



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

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

To: Hannah Cormier, Clerks Office  
From: Chapin Spencer, Director  
Date: November 10, 2016  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 16, 2016**  
Time: 6:30 – 9:00 p.m.  
Place: **645 Pine St – Main Conference Room**

## **A G E N D A**

### **ITEM**

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
  - A Approval of Draft Minutes of 9-21-16
  - B Approval of Draft Minutes of 10-19-16

### **Non-Discrimination**

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

- 5 15 Min Customer Appeal of Water Bill for 100 Dodds Ct  
A Communication, M. Moir  
B Commissioner Discussion  
C Public Comment  
D Action Requested –Vote
- 6 10 Min Hotel Vermont Tesla Charging Station Concept  
A Communication, P. Cashman  
B Commissioner Discussion  
C Public Comment  
D Action Requested –None
- 7 10 Min Director's Report
- 8 10 Min Commissioner Communications
- 9 **Adjournment & Next Meeting Date – December 21, 2016**



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

## MEMORANDUM

TO: PUBLIC WORKS COMMISSION  
FM: CHAPIN SPENCER, DIRECTOR  
DATE: NOVEMBER 10, 2016  
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on November 16, 2016 at 6:30 PM  
at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. Customer Appeal of Water Bill for 100 Dodds Ct
4. Hotel Vermont Tesla Charging Station Concept

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

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

To: Hannah Cormier, Clerks Office  
From: Chapin Spencer, Director  
Date: November 10, 2016  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 16, 2016**  
Time: 6:30 – 9:00 p.m.  
Place: **645 Pine St – Main Conference Room**

## **A G E N D A**

### **ITEM**

- 1 Call to Order – Welcome – Chair Comments
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- 8 10 Min Commissioner Communications
- 9 **Adjournment & Next Meeting Date – December 21, 2016**

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 21 September 2016  
645 Pine Street

**Commissioners Present:** Tiki Archambeau, Jim Barr, Chris Gillman, Solveig Overby, Justine Sears, Jeff Padgett

Commissioner Absent: Robert Alberry

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

Chair Padgett calls meeting to order at 6:32 p.m. and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr made motion to accept the agenda  
Commissioner Archambeau seconded  
Motion approved - unanimous

**Item 3 – Public Forum**

A resident of Mansfield Avenue is concerned about Department's recommendation to remove parking along Mansfield to ensure sight distances at mid-block crosswalk. He feels there is no need to change the status quo. Parking on west side is limited.

A Ward 1 resident agrees with the above resident. He attended the Great Street presentation last week and was concerned that it was more for the downtown area and less of an investment in the neighborhood areas.

A resident complained about the sewer odor that was coming out of the catch basins at the intersection of Pearl Street and Union Street. She also stated that she did not understand how ten thousand gallons of combined sewage and storm water can go into our lake with the facilities that we have for wastewater.

A resident from Ward 4 came in with her petition all done and copies made for the blocked road to be open at the condo development where she lives. City Engineer Norm Baldwin stated that there was now an opposing petition in process as well and he would follow up with both parties.

**Item 4 – Consent Agenda**

- A. Traffic Request Program Status Report
- B. Parking Restriction on South Crest Drive
- C. Additional Parking on High Grove Court
- D. But Stop Removal at Pine St and Bank St
- E. Parking Restriction @ midblock crosswalk on Mansfield Ave
- F. Installing Metered Parking on Pearl Street
- G. Request to Add Loading Zone on Marble Ave

Commissioner Archambeau made a motion to pull off Marble Avenue and Mansfield Avenue items (Items E & G).

Commissioner Barr seconded  
Unanimous Approval

Commissioner Padgett changed Item E to 4.1 and Item G to 4.2

Commissioner Barr motioned to accept  
Commissioner Archambeau seconded  
Passed unanimously

#### **Item 4.1 Parking restriction @ midblock crosswalk on Mansfield Avenue – Damian Roy**

There is a three way stop sign installed at Mansfield Avenue and Loomis Street which reduces parking around the mid-block crossing area. The changes in sightline around the mid-block are an improvement in which most people are in favor of this with the exception of the ones who live near the area.

Another resident stated she felt this was not about the crosswalk but parking for drop off at school at 8:00 a.m. She suggested to put in a parking restriction for school.

Staff recommends that the Commission adopt no parking on the west side of Mansfield Avenue for 20 feet north and south of the midblock crosswalk at Mater Christi School.

Commissioner Archambeau made a motion to accept staff's recommendation to restrict parking 20 feet north and south of the crosswalk to increase sight lines between pedestrians and motorists increasing safety for those using the crosswalk

Commissioner Barr supports as it is used for more than Mater Christi School.  
Unanimous approval

#### **Item 4.2 Request to add loading zone on Marble Avenue – Damian Roy**

Damien Roy stated there was a request for a loading zone by Battery Street Jeans on the Marble Avenue side. He went and looked at the location and made contact with the residents in the area as well as the other businesses which all vie for parking on Marble Avenue. They felt there was no use for a loading zone there as there is a vacant lot for parking for all the businesses in the area, including Battery Street Jeans. Residents are not in support of this loading zone.

Stu, owner of Battery Street Jeans stated there is a private parking area but as his business opens latter by the time they arrive the lot is usually full.

Various Commissioners asked if staff could further review the recommendation and explore a modified recommendation with some type of time-limited parking restriction.

Staff's recommendation is to maintain the current conditions of unrestricted parking on the south side of Marble Avenue from Pine Street to Hayward Street.

Commissioner Barr made a motion to table the item and have staff do additional review.  
Commissioner Archambeau seconded  
Unanimous approval

## **Item 5 Driveway Encroachment Ordinance – Damien Roy**

DPW has received a number of complaints of cars parking too close to private driveways in high parking demand areas. Residents want signage or lines on the street for people to be aware of driveways in the area. DPW staff has brought forward a proposed driveway encroachment ordinance to prohibit parking within two feet of a driveway. The results of the pilot study are in the packet. Staff is seeking final approval with the ordinance change.

Burlington Police will respond to blocked driveway complaints and will remove the car if driveway is completely blocked.

Staff recommends the Commission adopt the following amendment to the Burlington Code of Ordinances Appendix C, 7 and Chapter 20-5 5 General Prohibitions:

### **7 No parking areas**

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

(1) (538) As Written

(2) No person shall park any vehicle at any time in front of another person's driveway and within two feet of another person's driveway as measured from the straight lined edge of the driveway

### **20-55 General Prohibitions**

(a) No operator or driver of any vehicle shall stop, stand or park the same in any of the following places except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or official traffic sign or except momentarily to pick up or discharge a passenger:

(1)-(3) As written

(3) In front of another person's driveway and within two feet of another person's driveway as measured from straight-lined edge of the driveway.

Commissioner Gillman motioned to approve staff's recommendation to adopt the ordinance amendment above.

Commissioner Sears seconded

Unanimous approval

## **Item 6 – Parking Removal Starr Farm Road – Damian Roy**

There is an issue of cars parking on the north side of Starr Farm Road and the Flynn School greenbelt which is eroded and against the city ordinance to park there. The roadway is too narrow for parking. The city ordinance states that lawn parking is prohibited in the city except for Ward 4. Staff has recommended restricting parking on the north and south sides from North Avenue to Grey Meadow Drive and let parking resume after Grey Meadow Drive.

There are 17 parking spaces that can be used by parents to bring kids into school but there is an empty parking lot on the north side which no cars park in. Warning tickets are being issued by the police.

Staff recommends that the Commission restrict parking on the north and south sides of Starr Farm Road from North Avenue extending west to Grey Meadow Drive.

Commissioner Archambeau moves to accept staff's recommendation to restrict parking on the north and south sides of Starr Farm Road from North Avenue extending west to Grey Meadow Drive.

Commissioner Barr seconded

Unanimous approval

#### **Item 7 – Request to Modify Resident Only Parking on South Prospect Street – Damian Roy**

A Resident at 308 South Prospect asked for the residential parking restriction to be modified. A petition was received by the Department indicating 85% want full time residential only parking.

Another resident noted that people are up in the area early and the parking in the streets is filled fairly quickly. Delivery vehicles have a hard time making deliveries due to lack of parking. She supports the 4 hour parking limit.

Staff recommends adopting installing full time resident parking and 4-hour parking for non-residents on South Prospect Street from Henderson Terrace to Cliff Street from 8am - 5p.m as shown on the attached drawing.

Commissioner Overby stated she cannot support narrowed resident parking all day without allowing the public to use these spaces up to four hours / day.

Staff recommends that the Commission adopt installing full time resident parking and 4 hour parking for non-residents on South Prospect from Henderson Terrace to Cliff Street from 8a.m. to 5 p.m. as shown on the attached drawing.

Commissioner Archambeau moves to accept staff's recommendation

Commissioner Barr seconds

Commissioner Overby opposes and all others are in favor

#### **Item 8 – Introduction to Plan BTV Walk Bike – Nicole Losch**

Staff provided a presentation on Plan BTV Walk/Bike. Staff responded to questions and said they would return to the October meeting looking for Commission approval.

#### **Item 9 – 10 Year Capital Plan – Director Spencer**

Asked for this items to be considered for next month as the hour was getting late. It was mentioned that this was already passed by City Council.

Commissioner Barr motioned to table until next month.

Commissioner Archambeau seconded

Unanimous approval

#### **Item 10 – Draft minutes of 7/20/16**

Commissioner Archambeau wants the minutes to explicitly describe what action was taken by Commission. It is hard to follow if the minutes just say that the Commission voted for or against staff's recommendation. Approval of the July minutes was tabled until Clerk Gillman works with staff to revise the minutes accordingly.

#### **Item 11 – Director's Report**

There is a memo on the Commission's webpage on the water main relining.  
The Commission needs to select a Diversity and Equity point person to attend a training.  
City Council approved on Monday Chittenden Solid Waste District 3 year MOU with a three year option to purchase 195-201 Flynn Avenue for a CSWD drop off center.  
An update on the TIF-funded Great Streets effort was provided.  
The North Ave Pilot continues with an online survey. 1400 responses have been received to date. People have until October 2<sup>nd</sup> to take the survey.  
Staff has worked extensively with City Market, Planning & Zoning and South End neighbors to ensure the proposed South End City Market project addresses City concerns.

#### **Item 12 – Commissioner's Communication**

Commissioner Archambeau stated he had lots of complaints about Grant Street and the number of vehicles idling on the street.

Director Spencer stated it is being repaved and provided an update on timing. We are also coordinating work with IAA school drop off area on Archibald Street.

Commissioner Archambeau also stated that sign on corner of Crombie and North Winooski at Barrio Bakery may be too close to the corner.

Commissioner Gillman stated a compliment on the North Avenue pilot, glad to see it being treated as a pilot. Director Spencer stated the department removed a number of bollards between BHS and Route 127 to better accommodate emergency vehicles.

Commissioner Barr stated on Colchester Avenue by the intersection with Riverside and Grove Street there are a significant number of bumps in the road and large trucks go over them and shake adjacent houses.

#### **Item 13 – Adjournment**

Commissioner Barr made a motion to adjourn.  
Commissioner Gillman seconded  
Unanimous approval

Meeting adjourned at 9:55 p.m.

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 19 October 2016  
645 Pine Street

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears (*arrives at 6:43pm*).

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

Chair Padgett calls meeting to order at 6:30pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr requests moving Agenda Item 9 to Consent Agenda as Item F and makes motion to approve altered agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: Not Present

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

Stuart Sporko, Ward 5 business owner, speaks on Consent Agenda Item B.

*\*\*Commissioner Barr initially makes a motion to accept Consent Agenda. Vice Chair Archambeau offers a friendly amendment to move Consent Agenda Item E to the November meeting which Commissioner Barr agrees to. A discussion occurs where the Commission agrees to split the Consent Agenda into Item 4.1 – Consent Agenda (Items A – C and F) and Item 4.2 – Consent Agenda (Item D) due to absences at the July meeting\*\**

**Item 4.1 – Consent Agenda**

A. Traffic Request Program Status Report

B. Request to Add 30-Minute Parking on Marble Ave

C. Modifying 15-Minute Parking on North Street

F. UVM Medical Center Parking Agreement Extension

Commissioner Alberry makes motion to accept altered Consent Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

**Item 4.2 – Consent Agenda**

D. Approval of Draft Minutes of 7-20-16

Commissioner Alberry makes motion to accept altered Consent Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Abstain

Clerk Gillman: Aye

Commissioner Overby: Abstain

Chair Padgett: Aye

Commissioner Sears: Aye

*\*\*Item 3 – Public Forum (3 minutes per person time limit) reopened by Chair Padgett\*\**  
Barbara Headrick, Ward 3, speaks on Agenda Item 6.

*\*\*Commissioner Sears arrives\*\**

**Item 5 – 10 Year Capital Plan Question & Answer Session**

A) Staff Communication by DPW Director Chapin Spencer who gives a brief overview on the City's 10 Year Capital Plan, assisted by City Engineer and Assistant Director for Technical Services Norm Baldwin.

B) Public & Commission Q & A

Chair Padgett, Vice Chair Archambeau, Commissioner Overby ask questions on Agenda Item 5 with Director Spencer and City Engineer Baldwin Answering.

**Item 6 – PlanBTV Walk/Bike**

A) Staff Presentation by Senior Transportation Planner Nicole Losch who answers questions on the city's PlanBTV Walk/Bike.

B) Commission Questions

Chair Padgett and Commissioner Sears ask questions on Agenda Item 6 with Director Spencer and Planner Losch answering.

C) Public Comment

Barbara Headrick, Ward 6, speaks on Agenda Item 6.

Jason Van Driesche, Ward 5, speaks on Agenda Item 6.

D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to accept staff's recommendation: have staff consider public and Commission comment in the final draft plan and recommend that both the Planning Commission and the City Council adopt PlanBTV Walk/Bike.

Seconded by Commissioner Barr.

Discussion

Chair Padgett and Commissioner Overby talk on Agenda Item 6.

Action taken: motion approved;

"Ayes" are unanimous.

**Item 7 – Great Streets**

A) Staff Communication by DPW Engineer Laura Wheelock who speaks on the city's Great Streets Initiative, including: downtown street standards; Main Street/St. Paul Street redesign; City Hall Park reconstruction.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Overby, and Sears ask questions on Agenda Item 7 with Director Spencer and Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

**Item 8 – Division Overview – Technical Services**

A) Staff Presentation by City Engineer Baldwin who speaks on the Technical Services Division~~al~~ report, assisted by Director Spencer.

B) Commission Questions

Chair Padgett and Commissioner Overby ask questions on Agenda Item 8 with Director Spencer and City Engineer Baldwin answering.

C) Public Comment

#### D) Commissioner Discussion

##### **Item 9 – Director’s Report**

Director Spencer reports on former Engineer Technician Damian Roy having left DPW and thanking him with Chair Padgett commenting, the city’s Plan BTV, the North Ave Pilot presentation to the City Council, the Downtown Transit Center opening with Commissioners Alberry, Overby, and Barbara Headrick commenting, driveway encroachment moving ahead with Chair Padgett, Vice Chair Archambeau, and City Engineer Baldwin commenting, and DPW employee Bernie Baker celebrating 50-years of service.

##### **Item 10 – Commissioner Communications**

Commissioner Overby comments on wayfinding and possible warning signs at the College Street Parking Garage with Director Spencer responding and the gate between Rivers Edge and North View Rd with City Engineer Baldwin responding.

##### **Item 11 – Adjournment & Next Meeting Date – 16 November 2016**

Motion to adjourn made by Commissioner Barr and seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:55pm.

S. Chapin Spencer  
Director of Public Works

Megan Moir  
Assistant Director –  
Water Resources



234 Penny Lane  
P.O. Box 878  
Burlington, VT 05402

(802)863-4501 Phone

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## Memorandum

**To:** DPW Commission  
**From:** Megan Moir, Assistant Director DPW *mm*  
**Date:** 11/9/16  
**Re:** Appeal of Water Bill for 100 Dodds Court  
**Cc:** Jessica Lavalette, Utility Billing Manager  
Joe Benoit, Field Services Foreman

In accordance with Section 31-20(b) of the Burlington Code of Ordinances, property owners at Dodds Court are appealing the decision of the Director of Public Works designee, Assistant Director of Water Resources Megan Moir, denying their request for a billing adjustment on the August water bill (consumption period 7/5/16 – 8/1/16).

*"Any owner who feels that charges for materials and labor are excessive may appeal in writing to the director of public works within thirty (30) days from the date of invoice designated on the invoice. Upon appeal, the director of public works or his/her designee shall investigate the charges and, if appropriate, adjust such charges accordingly, informing the person appealing of any decision rendered and of his/her right to appeal to the commission. The director of public works' decision shall be rendered within thirty (30) days from the date of the director of public works' receipt of the appeal. If the owner is dissatisfied by the decision of the director of public works, he or she may appeal the director of public works' decision by filing, within five (5) days of the director of public works' decision, a written appeal with the public works commission. Upon receipt of said appeal, the commission shall set the matter for hearing at its next meeting, but in no case shall the hearing occur later than thirty (30) days after the filing of the appeal. The commission may, if appropriate, adjust the charges. The decision of the commission shall be final."*

The consumption in question is equal to 2300 CF (\$220.80, for water and wastewater charges combined) and the average consumption at this property is 670 CF (\$64.32). Therefore, the difference (\$156.48) is what has been evaluated during this process for possible reduction.

Our current credit policies allow for reductions:

- 1) on the water portion of the bill when a meter is tested and shown to be inaccurate (thus having measured an incorrect volume of water) **or**
- 2) on the wastewater portion of the bill when evidence is submitted showing that the water was measured through the meter did not enter our sewer collection system due to accidental causes (e.g. receipts for repair of clean-up of leaked water, broken pipe repair, broken gas hose/hosebib etc.). In the case of accidents that could have been prevented (winterproofing pipes etc.) a one-time credit is issued with information about how to prevent future occurrences, but future credits for the same preventable issue are more closely scrutinized.

The Rubens report that they were only in residence for 9 days during the consumption period (7/5/16-8/1/16) and are unsure what caused the increased consumption. We sent them a consumer high consumption warning letter on 8/15/16 to give advance notice of a potential issue and we had an appointment at their home on 8/30/16 to review the meter with them and check for leaks (running toilets, leaking fixtures). The site visit did not turn up anything actively leaking and the Rubens checked with both a friend who watered their plants while they were away and neighbors to see if they noticed anything amiss. The cause of the increase remained undetermined. We scheduled a meter replacement and an accuracy testing of the meter in question on 9/13/16 and waived the standard charge for said test (\$207.07). The meter was found to be accurate and did not exceed within the American Water Works Association standards for a 5/8" meter. We are sympathetic to the Rubens and appreciate all they have done to determine why this happened but without evidence that the water meter was measuring inaccurately or proof that the water did not enter our collection system, we cannot issue a reduction.

Attached please find a copy of our correspondence with Karen and Peter Ruben regarding their high than average bill including the results of a meter test.

A decision to waive any portion of this bill would set a precedent incompatible with our current policies. We believe the water did pass through the meter and to our sewage collection system. We recommend that the Commission be consistent with previous decisions and deny this appeal.

10/3/2016  
13542500-00

WATER RESOURCES, CITY OF BURLINGTON  
PO BOX 878

Account Consumption

BURLINGTON, VT 05402-0878

Service Address:

KAREN MITCHELL-RUBEN  
100 DODDS CT  
BURLINGTON, VT 05401  
(315)369-8966  
10/3/2016  
13542500-00

Billing Info:

PETER RUBEN  
KAREN MITCHELL-RUBEN  
100 DODDS CT  
BURLINGTON, VT 05408-2646

Owner Info:

PETER RUBEN

Account Consumption

| Measure/Meter | Date      | Reading            | Dial 1<br>Consumption | Code | Reading | Dial 2<br>Consumption | Code | Reading | Demand |
|---------------|-----------|--------------------|-----------------------|------|---------|-----------------------|------|---------|--------|
| Cubic Feet    |           |                    |                       |      |         |                       |      |         |        |
| 35893940      | Inactive  |                    |                       |      |         |                       |      |         |        |
|               | 9/13/2016 | 145,876.00         | 276.00                |      | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 9/1/2016  | 145,600.00         | 200.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 8/1/2016  | 145,400.00         | 2,300.00              | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 7/5/2016  | 143,100.00         | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 6/1/2016  | 142,500.00         | 700.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 5/2/2016  | 141,800.00         | 400.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 4/1/2016  | 141,400.00         | 800.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 3/2/2016  | 140,600.00         | 500.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 2/1/2016  | 140,100.00         | 700.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 1/4/2016  | 139,400.00         | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 12/1/2015 | 138,800.00         | 700.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 11/2/2015 | 138,100.00         | 700.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 10/1/2015 | 137,400.00         | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 9/1/2015  | 136,800.00         | 300.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 8/3/2015  | 136,500.00         | 300.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 7/1/2015  | 136,200.00         | 1,100.00              | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 6/1/2015  | 135,100.00         | 800.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 5/1/2015  | 134,300.00         | 500.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 4/1/2015  | 133,800.00         | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 3/2/2015  | 133,200.00         | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 2/2/2015  | 132,600.00         | 900.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 1/2/2015  | 131,700.00         | 1,100.00              | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 12/1/2014 | 130,600.00         | 800.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 11/3/2014 | 129,800.00         | 900.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 10/1/2014 | 128,900.00         | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 9/2/2014  | 128,300.00         | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               |           | 35893940 Totals:   | 18,176.00             |      |         | 0.00                  |      |         |        |
|               |           | Cubic Feet Totals: | 18,176.00             |      |         | 0.00                  |      |         |        |



BURLINGTON PUBLIC WORKS DEPARTMENT  
WATER DIVISION  
METER INSTALLATION ORDER

Nº 241

sl a/c/ly

Service Location 100 DODDS CT.  
Account Number 13542500  
ID Number 1400048568  
Date 9/13/16

METER OUT INFORMATION

Type T-10  
Size 5/8  
Serial Number 35893940 ✓  
Reading 145876 ✓

METER IN INFORMATION

Type T-10  
Size 5/8  
Serial Number 67288309 ✓  
Start Reading 00000

INSTALLER INFORMATION

Name(s) JOE  
Signature(s) \_\_\_\_\_

REPAIR INFORMATION

Problem HIGH READ  
Parts Used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPOINTMENT INFORMATION

Date \_\_\_\_\_  
Time \_\_\_\_\_  
Location \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SERVICE SURVEY

Size 1"  
☒ Galvanized ☐ Copper ☐ OTHER

Your new meter has been installed by a professional installer. The installer has indicated your final reading above. By execution of this document you inspect and accept the installation and concur with final meter reading.

Customer Verification \_\_\_\_\_

INSTALLER REMARKS

METER OUT TO TEST.  
REPLACED w/NEW MTR.  
TEST RESULTS SLOW 98  
MED 98  
HIGH 100

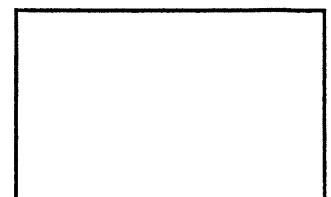


Table 5-3 Test requirements for new, rebuilt, and repaired cold-water meters\*

| Displacement Meters (AWWA C700 and C710) |                              |                                |                       |                |                                   |                                |                       |                |                                   |                                |                       |                |                          |
|------------------------------------------|------------------------------|--------------------------------|-----------------------|----------------|-----------------------------------|--------------------------------|-----------------------|----------------|-----------------------------------|--------------------------------|-----------------------|----------------|--------------------------|
| Size                                     | Maximum Rate<br>(All Meters) |                                |                       |                | Intermediate Rate<br>(All Meters) |                                |                       |                | Minimum Rate<br>(New and Rebuilt) |                                |                       |                | Minimum<br>(Repaired)    |
|                                          | Flow<br>Rate <sup>†</sup>    | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Flow<br>Rate <sup>**</sup>        | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Flow<br>Rate                      | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Accuracy<br>Limits       |
| <i>in.</i>                               | <i>gpm</i>                   | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>percent<br/>(min)</i> |
| ½                                        | 8                            | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101         | 90                       |
| ½ × ¾                                    | 8                            | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101         | 90                       |
| ⅝                                        | 15                           | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101         | 90                       |
| ⅝ × ¾                                    | 15                           | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101         | 90                       |
| ¾                                        | 25                           | 100                            | 10                    | 98.5–101.5     | 3                                 | 10                             | 1                     | 98.5–101.5     | ½                                 | 10                             | 1                     | 95–101         | 90                       |
| 1                                        | 40                           | 100                            | 10                    | 98.5–101.5     | 4                                 | 10                             | 1                     | 98.5–101.5     | ¾                                 | 10                             | 1                     | 95–101         | 90                       |
| 1½                                       | 50                           | 100                            | 10                    | 98.5–101.5     | 8                                 | 100                            | 10                    | 98.5–101.5     | 1½                                | 100                            | 10                    | 95–101         | 90                       |
| 2                                        | 100                          | 100                            | 10                    | 98.5–101.5     | 15                                | 100                            | 10                    | 98.5–101.5     | 2                                 | 100                            | 10                    | 95–101         | 90                       |
| Multijet Meters (AWWA C708)              |                              |                                |                       |                |                                   |                                |                       |                |                                   |                                |                       |                |                          |
| Size                                     | Maximum Rate<br>(All Meters) |                                |                       |                | Intermediate Rate<br>(All Meters) |                                |                       |                | Minimum Rate<br>(New and Rebuilt) |                                |                       |                | Minimum<br>(Repaired)    |
|                                          | Flow<br>Rate <sup>†</sup>    | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Flow<br>Rate <sup>**</sup>        | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Flow<br>Rate                      | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Accuracy<br>Limits       |
| <i>in.</i>                               | <i>gpm</i>                   | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>percent<br/>(min)</i> |
| ⅝                                        | 15                           | 100                            | 10                    | 98.5–101.5     | 1                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 97–103         | 90                       |
| ⅝ × ¾                                    | 15                           | 100                            | 10                    | 98.5–101.5     | 1                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 97–103         | 90                       |
| ¾                                        | 25                           | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ½                                 | 10                             | 1                     | 97–103         | 90                       |
| 1                                        | 35                           | 100                            | 10                    | 98.5–101.5     | 3                                 | 10                             | 1                     | 98.5–101.5     | ¾                                 | 10                             | 1                     | 97–103         | 90                       |
| 1½                                       | 70                           | 100                            | 10                    | 98.5–101.5     | 5                                 | 100                            | 10                    | 98.5–101.5     | 1½                                | 100                            | 10                    | 97–103         | 90                       |
| 2                                        | 100                          | 100                            | 10                    | 98.5–101.5     | 8                                 | 100                            | 10                    | 98.5–101.5     | 2                                 | 100                            | 10                    | 97–103         | 90                       |
| Singlejet Meters (AWWA C712)             |                              |                                |                       |                |                                   |                                |                       |                |                                   |                                |                       |                |                          |
| Size                                     | Maximum Rate<br>(All Meters) |                                |                       |                | Intermediate Rate<br>(All Meters) |                                |                       |                | Minimum Rate<br>(New and Rebuilt) |                                |                       |                | Minimum<br>(Repaired)    |
|                                          | Flow<br>Rate <sup>†</sup>    | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Flow<br>Rate <sup>**</sup>        | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Flow<br>Rate                      | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Accuracy<br>Limits       |
| <i>in.</i>                               | <i>gpm</i>                   | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>percent<br/>(min)</i> |
| ⅝                                        | 15                           | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101.5       | 90                       |
| ⅝ × ¾                                    | 15                           | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101.5       | 90                       |
| ¾                                        | 25                           | 100                            | 10                    | 98.5–101.5     | 3                                 | 10                             | 1                     | 98.5–101.5     | ½                                 | 10                             | 1                     | 95–101.5       | 90                       |
| 1                                        | 40                           | 100                            | 10                    | 98.5–101.5     | 4                                 | 10                             | 1                     | 98.5–101.5     | ¾                                 | 10                             | 1                     | 95–101.5       | 90                       |
| 1½                                       | 50                           | 100                            | 10                    | 98.5–101.5     | 8                                 | 100                            | 10                    | 98.5–101.5     | ½                                 | 100                            | 10                    | 95–101.5       | 90                       |
| 2                                        | 100                          | 100                            | 10                    | 98.5–101.5     | 15                                | 100                            | 10                    | 98.5–101.5     | ½                                 | 100                            | 10                    | 95–101.5       | 90                       |
| 3                                        | 160                          | 500                            | 50                    | 98.5–101.5     | 20                                | 100                            | 10                    | 98.5–101.5     | ½                                 | 100                            | 10                    | 95–101.5       | 90                       |
| 4                                        | 250                          | 500                            | 50                    | 98.5–101.5     | 40                                | 100                            | 10                    | 98.5–101.5     | ¾                                 | 100                            | 10                    | 95–101.5       | 90                       |
| 6                                        | 500                          | 1,000                          | 100                   | 98.5–101.5     | 60                                | 100                            | 10                    | 98.5–101.5     | 1½                                | 100                            | 10                    | 95–101.5       | 90                       |
| Fluidic–Oscillator Meters (AWWA C713)    |                              |                                |                       |                |                                   |                                |                       |                |                                   |                                |                       |                |                          |
| Size                                     | Maximum Rate<br>(All Meters) |                                |                       |                | Intermediate Rate<br>(All Meters) |                                |                       |                | Minimum Rate<br>(New and Rebuilt) |                                |                       |                | Minimum<br>(Repaired)    |
|                                          | Flow<br>Rate <sup>†</sup>    | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Flow<br>Rate <sup>**</sup>        | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Flow<br>Rate                      | Test<br>Quantity <sup>††</sup> | Accuracy<br>Limits    |                | Accuracy<br>Limits       |
| <i>in.</i>                               | <i>gpm</i>                   | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>                     | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>percent<br/>(min)</i> |
| ½                                        | 8                            | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101         | 90                       |
| ½ × ¾                                    | 8                            | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101         | 90                       |
| ⅝                                        | 15                           | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101         | 90                       |
| ⅝ × ¾                                    | 15                           | 100                            | 10                    | 98.5–101.5     | 2                                 | 10                             | 1                     | 98.5–101.5     | ¼                                 | 10                             | 1                     | 95–101         | 90                       |

(continued)

Jessica Lavalette

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From: Karen Mitchell <kmitchell2ruben@yahoo.com>  
Sent: Wednesday, November 02, 2016 3:54 PM  
To: Jessica Lavalette; peterjruben@yahoo.com  
Subject: Re: DPW Commission Appeal.

Hi Jessica,

November 16 is fine. Thank you for setting it up. We will wait to hear from you about what time to be there.

Our home was unoccupied in July from July 3 to 13, and again from the 14 to the 23. We were home in July a total of 9 days.

One time while we were gone we had a friend drop by and water only the potted plants of which there were about five. I have spoken with that friend and they discovered nothing unusual and watered only what we asked.

We are asking you to consider waiving or reducing the fee because we believe there must be some error. We have talked with all of the neighbors and nobody noticed anything unusual here. No toilets, sinks or hoses were running when we returned home. We changed nothing and traveled similarly in August and our bill was under \$30 that month.

I really appreciate your help with this. You have been great. I wish we could figure out what happened.

Let me know if there is any more information we can provide.

best,

*Karen Ruben*

---

**From:** Jessica Lavalette <jlavalette@burlingtonvt.gov>  
**To:** "kmitchell2ruben@yahoo.com" <kmitchell2ruben@yahoo.com>; "peterjruben@yahoo.com" <peterjruben@yahoo.com>  
**Sent:** Tuesday, November 1, 2016 12:49 PM  
**Subject:** DPW Commission Appeal.

Hello Karen & Peter,  
I hope this finds you well. The next DPW Commission meeting is scheduled for Wednesday 11/16/16 in the evening and they typically last from 6-9. Once your appeal is placed on the agenda then I will have a more specific time when your item will be discussed, so you don't have to stay for the whole thing. One or both of you should plan on attending in case the Commissioners have any questions and both myself and Megan will be in attendance. We may ask the Field Service Foreman (Joe) who came to your home and completed the

test to attend as well because I do not believe this particular group of Commissioners has heard a Water Resources appeal before (the last one we had was in 2011) and they may have technical questions. The Commission will be looking at the amount of the bill that is over your average consumption. In this case, your average consumption since purchasing the home is 670 CF, so we will be examining the remaining 1,630 CF which equals \$156.48. If that night does not work for you please let me know and I will check on the December date.

As part of putting the packet together, I will be including all of our correspondence and the meter test results. In addition, I did have a few more clarifying questions so we can give the Commissioners a complete understanding of what happened.

- The period of time in question is 7/5/16-8/1/16 and you previously indicated that you were absent from the home for much of that.
  - o Please provide the specific dates the house was unoccupied.
  - o Did you have anyone house sitting or checking on the home?
  - o If so, how often were they supposed to come by and did they have any responsibilities for watering the grass, laundry privileges, etc?
- You are asking for a waiver or reduction in the bill and your original request indicates the reason is that you believe something must be faulty with the meter recording because you exhausted all other possibilities for extraneous consumption (toilets, checked with neighbors, etc).
  - o Please provide any other reasons that you feel the invoice should be reduced or waived, if applicable.

Thank you in advance for the additional information and if you respond via email by the end of business tomorrow that would be great.

Regards,  
Jessica

Jessica Lavalette  
Utility Billing Manager  
Water Resources  
City of Burlington, Department of Public Works  
(802)863-4501 P  
(802)864-8233 F



---

**From:** Megan Moir  
**Sent:** Saturday, October 22, 2016 2:29 PM  
**To:** Peter Ruben  
**Cc:** Karen Ruben; Jessica Lavalette  
**Subject:** RE: Fwd: Meter test results at 100 Dodds Ct

Dear Peter and Karen,

I am sorry for the delay in responding to you on this issue. I wanted to make sure I had time to give you as complete a response as possible and the workdays/weeks don't always afford me that time.

I have reviewed the information regarding your request that Burlington Water Resources reduce the charges for the water volume that was metered (2300 cf) for the period 7/5/2016 – 8/1/2016.

Given that 1) the results of the testing of your water meter showed that your meter was operating well within acceptable American Water Works Association (AWWA) benchmark ranges (and in fact is, on average, not charging you for 0.97% of your water flow) and 2) the fact that your water usage returned to more typical levels in prior to our pulling and testing the meter on 9/13/2016, our experience with these sorts of situations lead us to conclude that there was, in fact, some sort of inadvertent increase in water usage for the month you are questioning.

Thus, we cannot grant your request for a reduction in your 8/30/2016 bill (for July water usage).

I can understand how frustrating this must be for you, since I do see that your average water use is typically lower and it sounds like you are very diligent in checking your fixtures prior to leaving your house for any extended period of time and don't believe that someone might have used your hose connection without your knowledge.

Unlike the days of old, where errors in usage could sometimes be caused by human errors introduced during manual reading of the meter, our newer radio read technology has eliminated that source of error as the data from the meters are recorded digitally for direct upload to our billing software. Moreover, the only way water usage is recorded is when water passes through the meter. This means that water was being used somehow on your property, even if it was without your knowledge and appears to escape explanation.

You may already know this, but while a "running" toilet (which is easy to hear) can be a contributor to such unexplained water usages, there are other ways in which inadvertent water use can occur – smaller leaks within your system due to failed gaskets for example, or a toilet overflow tube leak. I have attached some information regarding how to do a leak check using your water meter and some examples of common areas of leakage. Given that your usage has come back down and the spike that occurred, it's not as likely that this is what caused your high usage in July, but I wanted to make sure you had the information so that you don't have another high read again and so that you could keep an eye on your metered water usage between meter readings.

As my colleague Jessica Lavalette may have explained, you do have the right to further appeal this decision to our DPW Commission. Please contact Jessica ([jlavalette@burlingtonvt.gov](mailto:jlavalette@burlingtonvt.gov)) if that is something that you feel worth pursuing.

Sincerely,  
Megan

**Megan Moir**

Assistant DPW Director – Water Resources

*Water Resources Division*

P (802) 863-4501

C (802) 734.4595

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**From:** Peter Ruben [<mailto:peterjruben@yahoo.com>]

**Sent:** Thursday, September 22, 2016 8:59 AM

**To:** Megan Moir

Cc: Karen Ruben

Subject: Fw: Fwd: Meter test results.

Ms. Moir,

I am writing in regards to the billing concern that was outlined below. For the period of 7/5 – 8/1 our water bill spiked tremendously to a level about 3 times of what we have ever had. During this time period we had actually expected to have less water usage as we were out of town most of this time. As a courtesy a meter test was done which we appreciated and while I know the test is showing the meter as being accurate we still believe that something faulty must have occurred for this time period. We have talked to people in the department of public works about this and they suggested that maybe someone could have used our hoses or we could have had a toilet running during this time that we didn't realize. We actually always check our toilets before we leave so I feel confident that there wasn't anything within the house that would have led to this excessive use of water. It wouldn't be possible for someone to use our outside hoses without being seen and we have talked to our neighbors who didn't see any activity while we were gone. In addition, we are talking about an increase on our typical water consumption of about 3 times so the amount of increased use would have to have been tremendous.

We have really examined all options that could possibly have happened to have led to this type of an increase on our end. If we were responsible for it we absolutely would feel it is our bill to own, however we truly feel that something must have led to a faulty recording of our water usage. We would ask that you please consider a reduction in our bill for this period given the circumstances and information.

Thank you for your consideration.

Peter and Karen Ruben

(315) 369-8966

(802) 922-8921

**From:** Jessica Lavalette <[jlavalette@burlingtonvt.gov](mailto:jlavalette@burlingtonvt.gov)>

**Date:** September 16, 2016 at 4:44:16 PM EDT

**To:** "[kmitchell2ruben@yahoo.com](mailto:kmitchell2ruben@yahoo.com)" <[kmitchell2ruben@yahoo.com](mailto:kmitchell2ruben@yahoo.com)>

**Cc:** Megan Moir <[mmoir@burlingtonvt.gov](mailto:mmoir@burlingtonvt.gov)>

**Subject: Meter test results.**

Hi Karen,

I hope this email finds you well. Recently, you requested a meter test be performed on your existing 5/8" meter. We performed the test on 9/13/16 at the Water Division.

The test results showed that when measuring the high flow of water your meter tested out at 100.9%, the intermediate flow captured 98.2% and the low flow captured 98% of the water passing through it. The overall average shows that your meter was recording 99.03% of the water being used and .97% of overall water use was not charged. We use the American Water Works Association (AWWA) as our benchmark for all things meter related and a 5/8" meter is considered accurate when it captures 98.5%-101.5% on the high and intermediate flows and 95%-101% on the low flow. Your meter was found to be accurate. As a courtesy, I have waived the normal charges for a meter test and this is a savings of \$207.07.

The new reading on the old meter was taken on 9/2/16 and showed consumption of 200 CF (8/1/16-9/2/16). This is lower than your average and verifies that the increased usage was isolated to the previous reading period (7/5/16-8/1/16) while you were out of town. Unfortunately, I can only speculate that it was the one of the outside hose bibs or a toilet that malfunctioned.

If you would like to further appeal the 8/30/16 invoice then you must submit a letter to the DPW Director's Designee outlining the reasons why the charges should be waived or reduced. Please send that to Megan Moir at [mmoir@burlingtonvt.gov](mailto:mmoir@burlingtonvt.gov) (copied above) and she will issue a decision within 30 days after which you can further appeal to the DPW Commission, if desired.

Please let me know if you have any further questions or if you are interested in executing a payment arrangement for the balance.

Thank you,  
Jessica

Jessica Lavalette  
Utility Billing Manager  
Water Resources  
City of Burlington, Department of Public Works  
(802)863-4501 P  
(802)864-8233 F



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.



## MEMORANDUM

November 16, 2016

**TO:** Public Works Commission

**FROM:** Patrick Cashman, Assistant Director for Traffic and Parking *PC*

**CC:** Chapin Spencer, Director of Public Works

**RE:** Proposal to Install 2x Tesla Supercharger Charging Stations in the Lakeview Garage

---

### Background:

Currently 5x Electric Vehicle (EV) charging stations are available in city parking structures. 4x Level II charging stations are in place adjacent to the Cherry Street entrance to the Lakeview Garage, and 1x Level III charging station is in the Marketplace Garage adjacent to the Bank Street entrance. All of these chargers are operated by the Chargepoint Network with the Level III station providing substantially faster charging than the Level II stations. The Tesla Corporation has proposed to the Hotel Vermont that Tesla pay for and install 2x Tesla Supercharger stations either on or adjacent to the Hotel Vermont. The Hotel Vermont has proposed the installation of these stations in the Lakeview Garage, next to the existing Level II EV charging stations.

### Characteristics of the Proposal:

- *Installation:* Cost of installation and materials would be borne by Tesla.
- *Spaces:* Installation would require 2x parking spots to be set aside for these superchargers. Initial assessment would bias towards using two spots adjacent to the Hotel Vermont entrance on the West side of the deck immediately inside from the Cherry Street entrance lanes.
- *Chargers:* The Tesla Superchargers are proprietary to Tesla vehicles and cannot be used to charge other EVs at this time, however Tesla vehicles with the appropriate adaptors can use other fast charging stations including the Level II charging stations currently in place at this location.

- *Network:* Tesla Superchargers work on the Tesla network and do not work within the Chargepoint network used in other locations. Inclusion in the Tesla network will also entail inclusion in the driver support software for Tesla owners to identify charging stations. The closest other Tesla Supercharger station currently is at Healthy Living in South Burlington with 8x stations.
- *Future Impact:* While currently a higher end vehicle Tesla is accepting pre-orders for their Model 3 which is planned to begin production in mid-2017 with deliveries in mid-2018. The Model 3 currently starts at \$35,000 and is intended to be a closer-to-middle of the market EV with over 300,000 pre-orders in place.
- *Energy Costs* – Current Tesla owners will continue to charge for free at Tesla Superchargers however Tesla announced on 7 November that beginning in 2017 they will begin charging customers for use of the Supercharger stations. Tesla has not yet announced an intended rate. The current Chargepoint rate for the existing Level II stations in Lakeview Garage is \$0.17per/kWh.

### **Conclusions:**

Further detailed work to pursue installation of the Supercharger stations will require staff time and attention, and initial investment by Tesla for permits and approvals. These stations differ from prior installations due to their high power draw, network, and potentially other unforeseen ways that will require investigation to identify and ensure they can be safely integrated into the existing garage. As the installation of proprietary equipment in a city garage is a relatively new direction this communication is intended to determine if the Commission is amenable to such activity assuming that all work can be done safely, to standard, and at no cost to the city.



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Burlington, VT 05401  
802.863.9094 VOICE  
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802.863.0450 TTY  
[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

---

To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **Director's Report**  
Date: November 10, 2016

**ALL ITEMS RELATED TO 10 YEAR CAPITAL PLAN PASSED ON ELECTION DAY**

All of the Burlington ballot items passed on November 8<sup>th</sup> including the following items specifically related to the 10 Year Capital Plan:

- \$27.5M general obligation bond for General Fund capital asset reinvestment (streets, sidewalks, buildings, vehicles, bike path, etc.)
- \$8.3M revenue bond for renewal of the City's 110-mile water distribution system
- \$21.8M in Tax Increment Financing (TIF) for comprehensive rehabilitation to 8 blocks of downtown including re-established blocks of Pine and St Paul between Bank and Cherry

Thank you to the Commission's role in reviewing and guiding the development of the 10 Year Capital Plan. Thank you to the Burlington voters for their support.

**GREAT STREETS:**

This initiative is a culmination of many years of planning, including the public vote in 2014 to use the City's downtown TIF district to make new investments in the downtown's public infrastructure. The November presentation (which is the same night as the DPW Commission meeting) will highlight the Main Street corridor and City Hall Park. The Main Street concept plans will be focused on improvements to the public right-of-way, including sidewalks, street trees, stormwater, lighting, and bike facilities. The design work for City Hall Park will advance concept plans that emerged from the 2012 *Imagine City Hall Park* process. Encourage your neighbors to attend the **public presentation on Wednesday, November 16, 2016 at 7:00pm in Contois Auditorium**. Visit the website [www.GreatStreetsBTV.com](http://www.GreatStreetsBTV.com) for more information. We will have a presentation on Great Streets at the Commission's December meeting.

**REVIEWING DEVELOPMENT PROJECTS:**

Staff has been spending significant time reviewing and providing feedback on a number of proposed development projects in the City to ensure they meet relevant standards and regulations, are consistent with municipal plans and do not cause undue burden on existing systems. Recent projects that we've reviewed include City Market, Cambrian Rise, and Burlington Harbor Marina. Our diligent efforts on the front end result in better projects for the community.

**WELCOME NEW STAFF!**

- Excavation Inspector **John Sucharzewski** started September 26
- Wastewater Plant Operator **Derek Moody** started November 1
- Stormwater Program Manager **Jenna Calvi** started November 7
- Engineering Tech **Ashley Toof** starts November 21
- Mechanic **Jacob Langelier** starts November 28

A letter of appreciation was requested to be sent to the Commission. It is attached.

SEEClickFix ID  
3021368

PRIORITY  
Normal

REQUEST TYPE  
Other

ADDRESS  
43 Starr Farm Road Burlington, Vermont

ASSIGNEE

SLA EXPIRES  
11/14/2016 - 05:00PM  
21 days left

REPORTED  
10/24/2016 - 05:34PM

SECONDARY QUESTIONS

LOCATION



SUMMARY & DESCRIPTION

**No Parking signs on Starr Farm**

Thank you CE, DPW, and Public Works Commission.  
We can hope that the signs prevent further  
destruction of the greenbelt and improves safety of  
parents and children trying to get to school. Thank  
you very much

MEDIA

No images available.

Reported by: An anonymous SeeClickFix user  
10/24/2016 - 05:34PM

**TIMESTAMP INTERNAL COMMENT**

**COMMENTER**

10/24/2016  
05:38PM

We will pass along your expression of gratitude to the DPW  
Commission.

Bill Ward Director of  
Code Enforcement

10/24/2016  
05:45PM

RFS 13272 assigned. If received outside of normal business  
hours, we will investigate this issue on the next business day.

IT Department



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849  
802.863.9094 x 3 VOICE  
802.863.0466 FAX  
802.863.0450 TTY  
[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

---

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

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

To: Hannah Cormier, Clerks Office  
From: Chapin Spencer, Director  
Date: November 14, 2016  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 16, 2016**  
Time: 6:30 – 9:00 p.m.  
Place: **234 Penny Lane – Water Conference Room**

## **AMENDED A G E N D A**

### **ITEM**

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
  - A Approval of Draft Minutes of 9-21-16
  - B Approval of Draft Minutes of 10-19-16

### Non-Discrimination

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

- 5 15 Min Customer Appeal of Water Bill for 100 Dodds Ct  
A Communication, M. Moir  
B Commissioner Discussion  
C Public Comment  
D Action Requested –Vote
- 6 10 Min Hotel Vermont Tesla Charging Station Concept  
A Communication, P. Cashman  
B Commissioner Discussion  
C Public Comment  
D Action Requested –None
- 7 10 Min Director's Report
- 8 10 Min Commissioner Communications
- 9 **Adjournment & Next Meeting Date – December 21, 2016**



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---

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

## AMENDED MEMORANDUM

TO: PUBLIC WORKS COMMISSION  
FM: CHAPIN SPENCER, DIRECTOR  
DATE: NOVEMBER 14, 2016  
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on November 16, 2016 at 6:30 PM  
at **234 Penny Lane – Water Conference Room**

1. Agenda
2. Consent Agenda
3. Customer Appeal of Water Bill for 100 Dodds Ct
4. Hotel Vermont Tesla Charging Station Concept

**Non-Discrimination**

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

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To: Hannah Cormier, Clerks Office  
From: Chapin Spencer, Director  
Date: November 14, 2016  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 16, 2016**  
Time: 6:30 – 9:00 p.m.  
Place: **234 Penny Lane – Water Conference Room**

## **AMENDED A G E N D A**

### **ITEM**

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
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D Action Requested –Vote
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A Communication, P. Cashman  
B Commissioner Discussion  
C Public Comment  
D Action Requested –None
- 7 10 Min Director's Report
- 8 10 Min Commissioner Communications
- 9 **Adjournment & Next Meeting Date – December 21, 2016**

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 21 September 2016  
645 Pine Street

**Commissioners Present:** Tiki Archambeau, Jim Barr, Chris Gillman, Solveig Overby, Justine Sears, Jeff Padgett

Commissioner Absent: Robert Alberry

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

Chair Padgett calls meeting to order at 6:32 p.m. and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr made motion to accept the agenda  
Commissioner Archambeau seconded  
Motion approved - unanimous

**Item 3 – Public Forum**

A resident of Mansfield Avenue is concerned about Department's recommendation to remove parking along Mansfield to ensure sight distances at mid-block crosswalk. He feels there is no need to change the status quo. Parking on west side is limited.

A Ward 1 resident agrees with the above resident. He attended the Great Street presentation last week and was concerned that it was more for the downtown area and less of an investment in the neighborhood areas.

A resident complained about the sewer odor that was coming out of the catch basins at the intersection of Pearl Street and Union Street. She also stated that she did not understand how ten thousand gallons of combined sewage and storm water can go into our lake with the facilities that we have for wastewater.

A resident from Ward 4 came in with her petition all done and copies made for the blocked road to be open at the condo development where she lives. City Engineer Norm Baldwin stated that there was now an opposing petition in process as well and he would follow up with both parties.

**Item 4 – Consent Agenda**

- A. Traffic Request Program Status Report
- B. Parking Restriction on South Crest Drive
- C. Additional Parking on High Grove Court
- D. But Stop Removal at Pine St and Bank St
- E. Parking Restriction @ midblock crosswalk on Mansfield Ave
- F. Installing Metered Parking on Pearl Street
- G. Request to Add Loading Zone on Marble Ave

Commissioner Archambeau made a motion to pull off Marble Avenue and Mansfield Avenue items (Items E & G).

Commissioner Barr seconded  
Unanimous Approval

Commissioner Padgett changed Item E to 4.1 and Item G to 4.2

Commissioner Barr motioned to accept  
Commissioner Archambeau seconded  
Passed unanimously

#### **Item 4.1 Parking restriction @ midblock crosswalk on Mansfield Avenue – Damian Roy**

There is a three way stop sign installed at Mansfield Avenue and Loomis Street which reduces parking around the mid-block crossing area. The changes in sightline around the mid-block are an improvement in which most people are in favor of this with the exception of the ones who live near the area.

Another resident stated she felt this was not about the crosswalk but parking for drop off at school at 8:00 a.m. She suggested to put in a parking restriction for school.

Staff recommends that the Commission adopt no parking on the west side of Mansfield Avenue for 20 feet north and south of the midblock crosswalk at Mater Christi School.

Commissioner Archambeau made a motion to accept staff's recommendation to restrict parking 20 feet north and south of the crosswalk to increase sight lines between pedestrians and motorists increasing safety for those using the crosswalk

Commissioner Barr supports as it is used for more than Mater Christi School.  
Unanimous approval

#### **Item 4.2 Request to add loading zone on Marble Avenue – Damian Roy**

Damien Roy stated there was a request for a loading zone by Battery Street Jeans on the Marble Avenue side. He went and looked at the location and made contact with the residents in the area as well as the other businesses which all vie for parking on Marble Avenue. They felt there was no use for a loading zone there as there is a vacant lot for parking for all the businesses in the area, including Battery Street Jeans. Residents are not in support of this loading zone.

Stu, owner of Battery Street Jeans stated there is a private parking area but as his business opens latter by the time they arrive the lot is usually full.

Various Commissioners asked if staff could further review the recommendation and explore a modified recommendation with some type of time-limited parking restriction.

Staff's recommendation is to maintain the current conditions of unrestricted parking on the south side of Marble Avenue from Pine Street to Hayward Street.

Commissioner Barr made a motion to table the item and have staff do additional review.  
Commissioner Archambeau seconded  
Unanimous approval

## **Item 5 Driveway Encroachment Ordinance – Damien Roy**

DPW has received a number of complaints of cars parking too close to private driveways in high parking demand areas. Residents want signage or lines on the street for people to be aware of driveways in the area. DPW staff has brought forward a proposed driveway encroachment ordinance to prohibit parking within two feet of a driveway. The results of the pilot study are in the packet. Staff is seeking final approval with the ordinance change.

Burlington Police will respond to blocked driveway complaints and will remove the car if driveway is completely blocked.

Staff recommends the Commission adopt the following amendment to the Burlington Code of Ordinances Appendix C, 7 and Chapter 20-5 5 General Prohibitions:

### **7 No parking areas**

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

(1) (538) As Written

(2) No person shall park any vehicle at any time in front of another person's driveway and within two feet of another person's driveway as measured from the straight lined edge of the driveway

### **20-55 General Prohibitions**

(a) No operator or driver of any vehicle shall stop, stand or park the same in any of the following places except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or official traffic sign or except momentarily to pick up or discharge a passenger:

(1)-(3) As written

(3) In front of another person's driveway and within two feet of another person's driveway as measured from straight-lined edge of the driveway.

Commissioner Gillman motioned to approve staff's recommendation to adopt the ordinance amendment above.

Commissioner Sears seconded

Unanimous approval

## **Item 6 – Parking Removal Starr Farm Road – Damian Roy**

There is an issue of cars parking on the north side of Starr Farm Road and the Flynn School greenbelt which is eroded and against the city ordinance to park there. The roadway is too narrow for parking. The city ordinance states that lawn parking is prohibited in the city except for Ward 4. Staff has recommended restricting parking on the north and south sides from North Avenue to Grey Meadow Drive and let parking resume after Grey Meadow Drive.

There are 17 parking spaces that can be used by parents to bring kids into school but there is an empty parking lot on the north side which no cars park in. Warning tickets are being issued by the police.

Staff recommends that the Commission restrict parking on the north and south sides of Starr Farm Road from North Avenue extending west to Grey Meadow Drive.

Commissioner Archambeau moves to accept staff's recommendation to restrict parking on the north and south sides of Starr Farm Road from North Avenue extending west to Grey Meadow Drive.

Commissioner Barr seconded

Unanimous approval

#### **Item 7 – Request to Modify Resident Only Parking on South Prospect Street – Damian Roy**

A Resident at 308 South Prospect asked for the residential parking restriction to be modified. A petition was received by the Department indicating 85% want full time residential only parking.

Another resident noted that people are up in the area early and the parking in the streets is filled fairly quickly. Delivery vehicles have a hard time making deliveries due to lack of parking. She supports the 4 hour parking limit.

Staff recommends adopting installing full time resident parking and 4-hour parking for non-residents on South Prospect Street from Henderson Terrace to Cliff Street from 8am - 5p.m as shown on the attached drawing.

Commissioner Overby stated she cannot support narrowed resident parking all day without allowing the public to use these spaces up to four hours / day.

Staff recommends that the Commission adopt installing full time resident parking and 4 hour parking for non-residents on South Prospect from Henderson Terrace to Cliff Street from 8a.m. to 5 p.m. as shown on the attached drawing.

Commissioner Archambeau moves to accept staff's recommendation

Commissioner Barr seconds

Commissioner Overby opposes and all others are in favor

#### **Item 8 – Introduction to Plan BTV Walk Bike – Nicole Losch**

Staff provided a presentation on Plan BTV Walk/Bike. Staff responded to questions and said they would return to the October meeting looking for Commission approval.

#### **Item 9 – 10 Year Capital Plan – Director Spencer**

Asked for this items to be considered for next month as the hour was getting late. It was mentioned that this was already passed by City Council.

Commissioner Barr motioned to table until next month.

Commissioner Archambeau seconded

Unanimous approval

#### **Item 10 – Draft minutes of 7/20/16**

Commissioner Archambeau wants the minutes to explicitly describe what action was taken by Commission. It is hard to follow if the minutes just say that the Commission voted for or against staff's recommendation. Approval of the July minutes was tabled until Clerk Gillman works with staff to revise the minutes accordingly.

#### **Item 11 – Director's Report**

There is a memo on the Commission's webpage on the water main relining.  
The Commission needs to select a Diversity and Equity point person to attend a training.  
City Council approved on Monday Chittenden Solid Waste District 3 year MOU with a three year option to purchase 195-201 Flynn Avenue for a CSWD drop off center.  
An update on the TIF-funded Great Streets effort was provided.  
The North Ave Pilot continues with an online survey. 1400 responses have been received to date. People have until October 2<sup>nd</sup> to take the survey.  
Staff has worked extensively with City Market, Planning & Zoning and South End neighbors to ensure the proposed South End City Market project addresses City concerns.

#### **Item 12 – Commissioner's Communication**

Commissioner Archambeau stated he had lots of complaints about Grant Street and the number of vehicles idling on the street.

Director Spencer stated it is being repaved and provided an update on timing. We are also coordinating work with IAA school drop off area on Archibald Street.

Commissioner Archambeau also stated that sign on corner of Crombie and North Winooski at Barrio Bakery may be too close to the corner.

Commissioner Gillman stated a compliment on the North Avenue pilot, glad to see it being treated as a pilot. Director Spencer stated the department removed a number of bollards between BHS and Route 127 to better accommodate emergency vehicles.

Commissioner Barr stated on Colchester Avenue by the intersection with Riverside and Grove Street there are a significant number of bumps in the road and large trucks go over them and shake adjacent houses.

#### **Item 13 – Adjournment**

Commissioner Barr made a motion to adjourn.  
Commissioner Gillman seconded  
Unanimous approval

Meeting adjourned at 9:55 p.m.

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 19 October 2016  
645 Pine Street

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears (*arrives at 6:43pm*).

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

Chair Padgett calls meeting to order at 6:30pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr requests moving Agenda Item 9 to Consent Agenda as Item F and makes motion to approve altered agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: Not Present

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

Stuart Sporko, Ward 5 business owner, speaks on Consent Agenda Item B.

*\*\*Commissioner Barr initially makes a motion to accept Consent Agenda. Vice Chair Archambeau offers a friendly amendment to move Consent Agenda Item E to the November meeting which Commissioner Barr agrees to. A discussion occurs where the Commission agrees to split the Consent Agenda into Item 4.1 – Consent Agenda (Items A – C and F) and Item 4.2 – Consent Agenda (Item D) due to absences at the July meeting\*\**

**Item 4.1 – Consent Agenda**

A. Traffic Request Program Status Report

B. Request to Add 30-Minute Parking on Marble Ave

C. Modifying 15-Minute Parking on North Street

F. UVM Medical Center Parking Agreement Extension

Commissioner Alberry makes motion to accept altered Consent Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

**Item 4.2 – Consent Agenda**

D. Approval of Draft Minutes of 7-20-16

Commissioner Alberry makes motion to accept altered Consent Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Abstain

Clerk Gillman: Aye

Commissioner Overby: Abstain

Chair Padgett: Aye

Commissioner Sears: Aye

*\*\*Item 3 – Public Forum (3 minutes per person time limit) reopened by Chair Padgett\*\**  
Barbara Headrick, Ward 3, speaks on Agenda Item 6.

*\*\*Commissioner Sears arrives\*\**

**Item 5 – 10 Year Capital Plan Question & Answer Session**

A) Staff Communication by DPW Director Chapin Spencer who gives a brief overview on the City's 10 Year Capital Plan, assisted by City Engineer and Assistant Director for Technical Services Norm Baldwin.

B) Public & Commission Q & A

Chair Padgett, Vice Chair Archambeau, Commissioner Overby ask questions on Agenda Item 5 with Director Spencer and City Engineer Baldwin Answering.

**Item 6 – PlanBTV Walk/Bike**

A) Staff Presentation by Senior Transportation Planner Nicole Losch who answers questions on the city's PlanBTV Walk/Bike.

B) Commission Questions

Chair Padgett and Commissioner Sears ask questions on Agenda Item 6 with Director Spencer and Planner Losch answering.

C) Public Comment

Barbara Headrick, Ward 6, speaks on Agenda Item 6.

Jason Van Driesche, Ward 5, speaks on Agenda Item 6.

D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to accept staff's recommendation: have staff consider public and Commission comment in the final draft plan and recommend that both the Planning Commission and the City Council adopt PlanBTV Walk/Bike.

Seconded by Commissioner Barr.

Discussion

Chair Padgett and Commissioner Overby talk on Agenda Item 6.

Action taken: motion approved;

"Ayes" are unanimous.

**Item 7 – Great Streets**

A) Staff Communication by DPW Engineer Laura Wheelock who speaks on the city's Great Streets Initiative, including: downtown street standards; Main Street/St. Paul Street redesign; City Hall Park reconstruction.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Overby, and Sears ask questions on Agenda Item 7 with Director Spencer and Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

**Item 8 – Division Overview – Technical Services**

A) Staff Presentation by City Engineer Baldwin who speaks on the Technical Services Division~~al~~ report, assisted by Director Spencer.

B) Commission Questions

Chair Padgett and Commissioner Overby ask questions on Agenda Item 8 with Director Spencer and City Engineer Baldwin answering.

C) Public Comment

#### D) Commissioner Discussion

##### **Item 9 – Director’s Report**

Director Spencer reports on former Engineer Technician Damian Roy having left DPW and thanking him with Chair Padgett commenting, the city’s Plan BTV, the North Ave Pilot presentation to the City Council, the Downtown Transit Center opening with Commissioners Alberry, Overby, and Barbara Headrick commenting, driveway encroachment moving ahead with Chair Padgett, Vice Chair Archambeau, and City Engineer Baldwin commenting, and DPW employee Bernie Baker celebrating 50-years of service.

##### **Item 10 – Commissioner Communications**

Commissioner Overby comments on wayfinding and possible warning signs at the College Street Parking Garage with Director Spencer responding and the gate between Rivers Edge and North View Rd with City Engineer Baldwin responding.

##### **Item 11 – Adjournment & Next Meeting Date – 16 November 2016**

Motion to adjourn made by Commissioner Barr and seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:55pm.

S. Chapin Spencer  
Director of Public Works

Megan Moir  
Assistant Director –  
Water Resources



234 Penny Lane  
P.O. Box 878  
Burlington, VT 05402

(802)863-4501 Phone

[www.burlingtonvt.gov](http://www.burlingtonvt.gov)

## Memorandum

**To:** DPW Commission  
**From:** Megan Moir, Assistant Director DPW *mm*  
**Date:** 11/9/16  
**Re:** Appeal of Water Bill for 100 Dodds Court  
**Cc:** Jessica Lavalette, Utility Billing Manager  
Joe Benoit, Field Services Foreman

In accordance with Section 31-20(b) of the Burlington Code of Ordinances, property owners at Dodds Court are appealing the decision of the Director of Public Works designee, Assistant Director of Water Resources Megan Moir, denying their request for a billing adjustment on the August water bill (consumption period 7/5/16 – 8/1/16).

*"Any owner who feels that charges for materials and labor are excessive may appeal in writing to the director of public works within thirty (30) days from the date of invoice designated on the invoice. Upon appeal, the director of public works or his/her designee shall investigate the charges and, if appropriate, adjust such charges accordingly, informing the person appealing of any decision rendered and of his/her right to appeal to the commission. The director of public works' decision shall be rendered within thirty (30) days from the date of the director of public works' receipt of the appeal. If the owner is dissatisfied by the decision of the director of public works, he or she may appeal the director of public works' decision by filing, within five (5) days of the director of public works' decision, a written appeal with the public works commission. Upon receipt of said appeal, the commission shall set the matter for hearing at its next meeting, but in no case shall the hearing occur later than thirty (30) days after the filing of the appeal. The commission may, if appropriate, adjust the charges. The decision of the commission shall be final."*

The consumption in question is equal to 2300 CF (\$220.80, for water and wastewater charges combined) and the average consumption at this property is 670 CF (\$64.32). Therefore, the difference (\$156.48) is what has been evaluated during this process for possible reduction.

Our current credit policies allow for reductions:

- 1) on the water portion of the bill when a meter is tested and shown to be inaccurate (thus having measured an incorrect volume of water) **or**
- 2) on the wastewater portion of the bill when evidence is submitted showing that the water was measured through the meter did not enter our sewer collection system due to accidental causes (e.g. receipts for repair of clean-up of leaked water, broken pipe repair, broken gas hose/hosebib etc.). In the case of accidents that could have been prevented (winterproofing pipes etc.) a one-time credit is issued with information about how to prevent future occurrences, but future credits for the same preventable issue are more closely scrutinized.

The Rubens report that they were only in residence for 9 days during the consumption period (7/5/16-8/1/16) and are unsure what caused the increased consumption. We sent them a consumer high consumption warning letter on 8/15/16 to give advance notice of a potential issue and we had an appointment at their home on 8/30/16 to review the meter with them and check for leaks (running toilets, leaking fixtures). The site visit did not turn up anything actively leaking and the Rubens checked with both a friend who watered their plants while they were away and neighbors to see if they noticed anything amiss. The cause of the increase remained undetermined. We scheduled a meter replacement and an accuracy testing of the meter in question on 9/13/16 and waived the standard charge for said test (\$207.07). The meter was found to be accurate and did not exceed within the American Water Works Association standards for a 5/8" meter. We are sympathetic to the Rubens and appreciate all they have done to determine why this happened but without evidence that the water meter was measuring inaccurately or proof that the water did not enter our collection system, we cannot issue a reduction.

Attached please find a copy of our correspondence with Karen and Peter Ruben regarding their high than average bill including the results of a meter test.

A decision to waive any portion of this bill would set a precedent incompatible with our current policies. We believe the water did pass through the meter and to our sewage collection system. We recommend that the Commission be consistent with previous decisions and deny this appeal.

10/3/2016  
13542500-00

WATER RESOURCES, CITY OF BURLINGTON  
PO BOX 878

Account Consumption

BURLINGTON, VT 05402-0878

Service Address:

KAREN MITCHELL-RUBEN  
100 DODDS CT  
BURLINGTON, VT 05401  
(315)369-8966  
10/3/2016  
13542500-00

Billing Info:

PETER RUBEN  
KAREN MITCHELL-RUBEN  
100 DODDS CT  
BURLINGTON, VT 05408-2646

Owner Info:

PETER RUBEN

Account Consumption

| Measure/Meter | Date      | Reading                   | Dial 1<br>Consumption | Code | Reading | Dial 2<br>Consumption | Code | Reading | Demand |
|---------------|-----------|---------------------------|-----------------------|------|---------|-----------------------|------|---------|--------|
| Cubic Feet    |           |                           |                       |      |         |                       |      |         |        |
| 35893940      | Inactive  |                           |                       |      |         |                       |      |         |        |
|               | 9/13/2016 | 145,876.00                | 276.00                |      | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 9/1/2016  | 145,600.00                | 200.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 8/1/2016  | 145,400.00                | 2,300.00              | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 7/5/2016  | 143,100.00                | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 6/1/2016  | 142,500.00                | 700.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 5/2/2016  | 141,800.00                | 400.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 4/1/2016  | 141,400.00                | 800.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 3/2/2016  | 140,600.00                | 500.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 2/1/2016  | 140,100.00                | 700.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 1/4/2016  | 139,400.00                | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 12/1/2015 | 138,800.00                | 700.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 11/2/2015 | 138,100.00                | 700.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 10/1/2015 | 137,400.00                | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 9/1/2015  | 136,800.00                | 300.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 8/3/2015  | 136,500.00                | 300.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 7/1/2015  | 136,200.00                | 1,100.00              | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 6/1/2015  | 135,100.00                | 800.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 5/1/2015  | 134,300.00                | 500.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 4/1/2015  | 133,800.00                | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 3/2/2015  | 133,200.00                | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 2/2/2015  | 132,600.00                | 900.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 1/2/2015  | 131,700.00                | 1,100.00              | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 12/1/2014 | 130,600.00                | 800.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 11/3/2014 | 129,800.00                | 900.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 10/1/2014 | 128,900.00                | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               | 9/2/2014  | 128,300.00                | 600.00                | A    | 0.00    | 0.00                  | N    | 0.00    |        |
|               |           | <b>35893940 Totals:</b>   | <b>18,176.00</b>      |      |         | <b>0.00</b>           |      |         |        |
|               |           | <b>Cubic Feet Totals:</b> | <b>18,176.00</b>      |      |         | <b>0.00</b>           |      |         |        |



BURLINGTON PUBLIC WORKS DEPARTMENT  
WATER DIVISION  
METER INSTALLATION ORDER

Nº 241

8/1 a/c/14

Service Location 100 DODDS CT.  
Account Number 13542500  
ID Number 1400048568  
Date 9/13/16

METER OUT INFORMATION

Type T-10  
Size 5/8  
Serial Number 35893940 ✓  
Reading 145876 ✓

METER IN INFORMATION

Type T-10  
Size 5/8  
Serial Number 67288309 ✓  
Start Reading 00000

INSTALLER INFORMATION

Name(s) JOE  
Signature(s) \_\_\_\_\_

REPAIR INFORMATION

Problem HIGH READ  
Parts Used \_\_\_\_\_

APPOINTMENT INFORMATION

Date \_\_\_\_\_  
Time \_\_\_\_\_  
Location \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Comments \_\_\_\_\_

SERVICE SURVEY

Size 1"  
☒ Galvanized ☐ Copper ☐ OTHER

Your new meter has been installed by a professional installer. The installer has indicated your final reading above. By execution of this document you inspect and accept the installation and concur with final meter reading.

Customer Verification \_\_\_\_\_

INSTALLER REMARKS

METER OUT TO TEST.  
REPLACED w/NEW MTR.  
TEST RESULTS SLOW 98  
MED 98  
HIGH 100

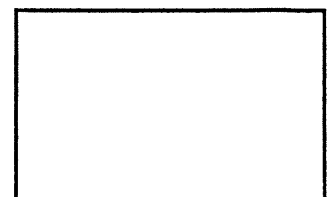


Table 5-3 Test requirements for new, rebuilt, and repaired cold-water meters\*

| Displacement Meters (AWWA C700 and C710) |                              |                    |                       |                |                                   |                    |                       |                |                                   |                    |                       |                                |
|------------------------------------------|------------------------------|--------------------|-----------------------|----------------|-----------------------------------|--------------------|-----------------------|----------------|-----------------------------------|--------------------|-----------------------|--------------------------------|
| Size                                     | Maximum Rate<br>(All Meters) |                    |                       |                | Intermediate Rate<br>(All Meters) |                    |                       |                | Minimum Rate<br>(New and Rebuilt) |                    |                       |                                |
|                                          | Flow<br>Rate†                | Test<br>Quantity†† | Accuracy<br>Limits    |                | Flow<br>Rate**                    | Test<br>Quantity†† | Accuracy<br>Limits    |                | Flow<br>Rate                      | Test<br>Quantity†† | Accuracy<br>Limits    | Accuracy<br>Limits             |
| <i>in.</i>                               | <i>gpm</i>                   | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i><br><i>(min)</i> |
| ½                                        | 8                            | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101                         |
| ½ × ¾                                    | 8                            | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101                         |
| ⅝                                        | 15                           | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101                         |
| ⅝ × ¾                                    | 15                           | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101                         |
| ¾                                        | 25                           | 100                | 10                    | 98.5–101.5     | 3                                 | 10                 | 1                     | 98.5–101.5     | ½                                 | 10                 | 1                     | 95–101                         |
| 1                                        | 40                           | 100                | 10                    | 98.5–101.5     | 4                                 | 10                 | 1                     | 98.5–101.5     | ¾                                 | 10                 | 1                     | 95–101                         |
| 1½                                       | 50                           | 100                | 10                    | 98.5–101.5     | 8                                 | 100                | 10                    | 98.5–101.5     | 1½                                | 100                | 10                    | 95–101                         |
| 2                                        | 100                          | 100                | 10                    | 98.5–101.5     | 15                                | 100                | 10                    | 98.5–101.5     | 2                                 | 100                | 10                    | 95–101                         |
| Multijet Meters (AWWA C708)              |                              |                    |                       |                |                                   |                    |                       |                |                                   |                    |                       |                                |
| Size                                     | Maximum Rate<br>(All Meters) |                    |                       |                | Intermediate Rate<br>(All Meters) |                    |                       |                | Minimum Rate<br>(New and Rebuilt) |                    |                       |                                |
|                                          | Flow<br>Rate†                | Test<br>Quantity†† | Accuracy<br>Limits    |                | Flow<br>Rate**                    | Test<br>Quantity†† | Accuracy<br>Limits    |                | Flow<br>Rate                      | Test<br>Quantity†† | Accuracy<br>Limits    | Accuracy<br>Limits             |
| <i>in.</i>                               | <i>gpm</i>                   | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i><br><i>(min)</i> |
| ⅝                                        | 15                           | 100                | 10                    | 98.5–101.5     | 1                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 97–103                         |
| ⅝ × ¾                                    | 15                           | 100                | 10                    | 98.5–101.5     | 1                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 97–103                         |
| ¾                                        | 25                           | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ½                                 | 10                 | 1                     | 97–103                         |
| 1                                        | 35                           | 100                | 10                    | 98.5–101.5     | 3                                 | 10                 | 1                     | 98.5–101.5     | ¾                                 | 10                 | 1                     | 97–103                         |
| 1½                                       | 70                           | 100                | 10                    | 98.5–101.5     | 5                                 | 100                | 10                    | 98.5–101.5     | 1½                                | 100                | 10                    | 97–103                         |
| 2                                        | 100                          | 100                | 10                    | 98.5–101.5     | 8                                 | 100                | 10                    | 98.5–101.5     | 2                                 | 100                | 10                    | 97–103                         |
| Singlejet Meters (AWWA C712)             |                              |                    |                       |                |                                   |                    |                       |                |                                   |                    |                       |                                |
| Size                                     | Maximum Rate<br>(All Meters) |                    |                       |                | Intermediate Rate<br>(All Meters) |                    |                       |                | Minimum Rate<br>(New and Rebuilt) |                    |                       |                                |
|                                          | Flow<br>Rate†                | Test<br>Quantity†† | Accuracy<br>Limits    |                | Flow<br>Rate**                    | Test<br>Quantity†† | Accuracy<br>Limits    |                | Flow<br>Rate                      | Test<br>Quantity†† | Accuracy<br>Limits    | Accuracy<br>Limits             |
| <i>in.</i>                               | <i>gpm</i>                   | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i><br><i>(min)</i> |
| ⅝                                        | 15                           | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101.5                       |
| ⅝ × ¾                                    | 15                           | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101.5                       |
| ¾                                        | 25                           | 100                | 10                    | 98.5–101.5     | 3                                 | 10                 | 1                     | 98.5–101.5     | ½                                 | 10                 | 1                     | 95–101.5                       |
| 1                                        | 40                           | 100                | 10                    | 98.5–101.5     | 4                                 | 10                 | 1                     | 98.5–101.5     | ¾                                 | 10                 | 1                     | 95–101.5                       |
| 1½                                       | 50                           | 100                | 10                    | 98.5–101.5     | 8                                 | 100                | 10                    | 98.5–101.5     | ½                                 | 100                | 10                    | 95–101.5                       |
| 2                                        | 100                          | 100                | 10                    | 98.5–101.5     | 15                                | 100                | 10                    | 98.5–101.5     | ½                                 | 100                | 10                    | 95–101.5                       |
| 3                                        | 160                          | 500                | 50                    | 98.5–101.5     | 20                                | 100                | 10                    | 98.5–101.5     | ½                                 | 100                | 10                    | 95–101.5                       |
| 4                                        | 250                          | 500                | 50                    | 98.5–101.5     | 40                                | 100                | 10                    | 98.5–101.5     | ¾                                 | 100                | 10                    | 95–101.5                       |
| 6                                        | 500                          | 1,000              | 100                   | 98.5–101.5     | 60                                | 100                | 10                    | 98.5–101.5     | 1½                                | 100                | 10                    | 95–101.5                       |
| Fluidic-Oscillator Meters (AWWA C713)    |                              |                    |                       |                |                                   |                    |                       |                |                                   |                    |                       |                                |
| Size                                     | Maximum Rate<br>(All Meters) |                    |                       |                | Intermediate Rate<br>(All Meters) |                    |                       |                | Minimum Rate<br>(New and Rebuilt) |                    |                       |                                |
|                                          | Flow<br>Rate†                | Test<br>Quantity†† | Accuracy<br>Limits    |                | Flow<br>Rate**                    | Test<br>Quantity†† | Accuracy<br>Limits    |                | Flow<br>Rate                      | Test<br>Quantity†† | Accuracy<br>Limits    | Accuracy<br>Limits             |
| <i>in.</i>                               | <i>gpm</i>                   | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i> | <i>gpm</i>                        | <i>gal</i>         | <i>ft<sup>3</sup></i> | <i>percent</i><br><i>(min)</i> |
| ½                                        | 8                            | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101                         |
| ½ × ¾                                    | 8                            | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101                         |
| ⅝                                        | 15                           | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101                         |
| ⅝ × ¾                                    | 15                           | 100                | 10                    | 98.5–101.5     | 2                                 | 10                 | 1                     | 98.5–101.5     | ¼                                 | 10                 | 1                     | 95–101                         |

(continued)

Jessica Lavalette

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From: Karen Mitchell <kmitchell2ruben@yahoo.com>  
Sent: Wednesday, November 02, 2016 3:54 PM  
To: Jessica Lavalette; peterjruben@yahoo.com  
Subject: Re: DPW Commission Appeal.

Hi Jessica,

November 16 is fine. Thank you for setting it up. We will wait to hear from you about what time to be there.

Our home was unoccupied in July from July 3 to 13, and again from the 14 to the 23. We were home in July a total of 9 days.

One time while we were gone we had a friend drop by and water only the potted plants of which there were about five. I have spoken with that friend and they discovered nothing unusual and watered only what we asked.

We are asking you to consider waiving or reducing the fee because we believe there must be some error. We have talked with all of the neighbors and nobody noticed anything unusual here. No toilets, sinks or hoses were running when we returned home. We changed nothing and traveled similarly in August and our bill was under \$30 that month.

I really appreciate your help with this. You have been great. I wish we could figure out what happened.

Let me know if there is any more information we can provide.

best,

*Karen Ruben*

---

**From:** Jessica Lavalette <jlavalette@burlingtonvt.gov>  
**To:** "kmitchell2ruben@yahoo.com" <kmitchell2ruben@yahoo.com>; "peterjruben@yahoo.com" <peterjruben@yahoo.com>  
**Sent:** Tuesday, November 1, 2016 12:49 PM  
**Subject:** DPW Commission Appeal.

Hello Karen & Peter,  
I hope this finds you well. The next DPW Commission meeting is scheduled for Wednesday 11/16/16 in the evening and they typically last from 6-9. Once your appeal is placed on the agenda then I will have a more specific time when your item will be discussed, so you don't have to stay for the whole thing. One or both of you should plan on attending in case the Commissioners have any questions and both myself and Megan will be in attendance. We may ask the Field Service Foreman (Joe) who came to your home and completed the

test to attend as well because I do not believe this particular group of Commissioners has heard a Water Resources appeal before (the last one we had was in 2011) and they may have technical questions. The Commission will be looking at the amount of the bill that is over your average consumption. In this case, your average consumption since purchasing the home is 670 CF, so we will be examining the remaining 1,630 CF which equals \$156.48. If that night does not work for you please let me know and I will check on the December date.

As part of putting the packet together, I will be including all of our correspondence and the meter test results. In addition, I did have a few more clarifying questions so we can give the Commissioners a complete understanding of what happened.

- The period of time in question is 7/5/16-8/1/16 and you previously indicated that you were absent from the home for much of that.
  - o Please provide the specific dates the house was unoccupied.
  - o Did you have anyone house sitting or checking on the home?
  - o If so, how often were they supposed to come by and did they have any responsibilities for watering the grass, laundry privileges, etc?
- You are asking for a waiver or reduction in the bill and your original request indicates the reason is that you believe something must be faulty with the meter recording because you exhausted all other possibilities for extraneous consumption (toilets, checked with neighbors, etc).
  - o Please provide any other reasons that you feel the invoice should be reduced or waived, if applicable.

Thank you in advance for the additional information and if you respond via email by the end of business tomorrow that would be great.

Regards,  
Jessica

Jessica Lavalette  
Utility Billing Manager  
Water Resources  
City of Burlington, Department of Public Works  
(802)863-4501 P  
(802)864-8233 F



---

**From:** Megan Moir  
**Sent:** Saturday, October 22, 2016 2:29 PM  
**To:** Peter Ruben  
**Cc:** Karen Ruben; Jessica Lavalette  
**Subject:** RE: Fwd: Meter test results at 100 Dodds Ct

Dear Peter and Karen,

I am sorry for the delay in responding to you on this issue. I wanted to make sure I had time to give you as complete a response as possible and the workdays/weeks don't always afford me that time.

I have reviewed the information regarding your request that Burlington Water Resources reduce the charges for the water volume that was metered (2300 cf) for the period 7/5/2016 – 8/1/2016.

Given that 1) the results of the testing of your water meter showed that your meter was operating well within acceptable American Water Works Association (AWWA) benchmark ranges (and in fact is, on average, not charging you for 0.97% of your water flow) and 2) the fact that your water usage returned to more typical levels in prior to our pulling and testing the meter on 9/13/2016, our experience with these sorts of situations lead us to conclude that there was, in fact, some sort of inadvertent increase in water usage for the month you are questioning.

Thus, we cannot grant your request for a reduction in your 8/30/2016 bill (for July water usage).

I can understand how frustrating this must be for you, since I do see that your average water use is typically lower and it sounds like you are very diligent in checking your fixtures prior to leaving your house for any extended period of time and don't believe that someone might have used your hose connection without your knowledge.

Unlike the days of old, where errors in usage could sometimes be caused by human errors introduced during manual reading of the meter, our newer radio read technology has eliminated that source of error as the data from the meters are recorded digitally for direct upload to our billing software. Moreover, the only way water usage is recorded is when water passes through the meter. This means that water was being used somehow on your property, even if it was without your knowledge and appears to escape explanation.

You may already know this, but while a "running" toilet (which is easy to hear) can be a contributor to such unexplained water usages, there are other ways in which inadvertent water use can occur – smaller leaks within your system due to failed gaskets for example, or a toilet overflow tube leak. I have attached some information regarding how to do a leak check using your water meter and some examples of common areas of leakage. Given that your usage has come back down and the spike that occurred, it's not as likely that this is what caused your high usage in July, but I wanted to make sure you had the information so that you don't have another high read again and so that you could keep an eye on your metered water usage between meter readings.

As my colleague Jessica Lavalette may have explained, you do have the right to further appeal this decision to our DPW Commission. Please contact Jessica ([jlavalette@burlingtonvt.gov](mailto:jlavalette@burlingtonvt.gov)) if that is something that you feel worth pursuing.

Sincerely,  
Megan

**Megan Moir**

Assistant DPW Director – Water Resources  
*Water Resources Division*  
P (802) 863-4501  
C (802) 734.4595

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**From:** Peter Ruben [<mailto:peterjruben@yahoo.com>]  
**Sent:** Thursday, September 22, 2016 8:59 AM  
**To:** Megan Moir

Cc: Karen Ruben

Subject: Fw: Fwd: Meter test results.

Ms. Moir,

I am writing in regards to the billing concern that was outlined below. For the period of 7/5 – 8/1 our water bill spiked tremendously to a level about 3 times of what we have ever had. During this time period we had actually expected to have less water usage as we were out of town most of this time. As a courtesy a meter test was done which we appreciated and while I know the test is showing the meter as being accurate we still believe that something faulty must have occurred for this time period. We have talked to people in the department of public works about this and they suggested that maybe someone could have used our hoses or we could have had a toilet running during this time that we didn't realize. We actually always check our toilets before we leave so I feel confident that there wasn't anything within the house that would have led to this excessive use of water. It wouldn't be possible for someone to use our outside hoses without being seen and we have talked to our neighbors who didn't see any activity while we were gone. In addition, we are talking about an increase on our typical water consumption of about 3 times so the amount of increased use would have to have been tremendous.

We have really examined all options that could possibly have happened to have led to this type of an increase on our end. If we were responsible for it we absolutely would feel it is our bill to own, however we truly feel that something must have led to a faulty recording of our water usage. We would ask that you please consider a reduction in our bill for this period given the circumstances and information.

Thank you for your consideration.

Peter and Karen Ruben

(315) 369-8966

(802) 922-8921

**From:** Jessica Lavalette <[jlavalette@burlingtonvt.gov](mailto:jlavalette@burlingtonvt.gov)>

**Date:** September 16, 2016 at 4:44:16 PM EDT

**To:** "[kmitchell2ruben@yahoo.com](mailto:kmitchell2ruben@yahoo.com)" <[kmitchell2ruben@yahoo.com](mailto:kmitchell2ruben@yahoo.com)>

**Cc:** Megan Moir <[mmoir@burlingtonvt.gov](mailto:mmoir@burlingtonvt.gov)>

**Subject: Meter test results.**

Hi Karen,

I hope this email finds you well. Recently, you requested a meter test be performed on your existing 5/8" meter. We performed the test on 9/13/16 at the Water Division.

The test results showed that when measuring the high flow of water your meter tested out at 100.9%, the intermediate flow captured 98.2% and the low flow captured 98% of the water passing through it. The overall average shows that your meter was recording 99.03% of the water being used and .97% of overall water use was not charged. We use the American Water Works Association (AWWA) as our benchmark for all things meter related and a 5/8" meter is considered accurate when it captures 98.5%-101.5% on the high and intermediate flows and 95%-101% on the low flow. Your meter was found to be accurate. As a courtesy, I have waived the normal charges for a meter test and this is a savings of \$207.07.

The new reading on the old meter was taken on 9/2/16 and showed consumption of 200 CF (8/1/16-9/2/16). This is lower than your average and verifies that the increased usage was isolated to the previous reading period (7/5/16-8/1/16) while you were out of town. Unfortunately, I can only speculate that it was the one of the outside hose bibs or a toilet that malfunctioned.

If you would like to further appeal the 8/30/16 invoice then you must submit a letter to the DPW Director's Designee outlining the reasons why the charges should be waived or reduced. Please send that to Megan Moir at [mmoir@burlingtonvt.gov](mailto:mmoir@burlingtonvt.gov) (copied above) and she will issue a decision within 30 days after which you can further appeal to the DPW Commission, if desired.

Please let me know if you have any further questions or if you are interested in executing a payment arrangement for the balance.

Thank you,  
Jessica

Jessica Lavalette  
Utility Billing Manager  
Water Resources  
City of Burlington, Department of Public Works  
(802)863-4501 P  
(802)864-8233 F



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.



## MEMORANDUM

November 16, 2016

**TO:** Public Works Commission

**FROM:** Patrick Cashman, Assistant Director for Traffic and Parking *PC*

**CC:** Chapin Spencer, Director of Public Works

**RE:** Proposal to Install 2x Tesla Supercharger Charging Stations in the Lakeview Garage

---

### Background:

Currently 5x Electric Vehicle (EV) charging stations are available in city parking structures. 4x Level II charging stations are in place adjacent to the Cherry Street entrance to the Lakeview Garage, and 1x Level III charging station is in the Marketplace Garage adjacent to the Bank Street entrance. All of these chargers are operated by the Chargepoint Network with the Level III station providing substantially faster charging than the Level II stations. The Tesla Corporation has proposed to the Hotel Vermont that Tesla pay for and install 2x Tesla Supercharger stations either on or adjacent to the Hotel Vermont. The Hotel Vermont has proposed the installation of these stations in the Lakeview Garage, next to the existing Level II EV charging stations.

### Characteristics of the Proposal:

- *Installation:* Cost of installation and materials would be borne by Tesla.
- *Spaces:* Installation would require 2x parking spots to be set aside for these superchargers. Initial assessment would bias towards using two spots adjacent to the Hotel Vermont entrance on the West side of the deck immediately inside from the Cherry Street entrance lanes.
- *Chargers:* The Tesla Superchargers are proprietary to Tesla vehicles and cannot be used to charge other EVs at this time, however Tesla vehicles with the appropriate adaptors can use other fast charging stations including the Level II charging stations currently in place at this location.

- *Network:* Tesla Superchargers work on the Tesla network and do not work within the Chargepoint network used in other locations. Inclusion in the Tesla network will also entail inclusion in the driver support software for Tesla owners to identify charging stations. The closest other Tesla Supercharger station currently is at Healthy Living in South Burlington with 8x stations.
- *Future Impact:* While currently a higher end vehicle Tesla is accepting pre-orders for their Model 3 which is planned to begin production in mid-2017 with deliveries in mid-2018. The Model 3 currently starts at \$35,000 and is intended to be a closer-to-middle of the market EV with over 300,000 pre-orders in place.
- *Energy Costs* – Current Tesla owners will continue to charge for free at Tesla Superchargers however Tesla announced on 7 November that beginning in 2017 they will begin charging customers for use of the Supercharger stations. Tesla has not yet announced an intended rate. The current Chargepoint rate for the existing Level II stations in Lakeview Garage is \$0.17per/kWh.

### **Conclusions:**

Further detailed work to pursue installation of the Supercharger stations will require staff time and attention, and initial investment by Tesla for permits and approvals. These stations differ from prior installations due to their high power draw, network, and potentially other unforeseen ways that will require investigation to identify and ensure they can be safely integrated into the existing garage. As the installation of proprietary equipment in a city garage is a relatively new direction this communication is intended to determine if the Commission is amenable to such activity assuming that all work can be done safely, to standard, and at no cost to the city.



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Burlington, VT 05401  
802.863.9094 VOICE  
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802.863.0450 TTY  
[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

---

To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **Director's Report**  
Date: November 10, 2016

**ALL ITEMS RELATED TO 10 YEAR CAPITAL PLAN PASSED ON ELECTION DAY**

All of the Burlington ballot items passed on November 8<sup>th</sup> including the following items specifically related to the 10 Year Capital Plan:

- \$27.5M general obligation bond for General Fund capital asset reinvestment (streets, sidewalks, buildings, vehicles, bike path, etc.)
- \$8.3M revenue bond for renewal of the City's 110-mile water distribution system
- \$21.8M in Tax Increment Financing (TIF) for comprehensive rehabilitation to 8 blocks of downtown including re-established blocks of Pine and St Paul between Bank and Cherry

Thank you to the Commission's role in reviewing and guiding the development of the 10 Year Capital Plan. Thank you to the Burlington voters for their support.

**GREAT STREETS:**

This initiative is a culmination of many years of planning, including the public vote in 2014 to use the City's downtown TIF district to make new investments in the downtown's public infrastructure. The November presentation (which is the same night as the DPW Commission meeting) will highlight the Main Street corridor and City Hall Park. The Main Street concept plans will be focused on improvements to the public right-of-way, including sidewalks, street trees, stormwater, lighting, and bike facilities. The design work for City Hall Park will advance concept plans that emerged from the 2012 *Imagine City Hall Park* process. Encourage your neighbors to attend the **public presentation on Wednesday, November 16, 2016 at 7:00pm in Contois Auditorium**. Visit the website [www.GreatStreetsBTV.com](http://www.GreatStreetsBTV.com) for more information. We will have a presentation on Great Streets at the Commission's December meeting.

**REVIEWING DEVELOPMENT PROJECTS:**

Staff has been spending significant time reviewing and providing feedback on a number of proposed development projects in the City to ensure they meet relevant standards and regulations, are consistent with municipal plans and do not cause undue burden on existing systems. Recent projects that we've reviewed include City Market, Cambrian Rise, and Burlington Harbor Marina. Our diligent efforts on the front end result in better projects for the community.

**WELCOME NEW STAFF!**

- Excavation Inspector **John Sucharzewski** started September 26
- Wastewater Plant Operator **Derek Moody** started November 1
- Stormwater Program Manager **Jenna Calvi** started November 7
- Engineering Tech **Ashley Toof** starts November 21
- Mechanic **Jacob Langelier** starts November 28

A letter of appreciation was requested to be sent to the Commission. It is attached.

SEECCLICKFIX ID  
3021368

PRIORITY  
Normal

REQUEST TYPE  
Other

ADDRESS  
43 Starr Farm Road Burlington, Vermont

ASSIGNEE

SLA EXPIRES  
11/14/2016 - 05:00PM  
21 days left

REPORTED  
10/24/2016 - 05:34PM

SECONDARY QUESTIONS

LOCATION



SUMMARY & DESCRIPTION

**No Parking signs on Starr Farm**

Thank you CE, DPW, and Public Works Commission.  
We can hope that the signs prevent further  
destruction of the greenbelt and improves safety of  
parents and children trying to get to school. Thank  
you very much

MEDIA

No images available.

Reported by: An anonymous SeeClickFix user  
10/24/2016 - 05:34PM

**TIMESTAMP INTERNAL COMMENT**

**COMMENTER**

10/24/2016  
05:38PM

We will pass along your expression of gratitude to the DPW  
Commission.

Bill Ward Director of  
Code Enforcement

10/24/2016  
05:45PM

RFS 13272 assigned. If received outside of normal business  
hours, we will investigate this issue on the next business day.

IT Department

**Subject** Fwd: City Council Transportation Energy and Utilities Committee Hearing regarding Rivers Edge Gate  
**From** Norm Baldwin <[nbaldwin@burlingtonvt.gov](mailto:nbaldwin@burlingtonvt.gov)>  
**To** soverby@burlingtontelecom.net <[soverby@burlingtontelecom.net](mailto:soverby@burlingtontelecom.net)>  
**Date** 30.10.2016 08:16



Solveig,

I am forwarding you the email I sent to both Joyce and Julie notifying of the TEUC in which this issue will be heard and hopefully resolved.

I have not completed my work to prepare my cover memo to the TEUC. My memo will include, my recommendation to study or not study the concept of opening the gate.

Sent from my iPhone

Begin forwarded message:

**From:** Norm Baldwin <[nbaldwin@burlingtonvt.gov](mailto:nbaldwin@burlingtonvt.gov)>  
**Date:** October 28, 2016 at 12:11:29 PM EDT  
**To:** Joyce Walsleben <[jwalsleben@aol.com](mailto:jwalsleben@aol.com)>, Julie Hill <[julieahill@gmail.com](mailto:julieahill@gmail.com)>  
**Cc:** Martin Lee <[mlee@burlingtonvt.gov](mailto:mlee@burlingtonvt.gov)>, David Hartnett <[dhartnett@burlingtonvt.gov](mailto:dhartnett@burlingtonvt.gov)>, Kurt Wright <[kwright@burlingtonvt.gov](mailto:kwright@burlingtonvt.gov)>, "jeffpadgett10@gmail.com" <[jeffpadgett10@gmail.com](mailto:jeffpadgett10@gmail.com)>, Brian Lowe <[brian@burlingtonvt.gov](mailto:brian@burlingtonvt.gov)>, "Ayres, Tom" <[tayres@burlingtonvt.gov](mailto:tayres@burlingtonvt.gov)>, Chapin Spencer <[cspencer@burlingtonvt.gov](mailto:cspencer@burlingtonvt.gov)>, Jordan Redell <[jredell@burlingtonvt.gov](mailto:jredell@burlingtonvt.gov)>  
**Subject:** City Council Transportation Energy and Utilities Committee Hearing regarding Rivers Edge Gate

Ladies,

I have scheduled your item to be heard by the City Council Transportation, Energy and Utilities Committee(TEUC).

The Hearing is scheduled for December 7, 2016, 5 p.m. in the Front Conference Room at the Central Maintenance Facility located at 645 Pine Street.

At the meeting you both will have an opportunity to speak and present you best case why or why not the department should study the concept of opening the gate to Rivers Edge.

As staff I will provide my recommendation as well, I am currently examining all of the facts in the matter and I will shortly be providing you both with my recommendation in advance of the meeting.

I believe the final determination to advance or not advance this study request will rest with the Transportation, Energy and Utilities Committee. I will leave this decision to member so the TEUC.

Thank you both for your hard work and dedication to seeing this through to final resolution.

Norman J. Baldwin, P.E.  
City Engineer/Ass't Director  
Burlington Public Works Department  
645 Pine Street  
Burlington, Vermont 05401

V: 802.865.5826  
F: 802.863.0466  
EMAIL: [nbaldwin@burlingtonvt.gov](mailto:nbaldwin@burlingtonvt.gov)

From: "Pete Diederich" <pdiederich@gmail.com>  
Subject: Re: South Prospect Street  
Date: Wed, November 16, 2016 8:44 am  
To: "Tiki Archambeau" <tikiskis@yahoo.com>, ralberry@comcast.net, "Chris Gillman" <cgillman@gmail.com>, justinessears@yahoo.com, soverby@sover.net, "Jeff Padgett" <jeffpadgett10@gmail.com>, "Jim Barr" <JLBarr@aol.com>

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Board Members,

I had planned to attend the meeting tonight to discuss this matter further but sick children require my presence at home.

I'd like to point out a number of things and offer what I consider to be a fair and balanced resolution. I'd also like to ensure that this is discussed at the meeting.

1. The document applying for resident only parking is riddled with inconsistencies. It reads that 4 hour non resident parking will be the norm, but only a small number of spots are available. The neighborhood signed a petition stating that they would like resident parking overnight. They have that. Legally, I don't know what is right and based on the document I have been provided. My first motion is to get a correct petition signed, which will give me a chance to plead my case to the residents.
2. You state in the document that it is four hour parking once a day, however the signage does not indicate this. The map states six spaces are for non resident parking. In fact, there are only four spaces available. Two of these spaces are occupied by cars that have not been moved in weeks if not months. I motion that they be ticketed as abandoned and towed if they are not moved. Your compromise of six spots for dozens of people who use the street is effectively two spots.
3. 50% of the street is UVM property. This is not North Prospect Street, Buell Street, or Loomis Street, which are fully residential streets doing battle with commuters and student housing for parking. This is not a fully residential street yet the residents have 100% say in who parks there. You mention wanting to strike a balance between the residents and need. If that is the case, try again. If I get 50% of my coworkers to sign a petition banning the residents from using Redstone Green will you enact that? After all my building abuts the Green. I hope that sounds illogical to you as well.
4. I'd like to see a survey of the parking spaces after 4PM on weekends and when school is not in session. I bet it would show their is ample parking for all. What is the goal of this new enactment? That residents want to park in the street sometime or that they want to keep out the riff raff?
5. No notification was given enabling those people who rely on parking in this area to voice their opinion. It is a public street and therefore their should be public discourse where more than one side of the story is heard. Your policies and procedures have effectively eliminated any possibility of this being reversed or enacted in a fair matter that balances the needs of all parties. Once you have paid the DPW workers to put in the signs and conduct the surveys the likelihood of spending more money to amend the decision is slim.
6. I would like to propose that it is open parking from Cliff Street to the exit of Redstone Green and four hour parking for nonresidents for the rest of South Prospect Street, and resident parking overnight. If the goal is street turn over, this will accomplish the goal. At the moment you have made somewhere between 30-40 spots for resident only parking for 9 residences, about 4 spots per residence plus their driveway parking. This does not count the resident only parking on Henderson Terrace, Cliff Street, and farther down South Prospect Street. This change would ensure turnover while still providing access to the University Students, Faculty, and Staff who use this space.

I look forward to receiving a copy of the minutes and watching this discussion online. My apologies for not being able to attend the meeting. Unlike Mr. Laraque, I can not walk to work in town and can not afford a home in town for my family that enables me to walk to work. This evening I

am unable to drive back and forth from Richmond and take care of my family to argue my case. It galls me to no end that I am now forced to spend .048% of my paycheck a year so that the residents can have the privilege of living next to the University, and reap the benefits of it's property, while at the same time, declaring that they don't want to be exposed to the inconvenience of public parking. Again, 50% of the street is UVM property, shouldn't they get 50% of the vote?

Sincerely,

Peter Diederich

On Wed, Nov 9, 2016 at 4:36 PM, Pete Diederich <[pdiederich@gmail.com](mailto:pdiederich@gmail.com)> wrote:

> According to the minutes of the Public Works Department, you recently  
> passed a motion based on a neighborhood petition to turn South Prospect  
> Street from Cliff St. to Henderson Terrace to resident only parking and a  
> four-hour limit for nonresidents. You state that 85% of residents signed  
> the petition. Does this include the students who live on campus who abut  
> this strip? All of them have South Prospect Street Addresses.  
>  
>  
>  
> This petition was submitted by the owners of 308 South Prospect street and  
> one of the main reasons for passing this regulation was because "Delivery  
> vehicles have a hard time making deliveries due to the parking being taken  
> up". Each and every house affected by this ordinance is on the west side of  
> the street, the parking is on the east. The exception is the residents of  
> 308 South Prospect Street, who's driveway is on Henderson Terrace. Who, by  
> the way, also has access to Resident Only parking on that street.  
>  
>  
>  
> A motion was passed for a four-hour parking limit for nonresidents. Is  
> this to encourage student turnover throughout the day? I imagine many  
> students have ample time to park, go to class, and retrieve their vehicle  
> before the spotty enforcement (based on rarely, if ever, ticketing for  
> parking on the street overnight) catches them violating that time limit.  
> Demand for parking certainly decreases when the university is out of  
> session.  
>  
>  
>  
> As one resident said "people are up in the area early and the parking in  
> the streets is filled fairly quickly". This is because many of these people  
> are working employees, community members, and tax payers who arrive to work  
> before 8AM. Many of these people, like myself, will now have to start  
> paying .48% of our paycheck to the universities parking and transportation  
> department. I pay taxes. I volunteer in the community. I work in a building  
> that abuts this property. Why don't I have a right to say who parks there?  
> Why don't I have a right to a \*notification \*of a change in policy? So  
> when I show up to work in the morning I don't have to fear getting a \$75  
> ticket.  
>  
>  
>  
> The demand for parking in Burlington is high, and this is implied in the  
> minutes. I see no way that your changes will improve the parking for the  
> residents on South Prospect Street. I see this only as a tax on hard  
> working Vermonters trying to save money.  
>  
>  
>  
> Thank you for the privilege of explaining to my wife that we will now be  
> paying \$312 a year so that someone can get their UPS packages.  
>  
>  
>  
> Peter Diederich  
>

> PO Box 916  
>  
> Richmond, VT 05477  
>

[Download this as a file](#)

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# Burlington Public Works Department and Public Works Commission

\*Document created for Ward 2/3 NPA by Solveig Overby, individually , not by the Public Works Department

## 1. Department of Public Works (DPW) Functions and Services:

(Website: <http://www.burlingtonvt.gov/DPW>); Customer Service: 802-863-9094, Option 3)

|                                                   |                        |
|---------------------------------------------------|------------------------|
| Technical Engineering                             | Construction Permits   |
| Equipment Maintenance                             | Transportation         |
| Streets                                           | Sidewalks              |
| Water – Wastewater -- Stormwater                  | Recycling              |
| Traffic Signals, Signs, Roadway Markings, Parking | School Crossing Guards |

### How do we pay for these services?

1. Burlington City General Fund: annual amounts are allocated from property tax dollars for Public Works Department. Eg. snow plowing, street sweeping, engineering services.
2. Enterprise Funds: funds generated by delivery of particular services. Examples: water and wastewater, recycling.
3. Traffic Fund: funds generated from parking meters, city parking lots and garages. Pays for traffic signals, signs, roadway markings, parking and school crossing guards.
4. Debt: Burlington borrows money by selling general obligation bonds (repaid by taxes) and revenue bonds. Revenue bond debt incurred to fix the water and wastewater systems are repaid through increases in water and wastewater rates.

## 2. Public Works Commission (PWC) Functions and Services:

The Public Works Commission “represents the citizens of Burlington in determining and demanding appropriate Departmental performance.” Seven (7) Commissioners are appointed jointly by the Mayor and the City Council, to three-year terms.

The Commission meets once a month on the third Wednesday, 6:30pm, usually in the Public Works Main Conference Room, 645 Pine Street. Check agenda. Meetings are open to all.

Public Works Commission meetings are broadcast live on Channel 17, and recorded by CCTV,.They can be viewed online at:

<http://www.cctv.org/watch-tv/series/burlington-public-works-commission>

Agendas and documents considered by the Commission at their meetings are posted at:

<http://www.burlingtonvt.gov/DPW/Commission/Agendas>

### Public Works Commissioners:

ROBERT ALBERRY, TIKI ARCHAMBEAU (Vice Chair), JIM BARR, CHRIS GILLMAN, SOLVEIG OVERBY, JEFF PADGETT(**Chair**), JUSTINE SEARS

Commissioner contact information is at:

<http://www.burlingtonvt.gov/DPW/Commissioners>

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 16 November 2016  
City of Burlington Water Plant – 234 Penny Lane

**Commissioners Present:** Robert Alberly; Tiki Archambeau (Vice Chair); Jim Barr (*arrives at 6:36pm*); Chris Gillman (Clerk); Solveig Overby; Justine Sears. **Commissioners Absent:** Jeff Padgett (Chair).

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

Vice Chair Archambeau calls meeting to order at 6:34pm and makes opening comments.

*\*\*Commissioner Barr arrives\*\**

**Item 2 – Agenda**

Vice Chair Archambeau suggests taking Item 4 – Consent Agenda and splitting it into Agenda Item 4.1 – Approval of Draft Minutes of 9-21-16 and Agenda Item 4.2 – Approval of Draft Minutes of 10-19-16. Commissioner Alberly makes motion to accept altered Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;  
“Ayes” unanimous.

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

No member of the public spoke.

**Item 4.1 – Approval of Draft Minutes of 9-21-16**

Commissioner Overby confirms that her edits to the minutes are included in the version that is being voted upon. Clerk Gillman makes motion to accept draft minutes of 9-21-16 with the edits from Commissioner Overby and is seconded by Commissioner Barr.

Action taken: motion approved.  
Commissioner Alberly: Abstains  
Vice Chair Archambeau: Aye  
Commissioner Barr: Aye  
Clerk Gillman: Aye  
Commissioner Overby: Aye  
Chair Padgett: *not present*  
Commissioner Sears: Aye

**Item 4.2 – Approval of Draft Minutes of 10-19-16**

Commissioner Overby recommends changing her comments in Item 10 of the 10-19-16 minutes to read: “Commissioner Overby comments on wayfinding and possible warning signs regarding the 6' 6" entry height limit at the College Street Parking Garage entrance from College Street with Director Spencer responding. She also asked about the status of the process to open the gate between Rivers Edge and North View Rd with City Engineer Baldwin responding.” Commissioner Alberly makes motion to accept draft minutes of 10-19-16 with Commissioner Overby’s changes and is seconded by Commissioner Barr.

Action taken: motion approved.  
“Ayes” unanimous.

**Item 5 – Customer Appeal of Water Bill for 100 Dodds Ct**

A) Communication by Assistant Director for Water Resources Megan Moir and Utility Billing Manager Jessica Lavalette who present the city’s case concerning the appeal of the 100 Dodds Ct water bill.

B) Oral Presentation by Appellant Karen Mitchell-Ruben who responds to the city's case with Assistant Director Moir responding.

C) Commissioner Discussion

The entire commission engages in a discussion on Item 5 with Assistant Director Moir, Manager Lavalette, and Appellant Mitchell-Ruben responding.

D) Action requested – Vote

Commissioner Alberly makes motion to deny applicant's appeal and is seconded by Commissioner Overby.

Action taken: motion approved;

"Ayes" unanimous.

**Item 6 – Hotel Vermont Tesla Charging Station Proposal**

A) Staff Communication by Assistant Director for Parking & Traffic Patrick Cashman who speaks on Tesla's proposal to install 2 single-port Tesla charging stations in the city's Lakeview Parking Garage.

B) Commission Questions

The entire commission asks questions on Item 6 with DPW Director Chapin Spencer and Assistant Director Cashman answering.

C) Public Comment

D) Commissioner Discussion

Clerk Gillman and Commissioner Barr engage in a discussion on Item 6 with Assistant Director Cashman.

**Item 7 – Director's Report**

Director Spencer thanks the commission for spending their last few meetings on the 10 Year Capital Plan and voters for their vote of support on Ballot Item 1, 2, 4; reports on Great Streets presentation at the December 2016 meeting; and comments on new staff starting at DPW.

**Item 8 – Commissioner Communications**

Commissioner Sears comments on venues individuals can use to report issues to DPW with Director Spencer answering; Commissioner Overby comments on being asked about removing a gate between Northview Rd and Plattsburgh Ave along with reminding people of the scheduled meeting on 7 December at DPW about the issue, an email communication to her about Resident Only Parking on South Prospect Street while submitting the email she received for the record with Director Spencer responding, and the document she prepared to deliver to NPA participants detailing what the DPW Commission does while submitting it for the record; Commissioner Barr comments on people in his neighborhood reporting the fence falling down in the Chase St and Barrett St parklet with Director Spencer responding; Vice Chair Archambeau asks questions about the Courthouse Parking Garage having a "Public Parking Garage" sign though it's privately owned with Director Spencer and Assistant Director Cashman responding.

**Item 9 – Adjournment & Next Meeting Date – December 21, 2016**

Motion to adjourn made by Commissioner Barr and seconded by Commissioner Alberly.

Action taken: motion approved;

"Ayes" unanimous.

Meeting adjourned at 7:42.

Burlington Department of Public Works Commission Meeting  
Final Minutes, 16 November 2016  
City of Burlington Water Plant – 234 Penny Lane

**Commissioners Present:** Robert Albergy; Tiki Archambeau (Vice Chair); Jim Barr (*arrives at 6:36pm*); Chris Gillman (Clerk); Solveig Overby; Justine Sears. **Commissioners Absent:** Jeff Padgett (Chair).

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

Vice Chair Archambeau calls meeting to order at 6:34pm and makes opening comments.

*\*\*Commissioner Barr arrives\*\**

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Vice Chair Archambeau suggests taking Item 4 – Consent Agenda and splitting it into Agenda Item 4.1 – Approval of Draft Minutes of 9-21-16 and Agenda Item 4.2 – Approval of Draft Minutes of 10-19-16. Commissioner Albergy makes motion to accept altered Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;  
“Ayes” unanimous.

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

No member of the public spoke.

**Item 4.1 – Approval of Draft Minutes of 9-21-16**

Commissioner Overby confirms that her edits to the minutes are included in the version that is being voted upon. Clerk Gillman makes motion to accept draft minutes of 9-21-16 with the edits from Commissioner Overby and is seconded by Commissioner Barr.

Action taken: motion approved.  
Commissioner Albergy: Abstains  
Vice Chair Archambeau: Aye  
Commissioner Barr: Aye  
Clerk Gillman: Aye  
Commissioner Overby: Aye  
Chair Padgett: *not present*  
Commissioner Sears: Aye

**Item 4.2 – Approval of Draft Minutes of 10-19-16**

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Action taken: motion approved.  
“Ayes” unanimous.

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The entire commission engages in a discussion on Item 5 with Assistant Director Moir, Manager Lavalette, and Appellant Mitchell-Ruben responding.

D) Action requested – Vote

Commissioner Alberly makes motion to deny applicant's appeal and is seconded by Commissioner Overby.

Action taken: motion approved;

"Ayes" unanimous.

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Motion to adjourn made by Commissioner Barr and seconded by Commissioner Alberly.

Action taken: motion approved;

"Ayes" unanimous.

Meeting adjourned at 7:42.