on top or a single post with a short mast arm and light.***

- ii. Servicing Amtrak – ***Lights will be located on the west side of the mainline track with a mast arm that extends over the mainline track and lights the area between the mainline track and siding. These lights will be LED with long mast arms and a single light.***
 - iii. Power Requirements – ***240V***
 - iv. Location of BED's Power Source – ***Same as for electric plug in.***
5. Other – ***After the meeting was over VHB and VTR looked into the cabinets at King and Maple Streets and reviewed the existing signal infrastructure. The signals at Maple Street will be updated with a predictor system as will the signals at King Street. As noted above the King Street cabinet will be removed and a single cabinet will be located on College Street that will house the signal equipment for both King and College Streets. The King and College Street Crossings are separate projects that will be design in concurrence with the Platform project.***

Exhibit SS

From: Boomhower, Michele
Sent: Wednesday, May 29, 2019 4:12 PM
To: Chapin Spencer
Cc: Delabruere, Daniel; Boomhower, Michele
Subject: RE: Parking the Amtrak Train & Servicing it

Chapin,

Thanks for your responses. Dan did indicate that there were a lot of people at this meeting and that there were initial discussions of utility connections, which when pondered further on the ground, it became clear that the original thoughts on how to most effectively service the train may not work out. Perhaps Martin missed some of the key elements of the discussion with the crowd that was there. I will have Dan reach out to him. Before we go further I wanted to make sure we were on the same page.

It sounds like another meeting of folks working on the Bike Path and Rail projects (including VRS) may be needed, to include you and I so we are all on the same page – does that seem like a good course to you?

Your outreach plans for the overnighting of the train do make sense, just keep me posted.

My apologies if there was a tone to the note below, nothing intended other than making sure that we are connected, on the same page and moving forward.

Thanks,
Michele

Michele Boomhower | Division Director
Policy, Planning & Intermodal Development (Aviation, Rail and Public Transit) Division
Vermont Agency of Transportation
1 National Life Drive | Montpelier, VT 05633-5001
802-505-3480
vtrans.vermont.gov



From: Chapin Spencer <cspencer@burlingtonvt.gov>
Sent: Wednesday, May 29, 2019 9:04 AM
To: Boomhower, Michele <Michele.Boomhower@vermont.gov>
Subject: RE: Parking the Amtrak Train

Hello Michele: Can we discuss this? The tone and substance of this communication doesn't sound like you. See comments below in blue. ~ C

Chapin Spencer, Director
Department of Public Works
645 Pine Street, Burlington, VT
www.burlingtonvt.gov/DPW

802-863-9094

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

From: Boomhower, Michele <Michele.Boomhower@vermont.gov>

Sent: Tuesday, May 28, 2019 3:04 PM

To: Chapin Spencer <cspencer@burlingtonvt.gov>

Cc: Delabruere, Daniel <Daniel.Delabruere@vermont.gov>; Boomhower, Michele <Michele.Boomhower@vermont.gov>

Subject: Parking the Amtrak Train

Chapin,

Dan met with BED, DPW, VHB, Amtrak, VRS, NECR & our project staff last week to have a kick off meeting regarding the Amtrak overnighting in front of Union Station.

As a result of that meeting, it was determined that the train is going to be serviced with a truck versus having tee ups from an installed system. This will be less expensive and will be more efficient and effective. There is a long list of reasons that City, Amtrak, and VRS staff outlined which directed everything towards truck service. Hopefully your staff have updated you on this. Let us know if you have any questions about this.

I am very confused by this statement. I shared your email with our engineer Martin Lee who attended the kick-off meeting. His reply was "At the meeting we reviewed the requirements for water and wastewater connections. We discussed possible locations for connecting to our water main and sewer main. Before I left the meeting I talked with Jeff Zweber to see if he needed more information from me and he said he would follow up with me. Trucks servicing water and sewer were not even discussed as a possibility." When you say that you hope my staff has updated me on something my staff didn't even hear discussed at the meeting, it appears we have a significant communication issue that needs to be unpacked. When I reviewed the agenda for the meeting (see pasted email from VHB below in green), it looked straightforward and focused on utility connections – not whether or not to have utility connections – so I didn't think Norm or I needed to attend.

A new transformer will also come with this project, BED is working on this as the transformer which feeds the Echo area is not of a high enough capacity to service the train.

Understood. The challenge will be that this design work must be done in coordination with the realignment of the bike path (now known as the Burlington Greenway). This two block section of the Greenway re-alignment required by the double tracking will be complex and costly. It will impact private parcels, the RR ROW and utilities as the site is very constrained. If the double tracking design proceeds without a high degree of coordination, it will likely render the Greenway realignment infeasible.

This is all to say that it is time for us to finalize your plans for moving the bike path and for finalizing the Study on overnighting the train – is the later of these coming up at the next Council meeting?

I will follow up immediately with Parks to understand where the Greenway design work stands. Both VTrans and Parks are utilizing VHB for designing our respective facilities so that should help keep these projects coordinated. Regarding the storage and servicing study, I've not seen the updated study from the CCRPC yet. I've just followed up with Eleni to get an update. Before we take the storage and servicing study to the Council, we had discussed meeting with individual Councilors and key stakeholders before approaching the full Council. You appeared to support this path in your reply email to me on April 30th. We need to be coordinated as we step out on this issue and I'd expect us to discuss our strategy before having City staff go to the Council.

The regard to the bike path....early next spring we will be mobilizing for the double tracking and platform efforts, at that time, the existing bike path between College and King Street, on the east side of the tracks, will no longer be accessible. We would like to work with you to make sure that there is an advance plan prior to that closure. The Wing Building will still have asphalt in front of it for accessibility, however from the end of the Wing Building to College Street we will be making canopy and platform modifications.

To my knowledge, much of this is new information for the City. The last I recall, VTrans hadn't submitted a waiver to seek a low platform design. I understand from Martin that initial platform designs were shown at the utility kick-off meeting, but nothing for the City to take and review. To have these intertwined projects be successful, I believe we need a coordination committee that builds relationships and methodically works through issues.

Let us know!

Thanks

Michele Boomhower | Division Director
Policy, Planning & Intermodal Development (Aviation, Rail and Public Transit) Division
Vermont Agency of Transportation
1 National Life Drive | Montpelier, VT 05633-5001
802-505-3480
vtrans.vermont.gov



From: Burbank, Scott [<mailto:SBurbank@VHB.com>]
Sent: Wednesday, May 22, 2019 5:46 PM
To: ChitteK@amtrak.com; Martin Lee <mlee@burlingtonvt.gov>; bwilliams@burlingtonelectric.com
Cc: Brian.Soly@amtrak.com; Zweber, Jeff <jzweber@vhb.com>; John Askew <jaskew@Inconsulting.com>; Willard, Michael <mwillard@VHB.com>; Forbes, Ryan <rforbes@vhb.com>; Zampino, Adam <AZampino@VHB.com>; Rusteika, Timothy <TRusteika@VHB.com>; Delabruere, Daniel <Daniel.Delabruere@vermont.gov>; Libby, Paul <Paul.Libby@vermont.gov>; Josh Martineau (Joshua.Martineau@Vermont.gov) <Joshua.Martineau@Vermont.gov>
Subject: Burlington Platform & Siding Design Kick - Off Meeting

Hi Kevin, Martin, and Brad,

Before we meet tomorrow I wanted to provide you with the general topics we will be discussing.

Kevin Chittenden – We will be looking to you to provide information on the following:

1. Location of sewer stanchions for the removal of sewage from the rail cars.
 - a. Does each of the five cars need their own stanchion and if so where should those stanchions be located in relation to the rail cars?
 - b. Are there details or other information available to assist with the detailing and design of the sewer stanchions?
2. Location of potable water hydrants for filling the water tanks on the rail cars?

- a. Does each of the five cars need their own hydrant or are the five rail cars connected together so the potable and water can be filled from one location and it will fill all five cars.
 - b. Where should the potable water hydrant(s) be located in relation to the rail car(s)?
 - c. Are there details or other information available to assist with the detailing and design of the potable water hydrants?
3. Location of 480V power plug in.
 - a. As there will be two engines, one at the north end of the siding and one on the south end, which one would be plugged into the 480V power source?
 - b. Are there details or other information available to assist with the detailing and design of the 480V power source?
4. What will the Lighting requirements be for the platform and/or canopy

Martin Lee

1. Once we understand the requirements for the stanchions what are our available options for connecting them to the City's Sewer System?
2. Once we understand the requirements of the potable water hydrants what are our available options for connecting them to the City's Waterlines.

Brad Williams

1. Once we know the location of the 480V plug in and its requirements, what are our available options for connecting to BED's electrical system.

We will discuss each of these items in further detail tomorrow, but wanted to let you know what our initial questions will be. We will also have a plan showing the conceptual track, siding, and platform layout to assist with our discussion.

In addition to yourselves we will also have our (VHB and LN Consulting) designers at the meeting; Jeff Zweber will be designing the sewer and water, John Askew our subconsultant from LN Consulting will be designing the power, Mike Willard will be designing the lighting. Tim Rusteika will be designing the track layout, and Adam Zampino will be assisting with the platform layout and design.

Selden Houghton will be our railroad flagger and our Vermont Railways representative, and we will have Dan Delabruere, Paul Libby, and Josh Martineau from the VTrans Rail Section.

Thanks,
Scott

Scott E. Burbank, PE

Director of Structures - Vermont



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Department of Public Works
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www.burlingtonvt.gov/DPW
802-863-9094

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

From: Boomhower, Michele <Michele.Boomhower@vermont.gov>

Sent: Tuesday, May 28, 2019 3:04 PM

To: Chapin Spencer <cspencer@burlingtonvt.gov>

Cc: Delabruere, Daniel <Daniel.Delabruere@vermont.gov>; Boomhower, Michele <Michele.Boomhower@vermont.gov>

Subject: Parking the Amtrak Train

Chapin,

Dan met with BED, DPW, VHB, Amtrak, VRS, NECR & our project staff last week to have a kick off meeting regarding the Amtrak overnighting in front of Union Station.

As a result of that meeting, it was determined that the train is going to be serviced with a truck versus having tee ups from an installed system. This will be less expensive and will be more efficient and effective. There is a long list of reasons that City, Amtrak, and VRS staff outlined which directed everything towards truck service. Hopefully your staff have updated you on this. Let us know if you have any questions about this.

A new transformer will also come with this project, BED is working on this as the transformer which feeds the Echo area is not of a high enough capacity to service the train.

This is all to say that it is time for us to finalize your plans for moving the bike path and for finalizing the Study on overnighting the train – is the later of these coming up at the next Council meeting?

The regard to the bike path....early next spring we will be mobilizing for the double tracking and platform efforts, at that time, the existing bike path between College and King Street, on the east side of the tracks, will no longer be accessible. We would like to work with you to make sure that there is an advance plan prior to that closure. The Wing Building will still have asphalt in front of it for accessibility, however from the end of the Wing Building to College Street we will be making canopy and platform modifications.

Let us know!

Thanks

Michele Boomhower | Division Director
Policy, Planning & Intermodal Development (Aviation, Rail and Public Transit) Division
Vermont Agency of Transportation
1 National Life Drive | Montpelier, VT 05633-5001

Exhibit TT

MINUTES SUBJECT TO CORRECTION BY THE VERMONT RAIL COUNCIL. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COUNCIL.

**VERMONT RAIL COUNCIL
MINUTES OF MEETING
BARRE CITY PLACE
219 NORTH MAIN STREET
CONFERENCE ROOM 1
BARRE, VERMONT
September 18, 2019**

MEMBERS PRESENT: Carl Fowler Jeff Munger
Chris Andreasson Charlie Moore
Dave Allaire Joann Erenhouse
Charlie Baker Charles Hunter
Dave Wulfson Rick Moulton

OTHERS PRESENT: Joe Flynn, Secretary of Transportation
Dan Delabruere, VTrans
Bob Atchinson, VTrans
Paul Libby, VTrans
Costa Pappis, VTrans
Zoe Neaderland, VTrans
Karen Songhurst, VTrans
Brian Savage, Legislature
Deb Fox, Finger Lakes Railway
Scott Burbank, VHB
David Saladino, VHB
John Wilson, Jacobs Engineering
Chris Saunders, Sen. Leahy's Office
Erica Campbell, Sen. Sanders Office
Christopher Natale, Amtrak
Kevin Chittenden, Amtrak
Bill Hollister, Amtrak
Allison Crowley Demag, Rail Association of Vermont
Melinda Moulton, Main Street Landing
Ritchie Berger, Dinse Law firm
Jess Cover, Junapr Communications
Selden Houghton, VRS
C.B. Hall, Vermont Business Magazine
Wes Cate, citizen
Chris Parker, citizen

1. Call to Order & Introductions

Joe Flynn called the meeting to order at 1:03 PM and welcomed the attendees to 219 Barre City Place where the VTrans administrative offices are now located. Introductions were done.

2. Public Comments

None.

3. Approval of Minutes

February 20, 2019

MOTION by Dave Allaire, SECOND by Charlie Moore, to approve the minutes of 2/20/19 with the following correction(s)/clarification(s):

- **Item #7, Grant Opportunities, paragraph beginning “There was discussion of passenger rail service...” – change “C&N” to “CN” and delete the sentence reading: “Carl Fowler said passenger rail should not be backed into freight.”**
- **Item #8, State Rail Plan, paragraph beginning “Charlie Baker asked about alignment...”, 2nd sentence – delete the word “passenger”.**

VOTING: unanimous; motion carried.

4. Passenger Topics

Ethan Allen Overnight Report

Dave Saladino and Scott Burbank, VHB, gave background information on the study to determine where the Amtrak train should overnight in Burlington (storage and service locations for two locomotives and up to six passenger cars). Potential locations that were studied included the northern urban reserve (ranked #2), southern urban reserve (ranked #3), Union Station (ranked #1), VRS rail yard (ranked #2), Flynn Avenue by City Market (ranked #4). Public meetings were held and comments considered in the ranking of the potential locations. The report on the study was issued in June 2019 for VTrans to decide on the location. Design of the facility would be done in 2019, construction in 2021 with service to begin in 2022.

Joe Flynn stressed the study was a technical analysis and does not represent a decision by VTrans. The Rail Council is asked to advise VTrans of its preferences. Everyone's point of view should be discussed so members are asked not to recuse themselves.

Charlie Baker, CCRPC Executive Director, said CCRPC commissioned the work, but will not take a position on the location.

COMMENTS

Melinda Moulton, CEO of Main Street Landing, stressed her support of passenger rail coming to Burlington, but spoke against having a second track for the train to overnight eight feet from Main Street Landing residents and office tenants, and impacting access to the waterfront. Safety, quality of life, access to the lake and recreation, access by emergency vehicles will all be impacted. The train should overnight to the north. A picture of the pedestrian platform without the train and the impact with the train was shown.

Ritchie Berger with the law firm of Dinse provided a notebook of information from a public records request on the passenger train overnight location under discussion, and urged the Rail Council to read the information before commenting. Attorney Berger highlighted the following:

- Analysis of the record shows the TIGER grant for passenger rail had nothing on an additional track at King Street and College Street or tearing up the bike path.
- VTrans assumed a high-level platform at Union Street, but had to get around the track for freight trains. A waiver from the FRA was secured, but then it was determined an elevated track was not needed. The Ethan Allen Express could overnight at Union Station if a second track is built.
- In June 2018, CCRPC and VHB were ranking the potential locations noted in the study.
- In June 2019 the study was sent to VTrans from CCRPC. Union Station was not the choice. The urban reserve was the choice.
- Before the January 15, 2019 final report was sent by Eleni Churchill, CCRPC, there was a memo from Michelle Boomhower to Joe Flynn, dated 12/4/18, regarding overnight train storage and the impact on Burlington, and meeting to finalize the plan to address the likely response.
- The January 2019 final report air quality section addresses diesel emissions from two engines idling at least an hour a day. The air quality analysis in October 2018 for a single locomotive idling up to 60 minutes 50' from the Wing Building balconies showed a risk to human health. The analysis recommended more air quality assessment be done. CCRPC recognized per the report the need for more air quality analysis if Union Station is selected as the site.
- The proposed location of the train is only 8' from the building and there will be two locomotives.
- Before the January 2019 final report was issued by CCRPC, VTrans had already told the City of Burlington that the bike path would have to be relocated and a track built for Amtrak service. A memo from Michelle Boomhower was sent to selected individuals (Chapin Spencer, Eleni Churchill) saying if the train cannot be located in the rail yard then a second track will be built by Union Station.
- The day the report was released to the public someone changed the language in the air quality discussion to try to hide the danger to the public if the train is overnighed at Union Station. The changes said more detailed air quality assessment should be conducted for selected Amtrak storage sites in Burlington. There will be an air quality issue with the train idling as passengers board and debark.
- The VHB report said only Union Station needs more air quality analysis due to excessive carbon dioxide in excess of EPA standards.

Attorney Berger reiterated his request that the Rail Council not make a decision until review of the actual documents. Mr. Berger provided a binder of the records obtained through the public records request.

Dave Wulfson, VT Railway, recalled in the 1980s the agreement was the bike path between King Street and College Street was temporary plus there are two crossings of the track. The path should be on the west side of the track. With the Main Street project, the Wing Building is within inches of the state property leased by Vermont Rail Systems. The bike path was allowed on a temporary basis. Discussions have been ongoing with the city for years about relocating the path due to the safety issue with the train. There is an

issue with trespassing all over the waterfront. Keeping pedestrians moving through the waterfront on the west side of the tracks will be a safety improvement and eliminate two crossings of the track. VRS had a need for car storage, some seasonal, and built a new track on the northern reserve on land that is part of the lease with the state. The city moved the bike path along the waterfront and VRS put track by the urban reserve to store train cars, so much has changed since the first discussions of Amtrak coming to Burlington. Overnighing the train anywhere to the north is a good idea. Vermont Railway decided a second track is needed between King Street and College Street for business purposes regardless of the Amtrak train. Also, the dinner train by VRS is a growing part of the business and becoming a part of the waterfront.

Carl Fowler spoke of upgrading the Burlington-Essex line to accommodate passenger trains which is part of the State Rail Plan. All the services provided in Burlington can be provided in Essex Junction, and there will be a direct line to Montreal, Middlebury, and Rutland services. The Ethan Allen Express could be terminated in St. Albans. The train could then go on to Montreal in the long term. VTrans is urged to unite the rail network and make it flow. This year there will be substantial federal money available for rail.

Rick Moulton mentioned the cost to overnight the train at Union Station (does not include the second track or moving the bike path) or overnighing in the rail yard (\$50 million). The Rail Council is urged to prioritize going north and improving the rail to Class 2. Amtrak overnighing in Burlington would be short term. If there was more public process with this matter the Rail Council would have discussed this two years ago. There are significant costs. The cost of the second track versus the cost of going north needs to be known.

Chris Andreasson noted if the track is improved there will be continuing costs every year for Amtrak service to Montreal.

Dave Allaire recalled there has been discussion for the past 20 years of the benefit of Amtrak coming to Burlington. The train overnights now in Rutland and there has been no discussion of air quality there. More information is needed before deciding on the train in Burlington, and there are many dynamics with going to Montreal (border crossing, cost, legislative support).

Charles Hunter said NECR track is involved with the Burlington-Essex line, and there has not been discussion with Amtrak about a train to St. Albans. NECR needs to be engaged in the discussions.

Charlie Baker pointed out the scoring in the report is not a decision. The decision makers will make the decision. There are legal restrictions with the Burlington land not reflected in the report, and upgrade of the Burlington-Essex line has its own issues. Researching whether there is another solution to get passenger service to Rutland that might benefit Vermonters more could be done.

Weston Cate urged tying the rail networks together. There is synergy created in getting people from point A to point B which will be very beneficial. Having the train go from St. Albans to Montreal would be good. Build it and they will come.

Kevin Chittenden said Amtrak is concerned with hours of service and hours of rest for the crew regardless of the location. Also, there may be marketing considerations with arrivals/departures.

Chris Natalie said Amtrak provided VTrans with different options to Burlington but was not asked to provide options going north.

Joe Flynn said VTrans agrees Burlington, St. Albans, and Montreal are all possibilities. VTrans is forging ahead to finish the Middlebury Tunnel and has not discussed going north with the ramifications. Secretary Flynn stressed regardless of the input and testimony, and in deference to the record, a decision on the location has not yet been made.

MOTION by Dave Wulfson, SECOND by Dave Allaire, to table the recommendation to the Secretary of Transportation on overnighing the train in Burlington until another date for a vote.

DISCUSSION:

- Joe Flynn said the Rail Council members are appointed by the Governor to advise on rail matters. The train must be located somewhere so a decision needs to be made eventually. The decision must be made before the legislature resumes.
- Carl Fowler observed if the permanent terminus of the Ethan Allen Express is not Union Station then look north, but if the temporary location is in Burlington then where must be decided. The Rail Council should look at the five options plus going north.
- Rick Moulton said VTrans should explore the potential of going north including Essex as a temporary overnight site.
- Charlie Baker urged looking at alternative technology with rail cars.

VOTING: all ayes except one abstention (Carl Fowler); motion carried.

Ritchie Berger said there is a January 6, 2016 memo about upgrade to the Essex line.

Carl Fowler clarified his suggestion to go to Essex and St. Albans was to avoid investing money to create a new service facility.

Joe Flynn said the Rail Council is urged to read the Berger report. Two potential meeting dates will be sent out.

Dave Wulfson requested all information be emailed before the meeting and not received at the meeting.

Charlie Baker urged sending any questions to CCRPC before the meeting so they can be addressed.

MOTION by Rick Moulton, SECOND by Joann Erenhouse, that the Rail Council suggest VTrans explore with NECR the potential of the train going north.

DISCUSSION:

- Dan Delabruere said the hard numbers for going to Essex and St. Albans have been compiled. A storage facility in St. Albans cannot be built in the next two months.
- Joe Flynn said a decision must be made. The decision could be an interim suggestion.

VOTING: all ayes except one abstention (Charles Hunter); motion carried.

Charlie Baker made a motion that was not seconded to request that VTrans examine the possibility and provide feedback on using updated technology (Budd cars) to provide passenger service to Rutland. Joe Flynn said Amtrak will not be replaced with Budd cars. An additional service with Budd cars is a possibility. Carl Fowler said some Budd cars do not have reclining seats or bathrooms, and are approved for one hour trips.

Amtrak Ridership & Revenue

Dan Delabruere reported the Vermonter has modest gains in April (ridership up .8% and revenues up 4.7%). Ethan Allen Express had the second consecutive quarter decline (ridership down 5.7% and revenue down 3.4%). More marketing has been directed to improve the situation.

Carl Fowler urged publishing The Shires of Vermont bus service connection to the Ethan Allen Express, and working with GMT or Addison for bus service from Burlington to Rutland. Mr. Fowler also mentioned potential impact to the Vermonter service by the Greenfield train to NYC and the Valley Flyer train fare.

Dave Allaire requested the next report on Amtrak look at a five-year window of performance.

5. Freight and Construction Topics

Paul Libby reported on rail work in Salisbury, Middlebury, Leicester, Pittsford, Wallingford, Leicester wye, Rutland, and Middlebury yard rehab.

Dave Wulfson said the extended shutdown for the Middlebury Tunnel project has started. Sidetracks are being used for the trains. Work windows are being extended. The paperwork will be signed for the detour next summer.

6. Operation Lifesaver

Dan Delabruere announced Alan Franklin has retired. Interviews are taking place for the state coordinator position.

7. Other Business/Next Meeting

Next meeting: December 3, 2019 (tentative), Barre City Place.
Agenda: Follow up report on the border crossing.

8. Adjournment

MOTION by Dave Allaire, **SECOND** by Joann Erenhouse, to adjourn the meeting.
VOTING: unanimous; motion carried.

The meeting was adjourned at 3:22 PM.

Rscy: MERiordan



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

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Councilor Maxwell Tracy, Chair *WARD 2*
Councilor Jack Hanson, *East District*
Councilor Franklin Paulino, *North District*

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Transportation, Energy and Utilities Committee of the City Council

Tuesday, November 19, 2019 6:00 PM

Burlington Police Department – Community Room
1 North Avenue – Burlington, VT

–DRAFT MINUTES–

1. Agenda

Call to order at 6:03

Motion to pass – unanimous

2. Minutes of 10/24/2019

Motion to accept – all in favor

3. Public Forum

Melinda Molton CEO of Main St Landing

No misinformation being put out. State wants to put 700' of train 8' from the building where people live and work. Extending rail line for the second rail line is for the dinner train and additional trains. Not for Amtrak. State of VT and City of Burlington need to consider noise, air quality, livability of Wing Building. No false info. All from emails and public records request. She was not brought into the conversation early enough. Pictures attached. 8' is not enough for emergency vehicles and servicing of this stretch of path. Additional servicing required for the train will be harmful for the College King area as well (i.e. sewage, fuel, etc.)

Rick Molton

Statement attached.

William Gottesman Burlington resident

Appreciates that trains needs to be serviced and a place to stay. This is not the first thing that should be seen in the City and that will be the case if Amtrak parks at Union Station.

Carl Fowler

This has been in the works for decades and is just now being pushed to the public for feedback. There has been little invitation for feedback. Study of where to idle the train had inadequate public input. This is offensive. Information being shown is repetitive and not being updated. St Albans is a feasible option. The State of VT can successfully put together passenger trail routes. VT rail system freight yard is the only feasibly option and it was ruled out for cost. This seems like it could accommodate the train. Additional spots are on flood plains in Winooski or Essex IBM Campus which are both disappointing alternatives. The proposed land at Union Station is owned by the state of VT. If the state says no what will VRS do? Badly designed project. 24hrs a day impact. Short term send it to St Albans and Montreal. If track to St Albans can't be fixed in 2 years then short term use freight yard

See Attachment.

Richard Berger from Counsel on Main St Landing

Public record act obtained documents from VTrans. Project has been secret and withheld info from Main St Landing. They have an easement and should have been made aware. It is the state's land but there is an easement that cannot be interfered with. Secretary Flynn stated he wants the decision made by the end of the year. The second track was assumed necessary because initially the track would not be able to get by. Then it was said it was necessary because it would need to be overnighed at this location. Then it was stated necessary for the seasonal dinner train. The schedules of these trains don't match. VTrans found it easiest to overnigh here and is now pushing this second track regardless of the cause. Yes the bike path should be on the west side of the tracks. The pedestrian path should be saved on the east side of the tracks. May 23 2019 kick of meeting with state, city and VHB states there will be a second track, yet they say there is no decision made. In Feb Mrs Boomhower states there will be a second track. If the City stops this second track we can still get Amtrak. They have never taken a position on the second track being necessary. The City should be asking what is necessary. This will be a blight on the City's waterfront forever. Once the track is here the train will do whatever it wants. This is a slippery slope.

Kim Lang

Big supporter of the train until found out the details. Happy with waterfront development since the 80s. Waterfront is a destination and a rail yard will be disruptive. Hasn't been notified. Would love to see a train here in the right way but this is the wrong way. Allow citizens to participate. Consider how you engage with the public. Would have wonderful things to say if proud of how the train was coming. On the bike path 5 days a week. Real people are invested in the project. Burlington Waterfront is a Vermont Gem.

Councilor Bushor

Proud of Burlington and the waterfront. The thought of changing the waterfront back to a more industrial look is devastating. Can't understand the lack of communication with this project. This project is atypical in terms of VTrans and CCRPC public outreach or lack of. Surprised and frustrated to only have heard about this 6 weeks ago. Collective failure with communication. Need to get input from the people and see what our options are. People want rail. I want rail. Public transportation is good. Do want to be a barrier of preventing a disruptive plan for the train. Put into perspective the activities that need to take place and illuminate those that don't.

Rich Sharp. Segway

Pushed for original bike path. Here since the 80s. The future of the City is recreation and a beautiful waterfront not a railyard. Where the track is currently is perfect. Both sides of the track currently service the community. Hazard to go across the tracks twice in this short a distance on a bike and other things such as skates, seaways, etc. This is currently an issue and would be made worse with additional tracks. The City should push back with the rail on the waterfront. Currently the rail carts that are there are already an eye sore. Dinner train is disruptive already. Everyone in the City wants a waterfront path and recreational area. We all want Amtrak but this can be done right.

Close public forum at 6:42

4. Street Seat/Parklet Draft Program Guide

- a. Elizabeth Gohringer, DPW and Kim Furtado, DPW presenting
- b. 15-minute duration
- c. No action requested, informational only.
 - i. Clarification that this item is seeking action and support from TEUC members

See attachment.

Jack Hanson – loves program. Endorses it moving forward. Hope we can consider eliminating the cap on number of parklets. Appreciates all the aspects that were addressed.

Max- appreciates the public accessibility of this. Ensuring the seating is there all the time is crucial. Important that the seating is welcoming at all times and not a huge noticeable difference between public and private hours. Creating purely public based parklets is needed. With other projects under construction such as city hall park and city place we need more public spaces. Bike parking piece is important and happy this was addressed. The one outside of New Moon is a good example of what this could do to help bike parking. Considering including things to support these types of parking could be good. This is a good example of streets being used in alternative ways. This has had a good impact.

Jack – highlight and appreciate emphasis on locally sourced and sustainable materials in this project. Hopeful this idea can be adopted on a larger scale throughout DPW.

Jack moves to endorse this pilot to a permanent program.

Paulino seconds motion

Unanimous Aye

5. VTrans Waterfront Rail Update

- a. Michele Boomhower, Division Director Policy, Planning & Intermodal Development
Dan Delabruere, Rail & Aviation Bureau Director
- b. 90-minute duration
- c. No action requested, informational only.

MB – hopes to be able to provide insights and is appreciative of all input given. Wants to show efforts being taken to ensure this project is most beneficial for all.

See Attachment.

See State Rail Plan for more information.

Paulino – has VTrans provided documentation about the 50 million \$ claim? Geographically it looks like there is space? Is there documentation of this cost?

MB- Not loss of business revenue. Principally the lines that are within the yard are used for storage, loading, and intermittent use throughout the day. There has been no track of the length and condition that can accommodate this train. This would require relocation of current yard functions which would be costly to develop a new yard.

Dan – when a train comes into the yard they are pulling it apart and rebuilding. The rail yard is currently maxed out. The 50 million \$ is the price to do these current activities in a different yard.

Paulino – the drawing of different design. Current bike path becomes a walk way?

MB- will outline this in person after. Would bring bike path all on the lakeside of the waterfront. The City will be repositioning its bike path working with Lake Champlain transportation to acquire the property needed for this and to bring it out of the rail ROW.

Paulino – will Burlington be paying for this? Is there a grant of money to help relocate the bike path?

MB- this project does not have the capacity to make and accommodations for this. This is something that was agreed upon by the City when the agreement for this land was originally made. Other funds may be available outside of this project.

Paulino – is there a benefit to servicing the train on the waterfront at this controversial location?

MB- variety of factors. Change rail road companies there. Key element is where there is electricity, sewer, water access. How much infrastructure do we need to build to accommodate it. Crew time is a consideration.

Dan – coming to final destination and moving a train beyond that costs money which is a factor. The study done by CCRPC outlines factors at each location.

Hanson – second track is a VRS requirement. Do they have final authority? If they decide they don't want Amtrak what happens?

Dan – They are the ultimate authority. Amtrak is the only railroad that has the authority to run rail anywhere but the railroad can set criteria to make operations work. VRS is the host railroad. Although we own the property we have leased the land to VRS. VRS said Amtrak is welcome to come on railroad with stipulation that second track is built.

Hanson – McNeil option – has VRS weighed in? VRS said they will build second track regardless. This sounds like they are assuming Amtrak will be there.

MB- clarifies the McNeil location is on the New England Central Railroad. How feasible will this be? Based on the parameters given as of today it seems feasible to have the train overnight here. Even if it overnights here the train will be residing in the VRS location during the morning and at night when it on boards and off boards. These will be scheduled. VT Rail system understands they need a consistent operating line at all times. They need to accommodate freight, dinner train, etc. The two

track system would allow them to accommodate all this plus the Amtrak schedule. Host Railroad makes an agreement to maintain track so Amtrak train can use it as scheduled.

Hanson – Who would pay for second track if Amtrak doesn't overnight at the waterfront?

MB- State has to pay because we are creating the need regardless of us overnighing. There is no way to host the Amtrak being in station for any time and keep their systems operating. This includes freight, dinner train, etc. These contracts are fluid and VRS needs ability to do operations. Freight and operations will increase as the Middlebury tunnel project is underway. All freight traffic will be closed through there for 10-12 weeks and will be detoured through Burlington.

Hanson – if the City were to want Amtrak but not the second track would that hold any weight?

MB – neither the city nor state have the ability to control if this second track is put in. This would stop Amtrak and there would be a substantial payback needed of grant funds received.

Hanson – what could the city say or do to impact this decision?

MB – the city could engage with VRS to better understand what they need.

Paulino – the second track is coming regardless of Amtrak?

MB- technically they could start at any time. This is regardless of Amtrak overnighing.

Dan – they leased the entire property and can use it as needed.

Paulino – if Amtrak doesn't come they will have to pay

Hanson – feels like a bully/hostage system. VRS says you won't get Amtrak unless you pay for business things needed. To Chapin Hanson asks about VRS communications.

Chapin – We have made efforts to have a conversation with VRS. We have asked many of the questions you are asking. They have told us the same thing they said to VTrans. They indicated they would construct a second track regardless of this project. Validity of the statement is unknown.

Hanson – would they be willing to talk to the public

Chapin – will make the request

Hanson – any independent oversight or validity of VRS claims of what they need?

MB – railroad operations and existence dates back 100's of years and as an interstate commerce type transportation activity that is reliant on a limited ROW network. They were given a lot of rights in the early days that have been maintained. There is no independent authority that can validate their claims and make them transparent.

Dan – it's federally regulated. Much like airspace. FRA controls how freight moves between states etc. creates a united rail system.

Hanson – when can their demands to further their private business gain be stopped?

Dan – they can only use their ROW. When we ask for funding we ask for specific things. This funding is specific to what is necessary. The money can only be used for certain things. Can't be used to comply with extra demands from private businesses.

MB- as a train on host network, Amtrak is allowed to be there but the operating needs of the railroad need to be considered. If we said we had no money to build second track they could have countered and said they will still build second track with their own funds.

Hanson – do they need to prove their need?

MB- no

Hanson – in general this system seems totally absurd. Gains for business at expense of public on state land. Seems like only option is to cancel the Amtrak or allow VRS to get whatever they want.

MB – even if we cancel Amtrak they could still build second track. Then second track and no Amtrak.

Hanson – understands this and finds this to be the problem of the situation. They specifically are using this as an opportunity to get the second track paid for by someone else.

Paulino – concern about second track is not just short term but also long term VRS gets money for people to use it but in the future this is an investment opportunity for Burlington to Montreal traffic. This would be an impact to the waterfront.

MB – from college st north it is not owned by VRS. NE central owns this which the Vermonter runs on. VRS wouldn't gain any additional revenue from another service. Amtrak doesn't put in services unless they know there will be ridership. VT is so small

and additional Amtrak services after this seem unlikely. This small amount of money gained from Amtrak services is small in the big picture of VRS

Dan – VRS is a freight railroad. Their business is in freight. Passenger rail isn't their income concern

Hanson – Leverage. It is state land. When does their lease expire?

Dan – 2054 range. Advantages of lease is VRS indemnifying the state of anything that happens on the railroad. We would have liability if we controlled operations.

Max – Challenges with general model and how difficult this feels to not seem to have an option while being told the city needs to give input.

MB- we are welcoming info from the mayor and the council about how they would like to provide input. Jointly or individually. Any form is welcome. The input could include the input of the frustration for federal rail system operations. State is under same constraints and appreciates and understands the frustration. City's review of overnight locations and pros and cons and ranking so impacts are understood by Vtrans is good. Special considerations that the city would like the state to take under advisement for future actions would be helpful for how Vtrans thinks about the future.

Max – first time hearing of McNeil. Will this be graded in the same rubric as previous options? Seems like there isn't much time. What is the timeline and what we will be looking at in terms of impact of this site?

MB- we could reasonably in the next few weeks provide comparative information. Not the depth of the noise or air quality monitoring that were done for the prior sites. This site is likely Analogous to other sites and can be compared to other sites.

Dan – this new location has many assumptions being made on whether we can even use this. We aren't sure what NECR's requirements are and if Amtrak will run on this condition of track. This location schematically fits but that's about what we know.

Max – seems like the last minute nature of this shows we need more thought. Hard to compare sites and assumptions being made are concerning. Seems like there is due diligence than needs to be done. Timeline precludes us from adequately considering all options

MB – great feedback to hear. On the current schedule, to meet fed grant requirements. We have a lot to work on even if we don't make a final decision on overnighting location. We have a fall back at union station with another location that we are building towards at the McNeil plant. We have scrubbed all the potential locations that we are aware of. If outside sources come up with locations we are happy to look at them. We are still looking into St Albans with the acknowledgement that this would be a longer term project. For the secretary of transportation to decide

Max – independent monitoring of claims. With VRS claim no substantiations of this. To what degree is Vtrans or VRS to provide proof?

MB – can't speak for VRS but this is a valid request and we can ask if there is a way VRS can document this so their limitations can be understood by the average person. Their train activities include their business activities. Reasonable to expect that they could provide more detail. VTrans will peruse.

Max – ask them how they will use second track.

Max – have they been asked if they will come before the committee?

Chapin – haven't been asked

Max – would like to speak with them. Is there anyone here today from VRS? (no one responds)

Max – emergency access maintained to wing building, the station etc

Dan – the current design meets the requirement. 8' space was in agreement with Wing Building.

Max – can an ambulance or fire truck fit through there?

Dan – unsure but requirement is 8' and it is being met

Max- sewage truck to back up onto the track vs infrastructure?

Dan – having sewer there would have to be a stand pipe to service every car. Hoses would not be practical to service 80' cars. Truck was better because it would be less of an impact and easier to service. Be done in 20 minutes. Hoses would freeze and be a physical 80' - impractical. Truck would drive down the platform. It would temporarily close the platform. This is done in Rutland currently and takes 20 minutes. This happens at 9 at night

Max – I would like to see this

Dan – great idea

Hanson – why was McNeil plant option not looked at sooner?

MB – distance from city. Limitations with other spots made us consider this further.

Dan – federal grant stops at college st. no federal money to go to McNeil area. We are building our projects within the limits of the grant.

Hanson – 230000 contract to design at this location. Why was this agreed to before getting public input?

MB- all the things done at this station under this contract will need to be done whether the train overnights there or not.

Hanson – given how long the administration has been communicating I am frustrated this wasn't opened up sooner so other options such as McNeil couldn't be discussed sooner.

Paulino – to make a decision or give input I would like to know what it will cost the city to move the bike path

Cindy – will be a win for the city to get the path on the west side. Safer for everyone.

Councilor Bushor – decision by the end of the year because of federal funding. If it doesn't end by Dec 31 I request a decision by January if possible to have opportunity to evaluate what is being presented and hear from the railroad. Holidays are also limiting in this time frame as well.

MB – understandable request. Will bring to the secretary.

Charlie from CCRPC – see memo. Clarify the RPC's role. Different than normal planning process. Technical assessment.

Quantitative and analytic work without policy overtop. A few public meetings. Our report was not recommendations but technical assessments. Meant for you to add your values to the assessment and tell decision makers what you want to happen. The report was never intended to be a final document.

CB Offman VT business magazine – Terms and access is where disputes lie. Is there a possibility for the STB?

MB- we are familiar with this process. Would not imagine that the agency would make the decision to challenge the railroad's rights. The decision would be in the railroad's favor. Huge expenditure of taxpayer dollars not in favor of the intended decision.

John Masonge – Councilors asked key questions. Hostage situation. VTRS is using Amtrak. Have them talk about urgent need for this extra rail. Thank you Max for pushing this.

Melinda Molton – Lisa Steele would not be happy to see her name on this PowerPoint. Its Main Street landing condominium. We do have something that we can do. It may be safe for the bike path but not safety for the building. Already someone who put up unit for sale and others who are considering leaving. In the easement it talks about emergency. This easement is until 2050. We will take this on as a safety issue. If the City felt that this was a security issue and made that clear then something could change.

Additional public comment – the rating system is seems to not weigh all considerations equally.

CCRPC – technical assessment. Meant for you to give input such as this where what is more important characteristics gets more weight

Public comment – how do we give this public input.

Ellaine Churchill – no weights to these quantities

Jan Sudbay – condo in wing building

Air quality assessment done with train sitting at 50' but the train will be 8' from a bedroom window. No one could live in the noise. .5 miles from the train currently and can still feel impacts.

Richard Berger – you are being held hostage by both VRS and Vtrans. Mrs Boomhower sent emails in 2018 saying it will be overnighted at Union Station. VHB signed contract to design here. There are meeting minutes that state the train will be stored at Union Station. VRS will not pay for additional track. How much will it cost to build second track?

Dan – unsure. That was also a false statement. The VHB contract is to design the platform among other things.

Bill Gottesman – evaluation matrix. It is weighted. Seems to be ranked on money. Not about people or local concerns. Don't buy into the matrix. Second track – encourage the city to fight the claim and hire lawyer and look at other towns who have been in similar situations. What are the chances that this will happen at union station? When you talk about deadlines and losing rewards how much money will be lost?

MB – the decision has not been made. An evolving process. Info in the beginning was limited. More info gained through technical analysis from CCRPC. Input gained from forums and tonight. We are still making decisions. Nothing is decided. Had to start somewhere which may make it seem like decisions are made. Contract with VHB is not just about platform and rail road. There are switches at either end, signal timing, utilities, etc. very complex to do rail projects of this nature. With regards to the next questions – the project is a 26 million \$ project and federal grant of 10 million FRA. State legislative and FHWA \$. The piece at risk would be the 10 million for increasing freight capacity and passenger rail such as platforms.

Carl Fowler – where to service the train. If we invest 2-3 million into new facility it will not be moved. VRS insistent on second track. It would be worth while to talk to them about their intent. Two trains cannot park there simultaneously. If they would commit that it would never be used for passing two trains then it could be feasible if this is only 10-15 minutes. Find out from the railroad what their intent is. STB could be a good choice. NEC main line lost in a STB case.

Rich Sharp. Segway – city has a big problem with construction. It will take years to move bike path. It will take several years. Where does the bike path go? Up to battery St?

Public comment – VHB seems to do a better job of laying out tracks than where the train should be overnighed. It's only a done deal on the second track if the state agrees to pay for it. If the state pays for it then the legislature may have a voice in this if it is part of the rail budget for next year.

PC from Eco Stakeholder – good questions from councilors. Thank you to the state representatives but late to public comment. Very important to see plan with people who are producing it. Late to the game.

6. Set Future TEUC Meeting date

Chapin asks for three potential dates.

3rd, 5th, 17th

Paulino leaves 9:06

Chapin – will reach out to VRS with these dates

7. Councilor Updates

Hanson – continue working forward with the expansion of fare free bus service. Follow up outside of meeting with Chapin.

Max- Thank the crews for most recent work with storms. Plowing and servicing.

Implementation of Vision zero was put on the backburner to give staff time to think. Would like to bring this conversation back and see how this can be set in policy.

Chapin – fits well with 2020 work plan

Hanson – east ave resolution looking for updates

Chapin – staff has started conversations. More to happen. Some strategies identified. Traffic calming process updates. It is in queue. It is currently first in first out. Looking to add prioritization .will discuss with councilors. Happy to talk more

Hanson – look forward to continuing the conversation

8. Adjourn

9:10 motion to adjourn.